



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 Renovation Works for Budget & Statistic Section 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, 5<sup>th</sup> 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, 5<sup>th</sup> 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: ONE HUNDRED TWENTY THOUSAND FOUR EIGHT and 00/100 (P 120,048.00)**.

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 : Renovation Works for Budget & Statistic Section  
 LOCATION : LRA Central Office building, Quezon City  
 SUBJECT : BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
<b>I.</b>	<b>GENERAL REQUIREMENTS</b>				
	Mobilization/Demobilization/Temporary facilities	lot	1.00		
	Temporary facilities/Field Office/Utilities	lot	1.00		
	Surface Preparation	lot	1.00		
	<b>Sub - Total</b>				
<b>II.</b>	<b>BUDGET SECTION</b>				
	Nebraska Marine plywood 3/4 x 4 x 8	pc/s.	7.00		
	Kiln dry wood, 1 x 2 x 12	pc/s.	5.00		
	Kiln dry wood, 1/2 x 1 x 8	pc/s.	18.00		
	Finishing nail, 2"	kls.	1.00		
	Finishing nail, 1"	kls.	1 / 4		
	Metal screw, 3"	pc/s.	20.00		
	Healthy home semi gloss	gal/s.	8.00		
	Davies gloss it (red carpet)	ltr/s	2.00		
	Wall putty	ltr/s	6.00		
	Sand paper # 100	mtr/s	1.00		
	Paint roller w/ tray, 7"	pc/s.	2.00		
	Paint brush, 2"	pc/s.	2.00		
	Baby roller, 4"	pc/s.	2.00		
	<b>Sub - Total</b>				
<b>III.</b>	<b>STATISTIC SECTION</b>				
	Nebraska Marine plywood 3/4 x 4 x 8	pc/s.	10.00		
	Kiln dry wood, 1 x 2 x 12	pc/s.	15.00		
	Kiln dry wood, 1/2 x 1 x 8	pc/s.	26.00		
	Finishing nail, 2"	kls.	1.00		
	Finishing nail, 1"	kls.	1 / 4		
	Concealed hinges	set/s	2.00		
	Metal screw, 3"	pc/s.	30.00		
	Healthy home semi gloss	gal/s.	8.00		
	Davies gloss it (red carpet)	ltr/s	2.00		
	Flat Latex	gal/s.	4.00		
	Wall putty	ltr/s	10.00		
	Sand paper # 100	mtr/s	1.00		
	Paint roller w/ tray, 7"	pc/s.	2.00		
	Paint brush, 2"	pc/s.	2.00		
	Baby roller, 4"	pc/s.	2.00		
<b>IV.</b>	<b>All other items not included herein but necessary to complete the project, please specify</b>				
1.00					
2.00					
3.00					
	<b>Sub - Total</b>				
<b>TOTAL BID COST (inclusive of Taxes)</b>					

\_\_\_\_\_

BID AMOUNT IN WORDS

Submitted by:

\_\_\_\_\_

Name of Company

By:

\_\_\_\_\_

Name & Signature of Authorized Representative

\_\_\_\_\_

Date

PROJECT : Renovation Works for Budget & Statistic Section  
LOCATION : LRA Central Office building, Quezon City  
SUBJECT : SCOPE OF WORKS

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#### SCOPE OF WORKS AND SPECIFICATION

1. Mobilization/De-Mobilization of personnel, materials, equipment's, provision of temporary facilities and utilities and upon completion cleaning of work the area and disposal of waste materials and debris as to leave premises in perfect condition, accepted by LRA.
2. Stripping of existing wallpaper (surface preparation).
3. Sanding of existing wall to be painted.
4. Application of wall putty.
5. Repainting of wall. USE: semi-gloss healthy home odorless paint.
6. Fabrication and installation Hanging Cabinet, painted. See attached plan. Use: Nebraska marine plywood,  $\frac{3}{4}$  x 4 x 8 and kiln dry wood (1/2 x 2 x 12 and  $\frac{1}{2}$  x 1 x 8).
7. All items mentioned above subject for inspection and approval of LRA before installation.
8. Site visit is required.

