

*Version 1 – June 2023*

**QUOTATION NUMBER:**

**MRDDF - T01/25**

**REQUEST FOR QUOTATIONS FOR THE CONTROL FUNCTION IN CONNECTION WITH  
THE PROJECT “PROMOTING A CIRCULAR ECONOMY WITH LOW PLASTIC  
ZONES ON MEDITERRANEAN ISLANDS (LOOP ZONE)”, EURO-MED0501722, INTERREG  
EURO-MED PROGRAMME**

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**Date Issued: 1<sup>st</sup> August 2025**

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**Closing Date: 18<sup>th</sup> August 2025**

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**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 **LooP Zone** project, which is financed under the under the INTERREG Euro-MED Programme.

LooP Zone aims to reduce and prevent plastic waste and marine litter in the Mediterranean. By targeting islands – which are particularly vulnerable due to tourist-generated plastic waste and the challenges of waste management in an island context – LooP Zone will reduce the use of single-use plastic products (SUPs) by the touristic hospitality sector on 5 Mediterranean islands, promoting their transition to a circular local tourism economy.

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 28<sup>th</sup> October 2016 and its subsequent amendments.

### 2.0 Specifications

Further to the selection for funding of the project **LooP Zone** 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 **€ 326,960.00** and it is envisaged that **seven (7)** claims shall be submitted for the duration of the project lifetime, i.e. between **01/09/2025 and 31/05/2029 (+2 months until 31/07/2029 for the final report)**.

Such verification, which may involve up to **100% check of the expenditure**<sup>1</sup> incurred under the project, shall follow the guidelines stipulated in the Programme manual<sup>2</sup> and the controller is to submit a control certificate and report as per respective programme checklist & relevant

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

<sup>2</sup> Control verification might be carried out online depending on the respective Programme.

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. 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 format<sup>3</sup>) and a covering letter.

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<sup>3</sup> <https://europa.eu/europass/en>

### Qualifications

The selected Controller should be registered in the list of Maltese Registered list of Auditors<sup>4</sup>. 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 bid<sup>5</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.

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.

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<sup>4</sup> The list may be accessed from the following link:

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

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

*In the case of projects approved for funding within the 5<sup>th</sup> call for project proposals under the Interreg Euro-MED programme, which projects have commenced in September 2025, 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](mailto:info@mrddf.org) by **15th August 2025**. Any request for clarifications received after this deadline will not be considered. Quotations are to be submitted by **18th August 2025** at noon by email on [info@mrddf.org](mailto: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 <sup>6</sup> /Warrant Number <sup>7</sup>	
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)
<b>Total project cost to be verified – € 326,960.00</b>  <b>Duration of project – 01/09/2025 – 31/05/2029 + 2 months grace for submission of final report</b>  <b>Total number of claims for the duration of the project – Seven (7)</b>  <b>Carry out a mandatory on-the-spot check</b>	

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

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

**Price of Control Function (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:** \_\_\_\_\_