



Rijksinkoop samenwerking
Ministerie van Binnenlandse Zaken en
Koninkrijksrelaties

We are looking for a company for gardening services for the Ambassador's residence in Rome



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The object of the Procurement Procedure is to ensure a new, market-based agreement with a single professional party for garden maintenance for the Ambassador's residence in Rome. The contractor is responsible for the careful, presentable, and timely execution of all garden maintenance work at the residence in Rome.

The services must be performed professionally, proactively, with care, and in accordance with the season, befitting the image of the Dutch diplomatic representation in Italy.

1 We are the Netherland's Embassy in Rome of the Ministry of Foreign Affairs

The Ministry of Foreign Affairs coordinates and implements the foreign policy of the Dutch government. What makes the Ministry of Foreign Affairs unique is that it consists of both the department in The Hague and representations, also known as missions spread across the globe.

The Ambassador's residence is private property owned by the government of the Netherlands and is located at Via della Camilluccia 750 in Rome. The residence is inhabited by the Ambassador and the premises are also used for representative activities such as social gatherings, events and visits. The villa is surrounded by a garden of approximately 7,000 m².

This tender concerns the maintenance of the garden of the Ambassador's residence, at Via della Camilluccia 750 in Rome.

We are the contracting authority for this public tender. You can find more information about our embassy at [Home - Italy | The Netherlands and Italy](#).

The Central Government Procurement Service is supervising this Procurement Procedure

We have commissioned the Central Government Procurement Service ('RIS') to supervise this Procurement Procedure. The RIS is a government agency that focuses specifically on the procurement of services and products. To find out more about how the RIS works, see www.rijksinkoop Samenwerking.nl.

2 What are we looking for?

We are looking for a party that takes care of the garden services and maintenance of the outside premises of the Dutch Ambassador's residence in Rome in a careful, representative, and professional manner.

We have three objectives for this tender:

- You will ensure a professional and safe outdoor space through expert and meticulous garden maintenance. We expect a proactive approach in which defects are identified at an early stage to extend the lifespan of the premises (the building and the surrounding grounds). Services are season-oriented to guarantee the appearance and safety of the site throughout the year.
- You will minimize environmental impact by using biodegradable products and demonstrably working towards CO₂-neutral service delivery. You apply a nurturing, seasonal approach that promotes biodiversity and reduces the ecological footprint of the site management.
- Every employee worldwide is entitled to a living wage. We strive to be a high-quality client and believe it is essential that employees receive appropriate compensation for their work. We also set conditions to ensure, for example, that employees receive wage increases during the term of the agreement.

We expect the following services from you:

- Execution of (daily) garden maintenance activities, based on the schedule of requirements (result-oriented).
- Seasonal activities: lawn mowing, leaf removal, cleaning of terraces, salt spreading during winter conditions, replacement of dry plants, cutting and pruning as required for each species and season, and other activities based on the schedule of requirements.
- Supply of plant nutrition, potting soil, and any (environmentally friendly) pest control products.
- Control of irrigation system and regular watering of lawns and plants.
- Monthly inspections with an Embassy staff member and occasionally joined by the landscaping company supervisor during a site walk-through.
- Provision of an annual maintenance plan, including a detailed weekly breakdown provided through reports of completed activities.
- Participation in and execution of (innovative) garden projects at the request of the Contracting Authority.

The size of the compound is approximately 12.000 square meters, of which approx. 7.000 square meters are garden.

As an indication, we note that at the moment approximately 44 hours (per week) are worked in the garden of the residence, depending on the weather conditions, the season, and the tasks that need to be carried out.

The full description of the activities is set out in the Schedule of Requirements (Appendix C).

Size of the Contract

The size of the contract is based partly on figures from previous years and expected future demand. The estimated value of the contract is between € 280.000,- and € 440.000,- excluding VAT, over a period of eight years. Per year, this is a maximum of € 55.000,- excluding VAT.

