



## Schedule of requirements

### Rijksinkoop samenwerking

#### Bezoekadres

Rijkskantoor Beatrixpark  
Wilhelmina van Pruisenweg 52  
2595 AN Den Haag

Postbus 20011  
2500 EA Den Haag

### Appendix C

#### Gardening services Ambassador's residence in Rome

European tender  
Open procedure

for the  
Ministry of Foreign Affairs

<b>Datum</b>	April 17, 2026
<b>Kenmerk</b>	201865003.001.140
<b>Versie</b>	0.1

# 1. Scope of the garden

## Scope of work

The gardening services as described in this document, to be provided at the following address:

- Residence of the Ambassador of the Kingdom of the Netherlands, Via della Camilluccia 750, 00135 Rome, Italy.
- The size of the compound is approximately 12.000 square meters, of which approx. 7.000 square meters are garden.



A summary of a detailed analysis of the state of 260 trees and 350 shrubs is included as Appendices 3A, 3B and 3C to this document (the full Italian version of this analysis is available upon request). You can request the latest analysis of the trees via Tendered. This document is in the Italian language.

# 2. Services and activities to be provided by Contractor

The gardening services and activities include (but are not limited to) the following:

### Interventions by type:

Below, for the individual types, is an illustrative and non-limiting list of the activities that must be carried out with the relative minimum frequencies. The information regarding the number of units are purely indicative and may be inspected during the site survey.

### Lawn and grass surfaces:

<b>Activities</b>	<b>Minimum frequency</b>
Regular cutting of the grass	35 / year
Fertilization of lawns (as specified below)	2 / year
Resowing of grass, where necessary, suitable for maintaining the continuity of lawns	1 / year

Control of the irrigation system and regular watering of lawns and plants	According to the season
Treatments with phytosanitary products that may be necessary for the maintenance of the grass. These products must meet regulations of the Ministry of Health and the Ministry of Agriculture (see following notes)	When necessary

- a. The cutting of the grass must be performed with suitable cutting machines, equipped with a collector, including cuts on small surfaces, the finishing of the edges close to plants and shrubs; in places inaccessible to machinery this will be done manually and / or with brushcutters.
- b. The mowing of the sown lawns must be carried out every time the growth of the same reaches a maximum of 8 cm. height or is deemed technically necessary.
- c. The fertilization of green surfaces must be performed with suitable slow release organo-mineral fertilizers, designed to strengthen the root systems. The spreading of fertilizers must be done by mechanical means where possible, and by hand for the remaining areas. The types of fertilizers to be used will be chosen on the basis of a preliminary soil analysis carried out on the ground + the conditions of the grass (analysis done by the agronomist).
- d. The disinfestation of the lawn must be performed by spraying the necessary fungicidal substances through the use of mechanical means where possible, or manually for the remaining areas.
- e. The elimination of weeds that have developed spontaneously must be carried out regularly and in any case every time when deemed necessary. In particular on the natural lawn areas, the pavements, near curbs, fencing walls, parking lots, terraces of any size, ramps and water drainage holes. The use of chemical herbicides for civil use is allowed, which possess the technical specifications necessary for use in accordance with the law. The contractor must communicate the type of herbicide and provide a copy of the information sheet of the product he intends to use. The operation must be completed manually for areas where the use of herbicides is not possible and effective.
- f. The aeration of the green surfaces must be performed with mechanical means where possible and with manual tools for the remaining areas; the operation must be performed with adequate means of personal protection. The resowing of the green surfaces includes the spreading of the seed (mixture of grasses to be decided with the Contracting Authority) to be carried out with mechanical means where possible, and by hand for the remaining areas, and consequent spreading of the growing substrate, sifted and cleaned of stones and roots.
- g. Collection, clearing and disposal of grass clippings and foreign material must be done promptly and with care.
- h. Contractor is willing to assist /will carry out instructions (of a specialized agrinome) regarding the maintenance of innovative "green" projects (for example a try-out with water scarce grass).

