

**EU funds
for Malta
2014-2020**

Article 125 (5) - Administrative Verifications at the Department of Contracts¹

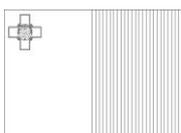
*This template should be filled in by the MA when carrying out administrative verifications at the **Department of Contracts***

Verification Reference:

1. GENERAL INFORMATION

Date	
Member State	Malta
Programming Period	2014-2020
Operational Programme	
Fund	
Priority Axis – Thematic Objective	
Investment Priority	
Project Number	
Title of the Project	
Beneficiary	
Project Leader	
Officers present during this verification	
Reference Number of procurement procedures included in this report	

¹ Officers undertaking checks should be familiar with policy notes and circulars issued by the Department of Contracts.



2. PUBLIC PROCUREMENT - Procurement which exceeds €144,000

The Officer conducting the verification must ensure that procurement has been carried out in accordance with the relevant Public Procurement Regulations.

To be used for Open, Restricted and Negotiated Procedure without a prior notice

Reference	Title		
[CT1234/2013]	[Procurement Document Title]	Amount allocated in Commitment Form	[price exc. VAT]
		Date of Publication / Date of correspondence for invitation of offers <i>(where applicable)</i>	[DD/MM/YYYY]
		Deadline for submission of offers <i>(where applicable)</i>	[DD/MM/YYYY]
		Approval from DG Contracts for the reduction in the time limit ² as per Article 38 (3) of LN 352/2016, LN 155/2017, LN 233/2017 and LN/26/2018 <i>(where applicable)</i>	[insert date of approval]

Type of Procedure		Restricted Procedure (Section B)
Open Procedure (Section A)	<input type="checkbox"/>	<input type="checkbox"/>
Negotiated Procedure without prior notice (Section C)		<input type="checkbox"/>

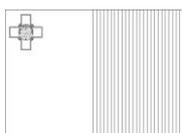
A. Open Procedure **Tick here if section is Not Applicable to this verification**

Bidders <i>(add rows as appropriate)</i>	Stated Financial Offer <i>(exc. VAT and other taxes)</i>	Financial Offer [after arithmetical correction] <i>(exc. VAT and other taxes)</i>	Eligibility and Selection - Compliant ³			Technically Compliant ⁴			Financially Compliant			Comments
			Yes	No	NA	Yes	No	NA	Yes	No	NA	

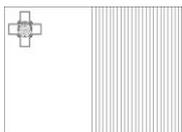
Lot 1												
												<p><i>[To check winning bid in case that this is the cheapest. If cheaper options were offered and these were not availed of, these need to be checked as well.</i></p> <p><i>To check as well that the basis for disqualification of unsuccessful bids are true and correct and that the same clauses were adhered to by the winning bid]</i></p>
			<input type="checkbox"/>	<p><i>[If a tender is not divided into lots, a justification should be duly found in the tender document since the normal procedure is to divide a tender into lots]</i></p>								
			<input type="checkbox"/>									

Lot 2

² Accelerated procedure
³ Focus on the bidder
⁴ Focus on the bid

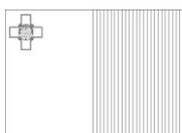


[Add rows as necessary]			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Winning Bidder						Amount of winning bid			[price exc VAT]		
Award Criteria Used	Best Price Quality Ratio (BPQR)	<input type="checkbox"/>	Cheapest Technically Compliant			<input type="checkbox"/>	Cost		<input type="checkbox"/>		
		Yes	No	N/A	Comments						
Commitment Form		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Tender Originators Form including GPP declaration		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Approval from GPP to proceed with publication		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Price Budget Estimates in file		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[To check cost estimation to ensure that splitting of tenders is not taking place in order to avoid EU thresholds]						
In case of a works procurement document, are the Environment & Planning Permits in file?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Look for the Civil Works form]						
In case of BPQR criteria, approval from the Department of Contracts prior to publication		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[When assessing BPQR criteria (previously known as MEAT), reference can be made to the Procurement Policy Note 8]						
Procurement Document (Final version as uploaded on ePPS) [Selection and award criteria included in final version of published procurement document]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Provision of Works / Supplies / Services are in line with the Grant Agreement		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Procurement Document published through ePPS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[To check duration of tender on the market that it is in line with the minimum time limit established through the new PPR – 30 days through ePPS; 35 days if not through ePPS]						
If the procurement document is not published through ePPS: - Approval of DG Contracts in file? - Has a notice been published in the Government Gazette?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Advert of Publication of the procurement document in Government Gazette (not mandatory if published on ePPS)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Date of first advert in Govt. Gazette:		[DD/MM/YYYY]									
Prior Information Notice in line with Article 41 of LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018 (not mandatory)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

