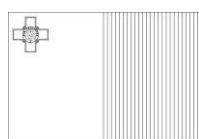


## Annex 4 – On-the-spot (OTS) Check Report



### ON-THE-SPOT CHECK REPORT EEA / Norway Grants 2009-14

This template should be filled in by the Programme Operator when carrying out administrative verifications at the Project Promoter

A. GENERAL INFORMATION			
Date		OTS Reference no.	
Member State		Programming Period	2009-2014
Programme Area		Grant	<input type="checkbox"/> EEA <input type="checkbox"/> Norway
Project No.		Title of the Project	
Project Promoter		Project Leader	
Person Representing the Project Leader: <i>(if the latter is not available)</i>		Line Ministry representative <i>(where applicable)</i>	
Place of meeting			
Officers present during the on-the-spot check			

#### A.1 Project cost

(a) Original Total Cost of the Project (as per Project Contract)									
	Grant Amount (€)	National Public Amount (€)	Other (Private or Non-Public Equivalent)	Net Cost	VAT		Other Ineligible Costs	Funding Gap	Total
					Eligible	Non-Eligible			
				0.00					0.00

#### (b) If any changes were proposed in the addenda, enter the revised cost of the project: (add rows as appropriate)

Addendum No.	Grant Amount (€)	National Public Amount (€)	Other (Private or Non-Public Equivalent)	Net Cost	VAT		Other Ineligible Costs	Funding Gap	Total
					Eligible	Non-Eligible			
				0.00					0.00

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A.2 Project Documentation			
Is project documentation in file?	Yes	No	N/A
- Detailed Project Description Form (copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Supporting Documentation (copy) <i>e.g. CBA, Feasibility Study or any other relevant study</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- List the Studies that were attached to the application form or as subsequently requested by the PSC as a condition for approval.			
- Letter of Offer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Project Contract (original)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Addenda to the Project Contract (original)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Indicate number of addendum/addenda done on this Project Contract and date of last signature on each addendum			
- Correspondence related to Project Contract/Addenda (clarification letters, approval letter, request for addendum and approval)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- MEPA approval(s)/permit(s)/Environment impact Assessment (EIA) (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Irregularity Reports (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- On-the-spot Check reports (including related correspondence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Project Progress Report (PPR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Other (e.g. Delegation of Authority)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. DELIVERABLES				
<b>B.1 Studies (financed through the Grants)</b>	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	N/A	
Were any studies conducted in relation to the project (following approval)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, are they in file? (original)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, please list them below:				

## Annex 4 – On-the-spot (OTS) Check Report

<b>B.2 Fixed assets (e.g. Equipment, furniture)</b>	Tick here if section is <b>Not Applicable</b> to project			<input type="checkbox"/>
<i>Insert OTS Reference if this section was already checked in previous OTS:</i>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Were any fixed assets purchased under this project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, please specify what fixed assets have been purchased:				

<b>B.3 If any of the fixed assets purchased under this project are being checked during this OTS, list them here</b>		Tick here if section is <b>Not Applicable</b> to project		<input type="checkbox"/>
<b>Item Description</b>	<b>QTY</b>	<b>Serial No. / ID (where applicable)</b>	<b>Is item operating on site?</b>	

<b>B.4 Equipment-related Training</b>	Tick here if section is <b>Not Applicable</b> to project			<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	
- Attendance Sheets (for both trainer and trainees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Documents used for training (e.g. presentation, handouts, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Photographs showing that the training took place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Copy of certificates (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>B.5 Inventory (attach the latest inventory to this OTS)</b>	Tick here if section is <b>Not Applicable</b> to project			<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Has the PP filled in and updated the inventory template for <b>all</b> the fixed assets procured under this project and which are being co-financed by the Grants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did the PP send a copy of the Inventory to the PO and the Line Ministry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was the inventory acknowledged by the DCS of the respective Line Ministry)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>B.6 Second Hand Equipment (refer to Art. 7.3(1)(c) of the Regulations)</b>	Tick here if section is <b>Not Applicable</b> to project			<input type="checkbox"/>
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	Yes	No	N/A
Approval by the PO for the procurement of second-hand equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Declaration by the supplier stating:			
- the origin of the equipment (original)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof that the equipment does not exceed market value or cost of similar new equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

