

EEA Norway Grants 2014-2021

Memo 2/2019

To Project Promoters of Pre-defined projects

From The Funds and Programmes Division as
The National Focal Point as Programme Operator (NFP as PO),
EEA and Norway Grants 2014-21

Date 2nd January 2019

Subject Procurement Obligations

Further to the audit exercise carried out by IAID during the programme closure for the previous programming period, project promoters (PPs) of pre-defined projects should note the following obligations related to procurement requirements.

Requests for quotations/bids/tenders: Deadline for submission of quotations/bids/tenders is to be clearly indicated in the Request, thus ensuring transparency, fair competition and complete audit trail. The Evaluation Committee must also compile a detailed Evaluation Report, including the reasons for requesting or not further clarifications from bidders. Minutes are to be kept of every clarification meeting held during the evaluation process. Following submission of the clarifications of a technical nature from bidders, the opinion of the technical expert, if any, should be ideally sought and an audit trail maintained in this regard for transparency purposes.

The PPs are to ensure that the necessary approvals for any variations in the original terms of reference of the Request, including prices and/or stock, are to be acquired before any further transactions are made between contracting authority and service provider. The PPs are to ensure that any new rates are duly justified prior to certification. The Tender Originator's Form and the Fund Commitment Form should also be updated in case of changes to the original budget estimate. PPs are to ensure that any approved changes are ultimately covered by an Addendum to the Contract.

Policies and Declarations: Insurance policies for the duration of a contract should always be in line with what is stipulated in the Terms of Reference or Special Conditions of the Contract. These policies and other declarations (e.g. of availability and exclusivity) are to be extended in line with project duration according to tender requirements.

Completion of Contract: Ultimately, the PPs need to ensure that all items procured under the project are actually installed, operational and fully functional according to original specs. The PPs, as contracting authority, must ensure that payments are only effected to the service provider when and if the work contracted has been fully completed and any equipment procured has been satisfactorily delivered and installed in line with the Bill of Quantities, and is operational. An inventory list should always be kept updated.

Recruitment Calls for Applications: applicants, who do not meet specified requisites, should be classified as ineligible during the first stages of the selection process. The Eligibility criteria should be

strictly adhered to, and, for no reason, amended during the selection process. All Selection Reports are to be dated. Such practices would ensure transparency and an adequate audit trail.

In this respect, your adherence to the above is highly solicited.

A handwritten signature in blue ink, appearing to read 'Raphael Scerri', with a large, stylized initial 'R'.

Raphael Scerri

DG – Head of NFP