

Interreg



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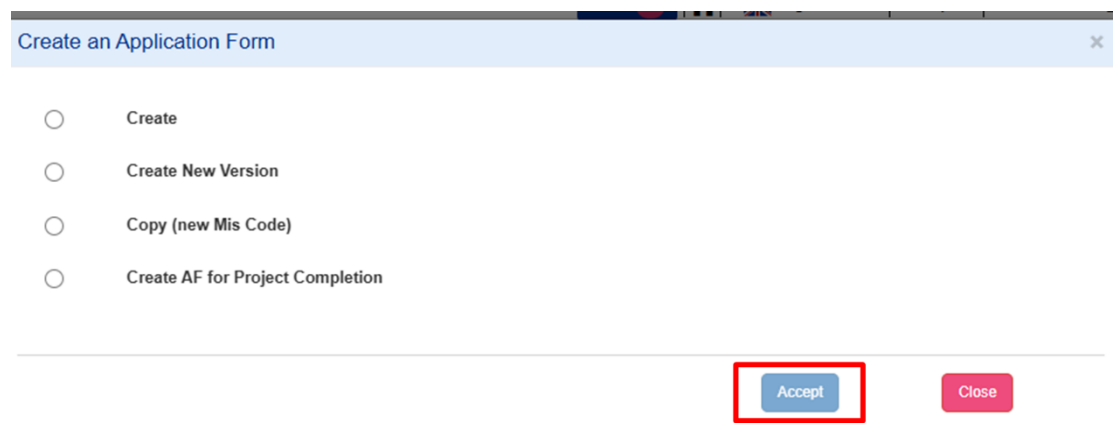
IPA Greece – North Macedonia

MIS - Procurement Plan Submission

Cross-border Cooperation Programme
Interreg (VI-A) IPA CBC
“Greece - North Macedonia 2021-2027”

Procurement Plan Submission- Application Form

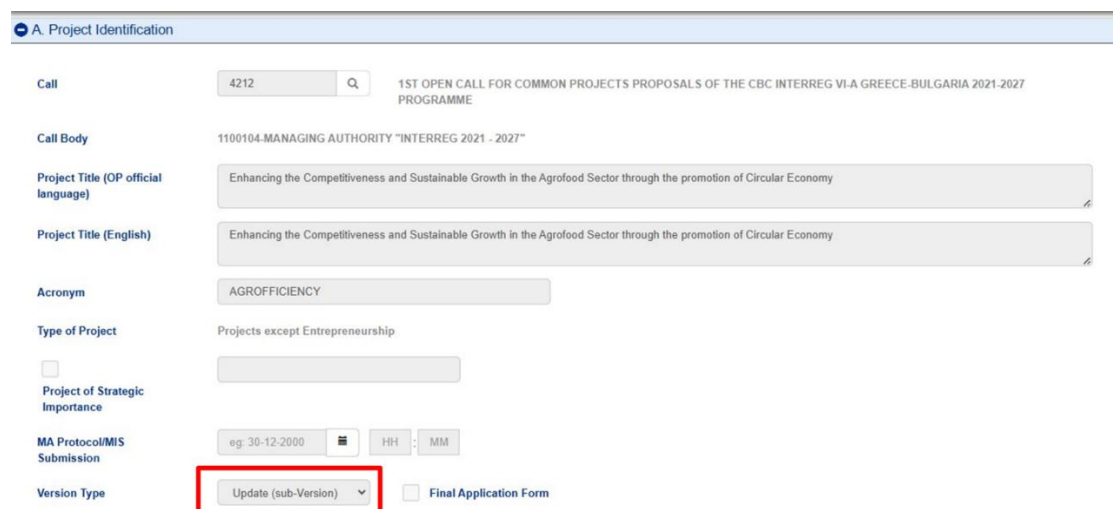
To submit the Procurement Plan (PCP), create a new sub-version of the Application Form (AF) by selecting **Create | Create New Version**. Enter the MIS number in the MIS Code field, then click the magnifying glass icon to verify the code.



The screenshot shows a dialog box titled "Create an Application Form" with a close button (X) in the top right corner. It contains four radio button options: "Create", "Create New Version", "Copy (new Mis Code)", and "Create AF for Project Completion". At the bottom right, there are two buttons: "Accept" (highlighted with a red box) and "Close".

Finally, click the **Accept** button to proceed to the new form.

By default, the form opens as version 2.0. To create sub-version 1.1, select **Update** under section **A | Version Category**.



The screenshot shows the "A. Project Identification" form. It includes fields for "Call" (4212), "Call Body" (1100104-MANAGING AUTHORITY "INTERREG 2021 - 2027"), "Project Title (OP official language)", "Project Title (English)", "Acronym" (AGROFFICIENCY), "Type of Project" (Projects except Entrepreneurship), "Project of Strategic Importance" (checkbox), "MA Protocol/MIS Submission" (eg: 30-12-2000), and "Version Type" (Update (sub-Version), highlighted with a red box). There is also a "Final Application Form" checkbox.

To fill in the Procurement Plan, go to Section **D3**.

Application Form-Interreg - View

Save Validation Print Previous Page

Project: 6011298 (Approved) Version: 1.1 (Being processed) Submission deadline 27-01-2025 14:00

- + A. Project Identification
- + B. Location
- + C. Partnership
- + D1. Work Packages and Deliverables
- + D2. Total Budget
- + D3. Procurement Plan
- + E. Result and Output Indicators
- + F. Checklist of other prerequisites for submission
- + Additional Information
- + Attachments (1)
- + History

To add procurements/ contracts, select **Add**.

