



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

02 April 2025

**RENATO J. TECSON**

Owner

**DASTEC CONSTRUCTION AND SUPPLY**

No. 43 Bohol Mansions

Bohol Avenue Quezon City

**WORK ORDER No. GSD-2025-01**

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

Dear **Mr. Tecson,**

Pursuant to LRA-BAC Infrastructure Resolution No. 2025-01 dated 24 March 2025 and Notice of Award (NOA) dated 24 March 2025, the work stated therein may now be undertaken in the amount of **P484,429.00**, the following Scope of Works and Specifications, to wit:

1. 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. 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. Contractor is responsible for moving/relocating of office chairs, tables, and other objects impeding the implementation of works.
4. 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. 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:



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12-1-2025-001

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. For floor finish works, installation of new floor finish (lamineate 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 lamineate 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. 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. 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
<b>Electrical Conduit</b>			
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.

*[Handwritten signature]*



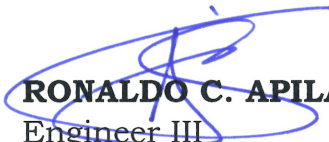
3.	Utility Box	23 pcs	Metal Utility Box GA16 or any approved equal.
4.	Junction Box	10 pcs	Metal Octagonal Junction Box GA16 or any approved equal
5.	Supports and Brackets	1 lot	Provide supports and brackets for the electrical system to be installed. Items to be used are for approval of LRA.
<b>Electrical Devices</b>			
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.
<b>Electrical Fixtures</b>			
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. 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. Site visit/ ocular inspection is required before mobilization to inspect actual site condition. Daily site supervision is required.

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 Sixty (60) working days from receipt hereof.

Very truly yours,

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

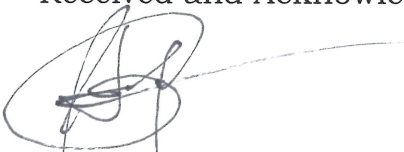
UNOBLIGATED FUNDS  
AVAILABLE: **P484,429.00**

  
**JAIROS M. CABUSI**  
Chief, Accounting Division  
*AS PER CAF NO. 2024-203*

APPROVED:

  
**GERARDO PANGA SIRIOS**  
*3* Administrator 

Received and Acknowledged by:

  
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CONTRACTOR

06.02.2025  
DATE

