



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-2025-01 under SPP No. 2025-01-GSD]

The LAND REGISTRATION AUTHORITY (LRA) is inviting all interested Contractors to submit a Quotation for the **REPAIR / RENOVATION OF LRA CENTRAL OFFICE BUILDING FOR PLANNING AND MANAGEMENT DIVISION (ROOM 315)**, 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. Price 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 **FIVE HUNDRED SIXTY THOUSAND SEVEN HUNDRED THIRTY ONE AND 37/100 PESOS ONLY (PHP 560,731.37)**.

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;



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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 : Repair / Renovation Of LRA Central Office Building for Planning and Management Division (Room 315)
LRABACINFRA-SVP-2025-01

LOCATION : 3rd floor, LRA Central Office Building, 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	Removal of Existing Floor finishes, Window counter (1.8m x 1.2m), two (2) doors and door jambs, three (3) existing troffer lights, and drywall partition	lot	1.00		
	Sub – Total for Item II			PHP	
III	CARPENTRY & JOINERY WORKS				
4.00	Installation of new drywall w/ transom, 4.5mm, Metal Frame, Fiber Cement Board	sqm	34.66		
	Installation of Doors				
5.00	D-1 (see door schedule)	sqm	2.25		
6.00	D-2 (see door schedule)	sqm	2.10		
7.00	Repair and Refurbishment of Existing Ceiling	lot	1.00		
	Sub – Total for Item III			PHP	
IV	FLOOR FINISH WORKS				
8.00	Installation of new Floor Finish at Staff Area (Vinyl Floor Tiles)	sqm	76.87		
9.00	Installation of new Floor Finish Chief Area (Laminate Flooring)	sqm	11.38		
	Sub – Total for Item IV			PHP	
V	PAINTING WORKS				
	Repainting Various Surfaces				
10.00	Interior Walls	sqm	97.71		
11.00	Drywalls	sqm	69.26		
12.00	Ceiling	sqm	88.25		
	Sub – Total for Item V			PHP	
VI	ELECTRICAL WORKS				
13.00	Installation of new electrical conduits, wires for realignment of switches, other electrical items	lot	1.00	PHP	
	Sub – Total for Item VI				
VII	MISCELLANEOUS WORKS				
14.00	Installation of ACU (labor only) including restoration of affected areas (Note: ACU window-type will be provided by LRA)	lot	1.00		
	Sub – Total for Item VII			PHP	

VIII	ALL OTHER ITEMS NOT INCLUDED HEREIN BUT NECESSARY TO COMPLETE THE PROJECT, PLEASE SPECIFY				
14.00					
	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

LIST OF COMPLETED AND ON-GOING CONTRACTS |Annex B

PROJECT : **REPAIR / RENOVATION OF LRA CENTRAL OFFICE BUILDING FOR PLANNING AND MANAGEMENT DIVISION
(ROOM 315)- LRABACINFRA-SVP-2025-01**

LOCATION : 3rd Floor, LRA Central Office Building, 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]

STATEMENT OF BIDDER'S SINGLE LARGEST COMPLETED CONTRACTS (SLCC) SIMILAR TO THE CONTRACT TO BE BID								
Name of Contractor:								
Date of Contract	Name of Contract	Procuring Entity	Location of the Contract	Date of Award of Contract	Nature of Work	Contractor is: a) Main consultant b) Subcontractor c) Partner in JV	a) Amount of award b) Amount of completion c) Duration	a) Date awarded b) Contract effectivity c) Date completed
Name and Signature of Authorized Representative						Date		

Attachments:

1. The bidder must state the Single Largest Completed Contract (SLCC) similar to the contract to be bid.
2. Certificate of satisfactory completion or certificate of acceptance from the client or official receipt clearly indicating full and final payment.

PROJECT : REPAIR/RENOVATION OF ROOM 315 OF LRA CENTRAL OFFICE BUILDING FOR PLANNING AND MANAGEMENT DIVISION
LOCATION : ROOM 315, 3RD FLOOR, LRA CENTRAL OFFICE BUILDING, EAST AVE. COR. NIA ROAD, QC
SUBJECT : SCOPE OF WORKS
DATE : 09 DECEMBER 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 and in consideration of the convenience of LRA.
- 3.0. Contractor is responsible for moving/relocating of office chairs, tables, and other objects impeding the implementation of works.
- 4.0. For dismantling works, Removal of Existing Floor Finishes, Window counter (1.8m x 1.2m), two (2) doors w/ door jambs, three (3) existing troffer lights, and drywall partition. This also entails installing board-up cover if necessary to ensure that the operation of the office will not be hampered by the ongoing construction, hauling and proper disposal of the dismantled/demolished materials. The contractor is also responsible for surrendering all items that have been dismantled or removed from the project to LRA, which will determine whether the items will be retained or for disposal.
- 5.0. For carpentry & joinery works, Installation of new drywall w/ transom, 4.5mm, Metal Frame, fiber cement board, installation of doors, fabrication of new transaction window, and repair and refurbishment of existing 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 and door schedule to be used are as follows:

PARTICULAR	SPECIFICATION
Drywall	Wall, 4.5mm Fiber Cement Board in metal framing. Contractor shall submit proposed layout, detail, and methodology of work subject for approval prior to installation. Verify adequate height in the given key plan
D-1, D-2	See door schedule.
Repair/refurbishment of existing ceiling	Gypsum board/Fiber Cement Board (depends on what is the existing material installed), in metal framing.

