



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 of Registry of Deeds Building and Construction of Flag Pole at Sanchez Mira, Cagayan** 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 Ninety-Five (95) 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: ONE THOUSAND (PHP 1,000.00). 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: SEVEN HUNDRED THIRTY-TWO THOUSAND TWO HUNDRED SIXTY-FIVE and 05/100 (P 967,126.66).**

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 : Renovation of Registry of Deeds Building and  
Construction of Flag Pole at Sanchez Mira, Cagayan  
LOCATION : CENTRO-01, Sanchez Mira, Cagayan  
SUBJECT : BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
<b>I</b>	<b>GENERAL REQUIREMENTS</b>				
1.00	Mobilization/Demobilization	lot	1.00		
2.00	Temporary facilities	lot	1.00		
3.00	Permits and Clearance	lot	1.00		
	<b>Sub - Total for Item I</b>				
<b>II</b>	<b>DISMANTLING WORKS</b>				
4.00	Dismantling of Existing windows	lot	1.00		
5.00	Dismantling of Walls of RD Office Comfort Room	lot	1.00		
6.00	Chipping/Removing of Existing Tiles at Lobby Area, Pantry, and RD Office Comfort Room	lot	1.00		
	<b>Sub - Total for Item II</b>				
<b>III</b>	<b>CARPENTRY WORKS</b>				
7.00	Replacement of Windows	sqm.	19.00		
8.00	Ceiling Works				
	Interior Porch Area	sqm.	10.56		
	Exterior (Roofing Eaves)	sqm.	21.07		
9.00	Repair/Refurbishment of Dilapidated Ceiling	lot	1.00		
10.00	Replacement of Vault Door (Removal and Installation included) (1.95x0.8)	lot	1.00		
	<b>Sub - Total for Item III</b>				
<b>IV</b>	<b>MASONRY WORKS</b>				
11.00	CHB Laying and Plastering of Walls of RD Office Comfort Room	sqm.	5.20		
	<b>Sub - Total for Item IV</b>				
<b>V</b>	<b>PLUMBING SANITARY WORKS</b>				
13.00	Provision of Plumbing and Sanitary lines for Lobby area, Pantry and RD Office Comfort Room	lot	1.00		
14.00	Installation of plumbing fixtures for Lobby area, Pantry and RD Office Comfort Room	lot	1.00		
	<b>Sub - Total for Item V</b>				
<b>VI</b>	<b>TILE WORKS</b>				
15.00	30cmx30cm Unglazed Ceramic Floor Tiles in Lobby area, and Pantry CR	sqm.	12.60		
16.00	30cmx60cm Glazed Ceramic Wall Tiles in Lobby area, and Pantry CR	sqm.	43.92		
17.00	30cmx30cm Unglazed Ceramic Floor Tiles in RD Office Comfort Room	sqm.	4.14		
18.00	30cmx60cm Glazed Ceramic Wall Tiles in RD Office Comfort Room	sqm.	12.06		
	<b>Sub - Total for Item VI</b>				
<b>VII</b>	<b>ELECTRICAL WORKS</b>				
19.00	Provision of Electrical Lines and Rough-ins/moldings	lot	1.00		
20.00	Installation of Lighting Fixtures	lot	1.00		
	<b>Sub - Total for Item VII</b>				



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Quotation Form (Form "A")

PROJECT : Renovation of Registry of Deeds Building and  
Construction of Flag Pole at Sanchez Mira, Cagayan  
LOCATION : CENTRO-01, Sanchez Mira, Cagayan  
SUBJECT : BILL OF QUANTITIES

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
<b>VIII</b>	<b>ROOFING WORKS</b>				
21.00	Replacement of 90lm Dilapidated Roofing Sheet (Pre-painted) Roofing Gutter, and Roof Wall Flashing	lot	1.00		
	<b>Sub - Total for Item VIII</b>				
<b>IX</b>	<b>PAINTING WORKS</b>				
22.00	Surface Preparation	lot	1.00		
23.00	Ceiling (roofing Eaves and Porch Area)	sqm.	21.07		
24.00	RD Office Comfort Room	sqm.	21.84		
	<b>Sub - Total for Item IX</b>				
<b>X</b>	<b>FENCE AND GATE WORKS</b>				
25.00	Repair of Gate and Fence of RD Building	lot	1.00		
	<b>Sub - Total for Item X</b>				
<b>XI</b>	<b>GEN-SET HOUSE WORKS</b>				
26.00	Installation of Steel Rolling Shutter Door and Steel Casement Window	lot	1.00		
	<b>Sub - Total for Item XI</b>				
<b>XII</b>	<b>CONSTRUCTION OF FLAG POLE</b>				
27.00	Construction of Flagpole for RD Cagayan, Sanchez Mira	lot	1.00		
	<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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**PROJECT** : Renovation of Registry of Deeds Building and  
Construction of Flag Pole at Sanchez Mira, Cagayan  
**LOCATION** : CENTRO-01, Sanchez Mira, Cagayan  
**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 windows, walls of RD office comfort room, and chipping/removing of existing tiles at lobby area, pantry, and RD office comfort rooms. This also includes all labor, materials, and equipment needed to accomplish aforesaid works up until the completion of the project. This also entails hauling and proper disposal of the dismantling materials.
- 3.0. For carpentry works, replacement of windows, installation of ceiling for porch area and roofing eaves, refurbishment of dilapidated ceiling, and replacement of vault door are necessary. For the interior ceiling, use ¼ “ THK Marine plywood in wood framing and for exterior ceiling, use ¼” THK Fiber Cement board in metal furring system framing. This also includes all labor, materials, and equipment needed to accomplish aforesaid works up until the completion of the project.
- 4.0. For masonry works, CHB laying and plastering of walls of RD office comfort room are necessary. This includes all labor, materials, and equipment needed to accomplish aforesaid works up until the completion of the project.
- 5.0. For plumbing and sanitary works, provision of plumbing and sanitary lines for comfort room in lobby area, pantry, and RD office, and installation of plumbing fixtures are necessary. This includes all labor, materials, and equipment needed to accomplish aforesaid works up until the completion of the project. Plumbing fixtures for installation listed below are for approval of the end-user before installation:

