



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

04 December 2024

REQUEST FOR QUOTATION

The LAND REGISTRATION AUTHORITY (LRA) is inviting all interested Contractors to submit a Quotation for the **REPAIR/ RENOVATION OF OFFICE OF THE ADMINISTRATOR- STAFF OFFICE ROOM 406**, subject to the submission of the following requirements:

1. Certified true copy of current Mayor's permit;
2. Phil GEPS registration certificate;
3. Certified true copy of PCAB License;
4. Income/Business Tax Return;
5. Quotation (Form "A");
6. List of completed and on-going Contracts (Form "B")
7. Omnibus Sworn Statement (Form "C");
8. Affidavit of Site Inspection; and
9. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid. (Attachment: Certificate of satisfactory completion or certificate of acceptance from the client or official receipt clearly indicating full and final payment)

Completion of the works is required within **SIXTY (60) WORKING DAYS** from commencement date.

A complete set of Scope of Work, Form A, Form B, Form C and Design/Plan may be obtained by interested contractors at the BAC Infrastructure Secretariat Office, 3rd floor, Room 307, LRA Building, East Avenue corner NIA Road, Quezon City, or can be downloaded at PhilGEPS and LRA website (<https://lra.gov.ph/bids-opportunities/>). The deadline for the submission of sealed envelope proposals together with the complete documentary requirements is on **December 11, 2024, 12:00 n.n.** The sealed quotation must indicate the title of the project as stated above. Any submission of quotations other than to the LRA-BAC Secretariat Office shall not be entertained/admitted.

The Approved Budget for the Contract (ABC) is **FIVE HUNDRED NINE THOUSAND SEVEN HUNDRED TWENTY- SEVEN AND 90/100 PESOS ONLY (PHP 509,727.90).**

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;
3. This Authority reserves the right to request any additional information that it deems necessary in order to make any decision on any quotation;



4. Any quotation not supported by the information requested in this RFQ or requested during evaluation, or is patently non complying with the RFQ requirements may not be considered;
5. This Authority reserves the right to reject any or all bids or offers, declare a failure of bidding, without further notice to the bidder, and may only accept such offer that it may consider most economical and most advantageous to the Government. Likewise, this Authority assumes no liability for any costs or losses that may be incurred by the bidder in the preparation of quotations nor does it guarantee that the award shall be made. In case of a failed bidding, a re-bidding may be conducted without prior notice to any previous bidder/s;
6. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay shall be imposed. This Authority may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

For any clarification and information, you may contact us via email at bacinfra.secretariat@lra.gov.ph.

Ms. Marinelle Fortuno
Secretariat, LRA BAC for Infrastructure
09175983825

Ms. Hazel Tinio
Secretariat, LRA BAC for Infrastructure
09399389250



ENGR. ANTE V. GAMIAO

Chairperson,

LRA Bids and Awards Committee (LRA BAC)
for Infrastructure (INFRA)



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

MEMORANDUM
02 December 2024

TO : LRA BAC INFRA

FROM : GRACE O. CULANNAY
Acting Chief, General Services Division
(Administrative Order No. 2024-241 dated 15 August 2024)

SUBJECT : NOTICE OF ERRATUM FOR THE REPAIR/ RENOVATION OF OFFICE OF THE ADMINISTRATOR- STAFF OFFICE ROOM 406

This is to inform all interested parties that there has been an error in the tender documentation for the project as previously referred to as the **REPAIR/ RENOVATION OF OFFICE OF THE ADMINISTRATOR- STAFF OFFICE ROOM 407.**

The correct room number for the repair works should be **ROOM 406.**

For your information and reference.

Thank you.

Copy furnish:

HON. GERARDO PANGA SIRIOS
Administrator
This Authority

At 12/04/24 10:33 AM

MS. MARY JANE G. YSMAEL
Acting Director, Administrative Service
This Authority

At 12/4/24 10:20 AM

MR. JAIRUS M. CABUSI
Chief, Accounting Division
This Authority

Lower 12/3/24



QUOTATION |Form A

PROJECT : Repair/Renovation of Office of the Administrator- Staff Office
 Room 406 of LRA Central Office Building
 LOCATION : LRA Central Office compound, Quezon City

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
I	GENERAL REQUIREMENTS				
1.00	Mobilization/Demobilization	lot	1.00		
2.00	Temporary facilities	lot	1.00		
	Sub – Total for Item I			PHP	
II	DISMANTLING/CHIPPING WORKS				
3.00	Dismantling of existing drywall, one (1) door, ceiling, etc.	lot	1.00		
	Sub – Total for Item II			PHP	
III	CARPENTRY & JOINERY WORKS				
4.00	Interior Ceiling works (Gypsum board in metal frame) Office of the Admin.- Staff Office	sqm.	69.65		
	Sub – Total for Item III			PHP	
IV	FLOOR FINISH WORKS				
5.00	Replacement of Existing Office Carpet Office of the Admin.- Staff Office	sqm.	69.65		
	Sub – Total for Item IV			PHP	
V	PAINTING WORKS				
	Repainting Interior Surfaces				
6.00	Masonry/ Concrete Walls	sqm.	85.30		
7.00	Ceiling	sqm.	69.65		
8.00	Wood (Doors, etc.)	sqm.	5.87		
9.00	Steel (Interior window frames, etc.)	sqm.	8.46		
	Sub – Total for Item V			PHP	
VI	ELECTRICAL WORKS				
10.00	Installation of new electrical conduits, wires, electrical fixtures, and relocation of existing fixtures	lot	1.00		
	Sub-total for Item VI			PHP	
	TOTAL PROJECT COST (Inclusive of Tax)			PHP	

