



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to
Procurement for the Supply, Delivery and Landscape Works for the Maintenance of landscape of Philippine Statistics Authority Headquarters as per attached Terms of Reference
procure which shall be undertaken in accordance with **Section 53.9 (Small Value Procurement)**
of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget of the
Contract (ABC) in the amount of **Php 660,000.00** *Six Hundred Sixty Thousand Pesos Only*

Please quote your **best offer** for the **item/s described herein**, subject to the Terms and Conditions provided below. Submit your quotation duly signed by you or your duly authorized representative **not later than**
JUL 24 2025 at **11:00 AM** through email at **bac-secretariat@psa.gov.ph**

For any clarification, you may contact us at telephone no. **(02) 8374-8263** or email address at **gsdprocurement.psa@gmail.com**

Minerva E. Esquivias
MINERVA ELOISA P. ESQUIVIAS
Chairperson, Bids and Awards Committee

TERMS AND CONDITIONS

- 1 Bidders shall provide correct and accurate information required in this form.
- 2 Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- 3 Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- 4 Quotations exceeding the ABC shall be rejected.
- 5 Award of contract shall be made to the lowest calculated and responsive bid (LCRB).
- 6 Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
- 7 In case of two or more bidders are determined to have submitted the LCRB, the PSA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning bidder in accordance with GPPB Circular 06-2005.
- 8 The item/s shall be delivered according to the requirements specified in the Purchase Request (PR).
- 9 The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications.
- 10 Payment shall be made after delivery and upon submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier. Our Government Servicing Bank, **Land Bank of the Philippines**, shall credit the amount due to the identified bank of the supplier **not earlier than twenty four (24) hours, but not later than forty eight (48) hours**, upon receipt of our advice. Please note that the corresponding **bank transfer fee**, if any, shall be chargeable to the account of the supplier.
- 11 Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Documents to be submitted	Deadline	Remarks
Copy of the 2025 Mayor's/Business Permit and valid PhilGEPS Registration	not later than JUL 24 2025 at 11:00 AM	together with the quotation
Notarized Omnibus Sworn Statement (OSS) Supporting document/s to be submitted as may be applicable: a. For Sole Proprietorship: - If owner - Notarized OSS - If authorized representative - Notarized Special Power of Attorney and OSS b. For Corporation: - Notarized Secretary's Certificate and OSS c. Partnership: - Anyone of the partners, Notarized OSS - If authorized representative - Notarized Special Power of Attorney and OSS		Upon acknowledgement of the Notice of Award
2024 Income Tax Return (ITR)		



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (632) 8938-5267
www.psa.gov.ph

PR No. 25-07-0647

Item(s) and Specification(s), minimum	Unit	Quantity	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
Procurement for the Supply, Delivery and Landscape Works for the Maintenance of landscape of Philippine Statistics Authority Headquarters as per attached Terms of Reference	Lot	1				
Total amount in words:						

Printed name of the authorized representative: _____ Signature: _____

Name of Company: _____ Position: _____

Address: _____ Email address: _____

Fax No.: _____ Tel. No.: _____ Mobile No.: _____

Date: _____



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY**TERMS OF REFERENCE**

**PROCUREMENT FOR THE SUPPLY, DELIVERY, AND LANDSCAPE
WORKS FOR THE MAINTENANCE OF THE LANDSCAPE OF
PHILIPPINE STATISTICS AUTHORITY HEADQUARTERS**

I. TECHNICAL SPECIFICATIONS

Site : PSA Headquarters Building, PSA Complex, East Avenue, Diliman Quezon City Approximate Area of Landscape (in square meters)

Level	Front	Rear	others*	Total	* = remarks
Ground	643.50	467.30		1110.80	
2F	n/a	n/a			
3F	n/a	n/a			
4F	n/a	n/a			
5F	15.20	15.20		30.40	
6F	15.20	15.20		30.40	
7F	15.20	15.20	97.80	128.20	Including outdoor garden
8F	15.20	15.20		30.40	
9F	15.20	15.20		30.40	
10F	15.20	15.20		30.40	
11F	15.20	15.20		30.40	
12F	15.20	15.20		30.40	
14F	15.20	15.20		30.40	
15F	15.20	15.20		30.40	
16F	15.20	15.20		30.40	
17F	15.20	15.20		30.40	
18F	15.20	15.20		30.40	
19F	15.20	15.20		30.40	
20F	15.20	15.20		30.40	
21F	15.20	15.20		30.40	
22F	15.20	15.20		30.40	
23F	15.20	15.20		30.40	
24F			110.00	110.00	Scenic Balcony
RD	27.00	27.00	68.00	122.00	Including Plantbox
				1987.80	

Total Area of Landscape Maintenance Works: 1,987.80sqm



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II. SCOPE OF SERVICES

The contractor shall perform all necessary activities for the maintenance of the landscape, including but not limited to:

2.1 Lawn and Ground Cover Maintenance

- A. Regular mowing, trimming, and edging
- B. Weed control and removal
- C. Water Aeration and top dressing
- D. Fertilization and reseeding as needed to be provided by the service provider as necessary

2.2 Plant and Flower Bed Maintenance

- A. Pruning and trimming of shrubs and hedges
- B. Planting and replanting of seasonal flowers
- C. Mulching and composting
- D. Removal and replacement of dead or diseased plants

2.3 Tree Maintenance

- A. Pruning and trimming for safety and health
- B. Tree health assessment by certified arborists
- C. Removal of hazardous branches

2.4 Pest and Disease Control

- A. Application of safe and approved pesticides and herbicides
- B. Implementation of Integrated Pest Management (IPM)

2.5 Waste Disposal

- A. Daily collection and segregation of green waste
- B. Compliance with environmental regulations for disposal