

Embassy of Ireland Rome
Tender for Gardening and Grounds Maintenance Services 2017

The Embassy of Ireland, Rome, requires the services of a suitably qualified Landscape Gardening and Ground Maintenance company to maintain and upgrade lawns, trees, hedges, flowerbeds, shrub beds, plant containers and swimming pool on the Embassy's premises at at the **Villa Spada, Via Giacomo Medici 1, 00153 Roma**.

The contract is being offered on the basis of an initial term of one year renewable annually at the discretion of the Embassy for two further periods of one year each to a maximum of three years, subject always to satisfactory performance and the Embassy's business needs.

Specification of Requirements

The work will involve all gardening and garden maintenance services including grass-cutting, hedge trimming, preparation and planting of flower/shrub beds, weeding, watering, feeding of plant beds, removal of old flowers/shrubs, pruning, weeding, application of weed killer, fertilizing, soil and compost replacement, garden waste disposal, cleaning of pathways/terraces and maintenance of swimming pool.

A list of detailed specific requirements is attached at Annex 1. Tenderers are required to submit a full service and equipment proposal setting out how they propose to meet the specific requirements as set out.

The service provider will be required to be on site 5 days a week (Monday to Friday) and allocate a minimum of 15 hours per week for 52 weeks for the provision of this service. This minimum may be subject to change dependent on seasonal changes and the Embassy's business needs. A weekly log of hours worked will be recorded and submitted to the Embassy's contract manager who will supervise the provision of this service.

Tenderers may visit the Embassy and view the gardens to be maintained by pre-arrangement before 26 May 2017. A member of the Embassy's staff will meet tenderers at pre-arranged dates/times for this purpose. To arrange a site visit appointment please contact **Ms Francesca Spada at francesca[dot]spada[at]dfa[dot]ie or by telephone at 06 58523830**.

Capacity of Tenderers

Tenderers must be established landscape gardening service providers with appropriately qualified and experienced staff capable of providing the services required. Tenderers must submit a service proposal including CVs of proposed personnel and management and confirming that they are in a position to meet all of the Embassy's requirements as set out in Annex 1 together with details of all equipment being provided for the performance of the services.

Insurance/Responsibility for Injury to Contractor's staff and/or Third Parties.

Tenderers must provide evidence of appropriate employer's and public liability insurance to cover the risk of injury to the contractor's staff and/or any third parties such as staff of the Embassy or members of the public who may be injured accidentally during the course of gardening operations.

Cost Proposal

Tenderers must provide an all-in fixed price proposal per annum in the format specified at Annex 2.

The cost of all overheads, including insurance, travel, subsistence/meals for workers, transport for workers to/from the Embassy's premises, gardening equipment and machinery, including fuel costs, must be included in an all-in fixed tender price. The Embassy will meet the vouched costs of plants, seeds, compost, pesticides, herbicides and any other incidental expenses. The purchase of such items must be approved in advance by the Embassy's contract manager.

Payment

Payment will be monthly in arrears subject to submission of a correct invoice (hard copy only acceptable) and all necessary documentation being in order including confirmation of compliance with any applicable insurance requirements, environmental and labour standards, and tax compliance requirements.

Contract

The successful tenderer will be required to sign an Agreement for the due performance of the contract. Compliance with Conditions relating to Insurance, Health & Safety, Tax Clearance, Freedom of Information will be required and if this documentation is not submitted within a reasonable time, the Embassy will be obliged to consider an alternative tender.

The award of a contract to a successful tenderer shall in no case give rise to an employer-employee relationship with the Irish Embassy, Department of Foreign Affairs and Trade, or the Irish Government.

Selection Criteria

Tenderers will be required to demonstrate that they are capable of providing landscape gardening services. They must therefore provide:

- Details on previous track record and experience delivering landscape gardening services to clients of a similar nature and scale to those of the Embassy. Tenderers must include at least two references, which the Embassy reserves its right to contact.
- Details on insurance cover in place, as per section on Insurance above
- Full Service and Equipment proposal
- Completed Cost Proposal
- Completed Declaration of Bona Fides

Tenderers who fail to submit the above documentation will not be further evaluated under the contract award criteria.

