

Procurement checklist - one checklist for each procurement. Please upload each checklist in the procurement section of the partner report.

Procurement name and contract amount (excl. VAT):

No explanation given.

Name of purchased services/work/supply

Specify all (in case there are more):

No explanation given.

Contractor/Supplier name and VAT number (or other identifier)

Specify contractor full name:

No explanation given.

Contract reference number and contract date

List also contract amendment dates:

No explanation given.

A. Contracts between EUR 10.000 (excl. VAT) and the threshold set by the applicable EU, national rules or internal rules

A.1 Adequate market research was performed and was duly documented.

Yes	No (not fully)	
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No option selected.

A.2 Has the procurement section in Jems been filled in correctly by the project partner and are all supporting documents for the contract available?

Yes	No (not fully)	
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No option selected.

A.3 If the partner organisation decided to award the contract directly, the decision is justified and documented. For direct awards because of: # Urgency: it is proven that the urgency is due to unforeseeable circumstances. # Technical/exclusivity reasons: it is ruled out (based on objective evidence) that any other supplier is capable of providing the services.), etc. Please note that any direct award should always be elaborated in detail by the controller

Yes	No	no direct award
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No option selected.

A.4 There is no evidence of artificial splitting of the contract objective/value.

Yes, this is correct	No	
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No option selected.

A.5 Any amendment to the contract is in line with the applicable procurement rules without putting into question the validity of the initial procurement procedure.

Yes	No	Contract was not amended
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No option selected.

B. Contracts above the threshold set by the applicable National or EU rules (for institutions falling under the scope of application of the public procurement laws)

B.1 EU, national and any other applicable public procurement rules were observed; e.g. Complies with the applicable rules; Publicity requirement were respected; The principles of transparency, non-discrimination, equal treatment, effective competition have been complied with; There was a clear distinction between selection and award criteria in the evaluation of the bids; Selection and award criteria and required technical specifications and national permits are transparent, nondiscriminatory and ensure equal treatment; Decisions are properly documented and justified. No cases of actual or potential conflict of interest came to the attention of the controller, or the conflict of interest policy was followed where applicable

Yes	No	
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No option selected.

B.2 The procurement procedure is documented and available in Jems. All supporting documents have been uploaded, e.g. initial cost estimate made by the project partner to identify the applicable public procurement procedure; Request for offers or procurement publication/notice; Terms of reference (TOR); Offers/quotes received; Report on assessment of bids (evaluation/selection report); Information on acceptance and rejection (notification of bidders); Legal remedies / contradictory procedure / complaints; Contract including any amendments is in line with the selected offer, etc.

Yes	No (not fully)	
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No option selected.

B.3 There is no evidence of artificial splitting of the contract objective/value.

Yes, this is correct	No	
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No option selected.

B.4 Any amendment of the contract is in line with the relevant public procurement rules without any relevant impact on the validity of the initial procurement procedure.

Yes	No	contract was not amended
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No option selected.

B.5 If the partner organisation decided to award the contract directly (negotiated procedure without prior publication), the decision is justified and documented. For direct awards because of: # Urgency: it is proven that the urgency is due to unforeseeable circumstances. # Technical/exclusivity reasons: it is ruled out (based on objective evidence) that any other supplier is capable of providing the services.), etc. Please note that any direct award should always be elaborated in detail by the controller.

Yes	No	No direct award
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No option selected.

B.6 The invoices have been issued and payments have been made in respect of the products and services delivered and the tender (in terms of nature, procurement budget and the amounts fixed in the contract/accepted offer).

Yes	No	
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No option selected.

Description of findings, observations and limitations

Refers only to questions above:

No explanation given.

Conclusions and recommendations

Refers only to questions above:

No explanation given.

Follow-up measures for the next progress report

Refers only to questions above:

No explanation given.