



07 August 2025

### **REQUEST FOR QUOTATION**

[Project ID No. LRABAC-SVP-2025-03 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 COMMISSION ON AUDIT (COA) OFFICE RM 302 OF 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 **SEVENTY-FIVE (75) 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 **SEVEN HUNDRED FIFTY-NINE THOUSAND FIVE HUNDRED THIRTEEN AND 79/100 PESOS ONLY (PHP 759,513.79)**.

### **IMPORTANT TERMS and CONDITIONS**

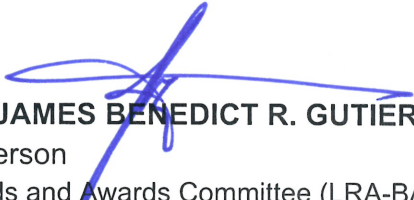
1. All quotations submitted to this Authority are considered as offer. In the event that quotation is accepted, a Work Order shall be placed with the contractor offering the Single/Lowest complying and responsive bid, therefore, the most advantageous terms to this Authority;
2. Work is subject to inspection 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 Commission on Audit (COA) Office Rm 302 of LRA Central Office Building  
LRABAC-SVP-2025-03

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/CHIPPING WORKS				
3.00	Dismantling of existing ceiling, drywall, accordion wall, doors, etc.	lot	1.00		
4.00	Chipping/Stripping off of existing floor finishes	lot	1.00		
	Sub – Total for Item II			PHP	
III	CARPENTRY & JOINERY WORKS				
	Restoration/Refurbishment of portions of ceiling				
5.00	Staff area, Office of the Team Leader, Pantry	lot	1.00		
	Interior Ceiling (Gypsum)				
6.00	Vault Area	sqm	88.32		
7.00	Drywall, 6mm, Metal Frame, Fiber Cement Board	sqm	57.90		
	Doors				
8.00	D-1 (Solid-core panel door)	sqm	1.89		
9.00	D-2 (Hollow-core Wooden Flush Door)	sqm	2.10		
	Sub – Total for Item III			PHP	
IV	FLOOR FINISH WORKS				
	Refurbishment/Restoration of Laminate floor finish				
10.00	Staff area, Office of the Team Leader, Pantry	lot	1.00		
	Rubber Paint for Vault Area				
11.00	Rubber Paint	sqm	88.32		
	Sub – Total for Item IV			PHP	
V	PAINTING WORKS				
	Repainting of Interior Surfaces				
12.00	Drywalls	sqm	129.48		
13.00	Masonry/Concrete walls	sqm	71.85		
14.00	Ceiling	sqm	175.43		
15.00	Wood (Doors, etc.)	sqm	10.24		
16.00	Steel (Interior window frames, etc.)	sqm	11.58		
	Sub – Total for Item V			PHP	
VI	ELECTRICAL WORKS				



17.00	Installation of new electrical conduits, wires, and electrical fixtures	lot	1.00	PHP	
	Sub – Total for Item VI				
VII	MISCELLANEOUS WORKS				
18.00	Relocating/moving of vault racks, office tables, chairs, etc.	lot	1.00		
	Sub – Total for Item VII			PHP	
VIII	ALL OTHER ITEMS NOT INCLUDED HEREIN BUT NECESSARY TO COMPLETE THE PROJECT, PLEASE SPECIFY				
19.00					
	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 :       **RENOVATION OF COMMISSION ON AUDIT (COA) OFFICE RM 302 OF LRA CENTRAL OFFICE BUILDING**  
                                  *LRABAC-SVP-2025-03*

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]*

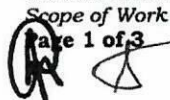


**PROJECT : RENOVATION OF COMMISSION ON AUDIT (COA) OFFICE RM 302 OF LRA CENTRAL OFFICE BUILDING**  
**LOCATION : EAST AVE. COR. NIA ROAD, QUEZON CITY**  
**SUBJECT : SCOPE OF WORKS**  
**DATE : MAY 15, 2024**

**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.
- 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, drywall, accordion wall, doors, etc., and chipping/stripping off of existing floor finishes 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, restoration/refurbishment of portions of ceiling, installation of new interior ceiling, drywall, 6mm, Metal Frame, Fiber Cement Board, doors, and doors 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
Gypsum Board Ceiling in Metal Frame	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, Metal Frame, Fiber Cement Board. Contractor shall submit proposed layout, detail, and methodology of work subject for approval prior to installation.
D-1	Solid Core Panel Door with door jamb and complete hardware/accessories. Contractor shall submit samples subject for approval. Contractor is also responsible for getting actual measurement of the door based on actual site condition.





