



QUOTATION NUMBER: 01/2018

REQUEST FOR QUOTATIONS FOR THE FIRST LEVEL CONTROL FUNCTION IN CONNECTION WITH THE PROJECT *CI-1.1-90: A NETWORK OF ASSISTIVE TECHNOLOGY FOR AN INDEPENDENT AND FUNCTIONAL LIFE (NATIFLIFE)* UNDER THE INTERREG V-A ITALIA-MALTA PROGRAMME

Date Issued: 26th September 2018

Closing Date and Time: 11th October 2018 17:00hrs CEST

Paragon Europe
183, Constitution Street
Mosta, Malta MST 9054
E-mail: mark.zammit@paragoneurope.eu



INTERREG V-A Italy-Malta Programme
Project part financed by the European Union
European Regional Development Fund (ERDF)
Co-financing rate: 85% EU Funds; 15% National Funds



Section 1: Specifications

1.0 General Background

Paragon Ltd is requesting quotations for the provision of services pertaining to first level control in connection with the *Project CI-1.1-90: A Network of Assistive Technology for an Independent and Functional Life (NATIFLife)*, which is financed under the Interreg V-A Italia-Malta Programme.

The expenditure may be financed by the European Union under the project in caption. Such expenditure may therefore be claimed under the respective project provided that such costs are provided for and included in the project Application Form.

The selection of the successful bidder will take place in line with the Public Procurement Regulations (LN 352 of 2016) and its subsequent amendments. Paragon Ltd shall determine the award of this Request for Quotations (RfQ) on the basis of the lowest priced offer compliant with the requested specifications.

2.0 Specifications

Further to the selection of the NATIFLife Project for funding under the Interreg V-A Italia-Malta Programme, Paragon Ltd requires the services of a controller who shall carry out the verification of the expenditure incurred under the project in caption (first level control). Such verification, which shall involve a 100% check of the expenditure incurred under the project, shall follow the guidelines stipulated in the Programme manual¹ and is to submit a control certificate and report as per attached templates (provided in **Annex I** for reference purposes).

The total budget to be audited is €164,123.28.

The selected First Level Controller shall be required to attend meetings as requested at Paragon Ltd office in Malta (address indicated on page 1).

In addition, interested bidders should note that at least one physical on-the-spot check per project partner is obligatory. During this on-the-spot check, which should be held during the project's lifetime, the respective deliverables ought to be checked, as well as ensuring that the working documents are properly documented and accessible. Interested bidders should also note that any corrections that might be necessary in the original FLC certificates as a result of the quality checks undertaken by the FPD may not be claimed under the respective project.

The requirements of the selected controller, delineated further below, should be clearly indicated as satisfied by means of Curriculum Vitae (based on Europass format²) and a covering letter.

¹ FLC verification might be online depending on respective Programme.

² The template may be accessed from the following link:

<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

Qualifications

The Controller should be registered in the list of Maltese Registered list of Auditors³. Interested audit firms may also submit a bid⁴, however in such cases, the CVs of the controller/s that shall be working on the claims should be attached to the respective bid and should also be included in the list of Maltese Registered Auditors.

Independence from the project

The selected Controller should be totally independent from the project and therefore s/he should be independent from the project operational activities and finances. In order to satisfy this requirement, the Controller must not be involved in any way in the implementation of a project which shall eventually be controlled by him/her under the framework of this contract.

Sufficient knowledge of the English language

Given that English is one of the official languages of the Interreg V-A Italia-Malta Programme, the selected controller should have sufficient knowledge of the English language enabling him/her to perform the first level controls adequately.

Sufficient knowledge of the relevant EU regulations, Programme and National rules

The Controller should have sufficient knowledge of the relevant EU regulations as well as the regulations set out on a Programme level. Knowledge of national rules, which include public procurement rules, state aid regulations and VAT legislation, is also required.

Training

The Funds and Programmes Division (FPD) intends to organise information-sessions in which the financial eligibility rules pertaining to the relevant Programme will be explained. The Controllers are expected to attend any training events/meetings organised by the Programme and/or FPD as well as to keep abreast of any updates of programme manuals, procurement regulations, guidance notes, circulars and other relevant documentation. Moreover, the Controller would have to attend any bilateral and/or other meetings called by the FPD.

Timeframes

Paragon Ltd invites applications from eligible persons/ firms to conduct first level control function in connection with the NATIFLife Project until the project end date planned to be in May 2020.

³ The list may be accessed from the following link:

<https://secure3.gov.mt/accountancyboard/Registers/RegisteredAuditors.aspx>

⁴ <https://secure3.gov.mt/accountancyboard/Registers/RegisteredAuditFirmsPrincipals.aspx>

The selected Controller shall be expected to work according and within the timeframes set on a Programme level. It is important to note that should any deadline be missed, funds may be lost. Therefore, the controller might be required to work under tight schedules in order to meet the respective deadlines.

