



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 OF SERVICE FOR THE FIRST HALF OF SEMI-ANNUAL PREVENTIVE MAINTENANCE/ GENERAL CLEANING OF ONE HUNDRED FORTY-SIX (146) AIR-CONDITIONING UNITS (ACUs) OF 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 Sixty (60) 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: ONE HUNDRED NINETY-THREE THOUSAND and 00/100 (P 193,000.00).**

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 : PROCUREMENT OF SERVICE FOR THE FIRST HALF OF SEMI-ANNUAL PREVENTIVE MAINTENANCE/GENERAL CLEANING OF ONE HUNDRED FORTY-SIX (146) AIR-CONDITIONING UNITS (ACUs) OF CENTRAL OFFICE BUILDING

LOCATION : EAST AVE. COR NIA ROAD, DILIMAN QUEZON CITY

SUBJECT : BILL OF QUANTITIES AND COST ESTIMATES

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
I	GENERAL REQUIREMENTS				
1.00	Mobilization/Demobilization	lot	1.00		
	Sub-total for Item I				PhP
II	PREVENTIVE MAINTENANCE/ GENERAL CLEANING OF ACUs				
	General cleaning of air-conditioning units (ACUs) (VAT Inclusive)				
3.00	Window type ACUs	units	119.00		
4.00	Split-type (wall mounted) ACUs	units	15.00		
5.00	Split-type (floor mounted) ACUs	units	10.00		
6.00	Casette type ACUs	units	2.00		
	Sub-total for Item II				PhP
III	ALL OTHER ITEMS NOT INCLUDED HEREIN BUT NECESSARY TO COMPLETE THE PROJECT				
7.00		lot	1.00		
	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

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LOCATION : EAST AVE. COR NIA ROAD, DILIMAN QUEZON CITY
SUBJECT : SCOPE OF WORKS

SCOPE OF WORKS

- 1.0. General requirements of the project include 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. It also includes creation of temporary facilities for the project and application of permits and clearances.
- 2.0. Upon mobilization, the contractor/supplier is required to furnish a checklist of air-conditioning units planned for cleaning, along with the approved schedule given by LRA. The checklist should be regularly updated after each day of conducting general cleaning on the units. The contractor/supplier is obligated to submit a weekly report to LRA every Monday, providing updates with reference to the checklist.
- 3.0. Contractor/supplier will conduct cleaning activities during weekends (Saturdays and Sundays) only and will strictly comply with the schedule given by LRA. The contractor/supplier is required to provide advance notification to LRA at least three (3) days prior in the event that the scheduled air-conditioning cleaning cannot be carried out as planned.
- 4.0. LRA shall designate a specific area for the cleaning of air-conditioning units. The designated area must be maintained in a clean condition both before, during, and after the cleaning process of the ACUs.
- 5.0. The contractor/supplier is responsible for the removal of the air conditioning unit, transportation to the designated cleaning area, the actual cleaning of the air conditioning unit, and the return of the unit to its original location.
- 6.0. The air-conditioning units shall undergo testing in the presence of both the contractor and a designated LRA personnel to ascertain its functionality. The cleaning process will only commence if the air-conditioning unit is found to be operating efficiently and in good working condition. Any damages, malfunctions, or issues with the unit after conducting general cleaning of the unit shall be the responsibility of the contractor/supplier.

WORK DURATION: Sixty (60) Working Days

LIST OF AIR-CONDITIONING UNIT

No.	AREA	Type (Window, Split, Package/Floor Type)	Status (Operational, Non- Operational, Stand- by)	QTY. (No. of unit)	Category (Inverter, Non- Inverter Type)
1	PSS Vault	Split	Operational	1	Non-Inverter
2	Property & Supply Section	Window	Operational	2	Inverter
		Window	Operational	1	Inverter
3	Security Division	Window	Operational	2	Inverter
4	Motorpool Unit	Window	Operational	1	Inverter
5	Land Projection Section	Window	Operational	3	Inverter
		Window	Operational	3	Inverter
		Package	Operational	2	Inverter
6	GAD Office	Window	Operational	1	Non-Inverter
7	GSD Extension Office	Window	Operational	1	Inverter
8	Medical and Dental Clinic	Window	Operational	2	Inverter
9	Plan Examination Section	Window	Operational	1	Inverter
		Window	Operational	2	Inverter
10	Documentation and Index Section	Window	Operational	1	Inverter
11	Docket Division	Window	Operational	3	Inverter
12	Docket Vault	Window	Operational	2	Inverter
13	Maintenance	Window	Operational	1	Inverter
14	Planning and Management	Window	Operational	2	Inverter
		Window	Operational	2	Inverter
15	Cadastral Decree Section- Ext	Window	Operational	3	Inverter
16	Cadastral Decree Section	Window	Operational	2	Inverter
17	Information and Communications Technology Division	Window	Operational	1	Inverter
		Package	Operational	1	Inverter
18	Land Registration Operations Service	Window	Operational	2	Inverter
19	Subdivision and Consolidation Division	Window	Operational	3	Inverter
		Window	Operational	1	Inverter
		Window	Operational	2	Inverter

