

Annex 9: On-the-Spot Check Report – RA Desk Officers

Asylum, Migration and Integration Fund / Internal Security Fund (deleted where applicable)

This template should be filled in by the RA when carrying out an on-the-spot check

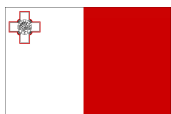
OTS Reference No: _____

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 Doc No. 2

OTS Template version: May 2017



**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



2. Project Documentation			
Are all the required documents in the project file?			
	Yes	No	NA
Application as per Call	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarification letters sent by the PSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reply to clarifications drawn up by beneficiary	<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PA 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"/>
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 in case of public entities signed by DCS or in case of non-public entities and NGOs signed by Head of Accounts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			



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3. Declarations			
Tick here if section is <u>Not Applicable</u> to this procurement <input type="checkbox"/>			
	Yes	No	NA
Equipment:			
Durability of Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A declaration endorsed by a technical expert that the equipment has the technical properties needed for the project and comply with applicable norms and standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Real Estate:			
Declaration endorsed by a technical expert that real estate has the technical properties needed for the project and complies with applicable norms and standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Declaration that the <i>purchase</i> of the real estate respects the principles of value for money and cost effectiveness and is being considered as proportionate to the aim to be achieved through the implementation of the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the case of <i>purchased</i> real estate, a certificate is obtained from an independent qualified valuer or duly authorised official body establishing that the price does not exceed the market value, either attesting that the real estate is in conformity with national regulations or specifying the points which are not in conformity that the final beneficiary plans to rectify as part of the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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4. Fixed Assets (Equipment, machinery, furniture, fixture and fittings, building, land, etc.)			
Tick here if section is <u>Not Applicable</u> to this procurement <input type="checkbox"/>			
<i>Insert OTS Reference if this section was already checked in previous OTS</i>			
	Yes	No	NA
Were any fixed assets purchased under this project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cases of purchased individual items whose cost exceeds € 5,000, is supporting documentation in the form of quotations gathered for both leasing and purchase to ensure that the cheapest option was selected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State which procured item the RA is referring to :			
<i>If any fixed assets were procured, specify what has been contracted:</i>			



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5. Training on Equipment		
Tick here if section is <u>Not Applicable</u> to this procurement <input type="checkbox"/>		
	Yes	No
Attendance Sheets (for both trainer and trainees), having the EU visibility	<input type="checkbox"/>	<input type="checkbox"/>
Documents used for training (eg. presentation, handouts, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Photographs showing that the training took place	<input type="checkbox"/>	<input type="checkbox"/>
Copy of certificates	<input type="checkbox"/>	<input type="checkbox"/>



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6. Training Activity forming part of the project (except training on equipment)		
Tick here if section is Not Applicable to this procurement		<input type="checkbox"/>
	Yes	No
Call for participants/Advert/Memo	<input type="checkbox"/>	<input type="checkbox"/>
Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Eligibility & Selection Criteria	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation report of applicants (original)	<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"/>
Letter to non-selected applicants (<i>Can be replaced by publication of results</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Attendance Sheets (for both teachers and trainees)	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation Sheets/Feedback Sheets	<input type="checkbox"/>	<input type="checkbox"/>
Other documents used for training (e.g. presentation, handouts, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Photographs showing that training took place	<input type="checkbox"/>	<input type="checkbox"/>
Copy of certificates (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Is all publicity 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 certificates to participants?)	<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"/>
Comments:		



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7. Retention of Documentation	
Is the supporting documentation for each claim in project file? (list down the Payments Checklists checked)	
Contract Code	Invoice no.
How is the data kept? (Hard copy or soft copy)	



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During desk base check a separate checklist is being compiled by the RA officer

Type of procedure	Open Procedure	<input type="checkbox"/>	Innovative Partnership	<input type="checkbox"/>
	Design Contest	<input type="checkbox"/>	Restricted Procedure	<input type="checkbox"/>
	Framework Agreement	<input type="checkbox"/>	Competitive Dialogue	<input type="checkbox"/>
			Negotiated Procedure	<input type="checkbox"/>

