



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

MEMORANDUM

30 May 2025

TO : **ALL PROSPECTIVE BIDDERS**

SUBJECT : **BID BULLETIN NO. 1**

FOR : **NEGOTIATED PROCUREMENT FOR TWO FAILED BIDDINGS
FOR THE PROVISION OF JANITORIAL SERVICES IN THE
LAND REGISTRATION AUTHORITY AND ITS REGISTRIES
OF DEEDS NATIONWIDE FOR FY 2025**

This Bid Bulletin is hereby issued for the information and guidance of all prospective bidders, and for inclusion in the Bid Proposal to be submitted to the LRA-BAC for Non-Infrastructure (LRA-BAC Non-Infra) for the **PROVISION OF JANITORIAL SERVICES IN THE LAND REGISTRATION AUTHORITY AND ITS REGISTRIES OF DEEDS NATIONWIDE FOR FY 2025.**

These changes, revisions, modifications, or clarifications shall become an integral part of both the Contract and Bidding Documents, and shall be taken into account in the submission of sealed proposals.

I. The issues and concerns raised by the prospective bidders are as follows:

Omniworx, Inc.

1. Regarding your Terms of Reference under the General Conditions, we would like to confirm that the Supervisor assigned and reporting daily at the LRA Central Office is included in the total headcount of thirty-four (34), comprising one Supervisor and thirty-three (33) Janitors.

ANSWER: We confirm that the Supervisor assigned and reporting daily at the LRA Central Office is included in the total headcount of thirty-four (34), which comprises one (1) Supervisor and thirty-three (33) Janitors, as stated in the Terms of Reference under the General Conditions.

2. We would appreciate clarification on whether LRA has adhered to the minimum standard of the DOLE Administrative Fee, which is 10%.

ANSWER: No. The Land Registration Authority adheres to Section 31, Rule IX of Republic Act No. 9184 and its Implementing Rules and Regulations (IRR), which state that: "There shall be no lower limit or floor on the amount of the award."

3. We kindly request a copy of the updated List of Supplies, Tools, and Equipment, and clarification that the equipment specified in the TOR is intended solely for delivery to LRA.



ANSWER: The updated List of Supplies, Tools, and Equipment is attached herein as Annex A.

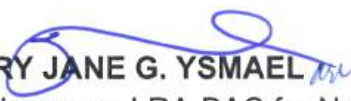
4. Concerning the Supplies and Consumables for the Registries of Deeds nationwide, we seek confirmation that cash conversion is acceptable and that payments can be received by your Authorized Representative.

ANSWER: Yes, we confirm that cash conversion for the Supplies and Consumables intended for the Registries of Deeds nationwide is acceptable, and that payments may be received by the LRA's Authorized Representative.

5. For the purpose of standardizing bid computations, as discussed earlier, LRA will provide a standard template for use by all Bidders.

ANSWER: The standard template for bid computations is provided as Annex B.

End of Bid Bulletin No. 1 [PROVISION OF JANITORIAL SERVICES IN THE LAND REGISTRATION AUTHORITY AND ITS REGISTRIES OF DEEDS NATIONWIDE FOR FY 2025]


MARY JANE G. YSMAEL
Chairperson, LRA-BAC for Non-Infrastructure



Areas Covered	No. of Janitor	No. of days per year	AMOUNT DIRECTLY TO JANITOR						AMOUNT TO GOVERNMENT IN FAVOR OF JANITOR						Supplies and Materials	Agency Fee: Admin. Overhead and Profit Margin	Total Manpower Cost, Supp. & Mat'ls.& Adm. OH & Profit Margin	VALUE ADDED TAX	AREA RATE PER MONTH	TOTAL AMOUNT AS PER AREA REQUIREMENT
			Daily Basic Wage (DBW)	Daily COLA (DC)	Ave. Pay/Month *DBW x no. of days per yr.÷12)	13th Mo. Pay (Ave.Pay/Mo. ÷ 12 mos.)	5days Incentive Pay(DBW+C OLAx5÷12)	Ave.COLA/Mo. (DC x no. of days per yr÷12)	Total Amount Directly to Janitor	SSS Premium	Phil-health Cont.	Employee's Compensation	Mandatory Provident Fund	Pag-ibig Cont.						
Lingayen, Pangasinan	1	261.00	468.00	0.00									0.00							
Ilocos Norte, Province	1	261.00	468.00	0.00									0.00							
Laog City	1	261.00	468.00	0.00									0.00							
Batac, Ilocos Norte	1	261.00	468.00	0.00									0.00							
San Fernando, La Union	1	261.00	468.00	0.00									0.00							
Dagupan City	1	261.00	468.00	0.00									0.00							
Region II																				
Tuguegarao, Cagayan	1	261.00	480.00	0.00									0.00							
Sanchez Mira, Cagayan	1	261.00	480.00	0.00									0.00							
Bayombong, Nueva Vizcaya	1	261.00	480.00	0.00									0.00							
Ilagan, Isabela	1	261.00	480.00	0.00									0.00							
Cabarroguis, Quirino	1	261.00	480.00	0.00									0.00							
Region III																				
San Fernando, Pampanga	1	261.00	550.00	0.00									0.00							
Balanga, Bataan	1	261.00	550.00	0.00									0.00							
Iba, Zambales	1	261.00	550.00	0.00									0.00							
Guiguinto, Bulacan	1	261.00	550.00	0.00									0.00							
Meycauayan, Bulacan	1	261.00	550.00	0.00									0.00							
Palayan City, N.E.	1	261.00	550.00	0.00									0.00							
Tarlac City, Tarlac	1	261.00	550.00	0.00									0.00							
Baler, Aurora	1	261.00	500.00	0.00									0.00							
San Jose Del Monte, Bulacan	1	261.00	550.00	0.00									0.00							
Region IV																				
Antipolo City	1	261.00	560.00	0.00									0.00							
Calamba, Laguna	1	261.00	540.00	0.00									0.00							
Cavite City	1	261.00	540.00	0.00									0.00							
San Pablo City	1	261.00	540.00	0.00									0.00							
Tagaytay City	1	261.00	540.00	0.00									0.00							
Lipa City	1	261.00	540.00	0.00									0.00							