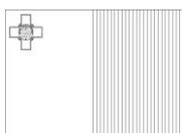


<p>Contract Notice in Official Journal (where applicable)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>[In working document, to check the following:</p> <ul style="list-style-type: none"> i) detail of the contracting authority; ii) address where further information can be obtained; iii) the award procedure selected (type of procedure); iv) the nature and the extent of the works; v) the final date for the receipt of tenders; vi) the minimum economic and technical standards of the contractor; vii) award criteria: lowest bid, Cost or BPQR. <p>If an extension to the bidding period was issued, was this notified through the OJEU?</p> <p>This is applicable to contracts that surpass the EU threshold by Central Government Authorities: works - €5,548,000, services - €144,000, supplies - €144,000]</p>
<p>Letter/email by the Head or delegate of the Contracting Authority to DoC recommending the members of the Evaluation Committee</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Letter/email from DoC approving the members of the Evaluation Committee prior to publication of procurement document</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>[The approval of the members of the Evaluation Committee prior to publication of the procurement document is a DoC policy and therefore not legally binding]</p>
<p>CVs of the Evaluation Committee members</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Requests for clarifications & replies (during call)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>[in working document:</p> <ul style="list-style-type: none"> - Date of clarifications - Issues being clarified (question and reply]
<p>Opening Schedule</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Approval from DCC⁵ / GCC to request rectification to specific bidders as per Instructions to Tenderer. Requests for rectification and submission (during evaluation)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>[In the working document insert a summary of justification sent to DCC / GCC and date of approval Insert date when rectification letter was sent to bidder Insert date when rectification was received]</p>

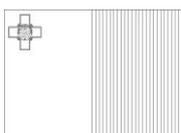
⁵ For CAs falling under Schedule 16



<p>Approval from DCC / GCC to request clarifications to specific bidders as per Instructions to Tenderer. Requests for clarifications & replies (during evaluation)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>[In the working document insert a summary of justification sent to DCC / GCC and date of approval Insert date when clarification letter was sent to bidder Insert date when reply was received and summary of reply]</i></p>
<p>Evaluation Report (final version approved by DCC / GCC) Including Annexes:</p> <ul style="list-style-type: none"> • Declarations of Impartiality and Confidentiality of the Evaluation Committee Members • Declarations of Impartiality of Technical and/or Financial Experts <i>(where applicable)</i> • Administrative compliance grid signed by Chairman • Technical evaluation grids completed and signed by individual evaluators • The strengths and weaknesses of the technical offers for every criterion <i>(only for BPQR)</i> • Clarification/Rectification correspondence with bidders <i>(where applicable)</i> • Minutes of Evaluation Committee meetings 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>[Evaluation Report to include:</i></p> <ol style="list-style-type: none"> <i>(a) The name and address of the CA, the subject-matter and value of the public contract as well as date of report;</i> <i>(b) Where applicable, the results of the qualitative selection;</i> <i>(c) The names of the selected candidates or bidders and the reasons for their selection;</i> <i>(d) The names of the candidates or bidders rejected or excluded and the reasons for their rejection or exclusion;</i> <i>(e) The name of the successful bidder and the reasons why its bid was selected;</i> <i>(f) Where applicable, the reasons why the contracting authority has decided not to award a contract, including bids submitted for abnormally low values – to check for correspondence between Evaluation Board and bidder in line with Art 243 of the PPR; and</i> <i>(g) Any request for samples and / or literature by the Evaluation Board</i> <p><i>In line with Article 113 of LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018]</i></p>
<p>Any request for clarifications made by DCC / GCC on the submitted Evaluation Report and prior to approval of Evaluation Committee's recommendation</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Approval of award by the DCC / GCC</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>[Kindly indicate if tender has been cancelled by the DCC / GCC]</i></p>
<p>Publication of Results (in line with Articles 43 and 110 (1) of LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>[Not later than thirty days following the decision to award a contract]</i></p>
<p>Letter of award to successful bidder/s</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Letter to non-successful bidder/s</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Objections procedure (as per LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Recourse to Court and defence procedure (as per LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