Due to political, budgetary, administrative or organizational developments within the Contracting Authority, the Contract or its size may change.

Please note: The information on the size of the Contract is an indication only. You cannot derive any rights from this information.

We enter into a service agreement with one Contractor

The term of the agreement will be from September 1, 2026 up to and including August 31, 2030. Thereafter, there is the option (to be exercised unilaterally by the Contracting Authority) to extend the agreement without amending the total price. The Contracting Authority may extend the agreement a maximum of four times for a maximum of twelve months each time. If the Contracting Authority wishes to extend the agreement, this will be confirmed in writing to the Contractor before the end date of the agreement. The term, including extensions, is up to and including August 31, 2034.

You will find the draft agreement in Appendix A. The General Government Terms and Conditions for Public Service Contracts (ARVODI) -2025 applies to this.

3 Are you interested to take care of this gardening services?

Then we like to invite you to register for this tender. You must meet the following requirements:

1. Formal requirements
2. Exclusion grounds
3. Suitability requirements
4. Russia sanction packages
5. The Schedule of Requirements

1. Formal Requirements:

- Timely submission: You must submit your tender on time and provide all requested information in English.
- Mandatory formats: You must use the prescribed formats and you are not permitted to modify the provided text.
- Validity period: Your tender must remain valid for at least 60 calendar days and must be free of any reservations or conditions.
- Legally binding signature: You must ensure a legally binding signature. This means that all tender attachments requiring a signature must be signed by an authorized signatory within your organization.

Does your tender fail to meet the formal requirements? In that case, we may declare your submission invalid, and you will be excluded from further participation in this tender process.

2. Grounds for exclusion

We apply a number of grounds for exclusion to this assignment. These exclusion grounds must not apply to you. We only conduct business with companies that maintain high standards of integrity. For example, you must not have any prior criminal convictions.

The European Single Procurement Document (ESPD) specifies which exclusion grounds are applicable. You can complete the ESPD via TenderNed. More information about the ESPD can be found at: [Uniform Europees Aanbestedingsdocument \(UEA\) | PIANOo - Expertisecentrum Aanbesteden](#)

Does an exclusion ground apply to you? In that case, we will not consider your tender and you will be excluded from further participation in the procurement process. In certain specific cases, we may waive disqualification based on the provisions set out in Articles 2.86 to 2.88 of the Dutch Public Procurement Act 2012.

3. Suitability Requirements

We also set requirements to determine whether you, as a service provider, are suitable to execute the assignment. We refer to these as suitability requirements. We apply the following criteria:

Financial and Economic Standing

At the time of selection and prior to contract signature, a comprehensive business audit will be conducted by the Economic Department of this Embassy. This business audit must demonstrate that the selected company possesses sufficient economic standing and that there are currently no adverse legal proceedings pending. If there is insufficient economic standing or if adverse legal proceedings are identified, you will not be eligible for the award of the contract.

Professional Authorization

You are registered with the Italian Chamber of Commerce and are authorized to perform the activities required for this assignment within Italy.

Technical and Professional Ability - Core Competencies

You must demonstrate, using a maximum of three references, that your organization meets the following core competencies:

- Performing garden maintenance on a surface area of at least 3,500 m² in Italy.
- Performing garden maintenance with a minimum contract value of € 18,000 per year, excluding VAT.
- You have demonstrable experience felling trees at least 20 meters tall.

Please use Appendix 3 for your references. Your reference project(s) must have been completed no more than three years prior to the date of submission. We reserve the right to verify these references.

If you wish to submit a tender but do not meet the suitability requirements individually, you may submit as a consortium or make use of a subcontractor. You must demonstrate that you collectively meet the requirements. This must be indicated in the ESPD (European Single Procurement Document). In such cases, each participating organization must complete its own ESPD. A strictly enforced condition is that any third party relied upon to meet suitability requirements must also be actively involved in the execution of the relevant activities.

