

On-the-Spot Check Report – FCU

Asylum, Migration and Integration Fund / Internal Security Fund *(deleted where applicable)**This template should be filled in by FCU when carrying out an on-the-spot check*

OTS Reference No: _____

1. GENERAL INFORMATION

Date	
Member State	Malta
Programming Period	2014-2020
Fund	
Specific Objective	
National Objective	
Project Number	
Title of the Project	
Beneficiary	
Project Leader	
Person Representing the Project Leader: <i>(if the latter is not available)</i>	
Place of meeting	
Officers present during the spot check	

Document Register: RA *(insert no)*

OTS Template version: October 2015



Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)

Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds

Sustainable Management of Migration Flows

2 Project Documentation			
Are all the required documents in the project file?			
	Yes	No	N/A
Application as per Call and related correspondence (clarification letters etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Approval by RA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signed Grant Agreement and Project Description (original)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request for Addenda to the Grant Agreement sent by the beneficiary to the Responsible Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addenda to the Grant Agreement (original)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If an addendum or addenda has been done please indicate how many and the date of last signature on the addenda			
MEPA Permit (where relevant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregularity Reports (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nil Irregularity Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Previous on-the-spot check reports (including related correspondence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Progress Report (annually)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Closure Report (to be submitted after the project end date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation of Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change of Project Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory Template (signed by the Project Leader and Head of Accounts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Durability of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)

Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds

Sustainable Management of Migration Flows



3. Fixed Assets (Equipment, furniture etc.)			
<i>Insert OTS Reference if this section was already checked in previous OTS</i>			
	Yes	No	N/A
Were any fixed assets purchased under this project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a rational present in file for choosing between the purchase or the leasing of the equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If any fixed assets were procured, specify what equipment has been contracted:</i>			



Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)

Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds

Sustainable Management of Migration Flows





**Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)**

Project part-financed from the European Union

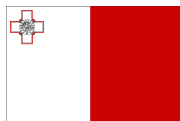
Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds



Sustainable Management of Migration Flows

If any of the fixed assets purchased under this project are being checked during this OTS, list them here

Item Description	Serial No./ID	Location of asset	Date of purchase	Total value of the item	Is this item approved by the Responsible Authority	Is this item listed in the inventory	EU visibility



Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)

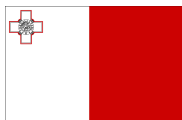
Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary Funds



Sustainable Management of Internal Security and Migration Flows

4. Training on Equipment			
	Yes	No	N/A
Attendance Sheets (for both trainer and trainees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents used for training (eg. presentation, handouts, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photographs showing that the training took place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of certificates (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)

Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary Funds



Sustainable Management of Internal Security and Migration Flows

5. Training Activity forming part of the project (except training on equipment)			
	Yes	No	N/A
Call for participants/Advert/Memo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eligibility & Selection Criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation report of applicants (original)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter to selected applicants (<i>Can be replaced by publication of results</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter to non selected applicants (<i>Can be replaced by publication of results</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance Sheets (for both teachers and trainees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation Sheets/Feedback Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other documents used for training (e.g. presentation, handouts, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photographs showing that training took place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of certificates (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all material in line with the visual identity guidelines? (reference to the Fund, EU and Maltese flag, the programming period and the statement Sustainable Management of Migration Flows for AMIF and Sustainable Management of Internal Security for ISF on all material including certificate to participants?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the case of processing of personal data, were participants appropriately informed that such data (including written and visual) may be made available to third parties within the scope of the implementation and monitoring system of the Programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			



Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)

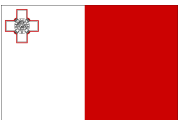
Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds

Sustainable Management of Migration Flows



6. Retention of Documentation
Is the supporting documentation for each claim in project file? (list down the Payments Checklists checked)
How is the data kept? (Hard copy or soft copy)



**Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)**

Project part-financed from the European Union

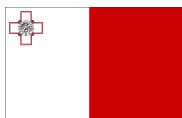
Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds

