



Programme funded by
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JOINT OPERATIONAL PROGRAMME BLACK SEA BASIN 2014-2020

**Annex 5.2: Control check-list for
procurement up to 20 000 euro according
to PRAG (Procurement and grants for
European Union external actions)**

Template of control check-list for procurement up to 20 000 euro (for the single tender procedure)

Audit firm/Public officer organisation responsible for issuing the expenditure and revenue verification report:
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Project Code:		
Project Title:		
Reporting period: from <i>dd Month yyyy</i> to <i>dd Month yyyy</i>		
Name of the Lead Beneficiary/Beneficiary:		
Role of the beneficiary in the project:	<input type="checkbox"/> Lead beneficiary	<input type="checkbox"/> Project Beneficiary

Request for examination:	Date of request for examination: <i>dd Month yyyy</i>
General remarks of the Controller (auditor/public officer) (if any):	

Date:
Name of the Controller (auditor/public officer(s))¹:
Signature(s):

¹ Name of the person(s) who performed the verification

Guide to controllers: Public procurements must receive special attention on the side of controllers.

The verifications below are the minimum ones and supplement Section VI - Public Procurement of Annex 5 - Control check-list of Instruction 15.

This section is repeated (duplicated) for each public procurement.

Purchases up to the amount for the payment against invoice (e.g. 2,500 euro according to PRAG 2020) do not require this table.

Title of the procurement - if applicable			
No. and date of the contract			
Name of contractor			
Value of the contract (without VAT)			
The type of tender	works	services	supply

1	Checks	Yes/No N.A.	Comments
a	The type of procedure was chosen correctly, depending on: - estimated value - the nature of the contract (services, supplies, works)?		<i>It shall be checked that the thresholds specified in art. 53-55 of ENI CBC IR² and of Section 2.6.1 of PRAG³ are met</i>
b	Has the contracting authority not divided the contract into several distinct, lower-value contracts in order to avoid the application of a higher procedure?		<i>To be verified in the Grant Contract - the description of the activities and resources required</i>
c	An invitation to tender has been communicated? The justification of the choice of the economic operators invited to participate in the procedure is recorded in the procurement documents?		<i>Check that the invitation to tender has been communicated.</i> <i>The selection of potential economic operators according to PRAG 2.6.8 shall be verified (including the justification).</i>
d	Are the terms of reference / technical specifications and the award criteria clear, relevant to the subject matter of the contract, not restrictive and not discriminatory?		<i>Check the description in the tender dossier</i> <i>Examples to check whether the specified criteria are not restrictive / discriminatory: Did they avoid setting national standards without recognising the possibility for equivalent standards? Were any unjustified references to a specific make or source, a particular process, trademark, patent, type, without using the quote "or equivalent", or specific origin or production excluded from the technical specifications, thereby preventing the contracting authority from favouring or eliminating specific undertakings or products?</i>
e	Was the evaluation report approved by the contracting authority?		<i>The approval of the evaluation report by the contracting authority representative is verified</i>

² Regulation (EU) no. 897/2014

³ The references are to the PRAG 2021.19. In case another version applies, the references need to be rechecked.

			<i>Please fill in the number and date of the evaluation report.</i>
f	The services/supplies/works were acquired from the successful tenderer, in accordance with the minimum requirements of the contracting authority and with the unchanged successful offer?		<i>It is verified the consistency with the name of the successful tenderer, the object of the purchase, the price and the characteristics specified in the successful tender</i>
g	The reporting / reception documents of the purchased supplies / services / works are approved by the contracting authority?		<i>It is verified the existence of copies of the reporting documents, reception of the purchased supplies / services / works, as the case may be, and the existence of their approval by the contracting authority</i> <i>Please fill in the number and date of the reporting / reception documents.</i>
h	In case addenda to the initial contract were signed, they do not alter the essential elements of the contract?		<i>Check that there are unsubstantiated changes to contracts.</i> <i>It is verified that the addenda do not contain clauses that affect the conditions of tender</i> <i>Please fill in the number and date of the addendum.</i>
2	CONCLUSIONS OF THE VERIFICATION		
	<p>NOTE: All the above deviations and any other relevant aspects will be mentioned. The following shall be mentioned:</p> <ul style="list-style-type: none"> - Violated provisions of the regulations on public procurement - The method of violation of the mentioned provisions (detailed description, indicating the document/documents involved (number, date)) 		
3	REMEDIAL /CORRECTIVE MEASURES APPLIED		
	<p>NOTE: Indicate the measures and financial reductions that apply! The following shall be mentioned:</p> <ul style="list-style-type: none"> - Compliance with the provisions of Commission Decision no. C(2019) 3452 of 14.05.2019 - Level of corresponding percentage reduction. 		