

EEA - Norway 2014-2021 Programme - Documentary On-the-Spot Checks¹

This template should be filled in by the MA when carrying out administrative verifications at the Beneficiary

OTS Reference No.:

1.0 GENERAL INFORMATION	
Date	
Member State	Malta
Programming Period	2014-2021
Fund	
Beneficiary	
Project Leader	
Person Representing the Project Leader <i>(if the latter is not available)</i>	
Line Ministry representative <i>(where applicable)</i>	
Place of meeting	
Officers present during on-the spot check	

¹ The NFP reserves the right to add additional questions to this template to ensure that the beneficiary is in line with the Grant Agreement.



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1.2 Project Cost

1.2.1 Original Total Cost of the Project (as per Grant Agreement)

	Community Amount	National Public Amount	Other (Private or Non-Public Equivalent)	Net Cost	Vat		Other Ineligible Costs	Funding Gap	Total
					Eligible	Non-Eligible			

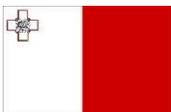
1.2.2 If any changes were proposed in the addenda, enter the revised cost of project

Addendum No.	Community Amount	National Public Amount	Other (Private or Non-Public Equivalent)	Net Cost	Vat		Other Ineligible Costs	Funding Gap	Total
					Eligible	Non-Eligible			



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1.3 Project Documentation				
File reference no.				
Is project documentation in file?	Yes	No	N/A	Comments
Application Form submitted by Beneficiary to NFP (<i>during call</i>) (<i>copy</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supporting Documentation (<i>copy</i>) e.g. Business Plan, CBA, Feasibility Study or any other relevant study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
List the Studies that were attached to the application form or as subsequently requested by the PSC as a condition for approval				
PSC clarifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Beneficiary replies to PSC clarifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of approval by PSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grant Agreement (<i>original</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Request for addendum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approval of Addendum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addenda to the Grant Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Indicate number of addendum/addenda done on this Grant Agreement and date of last signature on each addendum				
Planning Authority permit (<i>where applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project Progress Report/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Final Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Compliance Certificate (<i>where applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any other correspondence related to the Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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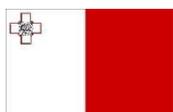
2.0 DELIVERABLES				
2.1 Studies (financed through the Project Funds)	Tick here if section is <u>Not Applicable</u> to project			<input type="checkbox"/>
	Yes	No	N/A	Comments
Were any studies conducted in relation to the project (<i>following approval</i>)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, are they in file? (<i>original</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>If yes, please list them below:</i>				

2.2 Fixed assets (e.g. Equipment, Furniture, Apertures, etc.)	Tick here if section is <u>Not Applicable</u> to project			<input type="checkbox"/>
	Yes	No	N/A	Comments
Were any fixed assets purchased under this project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, please specify what fixed assets have been purchased				

2.3 If any of the fixed assets purchased under this project are being checked during this OTS ² , list them here	Tick here if section is <u>Not Applicable</u> to project			<input type="checkbox"/>
Item Description	Qty	Serial No.	Is item operating on site?	

2.4 Equipment-related Training	Tick here if section is <u>Not Applicable</u> to project			<input type="checkbox"/>
	Yes	No	N/A	Comments
Attendance Sheets (<i>for both trainer and trainees</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

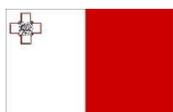
² Attach photos of items that are physically checked



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Documents used for training (e.g. presentation, handouts, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Photographs showing that the training took place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of certificates (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2.5 Inventory	Tick here if section is Not Applicable to project			<input type="checkbox"/>
	Yes	No	N/A	Comments
Has the Beneficiary filled in and updated the inventory template for all the fixed assets procured under this project and which are being co-financed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In the case of Government Entities, was the inventory template signed by the project leader and the DCS of the respective Line Ministry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In the case of non-public entities and NGOs, was the inventory template signed by the project leader and legal representative?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In the case of Government Entities, did the Beneficiary send a copy of the Inventory to the NFP and to the Directorate Corporate Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In the case of non-public entities and NGOs, did the Beneficiary send a copy of the Inventory to the NFP? <i>(In case of economic operators the inventory has to be centrally recorded and proof of this has to be presented by the PL during the on-the-spot check to the officer conducting the check.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the inventory stored in a secure and dirt-free place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the beneficiary maintain a soft copy of the inventory template? If yes, state where it is maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the beneficiary updating the inventory template on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any cases where any fixed assets procured under this project have been replaced due to damages? And if yes, did the beneficiary record it on the inventory template by means of a new serial number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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2.6 Second Hand Equipment		Tick here if section is Not Applicable to project			<input type="checkbox"/>
		Yes	No	N/A	Comments
Approval by the NFP for the procurement of second-hand equipment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Declaration by the supplier stating:					
• The origin of equipment (<i>original</i>)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proof that the equipment does not exceed market value or cost of similar new equipment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

