

UFFIĊĠJU TAL-PRIM MINISTRU  
SEGRETARJAT PARLAMENTARI  
GHALL-FONDI EWROPEJ  
MINISTERU GHALL-AGRIKOLTURA, IS-SAJD,  
L-IKEL U D-DRITTIJET TAL-ANIMALI



MALTA

OFFICE OF THE PRIME MINISTER  
PARLIAMENTARY SECRETARIAT  
FOR EUROPEAN FUNDS  
MINISTRY FOR AGRICULTURE, FISHERIES,  
FOOD AND ANIMAL RIGHTS

*Id-Divizjoni għall-Fondi u Programmi  
Agenzja għall-Pagamenti Agrikoli u Rurali*

*Funds and Programmes Division  
Agriculture and Rural Payments Agency*

### MA PA EAFRD CIRCULAR 01/2021

**To** EAFRD Private Beneficiaries, including NGO's and VO's  
**From** Managing Authority and Paying Agency, EAFRD  
**Date** 21<sup>st</sup> June 2021  
**Subject** Guidance for procurement of works, supplies and services

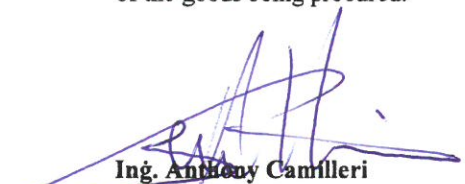
In respecting the relevant EU Regulations, the MA and PA (henceforth the Authorities) must emphasise that any procurement procedures followed as part of the implementation of projects funded through the European Agricultural Fund for Rural Development including procedures followed by private entities and NGOs, are to respect and be in accordance with the principles and application of the Public Procurement Regulations. This means that the procurement process followed needs to ensure transparency and good governance throughout the process.

All quotations sought for works, supplies or services are to be obtained from a minimum of three different and independent suppliers. When seeking quotations, situations which give rise to conflict of interest such as in the case of related suppliers, suppliers who hold a direct relationship with the beneficiary, companies in which the beneficiary or a representative of the beneficiary have direct control or shareholding, etc. must be avoided. Quotations are to be comparable in specifications, works to be performed or service to be provided. Quotations should be dated not earlier than six (6) months from the start of works, supply or service. If a quotation was issued by a contractor, supplier or service provider more than six (6) months before the start of works, supply or service, the contractor, supplier or service provider is to issue a declaration indicating that the offer is still valid. If a request for quotations is issued via email, this should also be retained by the beneficiary for as evidence of the audit trail. Furthermore, a request for quotes sent to economic operators should always specify a deadline for the submission of quotation.

Only original quotations are accepted. If a supplier issues a quotation electronically and sends it to the beneficiary via e-mail, the beneficiary is to submit a copy of the accompanying e-mail from the supplier.

In order to ensure proper market testing as well as to guarantee a transparent process, it is suggested that a beneficiary draws up the specifications of the supplies, services or works required together with any conditions which suppliers are required to follow. In such case, the request for quotations may be sent to various suppliers via email. A beneficiary may also publish the request for quotations on a high visibility social media page or website to ensure more exposure and to attract bids from any other interested bidders not targeted in a mailing list. Increased exposure may also result in increased value for money since more offers could be submitted. Even where publication for a request for quotes is carried out, all efforts should be directed to obtaining a minimum of three quotations. Once all quotations are received, the beneficiary should evaluate the offers to identify the cheapest compliant bid – this award criterion is to be published in the request for quotes. Once a beneficiary has evaluated the offers, the winning bidder should be informed that his/her offer has been accepted including the awarded price and the other bidders informed that their offer has not been chosen giving the adequate reasons for their disqualification and also stating the identity of the chosen bid and its price. Copies of all communications should be retained as evidence in the project file and eventually submitted to PA together with the respective payment claims, as and where requested.

Attached to this circular as annex is a sample Financial Bid Form which can be used to communicate specifications and details required for suppliers to fill in. This is only being provided for guidance purposes and can be modified as necessary according to the project's specific requirements and nature of the goods being procured.



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