

REFERENCE NUMBER:

PG/PKM 139/26



TITLE: PROVISION OF A SERVICE MANAGEMENT AGREEMENT FOR THE MAINTENANCE OF SOFT LANDSCAPING AND IRRIGATION SYSTEMS OF GNEJNET IĊ-ĊKEJKEN ZIAM, KALKARA

Date Published:

18th March 2026

Site Visit:

N/A

N/A

Deadline for Submission of Offers:

25th March 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 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 **the provision of a service management agreement for the maintenance of soft landscaping and irrigation systems of Ġnejnet iċ-Ċkejken Ziam, Kalkara.**

2.2 Scope and Terms & Conditions

Please find google map link below:
Ġnejnet iċ-Ċkejken Ziam, Kalkara: <https://maps.app.goo.gl/j86V8t3pjBgmCCyx6>

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 Contracting Authority 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 Soft Landscaping Maintenance:

Task	Description	Frequency
Grass cutting,	Cutting grass to maintain a neat uniform condition, including edging and disposal of green waste	Weekly during growing season; Bi-weekly in dormant season
Weeding	Removal of weeds from beds, paved edges, and pathways	Weekly

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 provided by Contracting Authority)
Replacement of dead/missing plants	Trees, shrubs, or groundcovers	As required (plants provided by Contracting Authority)
Pest & disease control	Treatment using approved, sustainable methods	As required;
Tree pruning	Removal of deadwood, shaping, safety pruning	As required
Green waste removal	Collection and proper disposal of green waste	As necessary

2.3.2 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
Leak detection & repair	Identify and correct leaks immediately	As required and 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

2.3.3 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

2.3.4 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 works.

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

- CV
- Qualification if applicable
- Key Expert Form
- Statement of Availability

2.3.6 The contract is to be informed about the following:

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

2.3.7 The key expert should provide his own tools; however, the consumable and other material shall be provided by Project Green.

2.3.8 The service shall last for **twelve (12) months (one calendar year)** subject to renewal for further 6 months upon mutual agreement by both parties.

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.

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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