8. Procurement which does not exceed Euro 5,000 - (Schedule 2 and 3)			Tick here if section is Not Applicable to project		<input type="checkbox"/>
Procurement made through:	Request for 3 Quotations (Section A)	<input type="checkbox"/>	Date of Issue		
	Publication of competitive call for quotations on ePPS – (Section B)	<input type="checkbox"/>	Deadline for submission of quotes		
	Direct Contract Award (Section C)				
Reference	Title	Invoices which relate to this procurement: <i>(add rows as appropriate)</i>			
Quotations <i>(add rows as appropriate)</i>	Value	Quotation is comparable and according to the specifications asked for by the Beneficiary			Comments
		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"/>	
Winning Quote				Amount of winning bid	
Award Criteria Used	Best Price Quality Ratio (BPQR)	<input type="checkbox"/>	Cheapest Technically Compliant	<input type="checkbox"/>	Total Cost <input type="checkbox"/>



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	Yes	No	N/A	Comments
A. Request for 3 Quotations	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"/>	
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"/>	
B. Publication of competitive call for quotations through ePPS	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"/>	
Reference/Notification to selected bidder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Agreement / confirmation email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Direct Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was the direct order duly justified on the basis of one or more of the following circumstances: 1) When no tenders or no suitable tenders or no applications have been submitted in response to open procedure 2) Restrictions of choice and availability 3) The urgency attached to the procurement caused by unforeseeable events 4) Where the contract concerned is awarded subsequent to a design contest and must be awarded to the successful candidate or to one of successful candidates. 5) In so far as is strictly necessary, for additional services not included in the project initially considered or in the contract first concluded but	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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which have, through unforeseen circumstances, became necessary for the performance of the service or works or supplies described therein, on condition that the award is made to the economic operator executing the contract.				
Written Approval by Head of Contracting Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Agreement / Confirmation email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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9. Procurement that exceeds € 5,000 till € 10,000 – (Schedule 2 and Schedule 3)				Tick here if section is <u>Not Applicable</u> to project				<input type="checkbox"/>				
Procurement made through:	Publication of competitive call for quotations on ePPS (Section A)			<input type="checkbox"/>			Date of Publication					
	Direct Order (Section B)			<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 (excl. VAT)	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		Best Price Quality Ratio (BPQR)		<input type="checkbox"/>		Cheapest Technically Compliant		<input type="checkbox"/>		Total Cost		<input type="checkbox"/>
		Yes		No		N/A		Comments				
If BPQR criteria was used, were scoring and table sheets vetted and approved by DOC prior to publication?		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
A. Competitive call for quotations through ePPS				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 received		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
Reference/Notification to selected bidder		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
Agreement / confirmation email		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						



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Were there any appeals lodged through PCRB (Public Contracts Review Board) within 10 calendar days? If yes, was a deposit of 0.50% of the estimated value of the quotation provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Direct Order	Tick here if section is <u>Not Applicable</u> to this procurement			<input type="checkbox"/>
Was the direct order duly justified on the basis of one or more of the following circumstances: 1) When no tenders or no suitable tenders or no applications have been submitted in response to open procedure 2) Restrictions of choice and availability 3) The urgency attached to the procurement caused by unforeseeable events 4) Where the contract concerned is awarded subsequent to a design contest and must be awarded to the successful candidate or to one of successful candidates. 5) In so far as is strictly necessary, for additional services not included in the project initially considered or in the contract first concluded but which have, through unforeseen circumstances, became necessary for the performance of the service or works or supplies described therein, on condition that the award is made to the economic operator executing the contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written Approval by Head of Contracting Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Agreement / confirmation email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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10. Procurement that exceeds € 10,000 till € 135,000 – (Schedule 2 and Schedule 3)				Tick here if section is Not Applicable to project				<input type="checkbox"/>				
Procurement made through:	Departmental Tender (Section A) (administered through MPU) and published through ePPS			<input type="checkbox"/>	Amount allocated							
				<input type="checkbox"/>	Date of Publication							
	Direct Order (Section B)			<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 (excl. VAT)	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		Best Price Quality Ratio (BPQR)		<input type="checkbox"/>		Cheapest Technically Compliant		<input type="checkbox"/>		Total Cost		<input type="checkbox"/>
		Yes		No		N/A		Comments				
If BPQR criteria was used, were scoring and table sheets vetted and approved by DOC prior to publication?		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
Was written consent from DG Contracts sought if call for tenders was not carried out through an open procedure?		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						



