

Italia - Malta

GO4CIRCULAR

Version 1.1 – July 2025

QUOTATION REFERENCE:

**REQUEST FOR QUOTATIONS FOR THE CONTROL FUNCTION IN CONNECTION
WITH THE PROJECT -
CIRCULAR ECONOMY IN AGRI-FOOD & TEXTILES IN CROSS-BORDER AREA
UNDER THE INTERREG *INTERREG VI-A ITALY – MALTA*,**

Date Issued:12/09/2025

Closing Date:30/09/2025

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Section 1: Specifications

1.0 General Background

The **Malta Chamber of SMEs** is requesting quotations for the provision of services pertaining to first level control in connection with the project ***GO4CIRCULAR - Circular Economy in agri-food & textiles in cross-border area***, project code C1-2.2-16, CUP G13D25000050006, which is financed under the ***INTERREG VI-A Italy – Malta Programme***.

The expenditure may be financed by the European Union under the project in caption. Such expenditure may be claimed under the respective project provided that such costs are included in the project Application Form approved by the programme's Monitoring Committee and following the guidelines set out in the latest 'Manual of Expenditure' pertaining to the Interreg VI-A Italia-Malta 2021-2027 Programme.

The selection of the successful bidder will take place in line with the Public Procurement Regulations Subsidiary Legislation 601.03 of 28th October 2016 and its subsequent amendments.

The basis of the award will be based on the **cheapest and technical compliant bid**.

2.0 Requirements

Further to the selection for funding of the project ***GO4CIRCULAR - Circular Economy in agri-food & textiles in cross-border area*** under the ***INTERREG VI-A ITALY – MALTA*** the beneficiary **MALTA CHAMBER OF SMEs** requires the services of a Controller, who shall carry out the verification of the expenditure incurred under the project in caption. The total eligible cost of the project is **€141,351.60** and it is envisaged that **6** claims shall be submitted for the duration of the project lifetime, that has the following duration: **02/05/2025 – 01/05/2027**, without prejudice to potential extensions authorised by the Programme authorities.¹

Such verification on expenditure incurred under the project, which for the Interreg VI-A Italia-Malta programme will follow a risk-based methodology, shall follow the guidelines stipulated in the Programme Manual for Expenditure and any other relevant guidelines and circulars issued and updated from time-to-time by the Programme bodies.

The Controller is to prepare and submit, through the appropriate channels, the required control documentation provided by the Programme bodies including a control report, certificate, verification checklist as well as all the relevant supporting documentation. In addition, interested bidders should note that at least one physical on-the-spot check per project partner,

¹ In case of extension of end-date of project, the agreement with the selected service provider might be extended accordingly, and the number of claims will remain unaffected.

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for each project and during the project lifetime is obligatory. The on-the-spot check should follow the guidelines provided by the Programme bodies.

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

Kindly quote on a **Rate per Hour basis**. The contract duration will be starting from the signature date of the contracting authority of the contract agreement date till the end-date of the project and/or final claim deadline. The contract may be extended as necessary during the course of the project at the discretion of the Contracting Authority (CA).

The selected Controller shall be expected to work according to, and within the timeframes set by the CA and the Programme Authorities including the Funds and Programmes Division (FPD), as the Programme's Maltese National Coordination Authority (MNCA). 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 to meet the respective deadlines.

Controllers must remain available after the end of the project for any communication and documentation required by the MNCA and/or Programme Authorities, including but not limited to Internal Audit and Investigations Department (IAID), the Programme's Audit Authority (AA), the European Court of Auditors, European Anti-Fraud Office (OLAF) and European Public Prosecutor's Office (EPPO).

Invoices must be accompanied by a timesheet detailing the hours of work. Any further costs related to delivery of the service not mentioned in this contract must be borne by the Contractor. Following payment, a fiscal receipt must be issued.

2.1 Qualifications

The selected Controller should be registered in the list of Maltese Registered list of Auditors³. Interested sole Auditors as well as Accounting/Audit firms interested in appointing one of their auditors as Controller to conduct the control function 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 such individuals should also be included in the list of Maltese Registered Auditors. For the latter case, the firm should continually ensure that the auditors working on the management verifications of the project are those for whom the CV was submitted.

² <https://europa.eu/europass/en>

³ The list may be accessed from the following link:

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

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

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2.2 Independence and absence of Conflict of Interest from the project

The selected Controller should be functionally independent from the project implementation and therefore they should be independent from the project operational activities and finances as well as the project partners. To satisfy this requirement, the Controller must not be involved in any way in the implementation of the project which shall eventually be controlled/audited by him/her under the framework of this contract. The winning bidder of this RfQ is required to submit a declaration of absence of Conflict of Interest (CoI) (real and perceived) before commencement of works. Should a potential CoI arise during the course of the Controller verification, the Controller is responsible to advise the project partner/contracting manager of such CoI.

2.3 Sufficient knowledge of the English language

Given that English is one of the official languages of the *INTERREG VI-A ITALY – MALTA PROGRAMME*, the selected Controller should have sufficient knowledge of the English language enabling him/her to perform the first level controls adequately.

2.4 Sufficient knowledge of the relevant EU and National Regulations, including Public Procurement Regulations and the Programme.

The selected Controller should demonstrate sufficient knowledge of the relevant EU and National Regulations, and the Programme, together with any other documentation published or circulated by the Programme bodies including the MNCA within their CV. Sufficient knowledge of national rules, which include public procurement rules, employment legislation and regulations, state aid regulations and VAT legislation, is also required.

2.5 Training

Controllers are required to attend any mandatory training organised from time to time by the MNCA, or other programme authorities. Failure to attend such training might lead to the beneficiary suspending or cancelling payment to the Controller for its services. Serious shortcomings may lead to the suspension or cancellation of payment to the Controller. More details on the payment procedure between the beneficiary and the Controller will be made available by the MNCA through a specific circular.

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3.0 Approbation

Further to the selection of the Controller by means of this RfQ, the Funds and Programmes Division (FPD) within the Ministry responsible for EU Funds as the MNCA, shall designate the control function, pertaining to the relevant project, to such Controller through the award of an approbation certificate through the Contracting Manager. It is only after receiving this approbation certificate that the Controller can start fulfilling the first level control function within the framework of the project. In case of a change in the Controller, a new request for approbation shall be submitted to the MNCA. The new Controller will not be authorised to act as the beneficiary's Controller until a new certificate is issued by MNCA.

4.0 Submission and Contact Details

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

Clarifications and further information are to be sought in writing and sent to xylona.spiteri@smechamber.mt by 25/09/25. Any request for clarifications received after this deadline will not be considered. Quotations are to be submitted by 30/09/25 12:00pm by email on xylona.spiteri@smechamber.mt.