D-2	Hollow Core Flush Door with door jamb and complete hardware/accessories. Contractor shall submit samples subject for approval. Contractor is also responsible for getting actual measurement of the door based on actual site condition.
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Note: Specifications given are subject to changes based on actual site condition.

- 6.0. For floor finish works, refurbishment/restoration of portions of laminate floor finish, and application of rubber paint in the indicated area in the given plan are necessary. The contractor shall provide swatches/ samples of said laminate floor finish subject for approval before 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 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.
- 8.0. For electrical works, installation of new electrical conduits, wires, and electrical 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 cv affected areas while performing the said work. Lighting fixtures and conduits quantities and specifications are listed below:

ITEM NO.	PARTICULAR	QTY	REMARKS
<b>Lighting Fixtures</b>			
1.	Existing Troffer Lights (Recessed Type)	1 lot	Retain all existing troffer lights inside the office. Contractor should repair/rectify all affected roughing-ins, wirings, bulbs etc.
2.	Troffer Lights (Recessed Type)	2 sets	18 watts LED Troffer Light or any approved equal. Sizes are 1.2m x 0.3m and 1.2m x 0.6m (Check key plan). Contractor shall submit samples before installation.
3.	Down light (Recessed Type) 9W	10 sets	9 watts LED Pin Light or any approved equal. Contractor shall submit samples before installation.
<b>Electrical Items</b>			
1.	Roughing-ins	1 lot	Electrical Metallic Tubing (EMT) galvanized steel or any approved equal. Sizes will depend on actual site condition.
2.	Utility Box	19 pcs	Metal Utility Box GA16 or any approved equal.
3.	Junction Box	40 pcs	Metal Octagonal Junction Box 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	17 sets	Duplex Convenience Outlet w/ ground or any approved equal
6.	Electrical Switches	2 sets	2-gang & 3-gang switch (verify key plan for location.) or any approved equal.

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

- 9.0. For the miscellaneous works, installation of New Roller Blinds for windows is necessary. The contractor is responsible in getting actual measurements of every window for installation of roller blinds. The contractor shall also provide swatches of design of the said blinds for approval. 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: Seventy-five (75) Working Days**

