



07 August 2025

### **REQUEST FOR QUOTATION**

[Project ID No. LRABAC-SVP-2025-04 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 LEGAL DIVISION OFFICE (ROOM 402) OF LRA CENTRAL OFFICE**, 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 **FORTY-FIVE (45) WORKING DAYS** 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 LRA-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 **SIX HUNDRED THIRTY-ONE THOUSAND SEVEN HUNDRED TWENTY-NINE AND 58/100 PESOS ONLY (PHP 631,729.58)**.

### **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;
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](mailto:bacinfra.secretariat@lra.gov.ph).

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

Ms. Irish Nicole L. San Francisco  
Secretariat, LRA-BAC for Infrastructure and Non-Infrastructure  
09353506972

**ATTY. JAMES BENEDICT R. GUTIERREZ**  
Chairperson  
LRA Bids and Awards Committee (LRA-BAC)

PRICE QUOTATION |Annex A

Date: \_\_\_\_\_

Chairperson  
LRA BAC for Infrastructure and Non-Infrastructure  
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 LEGAL DIVISION OFFICE (ROOM 402) OF  
LRA CENTRAL OFFICE  
LRABAC-SVP-2025-04

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 / CHIPPING WORKS				
3.00	Dismantling of existing ceiling and drywall	lot	1.00		
4.00	Moving/ Relocation of office chairs, tables, and other materials	lot	1.00		
	Sub – Total for Item II			PHP	
III	CARPENTRY & JOINERY WORKS				
	Interior Ceiling Works				
5.00	Main Staff Area	sqm	77.08		
6.00	Drywall, 6mm, Metal Frame, Fiber Cement Board	sqm	29.74		
7.00	Workstation Partition @ 1.30mH	lot	1.00		
	Sub – Total for Item III			PHP	
IV	PAINTING WORKS				
	Repainting of Interior Surfaces				
8.00	Walls (Masonry/ Concrete/ Drywall/ etc.)	sqm	183.17		
9.00	Workstation Partition	sqm	64.74		
10.00	Ceiling	sqm	113.13		
11.00	Wood (Doors)	sqm	15.12		
12.00	Steel (Interior Window Frames)	sqm	30.82		
	Sub – Total for Item IV			PHP	
V	ELECTRICAL WORKS				
13.00	Installation of new electrical conduits, wires, other electrical fixtures	lot	1.00	PHP	
	Sub – Total for Item V				
VI	ALL OTHER ITEMS NOT INCLUDED HEREIN BUT NECESSARY TO COMPLETE THE PROJECT, PLEASE SPECIFY				
14.00					
	Sub – Total for Item VI			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 : RENOVATION OF LEGAL DIVISION OFFICE (ROOM 402) OF LRA CENTRAL OFFICE  
LRABAC-SVP-2025-04

LOCATION : East Avenue cor. 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]*



**PROJECT : RENOVATION OF LEGAL DIVISION OFFICE (RM 204) OF  
LRA CENTRAL OFFICE BUILDING**  
**LOCATION : EAST AVE. COR. NIA ROAD, QUEZON CITY**  
**SUBJECT : SCOPE OF WORKS**  
**DATE : JUNE 26, 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.
- 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. In any case of works scheduled on weeknights, the Contractor is responsible in cleaning and maintaining the office in such a condition that is ready to be used the following weekday morning.
- 3.0. Contractor is responsible for moving/relocating of office chairs, tables, and other objects impeding the implementation of works.
- 4.0. Dismantling of existing ceiling and drywall indicated in the given key plan are necessary. This includes all labor, materials, and equipment to accomplish said 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, Interior Ceiling works (Gypsum board in metal furring framing system) 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
Interior Ceiling	Gypsum Board Ceiling in Metal Framing – 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 Fiber Cement Board in metal framing. Contractor shall submit proposed layout, detail, and methodology of work subject for approval prior to installation.
Workstation Partition	1/4inch thk. Marine Plywood in 2inch x 2inch Good Lumber Framing System – Workstation Partition shall be properly anchored in place ready to receive standard office tables. Design, dimensions, and layout of the partition is attached in the key plans provided.



