

Department of Contracts
Notre Dame Ravelin
FLORIANA

To Permanent Secretaries
Directors Corporate Services
Heads of Public Sector Organisations

07 February 2017

SUBMISSION OF A MONTHLY REPORT BY DEPARTMENTAL CONTRACTS COMMITTEES

In line with Regulation 73 of the Public Procurement Regulations (L.N. 352 of 2016), there shall be a Departmental Contracts Committee (DCC) for Schedule 2 Contracting Authorities, which shall be responsible for procurement processes with an estimated value which is less than one hundred and thirty-five thousand euro (€135,000) exclusive of VAT. Furthermore, with regard to call for tenders published by the Ministerial Procurement Unit (MPU), thus, procurement processes that have an estimated value which does not exceed two hundred and fifty thousand euro (€250,000) exclusive of VAT, shall also form part of DCC's remit.

The Departmental Contracts Committee's function, as defined in Regulation 75, shall be the definite recommendations for the award of a contract, a copy of which shall be forwarded to the Director of Contracts (DoC).

To this effect, in addition to the **Monthly Minutes**, each Departmental Contracts Committee shall submit a **Monthly Report**, addressed to the attention of the Office of the Director responsible for the Compliance and Monitoring Unit within the Department of Contracts at compliance.contracts@gov.mt, by not later than three (3) weeks from end of month.

Enclosed with this circular, the Department is providing a template for the submittance of the said Monthly Report, aimed at facilitating and standardising the gathering of procurement statistical data.

In due course, a Monthly Report template customised for each Ministry shall be sent to each DCC Secretary.

Anthony Cachia
Director General (Contracts)