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A. Departmental Tenders	Tick here if section is Not Applicable to this procurement			<input type="checkbox"/>
Was the minimum time limit of 20 calendar days respected in case of an <i>open procedure</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In case of an <i>accelerated open procedure</i> , was the tender open for a minimum of 15 calendar days followed by approval from the Head of the Contracting Authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In case of a <i>restricted procedure</i> or a <i>Prior Information Notice</i> published, was the minimum time limit of 30 calendar days respected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In case of an <i>accelerated restricted procedure</i> or a <i>Prior Information Notice</i> published, was the time limit of 10 calendar days respected followed by approval from Head of Contracting Authority?	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	
Any 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 by DOC / MPU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CVs of Evaluation Committee members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If experts were engaged, were CVs requested?	<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"/>	
Requests for clarifications & replies (during evaluation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation Report Including Annexes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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<ul style="list-style-type: none"> • Declarations of Impartiality and Confidentiality of the Evaluation Committee Members • Declarations of Impartiality and Confidentiality of Technical and/or Financial Experts (<i>where applicable and as good practice</i>) • Administrative Compliance Grid signed by Chairman (<i>only applicable for MEAT</i>) • Technical evaluation grids completed and signed by individual evaluators (<i>only applicable for MEAT</i>) • Summary of the strengths and weaknesses of the technical offers (<i>only applicable for MEAT</i>) • Clarification / Rectification correspondence with tenderers (<i>where applicable</i>) 				
Is the evaluation report endorsed by all evaluation board members?				
Was the tender evaluated within 90 calendar days from its submission deadline?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DCC or MPU 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"/>	
Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addenda to the contract (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Were there any appeals lodged through PCR (Public Contracts Review Board) within 10 calendar days? If yes, was a deposit of 0.50% of the estimated value of the tender provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Valid Performance Guarantee including any amounts stipulated in addenda to the contract (The amount of the guarantee shall not exceed 4% where the amount of the total contract value is between € 10,000 and € 500,000 ex VAT, and 10% where the amount of the total contract value is € 500,001 or above)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In case there was an extension to the contract period or contract amount, was there an extension to the performance guarantee?	<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 Order	Tick here if section is <u>Not Applicable</u> to this procurement			<input type="checkbox"/>
Was the direct order duly justified on the basis of one or more of the following circumstances: 1) When no tenders or no suitable tenders or no applications have been submitted in response to open procedure 2) Restrictions of choice and availability 3) The urgency attached to the procurement caused by unforeseeable events 4) Where the contract concerned is awarded subsequent to a design contest and must be awarded to the successful candidate or to one of successful candidates. 5) In so far as is strictly necessary, for additional services not included in the project initially considered or in the contract first concluded but which have, through unforeseen circumstances, became necessary for the performance of the service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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or works or supplies described therein, on condition that the award is made to the economic operator executing the contract.				
Written approval from the DG operations Budget Office MFIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Agreement / confirmation email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

11. Procurement which exceeds €135,000 (schedule 2) - to be checked at Department of Contracts / Departmentally in case MPU administers the tender up to € 250,000			Tick here if section is <u>Not Applicable</u> to project			<input type="checkbox"/>					
Procurement made through:	DoC Tender through ePPS (Section A)	<input type="checkbox"/>			Amount allocated						
	Direct Order (Section B)	<input type="checkbox"/>			Date of Publication						
	Competitive Procedure with negotiation (Section C)	<input type="checkbox"/>			Deadline for submission of bids						
	Competitive Dialogue (Section D)	<input type="checkbox"/>									
	Negotiated Procedure (Section E)	<input type="checkbox"/>									
Reference	Title	Invoices which relate to this procurement: <i>(add rows as appropriate)</i>									
Bidders <i>(add rows as appropriate)</i>	Value (excl. VAT)	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"/>	