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

- 6.0. For floor finish works, installation of new floor finish (laminated and vinyl floor finish) on the area indicated in the given key plan is necessary. The contractor shall provide swatches/ samples of vinyl floor tiles and laminated floor finish subject for approval prior to 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 interior walls, ceiling, and steel surfaces are necessary. 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, 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 is responsible in the rectification of all affected areas while performing the said work. Specifications of all electrical items are listed below:

ITEM NO.	PARTICULAR	QTY	REMARKS
Electrical Conduit			
1.	Electrical Wires	1 lot	Use minimum 5.5mm ² , 3.5mm ² THHN stranded electrical wire unless indicated in the given key plan or instructed by LRA.
2.	Roughing-ins	1 lot	Electrical Metallic Tubing (EMT) galvanized steel or any approved equal. Sizes will depend on actual site condition.
3.	Utility Box	23 pcs	Metal Utility Box GA16 or any approved equal.
4.	Junction Box	10 pcs	Metal Octagonal Junction Box GA16 or any approved equal
5.	Supports and Brackets	1 lot	Provide supports and brackets for the electrical system to be installed. Items to be used are for approval of LRA.
Electrical Devices			
1.	Convenience Outlet	22 pcs	Duplex Convenient outlet with grounding or any approved equal.
2.	ACU Outlet	1 pc	Air-conditioning Unit Outlet (SPO) or any approved equal.


3.	Switches	1 pc	1-Gang or 2 Gang switch or any approved equal.
Electrical Fixtures			
1.	Troffer lights	2 units	Use the removed existing troffer lights (relocation only).

Note: Quantity and specifications given are subject to changes (increase/decrease, change of item, additional items, etc.) based on actual site condition.

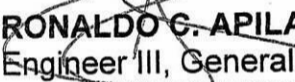
- 9.0. For miscellaneous works, installation of ACU (labor only) including restoration of affected areas is necessary. Restoration of affected areas entails labor and materials necessary for the affected areas to be rectified. The air-conditioning unit will be provided by LRA to be installed by the contractor. This also includes all labor, materials, and equipment needed to accomplish aforesaid works up until the completion of the project.
- 10.0. Site visit/ ocular inspection is required before mobilization to inspect actual site condition. Daily site supervision is required.

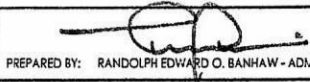
WORK DURATION: Sixty (60) Working Days

Prepared by:


GERALD G. CAPOQUIAN
 Engineer II, General Services Division

Noted by:

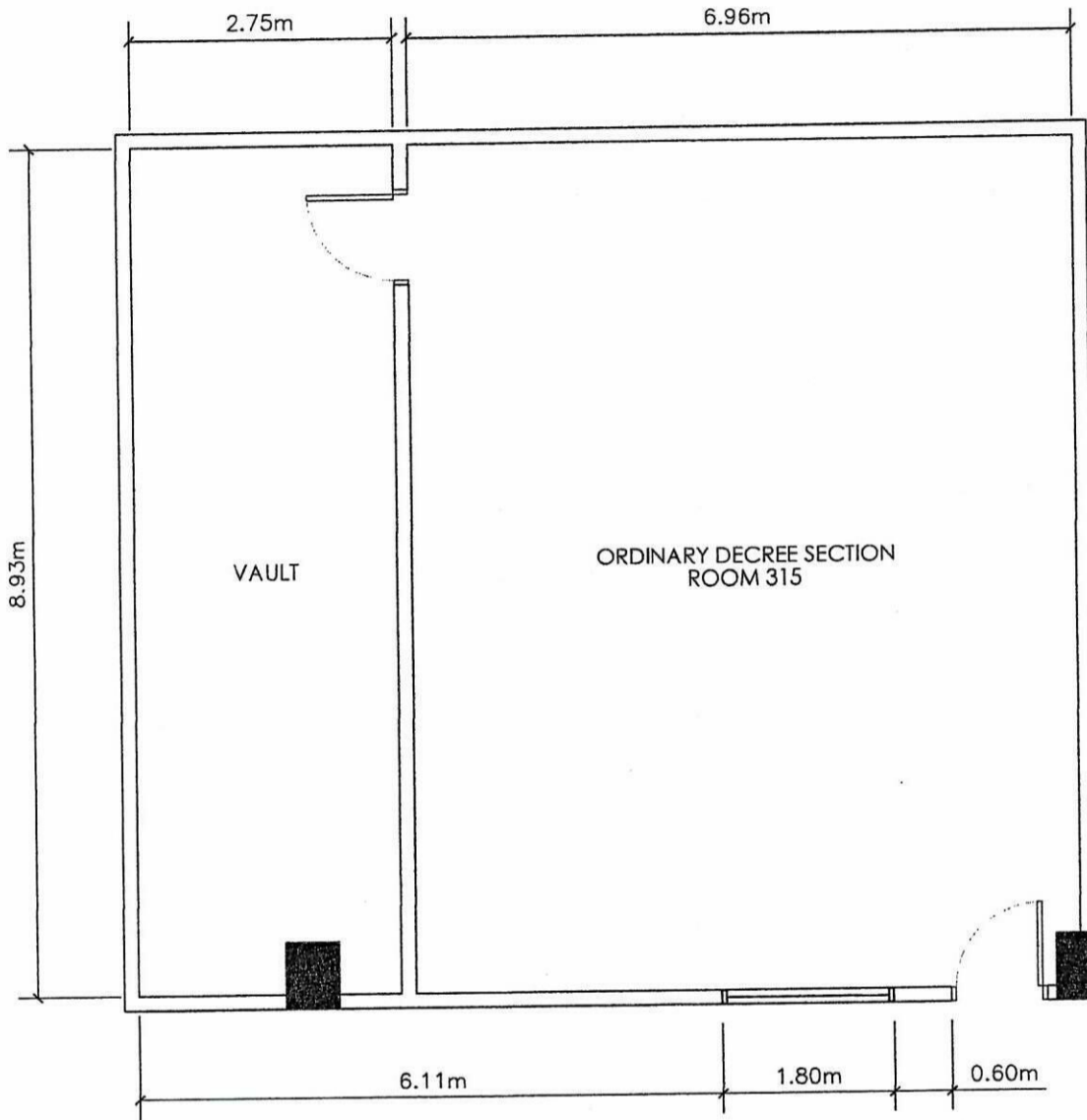

RONALDO G. APILADO
 Engineer III, General Services Division


PREPARED BY: RANDOLPH EDWARD O. BANHAW - ADMIN & SUPPORT STAFF

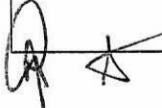
ADDRESS: LAND REGISTRATION AUTHORITY, EAST AVE. COR. NIA ROAD, DILIMAN, QUEZON CITY

DRAWING DESCRIPTION: PROPOSED FLOOR LAYOUT

DATE: DEC 05 2024



 EXISTING FLOOR PLAN
SCALE NTS



PREPARED BY: RANDOLPH EDWARD D. BARRAW - ADMIN & SUPPORT STAFF




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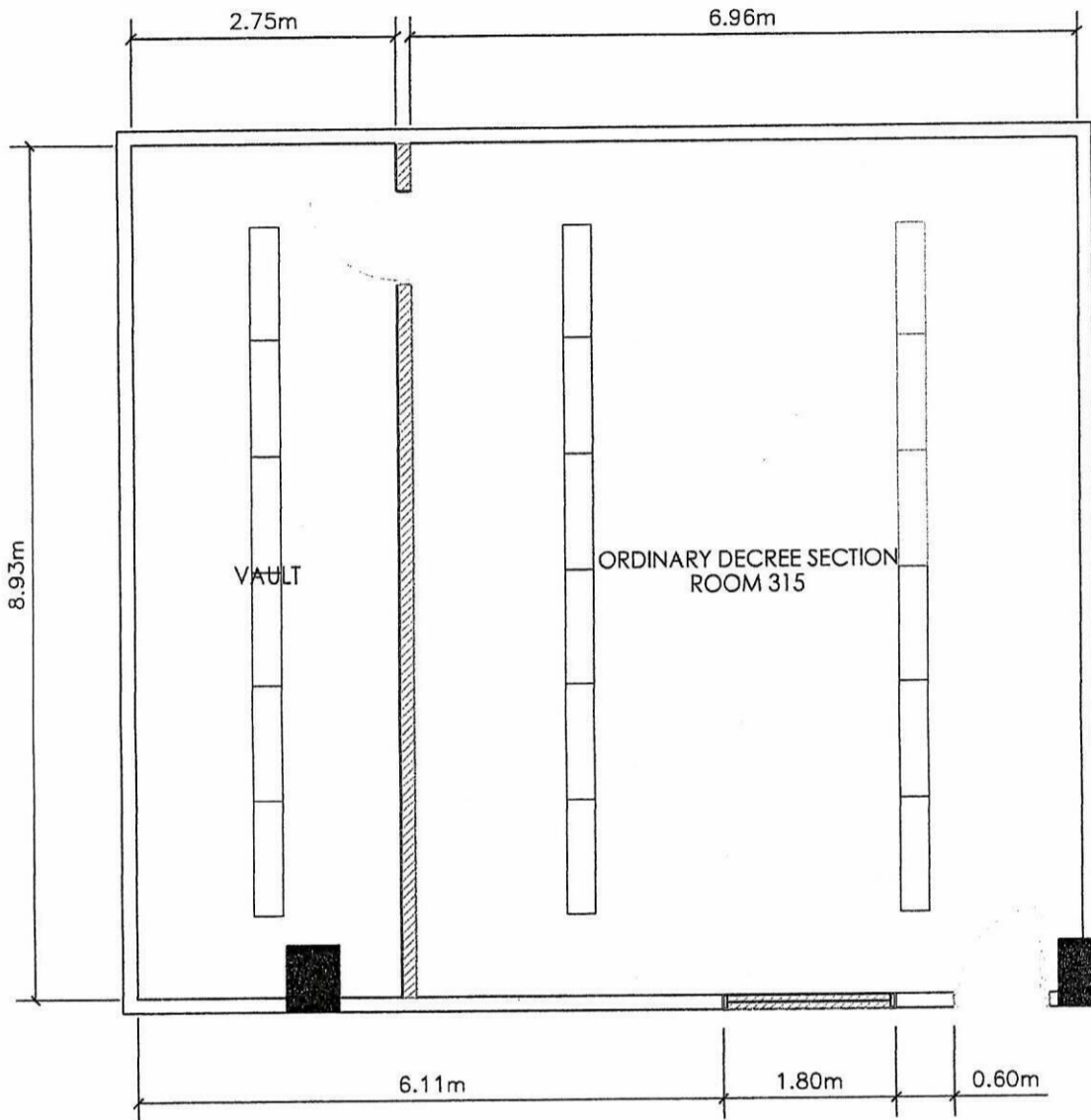
LAND REGISTRATION AUTHORITY, EAST AVE. COR. NIA ROAD, DILIMAN, QUEZON CITY

DRAWING DESCRIPTION:

DISMANTLING WORKS KEYPLAN

DATE: DEC 05 2024

-  DISMANTLE EXISTING DRYWALL PARTITION,
GLASS WINDOWS
-  REMOVE EXISTING DOOR AND DOOR JAMB
-  RELOCATE EXISTING TROFFER LIGHTS



 DISMANTLING WORKS KEYPLAN
SCALE NTS

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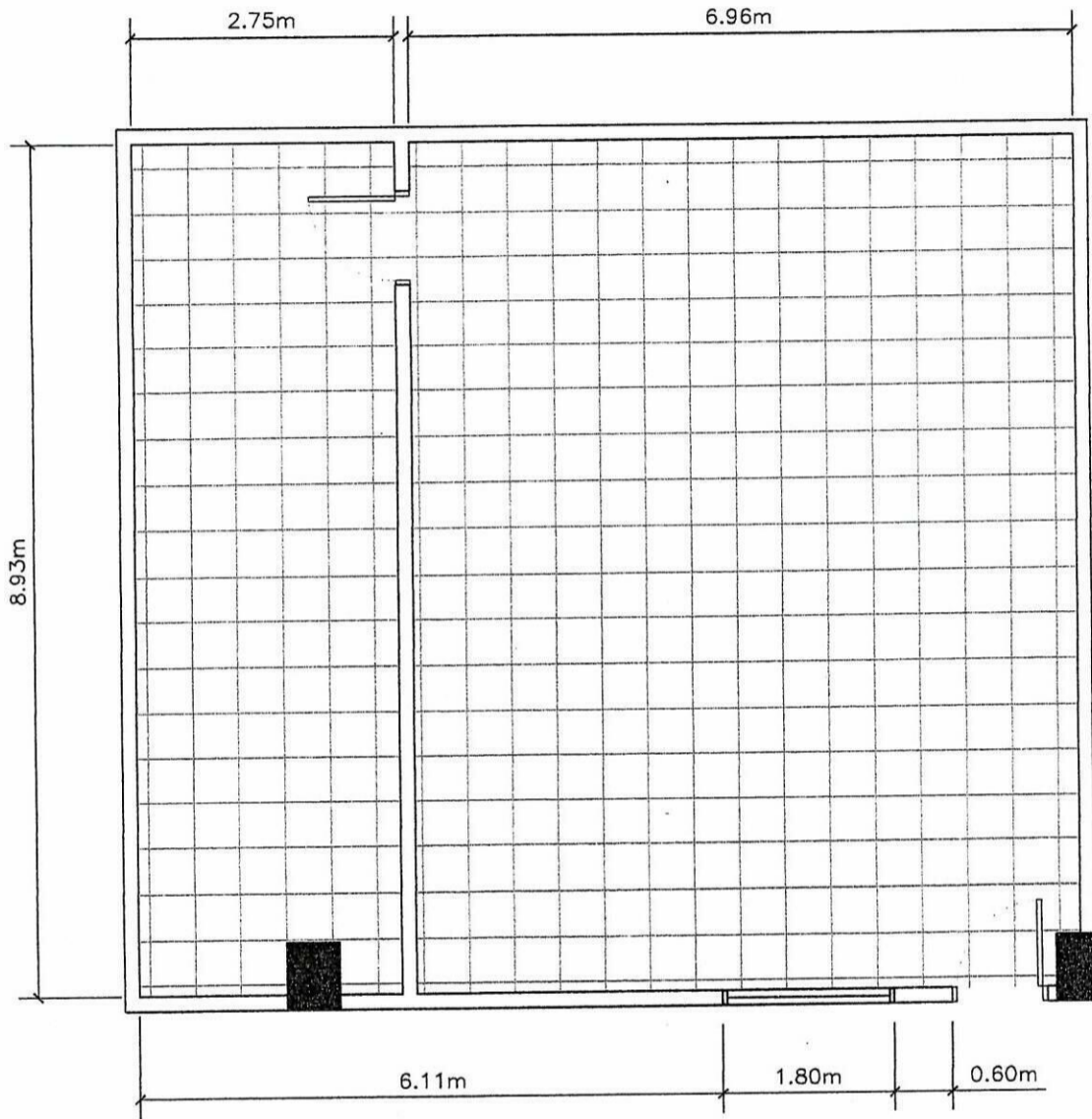
PREPARED BY:  RANDOLPH EDWARD O. BERNSHAW - ADMIN & SUPPORT STAFF