Contract Award Criteria

The Embassy will award the contract that is most economically advantageous tender based on the following award criteria:

All-in fixed price annual cost over three years as tendered:	400 points
Quality of human resources and equipment offered:	400 points
Reliability of Service and continuity:	200 points

Application Procedure

Interested parties should register free of charge at www.e-tenders.gov.ie (Irish Government procurement web portal) and submit their application via this secure electronic post-box facility. Tenderers may also make their submissions electronically to Ms Francesca Spada at **francesca[dot]spada[at]dfa[dot]ie**.

Questions and clarification requests will be only be accepted electronically by either Ms Francesca Spada at **francesca[dot]spada[at]dfa[dot]ie** or via the e-tenders messaging service. Replies will be circulated to all, via the Etender service and the Embassy website.

The closing date for receipt of tenders is Monday, 05 June at 17.30hrs. It is expected that the commencement date for the contract will be 01 July 2017.

Annex 1

	Services required	Frequency
Maintenance of flower beds	<p>Weeding, raking, clearing of debris, removal of dead plants, replanting of flowerbeds as required and pruning.</p> <p>Twice yearly replanting of plants at front of residence.</p> <p>Application of weed killer.</p>	<p>Daily</p> <p>As needed</p> <p>As needed</p>
Maintenance of driveway and footpaths	<p>Regular weeding and raking of gravel.</p> <p>Application of weed killer.</p> <p>Power washing pathways and terraces.</p> <p>Clearing debris from drainage channels.</p>	<p>Weekly</p> <p>As needed</p> <p>As needed</p> <p>As needed</p>
Grass cutting	<p>Cutting of all lawns.</p> <p>Removal of weeds and moss from the lawn.</p>	<p>Weekly</p>
Tree Care	<p>Pruning and care for all trees in the garden.</p> <p>Identifying dead or diseased trees, in particular the larger trees, and branches for removal. Pruning of all trees and removal of material as required.</p>	<p>Weekly</p> <p>As needed</p>
Pool Maintenance	<p>Cleaning pool every day, including taking away any leaves.</p> <p>Checking PH of pool every day and correcting PH and Chlorine as necessary</p>	<p>Daily during summer months</p>

Annex 2: Cost Proposal

Tenderers must provide an **all-in fixed price per annum proposal** in the prescribed format below in respect of the services to be provided for, on the basis of 15 hours per week for 52 weeks from the commencement of the contract. Prices must be stated in EURO (€) and be exclusive of VAT, the rate of which must be shown separately.

	Price in Euro exclusive of VAT	VAT Rate Applicable
All in fixed tender price for year one of the contract for the provision of all services as specified in the Request for Tenders including Annex 1		
Fixed hourly rate for the provision of any <u>additional</u> gardening services over and above the hours specified in Annex 1 (<i>Overtime must be approved in advance by the Head of Administration at the Embassy.</i>)		

Annex 3
Declaration of Bona Fides

THIS DECLARATION, DULY COMPLETED, MUST BE SUBMITTED BY ALL TENDERERS.

Name of Tenderer: _____

Address: _____

We, the undersigned, hereby offer to provide the Embassy of Ireland to Italy with professional gardening and grounds maintenance services in accordance with the Department's Request for Tenders, and the Department's Terms and Conditions of Contract as set out in the Request for Tenders which we have read, understood, and accept in their entirety.

We confirm that all information and commitments contained in or referred to in our tender are (i) accurate and correct, and (ii) accurately reflect our actual current operational and financial capability.

We confirm that the basic rates quoted by us in the Financial Schedule to our tender proposal will be binding on us for the full term of the contract.

We confirm that our tax affairs are in order and that, if selected, we will be in a position to provide the Embassy with a current valid Tax Clearance Certificate or Statement of Suitability from the Revenue Commissioners within 10 working days.

We acknowledge that no legally binding agreement exists between us unless and until our offer is accepted by you and at least fifteen days have elapsed following formal written notification of our being selected as the most economically advantageous tender.

We understand that the Embassy of Ireland is not bound to accept the lowest or indeed any tender it may receive and may abandon or terminate the tender process at any time.

Signature: _____

Printed Name: _____

Name of Tenderer: _____ V.A.T. No: _____

Postal Address: _____

Telephone: _____ Fax: _____

E-mail: _____