



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN

**PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)**

East Avenue cor. NIA Road, Diliman, Quezon City

11 MAR 2025

REQUEST FOR QUOTATION

[Project ID No. LRABACINFRA-SVP-2025-05 under APP Non-CSE for FY 2025]

The LAND REGISTRATION AUTHORITY (LRA) is inviting all interested Contractors to submit a Quotation for the **RENOVATION OF INSPECTION AND INVESTIGATION DIVISION (LAND REGISTRATION MONITORING DIVISION) OFFICE ROOM 401 OF 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. Certified true copy of PCAB License;
4. Income/Business Tax Return;
5. Quotation (Annex "A");
6. List of completed and on-going Contracts (Annex "B")
7. Omnibus Sworn Statement (Annex "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) (Annex "D")

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 14 MAR 2025, **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 **FOUR HUNDRED EIGHTY-SEVEN THOUSAND FIVE HUNDRED NINETY-SIX AND 46/100 PESOS ONLY (PHP 487,596.46)**.

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;



 @lraphilippines.official  @lraphilippines.official  lra.gov.ph

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

Mr. Nestor V. Remitar
Secretariat, LRA BAC for Infrastructure
09984212385


ENGR. ANTE V. GAMIAO
Chairperson
LRA Bids and Awards Committee (LRA BAC)
for Infrastructure (INFRA)

PRICE QUOTATION |Annex A

Date: _____

Chairperson
LRA BAC INFRA
Land Registration Authority

Dear Chairperson:

After having carefully read and accepted the terms and conditions stated in the Request for Quotation, hereunder is our quotation relative to the following project:

PROJECT : Renovation of Inspection and Investigation Division (Land Registration Monitoring Division) Office Room 401 of LRA Central Office Building
LRABACINFRA-SVP-2025-05

LOCATION : East Avenue, Cor. NIA Road, 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 WORKS				
3.00	Dismantling of dilapidated portion of ceiling and door	lot	1.00		
	Sub – Total for Item II			PHP	
III	CARPENTRY & JOINERY WORKS				
	Ceiling Works				
4.00	Replacement/ Restoration of dilapidated portions of ceiling	sqm	40.46		
5.00	Drywall with transom louver, 6mm, Metal Frame, Fiber Cement Board	sqm	31.45		
	Installation of Doors				
6.00	Hollow Core Flush Door (Hearing Room)	sqm	1.89		
	Sub – Total for Item III			PHP	
IV	PAINTING WORKS				
	Repainting of Interior Surfaces				
7.00	Drywalls	sqm	74.65		
8.00	Masonry walls	sqm	65.33		
9.00	Ceiling	sqm	146.66		
10.00	Steel (Interior window frames)	sqm	8.73		
	Sub – Total for Item IV			PHP	
V	ELECTRICAL WORKS				
11.00	Installation of new electrical conduits, wires, other electrical items	lot	1.00		
	Sub – Total for Item V			PHP	
VI	STRUCTURED CABLING WORKS				
12.00	Dismantling of existing structured cabling	lot	1.00		
13.00	Termination works to existing patch panel/ cabinet at lobby area	lot	1.00		
14.00	Supply, delivery, and installation of new structured cabling	lot	1.00		
15.00	Testing and commissioning (Fluke test)	lot	1.00		

	Sub – Total for Item VI			PHP	
VIII	ALL OTHER ITEMS NOT INCLUDED HEREIN BUT NECESSARY TO COMPLETE THE PROJECT, PLEASE SPECIFY				
16.00					
	Sub – Total for Item VIII			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 : RENOVATION OF INSPECTION AND INVESTIGATION DIVISION
(LAND REGISTRATION MONITORING DIVISION) OFFICE ROOM 401
OF LRA CENTRAL OFFICE BUILDING**

