

MFE Circular 2/2021

Ministry for Finance and Employment  
South Street  
Valletta

19 November 2021

To: Permanent Secretaries  
Directors General  
Directors

### **BUDGET COMMITMENT FORMS**

Reference is made to MF Circular 3/2010 entitled 'Tender Commitment Forms'.

The commitment form process, which has now been updated to include negotiated procedures amongst others, may be viewed through the link <https://finance.gov.mt/wp-content/uploads/2024/05/Budgetary-Procedure-for-Budgetary-Consideration.pdf>

Commitments, when referring to those already entered into, are to be taken to mean known payment obligations under the respective line item and are to include published or awarded tenders / negotiated procedures or other procurement.

In the case of entities not allocated a budget line item in the Financial Estimates, instead of filling in the Commitment Form, prior written confirmation is to be provided to the Department of Contracts that the corresponding outlay on the tender/negotiated procedure will be contained within the respective entity's income, which is also considered as public funding, without resorting to a request for funding through the Financial Estimates.

Tenders that would be issued without the appropriate funding or commitment form being in place would not necessarily be honoured by this Ministry and those issuing them will be held responsible in terms of the Fiscal Responsibility Act.

You may wish to take note of the procedure and bring it to the attention of all officers whose duties include the drawing up of Commitment Forms, which Forms are also available through this Ministry's website.

A Camilleri  
**Permanent Secretary**