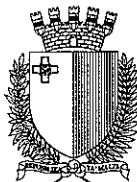


UFFIĊĊJU TAD-DEPUTAT  
PRIM MINISTRU  
MINISTERU GHALL-AFFARIJJIET EWROPEJ

SEGRETARJAT PARLAMENTARI GHALL-  
PRESIDENZA UE 2017 U GHALL-FONDI  
EWROPEJ



MALTA

OFFICE OF THE DEPUTY  
PRIME MINISTER  
MINISTRY FOR EUROPEAN AFFAIRS

PARLIAMENTARY SECRETARIAT FOR THE EU  
PRESIDENCY 2017 AND EU FUNDS

*Id-Divizjoni għall-Fondi u Programmi*

*Funds and Programmes Division*

## RA CIRCULAR 9/13

**To: Project Leaders**

**From: Head of Responsible Authority**

**Date: 1<sup>st</sup> October 2013**

**Subject: Procurement by Voluntary Organisations**

In furtherance to the RA's various communications on the updates made to the Manual of Procedures in relation to the procurement by Organisations not subject to Public Procurement Regulations, the RA would like to remind all Voluntary Organisations, Non-Governmental Organisations and International Organisations, who are Beneficiaries to the programme under the 2012 and 2013 Annual Programmes, that the following procurement principles should be followed:

- Contracts expected to be equal or under € 5 000 may be awarded on the basis of a single bid without any call for tender;
- Contracts with a value of less than € 100 000 but higher than €5000 may be awarded on the basis of the request of at least three offers;
- Contract with a value equal or more than € 100 000 shall be awarded following the appropriate publicity in order to ensure compliance with the principles of transparency, non-discrimination and equal treatment.

Although the procedures outlined above do not require organisations not subject to public procurement regulations to obtain three quotations for procurement below €5000, for reasons of ensuring that the best value for money is obtained and transparency is followed, they are still advised to obtain three quotations for procurement of an estimated value over €1000.

For procurement with an estimated value equal or over € 100 000, the organisations should still follow the spirit of the Public Procurement Regulations for the preparation, launch and evaluation of tenders of this value. In such cases, such organisations are highly encouraged to consult and liaise with the RA prior to undertaking such procurement.

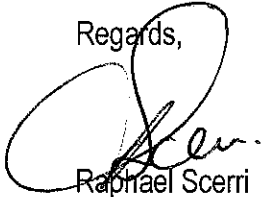
In such cases the evaluation committee should be approved by the Legal Representative of the Organisation/or management board/council. The person responsible for finance/procurement within the organisation should form part of the evaluation committee (as a voting/non-voting member or observer) to ensure that correct procedures are followed in the procurement process.

Apart from the above as a general rule Projects should follow clear and open procedures in any procurement undertaken. In this regard, organisations not subject to public procurement regulations are expected to use fair and open practices when awarding contracts for which they intend to claim EU funds. Transparency, competition and good governance are key elements of procurement. Organisations should always ensure adequate publicity of tenders on local newspapers where

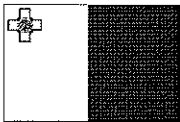
necessary. Such costs, as long as they are reasonable and proportionate to the activity, can be funded through the project, if approved in the Grant Agreement.

Therefore final beneficiaries or partners in a project are required to adopt procurement procedures in a way that ensures best value for money and to comply with the principles of transparency and equal treatment. In case of difficulties do not hesitate to contact the RA to discuss further the procurement option that is best to be undertaken.

Regards,



Raphael Scerri  
Head of the Responsible Authority  
Funds and Programmes Division



**General Programme Solidarity & Management of Migration Flows**  
External Borders Fund (EBF), European Refugee Fund (ERF), European Return Fund (RF), European  
Fund for the Integration of Third Country Nationals (IF)

Co financing Rate: 75% EU Funds 25% Beneficiary Funds  
***Sustainable Management of Migration Flows***

