

## [Check list](#)

Nordic Green's check list for purchases

### **1 Choice of supplier**

Nordic Green examines, among other things, the following conditions when authorising a member business:

- General business information
- Experience in interior landscaping
- References
- If the service staff is sufficiently educated
- If the finances are documented as sound
- If an environmental certification (or at least a documented environmental policy) exists
- If plant service with guarantee is offered
- If legal agreements and insurance for staff and operations exist
- If membership in a trade association exists

### **2 Drafting a tender/quotation**

- State number of units (plant arrangements)
- Attach design proposals/drawings
- State if the tender/quotation is for all or parts of the procurement
- State the deadline for submitting the tender/quotation as well as the period of validity for the tender/quotation

#### **2.1 Pots**

- The pot measurements and material should be stated
- The pots should be waterproof or have waterproof inlay
- The pots should have a water reservoir
- The pots should be large enough for the root system to evolve

#### **2.2 Plants**

- Adjust the plant selection to current light and climate conditions
- State any needs for plant lighting
- The plants' shape and size should correspond to the pots
- The plants' shape and size should always be described
- A plant guarantee should be included in the service agreement

#### **2.3 Plant medium/substrate**

- State plant medium/substrate (e.g. soil, hydrograin, hydroculture or pumice)

## **2.4 Delivery**

- Delivery terms
- Delivery time

## **2.5 Service**

- Service interval should be stated
- What is included in the service should be stated (e.g. pruning, tethering, cleaning, fertilising, pest control, health check and plant replacement)
- A separate service agreement should be attached
- Times for implementation of service visits, e.g. daytime

## **2.6 Type of agreement**

- State if it's an individual agreement or a framework agreement
- State the agreement period

## **2.7 Follow-up**

- Review of quality follow-up, e.g. a yearly status review
- Handling of complaints