

Department of Contracts  
Notre Dame Ravelin  
FLORIANA

13 September 2017

To Permanent Secretaries  
Directors General  
Director Corporate Services  
Directors  
Heads of Public Sector Organisations

## **SUBMISSION OF PROCUREMENT STATISTICAL INFORMATION BY ALL MINISTRIES**

Further to Directives 2014/23/EU, 2014/24/EU and 2014/25/EU and in line with the Public Procurement Regulations (LN 352/2016), Public Procurement of Entities operating in the Water, Energy, Transport and Postal Services Sectors Regulations (LN 351/2016) as well as Concession Contracts Regulations (LN 353/2016), each EU Member State, shall present to the European Commission, a Procurement Statistical Report detailing EU-Funded / Locally-Funded procurement activities including Classic and Utilities procurement as well as Concessions.

In Malta, the submission of the said report falls under the responsibility of the Director of Contracts. The first report shall cover the period between 1st January 2017 and 31st December 2017. Every three (3) years thereafter, the Director of Contracts shall forward to the European Commission such statistical report, albeit the collection of such data shall take place quarterly.

The information supplied by each Member State shall feed the new report on the Implementation and Best Practices of National Procurement Policies in the internal market, to be issued by the European Commission. Thus, each report, which will be published on the European Commission website, shall be supporting the Commission's policy analysis.

Henceforth, in view of the above and as part of its regulatory role, the Department of Contracts (DoC) is duty bound to monitor all activities in respect of Public Contracts / Procurement, awarded by Contracting Authorities during the given year as well as Public Contracts / Procurement whereby

Contracting Authorities are the beneficiaries, although the contract award was undertaken on their behalf by the Department of Contracts or the Ministerial Procurement Unit (MPU) as the case may be.

To this effect, this Office is providing the enclosed templates for the submission of the Procurement Monitoring Reporting, in the context of the new procurement directives. Such templates are structured so as to facilitate and harmonise reporting across all Ministries.

The submission of the enclosed five (5) consolidated templates are to be forwarded to the attention of the Office of the Director responsible for the Compliance and Monitoring Unit (CMU) within the Department of Contracts on [compliance.contracts@gov.mt](mailto:compliance.contracts@gov.mt) by not later than the allocated time frames. The set deadlines are spearheaded by the European Commission, thus, strict adherence to the target date is imperative.

Reporting to the Department of Contracts, by each Ministry, shall take place bi-annually, as per schedule hereunder:

Reporting Period	Submission to DoC
January - June 2017	31 <sup>st</sup> October 2017
July – December 2017	15 <sup>th</sup> January 2018

The set of five (5) templates are to be completed by all Contracting Authorities (including Schedule 3 Entities) falling within each Ministry's portfolio. However, it is expected that each Ministry collates and validates the information from all the Contracting Authorities within its remit and submits them collectively to the Compliance and Monitoring Unit.

It is to be clarified that, in the event that any section/subsection of the template which does not apply to a particular Contracting Authority, a nil reply is to be submitted within the said section / subsection / template.

In order to assist the respective Contracting Authorities with the compilation of the templates, Supplementary Documentation defining the salient terminology and guidance to the compiler is also being enclosed as per Annex 1. Furthermore,

Contracting Authorities are encouraged to submit any queries to the Compliance and Monitoring Unit on [compliance.contracts@gov.mt](mailto:compliance.contracts@gov.mt) or to contact the Department of Contracts' Customer Care Service on 21220212. Alternatively, each Ministry may request a meeting with the CMU, so as to attain a clearer direction when compiling the statistical data.

Submission of this data is compulsory and crucial to achieve full compliance as specified in the European Commission's Directives. To this effect, it is being stressed that meticulous attention is required when compiling the said templates, making sure that the information provided is relevant, accurate and detailed.

Anthony Cachia  
Director General (Contracts)