

REFERENCE NUMBER:

PG/PKM 927/25



**TITLE: REQUEST FOR CALL PROVISION OF SERVICE
MANAGEMENT AGREEMENT FOR THE
MAINTENANCE OF SOFT LANDSCAPING AND
IRRIGATION SYSTEMS OF QAJJENZA COMMUNITY
GARDEN**

Date Published:

08 Jan 2026

Site Visit:

N/A

N/A

Deadline for Submission of Offers:

15th Jan 2026

At 23:45 hrs CEST

Project Green

Avenue 77, Triq Negoju, Zone 3
Central Business District, Birkirkara CBD3010
<https://projectgreen.mt>

Section 1: Instructions to Economic Operators

- 1.1 Response to this RfQ is to be submitted by email on the following email address:
Procurement.pg@projectgreen.mt
- 1.2 All submissions will be dealt with in strictest confidence.
- 1.3 Participation Fee is Free.

Note: The Contracting Authority shall reserve the right to accept or reject offers exceeding €5,000 exclusive of VAT.

Section 2: General Information

2.1 Purpose

The purpose of this RfQ is **for the Provision of Service Management Agreement for the Maintenance of Soft Landscaping and Irrigation Systems of Qajjenza Community Garden**

2.2 Scope and Terms & Conditions

- 2.2.1 This RfQ is for the Provision of Service Management Agreement for the Maintenance of Soft Landscaping and Irrigation Systems of Qajjenza Community Garden.
 The Contractor shall comply with all health and safety regulations as per the OHSA and other legal obligations and shall be solely responsible for the safety of his employees, contracting authority representatives and the general public. The Contractor shall be responsible for any damage to the property or third parties that may be caused by him or his employees.
- 2.2.2 The scope of this service is to keep all the soft areas within the garden in the best shape. Tasks include but not limited to:

Soft Landscaping Maintenance

Task	Description	Frequency
Weeding	Removal of weeds from beds, paved edges, and pathways	Weekly/as necessary
Hedge	Shaping and trimming of hedges	Bi-weekly in dormant season
Shrub trimming	Pruning to keep them in shape	As necessary
Seasonal planting	Planting and replacement of flowers/shrubs	As instructed max twice a year (Plants to be provided by Contracting Authority)
Replacement of dead/missing plants	Trees, shrubs, or groundcovers	As required (Plants to be provided by Contracting Authority)

Pest & disease control	Treatment using approved, sustainable methods	As required;
Tree pruning	Removal of deadwood, shaping, safety pruning	Seasonal/As required
Green waste removal	Collection and proper disposal of green waste	As necessary

Irrigation Systems Maintenance

Task	Description	Frequency
Irrigation inspection	Check of system performance across site	Weekly
Cleaning of drippers, filters & nozzles	Prevent clogging and ensure uniform flow	Weekly/as necessary
Leak detection & repair	Identify and correct leaks immediately	As required / To be solved within 24 hrs of detection
Controller programming & adjustments	Seasonal changes, weather adjustment	As required
System performance reporting	Usage, repairs, downtime logs	Quarterly

General Obligations

Task	Description	Frequency
Preventive Maintenance Plan	Submit plan for Authority approval	At contract start; update annually
Qualified staff & equipment	Provision of trained staff and necessary machinery	Continuous
Health & Safety compliance	Works in line with OHS standards	Continuous

2.3 Specifications

2.3.1 The Technical Specifications are as follows:

One key expert is required to maintain the garden. The key expert should be in possession of a Diploma MQF Level 3 in Gardening OR five years experience in related services.

The chosen key expert should provide with his submission the following documents:

- CV including list of qualifications and experience(as applicable)
- Key Expert Form
- Statement of Availability

The contractor should provide his own tools; however, the consumables and other material shall be provided by Project Green.

The contractor is to be informed about the following

- Cleaning of toilets and bins will be taken care by another contractor
- The working hours shall be between 06.00 and 18.00 daily Monday to Saturday
- The gardener shall ensure that s/he is not at any time of his work schedule, a nuisance to the neighbourhood while working in the garden.
- Consumables required for the upkeep of garden such as fertilizers, plants and parts for the irrigation system will be provided by the Contracting Authority.

2.4 Execution Period

- 2.4.1 The time-limit for the execution of the contract shall be twelve (12) months from the date of the Purchase Order with the possible extension of six (6) months subject to mutual agreement by both parties and availability of funds.

Section 3 Financial Offer

3.1 Financial Offer

The Economic Operator shall fill-in and submit their offer by filling the Form marked as '[Financial Bid Form](#)'. The Contracting Authority reserves the right to disqualify bidders who fail to submit or provide all the requested information requested in the '[Financial Bid Form](#)'.

Economic Operators must quote all components of the price inclusive of taxes/charges, customs and import duties and any discounts BUT excluding VAT. VAT shall be paid in accordance with the current VAT regulations.

3.2 Criteria for Award

- 3.2.1 The sole award criterion will be the price. The contract will be awarded to the bidder submitting the cheapest priced offer satisfying the requested administrative and technical criteria.

The Contracting Authority reserves the right to accept or reject financial offers exceeding the estimated procurement value based on the current market rates.

The Contracting Authority reserves the right to disqualify offers received late even though they might be technically and financially compliant (please refer to the cover page of this RfQ for the respective deadlines).

Furthermore, the Contracting Authority reserves the right to refuse or cancel this RfQ, in part or in full, at its discretion without any obligation.

3.3 Clarification meeting / Site-visit

- 3.3.1 No Clarification meeting/site visit will be held.

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