BID AMOUNT IN WORDS

Submitted by:

Name of Company

By:

Name & Signature of Authorized Representative

Date

**PROJECT : REPAIR/ RENOVATION OF OFFICE OF THE ADMINISTRATOR
 STAFF OFFICE RM 407 OF LRA CENTRAL OFFICE BUILDING
 LOCATION : EAST AVE. COR. NIA ROAD, 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.
- 2.0. Contractor is required to submit their construction schedule prior to the project implementation. Construction schedule should be based on the availability of the office to be renovated.
- 3.0. Contractor is responsible for moving/relocating of office chairs, tables, and other objects impeding the implementation of works.
- 4.0. Dismantling of existing drywall, one (1) door, ceiling, etc. indicated in the given key plan are necessary. This includes all labor, materials, and equipment to accomplish said works up until the completion of the project. This also entails hauling and proper disposal of the dismantled materials.
- 5.0. For carpentry & joinery works, Interior Ceiling works (Gypsum board in metal frame) indicated in the given key plan are necessary. This also includes all labor, materials, and equipment needed to accomplish aforesaid works up until the completion of the project. The specifications of the materials to be used are as follows:

PARTICULAR	SPECIFICATION
Interior Ceiling	Gypsum Board Ceiling in Metal Framing – Provide 12mm x 38mm x 0.8mm THK Metal Carrying Channel (Ceiling Joist) at 1.2m on center with 19mm x 50mm x 0.5mm THK metal Double Furring Channel (Ceiling Nailer) at 400mm on center and width 12mm x 38mm x 0.8mm THK Metal Channel (Ceiling Hangers) at 1.2m on center (typical on all rooms)

Note: Specifications given are subject to changes based on actual site condition.

- 6.0. For floor finish works, replacement of new floor office carpet on the indicated area in the given plan are necessary. The contractor is responsible for removing the existing floor carpet with necessary care and install new office carpet. The contractor shall provide swatches/ samples of floor carpet subject for approval before installation. This also includes all labor, materials, and equipment needed to accomplish aforesaid works up until the completion of the project.
- 7.0. For painting works, repainting of all surfaces (concrete, masonry, wood, steel, etc.). Before application of the paint, ensure that the surface is properly prepared. Cleaning and application of concrete neutralizer 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 all labor, materials, and

equipment needed to accomplish aforesaid works up until the completion of the project.

- 8.0. For electrical works, dismantling and installation of new electrical conduits, wires, & electrical fixtures and relocation of existing fixtures are necessary. This includes all labor, materials, and equipment needed to accomplish aforesaid works up until the completion of the project. Contractor should rectify all affected areas while performing the said work. Listed below are the quantities and specifications needed for the said work:

ITEM NO.	PARTICULAR	QTY	REMARKS
Lighting Fixtures			
1.	Existing Troffer lights	10 Sets	Relocation of ten (10) sets of existing troffer lights and eight (8) sets of Down light inside the office. Contractor should replace all roughing-ins, wirings, bulbs etc.
	Existing Down light	8 Sets	
2.	New Troffer Lights (Recessed Type)	2 Sets	18 watts LED Troffer Light or any approved equal. Sizes are 1.2m x 0.3m and 1.2m x 0.6m (Check key plan). Contractor shall submit samples before installation.
Electrical Items			
1.	Roughing-ins	1 lot	Electrical Metallic Tubing (EMT) galvanized steel or any approved equal. This includes all fittings, supports and brackets necessary. Sizes will depend on actual site condition.
2.	Utility Box	21 pcs	Metal Utility Box GA16 or any approved equal.
3.	Junction Box	20 pcs	Metal Octagonal Junction Box w/ cover GA16 or any approved equal
4.	Electric Wires	1 lot	3.5mm ² THHN Electrical wire or any approved equal.
5.	Electrical Convenience Outlet	20 sets	Duplex Convenience Outlet w/ ground wide series or any approved equal
6.	Electrical Switches	1 set	2-gang switch w/ plate(verify key plan for location.) or any approved equal.

Note: Quantity and specifications given are subject to changes (increase/decrease) based on actual site condition.

- 9.0. Site visit/ ocular inspection is required before mobilization to inspect actual site condition. Daily site supervision is required.

WORK DURATION: SIXTY (60) WORKING DAYS

PREPARED BY: RANDOLPH EDWARD G. BAHAW - SR. TECHNICAL ASSISTANT I

ADDRESS:

