

L-UFFICCJU TAL-PRIM MINISTRU



MALTA

OFFICE OF THE PRIME MINISTER

*Id-Divizjoni għall-Fondi u Programmi*

*Funds and Programmes Division*

RA Circular 01/2012

7<sup>th</sup> May 2012

**To: Project Leaders**  
**General Programme Solidarity and Management of Migration Flows 2007-2013 – Horizontal Stakeholders**

Your attention is being drawn to the following procedures that are required to be observed by all Project Leaders implementing projects under the SOLID Programmes 2007-2013.

Request for quotations

Beneficiaries issuing a request for quotations must ensure that the call is sufficiently detailed and leaves minimal room for interpretation, particularly for the organisation of events such as seminars, conferences and training which usually involve food, drinks and/or coffees. This is to make sure that the submitted quotations are **COMPARABLE** and can be evaluated on a like-with-like basis and in a most objective manner.

The RA is therefore issuing the attached standard template which Beneficiaries may use when requesting quotations for events. The template includes a detailed (though possibly not exhaustive) request for quotations for an event. Beneficiaries are encouraged to use this standard template which could prevent recoveries at a later stage.

Organisation of events funded from SOLID Funds

Beneficiaries intending to claim costs related to the organisation of events, such as seminars, conferences and training, must ensure that the invoice presented is based on the **REAL** expenditure incurred by the Beneficiary reflecting:

1. the number of participants who actually attended the event, particularly in those instances where food, drinks and/or coffees are being offered by the organizers;
2. other fixed costs, such as the hiring of the venue and rental fee for the equipment.

Claiming an expenditure which, although incurred, is not based on the actual participation rate in the event, is not considered as sound financial practice. This can happen if the Beneficiary enters into a binding agreement/contract with the host of the event (a hotel for instance) well before the date of the event and binds itself on the minimum number of participants upon which the total cost price is agreed, regardless of whether the actual number of participants on the day is less.

This practice should be discouraged and therefore the RA recommends that when a request for quotations related to the organization of an event is issued, the Beneficiary requests:

1. a separate price for the hiring of the venue;
2. a separate price for the hiring of other equipment;
3. a separate price per head for food, drinks and coffees as necessary.

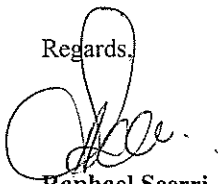
Moreover, the Beneficiary should make it clear to the bidders that the number of participants will be communicated not earlier than 24 hours before the start of the event and that the final expenditure will be based on that number and not on any other previous predictions. The exact number of participants with regard to events involving just coffee breaks can be communicated on the day.

Beneficiaries are thus urged to be **CONSERVATIVE** in their communication of the final number of participants to the hosts and to avoid selecting any bidders who request the Beneficiaries to enter into any agreement on a minimum number of participants from several days ahead of the event and who decline to give an itemized quotation of the costs involved.

Beneficiaries should note that this practice has been tested by the RA itself prior to issuing this circular and the response has been good.

These requirements are to be applied to current and future projects.

Regards,



**Raphael Scerri**

**Director General**

**Funds and Programmes Division**