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Winning Bidder		Amount of winning bid			
Award Criteria Used	Best Price Quality Ratio (BPQR)	<input type="checkbox"/>	Cheapest Technically Compliant	<input type="checkbox"/>	Total Cost <input type="checkbox"/>
	Yes	No	N/A	Comments	
A. DoC Tenders		Tick here if section is <u>Not Applicable</u> to this procurement			<input type="checkbox"/>
Was the minimum time limit of 30 calendar days respected for request to participate under open procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
In case of an accelerated procedure or a Prior Information Notice was published, was the tender open for a minimum of 15 calendar days for DOC tenders followed by approval issued by DG contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tender Originator's Form	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>		
Any 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 – Works €5,225,000 and Supplies and Services €135,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bid Bond (is to be requested only for tenders which are not divided into lots and whose estimated value is over €500,000 excluding VAT) – as per procurement policy note no. 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Requests for clarifications & replies (during call)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Letter/email to DoC/MPU recommending the members of the Evaluation Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Letter/email from DoC/MPU 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"/>		



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If experts were engaged, have CVs been requested?	<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"/>	
Requests for clarifications/rectifications & replies (during evaluation and if permitted in the instructions to Tenderer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation Report (final version approved by GCC/DCC) Including Annexes: <ul style="list-style-type: none"> • Declarations of Impartiality and Confidentiality of the Evaluation Committee Members • Declarations of Impartiality and Confidentiality of Technical and/or Financial Experts (<i>where applicable and as good practice</i>) • Administrative Compliance Grid signed by Chairman (<i>only applicable for MEAT</i>) • Technical evaluation grids completed and signed by individual evaluators (<i>only applicable for MEAT</i>) • Summary of the strengths and weaknesses of the technical offers (<i>only applicable for MEAT</i>) • Clarification / Rectification correspondence with tenderers (<i>where applicable</i>) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any request for clarifications made by GCC / MPU on the submitted Evaluation Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GCC / MPU approval (in case of contracts awarded for an estimated value below or equal to € 250,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Publication of Results	<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. (The amount of the guarantee shall not exceed 4% where the amount of the total contract value is between € 10,000 and € 500,000 ex VAT, and 10% where the amount of the total contract value is € 500,001 or above)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In case there was an extension to the contract period or contract amount, was there an extension to the performance guarantee?	<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"/>	
Were there any appeals/Recourse to Court and defence procedure lodged with the Public Contracts Review Board (PCRB) within 10 calendar days? If yes, was a deposit equivalent to 0.50% of the estimated value of the tender provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was evaluation of tenders carried out within 90 calendar days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Sustainable Management of Internal Security and Migration Flows

GCC approval for any addenda (where applicable) / DCC approval for contract awarded up to € 250,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addenda to the Contract (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. Direct Order	Tick here if section is <u>Not Applicable</u> to this procurement			<input type="checkbox"/>
Was the direct order duly justified on the basis of one or more of the following circumstances: 1) When no tenders or no suitable tenders or no applications have been submitted in response to open procedure 2) Restrictions of choice and availability 3) The urgency attached to the procurement caused by unforeseeable events 4) Where the contract concerned is awarded subsequent to a design contest and must be awarded to the successful candidate or to one of successful candidates. 5) In so far as is strictly necessary, for additional services not included in the project initially considered or in the contract first concluded but which have, through unforeseen circumstances, became necessary for the performance of the service or works or supplies described therein, on condition that the award is made to the economic operator executing the contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Written approval from the Ministry of Finance DG Operations Budget Office followed by approval from Permanent Secretary	<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"/>	
C. Competitive procedure with negotiation / Innovative Partnerships	Tick here if section is <u>Not Applicable</u> to this procurement			<input type="checkbox"/>
Was written consent from DG Contracts sought before publication of call?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was the minimum time limit of 30 calendar days for requests to participate respected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In case of an accelerated procedure, was the minimum time limit of 10 calendar days for receipt of tenders respected followed by approval from DG Contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If a Prior Information Notice is published, was the minimum time limit of 30 days respected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In case of an <i>accelerated procedure</i> and a <i>Prior Information Notice</i> published, was the time limit of 10 calendar days respected followed by approval from Head of Contracting Authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addenda to contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Competitive Dialogue	Tick here if section is <u>Not Applicable</u> to this procurement			<input type="checkbox"/>
Was approval sought from DG Contracts before publication including a proper justification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was the minimum time limit of 30 days respected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addenda to Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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E. Negotiated Procedure	Tick here if section is Not Applicable to this procurement			<input type="checkbox"/>
Was approval sought from DG Contracts prior to negotiations followed by justification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addenda to Contract (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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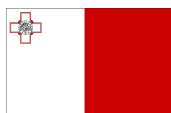
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Sustainable Management of Internal Security and Migration Flows

