

#### REPUBLIKA NG PILIPINAS KAGAWARAN NG KATARUNGAN

# PANGASIWAAN SA PATALAAN NG LUPAIN (LAND REGISTRATION AUTHORITY)

East Avenue cor. NIA Road, Diliman, Quezon City

07 August 2025

### **REQUEST FOR QUOTATION**

[Project ID No. LRABAC-SVP-2025-01 under SPP\_08 GSD]

The LAND REGISTRATION AUTHORITY (LRA) is inviting all interested Contractors to submit a Quotation for the MONTHLY PREVENTIVE MAINTENANCE SERVICES FOR TWO (2) UNITS ELEVATOR FOR THE PERIOD OF FIVE (5) MONTHS AT 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. Price Quotation (Annex "A");
- 6. List of Completed And On-going Contracts (Annex "B")
- 7. Omnibus Sworn Statement (Annex "C"); and
- 8. Affidavit of Site Inspection

Completion of the works is required within EVERY MONTH FOR FIVE (5) MONTHS from commencement date.

A complete set of Scope of Works, Form A, Form B, Form C and Design/Plan may be obtained by interested contractors at the BAC Secretariat Office, 3<sup>rd</sup> 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 August 11, 9:00 a.m. 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 **ONE HUNDRED THIRTY THOUSAND PESOS ONLY (PHP 130,000.00)**.

#### **IMPORTANT TERMS and CONDITIONS**

- 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 <a href="mailto:bacinfra.secretariat@lra.gov.ph">bacinfra.secretariat@lra.gov.ph</a>.

## Ms. IRISH NICOLE L. SAN FRANCISCO

Secretariat, LRA-BAC for Infrastructure and Non-Infrastructure 09353506972

#### Ms. BERNADETTE D. URAGA

Secretariat, LRA BAC for Infrastructure and Non-Infrastructure 09150489204

ATTY. JAMES BENEDICT R. GUTIERREZ

Chairperson

LRA Bids and Awards Committee (LRA-BAC)

## PRICE QUOTATION |Annex A

Date

Date:					
	rson C for Infrastructure and Non-Infrastructure egistration Authority	e			
Dear Ch	nairperson:				
After ha	ving carefully read and accepted the terms ation, hereunder is our quotation relative	s and c to the fo	onditions sta ollowing proj	ated in the	e Request
PROJEC	Elevator for the period of Building LRABAC-SVP-2025-0	of Five	(5) Months a	t LRA Ce	(2) Units ntral Office
ITEM	DESCRIPTION	UNIT	QÜANTITY	UNIT COST	AMOUNT
1	GENERAL REQUIREMENTS				
1.00	Mobilization/Demobilization	lot	1.00		
	Sub – Total for Item I			PHP	
ll l	PREVENTIVE MAINTENANCE				
2.00	Monthly Preventive Maintenance for Two (2) Units Elevator of LRA Central Office Building	month	5.00		
111	Sub – Total for Item II ALL OTHER ITEMS NOT INCLUDED HEREIN BUT NECESSARY TO COMPLETE THE PROJECT, PLEASE SPECIFY			PHP	
3.00	Sub – Total for Item III			PHP	
	TOTAL PROJECT COST (Inclusive of Tax)			PHP	
Submitted I	BID AMOUNT IN WO				

Name & Signature of Authorized Representative

MONTHLY PREVENTIVE MAINTENANCE SERVICES FOR TWO (2) UNITS ELEVATOR FOR THE PERIOD OF FIVE (5) MONTHS AT LRA CENTRAL OFFICE BUILDING **PROJECT** 

LRABAC-SVP-2025-01

LOCATION : East Avenue corner NIA Road, Diliman Quezon City

Remarks		
Value of Outstanding Works, If applicable		
Date of Completion of Estimated Completion date		
Total Contract Value		
Nature of Work		
Owner's name and address		
Contract Duration		
Date of Contract		
Name of Contract		

(Name and Signature of Bidder)		

(Company)

Submitted by:

(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:
  - 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,	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]

#### TERMS OF REFERENCE (TOR)

Proposed Monthly Preventive Maintenance Services, for Two (2) Units Elevator for the Period of Five (5) Months at LRA Central Office Building

## I. BACKGROUND/ GENERAL INFORMATION

The Land Registration Authority (LRA) operates a facility equipped with two (2) elevator units that require regular preventive maintenance to ensure safety, reliability, and operational efficiency. This TOR outlines the scope of work, responsibilities, and terms related to the maintenance services.