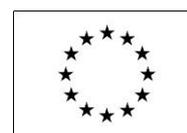
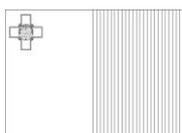
Contract Award Notice published within 30 days of award (Directive 2007/66/EC transposed through Article 43(1) of LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Compliance Certificates in accordance with LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018 (if contract exceeds €500,000 exc VAT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Documents required from the: - Courts of Justice Malta / Gozo - Inland Revenue Dept. - VAT Dept. - Customs Dept. - Successful bidders are also notified that when collecting the Compliance Certificate from the Civil Section, Courts of Justice, Malta they would be requested to take a declaration on oath stating that their company is not bankrupt or undergoing bankruptcy procedures]
Bid Bond (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[In line with Procurement Policy Note #31, if a Call for Tenders (CfT) is not divided into lots, then a Bid Bond (Tender Guarantee) is to be requested only for those CfTs whose estimated value is equal to, or more than, €2,000,000 exclusive of VAT. When a CfT is divided into lots, no Bid Bond is to be requested for individual lots having an estimated value lower than €2,000,000 excluding VAT]
Contract (and any other document required by law)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addenda to the Contract (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[To alert senior management in case addenda relate to modifications. If tender was issued below EU thresholds and modifications requested surpass EU thresholds, bring contract to the attention of senior management.]
Valid Performance Guarantee including any amounts stipulated in addenda to the contract (as deemed relevant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[In working document: - Date - Value - Expiry of the guarantee Refer to Procurement Policy Note 22 issued on 30/11/2015. Tenders below €500,000 the performance guarantee will be equal to 4% of the awarded contract value; above €500,000 equal to 10% of the awarded contract value]
Insurance Policy in line with procurement document requirements (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 procurement documents and contracts, in accordance with the General Data Protection Regulation (and any subsequent amendments)? (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Restricted Procedure	Tick here if section is <u>Not Applicable</u> to this verification			<input type="checkbox"/>



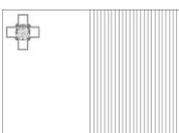
Bidders <i>(add rows as appropriate)</i>	Stated Financial Offer <i>(exc. VAT and other taxes)</i>	Financial Offer [after arithmetical correction] <i>(exc. VAT and other taxes)</i>	Eligibility and Selection - Compliant ⁶			Technically Compliant ⁷			Financially Compliant			Comments
			Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	
Lot 1												
			<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"/>	[To check only winning bid in case that this is the cheapest. If cheaper options were offered and these were not availed of, these need to be checked as well. Any tender above €5M ALL bids to be checked]
			<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"/>	[If a tender is not divided into lots, a justification should be duly found in the tender document since the normal procedure is to divide a tender into lots]
			<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"/>	
Lot 2												
			<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"/>	
[Add rows as necessary]			<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						<i>[price exc VAT]</i>			
Award Criteria Used	Best Price Quality Ratio (BPQR)	<input type="checkbox"/>	Cheapest Technically Compliant				<input type="checkbox"/>	Cost		<input type="checkbox"/>		
			Yes	No	N/A	Comments						
Written approval from DG (Contracts) in line with Article 107 of LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Invitation by the Contracting Authority to the selected candidates to submit their request to participate in a call for competition			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Minimum time limit for receipt of requests to participate shall be thirty days from the date on which the request for participation has been published. Where the estimated value of the contract meets or exceeds the values established under Schedule 5, the thirty days shall begin from the date when the contract notice is sent to the Publication Office of the European Union]						
Provision of Works / Supplies / Services are in line with the Grant Agreement			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Commitment Form			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

