



Verification of Procurement Procedures – Voluntary Organisations and Non-Governmental Organisations

This template should be filled in by the Managing Authorities¹ when carrying out administrative verifications² of procurement procedures implemented by Voluntary Organisations (VOs) and Non-Governmental Organisations (NGOs) (including Church Institutions and Social Partners).

The officer undertaking this verification is to adhere to [Circular No. OPS/MFI/5/2026](#) which includes the “Guidance Document on Procurement Procedures for Voluntary and Non-Governmental Organisations implementing European Union Funded Projects” and Annex 1 “Guidelines for determining financial corrections to be made to expenditure financed by the Union for non-compliance with procurement principles”.

VOs and NGOs are to follow the principles of public procurement including but not limited to non-discrimination, equal treatment, transparency, mutual recognition, proportionality, good governance and sound financial management.

At time of publishing of this template, the above threshold procurement procedures refer to those which equal or exceed an estimated value of €140,000 (excl. VAT)³ while the below threshold procurement procedures refer to those which are less than €140,000 (excl. VAT). Since financial thresholds are amended every two years, Division Officers are encouraged to keep abreast with the Regulations which may be accessed through Ministry responsible for Justice’s website, through the following link: <https://legislation.mt/eli/sl/601.3/eng>

1. GENERAL INFORMATION

Reference	
Member State	Malta
Programming Period	202X-202X
Fund	
Project	
Title of the Project	
Beneficiary	
Project Leader	
Officer/s carrying out this verification	
Reference of procurement procedure/s included in this report	

¹ The Managing Authority reserves the right to add additional questions to this template or request additional information in relation to the verifications being made so as to ensure that the Beneficiary is in line with the Conditions of the Grant Agreement and any related addenda.

² Administrative verifications for CPR funds as required in Article 74 (2) of Regulation (EU) 2021/1060.

³ For previous years the above threshold was as follows: €139,000 (2020,2021); €140,000 (2022, 2023); €143,000 (2024, 2025)

2.1 REQUEST FOR QUOTATIONS (RfQ) which does not exceed €5,000 excluding VAT⁴

Reference	<i>Insert Ref</i>				
Title	<i>Insert Title</i>				
Procurement Type	<i>Supplies, Services or Works</i>				
Amount allocated in Grant Agreement / Addenda	<i>Insert price excl. VAT</i>	Estimated Value		<i>Insert price excl. VAT</i>	
Date of correspondence for invitation of quotations	<i>DD/MM/YYYY</i>	Deadline for submission of quotations ⁵		<i>DD/MM/YYYY</i>	
Recommended Bidder		Amount of Recommended Offer			
Bidders (add rows as appropriate)	Financial Offer (excl. VAT)	Quotation is comparable and according to specifications asked for by the Beneficiary			Comments
		Selection Yes, No or N/A	Technical Yes, No or N/A	Financial Yes, No or N/A	
		--	--	--	
		--	--	--	
		--	--	--	
			Yes, No or N/A	Comments	
1.	Is the request for provision of Works / Supplies / Services in line with the Project Application / Grant Agreement / MA Approvals and any Addenda?	--			
2.	Have rules concerning non-division of contracts been respected (i.e. no artificial split)?	--			
3.	Is the procurement document including annexes (as applicable) i.e. the Request for Quotations (RfQ) available? If YES, were a minimum of 3 quotations received by the stipulated deadline?	--			
4.	Did a prospective candidate / tenderer file a reasoned application before the Public Contracts Review Board (PCRB) during the procurement period? If YES, was the award process suspended until publication of the PCRB decision and what was the decision of the Review Board?	--			
5.	Is a summary of quotations received available?	--			
6.	Is a justification / evaluation for the recommended quotation available?	--			

⁴ To ensure a clear audit trail, the MA Officer must conduct an independent verification of the procurement procedure and any prior related publications. For clarity, if a Request for Quotations (RfQ) is being contracted after being published two times by the VO/NGO, the MA Officer is expected to carry out two separate independent checks, one for each issue.

⁵ Date as published or as revised through a published clarification note.