Sustainable Management of Migration Flows



7. Procurement that exceeds € 2,500 till € 120,000 – (Schedule 2 and Schedule 3) for Public Entities if falls within sample and not already checked at desk base				Tick here if section is Not Applicable to project			<input type="checkbox"/>					
Procurement made through:	Departmental Tender (Section A)		<input type="checkbox"/>			Amount allocated						
	Request for Published Quotations (Section B)		<input type="checkbox"/>			Date of Publication						
	Request for Quotations (Section C)		<input type="checkbox"/>			Deadline for submission of bids						
	Direct Order (Section D)		<input type="checkbox"/>									
Reference	Title		Invoices which relate to this procurement: (add rows as appropriate)									
Bidders (add rows as appropriate)	Value	Administratively Compliant			Technically Compliant			Financially Compliant			Comments	
		Yes	No	NA	Yes	No	NA	Yes	No	NA		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Winning Bidder			Amount of winning bid									
Award Criteria Used	MEAT	<input type="checkbox"/>			Cheapest Technically Compliant			<input type="checkbox"/>			Other	<input type="checkbox"/>
											Please state	
		Yes		No		N/A		Comments				
A. Departmental Tenders		Tick here if section is Not Applicable to this procurement								<input type="checkbox"/>		
Tender Document (final version)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
Advert of Publication of Tender in Government Gazette (actual copy of advert)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
Date of first advert in Govt. Gazette:												
Any other adverts (website, local newspapers, etc)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
Requests for clarifications & replies (during call)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
Official letter of appointment /approval of the Evaluation Committee		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
CVs of Evaluation Committee members		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
Declarations of impartiality of Evaluation Committee members		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
Summary of Tenders received (indicating the number of bids received within the stipulated deadline)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						

Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)



Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary Funds



Sustainable Management of Internal Security and Migration Flows

Evaluation Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DCS Approval of Evaluation Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Publication of Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of award to successful bidder/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter to non-successful bidder/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LPO/Agreement/Contract, where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DCC Approval for addenda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addenda to the above (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is appropriate reference given to the protection of personal data in documents such as tender documents and contracts, in accordance with the Data Protection Act of 2001 (and subsequent amendments)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Published Request for Quotations for expenditure above €6,000	Tick here if section is <u>Not Applicable</u> to this procurement			<input type="checkbox"/>
Request for quotations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quotations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advert of Publication of Call in Government Gazette (actual copy of advert)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Date of first advert in Govt. Gazette:				
Reference/Notification to selected bidder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LPO/Agreement, where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Request for Quotations for expenditure below €6,000	Tick here if section is <u>Not Applicable</u> to this procurement			
Request for quotations outlining the specs, the deadline for submission & the date of issue. (Request to be sent to at least 3 potential bidders)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quotations received, choosing the cheapest compliant (or MEAT subject to justified reason)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reference/Notification to selected bidder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LPO/Agreement (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Direct Order	Tick here if section is <u>Not Applicable</u> to this procurement			<input type="checkbox"/>
Justification taking into consideration the amount involved, the urgency attached to the procurement & restrictions of choice and availability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)

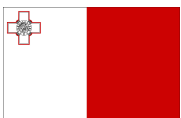
Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds

Sustainable Management of Migration Flows



Written approval by the Minister responsible for that department, or by such member of the department as may be authorised by that Minister – for procurement between €2,500 & €6,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written approval from the DG operations Budget Office – for procurement between €6,000 & €120,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LPO/Agreement, where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



**Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)**

Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds



Sustainable Management of Migration Flows

8. Procurement which exceeds €120,000 (schedule 2) - to be checked at Department of Contracts if falls within sample and not already checked at desk base				Tick here if section is <u>Not Applicable</u> to project			<input type="checkbox"/>				
Procurement made through:	DoC Tender (Section A)		<input type="checkbox"/>			Amount allocated					
	Direct Order (Section B)		<input type="checkbox"/>			Date of Publication					
					Deadline for submission of bids						
Reference	Title		Invoices which relate to this procurement: (add rows as appropriate)								
Bidders (add rows as appropriate)	Value	Administratively Compliant			Technically Compliant			Financially Compliant			Comments
		Yes	No	NA	Yes	No	NA	Yes	No	NA	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Winning Bidder			Amount of winning bid								
Award Criteria Used		MEAT	<input type="checkbox"/>			Cheapest Technically Compliant	<input type="checkbox"/>			Other	<input type="checkbox"/>
								Please state			
		Yes	No	N/A	Comments						
A. DoC Tenders		Tick here if section is <u>Not Applicable</u> to this procurement								<input type="checkbox"/>	
Commitment Form		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Tender Document (final version)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Advert of Publication of Tender in Government Gazette (actual copy of advert)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Date of first advert in Govt. Gazette:											
Any other adverts (website, local newspapers, etc)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Contract Notice in Official Journal (if tender exceeds the stipulated EU thresholds)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Requests for clarifications & replies (during call)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							



Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)

Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds

Sustainable Management of Migration Flows



Letter/email to DoC recommending the members of the Evaluation Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter/email from DoC approving the members of the Evaluation Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CVs of Evaluation Committee Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Declarations of Impartiality of Evaluation Committee Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Summary of Tenders received (indicating the number of bids received within the stipulated deadline)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation Report (final version approved by GCC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requests for clarifications & replies (during evaluation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Publication of Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any request for clarifications made by GCC on the submitted Evaluation Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract Award Notice (if tender exceeds the stipulated EU thresholds)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of award to successful bidder/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter to non-successful bidder/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract (and any other document required by law)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Valid Performance Guarantee including any amounts stipulated in addenda to the contract (where the contract value exceeds €10,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Performance Guarantee still valid at the time when the spot check was held?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In case an extension to the contract was approved, was the relevant performance guarantee extended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract Award Notice published within 48 days of award (Directive 2004/18/EC, Chapter VI, Article 35(4)) (if tender exceeds the stipulated EU thresholds) (Need not be in Beneficiary's file but should be checked from OJ website)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeals/Recourse to Court and defence procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addenda to the Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is appropriate reference given to the protection of personal data in documents such as tender documents and contracts, in accordance with the Data Protection Act of 2001 (and subsequent amendments)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



**Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)**

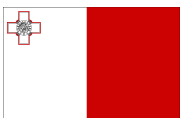
Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds



Sustainable Management of Migration Flows

B. Direct Order	Tick here if section is <u>Not Applicable</u> to this procurement			<input type="checkbox"/>
Justification taking into consideration the amount involved, the urgency attached to the procurement & restrictions of choice and availability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written approval from the DG operations Budget Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written approval by the Director of Department of Contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract (and any other document required by law)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addenda to the Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



**Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)**

Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds



Sustainable Management of Migration Flows

9. Procurement which exceeds €120,000 (schedule 3) – if falls within sample and not already checked at desk base NOT APPLICABLE FOR LOCAL COUNCILS				Tick here if section is Not Applicable to project				<input type="checkbox"/>			
Procurement made through:	Tender (Section A)		<input type="checkbox"/>		Amount allocated						
	Direct Order (Section B)		<input type="checkbox"/>		Date of Publication						
					Deadline for submission of bids						
Reference	Title		Invoices which relate to this procurement: <i>(add rows as appropriate)</i>								
Bidders <i>(add rows as appropriate)</i>	Value	Administratively Compliant			Technically Compliant			Financially Compliant			Comments
		Yes	No	NA	Yes	No	NA	Yes	No	NA	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Winning Bidder			Amount of winning bid								
Award Criteria Used	MEAT	<input type="checkbox"/>		Cheapest Technically Compliant		<input type="checkbox"/>		Other		<input type="checkbox"/>	
								Please state			
		Yes		No		N/A		Comments			
A. Tenders		Tick here if section is Not Applicable to this procurement							<input type="checkbox"/>		
Tender Document (final version)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					
Notice of Publication of Call for Tender		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					
Date of Notice											
Advert of Publication of Tender in Government Gazette (actual copy of advert)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					
Date of first advert in Govt. Gazette:											
Any other adverts (website, local newspapers, etc)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					
Contract Notice in Official Journal (if tender exceeds the stipulated EU thresholds) <i>Need not be in Beneficiary's file but should be checked from OJ website</i>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					
Requests for clarifications & replies (during call)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					



Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)

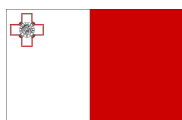
Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds

Sustainable Management of Migration Flows



Request made for the appointment of the Evaluation Committee members (by Project Leader to the Head of the Entity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approval letter/email of appointment of the Evaluation Committee members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CVs of Evaluation Committee Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Declarations of Impartiality of Evaluation Committee Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Summary of Tenders received (indicating the number of bids received within the stipulated deadline)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation Report (final version)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requests for clarifications & replies (during evaluation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Publication of Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract Award Notice (if tender exceeds the stipulated EU thresholds) <i>Need not be in Beneficiary's file but should be checked from OJ website</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract Award Notice published within 48 days of award (Directive 2004/18/EC, Chapter VI, Article 35(4)) (if tender exceeds the stipulated EU thresholds) (Need not be in Beneficiary's file but should be checked from OJ website)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of award to successful bidder/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter to non-successful bidder/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract (and any other document required by law)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appeals/Recourse to Court and defence procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addenda to the Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is appropriate reference given to the protection of personal data in documents such as tender documents and contracts, in accordance with the Data Protection Act of 2001 (and subsequent amendments)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Direct from open market	Tick here if section is <u>Not Applicable</u> to this procurement			<input type="checkbox"/>
Justification taking into consideration the amount involved, the urgency attached to the procurement & restrictions of choice and availability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written approval from the DG Operations Budget Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)

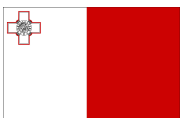
Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds



Sustainable Management of Migration Flows

Written approval by the Director of Department of Contracts (if it exceeds the EU thresholds)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract (and any other document required by law)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addenda to the Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



**Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)**

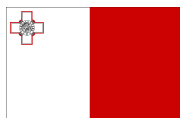
Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds



Sustainable Management of Migration Flows

10. Additional costs or variations in public contracts or contracts undertaken by non-public entities	Tick here if section is <u>Not Applicable</u> to project		<input type="checkbox"/>
	Yes	No	N/A
Technical analysis by project manager/supervisor justifying the extra expenditure (in the case of technical works/supplies/services)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification sent to the Responsible Authority as regards the modification and/or variation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request for additional funds sent to the RA (if required) and approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For departmental contracts, approval by Perm Sec in terms of Article 20 (1) last proviso	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Orders issued by the contracting authority to the contractor in case of additions, omissions, substitutions, changes in quality, quantity, form, character, kind, position, dimension, level or line and changes in the specified sequence, method or timing of execution of the works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Justified request in the case of a contracts (under the regulatory of the DoC) submitted by Beneficiary to DoC for approval of modifications (exceeds 5% of the Contract value)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For contracts signed by the Department of Contracts, approval by the General Contracts Committee (GCC) where cumulative additional costs exceed 5% of the contract value (exc. VAT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>			



Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)

Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds



Sustainable Management of Migration Flows

11. Procurement over €5,000 (For NGOs) - if falls within sample and not already checked at desk base				Tick here if section is Not Applicable to project				<input type="checkbox"/>			
Procurement made through:	A. Tender (Section A) – for procurement above €100,000			<input type="checkbox"/>	Amount allocated						
	B. Quotations (Section B) – For procurement between €5000 - €100,000			<input type="checkbox"/>	Date of Publication						
			<input type="checkbox"/>	Deadline for submission of bids							
Reference	Title			Invoices which relate to this procurement: (add rows as appropriate)							
Bidders (add rows as appropriate)	Value	Administratively Compliant			Technically Compliant			Financially Compliant			Comments
		Yes	No	NA	Yes	No	NA	Yes	No	NA	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Winning Bidder				Amount of winning bid							
Award Criteria Used	MEAT	<input type="checkbox"/>			Cheapest Technically Compliant			<input type="checkbox"/>			Other <input type="checkbox"/>
											Please state
		Yes	No	N/A	Comments						
A. Tenders		Tick here if section is Not Applicable to this procurement								<input type="checkbox"/>	
Tender Document (final version)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Advert of Publication of Tender		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Date of first advert:											
Requests for clarifications & replies (during call)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Official Letter of Appointment /Approval of the Evaluation Committee		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
CVs of Evaluation Committee members		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Declarations of impartiality of Evaluation Committee members		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Summary of Tenders received (indicating the number of bids received within the stipulated deadline)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							



Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)

Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds

Sustainable Management of Migration Flows



Evaluation Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Publication of Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of award to successful bidder/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter to non-successful bidder/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Agreement/Contract (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addenda to the above (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any complaints submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Valid Performance Guarantee including any amounts stipulated in addenda to the contract (where the contract value exceeds €10,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is appropriate reference given to the protection of personal data in documents such as tender documents and contracts, in accordance with the Data Protection Act of 2001 (and any subsequent amendments)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Request for Quotations	Tick here if section is <u>Not Applicable</u> to this procurement			<input type="checkbox"/>
Request for quotations outlining the specs, the deadline for submission & the date of issue. (Request to be sent to at least 3 potential bidders)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quotations received, choosing the cheapest compliant (or MEAT subject to justified reason)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any adverts made (not mandatory)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reference/Notification to selected bidder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Agreement (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

13. ACCOUNTING	
Voluntary Organizations and Public Entities	
<i>Insert OTS Reference if this section was already checked in previous OTS</i>	



Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)

Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds

Sustainable Management of Migration Flows



	Yes	No	Comments
For the accounting of all transactions related to the project, state whether a Separate accounting system <input type="checkbox"/> and/or an adequate accounting code <input type="checkbox"/> is/are being used for this project	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:			
14. INDICATORS			
Common Indicators	Actual Achievement		
Other Indicators	Actual Achievement		
Are grants recorded in the financial statements?	<input type="checkbox"/>	<input type="checkbox"/>	



Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)

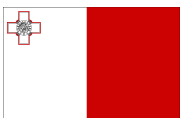
Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds

Sustainable Management of Migration Flows



15. PUBLICITY AND INFORMATION				
	Yes	No	N/A	Comments



**Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)**

Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds

Sustainable Management of Migration Flows



Billboard on Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signs/plaques on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Poster/s on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stickers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seminar, Conferences or Workshops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Press Release/s/write ups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Broadcast Media (Television/Radio)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Printed Media Adverts (Newspapers, Magazines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Promotional Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Internet and Websites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Direct Mail Actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other/s (<i>Please specify</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

If any compulsory measures are absent or if any of the above items are not in line with the Information and Publicity Requirements, please provide further details on each case:

16. CONCLUSIONS

General remarks on the overall implementation of the project and updates on the follow up actions requested in previous OTS checks.



**Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)**

Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds

Sustainable Management of Migration Flows



List any follow-up actions required and the date by which these should be undertaken as well as who is to check that action has been taken as instructed. Indicate if a follow-up visit is necessary and by when this visit should take place

Indicate/list any suspicion of irregularities or actual detection of irregularities

17. List of Annexes (as relevant)

Any photos and/or documents gathered during the on-the-spot check

Officers Conducting Check:



**Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)**

Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds



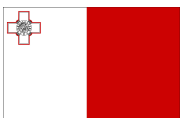
Sustainable Management of Migration Flows

Name in Block Letters	Signature
Designation	Date

Name in Block Letters	Signature
Designation	Date

Conclusions and Recommendations endorsed by:	
Name in Block Letters	Signature
Designation	Date

Project Leader:	
Name in Block Letters	Signature
Designation	Date



**Asylum, Migration and Integration Fund (AMIF)
Internal Security Fund (ISF)**

Project part-financed from the European Union

Co-financing rate: 75% EU Fund; 25% Beneficiary's Funds



Sustainable Management of Migration Flows