



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

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 Repair and Renovation of the Administrator's office, and Supply and Installation of Laminated Flooring and Lighting Fixture including Rewiring** 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 **Forty (40) 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 **02 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: NINE HUNDRED SEVENTY-THREE THOUSAND SIX HUNDRED TWENTY-ONE PESOS ONLY (P 973,621.00)**.

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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Quotation Form (Form "A")

PROJECT : Repair and Renovation of the Administrator's office, and Supply and Installation of Laminated Flooring and Lighting Fixture including Rewiring
 LOCATION : Administrator's Office, Quezon City
 SUBJECT : BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
I.	GENERAL REQUIREMENTS				
	Mobilization/Demobilization/Temporary facilities	lot	1.00		
	Dismantling of existing carpet tiles/flooring	lot	1.00		
	Dismantling of existing electrical lighting wires and lighting fixtures	lot	1.00		
	Stripping of concrete wall	lot	1.00		
	Sub - Total				
II.	LAMINATED FLOORING WORKS (Area 140 m²)				
	HDF Laminated Flooring, Decofloor II 8.30mm x 196mm x 1215mm	sq.m	140.00		
	Gapping Profile 2.4m	pcs.	5.00		
	Leveling Profile	lot	1.00		
	Quarter C, 2.4m	pcs.	40.00		
	Labor Cost	sq.m	140.00		
	Sub - Total				
III.	ELECTRICAL WORKS				
	15mm (1/2") dia EMT Pipe	lot	1.00		
	15mm (1/2") dia EMT Coupling	lot	1.00		
	15mm (1/2") dia EMT Elbow	lot	1.00		
	15mm (1/2") dia EMT Adaptor	lot	1.00		
	15mm (1/2") dia EMT Locknut & Bushing	lot	1.00		
	3.5mm ² THHN wire	lot	1.00		
	6" Pinlight with 9W LED Bulb day light	pcs.	30.00		
	18 Watt LED Tube Warm White, T8	pcs.	47.00		
	Special Lightings	pcs.	6.00		
	1-gang switch	sets	1.00		
	2-gang switch	sets	5.00		
	3-gang switch	sets	1.00		
	Junction Box with cover	lot	1.00		
	Utility Box	lot	1.00		
	Support Bracket	lot	1.00		
	Misc.	lot	1.00		
	Labor Cost	lot	1.00		
	Sub - Total				
IV.	FINISHING AND OTHER CIVIL WORKS				
	Restoration of damage ceiling including repainting wall and ceiling and existing pinlight holes	lot	1.00		
	Application of varnish for Narra Ply (wall and Ceiling)	lot	1.00		
	Accent Wall painting	lot	1.00		
	Replacement of existing flush door to solid wood panel door (1 set double door and 6 set single door) including accessories (hinges, door closer and door knob)	lot	1.00		
	Stripping of existing wallpaper	lot	1.00		
	Labor cost	lot	1.00		
	Sub - Total	lot	1.00		
IV.	All other items not included herein but necessary to complete the project, please specify				
1.00	Misc. and consumables				
2.00					
3.00					
	Sub - Total				
TOTAL BID COST (inclusive of Taxes)					

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BID AMOUNT IN WORDS

Submitted by:

Name of Company

By:

Name & Signature of Authorized Representative

Date

PROJECT : **Repair and Renovation of the Administrator's office, and Supply and Installation of Laminated Flooring and Lighting Fixture including Rewiring**
LOCATION : **Administrator's office, Quezon City**
SUBJECT : **SCOPE OF WORKS**

SCOPE OF WORKS AND SPECIFICATION

1. Mobilization/Demobilization 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.
1. Clearing on the affected areas prior for the installation of laminated flooring including removal of existing carpet tiles.
2. Supply and installation of HDF Laminated Flooring (8.30mm x 196mm x 1215mm). Submit sample for approval.
3. Re-instalation/repositioning of workstation and furniture as per existing layout.
4. Cutting of doors and restoration of door jambs, if necessary.
5. Restoration of damage ceiling including repainting of wall and ceiling, and existing pin light holes.
6. Application of varnish for Narra Ply (Wall and Ceiling).
7. Painting of walls for scent wall (9m²). Submit sample and combination of colors for approval.
8. Replacement of existing flush door with Solid Waste Panel Door KD (1 set double door and 6 set single door) including accessories (hinges, door closer and door knob). Painted as per preferred color. Submit swatches for approval.
9. Stripping of existing wallpaper.
10. Dismantling of existing electrical lighting wires and pipes including lighting fixtures.
11. Supply and installation of new lighting fixtures including new wiring as per plan. Submit sample of lighting fixtures for approval. Use LED lightings and 3.5mm² THHN wire, Phillex or approved equivalent.
12. All wiring should be embedded on the wall and concealed on ceiling. Use EMT Pipe, Nichi or approved equivalent. Pipes should be properly supported.
13. Provide junction with cover to all fixture and properly supported with fittings.
14. Site visit is required.

WORK DURATION: Forty (40) Working days

(Form "B")

PROJECT : Procurement for the Repair and Renovation of the Administrator's office, and Supply and Installation of Laminated Flooring and Lighting
Fixture including Rewiring
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]

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]