



June 1, 2023

REQUEST FOR QUOTATION

The LAND REGISTRATION AUTHORITY (LRA) is inviting all interested Contractors to submit a Quotation for the **Procurement for the Supply and Installation of Laminated Flooring for the Chief and Assistant Chief offices at Legal Division (RM. 402) at the Central Office building, Quezon City** 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 a non-refundable fee in the amount of PESOS: FIVE HUNDRED (PHP 500.00). Deadline for the submission of sealed proposals together with the complete documentary requirements is on **June 7, 2023, 4:00 p.m.** at the BAC Secretariat Office, 5th floor, LRA building, East Avenue corner NIA Road, 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: FORTY-NINE THOUSAND SIX HUNDRED TWENTY and 00/100 (P 49,620.00)**.

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. TRISTAN E. DE GUZMAN

Chairman

Bids and Awards Committee on Infrastructure

Quotation Form (Form "A")

PROJECT : Supply and Installation of Laminated Flooring for the Chief and Assistant Chief offices at
 Legal Division (RM. 402)
 LOCATION : LRA Central Office building, Quezon City
 SUBJECT : BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
I.	GENERAL REQUIREMENTS				
	Mobilization/Demobilization/Temporary facilities	lot	1.00		
	Sub - Total				
II.	MATERIALS (Area: 21.43 sq.m and 19.08 sq.m)				
1.00	HDF Laminated Flooring	lot	1.00		
2.00	Gapping Profile	lot	1.00		
3.00	Leveling Profile	lot	1.00		
4.00	Quarter C	lot	1.00		
5.00	Dismantling of existing laminated flooring	lot	1.00		
6.00	Installation fee	lot	1.00		
	Sub - Total				
III.	All other items not included herein but necessary to complete the project, please specify				
1.00					
2.00					
3.00					
	Sub - Total				
TOTAL BID COST (inclusive of Taxes)					

BID AMOUNT IN WORDS

Submitted by:

Name of Company

By:

 Name & Signature of Authorized Representative

 Date

PROJECT : Supply and Installation of Laminated Flooring for the Chief and Assistant Chief offices at
Legal Division (RM. 402)
LOCATION : LRA Central Office building, Quezon City
SUBJECT : SCOPE OF WORKS

SCOPE OF WORKS AND SPECIFICATION

1. Mobilization/De-Mobilization of personnel, materials, equipment's, provision of temporary facilities and utilities and upon completion of work area and disposal of waste materials and debris as to the premises in perfect condition, accepted by LRA.
2. Clearing on the affected area's prior for the installation of laminated flooring including stripping of existing laminated flooring.
3. Supply and installation of Laminated Flooring (8.30mm x 196mm x 1215mm).
4. Re-install/repositioning of workstation and furniture as per existing layout.
5. Cutting of door's.
6. All items mentioned above subject for inspection and approval of LRA before installation.
7. Site visit is required.

WORK DURATION: Seven (7) Working days.



REPÚBLIKA NG PILIPINAS
 KAGAWARAN NG KATARUNGAN
 PANGASIWAAN SA PATALAAN NG LUPAIN
 (LAND REGISTRATION AUTHORITY)
 East Avenue cor. NIA Road
 Quezon City

MEMORANDUM

FOR : Hon. GERARDO PANGA SIRIOS
 Administrator

SUBJECT : **RECOMMENDATION TO APPROVE THE PROPOSED
 PROCUREMENT FOR THE SUPPLY AND INSTALLATION OF
 LAMINATED FLOORING FOR CHIEF AND ASSISTANT CHIEF OFFICE
 AT LEGAL DIVISION (RM. 402)**

DATE : **MAY 11, 2023**

This is to respectfully recommend the approval of the proposed procurement for the supply and installation of laminated flooring for Chief and Assistant Chief office at Legal Division (Rm. 402) in the total amount of **PESOS: FORTY-NINE THOUSAND SIX HUNDRED TWENTY PESOS and 30/100 (P 49,620.00)**.

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

For his Honor's consideration,

Prepared by:


CRISPIN O. DE LUNA
 LRA, Building Administrator

Indorsed by:


RONALDO C. APILADO
 Head, Maintenance Unit


GLORIETA P. LACAMBRA
 Acting Chief, General Services Division
 As per AO No. 2023-29 dated Feb. 3, 2023

Recommending Approval:


TRISTAN E. DE GUZMAN
 Director, Administrative Service
 & OIC-Deputy Administrator for Administration
 As per AO No. 2022-352 dated Dec. 5, 2022

Approved:


GERARDO PANGA SIRIOS
 Administrator 

PROJECT : SUPPLY AND INSTALLATION OF LAMINATED FLOORING
FOR CHIEF AND ASSISTANT CHIEF OFFICE AT LEGAL DIV. (Rm. 402)
LOCATION : EAST AVE. COR NIA ROAD, DILIMAN QUEZON CITY
SUBJECT : SCOPE OF WORKS
DATE : MAY 11, 2023

SCOPE OF WORKS

- 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. Clearing on the affected area's prior for the installation of laminated flooring including stripping of existing laminated flooring.
- 3.0. Supply and Installation of Laminated Flooring (8.30mm x 196mm x 1215mm).
- 4.0. Re-install/repositioning of workstation and furniture as per existing layout.
- 5.0. Cutting of door's.
- 6.0. All items mentioned above subject for inspection and approval of LRA before installation.
- 7.0. Site visit is required.

WORK DURATION: Seven (7) Working Days

Prepared By:


CRISPIN O. DE LUNA
LRA, Building Administrator



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. 2023-129

CERTIFICATION

This is to certify that funds are available to cover expenses for the FY 2023 requirement for the supply and installation of laminated flooring for Chief and Assistant Chief Office of Legal Division (Rm. 402) in the amount of **PESOS: FORTY NINE THOUSAND SIX HUNDRED TWENTY & 00/100 (P49,620.00)**. The funds for the purpose may be charged against the authorized allotment 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 19th day of May, 2023.


JAIRUS M. CABUSI
Chief, Accounting Division


MA. TERESA P. YANCHA
Chief, Budget Division

Noted by:


ARMANDO M. DE LEON
Director II
Financial Service