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			Daily Basic Wage (DBW)	Daily COLA (DC)	Ave. Pay/Month (DBW x no. of days per yr.÷12)	13th Mo. Pay (Ave.Pay/Mo. ÷ 12 mos.)	5days Incentive Pay(DBW+COLA x5÷12)	Ave.COLA/Mo. (DC x no. of days per yr÷12)	Total Amount Directly to Janitor	SSS Premium Cont.	Phil-health Cont.	Employee's Compensation	Mandatory Provident Fund	Pag-ibig Cont.	Total Amount to Gov't in Favor of Janitor	TOTAL MANPOWER COST						
Batangas City	1	261.00	540.00	0.00											0.00							
Binangonan, Rizal	1	261.00	520.00	0.00											0.00							
Nasugbu, Batangas	1	261.00	520.00	0.00											0.00							
Morong, Rizal	1	261.00	450.00	0.00											0.00							
Romblon, Romblon	1	261.00	430.00	0.00											0.00							
Boac, Marinduque	1	261.00	430.00	0.00											0.00							
Region V																						
Naga City	1	261.00	415.00	0.00											0.00							
Naga, Camarines Sur	1	261.00	415.00	0.00											0.00							
Daet, Camarines Norte	1	261.00	415.00	0.00											0.00							
Albay	1	261.00	415.00	0.00											0.00							
Legaspi City	1	261.00	415.00	0.00											0.00							
Region VI																						
Kalibo, Aklan	1	261.00	513.00	0.00											0.00							
Iloilo City	1	261.00	513.00	0.00											0.00							
Iloilo Province	1	261.00	513.00	0.00											0.00							
Roxas City	1	261.00	513.00	0.00											0.00							
San Jose , Antique	1	261.00	513.00	0.00											0.00							
Region VII																						
Bohol Province	1	261.00	463.00	0.00											0.00							
Tagbilaran City	1	261.00	463.00	0.00											0.00							
Bais City(Prov. of Negros Or.)	1	261.00	463.00	0.00											0.00							
Dumaguete City(Prov. of Negros Or.)	1	261.00	463.00	0.00											0.00							
Region VIII																						
Maasin, Southern Leyte	1	261.00	420.00	0.00											0.00							
Tacloban City	1	261.00	420.00	0.00											0.00							
Borongan, Eastern Samar	1	261.00	420.00	0.00											0.00							
Calbayog City	1	261.00	420.00	0.00											0.00							
Cataman, Northern Samar	1	261.00	420.00	0.00											0.00							
Region IX																						
Dipolog City	1	261.00	414.00	0.00											0.00							
Zamboanga City	1	261.00	414.00	0.00											0.00							
Region X																						
Cagayan De Oro City	1	261.00	461.00	0.00											0.00							
Misamis Oriental Province	1	261.00	461.00	0.00											0.00							
Ozamis City	1	261.00	461.00	0.00											0.00							
Tangub City	1	261.00	446.00	0.00											0.00							
Oroquieta City	1	261.00	446.00	0.00											0.00							
Mambajao, Camiguin	1	261.00	446.00	0.00											0.00							
Misamis Occidental	1	261.00	446.00	0.00											0.00							

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Region XI																				
Davao City	1	261.00	510.00	0.00									0.00							
Tagum, Davao del Norte	1	261.00	510.00	0.00									0.00							
Region XII																				
General Santos City	1	261.00	430.00	0.00									0.00							
Kidapawan, North Cotabato	1	261.00	430.00	0.00									0.00							
Isulan, Sultan Kudarat	1	261.00	430.00	0.00									0.00							
Alabel, Sarangani	1	261.00	430.00	0.00									0.00							
Koronadal, South Cotabato	1	261.00	430.00	0.00									0.00							
CARAGA																				
Surigao City	1	261.00	415.00	0.00									0.00							
Surigao Province	1	261.00	415.00	0.00									0.00							
BARMM																				
Lanao de Sur	1	261.00	336.00	0.00									0.00							