⁶ Focus on bidder

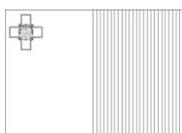
⁷ Focus on bid



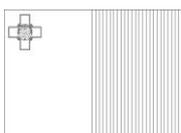
Tender Originators Form including GPP declaration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approval from GPP to proceed with publication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the Price Budget estimates in file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>[To check cost estimation to ensure that splitting of tenders is not taking place in order to avoid EU thresholds]</i>
In case of a works procurement document, are the Environment & Planning Permits in file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>[Look for the Civil Works form]</i>
In case of BPQR criteria, approval from the Department of Contracts prior to publication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>[When assessing BPQR criteria (previously known as MEAT), reference can be made to the Procurement Policy Note 8]</i>
Request for Participation published through ePPS <i>[Selection and award criteria included in final version of published tender]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>[Minimum time limit for receipt of request for participation from suitable candidates shall be 25 days (through ePPS or 30 days if not through ePPS) from the date on which the invitation to tender was sent. If CAs publish a PIN, the minimum time limit for the receipt of tenders may be shortened by 10 days provided that: (a) The PIN included all information required in Section I of Part B of Schedule 9, in so far as the information was available at the time the PIN was published; (b) The PIN was sent for publication between 35 days and 12 months before the date on which the contract notice was sent]</i>
If Request for Participation is not published through ePPS: - <i>Approval of DG Contracts in file?</i> - <i>Has a notice been published in the Government Gazette?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advert of Publication of Request for Participation in Government Gazette <i>(not mandatory if published on ePPS)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Date of first advert in Govt. Gazette:	<i>[DD/MM/YYYY]</i>			
Prior Information Notice in line with Article 41 of LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018 <i>(not mandatory)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract Notice in Official Journal <i>(where applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>[In working document, to check the following: i) detail of the contracting authority; ii) address where further information can be obtained; iii) the award procedure selected (type of procedure);</i>



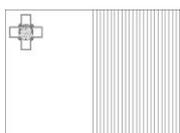
				<p>iv) the nature and the extent of the works;</p> <p>v) the final date for the receipt of tenders;</p> <p>vi) the minimum economic and technical standards of the contractor;</p> <p>vii) award criteria: lowest bid, Cost or BPQR.</p> <p>If an extension of the request for participation period was issued, was this notified through the OJEU?</p> <p>This is applicable to contracts that surpass the EU threshold by Central Government Authorities: works - €5,548,000, services - €144,000, supplies - €144,000]</p>
Letter/email by the Head or delegate of the Contracting Authority 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 prior to publication of request for participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[The approval of the members of the Evaluation Committee prior to publication of the procurement document is a DoC policy and therefore not legally binding]
CVs of the Evaluation Committee members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requests for clarifications & replies (during call)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[In working document: - Date of clarifications - Issues being clarified (question and reply)]
Summary of interested bidders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Only those economic operators invited to do so by the CA following its assessment of the information provided may submit a tender. CAs may limit the number of suitable candidates to be invited to participate in the procedure in accordance with regulation 237 of the PPR.]
Approval from DCC / GCC to request rectification to specific bidders as per Instructions to Tenderer. Requests for rectification and submission (during evaluation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[In the working document insert a summary of justification sent to DCC / GCC and date of approval Insert date when rectification letter was sent to bidder Insert date when rectification was received]
Approval from DCC / GCC to request clarifications to specific bidders as per Instructions to Tenderer. Requests for clarifications & replies (during evaluation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[In the working document insert a summary of justification sent to DCC / GCC and date of approval Insert date when clarification letter was sent to bidder Insert date when reply was received and summary of reply]
Evaluation Report – Short listing of candidates (final version approved by DCC / GCC) Including Annexes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Evaluation Report to include: (a) The name and address of the CA, the subject-matter and value of the public as well as date of report;