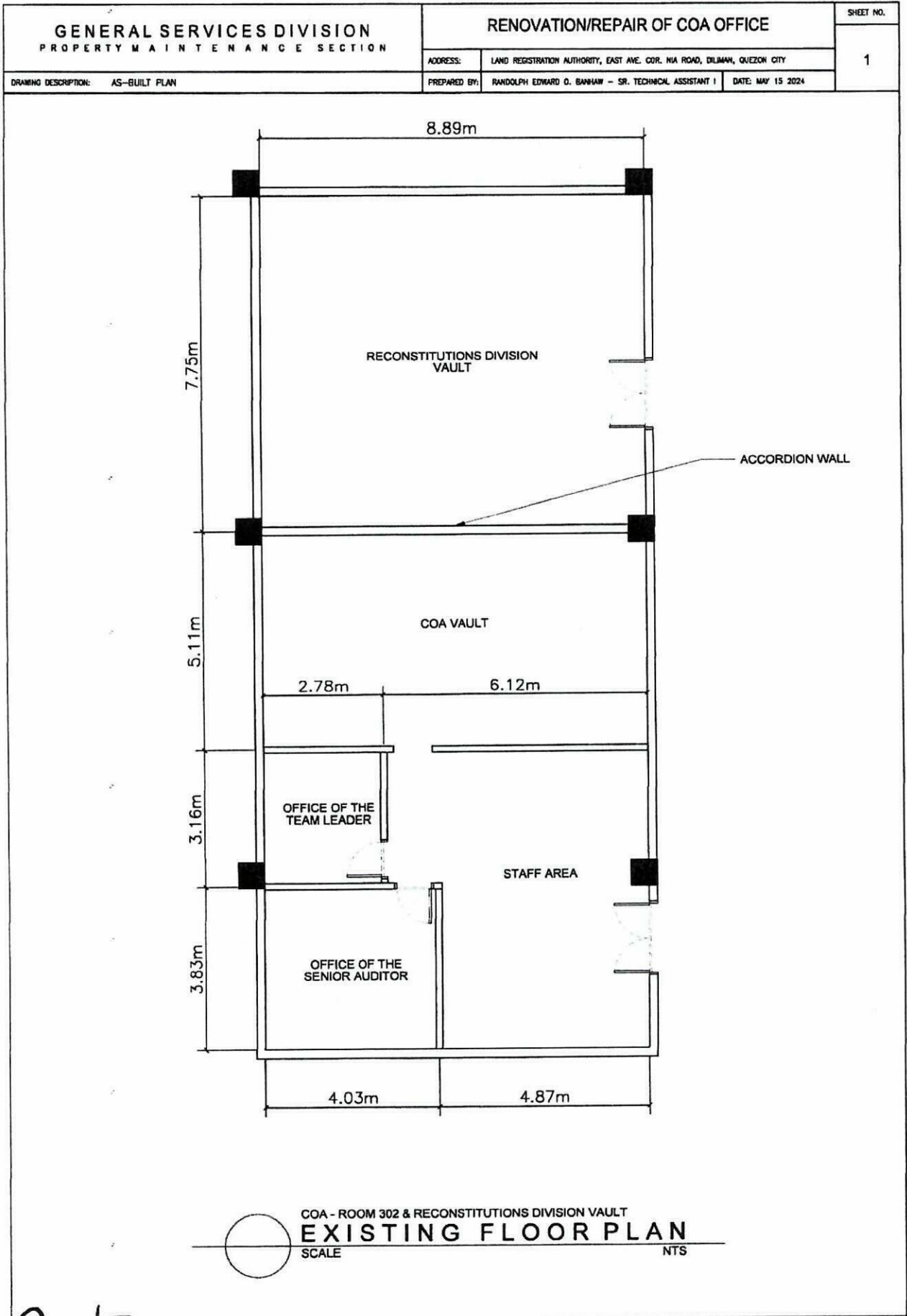
**Prepared by:**

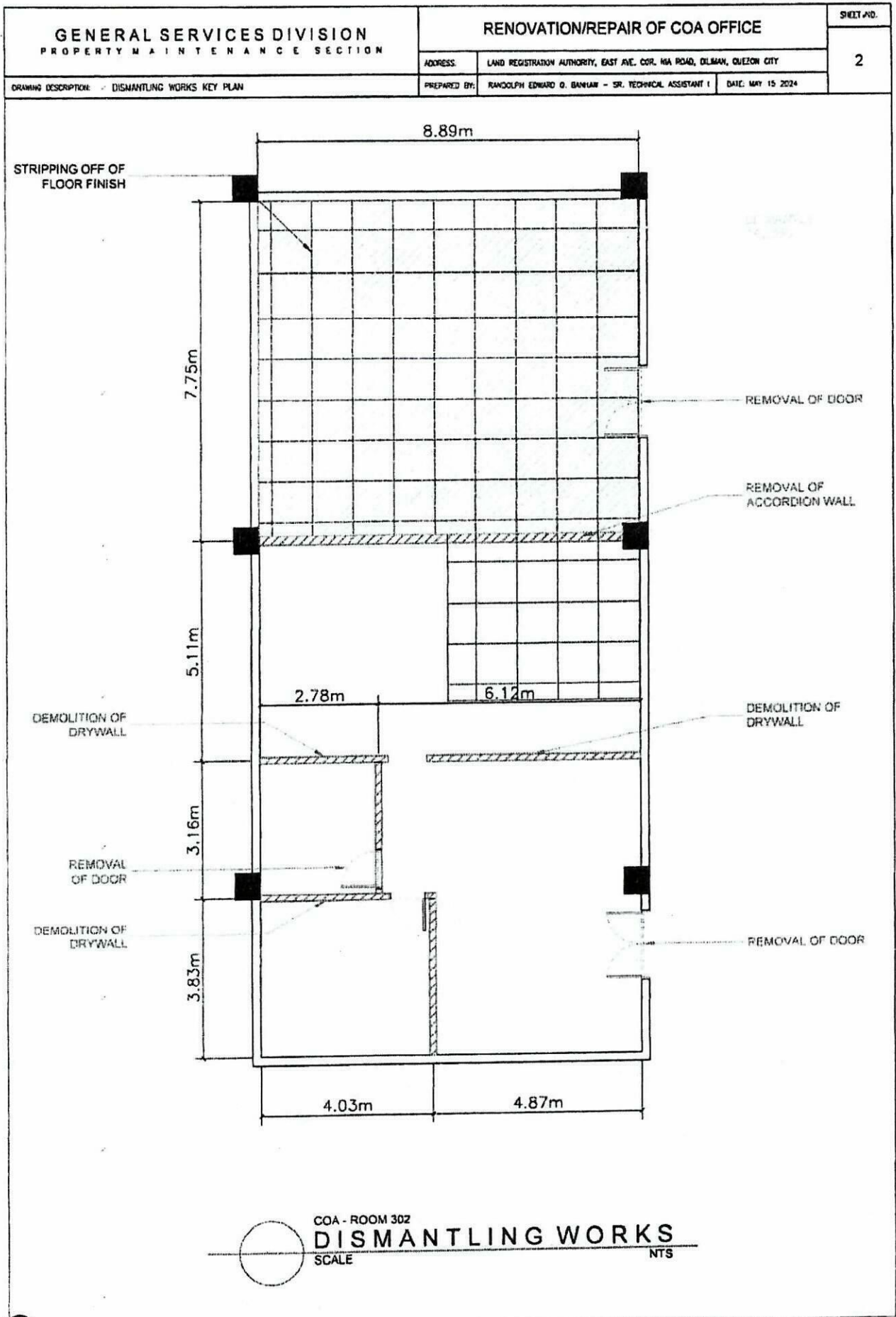
**GERALD G. CAPOQUIAN**  
Engineer II, General Services Division