7.	Is approval of recommendation for award by the Head of the Organisation available?	--	
8.	Is a Notification to selected / not selected bidder/s available?	--	
9.	Is a binding agreement between the Beneficiary and the selected economic operator available?	--	
2.1.1 DIRECT AWARD which does not exceed €5,000 excluding VAT			<i>Tick here if section is not applicable</i> <input type="checkbox"/>
		Yes, No or N/A	Comments
1.	Is the use of a Direct Award justified on the basis that, following a request for quotations, less than 3 quotations were received, <i>or</i> no compliant quotation was obtained? And is the justification approved by the Head of Beneficiary? (if applicable)	--	
2.	Is the use of a Direct Award (<u>without</u> a prior request for quotation) justified taking into consideration the amount involved, the urgency attached to the procurement or restrictions of choice and availability? And is the justification approved by the Head of Beneficiary? (if applicable)	--	
2.1.	Is the request for provision of Works / Supplies / Services in line with the Project Application / Grant Agreement / MA Approvals and any Addenda ?	--	
3.	Is a binding agreement between the Beneficiary and the selected economic operator available?	--	

2.2 CALL FOR QUOTATIONS (CfQ) which exceeds €5,000 and below €10,000 excluding VAT⁶			
Reference	<i>Insert Ref</i>		
Title	<i>Insert Title</i>		
Procurement Type	<i>Supplies, Services or Works</i>		
Amount allocated in Grant Agreement / Addenda	<i>Insert price excl. VAT</i>	Estimated Value	<i>Insert price excl. VAT</i>
Date of Publication	<i>DD/MM/YYYY</i>	Deadline for submission of quotations ⁷	<i>DD/MM/YYYY</i>
Recommended Bidder		Amount of Recommended Offer	
Bidders (add rows as appropriate)	Financial Offer (excl. VAT)	Quotation is comparable and according to specifications asked for by the Beneficiary	Comments

⁶ To ensure a clear audit trail, the MA Officer must conduct an independent verification of the procurement procedure and any prior related publications. For clarity, if a Call for Quotations (RfQ) is being contracted after being published two times by the VO/NGO, the MA Officer is expected to carry out two separate independent checks, one for each issue.

⁷ Date as published or as revised through a published clarification note.

		Selection Yes, No or N/A	Technical Yes, No or N/A	Financial Yes, No or N/A	
		--	--	--	
		--	--	--	
		--	--	--	
			Yes, No or N/A	Comments	
1.	Was a notice of publication of CfQ published on the beneficiary's social media profile and/or official website ?	--			
2.	Was a notice of publication of CfQ published in a local newspaper ? (not mandatory for a CfQ)	--			
3.	Is approval of evaluation committee members from the Head of Organisation available?	--			
4.	Are the CVs of the evaluation committee members available?	--			
5.	Published Call for Quotations including annexes:				
5.1.	Are the scope of works / supplies / services specified in the call, in line with the project application / grant agreement / MA approvals and any associated Addenda?	--			
5.2.	Have rules concerning non-division of contracts been respected (i.e. no artificial split)?	--			
5.3.	Are the criteria for selection and award, the conditions for performance of contract and the technical specification non-discriminatory and do not restrict competition ?	--		--	
5.4.	Is the relevant publicity included in the published Call for Quotations? If publicity is not included what remedial action was carried out?	--			
6.	Was a site visit / clarification meeting held as per Call for Quotations and were minutes published during publication? (if applicable)	--		--	
7.	Were any requests for clarifications received by prospective tenderers & replies published during publication? (if applicable)	--		--	
8.	Did a prospective candidate / tenderer file a reasoned application before the Public Contracts Review Board (PCRB) during the procurement period ? If YES, was the award process suspended until publication of PCRB decision and what was the decision of the Review Board?	--			
9.	Is the summary of quotations received available and published on the Beneficiary's Notice Board, Social Media Profile and/or Website?	--			
10.	Are the declarations of impartiality and confidentiality of the evaluation committee (EC) members available?	--			

11.	Is the approved evaluation report , including annexes where applicable, available?	--	
12.	Is approval of recommendation for award by the Head of the Organisation available?	--	
13.	Is the publication of results (award notice / cancellation notice) published on the VO/NGO Notice Board, Social Media Profile and/or Website?	--	
14.	Were the letters sent to the successful bidder and to the non-successful bidder/s (if any)?	--	
15.	Was any objection filed before PCRB ? If YES, was the award process suspended until publication of PCRB decision and what was the decision of the Review Board? If NO, is an email from PCRB available confirming so?	--	
16.	Following a PCRB decision, did any party appeal to the Court of Appeal ? If YES, was the award process suspended until decision of the Court? What was the decision of the Court and did the authority responsible for the tendering process proceed with the process of the call for quotations as per Court's decision? If NO, did the authority responsible for the procurement procedure proceed with the process of the CfQ as per PCRB decision?	--	
17.	Is a binding agreement between the Beneficiary and the selected economic operator available?	--	