B.7 Works	Tick here if section is <u>Not Applicable</u> to project		<input type="checkbox"/>
	Yes	No	Comments
Have works been certified by the relevant project manager and/or supervisor?	<input type="checkbox"/>	<input type="checkbox"/>	

B.8 Training	Tick here if section is <u>Not Applicable</u> to project			<input type="checkbox"/>
[Insert title of training being checked: _____]	Yes	No	N/A	
- Call for participants (Advert, memo – <i>where applicable</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Application Forms ( <i>where applicable</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Eligibility and Selection Criteria ( <i>where applicable</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Letter to selected applicants ( <i>where applicable</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Letter to non selected applicants ( <i>where applicable</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Attendance Sheets (for both teachers and trainees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Evaluation Sheets/Feedback Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Other documents used for training (e.g. presentation, handouts, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Photographs showing that training took place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Copy of certificates ( <i>where applicable</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is all material in line with the Communication and Design Manual? (reference to the FM/Grant, Grant logo and National Emblem of Malta, the programming period and the slogan)	<input type="checkbox"/>	<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 respective Programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:				

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If the person conducting the checks visited any training session on-the-spot:	
Place and time:	
Name of training session:	
Number of attendees:	
Is a poster describing the EEA/Norwegian Grants present in the place where the training is being delivered?	
Were any trainers interviewed about their involvement in the project? <sup>1</sup>	
Comments:	

Is the equipment, listed in Section B, operating on site?

**C. FINANCIAL IMPLEMENTATION PROGRESS (Refer also to Annex A)****C.1 Interim Financial Reports (IFR)**

In the table below please list the IFRs raised to date with relevant amounts (add rows as appropriate)

A IFR by Period	B Grant Amount (€)	C National Public Amount (€)	D Total Public Eligible Amount (€)	Are signed copies of each available in the project file?	
				Yes	No
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

**C.2 Disbursement**

	Net	VAT		Public Eligible Amount	Private Share (where applicable)	Total
		Eligible	Not Eligible			
Please indicate the amount of money paid by Treasury to date [Insert date]						

<sup>1</sup> Interviewing may take place either on the spot where the training is being delivered or by telephone.

**D. PUBLIC PROCUREMENT – remove the sections which are not applicable**

The Officer conducting the OTS must ensure that public procurement has been carried out in accordance with the relevant Procurement Regulations and must also refer to the Manual of Procedures for Project Implementation - *Retention of Documents*

<b>D.1 Procurement which does not exceed €2,500 (Schedule 2 and Schedule 3)</b>		Tick here if section is <b>Not Applicable</b> to this OTS			<input type="checkbox"/>
Procurement made through:	Request for Quotations (Section A)	<input type="checkbox"/>	Amount allocated (excl. VAT)		
	Direct Order (Section B)	<input type="checkbox"/>	Date of Publication		
Reference	Title	Invoices which relate to this procurement: (add rows as appropriate)			
Bidders (add rows as appropriate)	Value (excl. VAT)	Quotation is comparable and according to the specifications asked for by the PP			Comments
		Yes	No	NA	
Winning Bidder			Amount of winning bid		
Award Criteria Used	MEAT	<input type="checkbox"/>	Cheapest Technically Compliant	<input type="checkbox"/>	Other <input type="checkbox"/>
					Please state:
	Yes	No	N/A	Comments	
<b>a. Quotations</b>	Tick here if section is <b>Not Applicable</b> to this OTS				<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"/>		
LPO/Agreement, where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>b. Direct Order</b>	Tick here if section is <b>Not Applicable</b> to this OTS				<input type="checkbox"/>
Justification taking into consideration the amount involved, the urgency attached to the procurement & restrictions of choice and availability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Written Approval by <b>Head of Department</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## Annex 4 – On-the-spot (OTS) Check Report