**WORK DURATION: Fifteen (15) Working days**



REPUBLIKA 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 RENOVATION  
WORKS FOR BUDGET & STATISTIC SECTION.

DATE : MAY 10, 2023

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This is to respectfully recommend the approval of the proposed procurement for the proposed renovation works for Budget & Statistical Section in the total amount of **PESOS: ONE HUNDRED TWENTY THOUSAND FORTY-EIGHT PESOS ONLY (P 120,048.00)**.

Attached herewith are the Scope of Works, Bill of Quantities and Plans 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** : PROPOSED RENOVATION WORKS FOR BUDGET & STATISTIC SECTION  
**LOCATION** : 3<sup>RD</sup> 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 (surface preparation).
- 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. Fabrication and Installation Hanging Cabinet, painted. See attached plan. Use: Nebraska marine plywood,  $\frac{3}{4}$  x 4 x 8 and Kiln dry wood ( $\frac{1}{2}$  x 2 x 12 and  $\frac{1}{2}$  x 1 x 8).
- 7.0. All items mentioned above subject for inspection and approval of LRA before installation.
- 8.0. Site visit is required.

**WORK DURATION: Fifteen (15) Working Days**

Prepared By:

  
**CRISPIN O. DE LUNA**  
LRA, Building Administrator

PROJECT : PROPOSED RENOVATION WORKS FOR BUDGET & STATISTIC SECTION  
 LOCATION : LRA Building, East Ave., cor NIA Road Diliman Quezon City  
 SUBJECT : BILL OF QUANTITIES  
 AMOUNT : P 120,048.00

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
<b>I</b>	<b>GENERAL REQUIREMENTS</b>				
	Mobilization/Demobilization	lot	1.00	10,000.00	10,000.00
	Temporary Facilities/Field Office/Utilities	lot	1.00	5,000.00	5,000.00
	Surface Preparation	lot	1.00	5,000.00	5,000.00
	<b>Sub-total</b>			<b>P</b>	<b>20,000.00</b>
<b>II</b>	<b>BUDGET SECTION</b>				
	Nebraska marine plywood, 3/4 x 4 x 8	pc/s	7.00	1,650.00	11,550.00
	Kiln dry wood, 1 x 2 x 12	pc/s	5.00	164.00	820.00
	Kiln dry wood, 1/2 x 1 x 8	pc/s	18.00	60.00	1,080.00
	Finishing nail, 2"	kl/s	1.00	140.00	140.00
	Finishing nail, 1"	kl/s	1/4	120.00	30.00
	Metal screw, 3"	pc/s	20.00	5.00	100.00
	Healthy Home semi gloss	gal/s	8.00	785.00	6,280.00
	Davies gloss it (red carpet)	ltr/s	2.00	300.00	600.00
	Wall putty	ltr/s	6.00	200.00	1,200.00
	Sand paper #100	mtr/s	1.00	200.00	200.00
	Paint roller w/ tray, 7"	pc/s	2.00	180.00	360.00
	Paint brush, 2"	pc/s	2.00	60.00	120.00
	Baby roller, 4"	pc/s	2.00	40.00	80.00
	<b>Sub-total</b>			<b>P</b>	<b>22,560.00</b>
<b>III</b>	<b>STATISTIC SECTION</b>				
	Nebraska marine plywood, 3/4 x 4 x 8	pc/s	10.00	1,650.00	16,500.00
	Kiln dry wood, 1 x 2 x 12	pc/s	15.00	164.00	2,460.00
	Kiln dry wood, 1/2 x 1 x 8	pc/s	26.00	60.00	1,560.00
	Finishing nail, 2"	kl/s	1.00	140.00	140.00
	Finishing nail, 1"	kl/s	1/4	120.00	30.00
	Concealed hinges	set/s	2.00	180.00	360.00
	Metal screw, 3"	pc/s	30.00	5.00	150.00
	Healthy Home semi gloss	gal/s	8.00	785.00	6,280.00
	Davies gloss it (red carpet)	ltr/s	2.00	300.00	600.00
	Flat Latex	gal/s	4.00	650.00	2,600.00
	Wall putty	ltr/s	10.00	200.00	2,000.00
	Sand paper #100	mtr/s	1.00	200.00	200.00
	Paint roller w/ tray, 7"	pc/s	2.00	180.00	360.00
	Paint brush, 2"	pc/s	2.00	60.00	120.00
	Baby roller, 4"	pc/s	2.00	40.00	80.00
	<b>Sub-total</b>			<b>P</b>	<b>33,440.00</b>
<b>XII</b>	<b>ALL OTHER ITEMS NOT INCLUDED HEREIN BUT NECESSARY TO COMPLETE THE PROJECT, PLEASE SPECIFY</b>				
1.00					
2.00					
3.00					
	<b>Sub-total</b>			<b>P</b>	<b>-</b>
=====					
	<b>Total Cost</b>			<b>P</b>	<b>56,000.00</b>
	<b>Labor Cost</b>			<b>P</b>	<b>22,400.00</b>
	<b>Plus Item I</b>			<b>P</b>	<b>20,000.00</b>
	<b>Direct Cost</b>			<b>P</b>	<b>98,400.00</b>
	<b>OCM &amp; Taxes</b>			<b>P</b>	<b>21,648.00</b>
=====					
	<b>PROJECT TOTAL COST</b>			<b>P</b>	<b>120,048.00</b>

