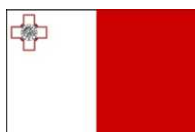


## REQUEST FOR QUOTATIONS MEAE/FPD/007/2018

### Request for Quotations for the provision of Audit Technicians for the Managing Authority of the European Agricultural Fund for Rural Development 2014 – 2020



#### Rural Development Programme for Malta 2014-2020

Part financed by the European Union  
Co-financing Rate:  
75% European Union; 25% Government of Malta



*The European Agricultural Fund for Rural Development:  
Europe investing in rural areas*

## **Request for Quotations Provision of Audit Technicians for the Managing Authority, European Agricultural Fund for Rural Development 2014 – 2020**

*Advert Number: MEAE/FPD/007/2018*

### **Terms of Reference**

#### **1. Scope of services**

This Request for Quotations (RfQ), being issued by the Funds and Programmes Division (FPD) in the Parliamentary Secretariat for EU Funds and Social Dialogue, Ministry for European Affairs and Equality as the Managing Authority of the European Agricultural Fund for Rural Development, is for the provision of Audit Technicians to perform the tasks set out in section 9 below.

The expenditure will be co-financed by the European Union from the Technical Assistance of the European Agricultural Fund for Rural Development (EAFRD) 2014-2020.

#### **2. Procedure**

This RfQ is being issued in terms of the Public Procurement Regulations 2016 (Legal Notice 352 of 2016).

This is a fee-based contract for service. The Managing Authority shall determine the award based on the lowest rate quoted for each Application processed, and on the basis of the offer being compliant with the RfQ's specifications.

#### **3. Timetable**

Date of publication of RfQ	<b>Thursday, 29 March 2018</b>
Clarification meeting for prospective bidders	<b>Thursday, 5 April 2018, at 10:00 am</b>
Deadline for submission of Quotations	<b>Friday, 13 April 2018 at 12:00 noon</b>

#### **4. Method of submission of Quotations**

Signed, scanned Quotations including filled in Annexes I, II and III of this document must be submitted by e-mail on [rdd.meae@gov.mt](mailto:rdd.meae@gov.mt) prior to the deadline for submission of Quotations set in the Timetable (section 3 above).

Late submissions will be rejected and will not be evaluated. No liability will be accepted for any Quotation rejected due to late submission.

Quotations submitted by any other means will not be considered.

Quotations must fully comply with the requirements as stated in this RfQ.

There will be a clarification meeting for prospective bidders on Thursday, 5 April 2018 at 10:00 am. The clarification meeting will take place at the premises of the Funds and Programmes Division, Triq il-Kukkanja, Santa Venera.

Bidders will be deemed to have satisfied themselves, before submitting their Quotation, as to its correctness and completeness, to have taken account of all that is required for the full and proper performance of the contract, including all charges in their rates and prices.

In submitting its Quotation, a bidder will be submitting its best and final offer.

#### **5. Validity of Quotations**

Bidders commit themselves to retain the validity of their Quotation for a period of sixty (60) days from the deadline for the submission of Quotations stated in section 3 above.

The Managing Authority may, at its own discretion, extend the deadline for submission of Quotations. In that case, the Managing Authority shall upload a notice on its website [www.eufunds.gov.mt](http://www.eufunds.gov.mt).

#### **6. Evaluation of Quotations and award**

Quotations that do not meet the technical requirements set out in this RfQ will not be considered.

In the interest of transparency and equal treatment and without being allowed to modify their Quotations, bidders may be required, solely at a request in writing from the Managing Authority, to provide clarifications.

When arithmetical errors are identified, such errors will be corrected. The unit price quoted by the bidders in their offers will be deemed to be final and it may not be altered after the submission deadline.

In the event that an arithmetical error is identified, the amount stated in the Quotation will be adjusted and the bidder will be bound by that adjusted amount. The revised price will be communicated to the bidder.

Price (i.e. the lowest rate per Application processed) of the offers which are found to be technically compliant shall be the award criterion for RfQ.

The Notification of Award shall be sent via e-mail and published on the Managing Authority's notice board.

The Managing Authority reserves the right to cancel the whole procurement procedure and reject all Quotations.

In that eventuality, the Managing Authority reserves the right to launch a new Request for Quotations.

In the event of this procedure being cancelled, bidders will be notified by the Managing Authority.

Under no circumstances will the Managing Authority be liable for damages, whatever their nature (in particular damages for loss of earnings) or relationship to the cancellation of a procurement procedure, even if the Managing Authority has been advised of the possibility of damages. The publication of a Request for Quotations does not commit the Managing Authority to implement the activity announced.

