

REFERENCE NUMBER:

PG/PKM 925/25



**TITLE: RFQ FOR THE MAINTENANCE OF SOFT
LANDSCAPING AND IRRIGATION SYSTEMS FOR A
ROOF GARDEN, BIČCIENI, HAZ-ŽABBAR**

Date Published:

09th January 2026

Site Visit:

21th January 2026 at 11:00 hrs CEST

Deadline for Submission of Offers:

23rd January 2026 at 23:45 hrs CEST

Project Green

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

Section 1: Instructions to Economic Operators

- 1.1 Responses to this Request for Quotations (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

2.1.1 The purpose of this RFQ is **the maintenance and upkeep of a roof garden at Ģnien Biċċieni**.

2.2 Scope and Terms & Conditions

2.2.1 The scope of the Services are to maintain the above-mentioned garden in line with the Specifications as per Clause 2.3. The location of the garden may be accessed from the following link: <https://maps.app.goo.gl/3rNkRuXY1XYH2CENA>. Further details shall be provided after the award of the Contract by the Contracting Authority (CA).

2.2.2 The Contractor shall be subject to a penalty for delay of €50 per day inclusive of Saturdays, Sundays and Public Holidays for any delays over the period of performance stated above. The CA reserves the right to terminate the contract without notice when the penalties reach a value amounting to 30% of the contract price.

2.3 Specifications

2.3.1 The Contractor's tasks shall be as follows:

2.3.1.1 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 during the dormant season
Shrub trimming	Pruning to keep them in shape	As necessary
Replacement of dead/missing plants	Trees, shrubs, or groundcovers	As necessary

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

2.3.1.2 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 necessary - To be solved within 24 hrs of detection
Controller programming & adjustments	Seasonal changes, weather adjustment	As necessary
System performance reporting	Usage, repairs, downtime logs	Quarterly

2.3.1.3 Additional Obligations:

Task	Description	Frequency
Provision of a Maintenance Plan	Submit plan for Authority approval	At contract start; subject to updates if renewed as per Clause 2.4.1
Provision of qualified staff & equipment	Provision of trained staff and necessary machinery	Continuous
Provision of a Risk Assessment	Submit plan for Authority approval	At contract start
Health & Safety compliance	Works to be in line with OHSA standards	Continuous

2.3.2 The Contractor shall ensure that all operations will be carried out in accordance with all the relevant Regulations and permits granted by the respective Competent Authority/ies; including but not limited to Environmental Permits (if applicable) as well as the disposal of collected waste at appropriate sites. The Contractor shall also be responsible for obtaining all required permits.

2.3.3 The Contractor shall comply with all health and safety regulations as per the OHSA Regulations 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 them or their employees.

2.3.4 The contractor shall ensure that an adequate insurance coverage is in place during the execution of the Services.

2.3.5 The Contractor shall note that the working hours shall be between 06.00 and 18.00; from Monday to Saturday.

2.3.6 The Contractor shall always ensure that the Services are rendered in such a manner that may not be considered as a nuisance to the surrounding residential areas.

2.3.7 The Contractor shall note that all tools are to be provided by theirself; however, consumables required for the upkeep of garden such as fertilizers, plants and parts for the irrigation system shall be provided by the CA.

2.3.8 The Contractor shall note that the cleaning of toilets and bins will be taken care of by another contractor.

2.3.9 Key Expert:

Key Expert 1: One (1) Gardening 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 works.

Key Expert 2: One (1) Licensed Tree Specialist in line with Regulation 19 of the Trees and Woodlands Protection Regulations 2019 (S.L.549.123) and as listed on the following webpage: <https://era.org.mt/topic/register-of-a-licensed-tree-specialist/>.

It should be noted that both roles may be fulfilled by the same individual, in the event that they hold all the relevant qualifications and licences.

When submitting their bid, Economic Operators shall provide the following documents and Forms in relation to the Key Expert:

- CV
- Qualifications (if applicable) and additional certifications/licenses
- Key Expert Form
- Statement of Availability
- Public Employees Declaration Form

2.4 **Execution Period**

- 2.4.1 The time-limit for the execution of the contract shall be **12 months** from the date of the Purchase Order. The Services may be subject to renewal for a further 6 months upon mutual agreement by both Parties.
- 2.4.2 The Maintenance Plan must be provided within one (1) week from the date of purchase order.
- 2.4.3 The Risk Assessment of the Services must be provided within one (1) week from the date of purchase order.

Section 3 Financial Offer

3.1 **Financial Offer**

- 3.1 The Economic Operator shall fill-in and submit their offer by filling the Form marked as '[Financial Bid Form](#)'. The CA 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 CA reserves the right to accept or reject financial offers exceeding the estimated procurement value based on the current market rates.

The CA 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 CA 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 A site visit will be carried out at the Garden specified in Clause 2.1 on the 21th January 2026 at 11:00 hrs CEST.

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