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

- 6.0. For painting works, application of paint/ 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, dismantling and installation of new electrical conduits, wires, & electrical fixtures and relocation of existing fixtures 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. Listed below are the quantities and specifications needed for the said work:

ITEM NO.	PARTICULAR	QTY	REMARKS
<b>Electrical Items</b>			
1.	Roughing-ins	1 lot	Electrical Metallic Tubing (EMT) galvanized steel or any approved equal. This includes all fittings, supports and brackets necessary. Sizes will depend on actual site condition.
2.	Utility Box	20 pcs	Metal Utility Box GA16 or any approved equal.
3.	Junction Box	10 pcs	Metal Octagonal Junction Box w/ cover GA16 or any approved equal
4.	Electric Wires	1 lot	3.5mm <sup>2</sup> THHN Electrical wire or any approved equal.
5.	Electrical Convenience Outlet	19 sets	Duplex Convenience Outlet w/ ground wide series or any approved equal

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

- 8.0. Site visit/ ocular inspection is required before mobilization to inspect actual site condition. Daily site supervision is required.

**WORK DURATION: FORTY-FIVE (45) WORKING DAYS**

**Prepared by:**



**RANDOLPH EDWARD O. BANHAW**

Sr. Technical Assistant I, General Services Division

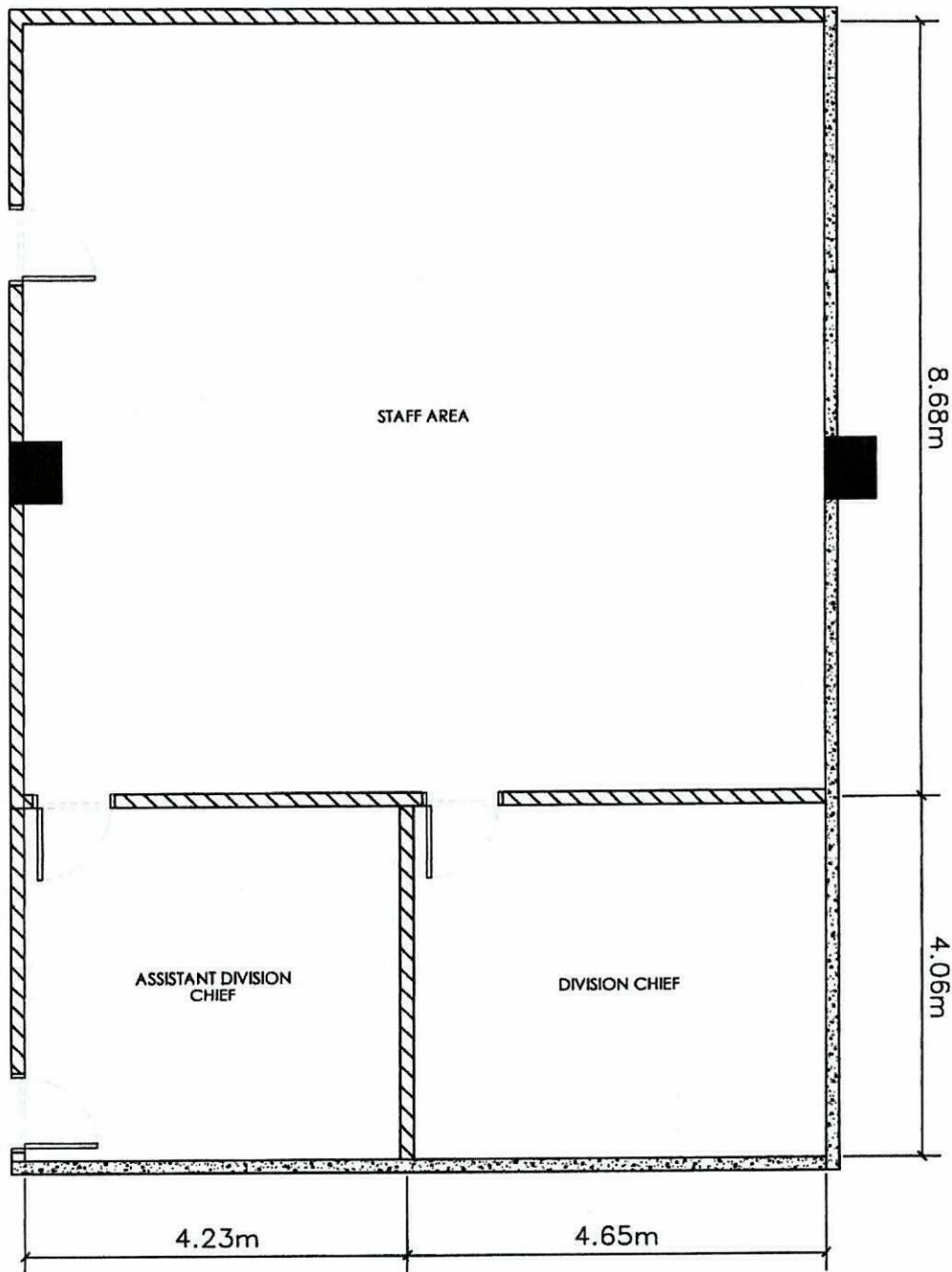
**Reviewed by:**



**RONALDO C. APILADO**

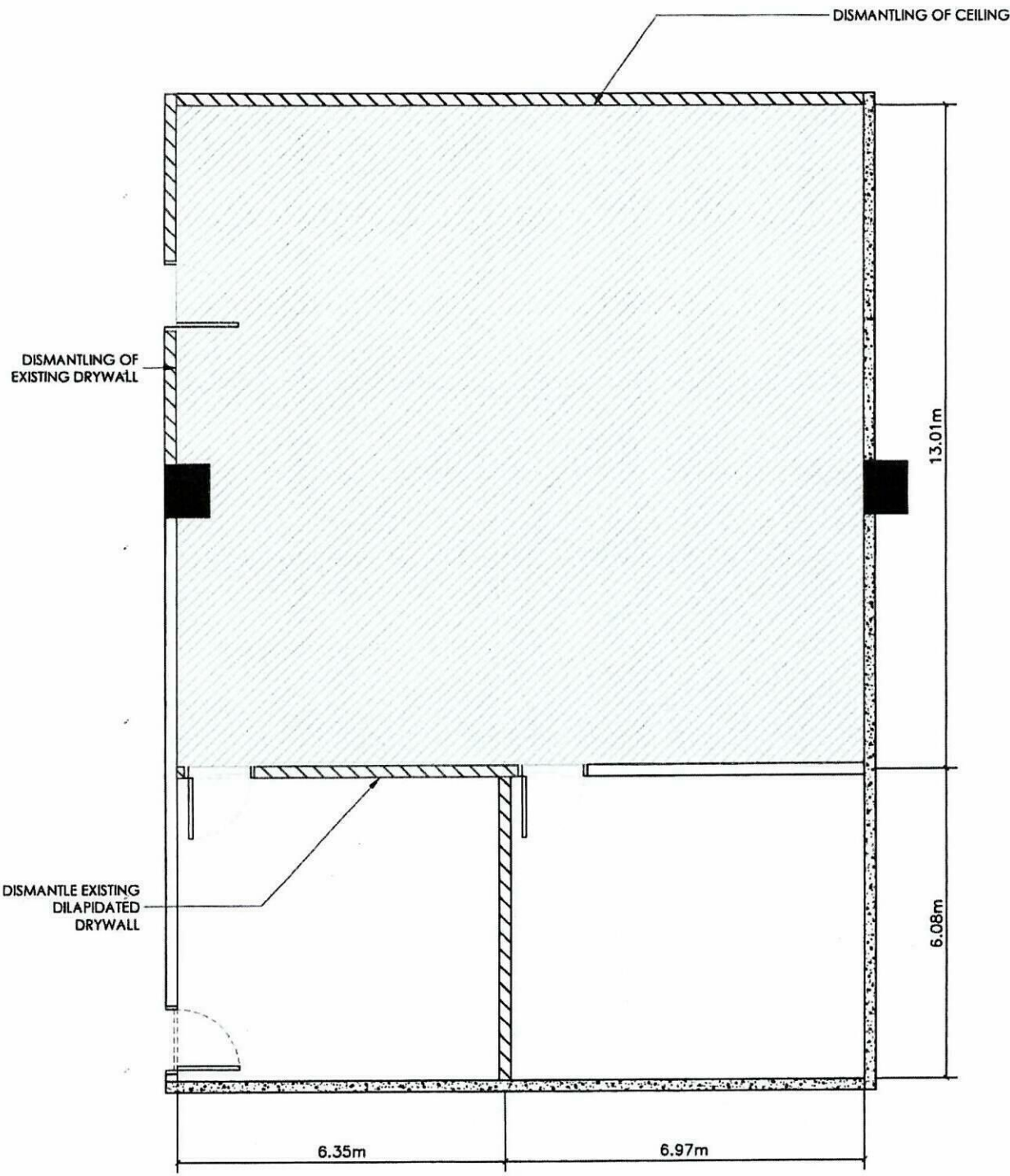
Engineer III, General Services Division

GENERAL SERVICES DIVISION PROPERTY MAINTENANCE SECTION	RENOVATION OF LEGAL DIVISION OFFICE (RM 402) OF LRA CENTRAL OFFICE BUILDING		SHEET NO.
			1
PREPARED BY: RANDOLPH EDUARDO DANHAW - SR. TECHNICAL ASSISTANT I	ADDRESS:	LAND REGISTRATION AUTHORITY, EAST AVE. COR. NIA ROAD, DUBMAN, QUEZON CITY	
	DRAWING DESCRIPTION:	REFERENCE - AS-BUILT PLAN	DATE: JUNE 26 2024



