

DATE: 8 May 2017

RFP No.: TC11/1617

TO: **OFFICE GARDENING SERVICES – FFA COMPOUND**

FROM: JAMES MOVICK, DIRECTOR-GENERAL

**SUBJECT: REQUEST FOR PROPOSALS (RFP) FOR OFFICE GARDENING SERVICES**

Attached herewith is an invitation to submit Request for Proposals (RFP) for the provision office gardening services at the FFA compound.

Note that the deadline for submission of these proposals is 26 May 2017.

Should you have any questions, please contact the Mr Sione Havea, email: [sione.havea@ffa.int](mailto:sione.havea@ffa.int)  
Otherwise we appreciate your assistance in disseminating this to interested parties/persons.

Yours Sincerely

James T. Movick  
Director General

## CALL FOR REQUESTS FOR PROPOSALS

### Background

Expressions of interest are sought from suitable companies in Honiara interested in providing office gardening and office cleaning 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 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.

Prior to award, bidders must demonstrate that their work practices and employment contracts shall be in line with all applicable local laws. Employment conditions shall be of good standard and meet any legislated OH&S requirements.

### Scope of Works

- a) Collect and dispose of all rubbish (leaves, branches, plastics, etc) on a daily basis, excluding public holidays, ensuring the grounds are free of rubbish;
- b) Watering of gardens and pot plants (internal and external) on a daily basis, excluding public holidays;
- c) Prune/trim trees/shrubs into shape regularly, taking care not to damage any electrical wires, phone lines or buildings in the process;
- d) Brush inside and also one (1) meter outside of the perimeter fence whenever the contractor decided that brushing is required to ensure that the fence is clear, and to report any damage or otherwise report to FFA any part of the fence which needs repairs;
- e) Weed and place organic mulch on tree/shrub bottoms if required;
- f) Cleaning of all roof and gutters once a month, and to report to FFA any damages to any gutters;
- g) Cleaning of water ways regularly to avoid blockages;
- h) Clean and clear drive and run ways at all times;
- i) Cut and trim grass (maintain lawn) inside the boundary fence as required making sure to maintain a beautified environment whilst reducing mosquito breeding areas;
- j) Brush/trim grass and clear the drain of any rubbish starting from the Koloale main entrance gate down towards the SICA junction;
- k) Clean, sweep, mop and scrub FFA offices, toilets and reception areas on a daily basis maintaining a high standard of hygiene;
- l) The above are to be carried out from Mondays to Fridays, 8:00am to 4:30pm, excluding public holidays;

### 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
<b>Total</b>	<b>100</b>

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](mailto:sione.havea@ffa.int)

## Closing date of proposal

Tenders must be received by 5.00pm (local time) on the 26 May 2017.

Tenders should be addressed to:

Director General  
FFA Tender Committee  
Forum Fisheries Agency (FFA)  
TC11/1617 Gardening Services  
PO Box 629  
Honiara

OR

Emailed to: [procurement@ffa.int](mailto:procurement@ffa.int) please note in the subject line: TC11/1617 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](http://www.ffa.int/employment/tenders/tender_results)