LOCATION : EAST AVE. COR. NIA ROAD, QUEZON CITY

SUBJECT : SCOPE OF WORKS

DATE : MAY 06, 2024

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 and application of permits and clearances.
- 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 dilapidated portion of ceiling and one (1) door in the given key plan are 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.
- 5.0. For carpentry & joinery works, replacement/restoration of dilapidated portions of ceiling, installation of Drywall with transom louver, 6mm, Metal Frame, Fiber Cement Board and one (1) Hollow Core Flush Door (Hearing Room) 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
Replacement/Restoration of dilapidated portions of ceiling	Gypsum Board Ceiling in Metal Frame 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)
Drywall	Wall, 6mm, Metal Frame, Fiber Cement Board. Contractor shall submit proposed layout, detail, and methodology of work subject for approval prior to installation.
D-1	Hollow Core Flush Door with door jamb and complete hardware/accessories. Contractor shall submit samples subject for approval. Contractor is also responsible for getting actual measurement of the door based on actual site condition.

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

- 6.0. 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.
- 7.0. For electrical works, installation of new electrical conduits, wires, and other electrical items 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. Contractor should also utilize existing lighting fixtures in the office. All other new electrical items to be installed with its specification are mentioned below:

ITEM NO.	PARTICULAR	QTY	REMARKS
Lighting Fixtures			
1.	Existing Troffer lights	1 lot	Retain all existing troffer lights inside the office. Contractor should repair/rectify all affected roughing-ins, wirings, bulbs etc.
Electrical Items			
1.	Roughing-ins	1 lot	Electrical Metallic Tubing (EMT) or any approved equal. Sizes will depend on actual site condition.
2.	Utility Box	1 lot	Metal Utility Box GA16 or any approved equal
3.	Junction Box	1 lot	Metal Octagonal Junction Box GA16 or any approved equal
4.	Electrical Convenience Outlet	18 Sets	Duplex Convenience Outlet w/ ground or any approved equal

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

- 8.0. For structured cabling works, dismantling of existing structured cabling, termination works to existing patch panel/ cabinet at lobby area, supply, delivery, and installation of new structured cabling (UTP Cable CAT6 in PVC Pipes), and testing and commissioning (Fluke test) is necessary. This includes all labor, materials, and equipment to accomplish aforesaid works up until the completion of the project.
- 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:

GERALD GIL J. CAPOQUIAN
Engineer II, General Services Division

Noted by:

RONALDO C. APILADO
Engineer III, General Services Division

Renovation of Inspection and Investigation
Division (Land Registration Monitoring Division)
Office Room 401 of LRA Central Office Building
Page 2 of 2

LIST OF COMPLETED AND ON-GOING CONTRACTS | Annex B

PROJECT : RENOVATION OF INSPECTION AND INVESTIGATION DIVISION (LAND REGISTRATION MONITORING DIVISION) OFFICE ROOM 401
 OF LRA CENTRAL OFFICE BUILDING - LRABAC/INFRA-SVP-2025-05

LOCATION : East Avenue corner NIA Road, 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.**

