

Version 1 – June 2023

QUOTATION NUMBER:

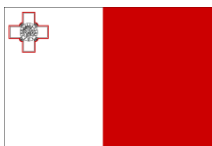
MRDDF - T01/24

REQUEST FOR QUOTATIONS FOR THE CONTROL FUNCTION IN CONNECTION WITH THE PROJECT “TOURISM INNOVATIVE AND SUSTAINABLE MANAGEMENT OF FLOWS (TOURISMO)”, EURO-MED0200900, INTERREG EURO-MED PROGRAMME

Date Issued: 22nd March 2024

Closing Date: 08th April 2024

**Malta Regional Development and Dialogue Foundation (MRDDF)
Robert, 36B, Triq il-Pwales, Xemxija, St. Paul's Bay, SPB 4012**



INTERREG Euro-MED Programme 2021-2027

Project part financed by the European Union
European Regional Development Fund (ERDF)
Co-financing rate: 80% EU Funds; 20% National Funds



Section 1: Specifications

1.0 General Background

The MRDDF is requesting quotations for the provision of services pertaining to the first level control function in connection with the TOURISMO project, which is financed under the under the INTERREG Euro-MED Programme.

The tourism industry, in the pre-pandemic years, focused almost exclusively on growth, with little concern for long-term impacts on territories. Thus, persistent challenges, like overtourism, continue to affect destinations & communities across the Med region. TOURISMO acknowledges that a shift to conscious and sustainable tourism requires innovative approaches, participation of various ecosystem stakeholders, an improvement of the tourist experience & a stronger engagement of end users. TOURISMO aims at addressing these challenges by using innovative technologies that offer new solutions and novel services to monitor and manage tourist flows.

By exploiting the foundations laid by its predecessor HERIT-DATA, TOURISMO will keep boosting innovation through new methodologies and tools in areas with high tourism pressure. Better flows handling will be implemented through the development of a monitoring & decision-making support management structure and testing in 7 MED pilot sites. The approach is based on utilizing data from various datasets and on-site technologies (ie thermal cameras, pax counters, drones, tags) relevant to tourists' presence, density, trajectories and behaviors, with the support of an enriched version of HERIT-DATA platform.

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 Subsidiary Legislation 601.03 of 28th October 2016 and its subsequent amendments.

2.0 Specifications

Further to the selection for funding of the project **TOURISMO** under the **INTERREG EURO-Med Programme**, the **MRDDF** 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 € **286,125.00** and it is envisaged that **five (5)** claims shall be submitted for the duration of the project lifetime, i.e. between **01/11/2023 and 30/10/2026 (+2 months until 31/12/2026 for the final report)**.

Such verification, which may involve up to **100% check of the expenditure**¹ incurred under the project, shall follow the guidelines stipulated in the Programme manual² and the controller is to submit a control certificate and report as per respective programme checklist & relevant reporting documentation. In addition, interested bidders should note that at least one physical on-the-spot check per project partner, for each project is obligatory. During this on-the-spot check, which should be held during the project's lifetime, the respective deliverables ought to be checked. **Interested bidders should also note that the TOURISMO project involves some investment costs, and that On-The-Spot (OTS) Checks are mandatory in case investment costs are claimed in one or more of the claims.** The controller should also ensure that the supporting documents are properly documented and accessible and that the relevant publicity guidelines are being adhered to. The requirements of the selected controller, delineated further below, should be clearly indicated as satisfied by means of a Curriculum Vitae (based on Europass format³) and a covering letter.

¹ Depending on the methodology adopted by the Member State and the Managing Authority of the respective programme.

² Control verification might be carried out online depending on the respective Programme.

³ <https://europa.eu/europass/en>

Qualifications

The selected Controller should be registered in the list of Maltese Registered list of Auditors⁴. 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 bid⁵, 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.

The selected Controllers will also need to present the accreditation certificate issued following the attendance to the training session specifically held for Controllers as explained under the 'Training' heading further below.

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 the project which shall eventually be controlled/audited 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 EURO-Med 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 selected 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) within the Ministry responsible for EU Funds intends to organise training session/s at the beginning of the programming period, and annually, thereafter as required, addressing the financial eligibility rules pertaining to the Interreg programmes. This training may also involve an assessment and be attested through an accreditation certificate.

⁴ The list may be accessed from the following link:

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

⁵ <https://accountancyboard.gov.mt/Registers/RegisteredAuditFirmsPrincipals.aspx>

In the case of projects approved for funding within the 2nd call for project proposals under the Interreg Euro-MED programme, which projects have commenced in November 2023, the controllers selected will eventually be required to attend the training session/s mentioned above and obtain the respective accreditation certificate, in order to be able to continue their work as controllers. Failure to attend to the training session/s and obtain the respective accreditation certificate shall result in the cancellation of the contract between the controller and project partner.

Moreover, the selected Controllers are also expected to attend any other information sessions/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.

In addition, if any issues are encountered concerning the performance of the controllers, the pertinent accreditation certificate may be withdrawn and the controller may be asked to undergo the training session/s anew. Should the respective issue persist, this may result in the revocation of the accreditation certificate obtained.

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.

3.0 Approbation

Further to the selection of the controller by means of this RfQ, the FPD within the Ministry responsible for EU Funds as the national coordinator of the Territorial Cooperation Programmes, shall designate the control function, pertaining to the relevant project, to such Controller through the award of an approbation certificate. 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, 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 and sent to info@mrddf.org by **05th April 2024**. Any request for clarifications received after this deadline will not be considered. Quotations are to be submitted by **08th April 2024 at noon** by email on info@mrddf.org

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:	
Registration Number ⁶ /Warrant Number ⁷	
Company’s / Controller’s Address:	
Telephone Number:	
Mobile Number:	
Fax Number:	
E-mail address:	

Specifications, as per Section 2 above

Specifications	Global price (exc VAT)
<p>Total project cost to be verified – € 286,125.00</p> <p>Duration of project – 01/11/2023 – 30/10/2026 + 2 months grace for submission of final report</p> <p>Total number of claims for the duration of the project – Five (5)</p> <p>Carry out an on-the-spot check whenever investment costs are claimed</p>	

⁶ As shown here: <https://accountancyboard.gov.mt/Registers/RegisteredAuditFirmsPrincipals.aspx>

⁷ As shown here: <https://accountancyboard.gov.mt/Registers/RegisteredAuditors.aspx>

Price of Control Function (in Euro) as per above requirements and specifications:

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

Company Rubber Stamp:

Signature:

Name and Surname: _____