



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
East Avenue cor. NIA Road
Quezon City

May 31, 2022

REQUEST FOR QUOTATION

The LAND REGISTRATION AUTHORITY (LRA) is inviting all interested Contractors to submit a Quotation for the Procurement for the Repainting of walls, Installation of Laminated Flooring, Installation of drop ceiling and Installation of additional lights, of Finance Service, at LRA Central Office, subject to the submission of the following requirements:

1. Certified true copy of current Mayor's permit;
2. Phil GEPS registration certificate;
3. Certified true copy of PCAB License;
4. Income/Business Tax Return;
5. Omnibus Sworn Statement (Form "C");
6. Quotation (Form "A");
7. Affidavit of Site Inspection; and
8. List of completed and on-going Contracts (Form "B")

Completion of the works is required within Fifteen (15) working days from commencement date.

A complete set of Scope of Work, Form B, Form A, Form C and Shop Drawing may be purchased by interested contractors at the BAC Infrastructure Secretariat Office, 5th Floor, LRA Building corner NIA Road, Diliman Quezon City, upon payment of non-refundable fee in the amount of **PESOS: FIVE HUNDRED (P500.00)**. Deadline for the submission of sealed proposals together with the complete documentary requirements is on **June 9, 2022, 4:00 p.m.** at the BAC Secretariat Office, 5th Floor, LRA Building corner NIA Road, Diliman Quezon City. Any submission of bid other than to the LRA BAC Secretariat Office shall not be entertained / admitted.

The Approved Budget for the project is **PESOS: FOUR HUNDRED TWELVE THOUSAND THREE HUNDRED SIXTY-EIGHT and 54/100 (P412,368.54)**.

IMPORTANT TERMS and CONDITIONS

1. All quotations submitted to this Authority are considered as offer. In the event that quotation is accepted, a Work Order shall be placed with the contractor offering the Single / Lowest complying and responsive bid, therefore, the most advantageous terms to this Authority;
2. Work is subject to inspection and acceptance. Payment shall be in accordance with the usual budgeting, accounting and auditing requirements; and
3. This Authority reserves the right to reject any or all bids or offers and may only accept such offer that it may consider most economical and most advantageous to the Government.


ATTY. ADRIAN M. FADRILAN
Vice - Chairman

Bids and Awards Committee on Infrastructure

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REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)
East Avenue cor. NIA Road, Quezon City
Website: www.lra.gov.ph

CAF No. 2022-038

CERTIFICATION

This is to certify that funds are available to cover expenses for FY 2022 requirement for the renovation works at Finance Service Office in the amount of **PESOS: FOUR HUNDRED TWELVE THOUSAND THREE HUNDRED SIXTY-EIGHT & 54/100 (P412,368.54)**. The funds for the purpose may be charged against the authorized appropriations for Maintenance & Other Operating Expenses (MOOE) of this Authority.

It is understood that the actual utilization/disbursement of the said fund shall be subject to the existing budgeting, accounting and auditing rules and regulations.

Issued this 1st day of March, 2022.


JAIRUS M. CABUSI
Chief, Accounting Division


MA. TERESA P. YANCHA
Chief, Budget Division

Noted by:

ARMANDO M. DE LEON
Director II
Financial Service



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(LAND REGISTRATION AUTHORITY)
East Avenue cor. NIA Road, Quezon City
Website: www.lra.gov.ph

MEMORANDUM

FOR : Hon. RENATO D. BERMEJO
Administrator

SUBJECT : RECOMMENDATION TO APPROVE THE PROPOSED
PROCUREMENT FOR THE RENOVATION WORKS
AT FINANCE SERVICE OFFICE

DATE : NOVEMBER 22, 2021

This is to respectfully recommend the approval of the proposed procurement for the renovation works at Finance Service Office in the total amount of PESOS: FOUR HUNDRED TWELVE THOUSAND THREE HUNDRED SIXTY-EIGHT PESOS and 54/100 (P 412,368.54).

Attached herewith are the Plans, Scope of Works and Bill of Quantities for your reference.

For his Honor's consideration,


Prepared by:


ALEXANDER D. MONTEMAYOR
LRA, Building Administrator


Recommending Approval:


JESSA G. SOLOMON-AMBONG
Acting Chief
General Services Division


LORETO T. ORENSE
Director II
Administrative Service


ROBERT NOMAR V. LEYRETANA, CESO II
Deputy Administrator

Approved:



RENATO D. BERMEJO
Administrator

PROJECT : RENOVATION WORKS FOR THE
FINANCE SERVICE OFFICE
LOCATION : 3RD Flr., LRA Bldg., East Ave., cor. NIA Road, Diliman, Quezon City
SUBJECT : SCOPE OF WORKS

SCOPE OF WORKS AND SPECIFICATION

- 1.0. Mobilization/De-mobilization of personnel, materials, equipment's, provision of temporary facilities and utilities and upon completion cleaning of the work area and disposal of waste materials and debris as to leave the premises in perfect condition, accepted by LRA.
- 2.0. Stripping of existing wallpaper.
- 3.0. Sanding of existing wall to be painted.
- 4.0. Application of wall putty.
- 5.0. ✓ Repainting of wall. USE semi-gloss healthy home odorless paint.
- 6.0. ✓ Installation of Laminated Flooring.
- 7.0. Restoration of conference table (Duco finish).
- 8.0. ✓ Installation of drop ceiling. Refer to submitted plans.
- 9.0. ✓ Installation of additional lightings. LED downlight, warm white 7 watts.
- 10.0. All items mentioned above subject for inspection and approval of LRA before installation.
- 11.0. Site visit is required.