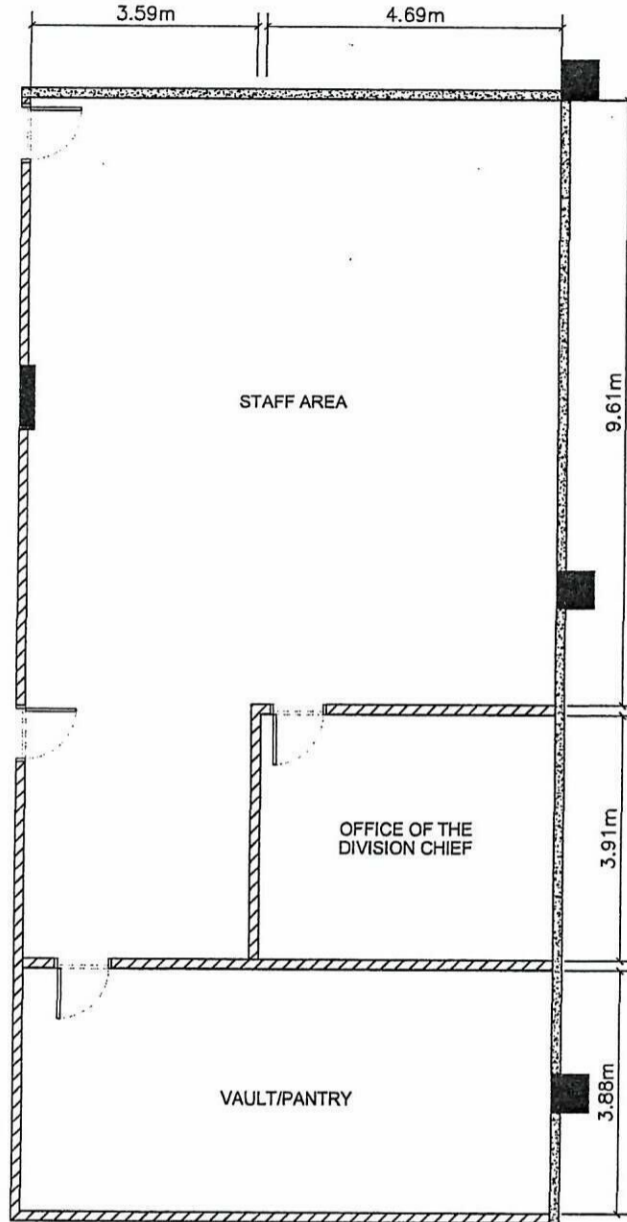
IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