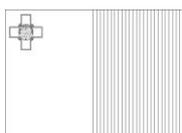
<ul style="list-style-type: none"> • Declarations of Impartiality and Confidentiality of the Evaluation Committee Members • Declarations of Impartiality of Technical and/or Financial Experts <i>(where applicable)</i> • Administrative compliance grid signed by Chairman • Technical evaluation grids completed and signed by individual evaluators • The strengths and weaknesses of the technical offers for each criterion <i>(only for BPQR)</i> • Clarification/Rectification correspondence with interested candidates <i>(where applicable)</i> • Minutes of Evaluation Committee meetings 				<p>(b) <i>The names of the interested candidates;</i></p> <p>(c) <i>The names of the candidates or tenderers rejected or excluded and the reasons for their rejection or exclusion]</i></p>
<p>Any request for clarifications made by DCC / GCC on the submitted Evaluation Report and prior to approval of Evaluation Committee's recommendation</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Approval of shortlisting by the DCC / GCC</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Objections procedure (as per LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>[10 calendar days]</i></p>
<p>Invitation to tender to short-listed candidates through ePPS</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>[Minimum time limit for the receipt of tenders from the suitable candidates shall be thirty days from the date on which the invitation to tender was sent.</i></p> <p><i>If a PIN was published, the minimum time limit for the receipt of tenders may be shortened to ten days, provided that the conditions listed under Article 121 (2) of LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018 are met.</i></p> <p><i>The 30 days may be reduced by five days where the contracting authority accepts that tenders may be submitted by electronic means in line with Articles 48(1) - (6), (10), (11), (12) – (14).</i></p> <p><i>The above time limits may be reduced in the case of an accelerated process.</i></p> <p><i>A minimum of five candidates should be invited to participate. In case less candidates are invited to participate, case to be brought to the attention of Senior Management and DoC]</i></p>
<p>If Request for Participation is not published through ePPS:</p> <ul style="list-style-type: none"> - <i>Approval of DG Contracts in file?</i> - <i>Has a notice been published in the Government Gazette?</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Advert of Publication of Request for Participation in Government Gazette</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



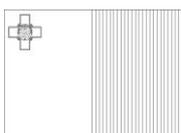
(not mandatory if published on ePPS) Date of first advert in Govt. Gazette:	[DD/MM/YYYY]			
Prior Information Notice in line with Article 41 of LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018 (not mandatory)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requests for clarifications & replies (during call)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[In working document: - Date of clarifications - Issues being clarified (question and reply)]
Opening Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approval from DCC / GCC to request rectification to specific bidders as per Instructions to Tenderer. Requests for rectification and submission (during evaluation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[In the working document insert a summary of justification sent to DCC / GCC and date of approval Insert date when rectification letter was sent to bidder Insert date when rectification was received]
Approval from DCC / GCC to request clarifications to specific bidders as per Instructions to Tenderer. Requests for clarifications & replies (during evaluation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[In the working document insert a summary of justification sent to DCC /GCC and date of approval Insert date when clarification letter was sent to bidder Insert date when reply was received and summary of reply]
Evaluation Report (final version approved by DCC / GCC) Including Annexes: <ul style="list-style-type: none"> • Declarations of Impartiality and Confidentiality of the Evaluation Committee Members • Declarations of Impartiality of Technical and/or Financial Experts (where applicable) • Administrative compliance grid signed by Chairman • Technical evaluation grids completed and signed by individual evaluators • The strengths and weaknesses of the technical offers for each criterion (only for BPQR) • Clarification/Rectification correspondence with tenderers (where applicable) • Minutes of Evaluation Committee meetings 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Evaluation Report to include: <ul style="list-style-type: none"> (a) The name and address of the CA, the subject-matter and value of the public contract as well as date of report; (b) Where applicable, the results of the qualitative selection; (c) The names of the selected candidates or bidders and the reasons for their selection; (d) The names of the candidates or bidders rejected or excluded and the reasons for their rejection or exclusion; (e) The name of the successful bidder and the reasons why its bid was selected; (f) Where applicable, the reasons why the contracting authority has decided not to award a contract, including bids submitted for abnormally low values – to check for correspondence between Evaluation Board and bidder in line with Art 243 of the PPR; and (g) Any request for samples and / or literature by the Evaluation Board