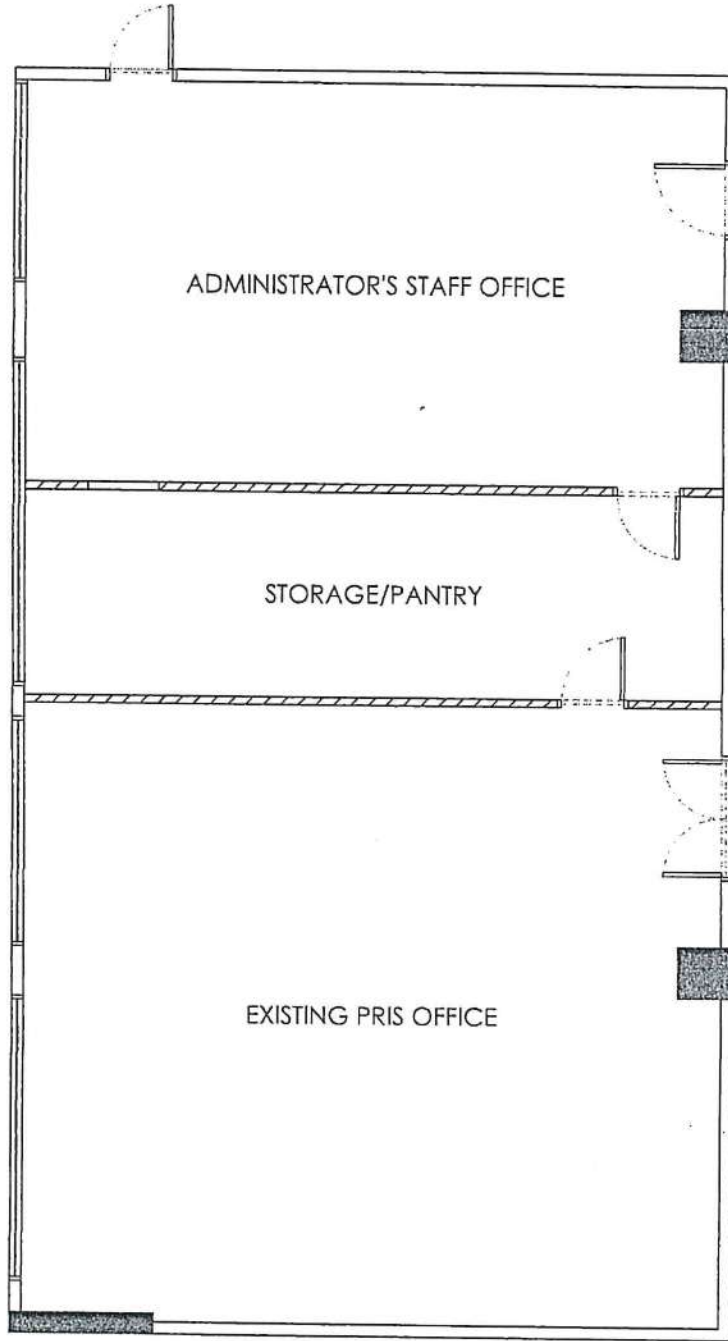
LAND REGISTRATION AUTHORITY, EAST AVE. COR. NIA ROAD, DILIMAN, QUEZON CITY

DRAWING DESCRIPTION:

EXISTING FLOOR PLAN

DATE: MAY 30 2024

1



EXISTING FLOOR PLAN
SCALE NTS

Handwritten initials and a checkmark.

PREPARED BY:  RANDOLPH EDWARD O. BANNAW - SR. TECHNICAL ASSISTANT I

ADDRESS:

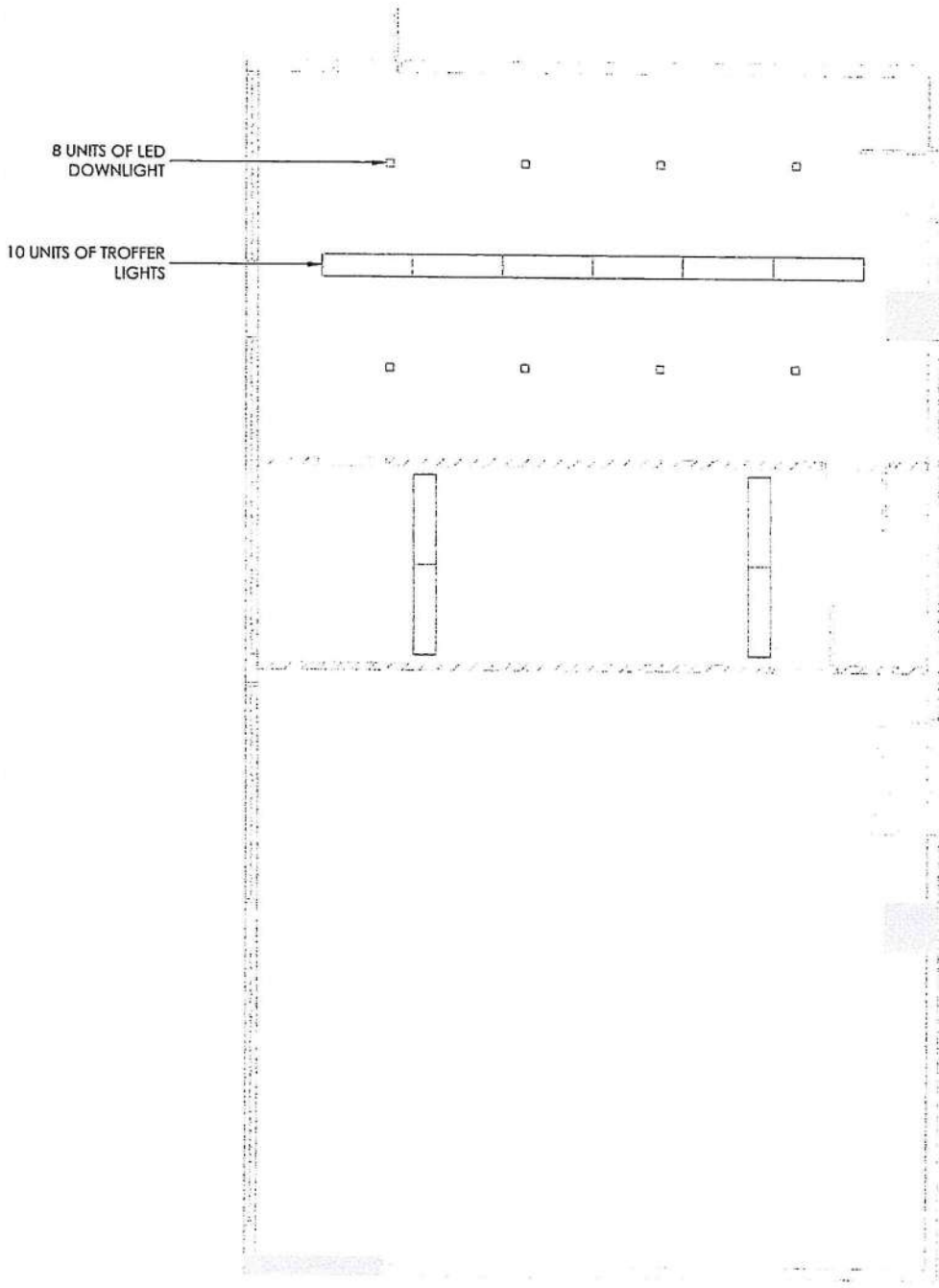
LAND REGISTRATION AUTHORITY, EAST AVE. COR. NIA ROAD, DUKMAN, QUEZON CITY

DRAWING DESCRIPTION:


EXISTING LIGHTING LAYOUT

DATE: MAY 30 2024

2



 EXISTING LIGHTING LAYOUT
SCALE _____ NTS



PREPARED BY:  RANDOLPH EDWARD C. BANHAW - SR. TECHNICAL ASSISTANT I

ADDRESS:

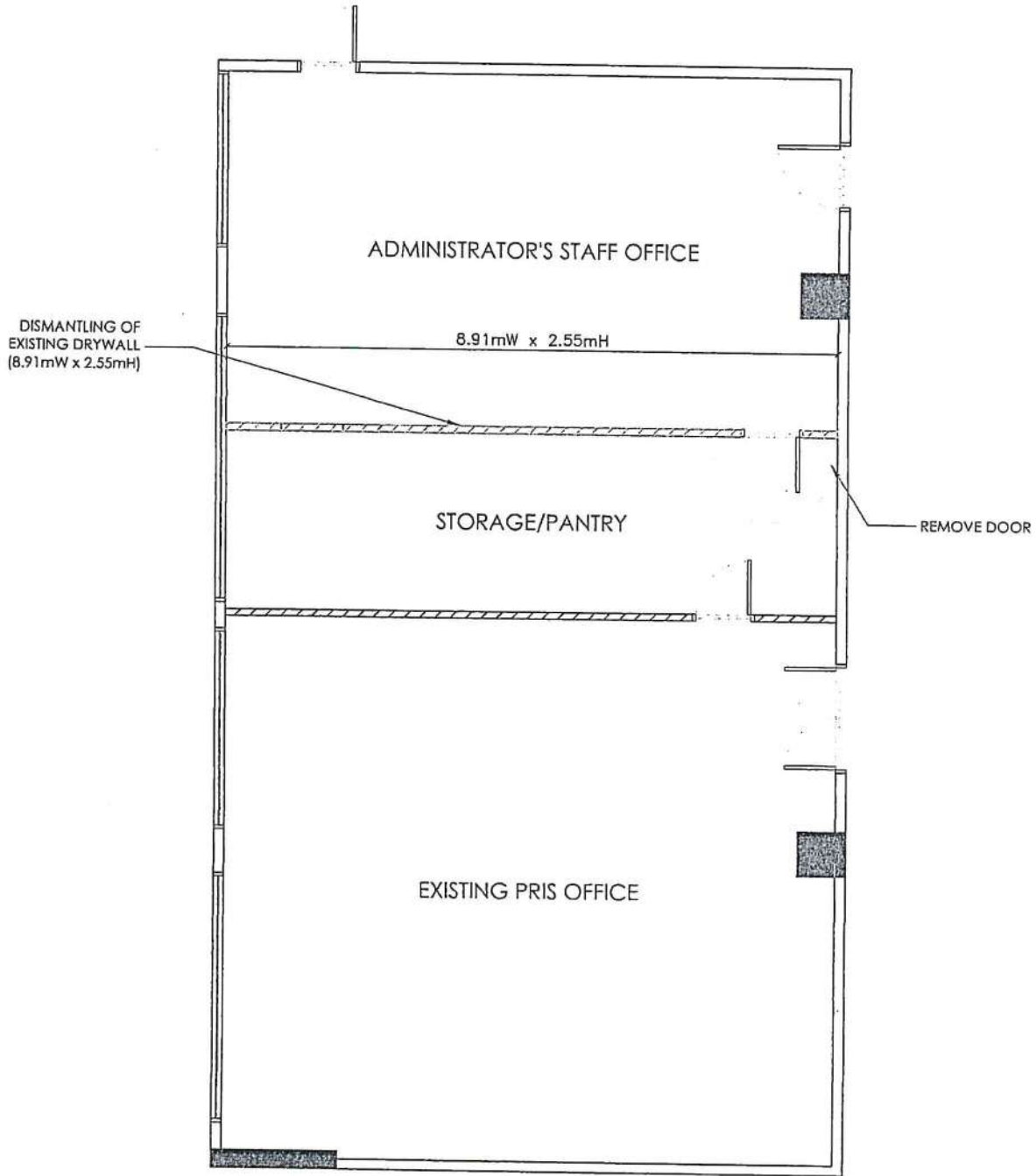
LAND REGISTRATION AUTHORITY, EAST AVE. COR. NIA ROAD, DILIMAN, QUEZON CITY

DRAWING DESCRIPTION:

DISMANTLING WORKS KEYPLAN

DATE: MAY 30 2024

3



 DISMANTLING WORKS KEYPLAN
SCALE NTS



PREPARED BY: RANDOLPH EDWARD O. BAHAW - SR. TECHNICAL ASSISTANT I

ADDRESS:

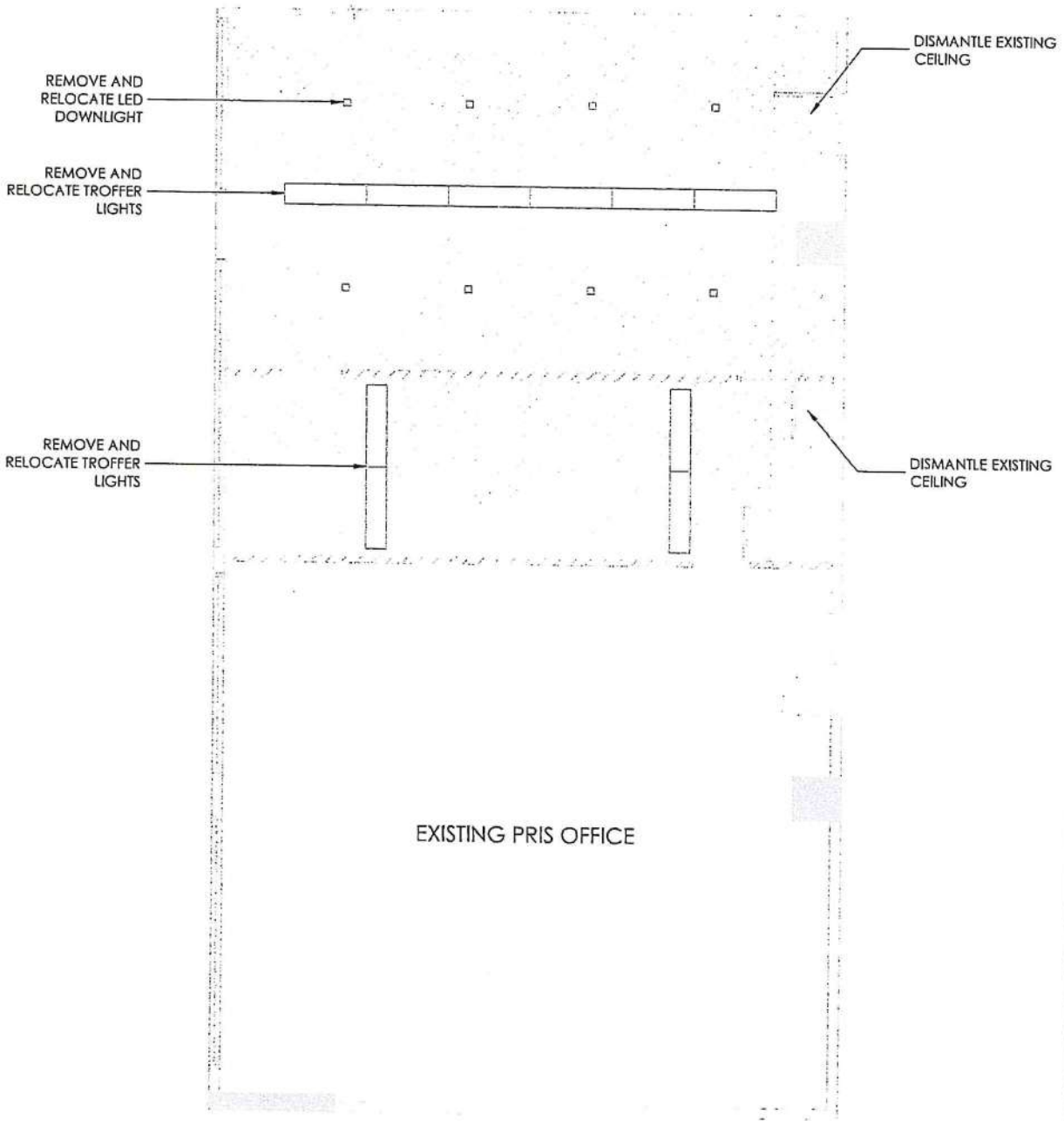
LAND REGISTRATION AUTHORITY, EAST AVE. COR. NIA ROAD, DUKMAN, QUEZON CITY

DRAWING DESCRIPTION:

DISMANTLING WORKS KEYPLAN

DATE: MAY 30 2024

4



DISMANTLING WORKS KEYPLAN
SCALE _____ NTS

CR X

PREPARED BY: RANDOLPH EDWARD C. BASHAW - SR., TECHNICAL ASSISTANT I

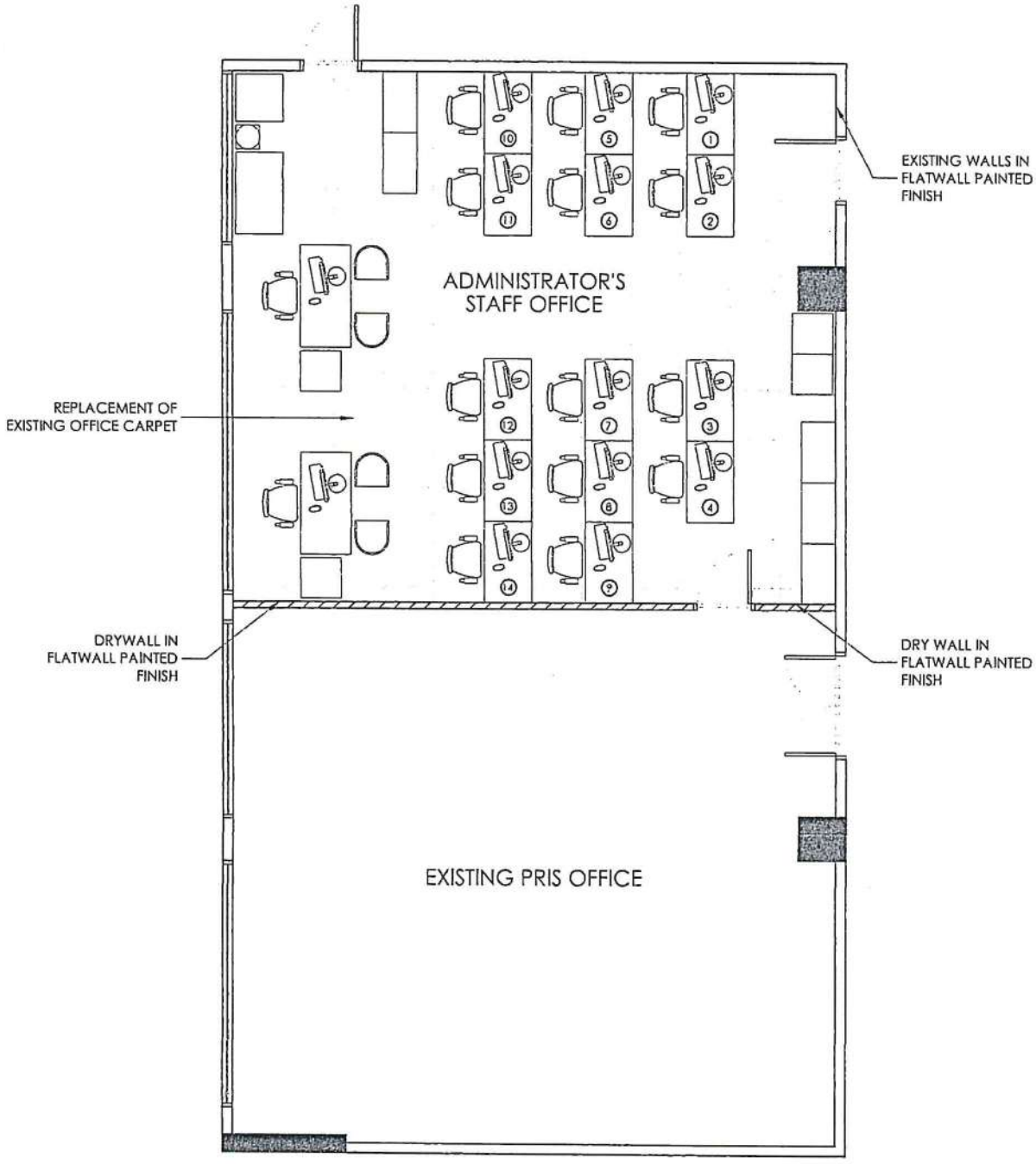
ADDRESS:

LAND REGISTRATION AUTHORITY, EAST AVE. COR. NIA ROAD, DUKLAWAN, QUEZON CITY

DRAWING DESCRIPTION:

PROPOSED FLOOR PLAN

DATE: MAY 30 2024



PROPOSED FLOOR PLAN
SCALE _____ NTS

RA

PREPARED BY: RANDOLPH EDWARD O. BANNAY - SR. TECHNICAL ASSISTANT I

ADDRESS:

LAND REGISTRATION AUTHORITY, EAST AVE. COR. NIA ROAD, DILIMAN, QUEZON CITY

DRAWING DESCRIPTION:

PROPOSED REFLECTED CEILING PLAN

DATE: MAY 30 2024

6

8 EXISTING UNITS OF
LED DOWNLIGHT

GYPSUM BOARD ON
METAL FURRING
FRAMING SYSTEM IN
FLATWALL PAINTED
FINISH

12 TOTAL UNITS OF
1.20m x 0.30m TROFFER
LIGHTS
(10 EXISTING UNITS AND
ADDITIONAL 2 NEW UNITS)

EXISTING PRIS OFFICE

PROPOSED REFLECTED CEILING PLAN
SCALE _____ NTS

Handwritten initials/signature

PREPARED BY: RANDOLPH EDWARD CUBAINAW - SR. TECHNICAL ASSISTANT I

ADDRESS:

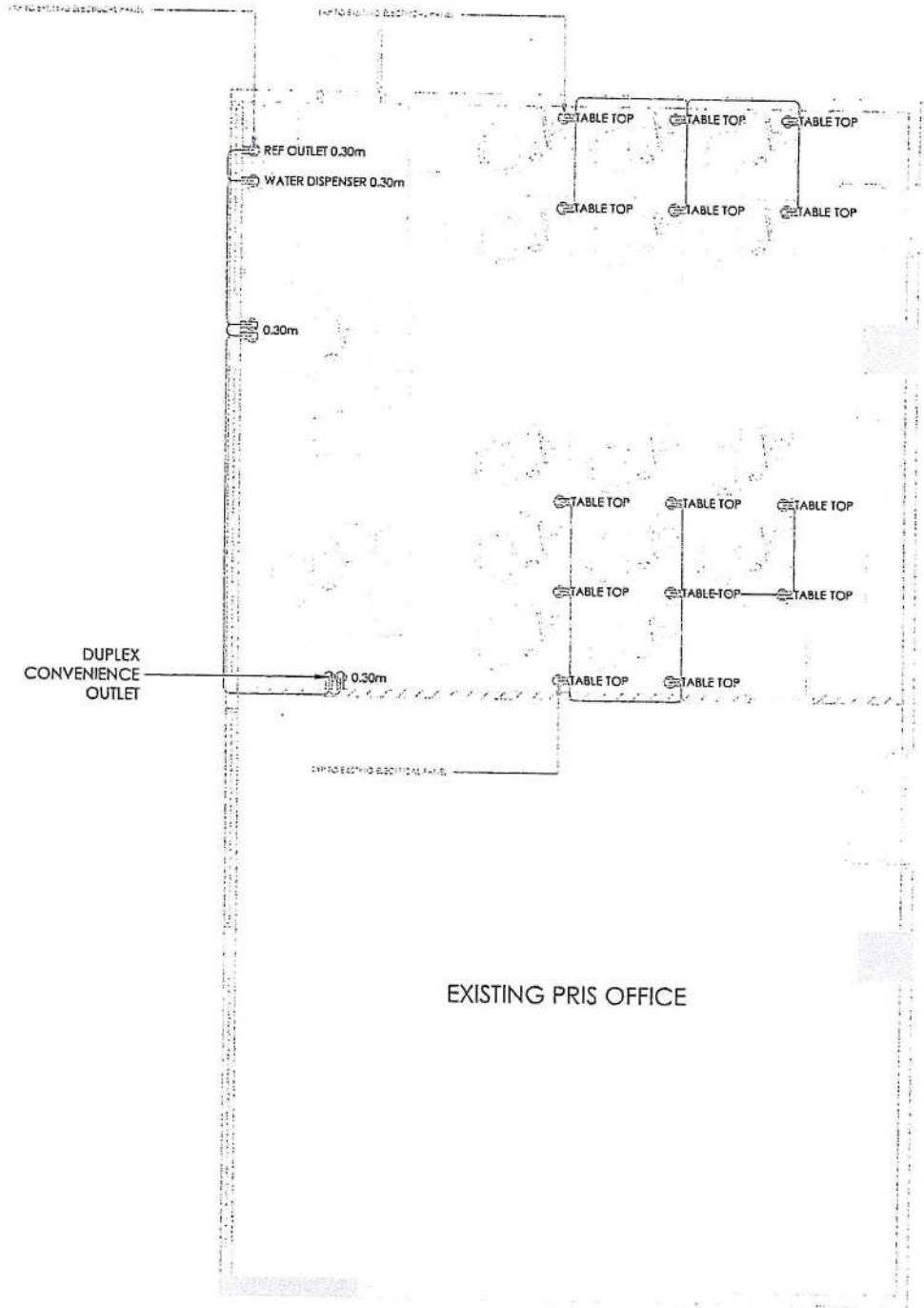
LAND REGISTRATION AUTHORITY, EAST AVE. COR. NIA ROAD, DILIMAN, QUEZON CITY

DRAWING DESCRIPTION:

PROPOSED POWER LAYOUT

DATE: MAY 30 2024

7



EXISTING PRIS OFFICE

PROPOSED POWER LAYOUT
SCALE _____ NTS

Handwritten initials and a checkmark.

