

# External Procurement Process

## [Mandatory]

For externally procured software, RISA should be involved as it has the mandate of ensuring centralized software procurement. Government institutions should follow the following process for external procurement:

1. The institution submits the Terms of References (ToRs) including the Software Requirement Specifications to RISA.
2. RISA reviews the Terms of Reference and provides inputs and either approves or rejects the procurement request with reasons in consultation with the requesting institution.
3. If the Terms of Reference are approved, they are submitted to the designated service provider under the framework contract.
4. In the event the solution cannot be implemented under the framework contract, the institution shall officially request a no-objection from RISA to utilize other alternative options.
5. Once a no-objection is received from RISA, the institution will follow the RPPA public procurement process. The following should be considered at the various procurement stages.

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