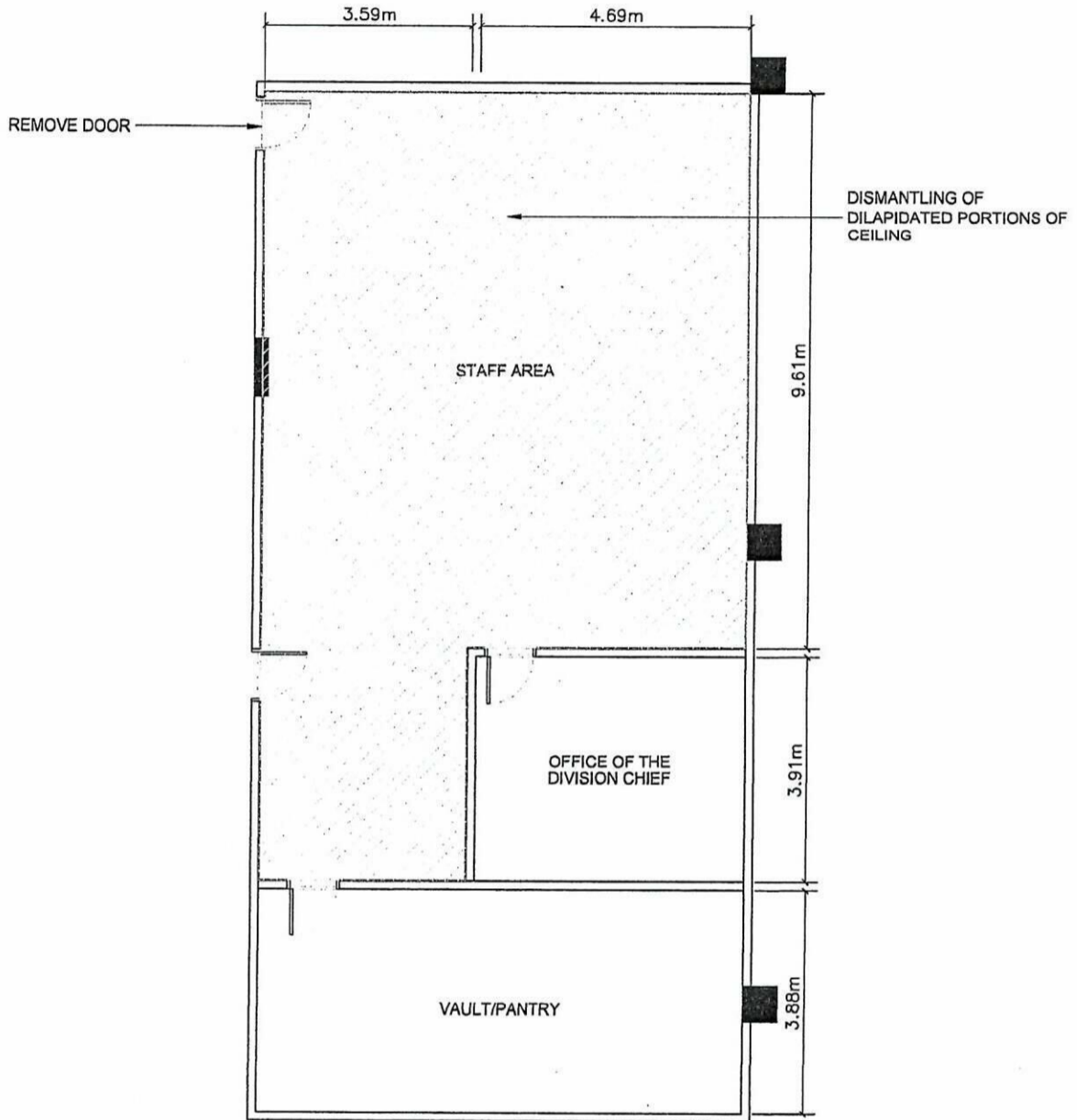
[Jurat]