<b>LOBBY AREA</b>		
<b>PARTICULAR</b>	<b>QTY</b>	<b>REMARKS</b>
One-piece water closet w/ complete accessories	2 sets	Male & Female CR
Wall-Hung Lavatory w/ complete accessories	2 sets	Male & Female CR
Lavatory Faucet	2 sets	Male & Female CR
Wall-mounted Soap Holder	2 sets	Male & Female CR
Wall-Mounted Tissue Holder	2 sets	Male & Female CR
Hose bibb	2 sets	Male & Female CR
<b>PANTRY AREA</b>		
<b>PARTICULAR</b>	<b>QTY</b>	<b>REMARKS</b>
One-piece water closet w/ complete accessories	2 sets	Male & Female CR
Wall-Hung Lavatory w/ complete accessories	2 sets	Male & Female CR
Lavatory Faucet	2 sets	Male & Female CR
Wall-mounted Soap Holder	2 sets	Male & Female CR
Wall-Mounted Tissue Holder	2 sets	Male & Female CR
Hose bibb	2 sets	Male & Female CR





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<b>RD OFFICE</b>		
<b>PARTICULAR</b>	<b>QTY</b>	<b>REMARKS</b>
One-piece water closet w/ complete accessories	2 sets	Male & Female CR
Wall-Hung Lavatory w/ complete accessories	2 sets	Male & Female CR
Lavatory Faucet	2 sets	Male & Female CR
Wall-mounted Soap Holder	2 sets	Male & Female CR
Wall-Mounted Tissue Holder	2 sets	Male & Female CR
Hose bibb	2 sets	Male & Female CR

6.0. For tile works, installation of unglazed ceramic floor tiles and glazed wall tiles are necessary. The contractor shall provide swatches/samples of tiles before installation. Sizes of tiles for floor and wall tiles are provided in the Bill of Quantities (BOQ). This also includes all labor, materials, and equipment needed to accomplish aforesaid works up until the completion of the project.

7.0. For electrical works, provision of electrical lines and rough-ins/molding and installation of various lighting fixtures are necessary. This also includes all labor, materials, and equipment needed to accomplish aforesaid works up until the completion of the project. Electrical lighting fixtures for installation listed below are for approval of the end-user before installation.

<b>PARTICULAR</b>	<b>QTY</b>	<b>REMARKS</b>
Industrial Pendant Light at vault area (Warehouse Dome Style, LED Tube, Double-ended power supply)	10 sets	Or any approved equivalent
LED Recessed Circular Downlight, 15W	8 pcs	Or any approved equivalent
LED Outdoor Post Lamp	3 pcs	Or any approved equivalent

8.0. For roofing works, replacement of dilapidated roofing sheet (pre-painted), roofing gutter, and roof wall flashing are necessary. This also includes all labor, materials, and equipment needed to accomplish aforesaid works up until the completion of the project. The specification of the materials to be used are as follows:

<b>PARTICULAR</b>	<b>SPECIFICATIONS</b>
Roofing Sheet	0.5mmTHK Pre-painted G.I. Corrugated Roofing Long Span
Roofing Gutter	0.5mm THK Pre-painted Roof Gutter
Roof Wall Flashing	.05mm THK Pre-painted Roof Flashing

9.0. For painting work, painting of ceiling on roof eaves and porch area, ceiling and walls of RD Office CR are included. Before application of paint, ensure that the surface is properly prepared. Cleaning and application of skim coat is required before actual application of paint. The color of paint is subject for approval of the end-user.

10.0. For the fence and gate works, repainting of steel surface of the gate, refurbishment of the gate, and replacement of 22mm dia. Drop hinges w/ ball bearing is necessary. This includes all labor, materials, and equipment needed to accomplish aforesaid works up until the completion of the project.

11.0. For Gen-set house works, installation of stainless-steel rolling shutter door, and swing type steel casement window is necessary. This includes all labor, materials, and equipment needed to accomplish aforesaid works up until the completion of the project





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- 12.0. For construction of flagpole, all labor, materials, and equipment necessary for construction the flagpole works are necessary. Ground set flagpole height will depend on the flag size to be provided.
- 13.0. Site visit/ocular inspection is required before mobilization to inspect actual site condition. Daily site supervision is required.

**WORK DURATION: Ninety - Five (95) Working days**

(Form "B")

PROJECT : Proposed Renovation of Registry of Deeds Building and Construction of Flag Pole at Sanchez Mira, Cagayan  
LOCATION : CENTRO-01, Sanchez Mira, Cagayan  
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].*