



MALTA RESOURCES AUTHORITY



Malta Resources Authority

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Call for Quotations

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Quotation Reference: MRA/ENE/35/2013/1

SUBJECT: CALL FOR QUOTATIONS FOR INTERNAL CONTROL SERVICES IN CONNECTION WITH PROJECT ERDF 288 – PROMOTION OF RENEWABLE ENERGY SOURCES IN THE DOMESTIC SECTOR (2012)



Operational Programme I – Cohesion Policy 2007-2013
Investing in Competitiveness for a Better Quality of Life
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Co-financing rate: 85% EU Funds; 15% National Funds
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CALL FOR QUOTATIONS

INTERNAL CONTROL SERVICES IN CONNECTION WITH PROJECT ERDF 288 – PROMOTION OF RENEWABLE ENERGY SOURCES IN THE DOMESTIC SECTOR (2012)

1. Objective

This Call for Quotation is being issued by the Malta Resources Authority, hereinafter referred to as “the Contracting Authority”, in connection with project ERDF 288 – Promotion of Renewable Energy Sources in the Domestic Sector (2012). The purpose of the quotation is to procure internal control services in relation to the management of the renewable energy (photovoltaic) grant scheme which the Authority is issuing as per press release: <http://mra.org.mt/news/7133/>. This grant scheme which amounts to €5 million and is expected to generate about 2,500 applications, is being implemented during the period June 2015 to November 2015.

The provider of services hereinafter referred to as the Contractor shall be required to carry out duties as described hereunder and as may be requested by the Contracting Authority. Work can start from the date of issue of the ‘Order to Start Works’ by the Contracting Authority. All internal control services are to be concluded by the 30th November 2015 whilst the final report is to be submitted to the Authority by the 15th December 2015.

2. Documentation

A form entitled “**Schedule of Rates/Prices**” is attached with the Call for Quotation document. Prospective bidders are requested to complete the form, giving the rates/prices in EURO for each item as indicated, inclusive of VAT and all taxes and any other charges as applicable. This form must be filled in and submitted with the Call for Quotations document.

A form entitled “**Quotant’s Details Form**” is attached with the Call for Quotations document. Prospective bidders are requested to fully complete the form and submit it with the Call for Quotations document.

A form entitled: “**Specification Form**” is attached with the Call for Quotations document. Prospective bidders are requested to complete the form by filling in the requested data and submit it with their Quotation offer.

Quotants are also requested to submit with their quotation offer the Curriculum Vitae of the person/s nominated to provide the services required and which shall corroborate the details filled in the Specification Form. All Documents provided shall be written in the English Language.

Moreover quotants are required to submit a methodology on how they are expected to perform the required services.

3. Rates/Prices

The quotation rates/prices shall cover the whole of the services as described in this Call for Quotations document.

The quotant shall provide a breakdown of the overall rates/prices in Euro (€).

Quotants must quote all components of the price **inclusive** of taxes, customs and import duties and any discounts. Quotants not registered with the VAT authority in Malta, must **still** include in their financial offer any VAT that the Contracting Authority may have to pay either in Malta or the country where the quotant is registered irrespective of the reverse charge mechanism. The financial offer will be considered as the total financial cost to the Contracting Authority including any VAT that may have to be paid not through the winning quotant. Except as may otherwise be provided for in the contract, no payment will be made for items which have not been costed.

4. Currencies of Quotation and Payments

The currency of the Call for Quotations is the Euro (€). All sums in the breakdown of the overall rates/price and in other documents shall be expressed in Euro (€).

The Contractor shall submit VAT invoices in accordance with the Twelfth Schedule of the VAT Act. Invoices shall only be registered as valid if in full compliance with this clause and the Contracting Authority shall not be held liable for delays in payments due should the Contractor have submitted an invalid invoice. Invoices submitted not in accordance with this requirement shall not be processed for payment and the Contracting Authority reserves the right to request the Contractor to re-issue the invoice accordingly.

Payment of bills shall be stopped whenever, in the opinion of the Contracting Authority, the Contractor is under penalty for breach of any conditions of the Contract.