**Noted by:**

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







QR

DRAWING DESCRIPTION: FLOOR PLAN

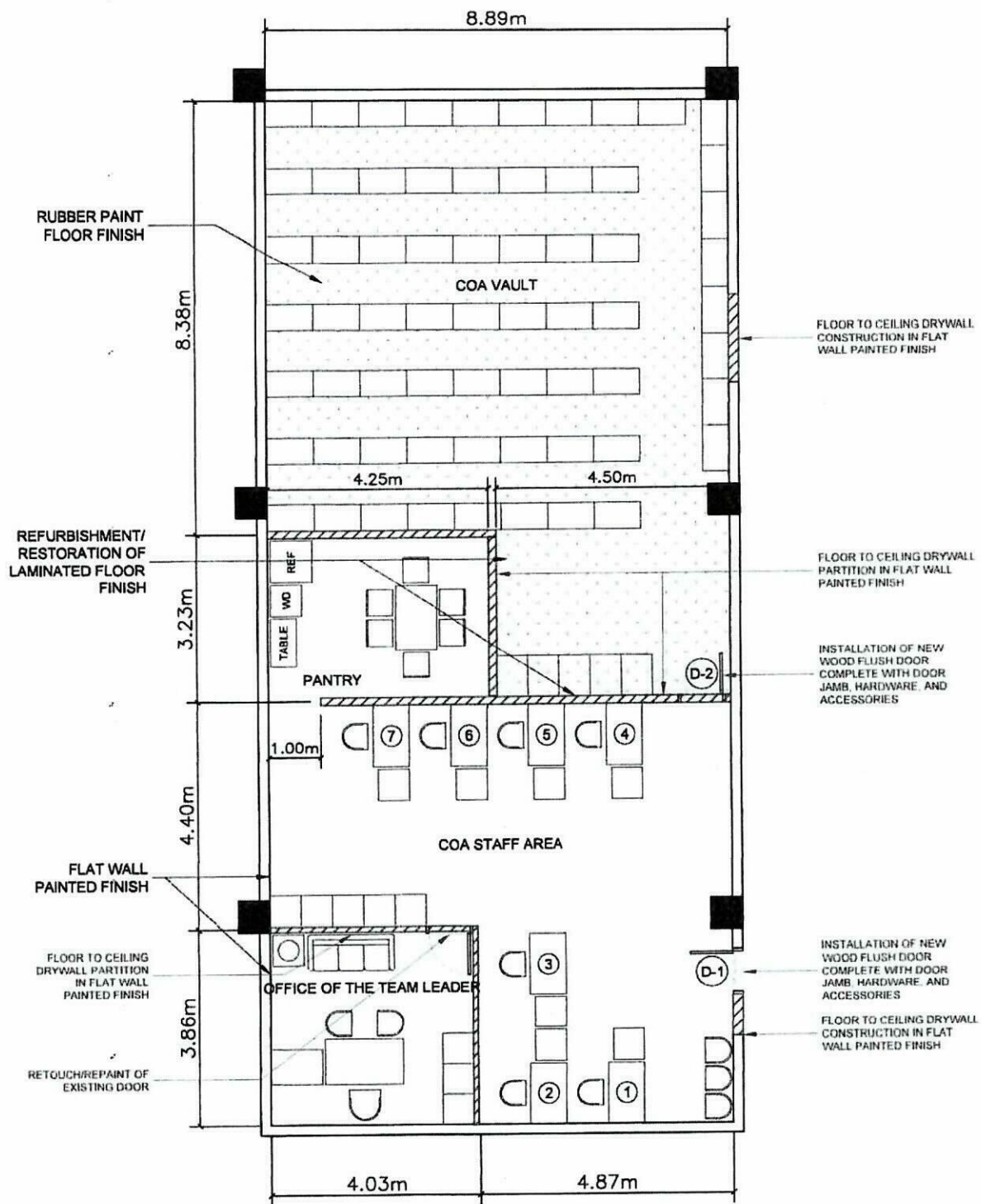
ADDRESS:

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

PREPARED BY:

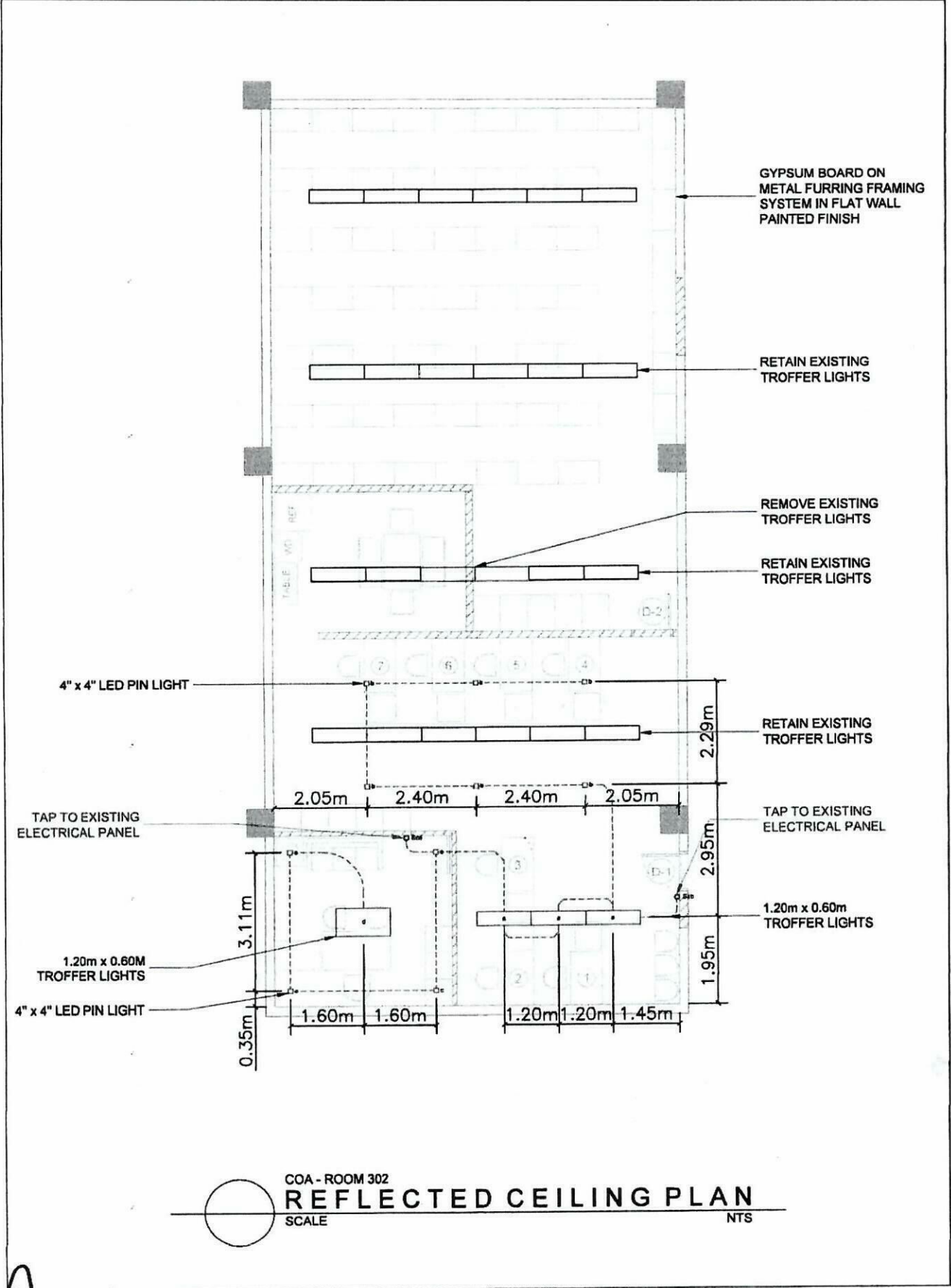
RANDOLPH EDWARD O. BAHAW - SR. TECHNICAL ASSISTANT I

DATE: MAY 15 2024

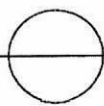
