



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

March 01, 2024

REQUEST FOR QUOTATION

The LAND REGISTRATION AUTHORITY (LRA) is inviting all interested Contractors to submit a Quotation for the **Procurement for the Repair/Refurbishment of Broken Glass Windows and Replacement of Broken Bronze Glass of various offices at LRA Central office building** subject to the submission of the following requirements:

1. Certified true copy of current Mayor's permit;
2. Phil GEPS registration certificate;
3. Income/Business Tax Return;
4. Omnibus Sworn Statement (Form "C");
5. Quotation (Form "A");
6. Affidavit of Site Inspection; and
7. List of completed and on-going Contracts (Form "B")

Completion of the works is required within Forty-five (45) 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 **March 08, 2024, 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: THREE HUNDRED ELEVEN THOUSAND FOUR HUNDRED and 00/100 (P 311,400.00).**

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

Chairman

Bids and Awards Committee on Infrastructure



PROJECT : REPAIR/REFURBISHMENT OF BROKEN WINDOWS AND REPLACEMENT
 OF BROKEN BRONZE GLASS IN VARIOUS OFFICES AT LRA OFFICE BUILDING
 LOCATION : EAST AVE. COR NIA ROAD, DILIMAN QUEZON CITY

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
I	GENERAL REQUIREMENTS				
1.00	Mobilization/Demobilization	lot	1.00		
	Sub-total for Item I			PhP	
II	REPAIR/REFURBISHMENT OF BROKEN WINDOWS				
2.00	Repair/Refurbishment of existing windows including complete materials and accessories	lot	1.00		
3.00	Replacement of Broken/ Dilapidated Bronze Glass of window (inclusive of labor)				
	Stairs LG to UG Window (93.5cm x 86.5cm x 6.5mm THK)	pc/s	1.00		
	UG Male Comfort Room (East) (23.5cm x 44cm x 6.5mm THK)	pc/s	1.00		
	UG Female Comfort Room (NIA) (23.5cm x 44cm x 6.5mm THK)	pc/s	1.00		
	Plan Examination Section (RM 104) (70cm x 66cm x 6.5mm THK)	pc/s	1.00		
	Docket Vault Section (RM 107) (70cm x 65cm x 6.5mm THK)	pc/s	1.00		
	Land Projection Section (RM 101) (98.5cm x 115cm x 6.5mm THK)	pc/s	1.00		
	Land Projection Section (RM 101)(63cm x 115cm x 6.5mm THK)	pc/s	1.00		
	Reconstitution Division (RM 302) (70cm x 66cm x 6.5mm THK)	pc/s	1.00		
	Cashiering Servicing Section (RM 306) (83.5cm x 75.5cm x 6.5mm THK)	pc/s	1.00		
	Office of the Administrator (Front of Elevator) (83.5cm x 75.5cm x 6.5mm THK)	pc/s	1.00		
	Conference Room (RM 409) (64cm x 115cm x 6.5mm THK)	pc/s	1.00		
	Stairs 4th to 5th Window (93cm x 116cm x 6.5mm THK)	pc/s	1.00		
	LRA-CARP Cash Section (RM 503) (37cm x 111cm x 6.5mm THK)	pc/s	1.00		
	LRA-CARP Cash Section (RM 503) (44cm x 24cm x 6.5mm THK)	pc/s	1.00		
4.00	Fabrication of fixed window framing and replacement of clear glass at the window ACU unit				
	General Services Division (RM 102) (2 set 99cm x 115cm)	set/s	2.00		
	Maintenance unit (RM 108) (1 set 99cm x 115cm)	set/s	1.00		
	Cadastral Decree Section (RM 203) (1 set 97cm x 115cm)	set/s	1.00		
	Reconstitution Bulacan (RM 208) (1 set 105cm x 115cm)	set/s	1.00		
	Office of the Deputy Administrator (RM 305) (1 set 98.5cm x 115.5cm)	set/s	1.00		
	Revenue Section (RM 318) (3 sets 98.5cm x 115.5cm)	set/s	3.00		

	Budget Section (RM 308) (1 set 98.5cm x 115.5cm)	set/s	1.00		
	Land Registration Monitoring Division (RM 401) (2 sets 99cm x 115cm)	set/s	2.00		
	Book Keeping Section (RM 316) (1 set 99cm x 115cm)	set/s	1.00		
	Legal Division (RM 402) (1 set 98.5cm x 114.5cm)	set/s	1.00		
	Land Registration Cases Division (RM 403) (1 set 99cm x 115cm)	set/s	1.00		
	Office of the Administrator - Staff Office (RM 407) (1 set 99cm x 115cm)	set/s	1.00		
	Human Resource Development Division (RM 412) (2 sets 99cm x 115cm)	set/s	2.00		
	Office of the Director - Administrative Service (RM 413) (2 sets 82cm x 116cm)	set/s	2.00		
	Central Records Section (RM 411) (1 set 99cm x 115cm)	set/s	1.00		
	Recruitment Section (RM 410) (1 set 99cm x 115cm)	set/s	1.00		
	Office of the Deputy Administrator (RM 408) (2 sets 99cm x 115cm)	set/s	2.00		
	Sub-total for Item II				PhP