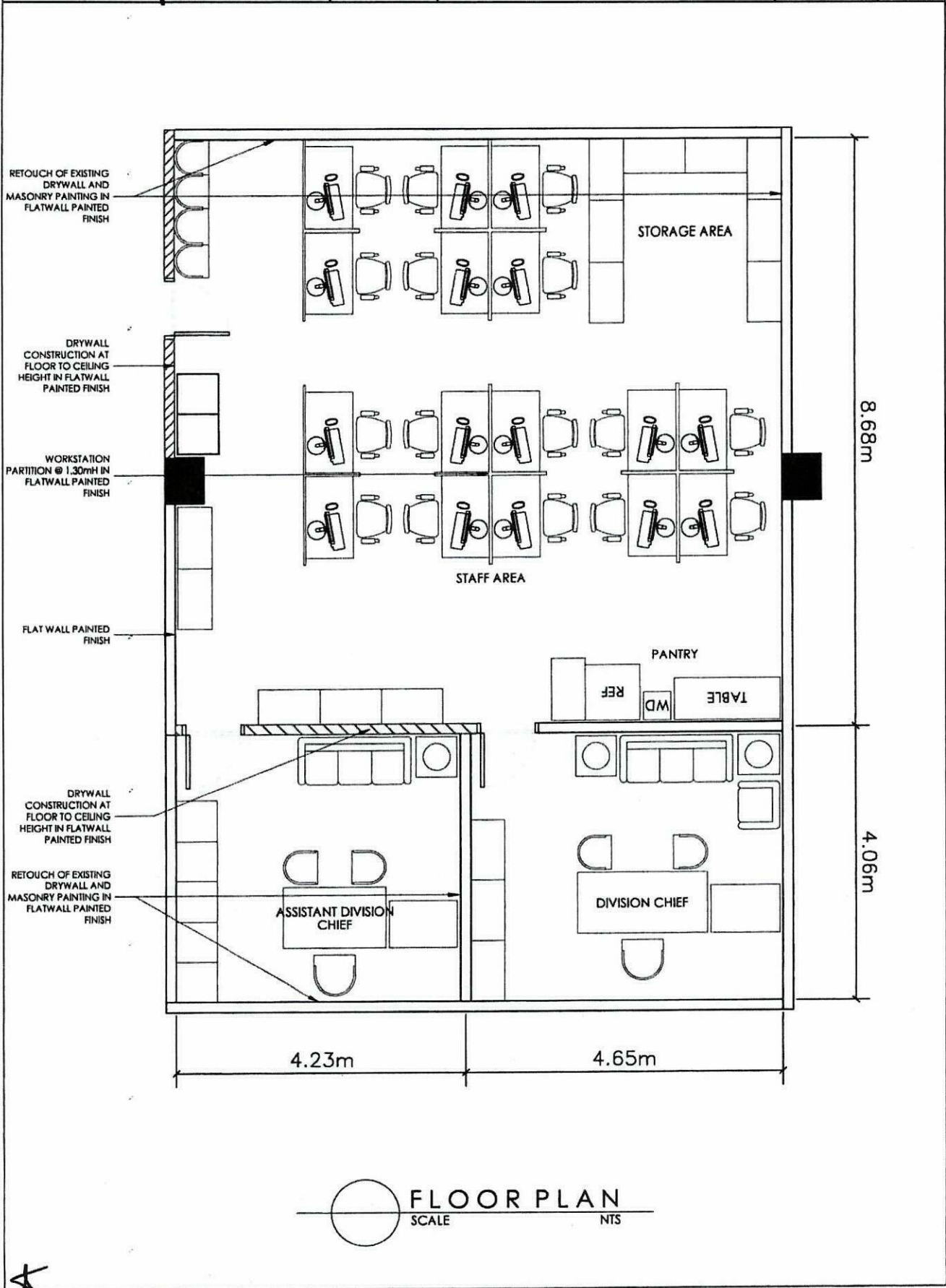
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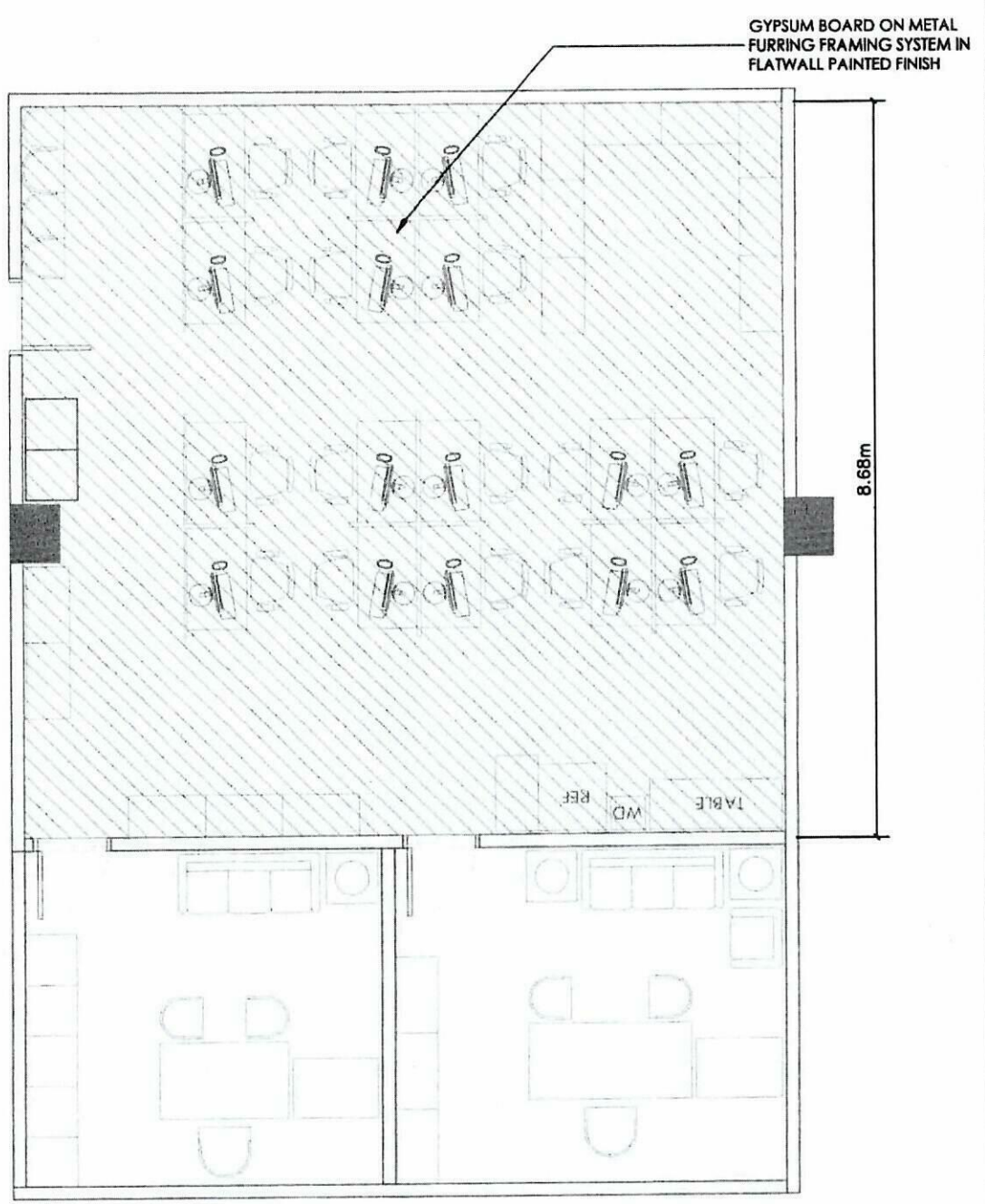
GENERAL SERVICES DIVISION PROPERTY MAINTENANCE SECTION	RENOVATION OF LEGAL DIVISION OFFICE (RM 402) OF LRA CENTRAL OFFICE BUILDING		SHEET NO.
			2
PREPARED BY: RANDOLPH EDWARD O. BANHAW - SR. TECHNICAL ASSISTANT I	ADDRESS: LAND REGISTRATION AUTHORITY, EAST AVE. COR. NIA ROAD, DELMAN, QUEZON CITY	DRAWING DESCRIPTION: DISMANTLING WORKS KEYPLAN	DATE: JUNE 26 2024