20	Public Relation and Information Section	Window	Operational	1	Non-Inverter
21	Reconstitution Ext	Window	Operational	1	Inverter
22	Records and Verification Section	Package	Operational	1	Inverter
23	SCD Vault 1	Window	Operational	1	Non-Inverter
24	SCD Vault 2	Window	Operational	1	Non-Inverter
25	Reconstitution Division	Window	Operational	5	Non-Inverter
		Window	Operational	1	Inverter
26	Commission on Audit	Window	Operational	2	Inverter
		Window	Operational	1	Inverter
27	Original Registration Division	Window	Operational	1	Inverter
		Split	Operational	1	Inverter
28	Deputy Administration for Administration	Window	Operational	2	Inverter
		Split	Operational	2	Non-Inverter
29	Cashier Services Section	Package	Operational	2	Inverter
30	Cashier Services Section-Ext	Window	Operational	1	Non-Inverter
31	Cooperative	Window	Operational	1	Non-Inverter
32	Budget Section	Window	Operational	2	Inverter
33	Financial Service	Window	Operational	1	Inverter
		Window	Operational	1	Inverter
		Split	Operational	1	Inverter
34	Budget Division	Window	Operational	1	Inverter
		Package	Operational	1	Inverter
35	Statistical Section	Window	Operational	1	Inverter
		Window	Operational	1	Inverter
36	Accounting Division	Window	Operational	2	Inverter
		Split	Operational	2	Inverter
37	Disbursement Section	Window	Operational	2	Inverter
38	Ordinary Decree Section	Window	Operational	1	Inverter
		Window	Operational	1	Inverter
39	Bookkeeping Section	Window	Operational	1	Inverter
		Window	Operational	1	Inverter
40	Revenue Section	Window	Operational	1	Inverter
		Window	Operational	1	Inverter
41	Land Registration Monitoring Division	Window	Operational	2	Inverter
		Window	Operational	2	Inverter

42	Legal Division	Window	Operational	2	Inverter
		Window	Operational	2	Inverter
43	Land Registration Cases Division	Window	Operational	2	Inverter
		Window	Operational	1	Non-Inverter
44	RD/DRD	Window	Operational	2	Non-Inverter
45	Legal Service	Split	Operational	1	Inverter
		Window	Operational	1	Inverter
46	Office of the Administrator	Split	Operational	1	Non-Inverter
		Split	Operational	2	Inverter
		Split	Operational	1	Non-Inverter
47	Deputy Administration for Operation	Window	Operational	1	Inverter
		Window	Operational	1	Inverter
48	Conference Room	Package	Operational	1	Inverter
49	LTCP Secretariat	Window	Operational	1	Inverter
50	Central Records Section	Window	Operational	1	Inverter
		Window	Operational	2	Inverter
51	Human Resource Development Division	Window	Operational	2	Inverter
		Window	Operational	3	Inverter
52	General Services Division	Split	Operational	1	Non-Inverter
		Window	Operational	1	Inverter
53	Administrative Service	Split	Operational	1	Inverter
		Window	Operational	1	Inverter
54	Dormitory	Window	Operational	1	Inverter
		Window	Operational	1	Non-Inverter
		Window	Operational	8	Non-Inverter
55	Multi-purpose Hall	Window	Operational	3	Inverter
		Package	Operational	2	Inverter
56	Lower Ground Lobby Area	Cassette	Operational	2	Inverter
57	Upper Ground Lobby Area	Split	Operational	1	Inverter

AIRCONDITIONING UNITS SUMMARY

DESCRIPTION	QTY
Window Type Air conditioning Units	119
Wall Mounted Air conditioning Units	15
Floor Mounted Air conditioning Units	10
Cassette Type (VRF Air conditioning unit - Mitsubishi)	2
TOTAL NO. OF UNITS	146

(Form "B")

PROJECT : PROCUREMENT OF SERVICE FOR THE FIRST HALF OF SEMI-ANNUAL PREVENTIVE MAINTENANCE/ GENERAL CLEANING OF ONE HUNDRED FORTY-SIX (146) AIR-CONDITIONING UNITS (ACUs) OF CENTRAL OFFICE BUILDING

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]