



ERA_QT02/2016

23rd September 2016

To all prospective bidders,

Ref. No. ERA_QT02/2016 – Call for Quotations for the Provision of Independent Financial Auditing Services – LIFE12 NAT/MT/000845 - LIFE BaHAR for N2K

CLARIFICATION 1

Reference is made to the above-mentioned tender, for which the deadline for submission is on the 30th September 2016, at 10:00am.

Hereunder, please find a set of clarifications which are construed to form an integral part of the call documentation.

Question:

1. Number of envisaged hours

Can you provide an estimate of the envisaged hours required.

Answer:

ERA is not in a position to provide an estimate of envisaged hours.

Question:

2. Basis of fee

Is the fee basis a rate per hour, a rate per based per report a rate per year or another basis

Answer:

This is a lump-sum based contract covering all the required audit services listed.

Question:

3. Timetable for required reports

Can you provide the exact date by when the interim report need to be submitted and which period it will cover

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Answer:

The exact date for submission will be discussed and agreed following contract signature, but will be no earlier than 31st January 2017 and no later than 31st March 2017. This report will cover the period 1st October 2013 – 30 September 2016.

Question:

4. Applicable areas

Are all the areas in the model report applicable for this project

Answer:

The model report annexed within this Call for Quotations is an indicative template provided by the European Commission indicating the structure and layout of the required audit report.

Question:

5. Budget

Can you please provide us with the overall budget split of the project

Answer:

The project is split into seven (7) cost categories:

- Direct Personnel Costs;
- External Assistance;
- Travel and Subsistence;
- Consumables;
- Durable Goods (Equipment);
- Other Costs; and
- Overheads.

Approx. 85% of the project's budget is allocated to the first two cost categories.

Question:

6. Frequency of billing for services

Can the fee for the services rendered be billed on the submission of each report i.e. once after the interim report in 2017, and once after the final report in 2018?

Answer:

Payments for services provided will be made as follows:

- 50% after submission and certification of the Interim Report, and
- 50% after submission and certification of the Final Report.



Payments will be made against an invoice issued by the contractor, and it will be subject to a 30-day payment term from date of invoice.

Question:

7. Training

Will the appointed auditor be expected to attend specific training or information sessions on the project?

Answer:

There will be no specific training or information sessions. However, a meeting will be held on commencement of the contract to explain the overall structure and filing system, and provide the audit company chosen with the Common Provisions and other rules/guidelines relating to the LIFE programme.

Question:

8. Travel

Will there be any requirement for travel outside of Malta?

Answer:

No, there is no requirement for travel outside of Malta.

Question:

9. Number of transactions and employees

What are the envisaged number of transactions for each budget line, and what is the number of employees who are working on this project?

Answer:

Information regarding the number of transactions is not available at this stage due to the fact that this is still an on-going project.

The Grant Agreement provides for approximately 30 different personnel. Some of which work full-time on the project, while others work on part-time basis or have temporary roles (e.g. survey crew).



All other tender documents, conditions and requirements, which are not superseded by this Clarification, remain in place.



Perit Ruben Abela
CHIEF EXECUTIVE OFFICER