If you do not meet a suitability requirement, your tender will be disregarded, and you will be excluded from further participation in the procurement process.

4. Russia Sanction Packages

Your tender must not violate the sanction packages established by the European Council. Russian parties are excluded from participating in this procurement process. This exclusion also applies if you utilize a Russian subcontractor that accounts for more than 10% of the contract value. Further information can be found at: [Sanctions Russia | PIANOo - Procurement Expertise Center](#).

The Schedule of Requirements

This document sets out our Requirements regarding the performance of the Contract. If you do not meet all the requirements in the Schedule of Requirements, your Tender will be invalid and we will exclude you from further participation in the Procurement Procedure. The requirements we set for the requested services/products are included in Appendix C – Schedule of Requirements.

4 We will award the Contract based on price and quality

You can score points on both sections. We will add up the points and award the contract to the bidder with the highest total score. Please take the stated requirements into account in your answers. Your answers will become part of the agreement.

Sub-Award Criteria	Maximum score
Sub-award criterion quality:	
• Sub-award criterion quality 1: execution of the service	300 points
• Sub-award criterion quality 2: sustainable garden services	200 points
• Sub-award criterion quality 3: good employership	200 points
Total number of quality points	700 points
Price sub-award criterion:	300 points
Total number of points for quality and price	1.000 points

Sub-award criterion quality 1: execution of the service

As described in our objectives, we attach great value to the high-quality and careful execution of garden maintenance. We ask you to elaborate on the following questions:

- Describe how you provide professional, proactive, caring, and seasonal garden maintenance?
- Provide an indicative annual schedule for the requested services.
- Describe the step-by-step plan your organization uses to fell a pine tree, including administrative procedures (for example: legislation/permits/in house or outsource etc.)
- How do you supervise the personnel you deploy?

We will assess your elaboration based on:

- a complete, clear description of the services, including the annual schedule;
- the step-by-step plan by which the pine trees are felled;
- the method by which you provide supervision.

The more concrete, realistic, and convincing you are in explaining your approach, the higher the score you can achieve on these components.

Sub-award criterion quality 2: sustainable garden services

We believe it is important that the garden maintenance is carried out sustainably.

- Can you indicate three initiatives in relation to the execution of the assignment? How can we make the garden more sustainable together?
- Explain which sustainable products and materials you use when carrying out the work. Include an overview of the sustainable products and materials you will apply.

We will assess your elaboration on:

- the extent to which your initiatives are realistic and effective;
- the extent to which you use sustainable products and materials.

The more concrete, realistic, and convincing you are in explaining your approach, the higher the score you can achieve on these components.

Sub-award criterion quality 3: good employership

We believe it is important that you, as a service provider, take good care of your staff. After all, an engaged and satisfied employee is essential for high-quality and reliable service delivery. We ask you to elaborate on the following questions:

- Describe how you ensure consistent execution of work in the event of employee illness and leave?
- Indicate the minimum hourly wage for your garden staff. The lower limit for this is €8.10 (gross) per hour.
- Explain how you ensure that your employees remain satisfied and motivated, for example through personnel policy, appreciation, engagement, or workload monitoring.
- Describe what opportunities you offer your staff to further develop themselves, advance their careers, or pursue training?
- We consider diversity and inclusivity important. Explain how your company pays attention to this and how this aligns with this assignment.

We will assess your elaboration based on:

- the extent to which you can guarantee the continuity of service delivery;
- the level of the minimum hourly wage for your garden staff;
- the extent to which you ensure staff satisfaction;
- the extent to which you offer your staff development and career advancement opportunities;
- the extent to which you pay attention to diversity and inclusivity.

The more concrete, realistic, and convincing you are in explaining your approach, the higher the score you can achieve on these components.

For this Award Subcriterion there is a maximum of four (4) pages A4. Additional pages or links to web pages are not included in the assessment.

