

REFERENCE NUMBER:

PG/OPS 537/26



TITLE: TREE PLANTING FIELD INSPECTOR/S

Date Published:

8th July 2026

Site Visit:

N/A

N/A

Deadline for Submission of Offers:

15th July 2026

at 23:45 hrs CEST

Project Green

Avenue 77, Triq Negoju, 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 **Tree Planting field inspector/s**.

2.2 Scope and Terms & Conditions

The main scope of the tree planting initiative for inspectors focuses on conducting compliance checks to ensure that the number of trees planted and their species types align with the approved application. Inspectors will also assess tree health, identify any failed plantings, and map and geo-tag tree species during inspections to enhance tracking and management.

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 The appointed Field Officer/s shall support the **implementation, monitoring, verification and reporting of the Tree Planting Initiative** undertaken by the Contracting Authority.
- 2.3.2 The **duties** of the Field Officer/s shall include, but not be limited to, the following:
 - Undertake site inspections, monitoring visits and verification exercises related to tree planting initiatives and associated landscaping works.
 - Geotag all newly planted trees using the designated software and digital platforms provided by the Contracting Authority and compile accurate digital records and mapping data.
 - Verify the location, species, quantities and condition of planted trees against approved planting plans, project documentation and records maintained by the Contracting Authority.

- Identify and record all tree species present within the project sites, including both common and scientific names.
- Assess and record the health, vigour, structural condition and establishment success of newly planted trees.
- Monitor tree survival rates and identify any trees requiring replacement, remedial maintenance, irrigation improvements or other corrective interventions.
- Identify trees requiring management interventions and report recommendations to the Contracting Authority.
- Verify compliance with project specifications, maintenance obligations, approved contractual requirements, and report any non-compliance observed during inspections.
- Determine whether any trees are dead or have an estimated lifespan of less than five (5) years.
- Collect photographic evidence, georeferenced records and any other supporting documentation required to substantiate inspection findings.
- Report any risks, hazards, damage, vandalism, irrigation failures, plant losses or other issues that may negatively affect the successful establishment, growth and long-term sustainability of planted trees.
- Represent the Contracting Authority during site inspections and meetings with stakeholders where required.
- Liaise closely with the designated Officer-in-Charge, Project Manager and/or Supervisor and undertake any other duties reasonably related to the scope of the assignment.
- Follow up with cases and report weekly on outcomes.

2.3.2 In all instances, the Field Officer/s shall provide inspection reports supported by geotagged records, photographic evidence, comments, recommendations and any other information requested by the Contracting Authority.

2.3.3 **Qualifications**

Officer/s assigned shall:

- Possess a valid driving licence and clean police conduct certificate.
- Be able to communicate effectively, both verbally and in writing, in Maltese and English.
- Possess an MQF Level 3 qualification or higher in Horticulture or a Landscaping-related field.

- Demonstrate sound knowledge of tree planting, tree establishment, horticultural maintenance, landscaping practices and vegetation management.
- Be proficient in the use of Microsoft Office applications and digital data collection, mapping on Argis and reporting platforms.
- Documentary evidence of qualifications, training and relevant experience shall be submitted upon award of the contract.

2.3.4 **Contractual and Timeline Requirements**

- Field Officer/s shall be available to commence duties immediately upon issuance of the Purchase Order.
- Site inspection reports shall be submitted within one (1) working day following completion of the respective inspection.
- Geotagging records and associated digital information shall be uploaded to the designated platform within one (1) working day from the date of inspection.
- The total amount of beneficiaries inspected must be adhered (58), which cover 92 Parcels and 3564 tree specimens.
- The Field Officer/s shall maintain strict confidentiality with respect to all project information, findings, data and documentation obtained during the execution of the contract.

2.4 **Execution Period**

- 2.4.1 The time-limit for the execution of the contract shall be **eight (8) weeks** 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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