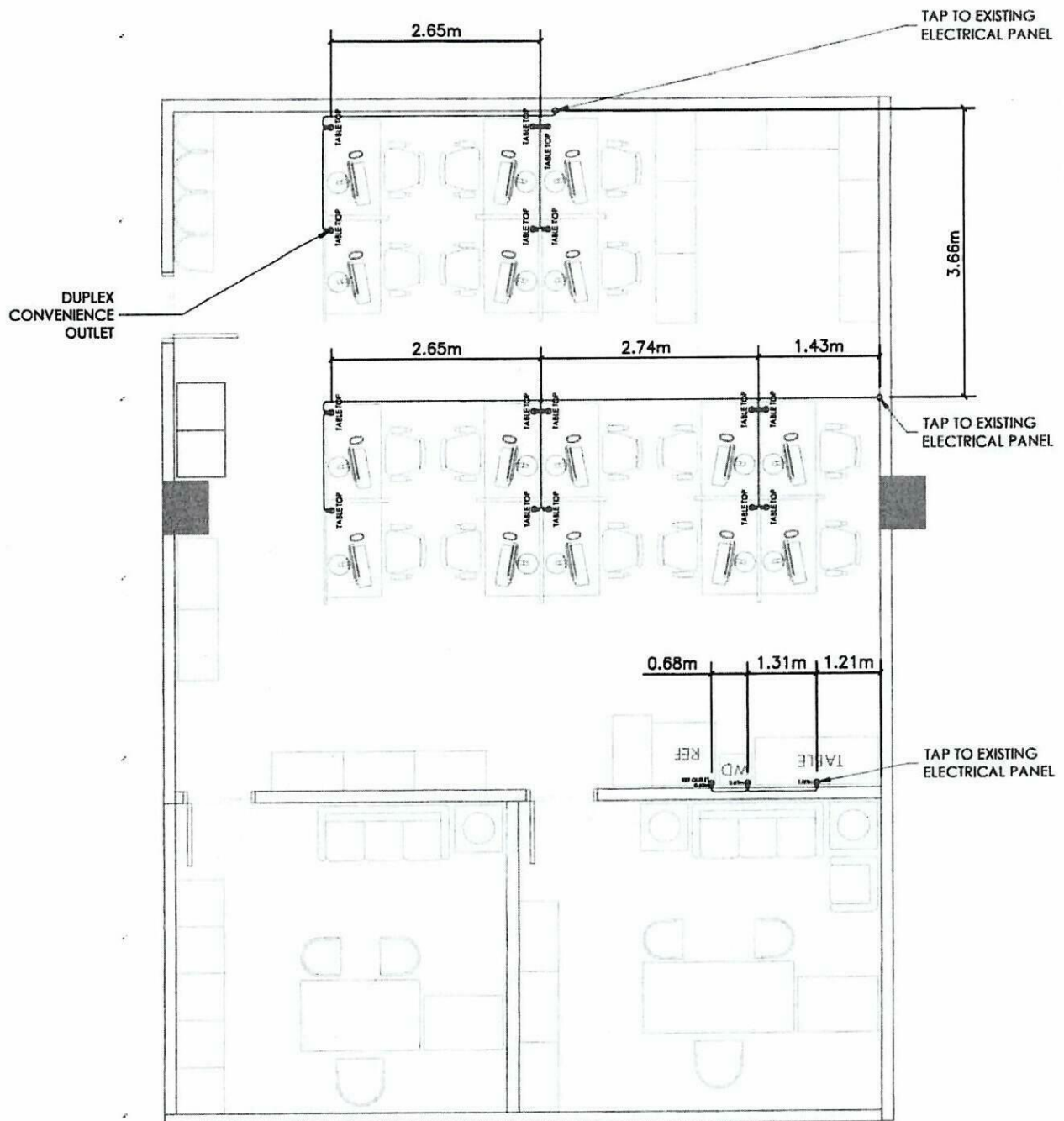
DISMANTLING WORKS  
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