

Version 1 – June 2016

**To include entity’s letterhead**

**QUOTATION NUMBER:**

**REQUEST FOR QUOTATIONS FOR THE FIRST LEVEL CONTROL FUNCTION IN CONNECTION WITH THE *INCLUDE NAME AND REFERENCE (IF APPLICABLE) OF PROJECT UNDER THE NAME OF PROGRAMME***

**Date Issued:**

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**Closing Date:**

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**to include address and contact details of entity**

**To include the publicity requirements according to the respective Programme**

## Section 1: Specifications

### 1.0 General Background

The *include name of entity* is requesting quotations for the provision of services pertaining to first level control in connection with the *include name of project*, which is financed under the *include name of Programme*.

The expenditure may be financed by the European Union under the project in caption. Such expenditure may therefore be claimed under the respective project provided that such costs are provided for and included in the project Application Form.

The selection of the successful bidder will take place in line with the Public Procurement Regulations (LN 296 of 2010) and its subsequent amendments.

### 2.0 Specifications

Further to the selection of the *include name of project* for funding under the *include name of Programme*, the *include name of entity* requires the services of a controller who shall carry out the verification of the expenditure incurred under the project in caption (first level control). Such verification, which shall involve a 100% check of the expenditure incurred under the project, shall follow the guidelines stipulated in the Programme manual<sup>1</sup> and is to submit a control certificate and report as per attached (refer to Annex 1). In addition, interested bidders should note that at least one physical on-the-spot check per project partner is obligatory. During this on-the-spot check, which should be held during the project's lifetime, the respective deliverables ought to be checked, as well as it is to be ensured that the working documents are properly documented and accessible.

The requirements of the selected controller, delineated further below, should be clearly indicated as satisfied by means of Curriculum Vitae (based on Europass format<sup>2</sup>) and a covering letter.

#### Qualifications

The Controller should be registered in the list of Maltese Registered list of Auditors<sup>3</sup>. Interested audit firms may also submit a bid<sup>4</sup>, however in such cases, the CVs of the controller/s that shall be working on the claims should be attached to the respective bid and should also be included in the list of Maltese Registered Auditors.

<sup>1</sup> FLC verification might be online depending on respective Programme.

<sup>2</sup> The template may be accessed from the following link:

<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

<sup>3</sup> The list may be accessed from the following link:

<https://secure3.gov.mt/accountancyboard/Registers/RegisteredAuditors.aspx>

<sup>4</sup> <https://secure3.gov.mt/accountancyboard/Registers/RegisteredAuditFirmsPrincipals.aspx>

### Independence from the project

The selected Controller should be totally independent from the project and therefore s/he should be independent from the project operational activities and finances. In order to satisfy this requirement, the Controller must not be involved in any way in the implementation of a project which shall eventually be controlled by him/her under the framework of this contract.

### Sufficient knowledge of the English language

Given that English is one of the official languages of the *include name of Programme* (internal note: for IE this should read: given that English is the official language of the Interreg Europe Programme), the selected controller should have sufficient knowledge of the English language enabling him/her to perform the first level controls adequately.

### Sufficient knowledge of the relevant EU regulations, Programme and National rules

The Controller should have sufficient knowledge of the relevant EU regulations as well as the regulations set out on a Programme level. Knowledge of national rules, which include public procurement rules, state aid regulations and VAT legislation, is also required.

### Training

The Funds and Programmes Division (FPD) intends to organise information-sessions in which the financial eligibility rules pertaining to the relevant Programme will be explained. The Controllers are expected to attend any training events/meetings organised by the Programme and/or FPD as well as to keep abreast of any updates of programme manuals, procurement regulations, guidance notes, circulars and other relevant documentation. Moreover the Controller would have to attend any bilateral and/or other meetings called by the FPD.

### Timeframes

The selected Controller shall be expected to work according and within the timeframes set on a Programme level<sup>5</sup>. It is important to note that should any deadline be missed, funds may be lost. Therefore the controller might be required to work under tight schedules in order to meet the respective deadlines.

## **3.0 Approbation**

Further to the selection of the controller by means of this RfQ, the FPD within the Ministry for European Affairs and the Implementation of the Electoral Manifesto, as the national coordinator of Territorial Cooperation Programmes and the ENI CBC Med Programme, shall designate the first level control function, pertaining to the relevant project, to such Controller through the award of a certificate. It is only after receiving this certificate that the Controller can start fulfilling the first level control function within the framework of the project, and the first expenditure can be reported and certified.

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<sup>5</sup> Refer to the respective Programme Manual for further details in this regard.

#### 4.0 Submission and Contact Details

Interested service providers are to fill in and submit Section 2 of this RfQ. All prices must quote VAT separately and in full. For payment purposes, invoices and receipts should be issued accordingly.

Clarifications and further information are to be sought in writing by *include email address* by *include date*. Any request for clarifications received after this deadline will not be considered. Quotations are to be submitted by *include date and time* by email on *include email address*.

#### Section 2: To be filled in by interested bidders

Quotation date: \_\_\_\_\_

#### Suppliers/Contractor's details

Company's / Controller's Name:	
Contact Person's Name and Surname:	
Company's / Controller's Address:	
Telephone Number:	
Mobile Number:	
Fax Number:	
E-mail address:	

#### Specifications (as per Section 2 of this RfQ)

Price of first level control (in Euro) as per above requirements and specifications:

<b>Net:</b>	€
<b>Vat (specify rate):</b> %	€
<b>Total:</b>	€

**Company Rubber Stamp:**

**Signature:**

**Name and Surname:** \_\_\_\_\_

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