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



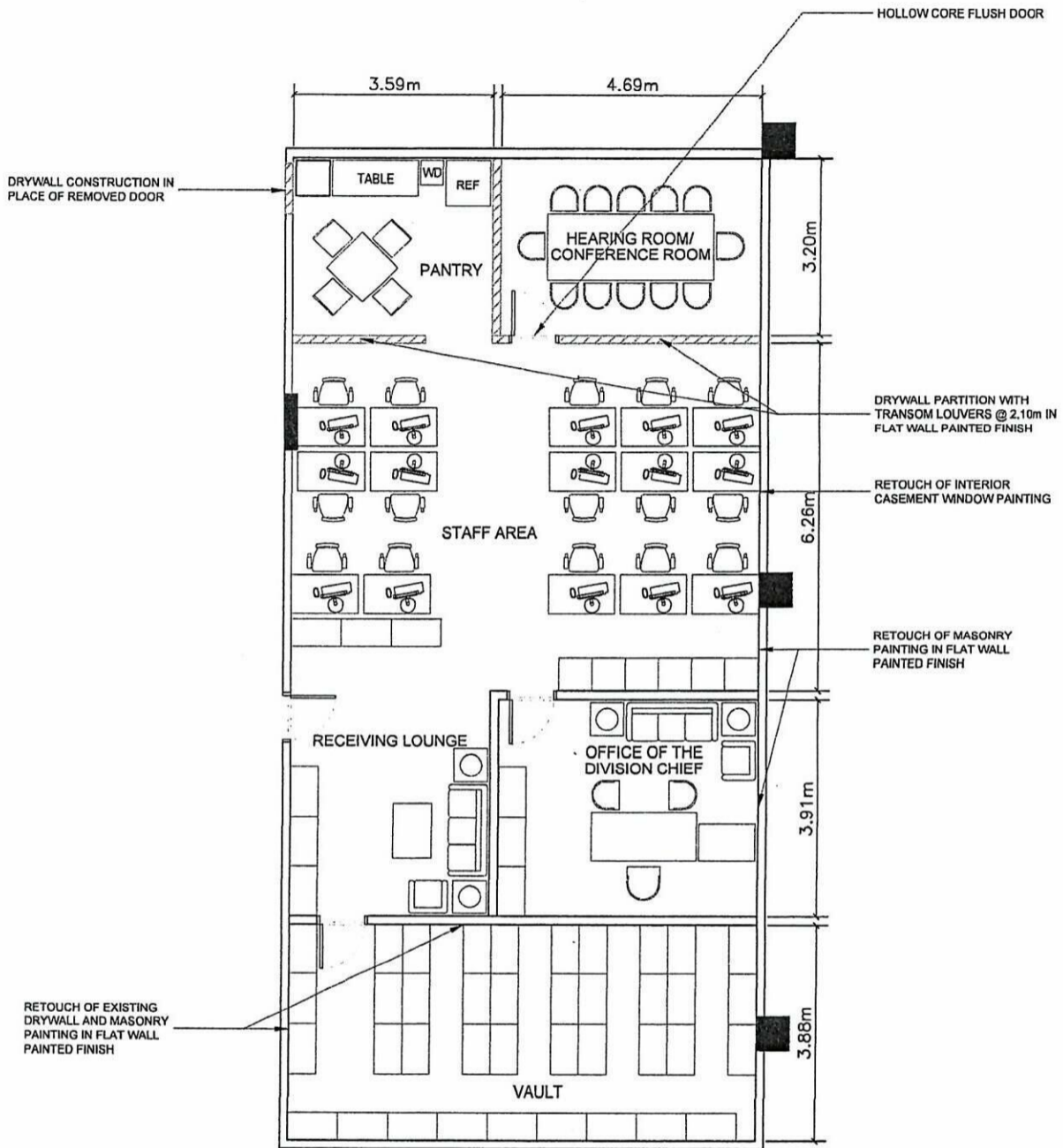
IID - 4TH FLOOR NIA WING
EXISTING FLOOR PLAN
SCALE _____ NTS