Hedges:

<b>Activities</b>	<b>Minimum frequency</b>
Trimming of hedges, to maintain the initial shapes	2 / year
Treatments with phytosanitary products that may be necessary for the maintenance of the hedge. These products must meet regulations of the Ministry of Health and the Ministry of Agriculture	When necessary
Fertilization with organic products (as better specified below)	2 / year
Winter and / or spring digging of the land surrounding the individual hedges and subsequent fertilization	1 / year
Uprooting and replacement of dry plants	When necessary
Emergency irrigation	When necessary

<b>Sectors</b>	<b>Length in m Variable heights from 1m to 5m</b>	<b>Types</b>
Camilluccia Est	50	Mixed: laurel / holm oak / cherry laurel / pittospore / others
Camilluccia Est	40	Country hedge: flowering shrubs
Camilluccia Ovest	180	Mixed: laurel/holm oak/cherry laurel/pittosporum/others
Piscina	150	Mixed: laurel/holm oak/cherry laurel/pittosporum/others
Zandonai	25	Mixed: laurel/holm oak/cherry laurel/pittosporum/others
Total no.	445	

Shrubs and flower species (single or in groups):

<b>Activities</b>	<b>Minimum frequency</b>
Cutting and pruning as required for each species and the season	1 / year
Fertilization with organic products (as better specified below)	2 / year
Sowing of mixtures, where necessary, suitable for maintaining the continuity of turf	1 / year
Irrigation system control and emergency watering	According to the season
Treatments with phytosanitary products that may be necessary for the maintenance of the plants. These products must meet regulations of the Ministry of Health and the Ministry of Agriculture (see following notes)	When necessary

<b>Sectors</b>	<b>Unit</b>	<b>Types</b>
Camilluccia Est	13	Various shrubs
Camilluccia Ovest	12	Oleander - Abelia
Piscina	94	Various shrubs (including olive trees)
Zandonai		
Total no.	119	

Plants in pots:

<b>Activities</b>	<b>Minimum frequency</b>
Cutting and pruning as required for each species and the season	1 / year
Fertilization with organic products (as better specified below)	2 / year
Replacement of sick plants or plants without vegetative activity	When necessary
Periodic irrigation (daily or monthly) as needed	According to the season
Treatments with phytosanitary products that may be necessary for the maintenance of plants. These products must meet regulations of the Ministry of Health and the Ministry of Agriculture (see following notes)	When necessary

Not representative areas and clearings:

<b>Sectors</b>	<b>Square meters</b>	<b>Note</b>
Camilluccia Est	800	
Camilluccia Ovest	600	
Piscina	100	walkways
Zandonai	200	stone areas
Total sqm.	1.700	

<b>Activities</b>	<b>Minimum frequency</b>
Mowing with brush cutter, with particular attention not to damage trees and shrubs, ornamental herbaceous plants, flower meadows, installations and systems	4 / year

Weeds:

<b>Activities</b>	<b>Minimum frequency</b>
Removal of weeds growing on lawns, terraces, pavements, driveways, emergency exits, flower beds, walls and walkways etc..	When necessary - 12 / year

Trees:

<b>Activities</b>	<b>Minimum frequency</b>
Cutting and pruning as required for each species and the season	According to the prescriptions in the attached report
Fertilization with organic products (as better specified below)	1 / year
Emergency irrigation	According to the season
Treatments with phytosanitary products that may be necessary for the maintenance of trees. These products must meet regulations of the Ministry of Health and the Ministry of Agriculture (see following notes)	When necessary

The works on the trees are listed in the census and evaluation report which is attached to these Terms of reference (appendices 3A, 3B and 3C). The formation and pruning of tall trees must be carried out in compliance with the characteristics of the individual species and in the vegetative rest period. Cutting trees with a diameter greater than 6 cm need permission of the Contracting Authority. Topping is prohibited.

### **3. Schedule of requirements**

Requirements set regarding general service provision.

The undersigned (via the UEA) declares to fully and unconditionally comply with the Requirements set below for the Assignment to be performed, as well as the other requirements and conditions set out in the assignment description, as included in the Descriptive Document and the accompanying Appendices.

