**AUTHORITY TO PROCURE**

**(REGULAR)**

Division/Unit : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source of Fund: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved ABC:\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title/Name (As indicated in the APP or RBA if there are changes in the title):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Approved Budget for the Contract \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Item No.** | **Description** |
| 1 | *Technical Specification/Scope of Work/Program of Works/Term of Reference* |
| 2 | *Delivery Period/Contract Duration and Term of Payment* |
| 3 | *Delivery Terms and Condition* |
| 4 | *Cost Breakdown and Estimates (Supported by Price Data and Market Survey) if necessary* |

***Note:*** *The description indicated above are subject to vetting by the Procurement Unit and/or the concerned BAC in consultation with the end-user during the preparation and development of bidding documents or the actual procurement process*

* *Attached approved RBA/Certificate of availability of funds*
* *Attached Technical Specification*

*Prepared by:*  Approved by:

*(Head of Office) (Regional Director)*

**SIGNATURE OVER PRINTED NAME SIGNATURE OVER PRINTED NAME**

Designation Designation