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

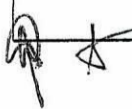
DRAWING DESCRIPTION: DISMANTLING WORKS KEYPLAN

DATE: DEC 05 2024

 DISMANTLE EXISTING FLOOR FINISH



 DISMANTLING WORKS KEYPLAN
SCALE NTS






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

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
PREPARED BY: RANDOLPH EDWARD O. BANHAW - ADMIN & SUPPORT STAFF

DRAWING DESCRIPTION: FLOOR PLAN


DATE: DEC 05 2024

 INSTALLATION OF NEW DRYWALL PARTITION WITH TRANSOM - FLOOR TO CEILING HEIGHT IN SEMI-GLOSS PAINTED FINISH

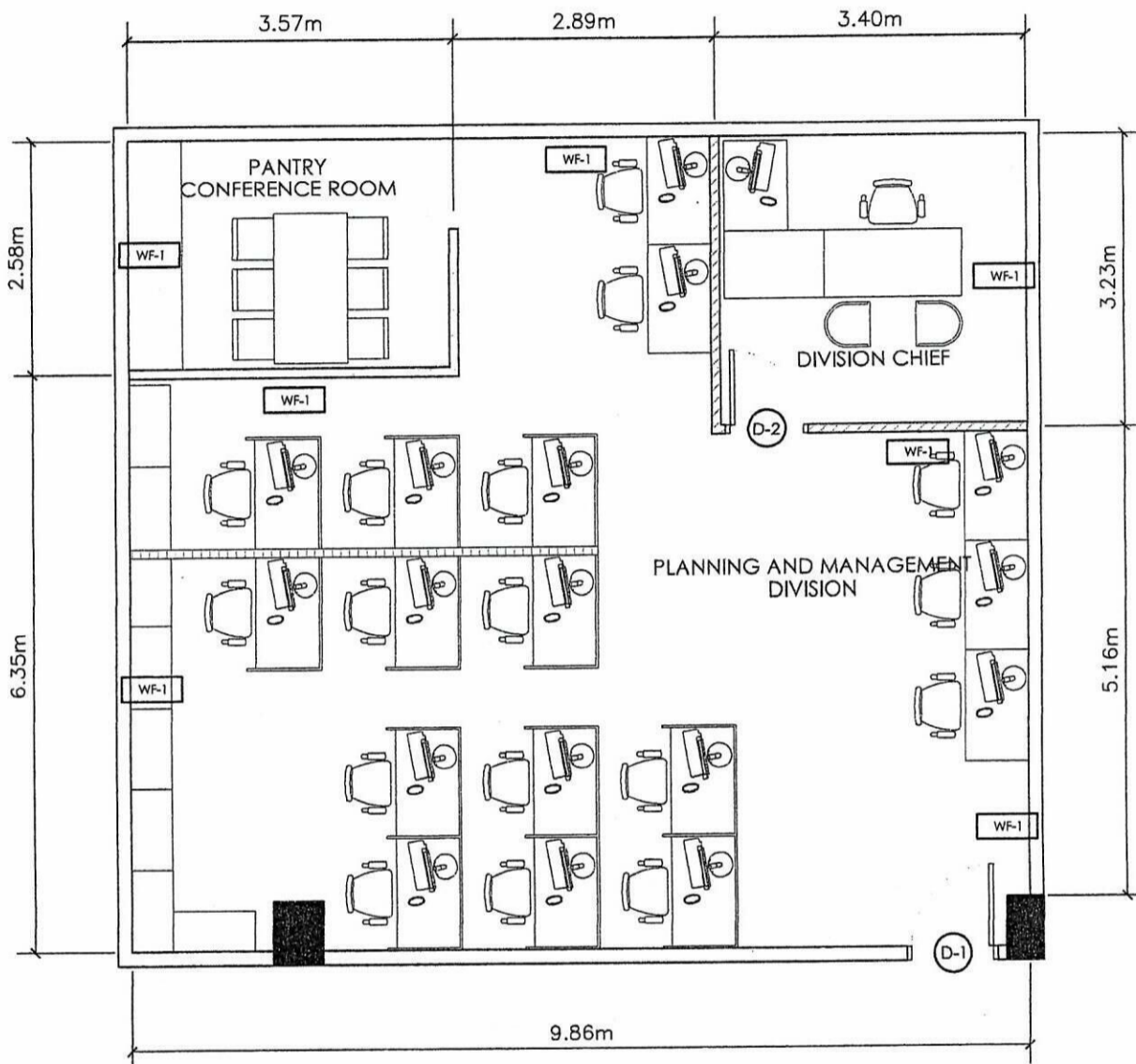
 D-1 SEE DOOR SCHEDULE

 INSTALLATION OF NEW DRYWALL PARTITION AT 1.80m HEIGHT FROM FLOOR FINISH IN SEMI-GLOSS PAINTED FINISH

 D-2 SEE DOOR SCHEDULE


 INSTALLATION OF NEW DRYWALL PARTITION AT 1.50m HEIGHT FROM FLOOR FINISH IN SEMI-GLOSS PAINTED FINISH

 WF-1 SEMI-GLOSS PAINTED FINISH



 FLOOR PLAN
SCALE NTS





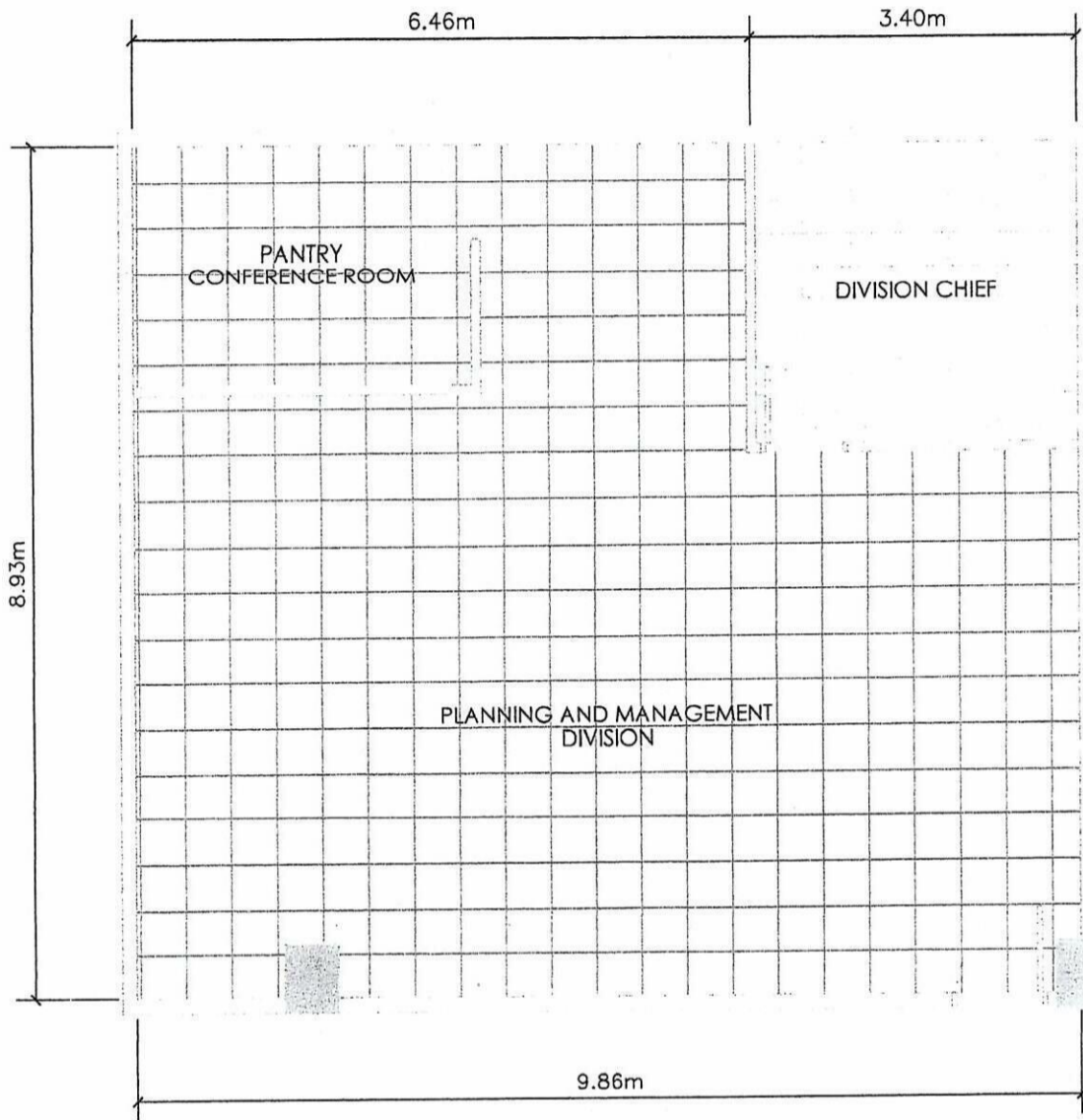
PREPARED BY:  RANDOLPH EDWARD O. BANHAW - ADMIN & SUPPORT STAFF

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

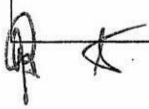
DRAWING DESCRIPTION: FLOOR FINISH KEYPLAN