*Technical specifications:*

1	<i>Shaping and pruning</i> The shaping and pruning of the hedges, shrubs and trees must be carried out in compliance with the characteristics of the individual species and during the vegetative rest period.
2	<i>Waste</i> Garden waste must be removed daily, without accumulating in the representative areas. The charges for the collection and transport of all waste materials resulting from this are included in this tender.

3	<p><i>Fertilization</i></p> <p>Fertilization of lawns, hedges, plants, shrubs and trees to be carried out by distributing organic-mineral products for biological use, with preference for fungi and bacteria to support soil fertility.</p>
4	<p><i>Protective equipment</i></p> <p>Any treatments with phytosanitary products must be carried out by specialized personnel, equipped with suitable personal protective equipment (PPE), who will comply, for their use with the instructions specified by the manufacturer and the laws in force on the subject. Furthermore, all preventive measures will be adopted to avoid damage to persons or property; both the products to be used and the means of personal protection must possess the technical specifications required by law. Whenever substances such as insecticides, fungicides, pesticides or other are used, it is necessary to signal the use of the aforementioned chemical products with the necessary warnings. In prior consultation with the contact person.</p>
5	<p><i>Natural wilting</i></p> <p>In the case of natural wilting of plants and shrubs, the Contractor will have to remove and replace them with identical essences and similar dimensions.</p>
6	<p><i>Conditions</i></p> <p>The number of annual tasks indicated must be considered the minimum and independent from the conditions of the areas, without prejudice to the commitment of the Contractor to keep them in the best aspect in all periods of the year, integrating, without further remuneration, the operations requested with what becomes necessary for this purpose.</p>
7	<p><i>Measurements</i></p> <p>The information regarding the measurements (square meters, units) is purely indicative and in any case the service will be assigned as a whole (after mandatory site survey).</p>
8	<p><i>Modifications</i></p> <p>Any modification to the areas (removal of plants, planting of flowering plants, etc.) must be previously authorized and justified by architectural / aesthetic criteria; moreover, if it is not to be understood as included in the fee but to be compensated separately, the cost must be agreed in advance and in this case the Contractor will only proceed after receipt of written approval.</p>
9	<p><i>Irrigation system</i></p> <p>The activation and deactivation of the irrigation system is under the responsibility of the Contracting Authority. In case of exceptional dry periods the quantities of water used must be agreed in advance with the Contracting Authority. The Contractor also undertakes to promptly report any faults in the irrigation system to the contact person of the Contracting Authority.</p>
10	<p><i>Materials and equipment</i></p> <p>Without prejudice to the fact that all charges and, unless otherwise specified, all materials and equipment necessary for the execution of the various works are borne by the Contractor, the following is specified.</p> <p>For the performance of the service described above, the Contractor undertakes to provide, included in the flat-rate fee:</p> <ul style="list-style-type: none"> <li>• All qualified staff members required;</li> <li>• All machinery and manual tools, complying with EEC standards, necessary for the execution of the work must be in perfect operating conditions, equipped with the necessary safety devices to ensure maximum efficiency and safety;</li> </ul>

