



23 September 2023

REQUEST FOR QUOTATION

The LAND REGISTRATION AUTHORITY (LRA) is inviting all interested Contractors to submit a Quotation for the **Procurement for the Proposed Improvement of Lower Ground, Lobby and Porch enclosure** subject to the submission of the following requirements:

1. Certified true copy of Mayor's/Business Permit FY 2023;
2. PhilGEPS Registration Certificate;
3. Certified true copy of PCAB License;
4. Income/Business Tax Return;
5. Quotation (Form "A");
6. Affidavit of Site Inspection;
7. List of completed and on-going Contracts (Form "B"); and
8. Omnibus Sworn Statement (Form "C")

Completion of the works is required within **Thirty (30) working days** from commencement date.

A complete set of Scope of Works, Form A, Form B, Form C and Shop Drawing may be purchased by interested contractors at the BAC Secretariat for Infrastructure 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: ONE THOUSAND (PHP 1,000.00). **Deadline for the submission** of sealed proposals together with the complete documentary requirements is on **02 October 2023, 4:00 p.m.** at the BAC Secretariat for Infrastructure 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: SIX HUNDRED TWENTY-ONE THOUSAND FOUR HUNDRED PESOS ONLY (P 621,400.00)**.

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 \*

Chairperson

Bids and Awards Committee on Infrastructure



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lra.gov.ph

Quotation Form (Form "A")

PROJECT : Procurement for the Proposed Improvement of Lower Ground, Lobby and Porch enclosure  
 LOCATION : LRA Central Office, Quezon City  
 SUBJECT : BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
<b>I.</b>	<b>SITE WORKS</b>				
	Mobilization/Demobilization/Temporary facilities	lot	1.00		
	<b>Sub - Total</b>				
<b>II.</b>	<b>MATERIALS FOR GLASS PARTITION</b>				
	Fixed glass using 6mm bronze glass and anolok tubular frame 1 ¾ x 4 (2090W x 1650H)	set/s	1.00		
	Fixed glass using 6mm bronze glass and anolok frame 1 ¾ x 4 (3750W x 1850H)	set/s	3.00		
	Fixed glass using 6mm bronze glass and anolok frame 1 ¾ x 4 (2680W x 450H)	set/s	2.00		
	Sliding Door with complete accessories	set/s	1.00		
	<b>LOWER GROUND</b>				
	Fixed glass using 6mm bronze glass & anolok frame 1 ¾ x 4 with double swing door complete with mechanism	set/s	1.00		
	<b>Sub - Total</b>				
<b>III.</b>	<b>AIR CONDITIONING UNIT</b>				
	<b>UPPER GROUND</b>				
	1.0 HP split type ACU, inverter	set/s	1.00		
	Refrigerant pipes, insulation and electrical wirings, breaker, brackets and other accessories	lot	1.00		
	<b>LOWER GROUND</b>				
	3.0TR cassette type ACU, inverter	set/s	1.00		
	Refrigerant pipes, insulation and electrical wirings, breaker, brackets and other accessories	lot	1.00		
	<b>Sub - Total</b>				
<b>IV.</b>	<b>All other items not included herein but necessary to complete the project, please specify</b>	lot	1.00		
1.00	Misc.				
2.00					
3.00					
	<b>Sub - Total</b>				
<b>TOTAL BID COST (inclusive of Taxes)</b>					

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BID AMOUNT IN WORDS

Submitted by:

\_\_\_\_\_

Name of Company

By:

\_\_\_\_\_

Name & Signature of Authorized Representative

\_\_\_\_\_

Date

PROJECT : Procurement for the Proposed Improvement of Lower Ground, Lobby and Porch enclosure  
LOCATION : Lower Ground floor, Quezon City  
SUBJECT : SCOPE OF WORKS

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#### SCOPE OF WORKS AND SPECIFICATION

1. Mobilization/De-Mobilization of personnel, materials, equipments, provision of temporary facilities and utilities and upon completion of cleaning of work the area and disposal of waste materials and debris to leave premises in perfect condition, accepted by LRA.
2. Supply and installation of fixed glass using bronze analog tubular frame, 1 ¾ x 4 (2090W x 1650H mm) at Upper Ground.
3. Supply and installation of fixed glass using bronze analog tubular frame, 1 ¾ x 4 (1630W x 2150H mm and 2680W x 450H) at Upper Ground.
4. Supply and installation of fixed glass using bronze analog tubular frame, 1 ¾ x 4 (2090W x 1650H mm) at Upper Ground.
5. Supply and installation of sliding glass door at Upper Ground.
6. Supply and installation of fixed glass using 6mm bronze glass & analog tubular frame, 1 ¾ x 4 with double swing door complete with mechanism for door closer. Lower Ground.
7. Supply and installation of new one (1) unit 1.0 HP Split type inverter ACU, cooling capacity should be equal or more than 8,500 BTU/hr; 230 V/Single Phase/60Hz; R410A or better. With 1year warranty on parts, labor, at least 5 years on compressor.
8. Supply and installation of new two (2) units 3.0 TR cassette type inverter ACU cooling capacity should be equal or more than 38,000 BTU/hr; 230V/single Phase/60Hz; R410A or better; With 1year warranty on parts, labor, at least 5 years on compressor. Restoration of works to all affected areas (ceiling, wall, etc.)
9. Refrigerant pipe shall be hard drawn type M copper pipes from the fan coil unit (Indoor Unit) to the AC condensing unit (Outdoor Unit). Fittings, connectors and other accessories suitable for copper pipes are to be use. Rubber insulation with appropriate inner diameter and ½” thickness is to be used to insulate the refrigerant pipes and wrapped with polyethylene tape.
10. Wire shall be insulated with PVC (polyvinyl chloride), nylon jacket type THHN rated at 90°C (dry) and 75°C (wet), maximum of 600 volts AC application and shall comply with the Philippines Standard (PP Panel to ECB to Outdoor Unit to Indoor Unit). ECB enclosed shall be NEMA 3R swinging dead front type with covers.
11. Metallic Flexible Conduits are to be used to connect from the AC Condensing Units and should not exceed one (1) meter in length to the IMC conduit. IMC conduits are to be used form the Metallic Flexible Conduit to the point of entrance to the building or whatever is applicable. PVC conduits may be used from the point of entrance of the building or whatever is applicable to the Appropriate Circuit Breaker at the Distribution Panel and Fan Coil Unit. Fittings, Connectors and Accessories suitable for Electrical Conduits specified above are to be used.
12. Site visit is required.

**WORK DURATION: Thirty (30) Working days**

(Form "B")

PROJECT : Procurement for the Proposed Improvement of Lower Ground, Lobby and Porch enclosure  
LOCATION : LRA Central office, Quezon City  
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)



**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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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

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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]*