We assess the quality as follows:

- First, each member of the assessment committee individually determines the assessment and score to be given by the assessor per Tender for each Award Subcriterion.
- The assessment committee will then meet for a plenary session to discuss the scores and findings. During this plenary session, the assessors will reach a consensus on a score for each Award Subcriterion.

The table below shows what each score says about the quality of your Tender.

Points	More information
10	Excellent: the Tenderer has given an excellent response to the questions for this Award Subcriterion.
8	Good: the Tenderer has given a good response to the questions for this Award Subcriterion.
6	Satisfactory: the Tenderer has given a satisfactory response to the questions for this Award Subcriterion.
4	Unsatisfactory: the Tenderer has given an unsatisfactory response to the questions for this Award Subcriterion.
2	Poor: the Tenderer has given a poor response to the questions for this Award Subcriterion.
0	No score: the Tenderer has not addressed parts of the Award Subcriterion or has failed to respond entirely.

When assessing your Tender, the assessors do not yet know which prize is quoted. This ensures that the price does not influence the assessment of quality.

Sub-award criterion price

You offer a fixed total price per year for "garden services", in accordance with all requirements in the tender documents, including all surcharges and discounts. This fixed total price applies for the entire duration of the agreement and is indexed in accordance with requirement 23 in the schedule of requirements.

Maximum rates are all-in rates, which means that they include at least the following costs: salary costs, overheads, costs for support work, costs for the use of equipment, normal domestic travel and accommodation costs, commuting costs, parking costs, training costs, recruitment and selection costs, replacements, insurance premiums, profit and all other additional costs, such as the costs for the preparations required to execute the Agreement. Including the costs mentioned in requirement 10 of Appendix C (Schedule of requirements).

If you do not enter a value or enter a negative value or '0' as the total price on the price bid form, your Tender will be deemed invalid and your participation in this Procurement Procedure will end.

You should quote your price in Appendix 2.

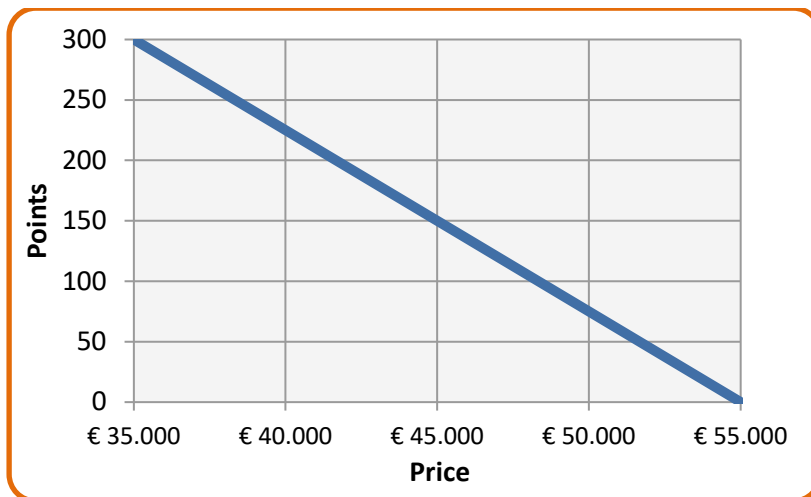
In this tender we use, the absolute evaluation method 'weighted factor'

With this method, your price is converted into a score. We use a price range of €35,000 (minimum price) up to and including €55,000 (maximum price), excluding VAT.

This is related to the **total price per year**. If your price is lower than the stated minimum price, you will receive the maximum score on the Price Sub-award Criterion. If your price is higher than the stated maximum price, your bid will be set aside and you will no longer participate in this procurement procedure.

Calculation of your score

The score progression is graphically represented in the figure below. Your score is assigned linearly (pro rata) between the price points in the table.



