



INSTRUCTION FOR BENEFICIARIES

of Romania-Bulgaria Cross Border Cooperation Programme 2007-2013 regarding the simplification of the submission process of reimbursement claims by beneficiaries

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Art. 1 - Starting with the present date, all supporting documents, annexed to each reimbursement claim (except the FLC annexes which will still be attached in one original paper version and scanned version on the CD), will be submitted by the beneficiaries only in electronic format- scanned versions of the original documents (after FLC verification and stamp) on DVD/CD in three copies.

Art. 2- For each DVD/CD, the scanned documents will be organized as follows:

- a) an "Opis" describing in detail the content of each DVD / CD;
- b) the scanned documents shall be grouped for each partner; the documents will subsequently be grouped according to the approved budget categorization (budget chapters/ budget lines/ budget items);
- c) the supporting documents shall be grouped by procurement procedure, in separate folders, for example: explanatory notes (for establishing the estimated value of the procedure; for selection of the procedure; for selection of weight of evaluation factors etc), decisions (for appointing the members of the evaluation committee, for the selection of the contractor etc), minutes (opening the procurement procedure, opening session), the award documentation package (technical and financial offers, qualifications and selection documents), requests for clarification by the potential tenderers and the beneficiary's answer, request for clarifications by the Evaluation Committee to the tenderers and their answers to the clarifications; report of the procedure, notifications (to the tenderers for the evaluation results, etc.), the signed contract, the award notice/information for signed contracts) etc;

Art. 4 - All other provisions regarding the submission of reimbursement claims remain valid.

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