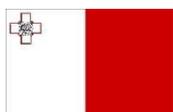
3.0 FINANCIAL IMPLEMENTATION PROGRESS

3.1 Statement of Expenditure

SoE by Fund Date	SoE by Fund No.	Community Amount (€)	National Public Amount (€)	Total Public Eligible Amount (€)	Are signed copies of each SoE by Project available in the MA SoE file?	
					Yes	No

3.2 Disbursement

	Net	VAT		Public Eligible Amount	Private Share (<i>where applicable</i>)	Total
		Eligible	Not Eligible			
Please indicate the amount of money paid by Treasury to date [<i>insert date</i>]						



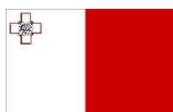
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4.0 PUBLIC PROCUREMENT
(remove the sections which are not applicable)

The Officer conducting the verification must ensure that public procurement has been carried out in accordance with the relevant Public Procurement Regulations and must also refer to the Manual of Procedures for Project Implementation - *Retention of Documents*

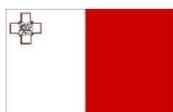
Reference	
Title	
Respective Component in Grant Agreement	
Amount allocated in Grant Agreement	
Date of Publication	
Deadline for Submission of Offers	
Winning Bidder	
Amount of winning bid	€
Invoices which relate to this procurement	

Procurement which does not exceed €5,000.00	Request for Quotations (Section A)	<input type="checkbox"/>
	Call for Quotations issued through the ePPS (Section B)	<input type="checkbox"/>
	Direct Order (Section C)	<input type="checkbox"/>
Procurement which is equal or exceeds €5,000.00 but does not exceed €10,000.00	Call for Quotations issued through the ePPS (Section B)	<input type="checkbox"/>
	Direct Order (Section C)	<input type="checkbox"/>
Procurement which is equal or exceeds €10,000.00 but does not exceed €144,000.00	Departmental Tender issued through the ePPS (Section D)	<input type="checkbox"/>
	Direct Order (Section C)	<input type="checkbox"/>
Procurement which is equal or exceeds €144,000.00	Call for Tenders issued through the ePPS (Section E)	<input type="checkbox"/>
	Direct Order (Section C)	<input type="checkbox"/>



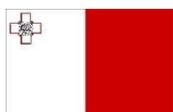
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Award Criteria Used	Price	<input type="checkbox"/>	Cost	<input type="checkbox"/>	Best Price Quality Ratio	<input type="checkbox"/>
		Yes	No	N/A	Comments	
If BPQR criteria was used, were scoring and tables vetted and approved by DOC prior publication		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Section A: Request for Quotations		Tick here if section is Not Applicable to project				<input type="checkbox"/>
Bidders	Value (excl. VAT)	Quotation is comparable and according to the specifications asked for by the Beneficiary			Comments	
		Yes	No	N/A		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Yes	No	N/A	Comments	
Request for quotations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Request for provision of Works / Supplies / Services are in line with the Grant Agreement.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Quotations received (<i>at least 3 quotations</i>)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Justification for selected quotation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Reference/Notification to selected bidder		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
LPO/Agreement, where applicable		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Section B: Call for Quotations		Tick here if section is Not Applicable to project				<input type="checkbox"/>
Bidders	Value (excl. VAT)	Quotation is comparable and according to the specifications asked for by the Beneficiary			Comments	
		Yes	No	N/A		