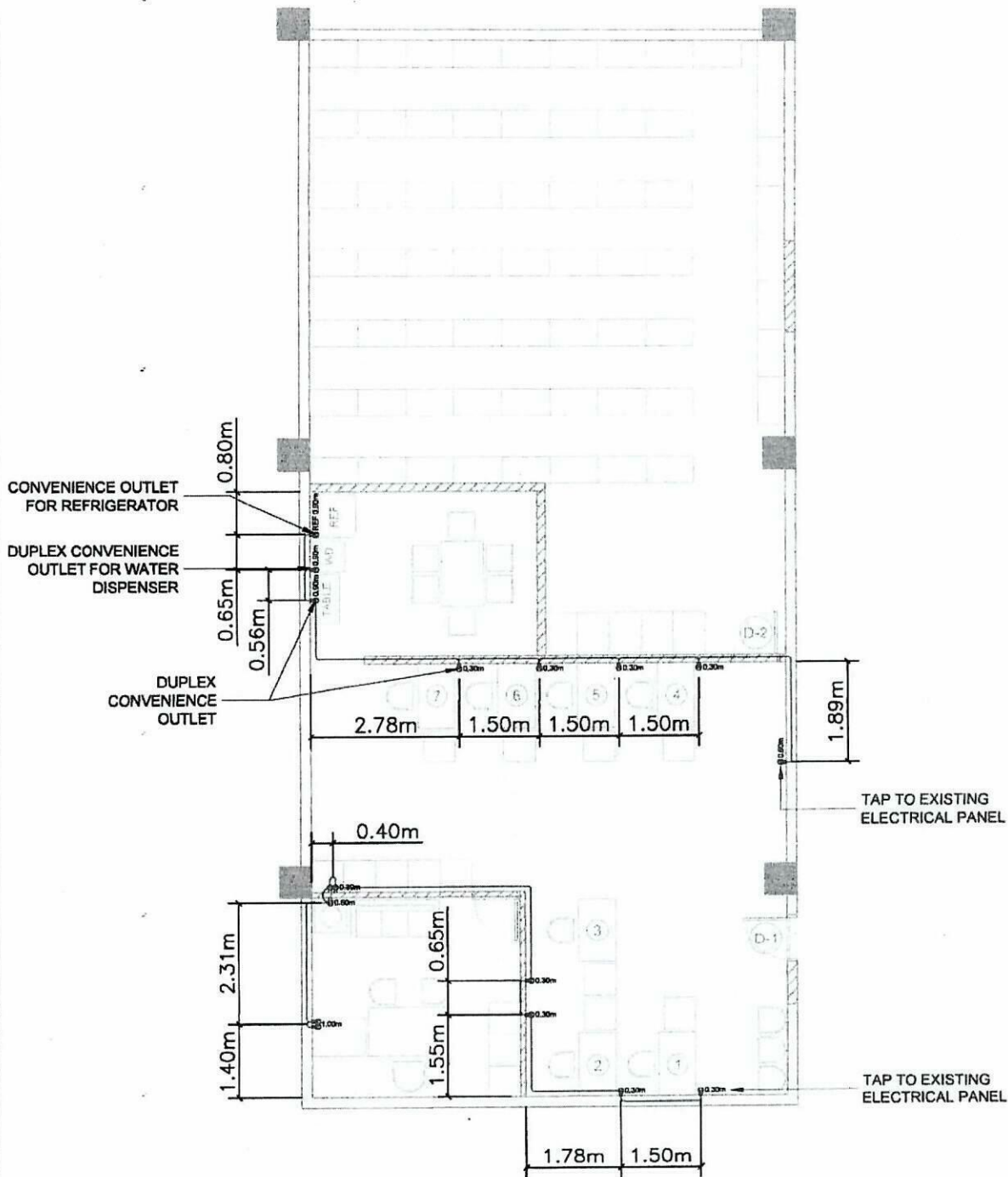


COA - ROOM 302  
**FLOOR PLAN**  
SCALE NTS





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COA - ROOM 302

POWER AND AUXILIARY LAYOUT

SCALE

NTS

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