5. Method of Submissions

A written proposal for this Call for Quotations shall be submitted at the Finance and Administration Section of the Malta Resources Authority, Marsa by the time and date indicated above. Quotations are to be delivered to the following address:

**The Financial Controller
Finance and Administration Section
Malta Resources Authority
Millennia, 2nd Floor
Aldo Moro Road
Marsa, MRS 9065
MALTA**

Late submissions shall not be accepted. The proposal for this Call for Quotations shall be closed in a sealed package with the Quotation reference clearly marked on it and submitted either by recorded delivery (official postal/courier service) or hand delivered and deposited in the Quotation Box at the Finance and Administration Section of the Malta Resources Authority. Under no circumstances will hand delivered quotations be accepted if they are handed to an employee of the Malta Resources Authority instead of being

deposited in the Quotation Box as stipulated above. **Any method of submission other than the above shall NOT be accepted.**

6. Criteria for Award

The sole award criterion shall be the price quoted . The contract shall be awarded to the cheapest priced quotation satisfying the administrative conditions and technical criteria listed hereunder.

7. Specifications and Conditions

7.1 Objective

This Call for Quotations is for the provision of internal control services in connection with Project ERDF 288 – Renewable Energy Sources in the Domestic Sector (2012). Under the said project, the Authority has launched a new photovoltaic grant scheme 2015 from which about 2,500 applicants are expected to benefit with a total grant amount of 5 million euros. The purpose of this call for quotations is to invite duly qualified and registered accountancy firms to undertake an internal audit of the procedures and processes in place for the management of the said grant scheme together with an audit of a sample of applicants for compliance with the scheme requirements.

7.2 Contract Term and Frequency of Use

Successful applicants will be required to sign a declaration of confidentiality and a declaration of no conflict of interest prior to the commencement of the contract.

The commencement of this contract shall be upon the issuance of the **‘Order to Start Works’**, issued by the Contracting Authority.

7.3 Services Required

The Contractor is expected to provide the following services:

- Carry out an assessment of the current system, procedures and processes that have been implemented by the Authority for the management of the captioned grant scheme. This review is expected to assess the adequacy of the processes together with the relevant internal control mechanisms to ensure that the said policies, procedures and internal controls adhere to and achieve the grant scheme requirements. An interim report on the outcome of the said review is to be submitted to the Authority within 1 month from the “Order to start Works”. This interim report is expected to highlight any risks identified in the system processes, procedures and controls and to make recommendations on how to address and mitigate them.
- An audit of the actual applications received, processed and settled is to be made to ensure proper compliance in the implementation of the Authority’s processes and

procedures. Whilst the size of the actual sampling necessary for the Contractor to achieve comfort to enable him to form an opinion on the audit outcome is left to his/her discretion, the Authority is prepared to provide the necessary resources for the physical inspection of up to 50 (fifty) photovoltaic installations made under the terms of the captioned grant scheme. The parameters of these inspections and the reporting format, has to be agreed between the Authority and the awarded Contractor. The Contractor is expected to submit interim monthly reports on the audit findings highlighting any shortcomings and suggesting remedial action to avoid a repetition there of.

- All above services are to be concluded by the 30th November 2015 and a final report is to be submitted to the Authority by the 15th December 2015.

In the execution of these services the Contractor is expected to:

- Provide constant and consistent quality of service;
- Avoid conflict of interest including that of persons assigned on the job;
- Adhere to methodologies, techniques and procedures exercised by the Authority and shall exercise a degree of skill, care and diligence in accordance with generally accepted professional audit practices and principles.

This is not a complete statement of all duties and responsibilities of this post. The selected contractor may be required to carry out other duties as directed by the Authority, and the responsibility level of any duties should not exceed those outlined above.

Office space and computer equipment will be allocated within MRA.