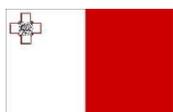
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	Yes	No	N/A	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	N/A	Comments
State whether or not call for quotations was issued through ePPS (Over €5,000 through ePPS or approval from DG Contracts is required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Call for provision of Works / Supplies / Services are in line with the Grant Agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advert of Publication of Call in Government Gazette	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Date of first advert in Govt. Gazette: (not mandatory if call was issued through ePPS))	[DD/MM/YY]			
Any other adverts (website, local newspapers, etc.) (not mandatory)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Summary of quotations received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quotations received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Justification for selected quotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reference/Notification to selected bidder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State whether appeals had been lodged with the Public Contracts Review Board (PCRB). If yes, was the objection filed within ten calendar days following the date on which the award decision or cancellation was issued? Was the objection accompanied by a deposit equivalent to 0.50% of the estimated value? The deposit shall not be less than €400 and not more than €50,000. (not applicable for procurement below €5,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LPO / Agreement, where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Confirm whether the appeals period lasted 10 calendar days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Award decision date: Contract Agreement date:
Section C: Direct Order	Tick here if section is Not Applicable to project			<input type="checkbox"/>
	Yes	No	N/A	Comments
Was the direct order justified according to one of the following circumstances 1) When no tenders or no suitable tenders or no applications have been submitted in response to open procedure 2) Restrictions of choice and availability 3) The urgency attached to the procurement caused by unforeseeable events 4) Where the contract concerned is awarded subsequent to a design contest and must be awarded to the successful candidate or to one of successful candidates. 5) In so far as is strictly necessary, for additional services not included in the project initially considered or in the contract first concluded but which have, through unforeseen circumstances, become necessary for the performance of the service or works or supplies described therein, on condition that the award is made to the economic operator executing the contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Head of department approval (<i>Required for direct orders with a value equal to or less than €10,000</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MFIN approval (<i>Required for direct orders with a value that exceeds €10,000</i>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Request for provision of Works /Supplies / Services are in line with the Grant Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LPO / Agreement, where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section D: Departmental Tender	Tick here if section is Not Applicable to project			<input type="checkbox"/>
Type of Procedure	Open Procedure	<input type="checkbox"/>	Innovative Partnership	<input type="checkbox"/>
	Design Contest	<input type="checkbox"/>	Restricted Procedure	<input type="checkbox"/>
	Framework Agreement	<input type="checkbox"/>		
	Yes	No	N/A	Comments

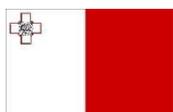


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Approval from DG Contracts if call for tenders was NOT carried out through an open procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State whether or not the 20 calendar day's minimum time limit for departmental tenders was respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If an accelerated procedure was used state whether or not the 15 calendar day's minimum time limit for departmental tenders was respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Head of Contracting Authority approval for accelerated procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

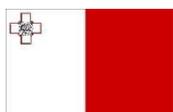
Bidders	Value (excl. VAT)	Administratively Compliant			Technically Compliant			Financially Compliant			Comments
		Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Yes	No	N/A	Comments
Commitment Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tender Originators Form including GPP declaration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approval from GPP to proceed with publication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tender Document (<i>final version</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Call for provision of Works / Supplies /Services are in line with the Grant Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advert of Publication of Tender in Government Gazette	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Date of first advert in Govt. Gazette: (<i>not mandatory</i>)	[DD/MM/YY]			
Any other adverts (<i>Website, local newspapers, etc.</i>) (<i>not mandatory and not applicable for negotiated procedure after prior publication</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requests for clarifications & replies (<i>during call</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



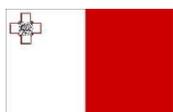
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Official letter of appointment /approval of the Evaluation Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CVs of Evaluation Committee members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Summary of Tenders received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tenders received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requests for clarifications & replies (during evaluation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation Report (<i>final version</i>) Including Annexes: <ul style="list-style-type: none"> • Declarations of Impartiality and Confidentiality of the Evaluation Committee Members • Declarations of Impartiality of Technical and/or Financial Experts (<i>where applicable and as good practice</i>) • Clarification/Rectification correspondence with tenderers • Minutes of Evaluation Committee meetings (<i>good practice</i>) <p>Report should be endorsed by each member of the evaluation committee on each page.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Publication of Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of award to successful bidder/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter to non-successful bidder/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State whether evaluation of tenders had been carried out within 90 calendar days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State whether appeals had been lodged with the Public Contracts Review Board (PCRB). If yes, was the objection filed within ten calendar days following the date on which the award decision or cancellation was issued? Was the objection accompanied by a deposit equivalent to 0.50% of the estimated value? The deposit shall not be less than €400 and not more than €50,000.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LPO/Agreement, where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confirm whether the appeals period lasted 10 calendar days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Award decision date: Contract Agreement date:



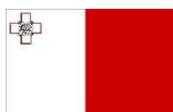
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Addenda to the above (<i>where applicable</i>)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Valid Performance Guarantee including any amounts stipulated in addenda to the contract (<i>as deemed relevant</i>)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is appropriate reference given to the protection of personal data in documents such as tender documents and contracts, in accordance with the Data Protection Act of 2001 (<i>and subsequent amendments</i>)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section E: Call for Tenders (DoC)		Tick here if section is <u>Not Applicable</u> to project			<input type="checkbox"/>
Type of Procedure	Open Procedure	<input type="checkbox"/>	Restricted Procedure		<input type="checkbox"/>
	Competitive Procedure with negotiation	<input type="checkbox"/>	Innovation Partnership		<input type="checkbox"/>
	Competitive Dialogue	<input type="checkbox"/>	Negotiated Procedure without Contract Notice		<input type="checkbox"/>
	Design Contest	<input type="checkbox"/>			
Open Procedure		Tick here if section is <u>Not Applicable</u> to project			<input type="checkbox"/>
	Yes	No	N/A	Comments	
State whether or not the 30 calendar day's minimum time limit for DoC tenders was respected.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If an accelerated procedure was used state whether or not the 15 calendar days minimum time limit for DoC tenders was respected.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DG Contracts approval for accelerated procedure.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If a pin was published state whether or not the 15 minimum time limit for DoC tenders was respected.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Restricted Procedure		Tick here if section is <u>Not Applicable</u> to project			<input type="checkbox"/>
	Yes	No	N/A	Comments	
State whether or not the 30 calendar day's minimum time limit for request to participate was respected.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If an accelerated procedure was used state whether or not the 15 calendar days minimum time limit for request to participate was respected.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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DG Contracts approval for accelerated procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If a Prior Information Notice (PIN) was published state whether or not the 30 calendar day's minimum time limit for request to participate was respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State whether or not the 25 calendar day's minimum time limit for receipt of tenders was respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If an accelerated procedure was used state whether or not the 10 calendar days minimum time limit for receipt of tenders was respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DG Contracts approval for accelerated procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If a Prior Information Notice (PIN) was published, state whether or not the 10 calendar day's minimum time limit for receipt of tenders was respected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Competitive Procedure with Negotiation and Innovative Partnerships	Tick here if section is Not Applicable to project			<input type="checkbox"/>
	Yes	No	N/A	Comments
State whether or not the 30 calendar day's minimum time limit for request to participate was respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If an accelerated procedure was used state whether or not the 15 calendar days minimum time limit for request to participate was respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DG Contracts approval for accelerated procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If a Prior Information Notice (PIN) was published, state whether or not the 30 calendar day's minimum time limit for request to participate was respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State whether or not the 25 calendar day's minimum time limit for receipt of tenders was respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If an accelerated procedure was used state whether or not the 10 calendar days minimum time limit for receipt of tenders was respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DG Contracts approval for accelerated procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If a Prior Information Notice (PIN) was published, state whether or not the 10 calendar day's minimum time limit for receipt of tenders was respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Competitive Dialogue	Tick here if section is Not Applicable to project			<input type="checkbox"/>
	Yes	No	N/A	Comments

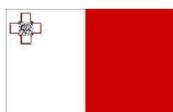


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State whether or not the 30 calendar day's minimum time limit for participation was respected.

