QUOTATION REFERENCE: CfQ-WA-001

Call for Quotations for the control function in connection with the project WET_ADAPT under the INTERREG ITALIA-MALTA

Date Issued:	**30th October 2026**
Closing Date:	**10th November 2026**

address and contact details of entity:
BIRDLIFE MALTA
57/28, Abate Rigord Street,
Ta' Xbiex, Malta
Email: info@birdlifemalta.org

The following Call for Quotations will be published on the following website:
https://www.birdlifemalta.org
https://italiamalta.eu

Section 1: Specifications

1.0 General Background

BirdLife Malta is requesting quotations for the provision of services pertaining to first level control in connection with the project WET_ADAPT, which is financed under the Interreg VI-A Italia-Malta 2021-2027 Programme.

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 and following the guidelines set out in the latest 'Manual of Expenditure' pertaining to the Interreg VI-A Italia-Malta 2021-2027 Programme.

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 basis of the award will be based on the **cheapest and technical compliant bid**.

2.0 Requirements

Further to the selection for funding of the project WET_ADAPT under the Interreg VI-A Italia-Malta 2021-2027 programme, BirdLife Malta 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 allocated to BirdLife Malta, as lead partner of the project, is €446,521.26 and it is envisaged that 8 claims shall be submitted for the duration of the project lifetime, that that the following duration: 1st September 2026 to 28th February 2029, without prejudice to potential extensions authorised by the Programme authorities.

Such verification on expenditure incurred under the project, which for the Interreg VI-A Italia-Malta programme will follow a risk-based methodology, 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, 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 (CV), based on Europass format[1] accompanied by a covering letter.

Kindly quote on a **Rate per Hour basis.** The contract duration will be starting from the signature date of the contracting authority of the contract agreement date till the end-date of the project and/or final clam deadline. The contract may be extended as necessary during the course of the project at the discretion of the Contracting Authority (CA).
The selected Controller shall be expected to work according to, and within the timeframes set by the CA and the Programme Authorities including the Funds and Programmes Division (FPD), as the Programme's Maltese National Coordination Authority (MNCA). 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 MNCA 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).

Invoices must be accompanied by a timesheet detailing the hours of work. Any further costs related to delivery of the service not mentioned in this contract must be borne by the Contractor. Following payment, a fiscal receipt must be issued.

2.1 Qualifications

The selected Controller should be registered in the list of Maltese Registered list of Auditors[2]. 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[3], 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

[1] https://europa.eu/europass/en
[2] The list may be accessed from the following link:
https://accountancyboard.gov.mt/Registers/RegisteredAuditors.aspx
[3] https://accountancyboard.gov.mt/Registers/RegisteredAuditFirmsPrincipals.aspx

continually ensure that the auditors working on the management verifications of the project are those for whom the CV was submitted.

2.2 Independence and absence of Conflict of Interest from the project

The selected Controller should be functionally independent from the project implementation and therefore they should a 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 CfQ is required to submit a declaration of absence of Conflict of Interest (CoI) (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 project partner/contracting manager of such CoI.

2.3 Sufficient knowledge of the English language

Given that English is one of the official languages of the Interreg VI-A Italia-Malta 2021-2027 Programme selected Controller should have sufficient knowledge of the English language enabling him/her to perform the first level controls adequately.

2.4 Sufficient knowledge of the relevant EU and National Regulations, including Public Procurement Regulations and the Programme.

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 MNCA within their CV. Sufficient knowledge of national rules, which include public procurement rules, employment legislation and regulations, state aid regulations and VAT legislation, is also required.

2.5 Training

Controllers are required to attend any mandatory training organised from time to time by the MNCA, or other programme authorities. Failure to attend such training might lead to the beneficiary suspending or cancelling payment to the Controller for its services. Serious shortcomings may lead to the suspension or cancellation of payment to the

Controller. More details on the payment procedure between the beneficiary and the Controller will be made available by the MNCA through a specific circular.

3.0 Approbation

Further to the selection of the Controller by means of this CfQ, the Funds and Programmes Division (FPD) within the Ministry responsible for EU Funds as the MNCA, 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 MNCA. The new Controller will not be authorised to act as the beneficiary's Controller until a new certificate is issued by MNCA.

4.0 Submission and Contact Details

Interested service providers are to complete and submit Section 2 of this CfQ. All prices must quote VAT separately and in full. For payment purposes, invoices and fiscal receipts should be issued accordingly.

Clarifications and further information are to be sought in writing and sent to **info@birdlifemalta.org** by 6th November 2026. Any request for clarifications received after this deadline will not be considered. Quotations are to be submitted by noon of the **10th November 2026** by email on **info@birdlifemalta.org** indicating in the subject 'WET_ADAPT – First Level Control Services.

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[4] (if applicable)	
Warrant Number[5] of the Controller/s	
Company's / Controller's Address:	
Telephone Number:	
Mobile Number:	
E-mail address:	

Specifications, as per Section 2 above

Specifications	**Quote (excl. VAT)**
Rate per hour:	

Company Rubber Stamp (if applicable):

Signature:

Name and Surname: _____

[4] As shown here: https://accountancyboard.gov.mt/Registers/RegisteredAuditFirmsPrincipals.aspx
[5] As shown here: https://accountancyboard.gov.mt/Registers/RegisteredAuditors.aspx