Handwritten initials and a signature mark.



IID - 4TH FLOOR NIA WING
DISMANTLING WORKS
SCALE _____ NTS

Handwritten initials/signature



IID - 4TH FLOOR NIA WING
FLOOR PLAN
SCALE NTS

Handwritten initials and a triangle symbol.

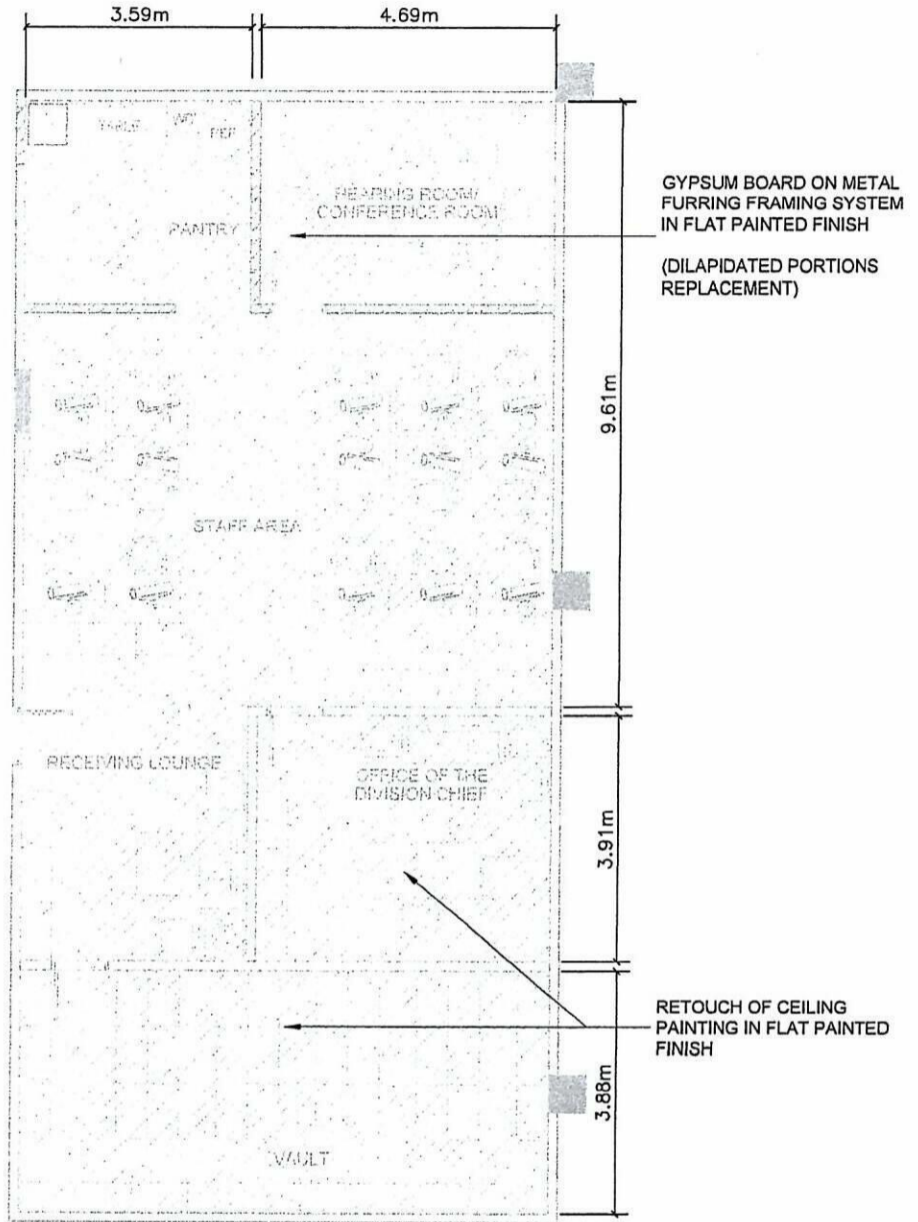
DRAWING DESCRIPTION: REFLECTED CEILING PLAN