In accordance to the Manual for expenditure reporting, the timing for uploading data on Ulysses system for the monitoring and reporting is as follows:

No.	From	To	Months	Controllers validation to be provided by	Lead Partner request for reimbursement to be submitted by
1	Activities commencement date	30/09/2018	5	31/10/2018	30/11/2018
2	01/10/2018	30/11/2018	2	17/12/2018	21/12/2018
3	01/12/2018	28/02/2019	3	31/03/2019	30/04/2019
4	01/03/2019	31/05/2019	3	30/06/2019	31/07/2019
5	01/06/2019	31/08/2019	3	30/09/2019	31/10/2019
6	01/09/2019	30/11/2019	3	17/12/2019	21/12/2019
7	01/12/2019	29/02/2020	3	31/03/2020	30/04/2020
8	01/03/2020	31/05/2020	3	30/06/2020	31/07/2020
9*	01/06/2020	31/08/2020	3	30/09/2020	31/10/2020
10*	01/09/2020	30/11/2020	3	17/12/2020	21/12/2020

**Audits No. 9 and 10 are provisional but should be included in the price.*

A copy of the First Level Controller User Manual of the Italia-Malta Ulysses System is being provided in **Annex II** for reference purposes.

3.0 Approbation

Further to the selection of the controller by means of this RfQ, the FPD within the Ministry for European Affairs and Equality, as the national coordinator of Territorial Cooperation Programmes and the ENI CBC Med Programme, shall designate the first level control function, pertaining to the relevant project, to such Controller through the award of a certificate. It is only after receiving this certificate that the Controller can start fulfilling the first level control function within the framework of the project, and the first expenditure can be reported and certified.

4.0 Submission and Contact Details

Interested service providers are to fill in and submit Section 2 of this RfQ. All prices must quote VAT separately and in full. For payment purposes, invoices and receipts should be issued accordingly.

Bidders should include with their quotations a copy of the Curriculum Vitae (based on Europass format) and a covering letter.

Clarifications and further information are to be sought in writing by email on mark.zammit@paragoneurope.eu by **2nd October 2018 at 17:00hrs CEST**. Any request for clarifications received after this deadline will not be considered.

Quotations are to be submitted by **11th October 2018 at 17:00hrs CEST** by email on mark.zammit@paragoneurope.eu. Late quotations and quotations submitted by other means shall not be considered for evaluation.

Section 2: To be filled in by interested bidders

Quotation No 01/2018: REQUEST FOR QUOTATIONS FOR THE FIRST LEVEL CONTROL FUNCTION IN CONNECTION WITH THE PROJECT C1-1.1-90: A NETWORK OF ASSISTIVE TECHNOLOGY FOR AN INDEPENDENT AND FUNCTIONAL LIFE (NATIFLIFE) UNDER THE INTERREG V-A ITALIA-MALTA PROGRAMME

Quotation date: _____

Suppliers/Bidder's details

Company's / Controller's Name:	
Contact Person's Name and Surname:	
Company's / Controller's Address:	
Telephone Number:	
Mobile Number:	
Fax Number:	
E-mail address:	

Specifications (as per Section 2 of this RfQ)

Price of first level control (in Euro) as per above requirements and specifications:

Net:	€
Vat (specify rate): %	€
Total:	€

Company Rubber Stamp:

Signature:

Name and Surname: _____

Declaration:

Requirement	Bidder's Response (Yes/ No)
<p>1. The bidder confirms that the controller will receive and study the following documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Interreg Italia-Malta programme manual, incl. control guidance and templates for the control certificate and control report with checklist <input type="checkbox"/> the European Territorial Cooperation manual of eligible expenditure <input type="checkbox"/> Application form <input type="checkbox"/> Subsidy contract <input type="checkbox"/> Partnership agreement 	
<p>2. The bidder confirms that the controller will ensure that the work shall be properly documented and accessible to ensure an efficient review of the work in a way that any other controller/auditor can perform again the control only using the control file</p>	
<p>3. The bidder confirms that the controller will ensure to carry out 100% check of the expenditure included in each claim based on the guidelines stipulated in the Programme manual and the national eligibility guidelines and also to submit a first level control certificate together with a first level control report including a checklist as established by the Programme¹</p> <p>¹Reporting is to be made to the programme through the online system.</p>	
<p>4. The bidder confirms that in case of suspicion of fraud, the controller will ensure to report suspected or established fraud cases to the managing authority through the specific programme template</p>	
<p>5. The bidder confirms that the controller will ensure that at least one physical on-the-spot check throughout the project lifetime is carried out so as to ensure that project deliverables are in place and working well, as well as to ensure that the working documents are properly documented and accessible</p>	
<p>6. The bidder confirms that the controller will ensure that the work will be carried out within 2 months after the end of each reporting period</p>	

Requirement	Bidder's Response (Yes/ No)
and to send a copy of the verification certificate to FPD	
7. The bidder confirms that the controller is willing to attend any training events/ bilateral meetings organised by the Programme and/or FPD as well as to keep abreast of any updates of programme manuals, procurement regulations, guidance notes, circulars and other relevant documentation	
8. The bidder confirms that the controller will carry out the work in accordance with International Standards on Auditing as well as the programme guidelines	
9. The bidder confirms that the controller, unit and organisation that the controller is working for, is professionally independent from the unit dealing with the activities and finances of the project partner and is hence not involved in <ul style="list-style-type: none"> · project approval · project activities (incl. signature of project report as project partner) · project finances (project accounting and payment orders) 	
10. The bidder confirms that there are no relationships by blood or marriage between the controller and employees/managers of the unit in charge of the project activities and finances.	
11. The bidder confirms that the controller is independent of mind, i.e does not feel dependent on the entity/unit to be controlled in any other way.	

Company Rubber Stamp:

Signature:

Name and Surname: _____

Blacklisting and Exclusion Declaration

I hereby declare that I do not fall under any of the grounds listed under Part VI of LN352/2016.

Company Rubber Stamp:

Signature:

Name and Surname: _____