



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

02 May 2024

**MA. DOLORES Q. RELUCIO**

Owner

**MDQR CONSTRUCTION AND SUPPLY**

Lot 25 Block 5 Parkview Village

San Felipe, Naga City

**WORK ORDER No. GSD-2024-04**

**PROJECT: REPAIR/REFURBISHMENT/REPLACEMENT OF EXISTING  
GLASS DOORS AT LRA CENTRAL OFFICE BUILDING**

Dear **Ms. Relucio**,

Pursuant to LRA BAC Infrastructure Resolution 2024-02 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 **P733,000.00** 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. Dismantling of existing dilapidated aluminum-framed glass doors, overhead transom windows, and tempered glass in the UG and 2<sup>nd</sup> floor balcony railings. Eleven (11) glass doors, three (3) overhead transom windows, and thirty (30) 600mm x 900mm tempered glass in both UG and 2<sup>nd</sup> floor balcony railings are to be dismantled.
3. Supply, delivery, and installation of Five (5) sets of new Double-Panel Aluminum Framed Glass Doors with complete accessories (3 sets for lower ground floor, and 2 sets for upper ground floor). The aforesaid door is in Analok aluminum frame with 6mm THK Bronze Glass, Concealed Overhead Door Closer, and door handle, or any approved equivalent. This also includes all other materials and accessories necessary to complete the project. The door opening dimensions of all three provided are 1800mm x 2100mm (verify actual measurements).
4. Supply, delivery, and installation of One (1) set of new Single-Panel Aluminum Framed Glass Doors with complete accessories for the lower ground floor. The aforesaid door is in Analok aluminum frame with 6mm THK Bronze Glass, Concealed Overhead Door Closer, and door handle or any approved equivalent. This also includes all other materials and accessories necessary to complete the project. The door opening dimension provided is 900mm x 2100mm (verify actual measurements).
5. Supply, delivery, and installation of three (3) additional analok aluminum middle partition in the existing transom window and new 6mm THK Bronze Glass. The transom window glass dimension is 900mm x 550mm x 6mm THK Bronze Glass (verify actual dimensions).



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- 6. Repair/refurbishment of eight (8) sets of existing double-panel aluminum-framed glass door at Upper Ground (UG) floor, second (2<sup>nd</sup>) floor, third (3<sup>rd</sup>) floor, and fourth (4<sup>th</sup>) floor. This involves replacement of all the elements needed for the door to be functional including bronze fix glass, concealed overhead door closer, threshold, lockset, flush bolt, door mohair, and all other materials and accessories necessary to complete the project.
- 7. Replacement of tempered glass in the balcony railings of both Upper Ground (UG) floor and second (2<sup>nd</sup>) floor. This includes supply, delivery and installation of 900mm x 600mm Bronze Tempered glass, and all other materials and accessories necessary to complete the project.
- 8. 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 Twenty (20) Working Days from receipt hereof.

Very truly yours,

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

UNOBLIGATED FUNDS  
 AVAILABLE: **Php 733,000.00**

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

APPROVED:

  
**GERARDO PANGA SIRIOS**  
 Administrator

*Jun 6/27/24*