

REFERENCE NUMBER:

PG/PKM 48/26



TITLE: PROVISION OF SERVICE MANAGEMENT AGREEMENT FOR THE MAINTENANCE OF SOFT LANDSCAPING AND IRRIGATION SYSTEMS FOR ĠNIEN ROMEO ROMANO, SANTA VENERA

Date Published:

30th April 2026

Site Visit:

N/A

N/A

Deadline for Submission of Offers:

7th May 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 service management agreement of Soft Landscaping and Irrigation Systems for Ġnein Romeo Romano, Santa Venera.**

2.2 Scope and Terms & Conditions

The services will be carried out at Ġnein Romeo Romano, Santa Venera:
<https://maps.app.goo.gl/ACJ82eNXSK7dpcGo7>

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

The scope of works is to keep all the soft areas within the garden in the best shape. Tasks include but not limited to:

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 of experience in related works.

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

- CV
- Qualifications if applicable
- [Key Expert Form](#)
- Statement of Availability

2.3.6 The contract 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.

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

2.3.8 The contract is 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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