LPO/Agreement, where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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<b>D.2 Procurement that exceeds €2,500 but does not exceed €6,000 (Schedule 2 and Schedule 3)</b>				Tick here if section is <b>Not Applicable</b> to this OTS				<input type="checkbox"/>			
Procurement made through:	Departmental Tender (Section A)		<input type="checkbox"/>	Amount allocated (excl. VAT)							
	Request for Quotations (Section B)		<input type="checkbox"/>	Date of Publication							
	Direct Order (Section C)		<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	<input type="checkbox"/>	
	Please state										
	Yes	No	N/A	Comments							
<b>a. Departmental Tenders</b>	Tick here if section is <b>Not Applicable</b> to this OTS								<input type="checkbox"/>		
- Tender Document (final version)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
- Advert of Publication of Tender in Government Gazette (actual copy of advert)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
- Date of first advert in Govt. Gazette:											
- Any other 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	<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"/>								

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- Summary of Tenders received (indicating the number of bids received within the stipulated deadline)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Bids received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Evaluation Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Approval of award by the DCC	<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"/>	
- LPO/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"/>	
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>b. Quotations</b>	Tick here if section is <b>Not Applicable</b> to this OTS			<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"/>	
- Advert of Publication of Call in Government Gazette (actual copy of advert)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Date of first advert in Govt. Gazette:				
- Reference/Notification to selected bidder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- LPO/Agreement, where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>c. Direct Order</b>	Tick here if section is <b>Not Applicable</b> to this OTS			<input type="checkbox"/>
- Justification taking into consideration the amount involved, the urgency attached to the procurement & restrictions of choice and availability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Written approval by the <b>Permanent Secretary of the relevant Ministry</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- LPO/Agreement, where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



## Annex 4 – On-the-spot (OTS) Check Report

<b>D.3 Procurement that exceeds €6000 but does not exceed €47,000 (Schedule 2 and Schedule 3)</b>				Tick here if section is <b>Not Applicable</b> to this OTS				<input type="checkbox"/>			
Procurement made through:	Departmental Tender (Section A)			<input type="checkbox"/>		Amount allocated (excl. VAT)					
	Request for Quotations (Section B)			<input type="checkbox"/>		Date of Publication					
	Direct Order (Section C)			<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		<input type="checkbox"/>
									Please state		
		Yes		No		N/A		Comments			
<b>a. Departmental Tenders</b>		Tick here if section is <b>Not Applicable</b> to this OTS								<input type="checkbox"/>	
- Tender Document (final version)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					
- Advert of Publication of Tender in Government Gazette (actual copy of advert)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					
- Date of first advert in Govt. Gazette:											
- Any other 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		<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"/>					
- Bids received		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					

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- Requests for clarifications & replies (during evaluation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Evaluation Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Approval of award by the DCC	<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"/>	
- LPO/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"/>	
- Valid Performance Guarantee including any amounts stipulated in addenda to the contract (where the contract value exceeds €10,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any complaints submitted?	<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>b. Request for Quotations</b>	<b>Tick here if section is <u>Not Applicable</u> to this OTS</b>			<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"/>	
- Advert of Publication of Call in Government Gazette (actual copy of advert)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Date of first advert in Govt. Gazette:				
- Summary of Tenders received (indicating the number of quotations received within the stipulated deadline)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Reference/Notification to selected bidder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- LPO/Agreement, where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>c. Direct Order</b>	<b>Tick here if section is <u>Not Applicable</u> to this OTS</b>			<input type="checkbox"/>
- Justification taking into consideration the amount involved, the urgency attached to the procurement & restrictions of choice and availability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Written approval from <b>the DG operations Budget Office</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- LPO/Agreement, where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>D.4 Procurement which exceeds €47,000 (Schedule 2) (for checks carried out <u>entirely</u> at the PP's office)</b>				Tick here if section is <b>Not Applicable</b> to this OTS				<input type="checkbox"/>			
Procurement made through:	DoC Tender (Section A)		<input type="checkbox"/>		Amount allocated (excl. VAT)						
	Direct Order (Section B)		<input type="checkbox"/>		Date of Publication						
					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"/>	<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 <input type="checkbox"/>	
								Please state			
		Yes		No		N/A		Comments			
<b>a. DoC Tenders</b>		Tick here if section is <b>Not Applicable</b> to this OTS									<input type="checkbox"/>
- Commitment Form		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					
- Tender Document (Final version as uploaded on DoC website)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					
- Advert of Publication of Tender in Government Gazette (actual copy of advert)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					
- Date of first advert in Govt. Gazette:											
- Any other 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) (Need not be in PP's file but should be checked from OJ website)		<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 recommending the members of the Evaluation Committee		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					