WORK DURATION: Fifteen (30) Working Days

Prepared By: 

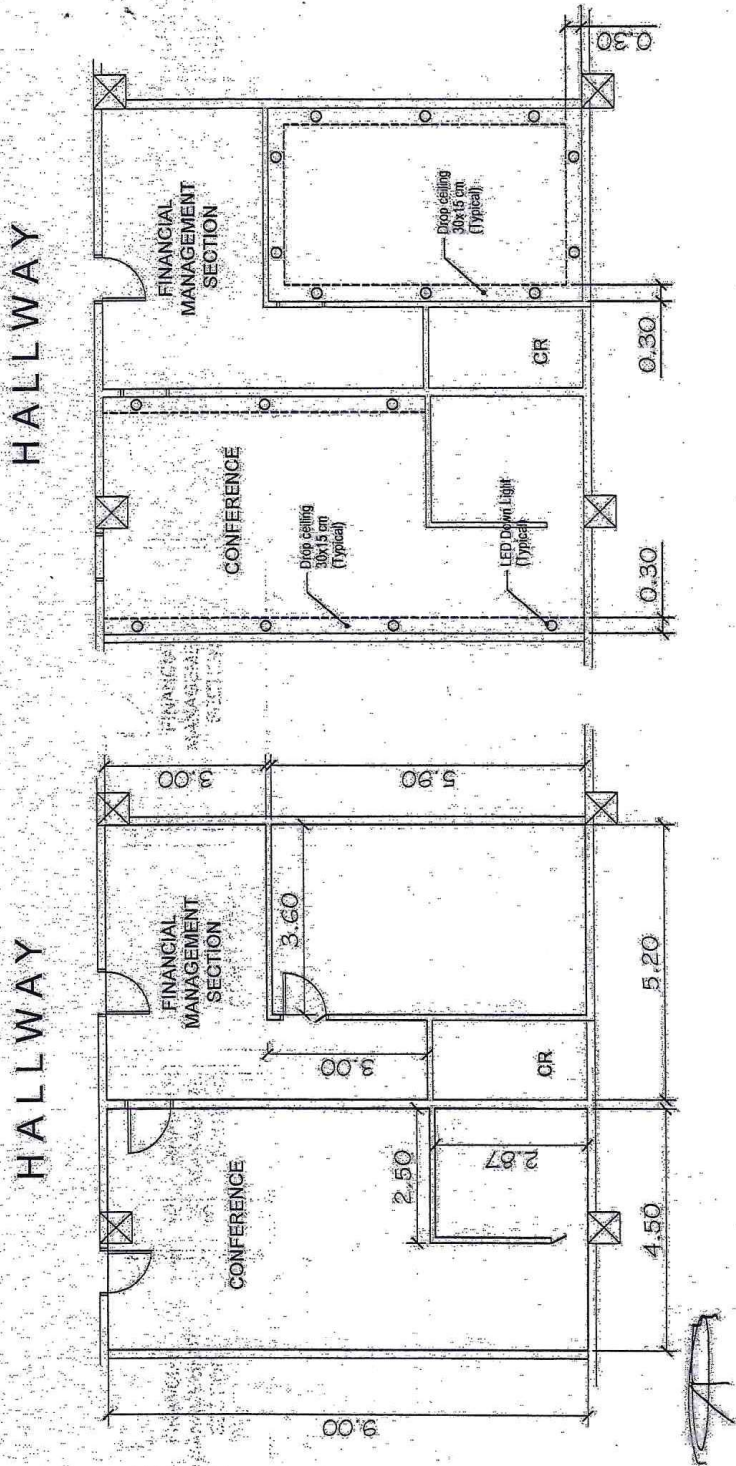
ALEXANDER D. MONTEMAYOR
LRA Building Administrator

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PROJECT : PROPOSED RENOVATION WORKS AT FINANCE SERVICE OFFICE
 LOCATION : 3RD Floor, IRA Building
 SUBJECT : BILL OF QUANTITIES
 AMOUNT : P412,368.54