12. Procurement over € 5,000 (For NGOs)				Tick here if section is <u>Not Applicable</u> 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					
	C. Single Bid (Section C) – For procurement less than € 5000			<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 (excl. VAT)	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 Please state	<input type="checkbox"/>
		Yes	No	N/A	Comments							
A. Tenders	Tick here if section is <u>Not Applicable</u> 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"/>									



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Sustainable Management of Internal Security and Migration Flows

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"/>	
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 (The amount of the guarantee shall not exceed 4% where the amount of the total contract value is between € 10,000 and € 500,000 excl. VAT, and 10% where the amount of the total contract value is € 500,001 or above)	<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"/>	



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B. Request for Quotations		Tick here if section is Not Applicable 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 more than 3 potential bidders)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Quotations received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Any adverts made (not mandatory)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Notification email of award	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Agreement / Confirmation email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
C. Single Bid		Tick here if section is Not Applicable to this procurement			<input type="checkbox"/>
Is there a request for quote?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is there a single bid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

13. Additional costs or variations in public contracts or contracts undertaken by non-public entities			
	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 is required for variations of contracts which DO NOT exceed € 135,000 (exc. VAT) or 10% for additional supplies/services OR € 5,225,000 or 15% of the initial works contract value.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Orders in case of additions, omissions, substitutions, changes in quality, quantity, form, character, kind, position, dimension, level or line and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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changes in the specified sequence, method or timing of execution of the works			
Justified request submitted by Beneficiary to DoC for approval of modifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval for variations from DOC for variations exceeding the below thresholds: 10% of the contract value for service and supply contracts 15% of the contract value for works contracts			
In cases where new items/rates are included in the variation, was approval sought from DG Contracts?			
<i>Comments</i>			



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14. EMPLOYMENT		Tick here if section is <u>Not Applicable</u> to the project			<input type="checkbox"/>
14.1. Engagement through Employment		Tick here if section is <u>Not Applicable</u> to project			<input type="checkbox"/>
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>					
Call made through:	Public Sector call for applications (Section A)	<input type="checkbox"/>	Date of Publication of Call		
	Open Call through Jobs Plus (Section B)	<input type="checkbox"/>	Deadline for submission of applications		
	Published Call of Service (Section C)	<input type="checkbox"/>			
Call Reference	Position	Invoices which relate to this call: (add rows as appropriate)			
Applicant/s Selected	Duration of contract	Salary/Rate per hour			
		No. of Hours/Week			
	Yes	No	N/A	Comments	
A. Public Sector call for applications (As per revised Manual on the Selection and Appointment Process under Delegated Act in the Malta Public Sector)		Tick here if section is <u>Not Applicable</u> to this procurement			<input type="checkbox"/>
Is the vacancy included in the HR Plan, revised as necessary in accordance with the Ministry of Finance budgetary allocation and referred to PAHRO? If yes, than the Permanent Secretary of the Ministry can approve the call and requires no authority to issue calls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
The Permanent Secretary may delegate authority to issue calls and take other actions to heads of department within the Ministry or to the Director responsible for Human Resources					
If the vacancy to be filled is a new or a re-designated position (not in the HR Plan), has approval for the creation/re-designation been obtained from the Principal Permanent Secretary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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<p>If the call concerns positions which are EU-related/ EU fund management-related/EU co-financed, were such positions cleared with the Permanent Secretary of the Ministry responsible for EU Affairs? The approval of the Permanent Secretary responsible for the entity should also be obtained.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>B. Open Call through Jobs Plus</p>		<p>Tick here if section is <u>Not Applicable</u> to this procurement</p>		<input type="checkbox"/>
<p>Jobs Plus Permit No.</p>			<input type="checkbox"/>	
<p>Part 1/2/3</p> <ul style="list-style-type: none"> - Part 1 of the Register is for persons who have never worked, or who have been made redundant. Persons on Part 1 of the Register may be eligible for unemployment benefits. - Part 2 is for persons who resigned from their previous job or were dismissed or were on Part 1 but refused a job or training opportunity. - Part 3 is for persons who are already in employment but who would like to be notified of other work opportunities. Part 3B is for those persons who are seeking temporary employment, such as students. There are also Part 3C 1 and Part 3C 2 for those who wish to have a part-time job as a sole employment or as another employment besides their full time or part time job. <p>If NO Jobs Plus clients will be found eligible an advert will be published (which will include the Jobs plus permit number)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>C. Published Call of Service (Public Sector and NGOs)</p>		<p>Tick here if section is <u>Not Applicable</u> to this procurement</p>		<input type="checkbox"/>
<p>Call for applications (advert i.e. govt. gazette, newspapers, websites): position, eligibility criteria (qualifications, skills, experience) and any supporting documentation</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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D. Section to be filled for all types of employment procedures (applicable for Public Sector and NGOs) If the Call passed through Part1/2/3 of Jobs Plus reproduce the below for each Part.				
All submitted application/s, CVs, certificates and other requested documentation (where applicable) <i>State the number of applications received within the stipulated deadline:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Short-listing of applicants giving reasons for rejection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Interview letters sent to short-listed applicants <i>State the number of applicants shortlisted:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Were all applicants shortlisted eligible for the position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of letters sent to those applicants who were not shortlisted <i>State the number of applicants who were not shortlisted:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of appointment/ approval of Selection Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conflict of Interest Declaration of Selection Board members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Selection Criteria and/or sub-criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Score Sheet signed by Chairperson and members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Selection Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Letter of appointment to successful candidate/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Letter to non-successful short listed candidate/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract of employment/service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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In case of asylum seekers, refugees and other migrants, was an employment License issued by Jobs Plus and was the person's date of engagement after the issuance of such licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the employment license still valid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In case of TCNs (including asylum seekers, refugees and other migrants) is a copy of the engagement form in file?	<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"/>	