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- Letter/email from DoC approving the members of the Evaluation Committee	<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 (final version approved by GCC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Any request for clarifications and relevant correspondence made by GCC on the submitted Evaluation Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Requests for clarifications & replies (during evaluation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Publication of Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Contract Award Notice (if tender exceeds the stipulated EU thresholds) (Need not be in PP's file but should be checked from OJ website)	<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"/>	
- Appeals/Recourse to Court and defence procedure	<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"/>	
- Valid Performance Guarantee including any amounts stipulated in addenda to the contract (where the contract value exceeds €10,000)	<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>b. Direct Order</b>	<b>Tick here if section is <u>Not Applicable</u> to this OTS</b>			<input type="checkbox"/>
- Justification taking into consideration the amount involved, the urgency attached to the procurement & restrictions of choice and availability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Written approval from the <b>DG operations Budget Office</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Written approval by the <b>Director of Department of Contracts (if it exceeds the EU thresholds)</b>	<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"/>	

## Annex 4 – On-the-spot (OTS) Check Report

<b>D.5 Procurement which exceeds €47,000 (schedule 3)</b>				Tick here if section is <b>Not Applicable</b> to this OTS				<input type="checkbox"/>				
<b>Procurement made through:</b>	<b>Tender (Section A)</b>			<input type="checkbox"/>		<b>Amount allocated (excl. VAT)</b>						
	<b>Direct Order (Section B)</b>			<input type="checkbox"/>		<b>Date of Publication</b>						
					<b>Deadline for submission of bids</b>							
<b>Reference</b>	<b>Title</b>			<b>Invoices which relate to this procurement: (add rows as appropriate)</b>								
<b>Bidders (add rows as appropriate)</b>	<b>Value (excl. VAT)</b>	<b>Administratively Compliant</b>			<b>Technically Compliant</b>			<b>Financially Compliant</b>			<b>Comments</b>	
		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>		
		<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"/>		
<b>Winning Bidder</b>					<b>Amount of winning bid</b>							
<b>Award Criteria Used</b>		<b>MEAT</b>		<input type="checkbox"/>		<b>Cheapest Technically Compliant</b>		<input type="checkbox"/>		<b>Other</b>		<input type="checkbox"/>
								<b>Please state</b>				
		<b>Yes</b>		<b>No</b>		<b>N/A</b>		<b>Comments</b>				
<b>a. Tenders</b>		Tick here if section is <b>Not Applicable</b> to this OTS									<input type="checkbox"/>	
- Tender Document (final version)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
- Advert of Publication of Tender in Government Gazette (actual copy of advert)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
- Date of first advert in Govt. Gazette:												
- Any other 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) (Need not be in PP's file but should be checked from OJ website)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
- Requests for clarifications & replies (during call)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						
- Request made for the appointment of the Evaluation Committee members (by Project Leader to the Head of the Entity)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>						

**Annex 4 – On-the-spot (OTS) Check Report**

- Approval letter/email of appointment of the Evaluation Committee members	<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"/>	
- Bids received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Evaluation Report (final version)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Requests for clarifications & replies (during evaluation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Publication of Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Contract Award Notice (if tender exceeds the stipulated EU thresholds) (Need not be in PP's file but should be checked from OJ website)	<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"/>	
- Appeals/Recourse to Court and defence procedure	<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"/>	
- Valid Performance Guarantee including any amounts stipulated in addenda to the contract (where the contract value exceeds €10,000)	<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>b. Direct Order</b>	<b>Tick here if section is <u>Not Applicable</u> to this OTS</b>			<input type="checkbox"/>
- Justification taking into consideration the amount involved, the urgency attached to the procurement & restrictions of choice and availability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Written approval from the <b>DG operations Budget Office</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Written approval by the <b>Director of Department of Contracts (if it exceeds the EU thresholds)</b>	<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"/>	