The formula we use to determine your score is as follows:

$$\text{Score} = 0 + (0 - 300) / (55.000 - 35.000) * (\text{tender price} - 55.000)$$

This means that:

- At a price of € 35.000 excluding VAT, you receive 300 points.
- At a price of € 55.000 excluding VAT, you receive 0 points.

Use appendix 2 – prices sheet to enter your price.

5 After the assessment, you will receive the award decision from us

Did you submit a valid bid with the best price-quality ratio? Then we will conclude the agreement with you. If your bid is not the best, you will receive a letter explaining the reasons. You may lodge an objection against the decision. You must do so within 20 calendar days after the letter was sent.

We will verify the UEA of the winning bid following the provisional award

You must submit the following documents:

Administrative documentation

Contains all documents demonstrating the legal, fiscal, and contribution-related regularity of the company:

- **DURC (Documento Unico di Regolarità Contributiva):** confirms the regularity of payments to INPS, INAIL, and the Construction Workers' Union (Cassa Edile).
- **Extract from the Commercial Register:** issued by the Italian Chamber of Commerce; shows the registration in the commercial register and current company details.
- **Substitute declarations (in accordance with DPR 445/2000):** confirm compliance with general and moral requirements, the absence of grounds for exclusion, and the suitability to enter into contracts with the public sector.
- **Identity documents of the legal representative** and any necessary powers of attorney.

At the time of verification, the documents must not be older than six months from the closing date of the application, with the exception of the passport. Tip: request the documents in good time due to the processing time.

6 We have opted for an European open procedure

We are announcing this contract via TenderNed. The Public Procurement Act 2012 applies to this tender.

The Contract concerns services classified under the following CPV codes:

- 77310000-6 - Planting and maintenance services of green areas

- 03451100-7 - Bedding plants
- 16311000-8 - Lawnmowers
- 77340000-5 - Tree pruning and hedge trimming

We are not combining this Contract unnecessarily or dividing the Contract into lots because this is inappropriate. The requested services are interconnected and require an integrated approach, since it involves the maintenance of one garden.

We may terminate this Procurement Procedure at any time Even after we have awarded the contract.

7 We follow the following schedule

Activity	Final deadline
Individual site survey on location by appointment	Make an appointment
Submit questions and report inconsistencies	Thursday April 30, 2026 for 12:00
Information Notice published	Tuesday May 12, 2026
Submit tender	Tuesday June 2, 2026
Results of assessment announced	Thursday July 9, 2026
European Single Procurement Document (ESPD)	5 calendar days after the results of assessment
Final deadline for objections	Wednesday July, 29 2026
Expected start date of Contract	September 1, 2026

Individual site survey

We offer all interested suppliers for this assignment the opportunity to receive an individual tour of the garden. You can make an appointment via rom-az@minbuza.nl. The purpose of this site survey is to view the garden, questions regarding the tender procedure will not be answered.

Ask all your questions via TenderNed

If you have questions about the content or procedure of this Procurement Procedure, or you have noticed inconsistencies and ambiguities or have objections, please use the *Vragen en Antwoorden* (Questions and Answers) section on the TenderNed dashboard. Please indicate which document and section your question relates to. We will publish all questions and answers in TenderNed. After that, we assume that everything is clear.

8 Are you interested in this assignment?

You can then register via TenderNed. You can find more information on how to register via [TenderNed | TenderNed gebruiken als ondernemer](#).

You must include the following documents with your registration:

1. Response to the sub-award criteria
2. Price sheet
3. Reference Statement
4. European Single Procurement Document (ESPD)

If you do not include one of these appendices with your registration, you run the risk that your Tender will be declared invalid and that we will exclude you from further participation in the procurement procedure.

Other attachments:

- A. Draft public service contract

B. Submitting a Tender
C. Schedule of Requirements
ARVODI-2025

9 Do you have a complaint?

Then you can make use of, during and after the procedure the [complaints procedure](#) via the RIS klachtenmeldpunt.RIS@rijksoverheid.nl.