

REFERENCE NUMBER:

PG/CST 374/26



**TITLE: SURVEY RELATED TO TREE PLANTING
INITIATIVE**

Date Published:

14th April 2026

Site Visit:

N/A

N/A

Deadline for Submission of Offers:

16th April 2026

at 23:45 hrs CEST

Project Green

Avenue 77, Triq Negotju, 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 **a survey related to Tree Planting Initiative.**

2.2 Scope and Terms & Conditions

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 We would like to obtain quotes for a short survey targeting individuals who:
- Expressed interest in the Expression of Interest for Participation (EOIP) for the Tree Planting Initiative (Project Green),
 - Were confirmed as eligible for the 1st rollout but
 - Did not submit their application after receiving the email with the application form link earlier this year.
- 2.3.2 **Objective** - The purpose of the survey is to understand the main reasons why eligible participants did not complete their application and to identify any barriers that may have contributed to non-submission. Insights will inform improvements to future rollouts and communication strategies.
- 2.3.3 **Target Sample** – 407 individuals. Contact details will be provided by Project Green.
- 2.3.4 **Survey Mode** – We are open to proposals for computer assisted telephone interviewing.
Calls should be carried out Monday-Friday from 09:00 till 19:00 and on Saturday from 10:00 till 18:00.
There should be at least 3 call attempts per contact at different times and days.

The survey shall be conducted in Maltese or English, according to the respondent's preference. All interviewers must be fully proficient in both languages.

2.3.5 **Questionnaire** - [A draft questionnaire](#) is attached for reference. The content may be finalised in collaboration with the selected provider, but the core structure and key questions are unlikely to change significantly. Project Green may require the selected provider to record the responses using a data collection form of their own choice.

2.3.6 **Timeline** – We aim to receive the final report by 22nd April.

2.3.7 **Data protection and confidentiality**

- The Contractor shall comply with Regulation (EU) 2016/679 (GDPR) and applicable Maltese data protection legislation.
- Personal data provided by Project Green shall:
 - Be used solely for this survey;
 - Not be shared with any third party without prior written consent;
 - Be stored securely with access limited to authorised staff;
 - Be deleted or returned to Project Green upon completion of the contract, as instructed.

The Contractor shall immediately notify Project Green of any data breach.

Section 3 Financial Offer

3.1 **Financial Offer**

3.1.1 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.

The offer must include all costs, including but not limited to:

- Questionnaire programming and testing;
- All call attempts and interviewer costs;
- Data cleaning;

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.

*** END OF DOCUMENT***