Procurement Plan Export To Excel Add

Beneficiary	S/N	Procurement title	Type of tender	Total Amount Procured excl. VAT	Estimated Date of publication	Estimated Date of contract signature	Estimated Duration of contract period	Preventive Check	Actions
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The system generates a new entry. Fill in the required fields.

Procurement Plan Export To Excel Add

Beneficiary	S/N	Procurement title	Type of tender	Total Amount Procured excl. VAT	Estimated Date of publication	Estimated Date of contract signature	Estimated Duration of contract period	Preventive Check	Actions
+ 50400201 THESSALONIKI CHAMBERS	1	cvcvc	OPEN under the		eg. 30-1	eg. 30-*		<input type="checkbox"/>	+DLVs -

After entering the procurement details, link the **relevant deliverable(s) (DLVs)** by selecting the **DLVs button** and then clicking **Add**.

Contract Deliverables: 1 / Beneficiary: 5040020 (ID: 61) ✕

Add

Show 10 ▾ entries Search:

ID ▲	Deliverable Number	Deliverable	Deliverable code	Actions
.	Select			✕

Showing 1 to 1 of 1 entries << < 1 > >>

By selecting **Add**, a new entry appears in the pop-up window with a drop-down list that must be completed.

Contract Deliverables: 1 / Beneficiary: 5040020 (ID: 61) ✕

Add

Show 10 ▾ entries Search:

ID ▲	Deliverable Number	Deliverable	Deliverable code	Actions
.	Select			✕

Showing 1 to 1 of 1 entries << < 1 > >>

Contract Deliverables: 4 / Beneficiary: 1100104 (ID: 41) ✕

Add

Show 10 ▾ entries Search:

ID ▲	Deliverable Number	Deliverable	Deliverable code	Actions
69	2.1	Office and administrative expenditure deliverables	2	✕
70	4.1	Information and Publicity services (including Training of staff)	4	✕
71	4.2	Technical Support services	5	✕
72	5.2	Office Equipment and Others	10	✕
73	4.4	Evaluation services	7	✕
74	5.1	Software and Hardware	9	✕
75	4.3	Verifications and Audits	6	✕
76	4.5	Organization of events and meetings	8	✕
77	1.1	Staff Costs deliverables	1	✕

Showing 1 to 9 of 9 entries << < 1 > >>

Accept Close

Repeat this process until **all deliverables (DLVs)** related to the procurement have been added.

Close the pop-up window to fill in one entry in the table. **Repeat this process** until all procurements have been entered.

Click the **plus sign** in front of an entry to view the linked deliverables (DLVs).



Note: The column Preventive Legality Check is completed by the MA/JS.

After completing the table in MIS, click **Export to Excel**. The MIS generates the PCP file pre-filled with the entered data. Complete the file with the remaining required information (**highlighted in red**) and attach it to the form.

Beneficiary	PROCUREMENT/TENDER/CONTRACT			
	No.	Procurement title	Type of tender	Total Amount Procured excl. VAT
5040633 ILIA CHAMBER	14	Procurement of external expertise for Project's administrative and financial management support	DIRECT	8.870,97
5040633 ILIA CHAMBER	15	Organization of one project meeting	DIRECT	2.016,13
5040633 ILIA CHAMBER	16	ational- promotional communication materials, produc	DIRECT	8064,52
5040633 ILIA CHAMBER	17	Procurement of external expertise for the : 1 analysis of specific digital threats and challenges for the UNESCO site(s) in the study area 2 collection of historical digital data and provision of future forecasts for the study area	DIRECT	16129,03
5040633 ILIA CHAMBER	28	-Procurement of external expertise for the definition of cross-border guidelines, the development of training modules and the launch and management of one open call -Procurement of external expertise for the organization and management of one training program. Tender that will be carried out through a single procedure-that is, 1 tender with 2 distinct lots, allowing for 2 different contractors and separate	OPEN above the limits (s. Guidelines)	51411,29
5040633 ILIA CHAMBER	29	-Procurement of external expertise for the	OPEN above the limits (s. Guidelines)	47.389,11

Fill in the information about the **Deliverables**.

DELIVERABLES				
Deliverables per Work Package	Budget line	Budget (excluding VAT)	Budget (including VAT if eligible)	Total Amount Procured including VAT if eligible
1.2 Coordination and management				
1.4 Project Meetings				
2.3 Multilingual and promotional material				
2.4 Digital marketing campaign				
3.1 Analysis of digital threats and challenges of UNESCO sites				
3.2 Collection of historical digital data and future forecasts				
3.3 Identification of digital impact assessment indicators				
4.4 Cross-border guidelines to promote cooperation among				
4.5 Organization of the training program in each site				
4.3 Establishment and management of the selection				
4.2 Identification, design, and development of content for four				
5.1 Organization of international				

Attach the excel file to the AF as **Other documents**.



Add Attachment ✕

Step 2: Select the category of the document (file)

Other documents ▼

Selected file: Procurement Plan - Deliverables 78326.xls

No file attached

File Description (up to 250 characters)

Date of Document * eg: 30-12-2000

Comments

Show in the Electronic Folder Valid

I have read the Personal Data [terms](#) regarding personal data protection and the file

doesn't contain sensitive personal data.

Accept
Close

Validate the form. If **no errors** are returned, **submit** the form.