

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

02 April 2024

**MA. DOLORES Q. RELUCIO**

Owner

**MDQR CONSTRUCTION AND SUPPLY**

Lot 25 Block 5 Parkview Village

San Felipe, Naga City

**WORK ORDER No. GSD-2024-01**

**PROJECT: PROCUREMENT FOR THE REPAIR/REFURBISHMENT OF  
BROKEN GLASS WINDOWS AND REPLACEMENT OF  
BROKEN BRONZE GLASS OF VARIOUS OFFICES AT LRA  
CENTRAL OFFICE BUILDING**

Dear **Ms. Relucio**,

Pursuant to LRA BAC Infrastructure Resolution 2024-01 dated 27 March 2024 and Notice of Award (NOA) dated 27 March 2024, the work stated therein may now be undertaken in the amount of **P306,100.00** the following Scope of Works and Specifications, to wit:

1. 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. 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"><li>• Reapplication of Glass putty and/or Silicone Sealant</li></ul>
Plan Examination Section (RM 104)	<ul style="list-style-type: none"><li>• Reapplication of Glass putty and/or Silicone Sealant</li><li>• Replacement of steel casement hinges left and right (2 sets)</li></ul>
Docket Vault Section (RM 107)	<ul style="list-style-type: none"><li>• Reapplication of Glass putty and/or Silicone Sealant</li><li>• Replacement of steel casement hinges left and right (2 sets)</li></ul>

General Services Division (RM 102)	<ul style="list-style-type: none"> <li>• Reapplication of Glass putty and/or Silicone Sealant</li> <li>• Replacement of steel casement hinges left and right (3 sets)</li> </ul>
Land Projection Section (RM 101)	<ul style="list-style-type: none"> <li>• Reapplication of Glass putty and/or Silicone Sealant</li> <li>• Replacement of steel casement hinges left and right (7 sets)</li> </ul>
PRIS (RM 204)	<ul style="list-style-type: none"> <li>• Reapplication of Glass putty and/or Silicone Sealant</li> <li>• Replacement of steel casement hinges left and right (2 sets)</li> </ul>
Cadastral Decree Section Ext (RM 202)	<ul style="list-style-type: none"> <li>• Reapplication of Glass putty and/or Silicone Sealant</li> <li>• Replacement of steel casement hinges left and right (2 sets)</li> </ul>
Cadastral Decree Section (RM 203)	<ul style="list-style-type: none"> <li>• Replacement of steel casement hinges left and right (2 sets)</li> </ul>
Land Registration Operations Service (RM 205)	<ul style="list-style-type: none"> <li>• Reapplication of Glass putty and/or Silicone Sealant</li> </ul>
Reconstitution Bulacan (RM 208)	<ul style="list-style-type: none"> <li>• Reapplication of Glass putty and/or Silicone Sealant</li> <li>• Replacement of steel casement hinges left and right (6 sets)</li> </ul>
Reconstitution Division (RM 302)	<ul style="list-style-type: none"> <li>• Reapplication of Glass putty and/or Silicone Sealant</li> </ul>
Office of the Deputy Administrator (RM 305)	<ul style="list-style-type: none"> <li>• Reapplication of Glass putty and/or Silicone Sealant</li> <li>• Replacement of steel casement hinges left and right (4 sets)</li> <li>• Replacement of steel casement handle left and right (3 sets)</li> </ul>
Cashiering Servicing Section (RM 306)	<ul style="list-style-type: none"> <li>• Reapplication of Glass putty and/or Silicone Sealant and replacement of rubber sealant for one (1) window fixed glass.</li> </ul>
Budget and Finance Section (RM 310)	<ul style="list-style-type: none"> <li>• Reapplication of Glass putty and/or Silicone Sealant</li> <li>• Replacement of steel casement hinges left and right (2 sets)</li> </ul>
Statistical Section (RM 312)	<ul style="list-style-type: none"> <li>• Reapplication of Glass putty and/or Silicone Sealant</li> <li>• Replacement of steel casement hinges left and right (3 sets)</li> </ul>
Accounting Division (RM 314)	<ul style="list-style-type: none"> <li>• Replacement of steel casement hinges left and right (3 sets)</li> </ul>
Bookkeeping Section (RM 317)	<ul style="list-style-type: none"> <li>• Reapplication of Glass putty and/or Silicone Sealant</li> </ul>

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Revenue Section (RM 318)	<ul style="list-style-type: none"> <li>• Replacement of steel casement hinges left and right (4 sets)</li> </ul>
Ordinary Decree Section (RM 316)	<ul style="list-style-type: none"> <li>• Replacement of steel casement hinges left and right (2 sets)</li> </ul>
Land Registration Monitoring Division (RM 401)	<ul style="list-style-type: none"> <li>• Reapplication of Glass putty and/or Silicone Sealant</li> <li>• Replacement of steel casement hinges left and right (2 sets)</li> </ul>
Legal Division (RM 402)	<ul style="list-style-type: none"> <li>• Reapplication of Glass putty and/or Silicone Sealant</li> <li>• Replacement of steel casement hinges left and right (3 sets)</li> </ul>
Office of the Director - Legal Service (RM 405)	<ul style="list-style-type: none"> <li>• Reapplication of Glass putty and/or Silicone Sealant</li> <li>• Replacement of steel casement hinges left and right (2 sets)</li> </ul>
Central Records Section (RM 411)	<ul style="list-style-type: none"> <li>• Replacement of steel casement hinges left and right (2 sets)</li> </ul>
Recruitment Section (RM 410)	<ul style="list-style-type: none"> <li>• Replacement of steel casement hinges left and right (3 sets)</li> </ul>
2ND - 4TH Floor Lobby	<ul style="list-style-type: none"> <li>• Reapplication of Glass putty and/or Silicone Sealant</li> </ul>


3. 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. 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. All items mentioned above subject for inspection and approval of LRA before installation.
6. Site visit is required before, during, and after installation up until the completion of project.

It is understood that the payment therefore shall be subject to the usual accounting and auditing requirements after completion of all the above-mentioned works. Period of delivery is Forty-five (45) working days from receipt hereof.

Very truly yours,

  
**RONALDO C. APILADO**  
Engineer III  
General Services Division

UNOBLIGATED FUNDS  
AVAILABLE: **Php 306,100.00**

  
**JAIROS M. CABUSI**  
Chief, Accounting Division

APPROVED:

  
**GERARDO PANGA SIRIOS**  
Administrator 

*Jm 6/24/27*