DATE: DEC 05 2024

-  INSTALLATION VINYL FLOOR FINISH
-  INSTALLATION OF LAMINATED FLOOR FINISH



 FLOOR FINISH KEYPLAN
SCALE _____ NTS



PREPARED BY: RANDOLPH EDWARD O'BANHAW - ADMIN & SUPPORT STAFF

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

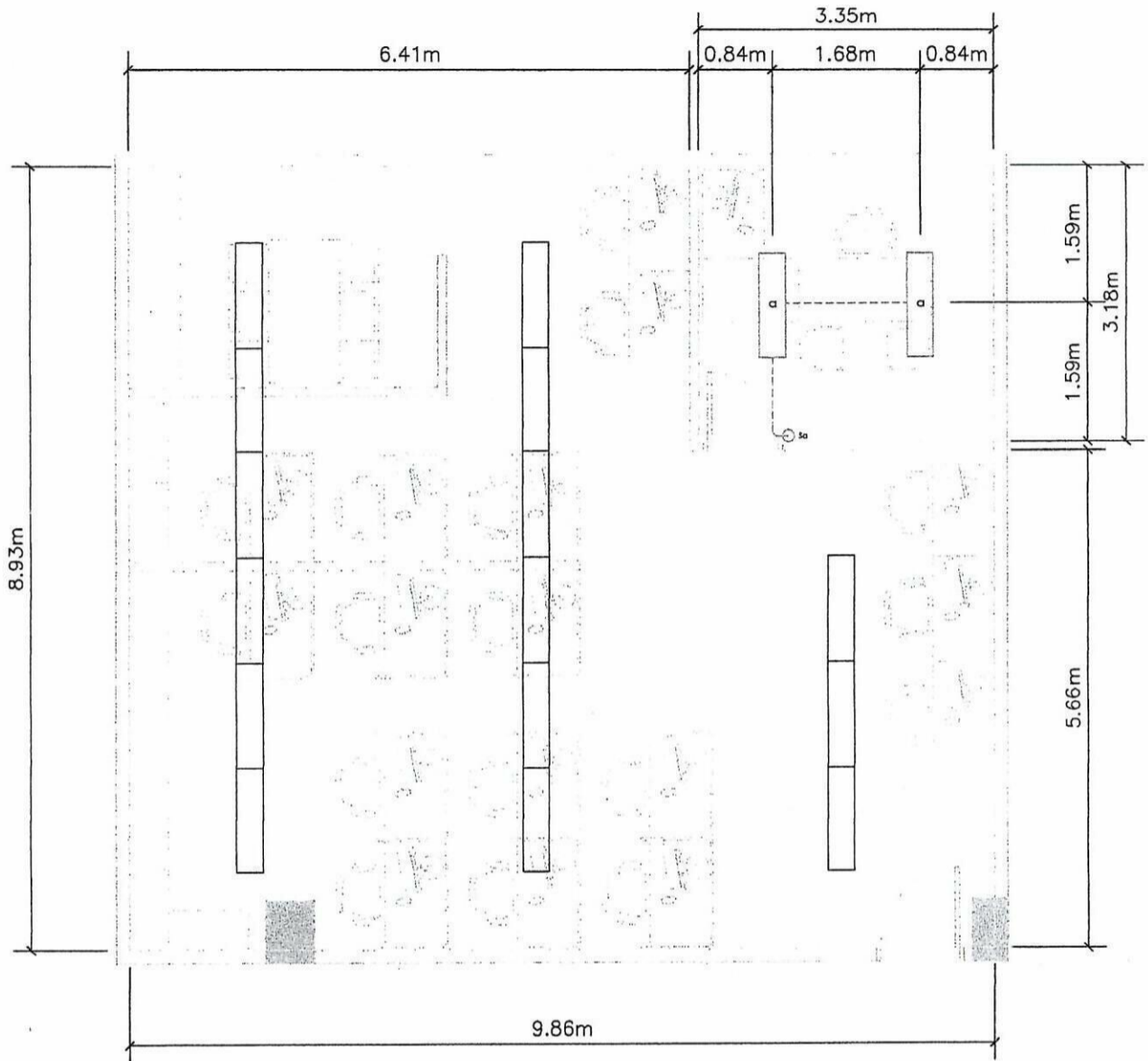
6

DRAWING DESCRIPTION: REFLECTED CEILING PLAN

DATE: DEC 05 2024

REFURBISHMENT OF EXISTING CEILING
12mm THK. GYPSUM BOARD IN METAL
FURRING FRAMING SYSTEM IN FLATWALL
PAINTED FINISH

- RELOCATION OF TROFFER LIGHT
- EXISTING TROFFER LIGHTS



REFLECTED CEILING PLAN
SCALE NTS



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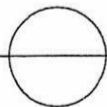
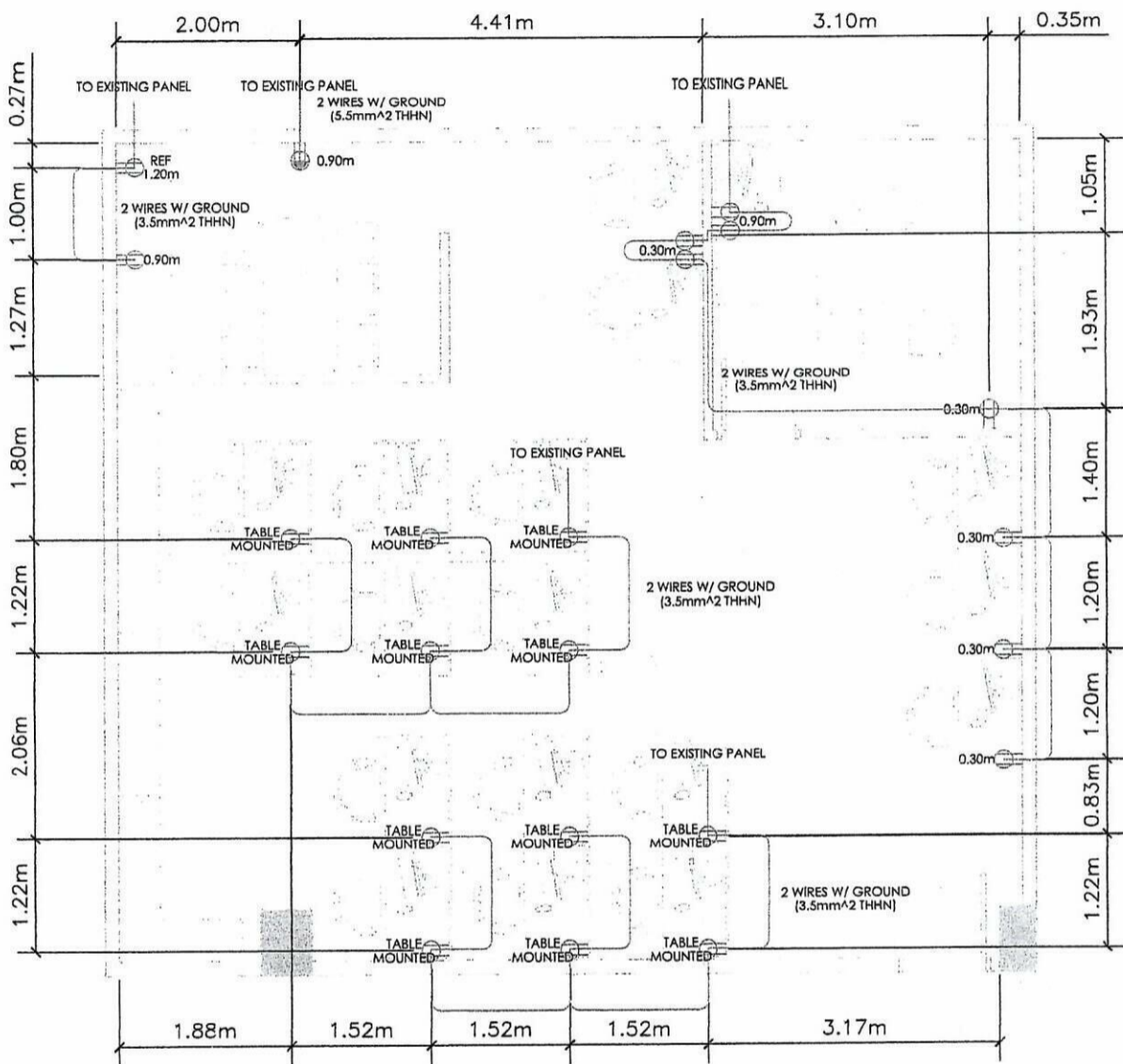
PREPARED BY: RANDOLPH EDWARDS C. BANHAW - ADMIN & SUPPORT STAFF

