

## **Purchasing guide**

Template for purchasing of interior landscaping The information below should be included in a quotation/tender for interior landscaping. The text in the quotations/tenders provided by the interior landscaping supplier should be clear, without room for interpretations.

### **Choice of supplier:**

The customer should always make sure that the intended supplier has good experience in interior landscaping, educated service staff, documented sound finances, environmental certification (or at least a documented environmental policy), legal agreements, insurances for the staff and the operation as well as always offering a service guarantee. If the customer is a member of a trade association, that is of course a plus. In the tender/quotation, all business information should be apparent, such as name, address, company registration number, contact person and so on.

### **Content in tender/quotation:**

State the number of units (planting arrangements) and attach design ideas/drawings. Alternatively, the buyer can state a maximum amount for the tender/quotation. State whether the tender/quotation is for all or parts of the procurement. Also state the last day of submission and period of validity for the tender/quotation.

### **Pots:**

The measurements of any pot should always be given in diameter and height. It should also be stated what material it is made from. The pot should always be waterproof. There should be a water reservoir and enough space for the root system to evolve. Also refer to Nordic Green's quality rules.

### **Plants:**

The plants should be suitable for the environment in which they are placed, e.g. 'full light' with access to a lot of sunlight, 'moderate light' with little daylight or 'low light' without daylight but with lamplight. The plant

should be suitable for the pot it will be in regarding shape and

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size. The size and shape of the plant should always be described. It is important that a plant guarantee regarding replacement of severely weakened plants is included in the service agreement. Also refer to Nordic Green's quality rules.

**Plant medium/substrate:**

It is important that the tender/quotation states which plant medium/substrate that is used (e.g. soil, hydrograins or pumice). Also refer to Nordic Green's quality rules.

**Delivery:**

State delivery terms. What delivery times apply? Should the final inspection be carried out by an independent inspector?

**Service:**

Service intervals should be stated. It should be described what's included in the service, e.g. pruning, tethering, fertilising, pest control, health check and replacement of plants. Attach a separate service agreement. Times for service visits, e.g. daytime. Should an independent service inspector be used? Also refer to Nordic Green's quality rules.

**Agreement form:**

State if it is an individual agreement or a framework agreement, and also the agreement period.