

Version 2 – June 2025

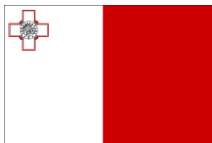
QUOTATION NUMBER: T02/25

**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**

Date Issued: 08/10/2025

Closing Date: 22/10/2025

**Malta Regional Development and Dialogue Foundation
Ix-Xifer, Triq tal-Milord, Mosta, MST 5053**



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 be claimed under the respective project provided that such costs are included in the project Application Form approved by the programme's Monitoring Committee.

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 cheapest and technical compliant bid will be awarded.

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)**¹.

Such verification on expenditure incurred under the project, which for the Interreg Euro-MED programme may involve up to **100% check of the expenditure**, 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,

¹ In case of extension of end-date of project, the agreement with the selected service provider might be extended accordingly, based on a mutual agreement between both parties. The date of submission of the final claim following the end date of the project should also be taken into consideration, as applicable.

interested bidders should note that at least one physical on-the-spot check per project partner, 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 (based on Europass format²) and a covering letter.

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.

Independence and absence of Conflict of Interest 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 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 (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 contracting manager of such CoI.

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 and National Regulations, including the Public Procurement Regulations and, the Programme.

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>

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 Funds and Programmes Division as the Maltese National Authority (NA). Sufficient knowledge of national rules, which include public procurement rules, employment legislation and regulations, state aid regulations and VAT legislation, is also required.

Training

Controllers are required to attend any mandatory training organised from time to time by the NA, or other programme authorities. Moreover, the selected Controllers are also expected to attend any other information sessions and meetings organised by the Programme and/or the NA as well as to keep abreast of any updates of programme manuals, procurement regulations, guidance notes, circulars, and other relevant documentation.

Timeframes

The selected Controller shall be expected to work according to and within the timeframes set by the Contracting Manager and the Programme Authorities including the NA. 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 NA 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).

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 NA, 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 NA. The new Controller will not be authorised to act as the beneficiary's Controller until a new certificate is issued by NA.

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 receipts should be issued accordingly.

Clarifications and further information are to be sought in writing and sent to info@mrddf.org by **20/10/2025**. Any request for clarifications received after this deadline will not be considered. Quotations are to be submitted by **22/10/2025 (noon)** by email on info@mrddf.org.

Section 2: To be filled in by interested bidders

Quotation date: _____

Suppliers/Contractor's details

Company's Name (if applicable)	
Controller's Name/s:	
Contact Person's Name and Surname:	
Registration Number ⁵ (if applicable)	
Warrant Number ⁶ of the Controller/s	
Company's / Controller's Address:	
Telephone Number:	
Mobile Number:	
E-mail address:	

Specifications, as per Section 2 above

Specifications	Global price (excl. VAT)
Total project cost to be verified – € 326,960.00 Duration of project – 01/09/2025 – 31/05/2029 + 2 months grace for submission of final report Total number of claims for the duration of the project – Seven (7) Execution of an on-the-spot check – at least once in the project's lifetime	

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

⁶ 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 (if applicable):

Signature:

Name and Surname: _____