	<ul style="list-style-type: none"> <li>• All consumer products such as fertilizers, insecticides, fungicides (which must, however, be in accordance with the law) as well as any necessary seeds;</li> <li>• The replacement of plants, in pots or grass, that may have dried or deteriorated;</li> <li>• The collection, transport and disposal of any material resulting from the processing of green areas (garden waste). Disposal must be carried out in accordance with the law and the Contractor must show the waste form or self-certification that certifies both the transport and the transfer of the waste materials to the public landfill.</li> </ul> <p>The following are the responsibility of the Contracting Authority:</p> <ul style="list-style-type: none"> <li>• Making available to the Contractor the irrigation system adapted to the needs of the service;</li> <li>• Supply of electricity for the operation of any equipment necessary for the performance of the service; in the event of any damage to the irrigation system and to the plants, the Contracting Authority must promptly provide for the necessary repairs or replacements.</li> </ul>
11	<p><i>Checks and verification</i></p> <p>The Contracting Authority reserves the right to carry out qualitative and quantitative checks at any time in order to verify that the work is carried out in the manner established by these Schedule of Requirements.</p> <p>The Contractor is responsible for any and all civil liability towards third parties, for any damage caused to people and things in the course of the work or as a consequence of the same;</p> <p>The supervision of compliance with the specifications will not in any way diminish the responsibility of the Contractor for everything concerning the execution of the works, a responsibility that will remain exclusively and entirely borne by the same.</p>
12	<p><i>Separate requests:</i></p> <p>You are requested to perform the following services upon request.</p> <p>a) charges for the timely removal of processionary caterpillar nests;</p> <p>b) costs for felling a single tree;</p> <p>c) hourly rate for possible required additional work (projects; for example changing part of the garden).</p>
13	<p><i>Personnel/staff</i></p> <ul style="list-style-type: none"> <li>• The Contractor's staff members must be qualified and properly trained to carry out the services described in this document and the Descriptive document, in full compliance with the legislation on employment contracts for the area to which they belong and with the safety regulations for workers.</li> <li>• The Contracting Authority (in principle) wants permanent staff to come to work.</li> <li>• If permanent staff are sick or on leave, the team will be supplemented with temporary staff who meet the stated conditions.</li> <li>• The Contractor designates a supervisor (working foreman) who is present during the working hours of the Contractor's staff.</li> <li>• The Contractor designates a supervisor who visits the residence once a month during the working hours of the Contractor's staff. This supervisor is the contact person for the Contracting Authority and asks the Contracting Authority's contact person at least 3 days in advance if they wish to join.</li> <li>• All Contractor's staff members will arrive and leave the premises at the same time.</li> <li>• The staff has an identification badge provided by the Contractor with a photo and personal details;</li> </ul>

	<ul style="list-style-type: none"> <li>The staff wears suitable, representative work uniforms and all the protections in compliance with the current provisions on safety in the workplace.</li> </ul>
14	<p><i>Bio-friendly pesticides</i></p> <p>Hazardous pesticides will be limited to an absolute minimum, where possible the contractor will choose bio-friendly options.</p>
15	<p><i>Access</i></p> <p>The compound is accessible from Monday through Friday between 08:00 and 17:00, except on Dutch and Italian public holidays. The number of working days available for work at the residence is set at a maximum of 255 days per year. Before the start of the new year, the Contracting Authority will provide a list of appointed holidays.</p>
16	<p><i>Tools/equipment:</i></p> <p>The equipment normally to be used are the following:</p> <ul style="list-style-type: none"> <li>Self-propelled mowers with rotary or flail cutting apparatus, approved and equipped with silencers and suitable protective structures, garden tractors, tow trolleys, sweepers, lawn mowers, motor pumps, brush cutters, chainsaws;</li> <li>Aerator and seeder machine; shovels, spades, hoes, wheelbarrows, rakes, metal brooms, pruning shears, etc.;</li> <li>Preferably all machinery is electrical (if technically possible);</li> <li>Stairs of various heights according to EEC standards;</li> <li>Meshed irrigation pipes, sector sprinklers with trestles;</li> <li>Fertilizers, pesticides;</li> <li>All equipment, machinery and manual tools, complying with EEC standards, necessary for the execution of the work must be in perfect operating conditions, equipped with the necessary safety devices to ensure maximum efficiency and safety.</li> </ul> <p>And any other tools which are not described but needed for execution of the services.</p> <p>The Contract Authority makes a lockable space available for the storage of equipment/garden supplies. This space remains the property of the Contract Authority, and the Contract Authority also has access to it.</p>
17	<p><i>Safety/security</i></p> <ul style="list-style-type: none"> <li>The Contractor must have disclosed the personal details of its staff members to the Contracting Authority in writing.</li> <li>The Contractor's staff members are obliged, both while performing the contract and after it has ended, not to disclose any information or other matters related to their duties at the Ambassador's residence.</li> <li>The Contractor's staff must provide a Certificate of Good Conduct (the Italian *Certificato del Casellario Giudiziale*) before services can commence.</li> <li>Duty of confidentiality. The Contractor and its employees may not disclose any information or other matters related to their work at the Dutch residence, either during or after the execution of the agreement.</li> <li>The Contractor's staff may not take photos or film on the premises.</li> <li>The Contracting Authority has the right to refuse access to the Contractor's staff and to have them replaced.</li> <li>All necessary materials and equipment supplied by the Contractor must be in perfect condition and comply with EU regulations regarding health, safety, and the environment.</li> <li>The Contractor is adequately and properly insured. The Contracting Authority cannot be held liable for any damage or a (workplace) accident.</li> </ul>

