

Questions and Answer from trainings of Beneficiaries 2016

Q1: Which are the required documents to be submitted with the Request for advance payment?

A1: Fulfilled Annex 6 of PIM - Request for payment, signed and stamped by the legal representative and the Financial Identification Form as per the Subsidy Contract (original or a copy stamped "true copy").

Q2: Which are the possible options for submission of Request for advance payment?

A2: Annex 6 of PIM - Request for payment should be fulfilled, stamped and signed by the legal representative, then scanned together with the Financial Identification Form of the LP and upload in the Beneficiary portal.

Q3: Which are the possible options for submission of the required documents for Project management staff (Declaration in free format signed by the legal representative of each project partner that the necessary and qualified project staff for the successful implementation of the project activities will be kept; Copy of an administrative order or a letter for nomination of the project team members by each project partner, with a short description of tasks)?

A3: They could be scanned and upload in the Beneficiary portal or send to the Managing Authority by post/courier.

Q4: Should the amounts of the tender procedures stated in the Project's procurement plan be VAT included?

A4: The amounts of the tender procedures in the Project's procurement plan should be stated both VAT excluded and VAT included, because the relevant thresholds as per the requirements of PRAG are according the VAT excluded amounts.

Q5: If an organization implements 2 projects is it necessary to combine the similar expenditures into one tender procedure?

A5: No, because these are two separate budgets.

Q6: Under competitive negotiated procedure is it necessary to send invitation to tenderers or the publication on the Programme website and the beneficiary's website is enough?

A6: Invitations to tenderers should be sent.

Q7: For investment projects is the required 45 days term for submission of the Request for advance payment valid for the second instalment?

A7: No. The second instalment of the advance payment should be requested after one of the project partners awarded a sub-contract for investment activity.

Q8: Which is the last possible date for execution of the expenditures for project preparation?

A8: The expenditures for project preparation must be carried out before or on the date of submission of the project proposal at the latest.

Q9: Should the expenditures for project preparation be requested for reimbursement only in the first reporting period of the respective project partner?

A9: The expenditures for project preparation must be requested for reimbursement and verified only in the first reporting period of the respective project partner.

Q10: Is it necessary to indicate the number of the project on each invoice?

A10: Every invoice or similar accounting document subject to verification must contain obligatory text, identifying the specific project: the number and name of the project (for the expenditures related to the project preparation – the project name and/or the number of the call for proposals).

Q11: What needs to be done when change in the project staff is needed?

A11: If a Beneficiary requires a modification in the total number of staff per AF and the positions/responsibilities, it is to be considered a small content. The LP should notify JS (in the form of a letter) for the proposed amendment and justification, and should submit staff appointment letters/orders (no need of declarations to ensure proper project management), according to the proposed changes. The modification is to be considered approved with a short message by the JS, that the proposed changes are approved. These changes should be included afterwards in the next PPR – for audit trail.

Q12: What is meant by the 10 days term for submission of Project's procurement plan to the JS – calendar or working days?

A12: Calendar days.

Q13: Is it necessary to use only the project bank account for payments to Contractors?

A13: No, it is not required the Lead partners to perform all payments from the project's account in Euro (they can perform payments from a different account, denominated in BGN for example). The Programme requires that there is traceability of the performed operations and that analytical accounting is organized for the purposes of the project.

Q14: Is it necessary to sign an addendum to the Subsidy Contract upon a change in the Bill of Quantities?

A14: It depends on the type of the change. All requirements are detailed described in PRAG.

Q15: Is it obligatory that all expenses for organization of events under the project to be combined and conducted as one tender procedure?

A15: Yes, all expenditures related to organization of events should be planned as one tender procedure for service. Please, have in mind that members of the project staff are entitled to receive daily allowances for in-country and out-of-country business travels but in such cases they should be not included in catering costs of the events and vice versa – the participants in the events (other than the project management team members) are entitled catering but cannot receive daily allowances.

Q16: Is it possible to implement one tender procedure for service with involvement of external experts in different professional fields (lecturers, consultants, trainers, interpreters, etc.)?

A15: Depending on the particularities of the project, it is possible to implement one tender procedure for service with several key experts with different professional background. In such cases the profiles of the required experts should be very well described in the documents of the tender dossier.

Q17: When expenditures for legal advice (tender preparation) are planned in the AF do we have to launch firstly that particular tender procedure?

A15: Normally in this case the project partners are recommended to implement tender procedure for legal services at the beginning of the project implementation period in order a contract for preparation of the rest of the planned tender procedures to be awarded.

Q18: When preparing a single tender procedure do we have to use only the three documents from the simplified tender dossiers annexed to the Project implementation manual?

A15: In case of procurement of single tender procedures the adapted simplified dossiers annexed to the Project implementation manual are to be used by the project beneficiaries.

Q19: Should the Public procurement plan contain information for the planned tender procedures for all project partners?

A15: Yes, information about the public procurement procedures to be carried out during the implementation of the project should be included in the PPP for all project partners.