



REFERENCE NUMBER:

PG/COMMS 242/26

TITLE:

REQUEST FOR QUOTATION FOR THE SERVICE OF A RISK ASSESSMENT

Date Published:

23rd March 2026

Site Visit:

N/A

N/A

Deadline for Submission of Offers:

25th March 2026

at 23:59 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 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 Service of a Risk Assessment.**

2.2 Scope and Terms & Conditions

Project Green requires the provision of a risk assessment service in preparation for the Plants Fair event occurring on 28th March at Milbrae Grove from 10.00am to 16.00pm.

The main deliverables shall be:

Performing a systematic examination, prior to the respective event of all aspects of work undertaken to consider what could cause injury or harm, whether the hazards could be eliminated, and if not what preventive or protective measures which are or should be in place to control and minimize the risks.

2.3 Specifications

2.3.1 The Risk Assessment provider must ensure:

1. To cover Health and Safety at all times of all involved (i.e. Organisers, participants, employees, helpers, volunteers and general public 'spectators')
2. Propose measures to prevent physical and psychological occupational ill-health, injury or death on the basis of the following general principles of prevention:
 - a. The avoidance of risk.
 - b. The identification of hazards.
 - c. The evaluation of those risks which cannot be avoided.
 - d. The control at source of those risks which cannot be avoided.
 - e. The taking of all the necessary measures to reduce risk as much as reasonably practicable.
 - f. Including the replacement of the hazardous by the non or less hazardous measures.

3. Provide information, instructions to employees and organisers to ensure occupational health and safety.

2.3.2 One key expert is required to provide the Risk Assessment. The key expert must be a competent person, in line with national legal requirements as outlined in Chapter 646 of the Laws of Malta, specifically Article 17 of the Health and Safety at Work Act.

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](#)
- [Professional Declaration Form](#)
- [Public Employee's Declaration Form](#) (if applicable)

2.4 Execution Period

2.4.1 The time-limit for the execution of the service shall be by Friday 27th March till 15:00pm.

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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