

**Procedure for Budgetary Consideration of Locally Funded Procurement published, administered, and determined through the Department of Contracts on behalf of Contracting Authorities**

1. Prior to commencing of any procurement procedure by the Department of Contracts, the respective Contracting Authority (which includes ministries, departments and government entities) is to fill in the B2 Commitment Form online, which is accessible on <https://finance.gov.mt/en/budget-affairs/budget-finance-directorate/Pages/Forms.aspx>
2. The B2 Commitment Form should be filled in only: -
  - (a) prior to issue of a tender or commencement of a negotiated procedure, where the value of the procurement exceeds €350,000 excluding VAT;
  - (b) following evaluation, in the case where the financial offer of the recommended procurement exceeds the estimated value included in the original B2 Commitment Form by over 25%.
3. Following due processing, clearance from a budgetary perspective will be issued through the online system by the Budget Directorate as applicable and communicated to the Contracting Authority.
4. Subsequently the Contracting Authority is to inform the Department of Contracts by e-mail, attaching a copy of the relevant budgetary clearance which will be generated through the system, so that the procurement process may proceed.

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*BUDGET AFFAIRS DIVISION*

*MINISTRY FOR FINANCE AND EMPLOYMENT*

*January 2010, updated in November 2020 in November 2021 and in July 2022*

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