## Annex 4 – On-the-spot (OTS) Check Report

E. EMPLOYMENT				
E.1 Engagement through Employment Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>		Tick here if section is <b>Not Applicable</b> to project		<input type="checkbox"/>
Call made through:	Register of Persons Seeking Employment (Section A)	<input type="checkbox"/>	Date of Publication of Call	
	Open Call for Employment (Section B)	<input type="checkbox"/>	Deadline for submission of applications	
	Call for Contract 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
<b>a. Register of Persons Seeking Employment (ETC register)</b>	Tick here if section is <b>Not Applicable</b>			<input type="checkbox"/>
- Vacancy Form signed by Permanent Secretary incl. position, requirements (qualifications, skills, experience)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Vacancy Approval (RRAG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Part 1/ 2/ 3 list of eligible candidates (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>b. Open Call for Employment</b>	Tick here if section is <b>Not Applicable</b>			<input type="checkbox"/>
- ETC Permit No. (where applicable)			<input type="checkbox"/>	
- Call for applications (advert i.e. govt. gazette, newspapers, websites): position, eligibility criteria (qualifications, skills, experience) and any supporting documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>c. Section to be filled for all types of employment procedures</b>	Tick here if section is <b>Not Applicable</b>			<input type="checkbox"/>
- All submitted application/s, CVs, certificates and other requested documentation (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- State the number of applications received within the stipulated deadline:				
- 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- State the number of applicants shortlisted:				
Were all applicants shortlisted eligible for the position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Annex 4 – On-the-spot (OTS) Check Report**

- Copy of letters sent to those applicants who were not shortlisted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- State the number of applicants who were not shortlisted:				
- 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"/>	
- 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"/>	
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"/>	

**F. HORIZONTAL PRIORITIES****F.1 Sustainable Development**

	Yes	No	N/A	Comments
Are the project activities in accordance with the principles of sustainable development?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the sustainable development dimension of the project been implemented as planned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specify what the project has achieved in relation to its contribution to Sustainable Development.				

**F.2 Gender Equality**

	Yes	No	N/A	Comments
Is the project contributing to gender equality as planned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the project in line with Community and national policies on Gender Equality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specify what the project has achieved in relation to its contribution to Gender Equality.				



**Annex 4 – On-the-spot (OTS) Check Report**

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**F.3 Good Governance**

	Yes	No	N/A	
Are the required management and good governance systems in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are effective monitoring and controlling systems in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specify what the project has achieved in relation to its contribution to Good Governance.				

**F.4 Bilateral Cooperation**

*Any bilateral cooperation issue relevant to the project must be described below, particularly if it relates to the Donor states of Norway, Iceland and Liechtenstein.*

	Yes	No	N/A	
Is the project contributing to bilateral cooperation with donor states as planned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specify what the project has achieved in relation to its contribution to Bilateral Relations.				

**F.5 State Aid**

	Yes	No	N/A	Comments
Correspondence with State Aid Monitoring Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project being implemented in line with SAMB instructions (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the project changed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If project changed, notification to SAMB and subsequent clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Annex 4 – On-the-spot (OTS) Check Report**

G. PUBLICITY AND INFORMATION				
	Yes	No	N/A	Comments
Publicity Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Billboard on Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signs/plaques on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Poster/s on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stickers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Official Launch Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Official Closing Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Third information activity (for projects over EUR 500,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Press Release/s/write ups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Media adverts (Television/Radio)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Printed Media Adverts (Newspapers, Magazines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other informative material such as leaflets and brochures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Website / webpage(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Online or Email publicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other/s ( <i>Please specify</i> ):	<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 Communications and Design Manual and any other Information and Publicity Requirements (MoP), please provide further details on each case, specific reasons and action to be taken:				

## Annex 4 – On-the-spot (OTS) Check Report

H. PHYSICAL IMPLEMENTATION				
	Yes	No	N/A	Comments
Is the project being physically visited by the person conducting the check?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes:				
Date				
Place				
Time				
Is the project being implemented in accordance with the Project Contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the present state of the project realisation ensure the conclusion of the project within the set period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If not what remedial action may be taken:				

I. ACHIEVEMENT OF OUTPUTS (INDICATORS) AND QUALITY OF THE RESULTS	
<p>I.1 The achievements or the result/ output indicators in the implementation phase must be reported as part of the monitoring, since the achievement of results in an important part of Results Based Monitoring and in Results Based Management, the Stakeholders should work together to ensure that projects and programmes are on track for achieving results. It is important to confirm that the quality and the suitability of the implemented parts of the project are according to the requirements on which the Project Contract is based. Please complete the table below <b>for each relevant indicator</b>.</p>	
Indicator	
Planned achievement to date	
Actual achievement	
If any significant deviation is determined, what actions will be taken?	

