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



MALTA

OFFICE OF THE DEPUTY
PRIME MINISTER
MINISTRY FOR EUROPEAN AFFAIRS

PARLIAMENTARY SECRETARIAT FOR THE EU
PRESIDENCY 2017 AND EU FUNDS

Id-Divizjoni għall-Fondi u Programmi

Funds and Programmes Division

To: All entities participating in Territorial Cooperation Programmes
and the ENI CBC Med Programme

From: The Territorial Cooperation Unit within the Funds and Programmes Division

Date: 18 May 2017

Ref: Circular 01-2017

Reference is being made to the audits held on two Italia - Malta projects and the findings outlined in this regard, which are being forwarded for your kind attention:

a) Inventory

Beneficiaries should always ensure that an inventory in connection with any items procured under the respective project is always retained and that this updated regularly and eventually completed upon project closure. It is recommended that inventories include the name of supplier, the contract number, the purchase and installation dates, the value of the respective items as well as the quantities bought under the project. Furthermore, an inventory should include reference to any guarantees and also information on whether the equipment is operating on site, or elsewhere. Kindly refer to the relevant Circular on the matter (MF 14 / 1999) which is being attached for ease of reference as well as the National Complementary Requirements for European Territorial Cooperation Programmes and the ENI CBC Med Programme, especially Annexes iv and iv, which may be accessed from the following link: <https://eufunds.gov.mt/en/EU%20Funds%20Programmes/EU%20Territorial%20Programmes/Pages/Key-Documents-and-Downloads.aspx>

b) Staff costs

With regard to staff costs, any timesheets should always be endorsed by the competent and relevant authorities. Therefore, all timesheets should be signed appropriately. Furthermore, all beneficiaries should ensure that the timesheets presented in the claims are accurate.

c) Procurement

Any procurement made in connection with such projects should be in line with the latest procurement regulations; hence approvals must always be obtained as outlined in such regulations. Whenever requests for quotations are issued, it should be ensured that such

requests are clear, so that the respective bids may be compared accordingly. Moreover, all the requirements of the RfQs should be entirely adhered to when determining whether bidders are eligible or not. It is of utmost importance that beneficiaries always ensure a fair and transparent process with all the bidders and that an adequate timeframe is given for the submission of the bids. With specific reference to the former, any evaluation reports should be accurate and should include reference to all the quotations received as well as the reasons for rejection, as applicable.

In addition to the above, whenever tenders are launched, an evaluation committee is to be formally set up during the publication stage of the said tender. This committee should include a Chairman, a Secretary and three Evaluators, including any technical experts on the matter. Furthermore, declarations of impartiality and confidentiality should be signed and stamped by the respective individuals. Also, the Contracting Authority should, during the whole process, exclude participation of any employees related to prospective bidders by virtue of a professional or work relationship (Section 5d of the National Complementary Requirements for European Territorial Cooperation Programmes and the ENI CBC Med Programme outline the documents that should be provided with regard to any tendering and contracting carried out in connection with such Programmes).

d) Retention of documents

All beneficiaries should always ensure that proof of all expenditure is kept on file. Furthermore, photos, evidencing the procurement of the items / components purchased under the project, should always be taken and made available. Likewise, all financial reports, including any on-the-spot reports, should be filed appropriately and be easily accessible. Finally, beneficiaries should also keep in mind that all actions pertaining to the project must contain the relevant publicity measures. To this end, reference to Section 5f of the above mentioned National Complementary Requirements should be made.



Carmen Dalli
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