#### II. OBJECTIVE

To engage a qualified Service Provider to perform regular preventive maintenance on two (2) elevator units to:

- Ensure safe and efficient operation.
- Reduce downtime and prevent breakdowns.
- Comply with safety standards and regulations.

#### III. SCOPE OF TOR

This Terms of Reference (TOR) shall govern solely the Preventive Maintenance Service (PMS) of two (2) elevator units at LRA central office building, encompassing all necessary inspections, servicing, repairs, and parts replacement required to ensure their safe and efficient operation throughout the contract period of five (5) months.

## IV. DELIVERABLES/REQUIREMENTS FROM THE CONTRACTOR

- The preventive maintenance services will be performed monthly from August to December.
- 2. Scheduled Service Days:

Service will be performed on a date mutually agreed upon by both parties. Contractor/Supplier is required to submit a letter to the General Services Division (GSD) requesting to perform PMS for the two (2) elevator, seven (7) days prior to the proposed schedule.

3. Service Times:

Service will be conducted during normal business hours, unless otherwise agreed upon by both parties.

4. Emergency Service:

If the need arises, emergency service shall be available 24 hours a day, 7 days a week, subject to additional charges, unless otherwise agreed upon by both parties.

5. Inspection and Testing:

Monthly inspection of the elevator system (mechanical, electrical, and safety components) and ensure that the elevator operates smoothly and safely by testing all systems, including doors, brakes, motors, emergency systems, safety sensors, and emergency communication systems. In performing this activity, the LRA personnel shall be present as witness during inspection process.

6. Cleaning:

The contractor/supplier shall clean the elevator machinery and control panel components during PMS. Ensure proper lubrication of moving parts to avoid unnecessary wear.

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#### 7. Parts Replacement:

The contractor/supplier shall replace worn-out or damaged components, such as belts, gaskets, and light bulbs, and etc., that are part of normal wear and tear. Replacement of any parts that require preventive attention as per the manufacturer's guidelines are subject to additional charges, unless otherwise agreed upon by both parties.

8. System Calibration:

The contractor/supplier shall calibrate the system to ensure accurate leveling, door operation, and floor indicator alignment during PMS activities.

Emergency Features Check:

The contractor/supplier shall also check and ensure proper operation of emergency lighting, alarm, and communication systems during monthly PMS.

10. Safety Inspections:

The contractor/supplier shall check all safety features, including but not limited to emergency brakes, overload protection, and door locking systems during monthly PMS.

11. Service Reports:

The contractor/supplier shall provide to the Client the detailed service reports for each maintenance visit, documenting the condition of the elevator and any actions taken. Items to be checked during PMS:

Mechanical inspection (hoist ropes, rollers, brakes, door operators)

Electrical systems check (controllers, fuses, indicators, relays)

Safety systems check (emergency brake, alarm bell, emergency lighting)

Lubrication and cleaning of critical components

Performance testing (leveling, stopping accuracy, ride comfort)

#### V. CONTRACT TIME DURATION

The Elevator Preventive Maintenance Services (PMS) for two (2) units elevators under LRA contract shall be valid for a period of five (5) months from August to December, 2025. The contractor shall perform scheduled preventive maintenance in accordance with the approved maintenance schedule.

## VI. TERMS OF PAYMENT

- The LRA agrees to pay the Service Provider the following fees for preventive maintenance services for two (2) elevator units:
  - Quarterly Payment: The payments for the PMS of the two (2) units elevator shall be made on a quarterly (i.e., every three (3) months) basis and the payment amount per quarter will be based on the amount provided by the winning bidder as detailed in their bid proposal, for the period of Five (5) months.

 Emergency Service Charges: Emergency service requests outside of scheduled maintenance visits will be billed at the rate agrees by both parties.

parties.

Proposed Monthly Preventive Maintenance Services, for Two (2) Units Elevator for the Period of Five (5) Months at LRA Central Office Building Scope of Works Page 2 of 3

- Parts Replacement: The cost of any replacement parts, if not included in the standard service, will be billed separately at cost agrees by both
- 2. The contractor/supplier shall submit request for payment on a quarterly basis, or every three (3) months throughout the duration of the contract.
- 3. The following documents shall be submitted by the contractor/supplier to process payment:
  - a. Maintenance Reports
  - b. Service Checklist, and
  - c. Official Receipt covering three (3) months of service

Prepared by:

REN S. HOFILEÑA Technical Assistant I

**GSD- Property Maintenance Section** 

Approved by:

**RONALDO C. APILADO** 

Engineer III

SSD- Property Maintenance Section T

Noted by:

GRACE O. CELANNAY

Acting Chief, General Services Division

As per AO No. 2025-17 dated Jan. 21, 2025