Document Submission Checklist

For each item below, please confirm submission by selecting "Yes" or "No."

Srl. #	Document	Yes	No
1.	SF-1449 Cover page (Blocks 12, 17, 19-24, and 30 as appropriate)		
2.	Section 1 – Pricing Table		
3.	Section 3.A.2 (1) Name of the Project Manager (PM) and confirmation whether PM understands written and spoken English.		
4.	Section 3.A.2 (2) Submit resume of the Project Manager who shall have minimum five years of continuous experience relevant to the requested gardening maintenance services.		
5.	Section 3.A.2 (3) Evidence that the offeror/quoter operates an established business with a permanent address and telephone listing in United Arab Emirates or plans to establish an office within 30 days of contract award.		
6.	Section 3.A.2 (4) The offeror shall provide proof of SAM registration to include the SAM UEI number;		
7.	Section 3.A.2 (5) Provide following information for at-least ten (10) gardening maintenance services completed by your company in the past five (5) years in the UAE with the similar or more volume of the tasks in premises, demonstrating prior experience with relevant past performance information and references. Following information must be submitted for each contract for the last ten years: (a) Date of contract awarded. (b) Date of completion of contract: (c) Place of performance: (d) Value of contract: (e) Contact name of the client: (f) Contact Telephone or cell numbers: (g) Contact email addresses: (h) Brief the type of service/work performed. (Note: a. At least two (2) numbers of experiences each year starting from year 2020 and continue to have it till present. b. Offeror who has Operation and Landscape Maintenance experience only will be considered.		

	c. Gardening maintenance contract with at-least twelve (12) months period shall be considered as one number of experience and required to provide ten (10) numbers of fulltime gardening contracts in total. d. Offerors are advised that the past performance information requested above may be discussed with the client's contact person. In addition, the client's contact person may be asked to comment on the offeror's: • Quality of services provided under the contract. • Compliance with contract terms and conditions. • Effectiveness of management. • Willingness to cooperate with and assist the customer in routine matters, and when confronted by unexpected difficulties; and • Business integrity / business conduct.		
8.	Section 3.A.2 (6) Submit the following information as a part of evidence that the offeror can provide the necessary personnel, equipment, and financial resources needed to perform the work. (a) Confirm that the requested gardening maintenance services will be performed by the offeror's personnel and will not be sub-contracted out. (b) How many gardeners and gardening supervisors (who are trained and experienced) available in your company? (c) Submit a resume of the proposed on-site Gardening Maintenance Supervisor. The resume must include details with his seven (7) years of continuous gardening maintenance supervisory experience at a minimum. (d) Confirm the number of gardeners proposed to provide the requested service for each site (three sites in total). (e) Submit a resume for each proposed gardener. The resume must include details with his three years of continuous gardening maintenance work experience at a minimum.		

	(f) Provide a list of proposed tool/equipment with its brand and details for each item in the Attachment – E of this SOW. (g) Confirm the offeror's proposal includes to supply the minimum supplies as required for gardening maintenance. (h) Confirm that the offeror will supply all new for the listed tools/equipment and their condition for suitability to perform the requested service. (i) Submit an audited financial statement for the last three years (year 2022 to 2024) as minimum. (j) Submit details and dimensions of proposed trash skip (preferably a covered/lockable skip) to be supplied/maintained at the Embassy Compound.		
9.	Section 3.A.2 (7) Submit a copy of offeror's valid commercial license which authorizes the offeror to provide the requested gardening maintenance service		
10.	Section 3.A.2 (8) The offeror's strategic plan for landscape maintenance services to include but not limited to: a) Submit a detailed Gardening Maintenance General Plan taking into account all work elements in Section 1, Performance Work Statement. b) Submit a Quality Management/Control Plan for ensuring quality of services including but not limited to contract administration and oversight. c) Submit a Risk assessment Plan tailored with the requested service. The plan shall not exceed eight (8) pages. d) Submit a copy of the Certificate of Insurance(s), **or** (2) a statement that the Contractor will get the required insurance, and the name of the insurance provider to be used.		
11.	Section 3.A.2 (9) Provide Recruitment and Housing Plans as per the details given below.		