

Version 4 – October 2020



**QUOTATION NUMBER:**

**01/2021**

**REQUEST FOR QUOTATIONS  
FOR THE FIRST LEVEL CONTROL FUNCTION  
IN CONNECTION WITH THE PROJECT C2-2.2-112:  
“MOVE ON - MOBILITÀ TRANSFRONTALIERA ATTRAVERSO  
L’EROGAZIONE DI VOUCHER”  
UNDER THE INTERREG V-A ITALIA-MALTA PROGRAMME**

**Date Issued: 3 February 2021**

**Closing Date: 15 February 2021**

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



## **1.0 General Background**

The Hermes Corporation Limited is requesting quotations for the provision of services pertaining to first level control in connection with the Project C2-2.2-112: MOVE ON - MOBILITÀ TRANSFRONTALIERA ATTRAVERSO L'EROGAZIONE DI VOUCHER 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.

## **2.0 Specifications**

Further to the selection of the MOVE ON for funding under the Interreg V-A Italia- Malta Programme the HERMES Corporation Limited requires the services of a controller, who shall carry out the verification of the expenditure incurred under the project in caption (first level control). The total eligible cost of the project is € 937.201,73 and it is envisaged that 5 claims shall be submitted for the duration of the project lifetime, i.e. between 2.11.2020 and 01.11.2021.

Such verification, which shall involve a 100% check of the expenditure incurred under the project, shall follow the guidelines stipulated in the Programme manual<sup>1</sup> and is to submit a control certificate and report as per attached (refer to Annex 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 format<sup>2</sup>) and a covering letter.

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<sup>1</sup> FLC verification might be online depending on respective Programme.

<sup>2</sup> 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 Auditors<sup>3</sup>. Interested audit firms may also submit a bid<sup>4</sup>, 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, employment legislation and regulations, 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

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.

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<sup>3</sup> The list may be accessed from the following link:

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

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

### **3.0 Approbation**

Further to the selection of the controller by means of this RfQ, the FPD within the Office of the Prime Minister and, 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.

Clarifications and further information are to be sought in writing by **info@hermesjobs.com** by **10 February 2021 18:00hrs CEST**. Any request for clarifications received after this deadline will not be considered. Quotations are to be submitted by **15 February 2021 18:00hrs CEST** by email on **info@hermesjobs.com**

**Section 2: To be filled in by interested bidders**

**Quotation date:** \_\_\_\_\_

**Suppliers/Contractor'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 above**

<b>Specifications</b>	<b>Global price (exc VAT)</b>
<b>Total project cost to be verified: € 937.201,73</b> <b>Duration of project: 02/11/2020 - 01/11/2022</b> <b>Total number of claims for the duration of the project – 8</b> <b>An on-the-spot check: 1</b>	

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

<b>Net:</b>	€
<b>Vat (specify rate):</b> %	€
<b>Total:</b>	€

**Company Rubber Stamp:**

**Signature:**

**Name and Surname:** \_\_\_\_\_