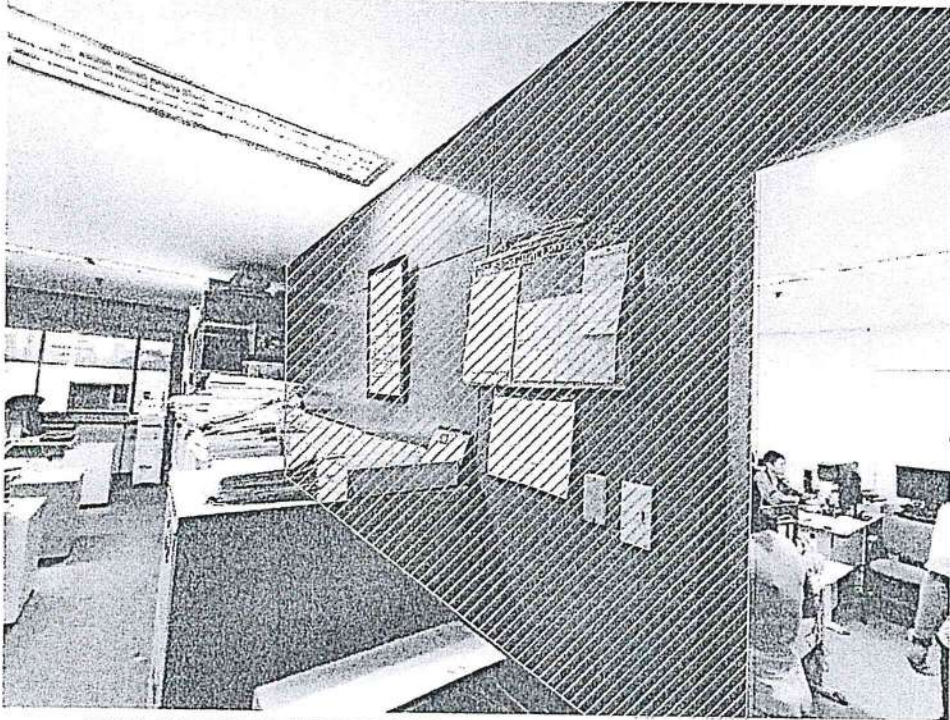

PREPARED BY: RANDOLPH EDWARD D. BAHAW - SR. TECHNICAL ASSISTANT I

ADDRESS: LAND REGISTRATION AUTHORITY, EAST AVE. COR. NIA ROAD, DILIMAN, QUEZON CITY

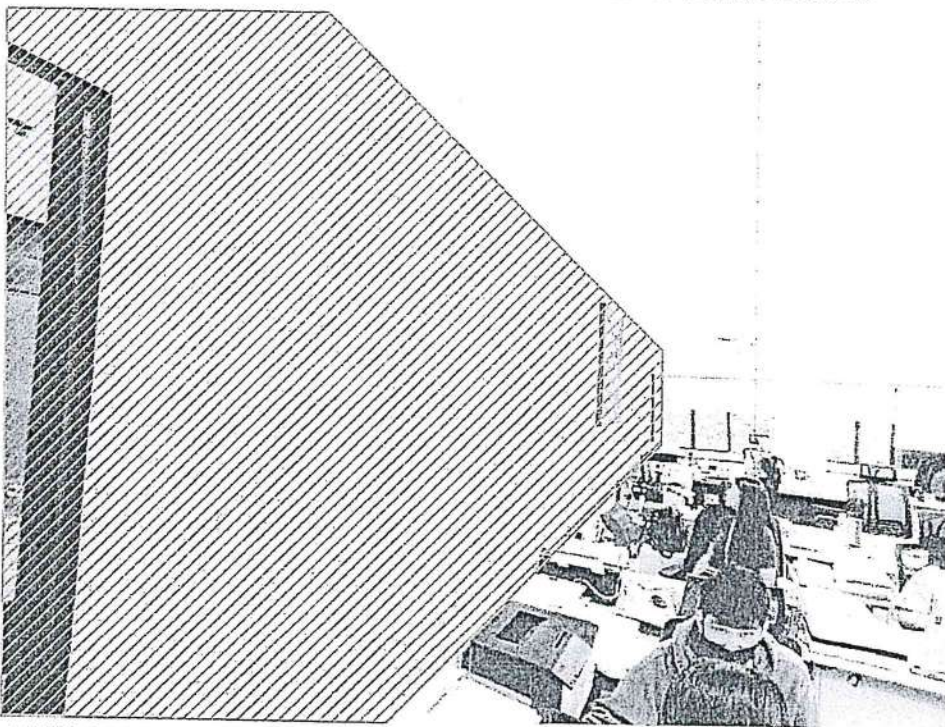
DRAWING DESCRIPTION: REFERENCE PHOTOS

DATE: MAY 30 2024

8



VIEW OF DRYWALL TO BE DDISMANTLED FROM PANTRY/STORAGE



VIEW OF DRYWALL TO BE DISMANTLED FROM ADMINISTRATOR'S STAFF OFFICE

 REFERENCE PHOTOS
SCALE NTS



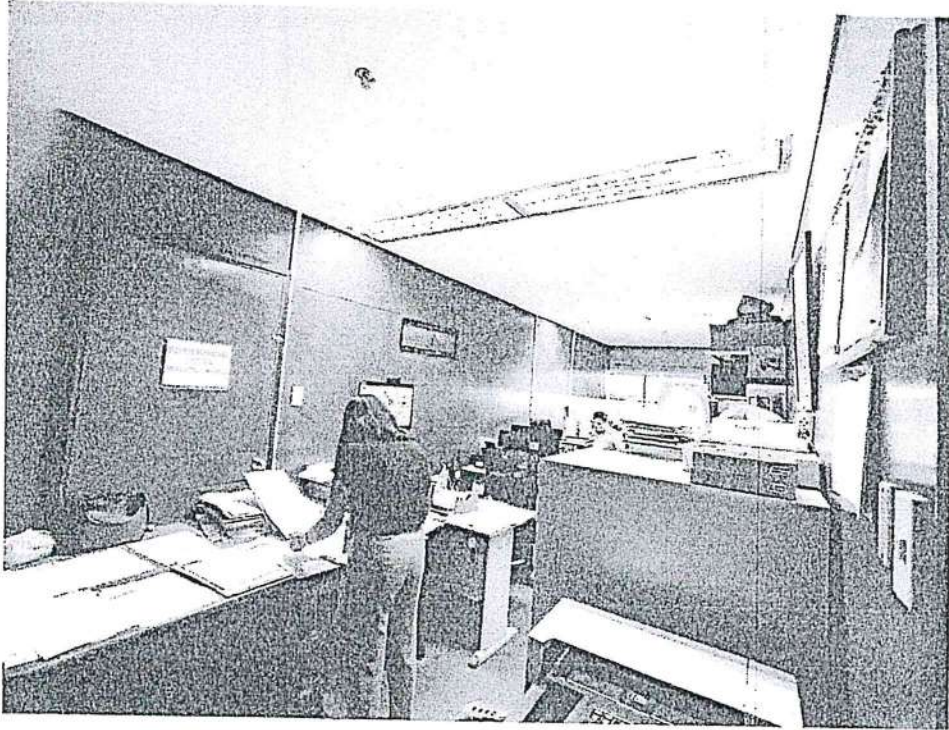
PREPARED BY:  RANDOLPH EDVARD O. BANIBAY - SR. TECHNICAL ASSISTANT I

ADDRESS: LAND REGISTRATION AUTHORITY, EAST AVE. COR. NIA ROAD, DILIMAN, QUEZON CITY

DRAWING DESCRIPTION: REFERENCE PHOTOS

DATE: MAY 30 2024

9



○ REFERENCE PHOTOS
SCALE NTS



LIST OF COMPLETED AND ON-GOING CONTRACTS | Form B

PROJECT : Repair/ Renovation of Office of the Administrator- Staff Office Room 406
LOCATION : LRA Central Office compound, Quezon City

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]