[Add another table for each indicator]

**Annex 4 – On-the-spot (OTS) Check Report**

<b>J. RISKS, CHANGES AND DEVIATIONS</b>	
J.1 General remarks on the overall implementation of the project and updates on the follow up actions requested in previous OTS checks	
J.2 Under the following (a-l): Have any changes/deviations from the project contract been made (give reasons)? Have these been approved by the relevant authorities (where relevant)? And have the relevant rules/regulations been followed (where relevant)? What are the implications for the project as a whole?	
a. Overall Objectives	
b. Progress	
c. Output Indicators	
d. Budget	
e. Costs	
f. Co-financing	
g. Procurement	
h. Sustainable Development	
i. Gender Equality	
j. Good governance	
k. Permits	
l. Bilateral Relations	
J.3 Are any other potential risks envisaged?	
J.4 Have corrective actions taken place or been planned to reduce/remove these risks (under J.2 and J.3)?	
J.5 Have reasonable organisational preparations been made for the operation and maintenance of the project after implementation?	

**K. OTHERS**

K.1 List any other findings of significance for monitoring any other topic/s, apart from the ones covered above, relevant to compliance with the grant conditions and to the success of the project.

## Annex 4 – On-the-spot (OTS) Check Report

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### L. CONCLUSIONS

L.1 General remarks on the overall implementation of the project and updates on the follow up actions requested in previous OTS checks

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L.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

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L.3 Indicate/list any suspicion of irregularities or actual detection of irregularities

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L.4 Recommendations and remarks on general improvement which may be required in the implementation and management of the project.

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L.5 List of Annexes (as relevant)  
(Any photos and/or documents gathered during the on-the-spot check)

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## Annex 4 – On-the-spot (OTS) Check Report

### M. ENDORSEMENT OF ON-THE-SPOT CHECK REPORT

#### Officer(s) 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

**Annex 4 – On-the-spot (OTS) Check Report**

Annex A - Invoices/Reimbursement Requests and related documentation																									
List down all the invoices being checked during this spot check (These should be only those which at the time of the check, have been paid by Treasury)																									
Invoice / RR Number <i>(add rows as appropriate)</i>	Contract Ref No. <i>(where applicable)</i>	Supplier / Contractor	Net		VAT		Total Eligible	Is the Invoice/RR in file and do the details match with the ISC?		Is the final ISC in file?		Is the receipt/proof of payment in file? Does it cover the payment made for this invoice?		Is the expenditure eligible and in line with the Project Contract?		Was payment executed in line with the payment schedule in the contract? <i>(where applicable)</i>			Are 1. (in case of works) the BoQs of the actual works, the Summary of BoQs and the certificate of works 2. <i>(in case of</i>			As and where applicable:  Are 1. (in case of service contracts) the interim report, final report, 2. (in case of works/supplies contracts) provisional acceptance or final acceptance in file?			Comments
			This represents the Net Eligible amount as featured on the ISC (Public Eligible)		Check that the Vat is listed seperately and is correct			check: - Net/Vat/ Gross amount - Supplier's details - Date - Contract Code		This should be the one signed by the PP, LM and Treasury						In case of works, is the actual BoQ verified by the supervisor in line with the contract BoQ and with the invoice?									
			Eligible	Not Eligible	Yes	No		Yes	No	Yes	No	Yes	No	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A			
			0.00	0.00	0.00	0.00	0.00																		
			0.00	0.00	0.00	0.00	0.00																		
			0.00	0.00	0.00	0.00	0.00																		
			0.00	0.00	0.00	0.00	0.00																		
			0.00	0.00	0.00	0.00	0.00																		
			0.00	0.00	0.00	0.00	0.00																		
			0.00	0.00	0.00	0.00	0.00																		
			0.00	0.00	0.00	0.00	0.00																		
			0.00	0.00	0.00	0.00	0.00																		
			0.00	0.00	0.00	0.00	0.00																		
			0.00	0.00	0.00	0.00	0.00																		
Total invoices checked:		0	0.00	0.00	0.00	0.00	0.00																		
Total Eligible value of the project (as per Section 1.1):							0.00																		
Percentage of total amount being checked over the project allocation:							#DIV/0!																		