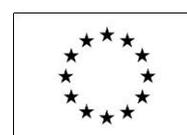
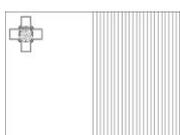
				<i>In line with Article 113 of LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018]</i>
Any request for clarifications made by DCC / GCC on the submitted Evaluation Report and prior to approval of Evaluation Committee's recommendation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approval of award by the DCC / GCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Publication of Results (in line with Articles 43 and 110 (1) of LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>[Not later than thirty days following the decision to award a contract]</i>
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"/>	
Objections procedure (as per LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recourse to Court and defence procedure (as per LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract Award Notice published within 30 days of award (Directive 2007/66/EC transposed through Article 43(1) of LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Compliance Certificates in accordance with LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018 (if contract exceeds €500,000 exc VAT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>[Documents required from the:</i> <ul style="list-style-type: none"> - Courts of Justice Malta / Gozo - Inland Revenue Dept. - VAT Dept. - Customs Dept. - Successful bidders are also notified that when collecting the Compliance Certificate from the Civil Section, Courts of Justice, Malta they would be requested to take a declaration on oath stating that their company is not bankrupt or undergoing bankruptcy procedures]
Contract (and any other document required by law)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addenda to the Contract (<i>where applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Valid Performance Guarantee including any amounts stipulated in addenda to the contract (as deemed relevant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>[In working document:</i> <ul style="list-style-type: none"> - Date - Value - Expiry of the guarantee <i>Refer to Procurement Policy Note 22 issued on 30/11/2015. Tenders below €500,000 the performance guarantee will be equal to 4% of the awarded contract value; above €500,000 equal to 10% of the awarded contract value]</i>
Insurance Policy in line with tender requirements (<i>where applicable</i>)	<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 General Data Protection Regulation (and any subsequent amendments)? <i>(where applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Negotiated Procedure without prior notice	Tick here if section is Not Applicable to this verification			<input type="checkbox"/>
	Yes	No	N/A	Comments
Justification taking into consideration the circumstances outlined in MFIN circular 03/2013 and Article 151 for works contracts, Article 153 for supply contracts, and Article 154 for service contracts, of LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Request for direct order excludes retrospective works and / or expenditure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Endorsement of request by the Permanent Secretary within the relevant Ministry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written approval from GCC in line with Article 150(1) of LN 352/2016, LN 155/2017, LN 233/2017 and LN 26/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Request for provision of Works / Supplies / Services are in line with the Grant Agreement	<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 <i>(where applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>[To alert senior management in case addenda relate to modifications. If tender was issued below EU thresholds and modifications requested surpass EU thresholds, bring contract to the attention of senior management]</i>
Is appropriate reference given to the protection of personal data in documents such as the contract, in accordance with the General Data Protection Regulation (and any subsequent amendments)? <i>(where applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



3. CONCLUSIONS
3.1 General remarks on this verification check
<i>[Any remarks inserted here should focus on any issues encountered and that have been resolved by the CA / or not, and a recommendation / follow-up / suspicion of irregularity, is duly inserted in the below sections]</i>
3.2 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.
3.3 Indicate/list any suspicion of irregularities or actual detection of irregularities
<i>[Include: (i) The overall level and frequency of the errors detected; (ii) A full description of the irregularities detected with a clear identification of the related Union or national rules infringed; (iii) And the corrective measure to be taken. Follow up action might include the submission of an irregularity report and a procedure for recovery of the funding.]</i>
3.4 Recommendations and remarks on general improvement
3.5 List of Annexes (as relevant) (Any photos and/or documents gathered during the verification)



4. ENDORSEMENT OF VERIFICATION REPORT

Officers Conducting Verification:

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