7.4 Minimum Qualification Criteria

Persons eligible for qualification and consideration to provide this service must:

- Be a certified public accountant preferably with a practising certificate in auditing
- Comes from a reputable audit firm with experience in auditing EU funded projects (not Self Employed)
- Have a minimum of three years' professional experience
- Have the ability to communicate in the Maltese and English Languages
- Be proficient in the use of widely available software packages
- Be of good moral character

It is acceptable for the Contractor to delegate certain aspects of the assignment to a junior qualified accountant not necessarily fulfilling the minimum qualification criteria as listed above. Such work must however be subject to supervision and review by a suitably qualified Contractor who will retain ultimate responsibility for all aspects of the contract at all times.

In the interests of consistency, expediency and efficiency in the performance of the work, it is expected that, as far as possible, the Contractor deploys the same professional staff member over the term of the contract.

The tenderer shall submit a CV of all the professional staff proposed to work on the project, a copy of the respective CPA warrant/s and an original police conduct certificate/s which is dated not more than six months from the date of this Call for Quotation.

7.5 Standard of Work and Warranties

All the duties carried out by the Contractor shall be performed diligently, in a good competent manner and to high standards of professional competence. This Contract shall be terminated or suspended if the Contractor does not carry out the requested duties to the standards and practices stipulated by the Authority.

7.6 Payment for Services rendered

The Contractor shall be paid upon completion of the full assignment to the satisfaction of the Authority and within 45 (forty five) days from the presentation of a proper invoice and fiscal receipt in compliance with all fiscal requirements as detailed above..

QUOTANT'S DETAILS

Name of Quotant
Address
VAT Registration Number
I.D. / Passport Number
Signature
Date

STATEMENT ON CONDITIONS OF EMPLOYMENT

Quotants are to ensure that self-employed personnel registered with Maltese Authorities are not engaged as employees of the company on this contract. Self-employed personnel may be engaged as subcontractors or as partners in a Joint Venture.

Non-compliance will invalidate the contract.

It is hereby declared that all employees engaged on this contract shall enjoy working conditions such as wages, salaries, vacation and sick leave, maternity and parental leave as provided for in the relative Employment Legislation. Furthermore, we shall comply with Chapter 424 of the Laws of Malta (Occupational Health and Safety Authority Act) as well as any other national legislation, regulations, standards and/or codes of practice or any amendment thereto in effect during the execution of the contract.

In the event that it is proved otherwise during the execution of the contract it is hereby being consented that the contract is terminated with immediate effect and that no claim for damages or compensation be raised by us.

I agree and commit to submit a copy of the monthly payslips of the employees being detailed to carry out the services and also the copies of the FS3 forms at the end of the year if so requested.

Signature:

(the person or persons authorised to sign on behalf of the Quotant)

Date:

SPECIFICATIONS FORM

(To be completed by the Quotant or an Authorised Representative)

Quotation reference	Quotation - Minimum Requirements	Specifications of proposal offered by Quotant: <i>To be filled in by Quotant</i>	Confirmation whether quotant's offer meets quotation's minimum requirements – <i>Mark Y (Yes) or N (No) as applicable</i>
IMPORTANT NOTE: QUOTANTS MUST COMPLETE BOTH COLUMNS.			
	I. Certified public accountant preferably with a practising certificate in auditing;		
	II. Experience in auditing EU funded projects;		
	III. Minimum of three years' professional experience;		
	IV. Have the ability to communicate in both Maltese and English languages;		
	V. Be proficient in the use of widely available software packages;		
	VI. Of good moral character		

Name of Quotant: _____

Date: _____

I.D. No.: _____

Signature: _____

9. SCHEDULE OF PRICES & RATES

This form must be filled in and submitted with the quotation document. Failure to fill in the form, or a form with incomplete information, or form containing ambiguous financial information (e.g. rates, totals etc) shall disqualify the quoted submission.

(To be completed by the Quotant or an Authorised Representative)

Item	Description	Total - Euros (inclusive of VAT, ECO- Contribution and any other charges/taxes)
1	Services of internal control	
Total		

Quotant's Declaration:

I hereby bind myself to start provision of services within _____
from the date of Order to Start Works.

Name of Quotant: _____ Date: _____
I.D. No.: _____ Signature: _____
