



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 Rehabilitation Works for the Registry of Deeds of Surigao City** 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 **Seventy (70) 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, 5th 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 **10 October 2023, 4:00 p.m.** at the BAC Secretariat for Infrastructure 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 Contract (ABC) is **PESOS: SEVEN HUNDRED SEVENTY-FIVE THOUSAND FIVE and 19/100 (P 775,005.19)**.

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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Quotation Form (Form "A")

PROJECT : Rehabilitation Works for the Registry of Deeds of Surigao City
 LOCATION : Brgy. Washington, Surigao City
 SUBJECT : BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
I.	GENERAL REQUIREMENTS				
	Mobilization/Demobilization/Temporary facilities	lot	1.00		
	Project Billboard/Sign Board	lot	2.00		
	Occupational Safety and Health Program	lot	1.00		
	Sub - Total				
II.	CIVIL MECHANICAL ELECTRICAL AND SANITARY/PLUMBING WORKS				
	Removal of Structure and Obstruction	lot	1.00		
	Ceiling 4.5mm thk. Marine Plywood 2"x2"x10" Good Lumber CW Nails	m ²	150.00		
	Painting Works (Masonry/Concrete)	pcs	400.00		
	Painting Works (Wood)	m ²	150.00		
	Doors (Wood Panel)	m ²	13.23		
	PVC Doors and Frames	m ²	4.41		
	Finishing Hardware (Locksets, Hinges)	lot	1.00		
	Glaze Tiles and Trims	m ²	173.09		
	Lighting fixtures and lamps (40W FL Box Type and 18WCFL)	lot	1.00		
	Fire Extinguisher (10 lbs. CO2/HCFC 123 w/ bracket)	set/s	2.00		
	Sub - Total				
III.	All other items not included herein but necessary to complete the project, please specify				
1.00	Misc. and consumables	lot	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 : Rehabilitation Works for the Registry of Deeds of Surigao City
LOCATION : Brgy. Washington, Surigao City
SUBJECT : SCOPE OF WORKS

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. Removal of structures and Obstruction.
3. Dismantling and replacement of all ceiling. Usage of 4.5 mm Marine Plywood on 2x2 good lumber or 4.5 mm Hardiflex on metal furring framing.
4. Repainting of concrete walls including surface preparation.
5. Repainting works for wood walls.
6. Supply and installation of seven (7) units Solid Panel Doors with door Jamb (0.9m x 2.10m) with accessories including removal of existing door.
7. Supply and installation of three (3) units PVC Doors and Frames (0.7m x 2.10m) including removal of existing door.
8. Supply and installation of eight (8) sets lockset and hinges.
9. Dismantling and replacement of all existing tiles with 60x60 tiles rubber paint at vault room area.
10. Replacement of existing lamps and bulb to LED including rewiring (conventional to LED).
11. Supply and installation of two (2) units fire extinguisher, 10lbs. HCFC 123.
12. Site visit is required.

WORK DURATION: Seventy (70) Working days

(Form "B")

PROJECT : Procurement for the Rehabilitation Works for the Registry of Deeds of Surigao City
LOCATION : Brgy. Washington, Surigao 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]

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

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]