

CARIBBEAN EXPORT DEVELOPMENT AGENCY

ANNEX IV

PROCUREMENT & REIMBURSEMENT PROCEDURES FOR DIRECT ASSISTANCE GRANT BENEFICIARIES

1. General Principles

If the implementation of a project requires procurement by the Beneficiary, the contract must be awarded to the most economically advantageous tender (i.e. the tender offering the best price-quality ratio), in accordance with the principles of transparency and fair competition for potential contractors and taking care to avoid any conflicts of interest.

To this end, the Beneficiary must comply with the rules set out in Section 2 below.

In the event of failure to comply with the rules referred to above and below, expenditure on the operation(s) in question would not be eligible for financing.

Caribbean Export may carry out ex-post checks on beneficiaries' compliance with the rules.

The provisions of this Annex also apply to contracts to be concluded by the Beneficiary's partners.

2. Procurement and Reimbursement Claim Rules

The Beneficiary must at all times seek to obtain competitive prices to purchase goods and services. All goods and services procured for the purpose of the Action must adhere to the following:

1. Quotations for costs EUR 10,000 and above – 3 quotations are required from individual service providers or suppliers.
2. Quotations for costs less than EUR 10,000 – 2 quotations are required from individual service providers or suppliers.
3. Signed Contracts / Agreements are required when engaging a consultant(s) or service provider(s).
4. **Original** invoices, receipts and proof of payment are required for services or supplies. **The types of proof of payments that are accepted are as follows:**
 - i. Payment(s) made by credit card, the original credit card statement showing the name and address of the card holder is required; OR

- ii. Copy of credit card statement(s) affixed with the financial institution's stamp, the copy must include the name and address of the card holder;
 - iii. Payment(s) made by Managers cheque or bank draft, the original receipt for Managers cheque or bank draft is required; OR
 - iv. Copy of the Managers Cheque or bank draft, affixed with the financial institution's stamp;
 - v. Payment(s) made by wire transfer, the original wire transfer receipt or original carbon copy stamped by the bank is required, accompanied by copy of bank statement affixed with the financial institution's stamp;
 - vi. Payment(s) made by company / organisation's cheque(s), copy of bank statement affixed with the financial institution's stamp accompanied with a copy(s) of the company / organisation's returned cheque(s) is required;
 - vii. Original receipts affixed with the supplier's company stamp accompanied by copy of bank statement, affixed with the financial institution's stamp.
5. Copy of report, newspaper advertisement, banner, and any other attachments can be supplied.
 6. Use the InforEuro Currency Exchange Rates (Note: this is the average foreign exchange rates to Euro over the implementation period of the grant contract):
http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm
 7. Beneficiaries submitting a Reimbursement Claim must ensure that all the support documentation meets the criteria as listed in the "Reimbursement Claim Checklist" table.

REIMBURSEMENT CLAIM CHECKLIST

Action/Activity	Support Documentation
<p>1. Equipment & Supplies (applicable to all items listed in budget under this heading)</p>	<ul style="list-style-type: none"> • Two (2) quotations for tangible items for amounts <u>less than €10,000</u> to assure competitive prices • Three (3) quotations for tangible items for amounts <u>€10,000 and above</u> to assure competitive prices • Original Invoice • Original proof of payment. • Photo of equipment purchased
<p>2. Cost of <u>Hosting</u> Conference/Trade Show/Mission/Seminar/Work Shop</p> <p>(airfare, hotel and per diems shall not be considered eligible)</p>	<ul style="list-style-type: none"> • Two (2) quotations for facilities for amounts <u>less than €10,000</u> to assure competitive prices • Three (3) quotations for facilities for amounts <u>€10,000 and above</u> to assure competitive prices • Original contract between beneficiary and the facility • Original invoice • Original proof of payment for facilities • Copy of Register of attendance for the conference / seminar / workshop • Copy of presentations delivered • Pictures - attendance (Please ensure that the logos of Caribbean Export and EU are posted at the event and collateral materials) logos to be requested from Caribbean Export
<p>3. Cost of <u>Attending</u> Conference/Trade Show/Mission/Seminar/Work Shop</p> <p>(airfare, hotel and per diems shall not be considered eligible)</p>	<ul style="list-style-type: none"> • Copy of completed Registration Form • Original Invoice for Registration/Booth fees • Original Proof of payment for registration fees/booth space • Summary report(s) (i.e. purpose, benefits and results) • Pictures - attendance (Please ensure that the logos of Caribbean Export and EU are posted at the event and collateral materials where applicable) logos to be requested from Caribbean Export

<p>4. Visibility actions (promotions efforts within potential markets)</p>	<ul style="list-style-type: none"> • Two (2) quotations for promotional activities for amounts <u>less than €10,000</u> to assure competitive prices • Three (3) quotations for promotional activities for amounts <u>€10,000 and above</u> to assure competitive prices • Original invoice for promotional activities • Original proof of payment for promotional activities • Copy of promotional materials (Please ensure that the logos of Caribbean Export and EU are printed/posted on all promotional materials) logos to be requested from Caribbean Export
<p>5. Consultants</p>	<ul style="list-style-type: none"> • Two (2) quotations for Technical Services for amounts <u>less than €10,000</u> obtained from two (2) consultants to assure competitive prices • Three (3) quotations for Technical Services for amounts <u>€10,000 and above</u>, obtained from three (3) consultants to assure competitive prices • One (1) original signed contract with Consultant. • Original invoice • Original proof of payment for activities/services • Copy of Report of the consultant(s) consisting the name of the author and the date (Please ensure that the logos of Caribbean Export and EU are printed/posted on all promotional materials) logos to be requested from Caribbean Export • Written confirmation from the beneficiary that the report(s) has been accepted/approved

6. Cost of registration of Intellectual Property

If an Attorney at Law is used in the registration of Intellectual Property:

- Two (2) quotations for services of an attorney at law to manage the registration process for relevant intellectual property, for amounts less than €10,000 to ensure competitive prices
- Three (3) quotations for services of an attorney at law to manage the registration process for relevant intellectual property, for amounts €10,000 and above to ensure competitive prices
- One original signed contract between beneficiary and attorney-at-law
- Original invoices for services of Attorney at Law
- Original receipt for costs of application for registration (including searches and other associated costs)
- Original proofs of payment.

OR

If the Beneficiary registers the Intellectual Property directly at the relevant Intellectual Property Office, without utilising the services of an Attorney at Law:

- Original receipts for costs of application for registration (Including searches and other associated costs)
- Original proofs of payment