



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

July 16, 2024

REQUEST FOR QUOTATION

The LAND REGISTRATION AUTHORITY (LRA) is inviting all interested Contractors to submit a Quotation for the **Proposed Renovation Works for Planning and Management Division Office, 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 Thirty (30) 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, 3<sup>rd</sup> floor, Room 307, LRA building, East Avenue corner NIA Road, 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 **July 23, 2024, 4:00 p.m.** 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 NINETY-THREE THOUSAND THREE HUNDRED THIRTY-FOUR and 85/100 (P 393,334.85).**

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.

  
**ENGR. ANTE V. GAMIAO**

Chairman

Bids and Awards Committee on Infrastructure





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Quotation Form (Form "A")

PROJECT : Proposed Renovation Works for Planning and Management  
Division Office, LRA Central Office Building  
LOCATION : LRA Central Office Building, Quezon City  
SUBJECT : BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTIT Y	UNIT COST	AMOUNT
<b>I</b>	<b>GENERAL REQUIREMENTS</b>				
1.00	Mobilization/Demobilization	lot	1.00		
2.00	Temporary facilities	lot	1.00		
	<b>Sub - Total for Item I</b>				
<b>II</b>	<b>DISMANTLING WORKS</b>				
3.00	Dismantling of existing floor finish	lot	1.00		
	<b>Sub - Total for Item II</b>				
<b>III</b>	<b>PAINTING WORKS</b>				
4.00	Stripping of wall finish/surface preparation	lot	1.00		
5.00	Painting of Walls and Ceiling	sqm.	285.00		
	<b>Sub - Total for Item III</b>				
<b>IV</b>	<b>FLOOR FINISHING WORKS</b>				
6.00	Vinyl Tiles, 30x30	sqm.	115.00		
7.00	Laminated Flooring	sqm.	14.00		
	<b>Sub - Total for Item III</b>				
<b>V</b>	<b>ELECTRICAL WORKS</b>				
8.00	Remounting on affected power outlets, lighting fixtures, etc. (include rewiring if necessary)	lot	1.00		
	<b>Sub - Total for Item IV</b>				
	<b>TOTAL BID COST (inclusive of Taxes)</b>				

BID AMOUNT IN WORDS

Submitted by:

Name of Company

By:

Name & Signature of Authorized  
Representative

Date





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Division Office, LRA Central Office Building  
LOCATION : LRA Central Office Building, Quezon City  
SUBJECT : SCOPE OF WORKS

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- 1.0. General Requirements of the project include Mobilization/De-Mobilization of personnel, materials, equipment, provision of temporary facilities and utilities and upon completion cleaning of work area and disposal of waste materials and debris as to leave 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. Dismantling of existing floor finish of the building prior to installation of new finishes is necessary. This includes all labor, materials and equipment to accomplish aforesaid works up until the completion of the project. This also entails hauling and proper disposal of the dismantled materials.
- 3.0. For painting work, painting various surfaces (woods, masonry, etc.) of walls, columns, beams, and ceiling of the office is necessary. Before application of the paint, ensure that the surface is properly prepared. Cleaning and application of concrete neutralizer (if necessary) and skim coat is required before the actual application of paint. The color of paint is subject for approval of the end-user. This also includes labor, materials and equipment needed to accomplish aforesaid works up until the completion of the project.
- 4.0. For floor finishing works, installation of new 30x30cm vinyl tiles, and laminated flooring on the indicated area in the given key plan are necessary. The contractor shall provide swatches/samples of vinyl tile and laminated flooring to be used before installation. This also entails moving/relocating of other chairs, tables, and other objects impending the installation of the floor finish. This also includes all labor, materials, and equipment needed to accomplish aforesaid works up until the completion of the project.

Mentioned below are the specifications of the laminated flooring:

PARTICULARS	SPECIFICATIONS
Laminated Flooring	HDF Laminated Flooring, Decofloor II 8.30mm x 196mm x 1215mm Gapping Profile Leveling Profile Quarter C, 2.4mm
Vinyl Floor tiles	Size 30x30cm Submit swatches/samples for approval prior to installation

- 5.0. For electrical works, remounting on affected power outlets, lighting fixtures, etc., is necessary. This work should include rewiring of fixtures and power outlets if the existing were damaged/not in good condition. This also includes all labor, materials and equipment needed to accomplish aforesaid works until completion of the project.
- 6.0. Site visit/ocular inspection is required before mobilization to inspect actual site condition. Daily site supervision is required.

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



(Form "B")

PROJECT : Proposed Renovation Works for Planning and Management Division Office, LRA 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

*[Jurati]*

*[Format shall be based on the latest Rules on Notarial Practice].*