Prepared by:

  
**CRISPIN O. DE LUNA**  
LRA Building Administrator

Indorsed by:

  
**RONALDO C. APILADO**  
Head, Maintenance Unit

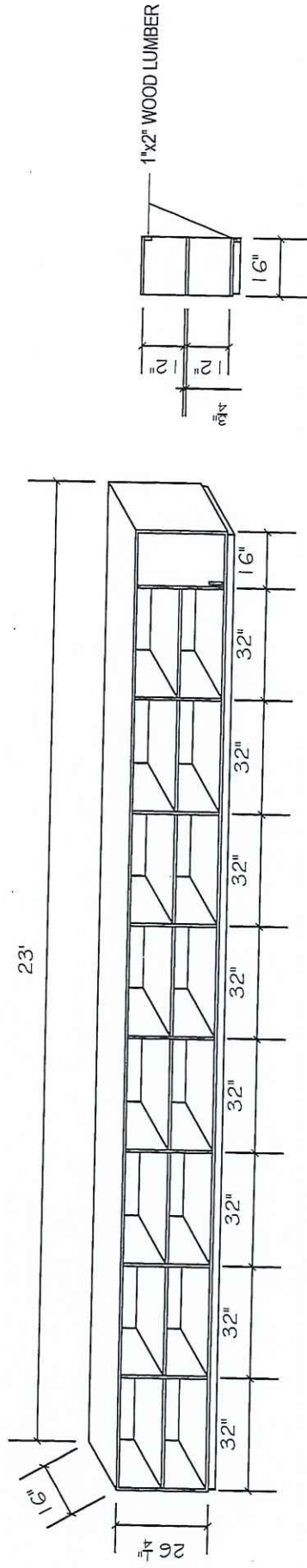
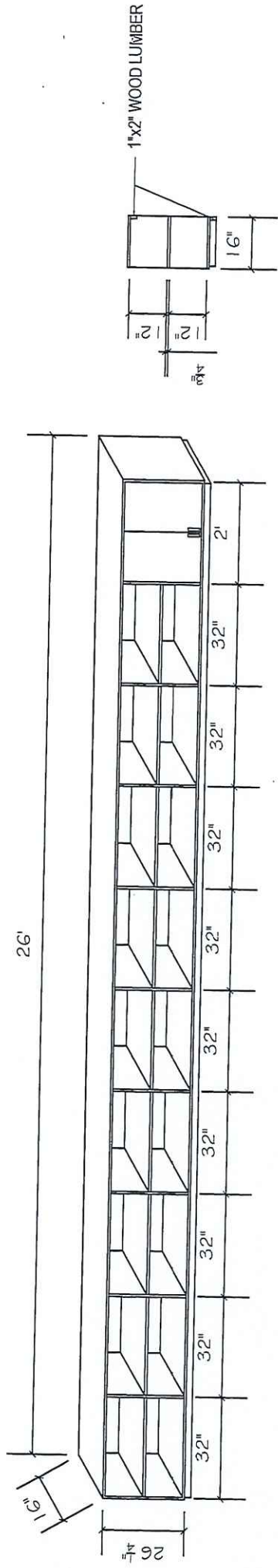
  