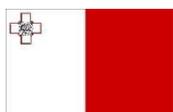
Bidders	Value (excl. VAT)	Administratively Compliant			Technically Compliant			Financially Compliant			Comments
		Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Yes	No	N/A	Comments
Tender Originators Form including GPP declaration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approval from GPP to proceed with publication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tender Document (<i>final version</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Call for provision of Works / Supplies /Services are in line with the Grant Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advert of Publication of Tender in Government Gazette	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Date of first advert in Govt. Gazette: (<i>not mandatory</i>)	[DD/MM/YYYY]			
Any other adverts (<i>Website, local newspapers, etc.</i>) (<i>not mandatory</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract Notice issued on the OJEU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Request made for the appointment of the Evaluation Committee members (<i>by Project Leader to the Head of the Entity</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approval letter/email of appointment of the Evaluation Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CVs of Evaluation Committee members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requests for clarifications & replies (<i>during call</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Summary of Tenders received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tenders received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requests for rectification and submission (during evaluation and if permitted in the instructions to Tenderer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requests for clarifications & replies (during evaluation and if permitted in the instructions to Tenderer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation Report (final version) Including Annexes: <ul style="list-style-type: none"> • Declarations of Impartiality and Confidentiality of the Evaluation Committee Members • Declarations of Impartiality of Technical and/or Financial Experts (where applicable and as good practice) • Clarification/Rectification correspondence with tenderers (where applicable) • Minutes of Evaluation Committee meetings (good practice) <p>Report should be endorsed by each member of the evaluation committee on each page.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Publication of Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of award to successful bidder/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter to non-successful bidder/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State whether appeals had been lodged with the Public Contracts Review Board (PCRB). If yes, was the objection filed within ten calendar days following the date on which the award decision or cancellation was issued? Was the objection accompanied by a deposit equivalent to 0.50% of the estimated value? The deposit shall not be less than €400 and not more than €50,000.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State whether evaluation of tenders had been carried out within 90 calendar days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract (and any other document required by law)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confirm whether the appeals period lasted 10 calendar days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Award decision date: Contract Agreement date:
Addenda to the Contract (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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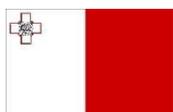
Valid Performance Guarantee including any amounts stipulated in addenda to the contract <i>(as deemed relevant)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is appropriate reference given to the protection of personal data in documents such as tender documents and contracts, in accordance with the Data Protection Act of 2001 <i>(and subsequent amendments)</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Applicable for all types of procurement

	Yes	No	N/A	Comments
Invoice/s or Requests for Reimbursement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Invoice Status Certificate/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Local Purchase Order/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Receipt/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

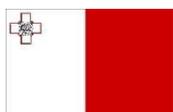
5.0 EMPLOYMENT

5.1 Engagement through Employment				Tick here if section is Not Applicable to project	<input type="checkbox"/>
Full-Time	<input type="checkbox"/>	Part-Time	<input type="checkbox"/>		
Call made through	Register of Persons Seeking Employment (Section A)		<input type="checkbox"/>	Date of Publication of Call	
	Open Call for Employment (Section B)		<input type="checkbox"/>	Deadline for submission of applicants	
	Call for Contract of Service (Section C)		<input type="checkbox"/>		
Call Reference			Position		
Applicant/s Selected			Salary/Rate per hour		
Duration of contract			No. of Hours/Week		
	Yes	No	N/A	Comments	
A. Register of Persons Seeking Employment (ETC register)	Tick here if section is Not Applicable to this procurement				<input type="checkbox"/>



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Vacancy Form signed by Permanent Secretary incl. position, requirements (<i>qualifications, skills, experience</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vacancy Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Part 1/ 2/ 3 list of eligible candidates (<i>where applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Open Call for Employment	Tick here if section is Not Applicable to this procurement			<input type="checkbox"/>
ETC Permit No. (<i>where applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Call for applications (<i>advert i.e. govt. gazette, newspapers, websites</i>): position, eligibility criteria (<i>qualifications, skills, experience</i>) and any supporting documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Call of Service	Tick here if section is Not Applicable to this procurement			<input type="checkbox"/>
Call for applications (<i>advert i.e. govt. gazette, newspapers, websites</i>): position, eligibility criteria (<i>qualifications, skills, experience</i>) and any supporting documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Section to be filled for all types of employment procedures	Tick here if section is Not Applicable to this procurement			<input type="checkbox"/>
All submitted application/s, CVs, certificates and other requested documentation (<i>where applicable</i>) <i>State the number of applications received within the stipulated deadline:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Short-listing of applicants giving reasons for rejection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Interview letters sent to short-listed applicants <i>State the number of applicants shortlisted:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Were all applicants shortlisted eligible for the position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of letters sent to those applicants who were not shortlisted <i>State the number of applicants who were not shortlisted:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of appointment/ approval of Selection Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conflict of Interest Declaration of Selection Board members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Selection Criteria and/or sub-criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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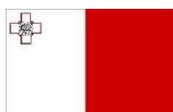
Selection Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Letter of appointment to successful candidate/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Letter to non-successful short listed candidate/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract of employment/service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is appropriate reference given to the protection of personal data in documents such as tender documents and contracts, in accordance with the Data Protection Act of 2001 (<i>and subsequent amendments</i>)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6.0 ACCOUNTING