## 7. Objective

The objective of this RfQ is to engage the services of Audit Technicians in line with the requirements outlined in sections 9 and 10 below. **A bidder must be able to provide all of the services requested in sections 9 and 10.**

## 8. Response requirements

When submitting their offer, bidders are expected to provide a complete and comprehensive response to this Request for Quotations. Responses should include:

- a) Annex I: Details of Bidder
- b) Annex II: Technical Offer
- c) Annex III: Financial Offer

## 9. Requirements for award

The Managing Authority requires the services of Audit Technicians who are required to:

- a) use a dedicated data platform to input Application details, where necessary; this entails copying / pasting from documents in MS Word format and inserting basic extracts from Applications into the online system
- b) support the performance of eligibility checks on Applications for EU funding related to the Rural Development Programme 2014-2020
- c) assist in a number of management verifications to determine whether the Applications meet eligibility criteria

## 10. Service requirements

Audit Technicians assigned to this contract are expected to be:

- a) in possession of at least an MQF Level 4 standard of education including Accounts and/or Economics<sup>1</sup>  
**or**  
currently furthering their studies at MIA/ACCA level or equivalent
- b) able to communicate in the English language (both written and spoken)
- c) be computer literate, with use of Microsoft Outlook and Excel
- d) in an employment contract / agreement with the bidder, at bidding stage
- e) independent and free from conflict of interest in the responsibilities accorded to them

---

<sup>1</sup> CV's to be submitted with Annex 2

Following the 'induction period' where the Contract Holder (Project Officer) will be asked to visit the MA's offices, the Audit Technician/s will not normally carry out work from the offices of the Managing Authority. However, they should be available to work at the offices of the Managing Authority for approximately ten (10) hours a month (although this will not always be requested).

The Contract Holder may not replace Audit Technician(s) without a valid reason and without the prior agreement of the Managing Authority. However, the Managing Authority has a right to request the substitution of an Audit Technician in case his / her work is of unsatisfactory quality.

A bidder is to nominate a Project Officer with whom the Managing Authority will liaise. The Project Officer may himself / herself perform work related to this contract but in any case he / she will be required to supervise the work of other Audit Technicians working on this contract.

#### **11. Commencement date and period of execution**

The intended commencement date is within one week from confirmation e-mail by the Managing Authority. The period of execution shall run until the capping of the Contract value is reached. The Managing Authority reserves the right to revise both the available budget (and the execution period).

#### **12. Financing**

This procedure is being co-financed through EU Funds from the Technical Assistance of the European Agricultural Fund for Rural Development (EAFRD) 2014-2020.

#### **13. Payment method**

Payment will be effected following the receipt of a valid invoice, certified correct by the Managing Authority. The minimum value per invoice will be stipulated in the contract.

#### **14. Law**

By submitting its offer, a bidder is accepting that this procedure is regulated by Maltese Law, and is deemed to know all relevant laws; acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the offer and the resulting contract.

#### **15. Data protection**

Any personal data submitted in the framework of the procurement procedure and / or subsequently included in the contract shall be processed pursuant to the Data Protection Act, 2001. It shall be processed solely for the purposes of the performance, management and follow-up of the procurement procedure and / or subsequent contract by the Managing Authority without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with national and / or EU law.

**16. Gender equality**

In carrying out its obligations in pursuance of this contract, the Contract Holder shall ensure the application of the principle of gender equality and shall thus 'inter alia' refrain from discriminating on the grounds of gender, marital status or family responsibilities. In this document words importing one gender shall also include the other gender.

**ANNEX I: DETAILS OF BIDDER**

<b>Name of person submitting quotation</b>	
<b>Company name</b>	
<b>Company address</b>	
<b>Name of Project Officer</b>	
<b>E-mail address</b>	
<b>Contact telephone number</b>	
<b>Mobile telephone number</b>	
<b>Company/Bidder Registration Number</b>	
<b>VAT Registration Number</b>	
<b>Signature of person submitting quotation</b>	
<b>ID Card Number of person submitting quotation</b>	
<b>Date</b>	

**ANNEX II: Technical Offer**

	<b>Yes</b>	<b>No</b>
Project Officer with whom the Managing Authority will liaise		
Audit Technicians to be assigned to this contract are in possession of an MQF Level 4 standard of education including Accounts and/or Economics <b>or</b> Are currently furthering their studies at MIA/ACCA level or equivalent		
Audit Technicians to be assigned to this contract are able to communicate in the English language (both written and spoken)		
Audit Technicians to be assigned to this contract are computer literate, with use of Microsoft Outlook and Excel		
The CV's of Audit Technicians to be assigned to this contract are included with this Annex		
Audit Technicians assigned to be assigned to this contract in an employment contract / agreement with the bidding company, at bidding stage		
Audit Technicians assigned to be assigned to this contract independent and free from conflict of interest in the responsibilities accorded to them		
The Contract Holder will not replace Audit Technicians without a valid reason and without the prior agreement of the Managing Authority		
The Managing Authority has a right to request the substitution of an Audit Technician in case his / her work is of unsatisfactory quality		



**ANNEX III: FINANCIAL OFFER**

<b>FEE-BASED CONTRACT</b>
<i>N.B. Three decimal points do not exist in the Euro currency; therefore, such offers cannot be accepted. Offers are to be submitted up to two decimal points.</i>
<b>Fee for Audit Technicians Service as outlined in the Request for Quotations, Advert Number MEAE/FPD/007/2018</b>
€_____ per Application processed ([Amount in Words]: _____)

**Bidder's Rubber Stamp (If available):**

**Signature:** \_\_\_\_\_

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