**GLORIETA P. LACAMBRA**  
Acting Chief, General Services Division  
As per AO No. 2023-29 dated Feb. 3, 2023

Recommending Approval:

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

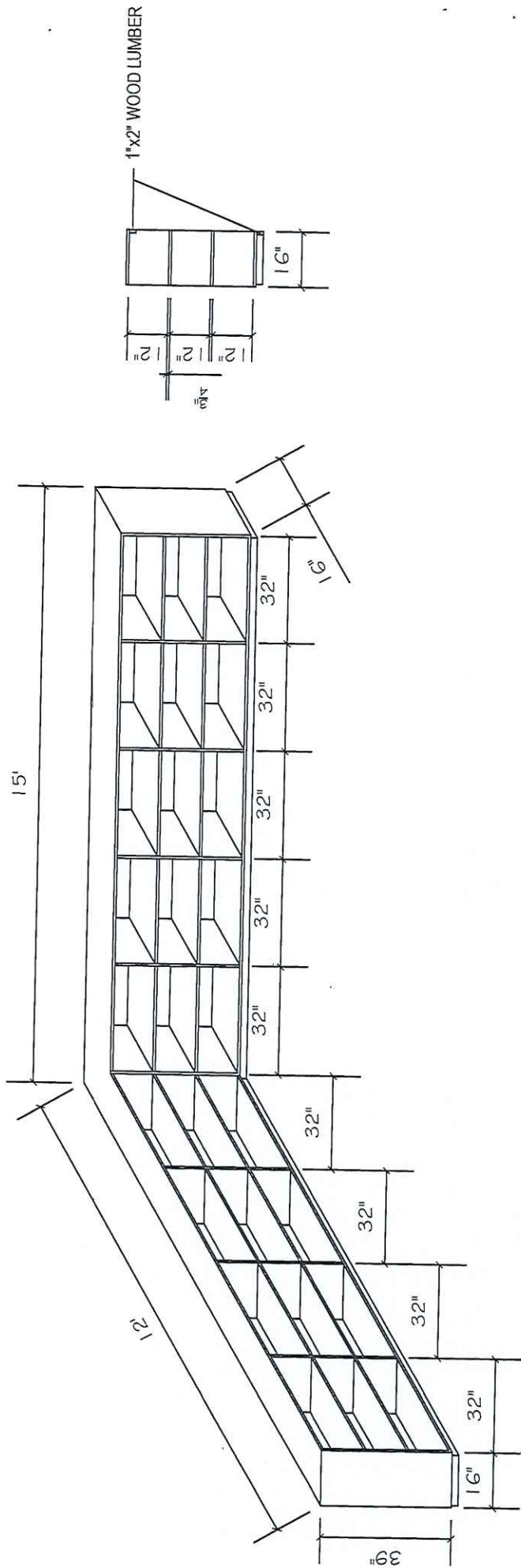
Approved:

  
**GERARDO PANGA SIRIOS**  
Administrator 

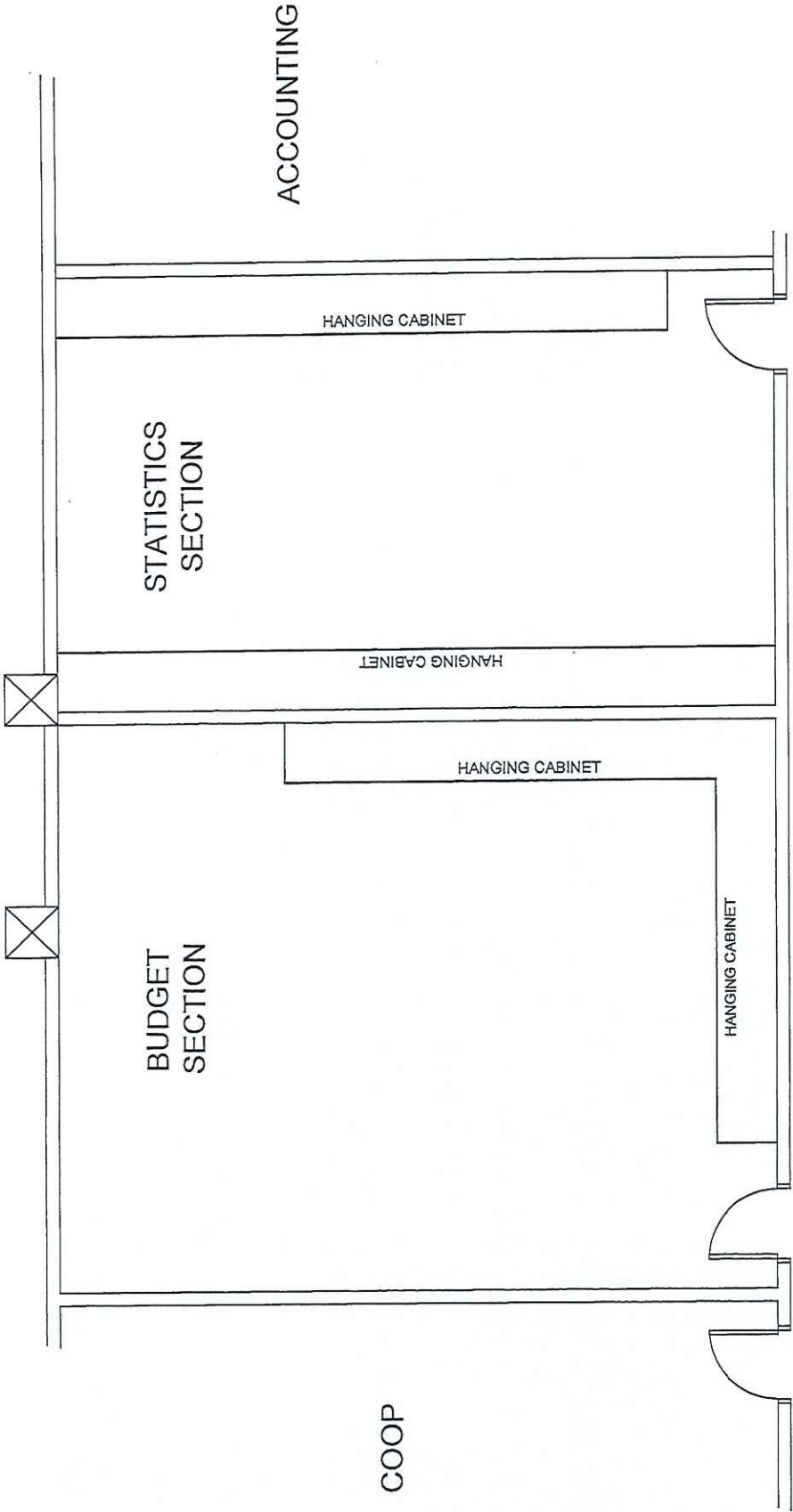


# STATISTICAL SECTION





# BUDGET SECTION



PLAN



REPUBLIKA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
**PANGASTIWAN SA PATALAAN NG LUPAIN**  
**(LAND REGISTRATION AUTHORITY)**

East Avenue cor. NIA Road, Quezon City

Website: www.lra.gov.ph

CAF No. 2023-128

## CERTIFICATION

This is to certify that funds are available to cover expenses for the FY 2023 requirement for the Renovation Works for Budget Section & Statistical Section in the amount of **PESOS: ONE HUNDRED TWENTY THOUSAND FORTY EIGHTY & 00/100 (P120,048.00)**. 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 19<sup>th</sup> 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