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

DRAWN BY: RANDOLPH S. BARRERA - SR. TECHNICAL ASSISTANT I

DATE: MAY 06 2024

RETAIN EXISTING CEILING LIGHTS



IID - 4TH FLOOR NIA WING
REFLECTED CEILING PLAN
SCALE NTS

Handwritten initials and a star symbol.

TAP TO EXISTING
ELECTRICAL PANEL

DUPLEX
CONVENIENCE
OUTLET

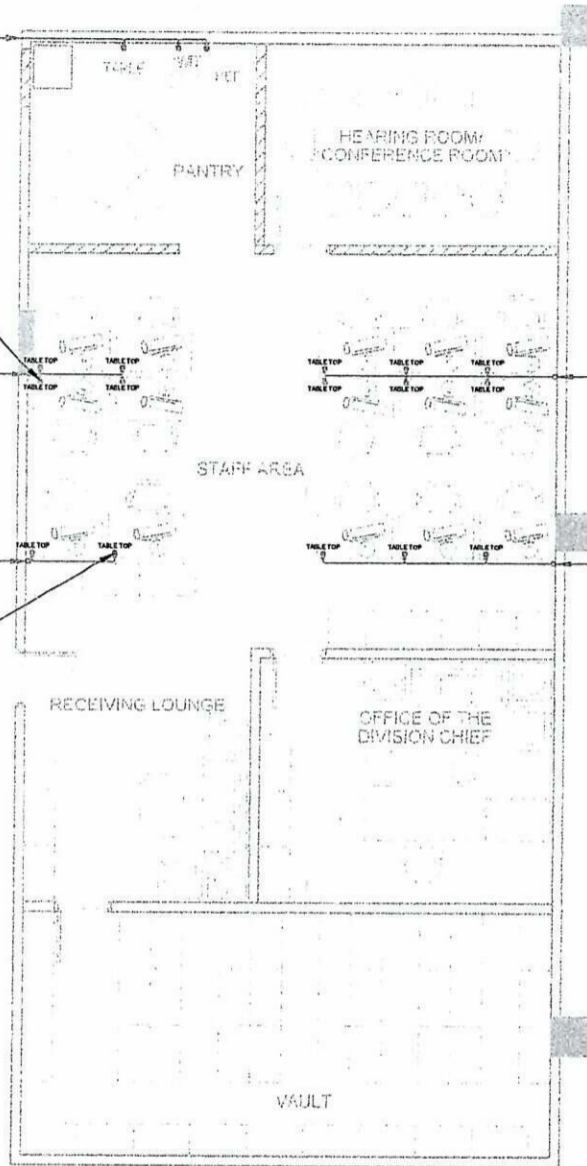
TAP TO EXISTING
ELECTRICAL PANEL

TAP TO EXISTING
ELECTRICAL PANEL

DUPLEX
CONVENIENCE
OUTLET

TAP TO EXISTING
ELECTRICAL PANEL

TAP TO EXISTING
ELECTRICAL PANEL

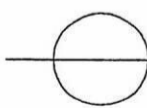
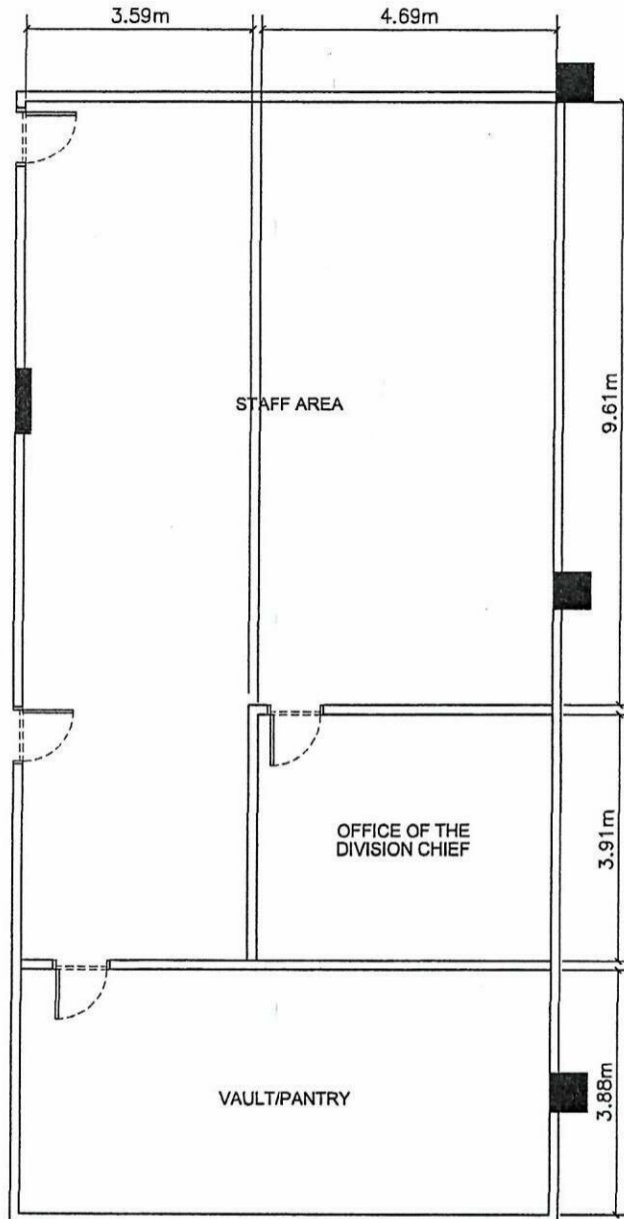