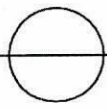
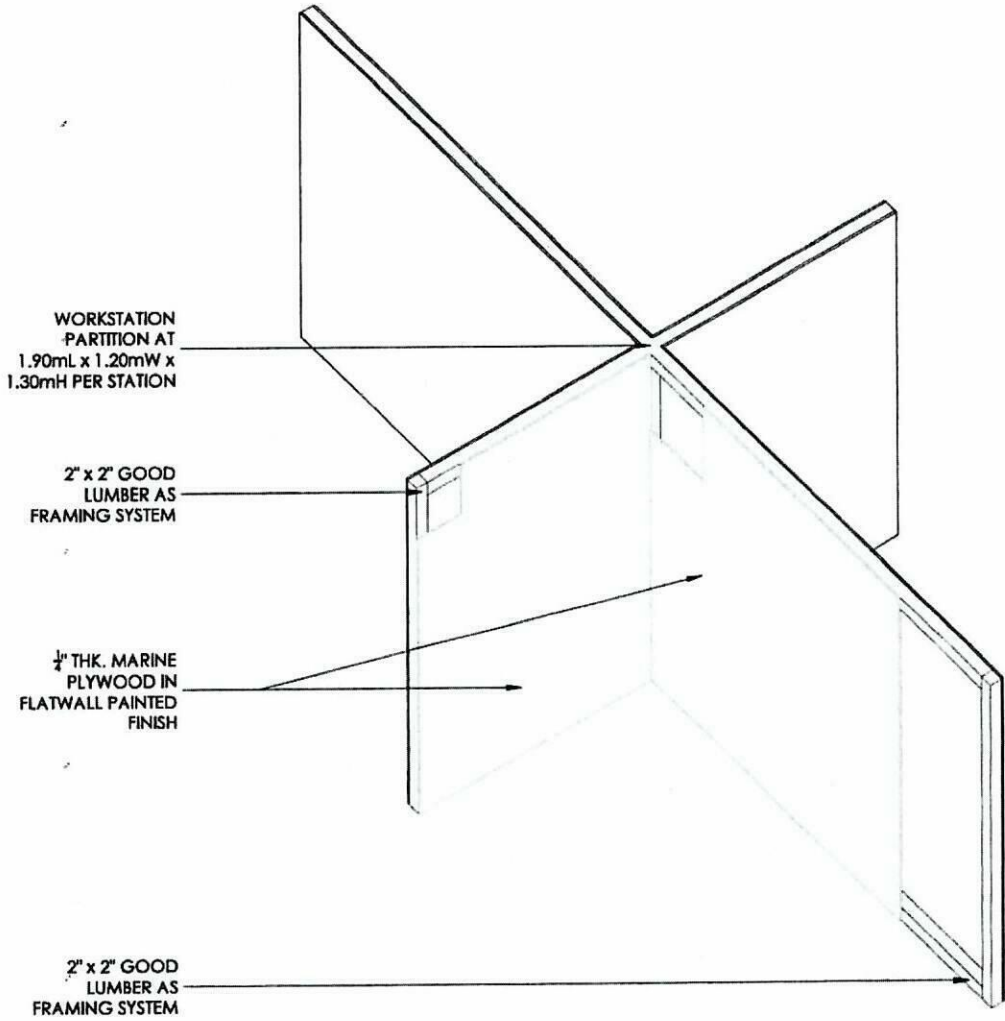
REFLECTED CEILING PLAN  
SCALE NTS