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
I	GENERAL REQUIREMENTS				
	Mobilization/Demobilization	lot	1.00	5,000.00	5,000.00
	Temporary Facilities/Field Office/Utilities	lot	1.00	2,500.00	2,500.00
	Removal of existing paint/wallpaper	lot	1.00	5,000.00	5,000.00
	Sub-total			P	12,500.00
II	PAINTING WORKS				
	Surface preparation	m²	282.00	50.00	14,100.00
	Interior wall & Ceiling including doors	m²	282.00	300.00	84,600.00
	Sub-total			P	98,700.00
III	CIVIL WORKS (Flooring)				
	Laminated Flooring	m²	90.00	960.00	86,400.00
	Accessories	lot	1.00	5,000.00	5,000.00
	Hardiflex, 1/4 x 4 x 8	pcs	8.00	560.00	4,480.00
	Metal Furring	pcs	15.00	185.00	2,775.00
	Wall angle	pcs	40.00	82.00	3,280.00
	Screw	lot	1.00	1,500.00	1,500.00
	Restoration of conference table (Duco finish)	lot	1.00	7,500.00	7,500.00
	Sub-total			P	110,935.00
IV	ELECTRICAL WORKS				
	LED Downlight, Warmwhite 7W	set	17.00	650.00	11,050.00
	20mm dia. PCV pipe	light	20.00	110.00	2,200.00
	20mm dia. Male adaptor	pcs	40.00	25.00	1,000.00
	Junction box	pcs	20.00	40.00	800.00
	Utility Box	pcs	2.00	35.00	70.00
	Switch	set	2.00	250.00	500.00
	3.5 mm² THHN wire	box	1.00	4,750.00	4,750.00
	Sub-total			P	20,370.00
V	ALL OTHER ITEMS NOT INCLUDED HEREIN BUT NECESSARY TO COMPLETE THE PROJECT. PLEASE SPECIFY				
1.00	Misc. & Consumables	lot	1.00	2,500.00	2,500.00
2.00					
3.00					
	Sub-total			P	2,500.00
Total Cost (Items II, III, IV and V)				P	232,505.00
Labor Cost				P	93,002.00
Plus Item I				P	12,500.00
Direct Cost				P	338,007.00
OCM & Taxes				P	74,361.54
PROJECT TOTAL COST				P	412,368.54

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FINANCE SERVICE

Renovation Works (Laminated Flooring, Re-painting of walls, Restoration of conference table (Duco Finish) & Drop ceiling w/ downlights)

Quotation Form (Form "A")

PROJECT : Procurement for the Repainting of walls, Installation of Laminated Flooring, Installation of drop ceiling and Installation of additional lights of Finance Service

LOCATION : 3rd Floor, LRA Building

SUBJECT : BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
I.	GENERAL REQUIREMENTS				
	Mobilization / Demobilization	lot	1.00		
	Temporary Facilities / Field Office / Utilities	lot	1.00		
	Removal of existing paint / wallpaper	lot	1.00		
	Sub-total				
II.	PAINTING WORKS				
	Surface preparation	m2	282.00		
	Interior wall & Ceiling including dors	m2	282.00		
	Sub-total				
III.	CIVIL WORKS (Flooring)				
	Laminated Flooring	m2	90.00		
	Accessories	lot	1.00		
	Hardiflex, 1/4 x 4 x 8	pcs	8.00		
	Metal Furring	pcs	15.00		
	Wall angle	pcs	40.00		
	Screw	lot	1.00		
	Restoration of conference table (Duco finish)	lot	1.00		
	Sub-total				
IV.	ELECTRICAL WORKS				
	LED Downlight, Warmwhite 7W	set	17.00		
	20mm dia. PCV pipe	lght	20.00		
	20mm dia. Male adaptor	pcs	40.00		
	Junction Box	pcs	20.00		
	Utility Box	pcs	2.00		
	Switch	set	2.00		
	3.5 mm2 THHN wire	box	1.00		
	Sub-total				
V.	ALL OTHER ITEMS NOT INCLUDED HEREIN BUT				
	NECESSARY TO COMPLETE THE PROJECT,				
	PLEASE SPECIFY				
	Misc. & Consumables	lot	1.00		
	Sub-total				
	Total Cost (Items II, III, IV and V)				
	Labor Cost				
	Plus Item I				
	Direct Cost				
	OCM & Taxes				
	PROJECT TOTAL COST				
BID AMOUNT IN WORDS					
Submitted by:					
Name of Company					
By:					
Name & Signature of Authorized Representative				Date	

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(Form "B")

PROJECT : Procurement for the Repainting of walls, Installation of Laminated Flooring, Installation of drop ceiling and Installation of additional lights of Finance Service
LOCATION : 3rd Floor, LRA Building
SUBJECT : LIST OF COMPLETED AND ON-GOING CONTRACTS

Name of Contract	Date of Contract	Contract Duration	Owner's name and address	Nature of Work	Total Contract Value	Date of Completion of Estimated Completion date	Value of Outstanding Works, if applicable	Remarks

Submitted by:

(Name and Signature of Bidder)

(Company)

(Date)

[Type text]

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

[Type text]

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]