18	<p><i>Good Employer Practices / Living Wage</i></p> <ul style="list-style-type: none"> <li>• The living wage for Rome has been set at €8.10 gross per hour. This amount is paid as the minimum hourly wage to the employees deployed for the Contracting Authority.</li> <li>• The Contractor shall also implement these adjustments in the hourly rates of the Contractor's Personnel.</li> <li>• You shall pay the personnel to be deployed at the residence the agreed hourly rate specified in your tender.</li> <li>• In the event of a 'lockdown' situation, the Contractor shall continue to pay its personnel, as long as the Contracting Authority also pays for the services.</li> </ul>
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### Requirements regarding Contract Management

19	<p><i>Communication</i></p> <ul style="list-style-type: none"> <li>• The Contractor is available to the Contracting Authority by telephone and via email on working days during office hours (between 08:00 and 17:00);</li> <li>• In the event of a replacement of "permanent" staff, the Contractor shall inform the Contracting Authority in writing at least 1 hour in advance, providing a copy of their ID and a Certificate of Conduct (the Italian Certificato del Casellario Giudiziale).</li> </ul>
20	<p><i>Planning</i></p> <p>The Contractor shall provide an annual schedule in which the deviating activities are indicated per month. You shall discuss this schedule with the Contracting Authority contact person.</p>
21	<p><i>Control and reporting</i></p> <ul style="list-style-type: none"> <li>• The supervisor conducts a monthly inspection round and informs the Contracting Authority at least 3 days in advance whether they wish to join.</li> <li>• Your staff works with work lists; these contain a clear work description, frequency, and instructions. This allows you to demonstrate that the planned activities have been carried out.</li> </ul>

### Requirements regarding pricing and invoicing

22	<p><i>Total price</i></p> <p>You offer a fixed total price per year in Euros, excluding VAT.</p>
23	<p><i>Indexation</i></p> <p>You can index the prices annually starting from 01-01-2028 based on the National ISTAT consumer prices for blue and white-collar worker households index (FOI) (In Italian ISTAT dei prezzi al consume per le famiglie di operai ed impiegati).</p> <p><i>Explanation</i></p> <p>The agreed rates are fixed until 31-12-2027 and may be adjusted for the first time on 01-01-2028 and subsequently every twelve months, by a percentage up to a maximum of the index figure determined and published by ISTAT.</p> <p>The Contractor will submit a proposal two months prior to the extension period with a specification of the new rates. Only after mutual agreement, the new rates can be applied.</p>
24	<p><i>Tax and Customs Administration</i></p>

	You indemnify the Contracting Authority against any VAT claims from the Tax and Customs Administration.
25	<p><i>VAT</i></p> <p>You are liable for (additional) costs regarding VAT if these are incorrectly not charged to the Participant, or are charged for an incorrect amount.</p> <p>Explanation</p> <p>The responsibility for the correct remittance of VAT lies with the Contractor at all times.</p>
26	<p><i>Invoicing</i></p> <p>You ensure that the invoices meet at least the statutory requirements.</p>
27	<p><i>Entitlement to compensation</i></p> <p>You accept that an entitlement to compensation lapses insofar as the Contractor has not charged the compensation to the Contracting Authority within one year after the first time at which he was entitled to do so.</p>

The Tenderer unconditionally declares that it satisfies the Contract description and all requirements in this programme of requirements. If a Tenderer does not satisfy the Contract description or a requirement, the Tenderer will be excluded and the Tender will be set aside. The content of the Tender may not conflict with the Contract description or the requirements. If such a conflict is detected, the Tender will be set aside.

### Signature

<b>Name of organisation</b>	
<b>Name of authorised signatory</b>	
<b>Date</b>	
<b>Signature</b>	