POWER AND AUXILIARY LAYOUT  
SCALE NTS



GENERAL SERVICES DIVISION PROPERTY MAINTENANCE SECTION	RENOVATION OF LEGAL DIVISION OFFICE (RM 402) OF LRA CENTRAL OFFICE BUILDING		SHEET NO.
			6
PREPARED BY:  RANDOLPH EDWARD O. BANHAW - SR. TECHNICAL ASSISTANT I	ADDRESS: LAND REGISTRATION AUTHORITY, EAST AVE. COR. NIA ROAD, DEJMAN, QUEZON CITY		
	DRAWING DESCRIPTION: WORKSTATION PARTITION	DATE: JUNE 26 2024	



WORKSTATION PARTITION DETAIL

SCALE

NTS

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GENERAL SERVICES DIVISION PROPERTY MAINTENANCE SECTION	RENOVATION OF LEGAL DIVISION OFFICE (RM 402) OF LRA CENTRAL OFFICE BUILDING		SHEET NO.
			7
PREPARED BY: RANDOLPH EDWARD O. BANHAW - SR. TECHNICAL ASSISTANT I	ADDRESS: LAND REGISTRATION AUTHORITY, EAST AVE. COR. NIA ROAD, DILIMAN, QUEZON CITY	DATE: JUNE 26 2024	
	DRAWING DESCRIPTION: REFERENCE PHOTOS		



REFERENCE PHOTOS  
SCALE NTS

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