2.2.1 DIRECT AWARD which exceeds €5,000 and below €10,000 excluding VAT

Tick here if section is not applicable

☐

	Yes, No or N/A	Comments
1.	Is the use of a Direct Award justified on the basis that, following a call for quotations, no compliant quotations were received ? (if applicable)	--
2.	Is the use of a Direct Award (without a prior call for quotation) justified taking into consideration the amount involved, the urgency attached to the procurement or restrictions of choice and availability ? (if applicable)	--
2.1.	Is the request for provision of Works / Supplies / Services in line with the Project Application / Grant Agreement / MA Approvals and any Addenda?	--
3.	Is a binding agreement between the Beneficiary and the selected economic operator available?	--

2.3 PUBLIC PROCUREMENT for OPEN Procedures (i.e. Call for Tenders – CfT⁸) which is equal or exceeds €10,000 excluding VAT⁹.

⁸ To be guided by the General Rules Governing Tenders for NGOs and the e-Tender Document template for NGOs as published by the Department of Contracts.

⁹ To ensure a clear audit trail, the Division Officer must conduct an independent verification of the procurement procedure and any prior related publications. For clarity, if a Call for Tenders (CfT) is being contracted after being published three times by the VO/NGO, the Division Officer is expected to carry out three separate independent checks, one for each issue.

Reference	<i>Insert Ref</i>					
Title	<i>Insert Title</i>					
Procurement Type	<i>Supplies, Services or Works</i>					
Amount allocated in Grant Agreement / Addenda	<i>Insert price excl. VAT</i>		Estimated Value		<i>Insert price excl. VAT</i>	
Date of Publication	<i>DD/MM/YYYY</i>		Deadline for submission of tenders ¹⁰		<i>DD/MM/YYYY</i>	
Award Criteria Used	Price (Cheapest Priced Offer satisfying the administrative and technical criteria)		<input type="checkbox"/>		BPQR (Best Price Quality Ratio)	
Tender Opening Session	<i>Insert DD/MM/YYYY and time</i>					
Recommended Bidder			Amount of Recommended Offer			
Bidders (add rows as appropriate)	Stated Financial Offer (excl. VAT)	Financial Offer [after arithmetical correction] ¹¹ (excl. VAT)	Administrative Compliant ¹² Yes, No or N/A	Technical Compliant ¹³ Yes, No or N/A	Financial Compliant ¹⁴ Yes, No or N/A	Comments
Lot 1 (where lots are applicable, else remove)						
<i>Add rows as necessary</i>			--	--	--	
Lot 2 (where lots are applicable, else remove)						
<i>Add rows as necessary</i>			--	--	--	
Recommended Bidder			Amount of recommended offer		<i>Insert price excl. VAT</i>	
			Yes, No or N/A	Comments		
1.	Is a needs assessment / market research / budget estimate breakdown available?		--			
2.	In case of a works contract, are the environment & planning permits available? (if applicable)		--			
3.	Is approval of the tender evaluation committee (TEC) members from the Head of Organisation available?		--			
4.	Are the CVs of the tender evaluation committee members available?		--			
5.	Was a notice of publication of tender published on the beneficiary's social media and/or official website ?		--			
6.	Was a notice of publication of tender published in a local newspaper ?		--			

¹⁰ Date as published or as revised through a published clarification note.¹¹ In line with Article 17 of the General Rules Governing Tenders for NGOs as published by the Department of Contracts.¹² Tick as per details included in the Evaluation Report.¹³ ibid¹⁴ ibid