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

DRAWING DESCRIPTION: POWER AND AUXILIARY LAYOUT

DATE: DEC 05 2024

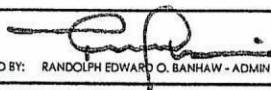
-  DUPLEX OUTLET w/ GROUND
-  ACU OUTLET



POWER AND AUXILIARY LAYOUT

SCALE

NTS



ADDRESS:

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

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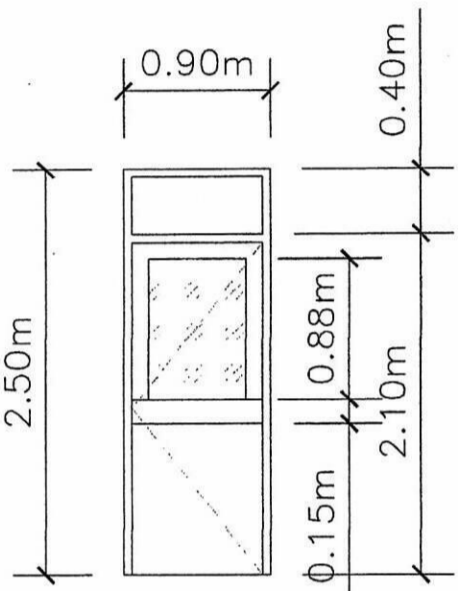
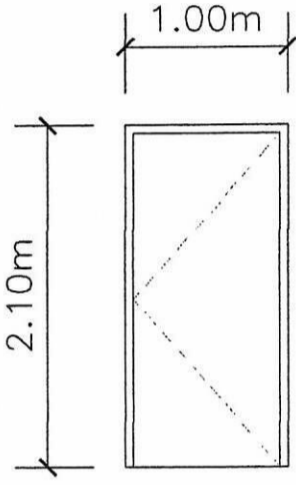
PREPARED BY: RANDOLPH EDWARD O. BANHAW - ADMIN & SUPPORT STAFF

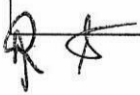
DRAWING DESCRIPTION:

DOOR SCHEDULE

DATE: DEC 05 2024

DOOR SCHEDULE

D-1	D-2
	
WOODEN HOLLOW CORE FLUSH DOOR W/ GLASS PANEL	WOODEN HOLLOW CORE FLUSH DOOR
6mm THK. CLEAR GLASS	-
MAIN DOOR	DIVISION CHIEF OFFICE
1 UNIT	1 UNIT
COMPLETE WITH HARDWARE AND ACCESSORIES VERIFY ACTUAL MEASUREMENTS ON SITE	COMPLETE WITH HARDWARE AND ACCESSORIES VERIFY ACTUAL MEASUREMENTS ON SITE



PREPARED BY: RANDOLPH EDUARDO C. BASHAW - ADMIN & SUPPORT STAFF

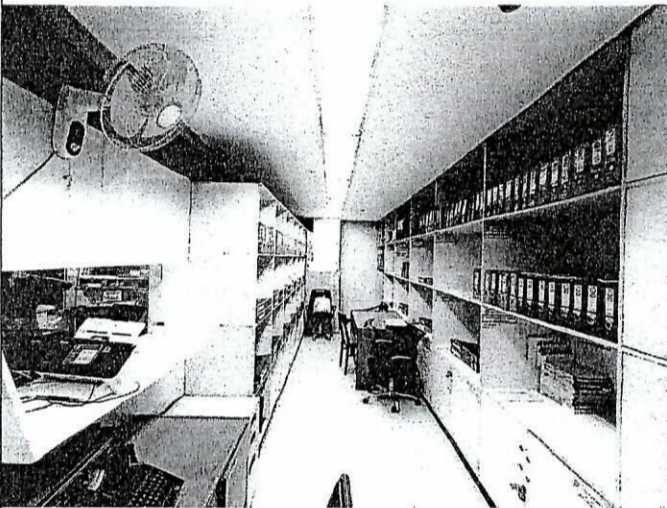
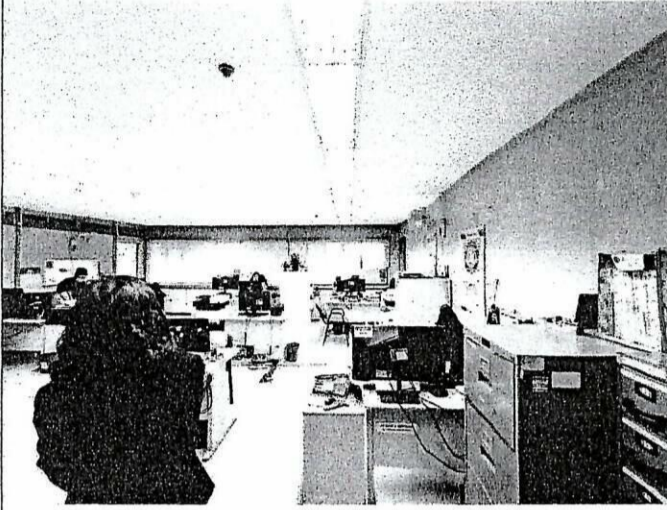
ADDRESS:

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

DRAWING DESCRIPTION:

REFERENCE PHOTOS

DATE: DEC 05 2024



○ REFERENCE PHOTOS
SCALE NTS

RS