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14.2. Engagement through Assignment to perform tasks directly related to the project Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>		Tick here if section is <u>Not Applicable</u> to project			<input type="checkbox"/>
Position		Invoices which relate to this call: (add rows as appropriate)			
Name of Assignee	Duration of Assignment	Salary/Rate per hour			
		No. of Hours/Week			
		Yes	No	N/A	Comments
In case of a general contract, is a letter of assignment to perform specific tasks pertaining to the project available?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the assignment letter indicate the delegated tasks, salary rate, maximum number of hours and period of time?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are time sheets available?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are payslips available?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a declaration from the accounting officer of the Beneficiary provided stating that NI has been paid for the months that are being claimed?					



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15. ACCOUNTING		
Voluntary Organizations and Non – Public Entities	Tick here if section is <u>Not Applicable</u> to project	<input type="checkbox"/>
<i>Insert OTS Reference if this section was already checked in previous OTS</i>		
	Yes	No
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:		
If neither of the above are being used, state reason why		
Obtain a copy of the audited statements of the beneficiary for the last two financial years	Years: [YYYY, YYYY]	
	Yes	No
Are grants recorded in the financial statements?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		
In case of Government Entities using DAS	Tick here if section is <u>Not Applicable</u> to project	<input type="checkbox"/>
<i>Insert OTS Reference if this section was already checked in previous OTS</i>		
Indicate the Accounting Code used in DAS which refers to this particular project.		
Comments:		



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16. PUBLICITY AND INFORMATION					
		Yes	No	N/A	Comments
Print Media	Newspapers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Journals and Magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	International Publications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Events	TV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Domestic Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Launch Conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Closure Conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Exhibitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Local Websites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Internet and Websites	International Websites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Mailshots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seminars, Conferences or Workshops	Related Stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Organised ad hoc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Promotional Material	Supplied during national events or events focused on different target groups (eg. pens, note pads etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Direct Mail Actions	Distribution to households on a national or regional basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Posters	Sectoral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	On Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project Signage, Billboards and Plaques	On Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other/s (Please specify)		<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:					



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17. INDICATORS	
Common Indicators	Actual Achievement
Other Indicators	Actual Achievement



**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 Internal Security and Migration Flows

18. CONCLUSIONS
18.1 General remarks on the overall implementation of the project and updates on the follow up actions requested in previous OTS checks.
18.2 List any follow-up actions required
18.3 Recommendations and remarks on general improvement
18.4 Indicate/list any suspicion of irregularities or actual detection of irregularities



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19. List of Annexes (as relevant)

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



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Officers Conducting Check:	
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



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