7.	Was a notice of publication of tender published on any other adverts (e.g. OJEU, Government Gazette, News portals?) (not mandatory)	--	
8.	Is the duration of the published procurement procedure in line with the minimum time limits ?	--	
9.	Published Call for Tenders including annexes:		
9.1.	Are the scope of works / supplies / services specified in the call, in line with the project application / grant agreement / MA approvals and any associated Addendum/a?	--	
9.2.	Are the criteria for selection and award, the conditions for performance of contract and the technical specification non-discriminatory and do not restrict competition ?	--	--
9.3.	Is the relevant publicity included in the published Call for Quotations? If publicity is not included what remedial action was carried out?	--	
10.	Was a site visit / clarification meeting held as per published procurement document and were minutes published during publication? (if applicable)	--	
11.	Were any requests for clarifications received by prospective tenderers & replies published during publication? (if applicable)	--	
12.	Did a prospective candidate / tenderer file a reasoned application before the Public Contracts Review Board (PCRB) during the tendering period? If YES, was the award process suspended until publication of PCRB decision and what was the decision of the Review Board?	--	
13.	Does the tender process include adequate security arrangements for unopened submitted tenders and a transparent bid opening process ?	--	
14.	Is the summary of offers received available and published on the Beneficiary's Notice Board, Social Media Profile and/or Website?	--	
15.	Are the declarations of impartiality and confidentiality of the TEC members available?	--	
16.	Is approval from the Head of Beneficiary available to request rectification during evaluation to specific bidders as per Note 5 of Instructions to Tenderers? (if applicable)	--	
17.	Is approval from the Head of Beneficiary available to request clarifications during evaluation to specific bidders as per Note 5 of Instructions to Tenderers? (if applicable - requests referring to arithmetical errors do not require approval)	--	
18.	Is the TEC approved evaluation report including annexes (as applicable) available? Annexes (as applicable) should include:	--	

	<ul style="list-style-type: none"> • Declarations of impartiality and confidentiality of the TEC members as well as that of the appointed consultant / technical advisor. • Clarification/Rectification correspondence with tenderer/s. • Log sheet of samples received. • Evaluation Grids (only for BPQR). 		
19.	Is approval of recommendation for award by the Head of the Organisation available? <i>(if applicable)</i>	--	
20.	Is the publication of results (award notice / cancellation notice) published on the VO/NGO Notice Board, Social Media Profile and/or Website?	--	
21.	Were the letters sent to the successful bidder and to the non-successful bidder/s (if any)?	--	
22.	Was any objection filed before PCR ? If YES, was the award process suspended until publication of PCR decision and what was the decision of the Review Board? If NO, is an email from PCR available confirming so?	--	
23.	Following a PCR decision, did any party appeal to the Court of Appeal ? If YES, was the award process suspended until decision of the Court? What was the decision of the Court and did the authority responsible for the tendering process proceed with the process of the call for quotations as per Court's decision? If NO, did the authority responsible for the tendering process proceed with the process of the Call for Quotations as per PCR decision?	--	
24.	Is the signed contract (and any other document required by law) available?	--	-
25.	Is a valid performance guarantee available?	--	-
2.3.1 DIRECT AWARD which is equal or exceeds €10,000 excluding VAT			<i>Tick here if section is not applicable</i> <input type="checkbox"/>
		Yes, No or N/A	Comments
1.	Is the use of a Direct Award justified on the basis that, following a call for tenders, no compliant tenders were received ? <i>(if applicable)</i>	--	
2.	Is the use of a Direct Award (<u>without</u> a prior call for tenders) justified in view of one of the below circumstances? <ul style="list-style-type: none"> - Services can only be provided by a specific operator for technical, artistic, or exclusive rights reasons. - Extreme urgency due to unforeseeable events, where standard time limits cannot be met (not caused by the Beneficiary). - Additional supplies, services, or works become necessary due to unforeseen circumstances, provided they are awarded to the current contractor. <i>(if applicable)</i>	--	

2.1.	Is the request for provision of Works / Supplies / Services in line with the Project Application / Grant Agreement / MA Approvals and any Addenda?	--	
3.	Is a binding agreement between the Beneficiary and the selected economic operator available?	--	

3. CONCLUSION

3.1 **General remarks** on this verification.

3.2 Indicate/list any **suspicion of irregularities** or actual **detection of irregularities**.

3.3 List any **follow-up actions** required.

3.4 **Recommendations** and **remarks** on general improvement.

3.5 Is there any further information from **external alerts** which may need to be taken into consideration, or which may require further verifications?

3.6 **List of Annexes** (Any evidence / supporting documentation substantiating the verification).

4. ENDORSEMENT OF VERIFICATION REPORT

Officer/s conducting verification:

Name in Block Letters	Signature
Designation	Date
Name in Block Letters	Signature

Designation	Date
Conclusion endorsed by:	
Name in Block Letters	Signature
Designation	Date
Project Leader:	
Name in Block Letters	Signature
Designation	Date