



07 August 2025

REQUEST FOR QUOTATION

[Project ID No. LRABAC-SVP-2025-02 under SPP_08_GSD]

The LAND REGISTRATION AUTHORITY (LRA) is inviting all interested Contractors to submit a Quotation for the **REPAIR, SUPPLY, DELIVERY AND INSTALLATION OF ELEVATOR PARTS FOR TWO (2) UNITS OF ELEVATOR 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 **TEN (10) WORKING DAYS** from commencement date.

A complete set of Scope of Work, Form A, Form B, Form C and Design/Plan may be obtained by interested contractors at the LRA-BAC Secretariat Office, 3rd 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 **NINE HUNDRED NINETEEN THOUSAND SIX HUNDRED TWENTY SEVEN AND 42/100 PESOS ONLY (PHP 919,627.42)**.

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.

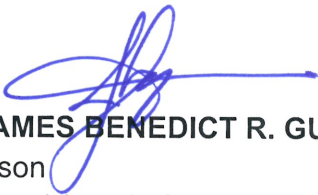
For any clarification and information, you may contact us via email at bacinfra.secretariat@lra.gov.ph.

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: _____

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 : Repair, Supply, Delivery, and Installation of Elevator Parts for Two (2) Units Elevator of LRA Central Office Building
LRABAC-SVP-2025-02

LOCATION : East Ave., Cor NIA Road, Diliman 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	SUPPLY, DELIVERY, AND INSTALLATION OF VARIOUS MECHANICAL PARTS				
3.00	Speed Governor Bearing	pcs	2.00		
4.00	Elevator Main Guide Shoe (Engineering Slide)	pcs	8.00		
5.00	Elevator Main Wire Rope	m	320		
6.00	Traction Machine Brake Bonding	lot	1.00		
7.00	Car Door Hanger Pulley	pcs	8.00		
8.00	Door Lock Roller (Engineering Plastic)	pcs	30.00		
	Sub – Total for Item II			PHP	
III	ALL OTHER ITEMS NOT INCLUDED HEREIN BUT NECESSARY TO COMPLETE THE PROJECT, PLEASE SPECIFY				
9.00	Sub – Total for Item III			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 : REPAIR, SUPPLY, DELIVERY AND INSTALLATION OF ELEVATOR PARTS FOR TWO (2) UNITS OF ELEVATOR OF LRA
CENTRAL OFFICE BUILDING
LRABAC-SVP-2025-02

LOCATION : East Avenue corner NIA Road, Diliman 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 : REPAIR, SUPPLY, DELIVERY, AND INSTALLATION OF
ELEVATOR PARTS FOR TWO (2) UNITS ELEVATOR
LOCATION : LRA CENTRAL OFFICE BUILDING, EAST
AVE. COR. NIA ROAD, QC
SUBJECT : QUANTITY TAKE-OFF/ DETAILED ESTIMATE

ELEVATOR PARTS

Speed Governor Bearing			
Elevator 1	1.00	pc	
Elevator 2	1.00	pc	
Total	2.00	pcs	

Elevator Main Guide Shoe (Engineering Slide)			
Elevator 1	4.00	pcs	
Elevator 2	4.00	pcs	
Total	8.00	pcs	

Elevator Main Wire Rope (14 mm dia.)			
Elevator 1	160.00	m	
Elevator 2	160.00	m	
Total	320.00	m	

Traction Machine Brake Bonding			
1.00 LOT	For two (2) Elevator		

Car Door Hanger Pulley			
Elevator 1	4.00	pcs	
Elevator 2	4.00	pcs	
Total	8.00	pcs	

Door Lock Roller (Engineering Plastic)			
Elevator 1	15.00	pcs	
Elevator 2	15.00	pcs	
Total	30.00	pcs	

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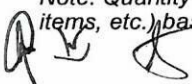
PROJECT : REPAIR, SUPPLY, DELIVERY, AND INSTALLATION OF
ELEVATOR PARTS FOR TWO (2) UNITS ELEVATOR
LOCATION : LRA CENTRAL OFFICE BUILDING, EAST
AVE. COR. NIA ROAD, QC
SUBJECT : SCOPE OF WORKS
DATE : 9 JUNE 2025

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 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.
- 2.0. Contractor is required to submit their construction schedule prior to the project implementation.
- 3.0. The contractor shall Install board-up cover if necessary to ensure that the daily operation of LRA will not be hampered by the ongoing repair. The contractor is also responsible for the proper turnover of all parts removed from the elevator to LRA.
- 4.0. For supply, delivery, and installation of various mechanical parts, installation of speed governor bearing, elevator main guide shoe, main wire rope, traction machine break bonding, car door hanger pulley, and door lock roller are necessary. The specifications of the mechanical parts to be installed are as follows:

ITEM NO.	PARTICULAR	QTY	REMARKS
1.	Speed Governor Bearing	2 pcs	Site visit is required to determine the actual specification of speed governor bearing (Brand New).
2.	Elevator Main Guide Shoe	8 pcs	Engineering slide or any approved equal. Site visit is required to determine the actual specification of elevator main guide shoe (Brand New).
3.	Elevator Main Wire Rope	320 m	2 - 14 mm diameter by 160 meters. Site visit is required to determine the actual specification of elevator main wire rope (Brand New).
4.	Traction Machine Brake Bonding	1 lot	Site visit is required to determine the actual specification of traction machine brake bonding (Brand New).
5.	Car Door Hanger Pulley	8 pcs	Site visit is required to determine the actual specification and dimensions of car door hanger pulley (Brand New).
6.	Door Lock Roller	30 pcs	Engineering plastic or any approved equal. Site visit is required to determine the actual specification and dimensions of door lock roller (Brand New).

Note: Quantity and specifications given are subject to changes (increase/decrease, change of item, additional items, etc.) based on actual site condition.



This scope of work also includes dismantling of existing parts, delivery, and installation of the above-mentioned mechanical parts.

Ensure that all contact surfaces of parts to be replaced such as the elevator sheave, rails, and similar components are thoroughly cleaned prior to installation of new parts, in order to eliminate contaminants and ensure proper fit and function.

- 5.0. The contractor shall prioritize the installation of new parts for each elevator on an individual basis, ensuring that the process is carried out in a manner that does not compromise the normal operation of the office. The contractor shall implement appropriate measures to minimize downtime, disruptions, and any impact on daily activities while performing the installation.
- 6.0. The contractor shall conduct an orientation and testing prior to official turnover of the elevators with the end-user. The contractor shall also provide a checklist guide to be used in checking/inspection of all replaced mechanical parts, and ensure that the completed project meets the LRA standards.
- 7.0. For warranty terms, all parts covered by this proposal are guaranteed against factory defects and faulty workmanship under normal operating conditions for a period of one (1) year. This warranty period will commence upon the commencement of beneficial use of the elevator and the handover of the elevator system to the Land Registration Authority (LRA) for normal operations. Any parts or materials found to be defective and not attributed to normal wear and tear or innocent operation shall be repaired or replaced at the contractor's discretion and free of charge during the warranty period. Provided, however, that no other parties except the winning bidder shall be entrusted with the maintenance, repair, or servicing of the equipment during the guaranteed period. Any maintenance or repair work carried out by parties other than the winning bidder may void the warranty and guarantee, and the winning bidder will not be held responsible for any issues arising from such unauthorized work.
- 8.0. Site visit/ ocular inspection is required before mobilization to inspect actual site condition. Daily site supervision is required.

WORK DURATION: Ten (10) Working Days

Prepared by:


ALDREN S. HOFILÉÑA
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Noted by:


RONALDO C. APILADO
Engineer III, General Services Division