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MALTA

MINISTRY FOR EUROPEAN AFFAIRS AND  
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PARLIAMENTARY SECRETARIAT FOR EU  
FUNDS AND SOCIAL DIALOGUE

*Id-Divizjoni għall-Fondi u Programmi*

*Funds and Programmes Division*

### **Financial Control Unit Circular 04/2018**

To: Beneficiaries of EU Funds managed by the Funds and Programmes Division  
From: Financial Control Unit, Funds and Programmes Division  
Date: 25<sup>th</sup> April 2018  
Subject: Procurement of Travel Tickets

**The following should serve as guidance when procuring travel tickets for missions abroad:**

1. Flight number or precise time of departure should not be stated;
2. As per Travel Manual, quotations are considered similar if they are for flight arrangements that are of comparable quality and convenience, and from the same point of origin to the same destination. There is no requirement for itineraries to be identical.
3. If the delegate is staying extra nights, then quotations should be obtained for return travel both with and without the extra nights. However, there is no need for the quotations to have to be the same itineraries / connections. A delegate staying extra nights would have to pay the difference in the cost of the air ticket (if any).

**In the request for quotations (RfQ) the following should be specified:**

1. Whether it is a morning, afternoon or evening flight. You may also indicate that morning means from, for example, 7:00 am onwards.
2. If travel involves connecting flights, it has to be specified that connection times must be reasonable. During evaluation quotations may be eliminated if the connection time is too short (e.g. 30 minutes) or too long (e.g. 5 hours).
3. The RfQ must include the deadline for receipt of quotations. 4 to 5 hours open on the market should suffice.

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4. The RfQ must include the condition that any quotations provided are to remain valid until a specified time.
5. The RfQ should state that it is being assumed that what bidders are offering their best (i.e. cheapest) offer.
6. Should the price of the cheapest compliant quotation increase between the time the quotation is received and the time it is confirmed, but that quotation still remains the cheapest one, ticket should be issued. A note to that effect should be made in the file.

## **Luggage**

1. The RfQ is to specify clearly whether **carry-on hand luggage** is required. Priority booking is eligible if the airline requires it to permit carry-on hand luggage. If carry-on hand luggage is requested but not provided the quotation received may be classified as non-compliant.
2. If the delegate has checked luggage, the RfQ is to specify the minimum weight required. The weight requested must be based on a needs analysis of the delegate.