IID - 4TH FLOOR NIA WING

POWER AND AUXILIARY LAYOUT

SCALE

NTS



LAND REGISTRATION MONITORING DIVISION

EXISTING FLOOR PLAN

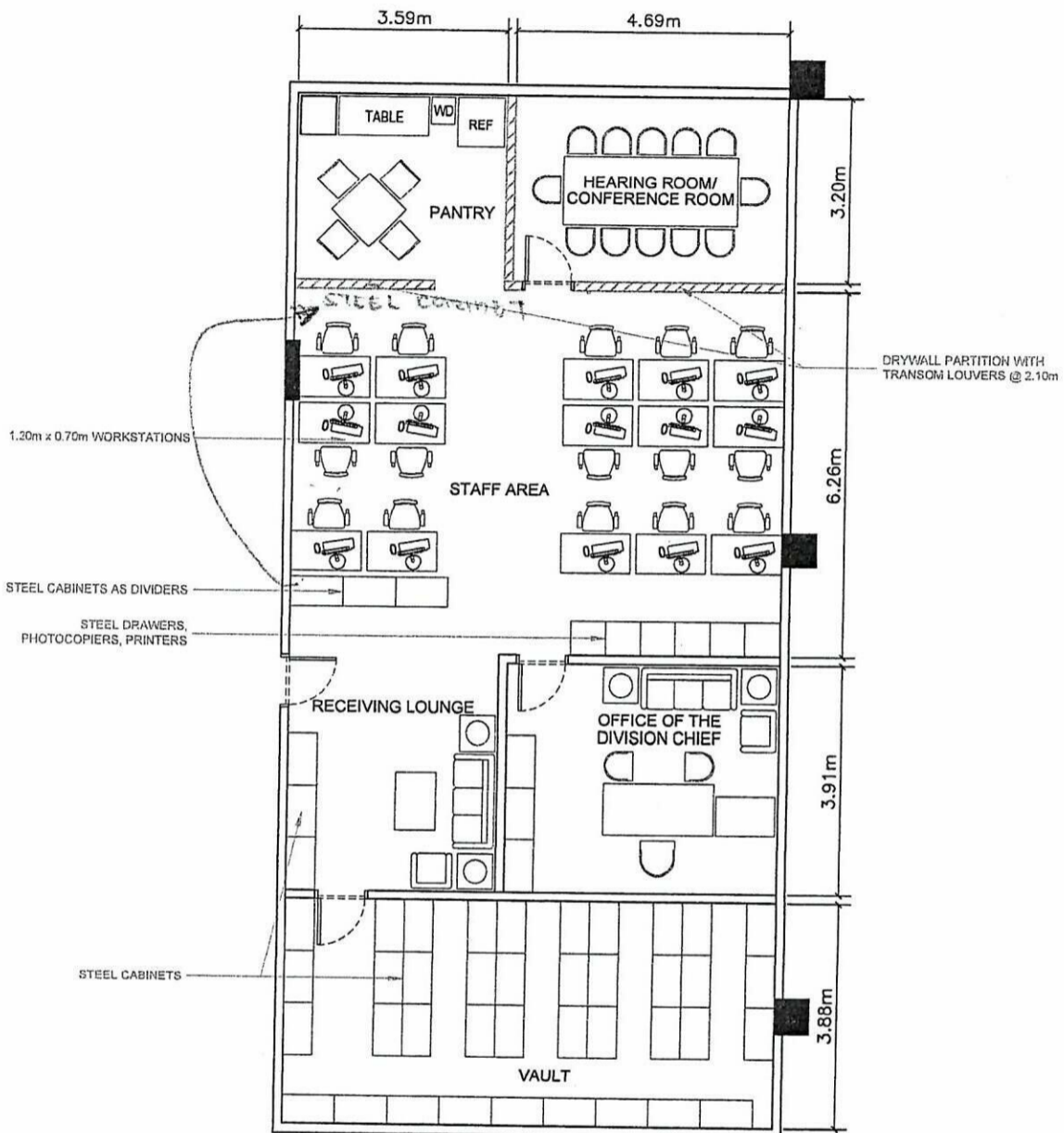
SCALE

LAND REGISTRATION AUTHORITY
REGISTRATION SERVICE OFFICE
Quezon City, Philippines

RECEIVED

APR 23 2024

BY: *[Signature]* TIME: 1:25 PM



LAND REGISTRATION MONITORING DIVISION
PROPOSED FLOOR PLAN
SCALE _____ NTS