6.1 Government Entities (Departments and Agencies)	Tick here if section is Not Applicable to project		<input type="checkbox"/>
	Yes	No	Comments
Government entities process payments through the DAS system which allow users to include a stock code for a particular project. State whether stock code is being used for this project. If yes identify the stock code.	<input type="checkbox"/>	<input type="checkbox"/>	
6.2 Government Entities (not Departments and Agencies)³, Economic Operators	Tick here if section is Not Applicable to project		<input type="checkbox"/>
	Yes	No	Comments
For the accounting of all transactions related to the project, state whether a Separate accounting system <input type="checkbox"/> and/or an adequate accounting code <input type="checkbox"/> is/are being used for this project	<input type="checkbox"/>	<input type="checkbox"/>	
If neither of the above are being used, state reason why			
Annual auditor's certificate to the financial statements for each financial year for the full duration of the project, and for the year following the last reimbursement received by the beneficiary are in file (<i>indicate year where applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
	Year/s:		

7. HORIZONTAL PRIORITIES

³ Government Entities as defined in the Public Administration Act, 2008. Circular 04/2010/GE does not apply to Government Departments and Government Agencies listed in the Second and Fourth Schedule of the Act, whose transactions are recorded in the Departmental Accounting System (DAS).



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7.1 Environmental Sustainability and Sustainable Development

	Yes	No	N/A	Comments
Beneficiary is implementing its commitments in terms of environment sustainability as outlined in the project application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specify what the project has achieved so far in relation to its contribution to environment sustainability.				
Comments:				
Beneficiary is implementing its commitments on sustainable development as indicated in the project application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:				

7.2 Equal Opportunities

	Yes	No	N/A	Comments
Project is in line with Community Policy on Equal Opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Beneficiary is implementing its commitments related to equal opportunities as outlined in the project application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specify what the project has achieved in relation to its contribution to Equal Opportunities.				

7.3 State Aid

	Yes	No	N/A	Comments
Correspondence with State Aid Monitoring Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project being implemented in line with SAMB instructions (<i>if applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the project changed? (for example change in ownership, nature of works/project, support aid, capping of support etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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If project changed, notification to SAMB and subsequent clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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8. PUBLICITY AND INFORMATION ⁴				
	Yes	No	N/A	Comments
Billboard on Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signs/plaques on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Poster/s on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stickers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Official Launch Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Press Release/s/write ups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Media adverts (Television/Radio)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Printed Media Adverts (Newspapers, Magazines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other informative material such as leaflets and brochures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Online or Email publicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other/s (<i>Please specify</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

⁴ Attach photos of items physically checked



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9.0 CONCLUSIONS

9.1 General remarks on the overall implementation of the project and updates on the follow up actions requested in previous OTS checks.

9.2 List any follow-up actions required and the date by which these should be undertaken as well as who is to check that action has been taken as instructed. Indicate if a follow-up visit is necessary and by when this visit should take place.

9.3 Indicate/list any suspicion of irregularities or actual detection of irregularities.

9.4 Recommendations and remarks on general improvement which may be required in the implementation and management of the project.

9.5 List of Annexes (as relevant)
(Any photos and/or documents gathered during on-the-spot check)



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10. ENDORSEMENT OF ON-THE-SPOT CHECK REPORT

Officers Conducting Check:

Name in Block Letters	Signature
Designation	Date

Name in Block Letters	Signature
Designation	Date

Conclusions and Recommendations endorsed by:

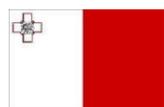
Name in Block Letters	Signature
Designation	Date

Beneficiary:

Name in Block Letters	Signature
Designation	Date



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