

CALL FOR REQUESTS FOR PROPOSALS

Background

Expressions of interest are sought from suitable registered companies in Honiara interested in providing office gardening services at the office compound of the Forum Fisheries Agency (FFA) located above Lawson Tama, West Kola'a Ridge, Honiara.

The area involves the FFA offices external surroundings and compound which is approximately 2.73 hectare, and the section of grassland and drain along the feeder road from the creek at Kolo'ale up to FFA main entrance gate which is approximately 100 metres. The selected tender will also be requested to provide such services to the property of the FFA's Director General located at Ngossi.

Prior to award, bidders must demonstrate that their work practices is suitable with some outdoor gardening upkeep and maintenance experience and employment contracts shall be in line with all applicable local laws. Employment conditions shall be of a good standard and meet any legislated OHS requirements.

Scope of Works

The Contractor will be required:

- a) On a daily basis, excluding public holiday, the Contractor will collect and dispose of all rubbish (leaves, branches, plastics, etc) to ensure that the grounds are free of rubbish;
- b) On a daily basis, excluding public holiday, to maintain watering the gardens and pot plants (internal and external) unless there is continuous rain;
- c) To regularly prune and trim trees and hedges in ways that helps the garden plants are healthy, are safe and neat, clear of obstructions on the roads for vehicles and walkways at the same time taking precaution to not damage any electrical wires, phone lines or buildings in the process;
- d) To regularly clear and maintain ground areas inside and also one (1) meter outside of the perimeter fence, and to report any damage or any part of the fence which needs repairs;
- e) To weed around bottoms of trees and flower hedges and place organic mulch on bottoms of trees and hedges' if required to keep them cool and moist;
- f) On a monthly basis to clean all roof and gutters and to report to FFA any damages;
- g) To regularly maintain cleaning water ways to avoid blockages of mud and debris from the Koloale main entrance gate down towards the SICA junctions;
- h) At all times to clean and clear driveway, run ways and the parking areas from falling leaves, twigs or branches of trees;
- i) To cut and trim grass (maintain lawn) inside the boundary fence from the Koloale main entrance gate down towards the SICA junctions;
- j) To clear and remove any objects or substances that can be a source of breeding grounds for mosquito in drains or anywhere water is collected by rain;

Prerequisite of the Contractor

Ensure all recruited gardener (s) should be self-motivated, enthusiastic, fit and capable and willing of heavy work. Able to work in all weather conditions and able to use or operate appropriate machinery, tools and equipment for gardening services.

Working Hours

The Contractor is expected to carry out this work from Mondays to Friday, 8:00 to 4:30pm (excluding public holidays).

Education and Experience of the Contractor

The Contractor and its gardeners do not need any specific academic credentials to apply but it is essential for some experience of landscaping and office outdoor gardening. FFA is placing emphasis on the importance of hands-on experience rather than academic qualifications.

The Contractor should have previous experience in similar work, and good knowledge and the use of appropriate machinery and equipments for gardening services is an added advantage.

Evaluation and Assessment of EOI

All bids shall be evaluated using a two stage procedure with evaluation of the technical proposal being completed prior to any financial proposal being reviewed and compared.

The overall evaluation weighting shall be 80% Technical and 20% Financial.

Bidders are required to submit their financial proposal as a separate document.

Technical Proposal

Evaluation Criteria	Weighting
Prior experience in providing the above services for a similar type of property	25
Knowledge of proper plant and grass maintenance	20
Experience in suitable landscape design	25
Knowledge in the treatment of plant pests and diseases	20
The ability to provide the necessary tools and equipment (including safety gear) for workers	10
Total	100

In the second stage, the financial proposal evaluation, those bidders who have attained a minimum of 70 score in the technical evaluation will be compared

Financial Proposal

Price may be quoted in United States Dollars (USD) or Solomon Dollars (SBD)

References

All submissions are required to provide evidence of professional or technical capacity such as educational or professional qualifications, details of experience on similar projects.

Request for further information

For additional information regarding the tender or to arrange an on-site visit please contact Mr Sione Havea on email: sione.havea@ffa.int

Closing date of proposal

Tenders must be received by 5.00pm (local time) on the 18 December 2020.

Tenders should be addressed to:

Director General
FFA Tender Committee
Forum Fisheries Agency (FFA)
TC01/1920 Gardening and Cleaning Services
PO Box 629
Honiara

OR

Emailed to: procurement@ffa.int please note in the subject line: TC01/1920 Gardening Services

Submission of EOI

1. All RFPs should be submitted together with all relevant documents and shall be in English.

Award of Contract

FFA reserves the right to accept any RFP, and to annul the solicitation process and reject all proposals at any time prior to award of any contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such action.

Notification

The names of winning bidders shall be advertised on the FFA website;
www.ffa.int/employment/tenders/tender_results