III	ALL OTHER ITEMS NOT INCLUDED HEREIN BUT NECESSARY TO COMPLETE THE PROJECT, PLEASE SPECIFY				
1.00	Rental of Scaffolding	lot	1.00		
2.00	Misc. and Consumables	lot	1.00		
3.00					
4.00					
	Sub-total for Item III				PhP
	PROJECT TOTAL COST				PhP

BID AMOUNT IN WORDS

Submitted by:

Name of Company

by:

Name & Signature of Authorized Representative

Date

PROJECT : REPAIR/ REFURBISHMENT OF BROKEN WINDOWS AND REPLACEMENT OF
 BROKEN BRONZE GLASS IN VARIOUS OFFICES AT LRA CENTRAL OFFICE BUILDING
 LOCATION : EAST AVE. COR NIA ROAD, DILIMAN QUEZON CITY

SCOPE OF WORKS

- 1.0. Mobilization/Demobilization of personnel, materials, equipment, provision of temporary facilities and utilities and upon completion cleaning of the work area and disposal of waste materials and debris to leave the premises in perfect condition, accepted by LRA.
- 2.0. Repair/Refurbishment of existing windows including complete materials and accessories. This includes replacement of steel casement hinges and handle left and/or right, and re-application of window glass putty and silicone sealant for the windows to be properly sealed. This also includes all other materials and accessories necessary to complete the project.

Listed below are the windows of offices that needs to be repaired/refurbished:

OFFICE	REPAIRS NEEDED
Stairs LG to UG Window	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant
Plan Examination Section (RM 104)	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant • Replacement of steel casement hinges left and right (2 sets)
Docket Vault Section (RM 107)	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant • Replacement of steel casement hinges left and right (2 sets)
General Services Division (RM 102)	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant • Replacement of steel casement hinges left and right (3 sets)
Land Projection Section (RM 101)	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant • Replacement of steel casement hinges left and right (7 sets)
PRIS (RM 204)	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant • Replacement of steel casement hinges left and right (2 sets)
Cadastral Decree Section Ext (RM 202)	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant • Replacement of steel casement hinges left and right (2 sets)
Cadastral Decree Section (RM 203)	<ul style="list-style-type: none"> • Replacement of steel casement hinges left and right (2 sets)
Land Registration Operations Service (RM 205)	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant
Reconstitution Bulacan (RM 208)	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant • Replacement of steel casement hinges left and right (6 sets)

Reconstitution Division (RM 302)	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant
Office of the Deputy Administrator (RM 305)	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant • Replacement of steel casement hinges left and right (4 sets) • Replacement of steel casement handle left and right (3 sets)
Cashiering Servicing Section (RM 306)	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant and replacement of rubber sealant for one (1) window fixed glass.
Budget and Finance Section (RM 310)	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant • Replacement of steel casement hinges left and right (2 sets)
Statistical Section (RM 312)	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant • Replacement of steel casement hinges left and right (3 sets)
Accounting Division (RM 314)	<ul style="list-style-type: none"> • Replacement of steel casement hinges left and right (3 sets)
Bookkeeping Section (RM 317)	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant
Revenue Section (RM 318)	<ul style="list-style-type: none"> • Replacement of steel casement hinges left and right (4 sets)
Ordinary Decree Section (RM 316)	<ul style="list-style-type: none"> • Replacement of steel casement hinges left and right (2 sets)
Land Registration Monitoring Division (RM 401)	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant • Replacement of steel casement hinges left and right (2 sets)
Legal Division (RM 402)	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant • Replacement of steel casement hinges left and right (3 sets)
Office of the Director - Legal Service (RM 405)	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant • Replacement of steel casement hinges left and right (2 sets)
Central Records Section (RM 411)	<ul style="list-style-type: none"> • Replacement of steel casement hinges left and right (2 sets)
Recruitment Section (RM 410)	<ul style="list-style-type: none"> • Replacement of steel casement hinges left and right (3 sets)
2ND - 4TH Floor Lobby	<ul style="list-style-type: none"> • Reapplication of Glass putty and/or Silicone Sealant

- 3.0. Replacement of Broken/Dilapidated Bronze Glass of various steel casement window. This includes dismantling of existing bronze glass and replacing new 6.5mm THK bronze glass. Broken/Dilapidated bronze glass in windows and its dimensions are listed in the Bill of Quantities (BOQ). All measurements are to be verified actual on-site by the supplier. This also entails all other materials and accessories necessary to complete the project.
- 4.0. Fabrication of fixed window framing and replacement of clear glass at the window ACU unit. This includes dismantling of existing steel casement window and bronze glass, fabrication of new steel framing and casement in the window opening of ACU unit, and application of silicone sealant and glass putty for the window to be properly sealed. Window opening dimensions and offices are listed in the Bill of Quantities (BOQ). All measurements are to be verified actual on-site by the supplier. This also includes all other materials and accessories necessary to complete the project.
- 5.0. All items mentioned above subject for inspection and approval of LRA before installation.
- 6.0. Site visit is required before, during, and after installation up until the completion of project.

WORK DURATION: Forty-five (45) Working Days

(Form "B")

PROJECT : Procurement for the Repair/Refurbishment of Broken Glass Windows and Replacement of Broken Bronze Glass of various offices at LRA
 LOCATION : Central office building
 : 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]