



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

02 November 2025

REQUEST FOR QUOTATION

[Project ID No. LRABAC-SVP-2025-49 under SPP 12 GSD for FY 2025]

The LAND REGISTRATION AUTHORITY (LRA) is inviting all interested Contractors to submit a Quotation for the **Repair and Renovation of Original Registration Division (Room 207) of the 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. Certificate of Site Inspection

Completion of the works is required within **THIRTY-FIVE (35) 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, 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 **extended** deadline for the submission of sealed envelope proposals together with the complete documentary requirements is on **06 November 2025, 4:00 p.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 **FOUR HUNDRED FOURTEEN THOUSAND EIGHT HUNDRED EIGHTY-FOUR AND 18/100 PESOS ONLY (PHP 414,884.18)**.

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;



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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.

Mr. Nestor V. Remitar
Secretariat, LRA-BAC for Infrastructure and Non-Infrastructure
Room 307, BAC Secretariat Office, LRA
09984212385

Ms. Irish Nicole L. San Francisco
Secretariat, LRA-BAC for Infrastructure and Non-Infrastructure
Room 307, BAC Secretariat Office, LRA
09353506972



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

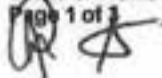
PROJECT : PROPOSED REPAIR/RENOVATION OF ORIGINAL REGISTRATION DIVISION (ORD)
LOCATION : ROOM 207, 2ND FLOOR, LRA CENTRAL OFFICE BUILDING, EAST AVE. COR. NIA ROAD, QC
SUBJECT : SCOPE OF WORKS
DATE : 22 OCTOBER 2024

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 and application of permits and clearances.
- 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 and in consideration of the convenience of LRA.
- 3.0. Contractor is responsible for moving/relocating of office chairs, tables, and other objects impeding the implementation of works.
- 4.0. For dismantling works, removal of existing floor/ wall finishes is necessary. This includes all labor, materials, and equipment to accomplish aforesaid works up until the completion of the project. 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.
- 5.0. For carpentry & joinery works, installation 4.5mm THK drywall in metal framing, new door for Division Chief, and refurbishment of existing doors and windows 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:

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.
D-1	Installation of hollow-core flush door with jamb, complete hardware and accessories. Dimension of the door will be measured during actual construction.
Refurbishment of Existing Doors and Windows	Check key plans for the exact location of the doors and windows. Doors and windows should be refurbished. Replace all hardware and accessories if necessary.

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



- 6.0. For floor finish works, installation of vinyl floor tiles on the area indicated in the given key plan. The contractor shall provide swatches/ samples of vinyl floor tiles 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.
- 7.0. 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.
- 8.0. 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
Electrical Conduit			
1.	Electrical Wires	1 lot	Use minimum 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.
3.	Utility Box	11 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.
Electrical Devices			
1.	Convenience Outlet	8 pcs	Duplex Convenient outlet with grounding or any approved equal.
2.	Switches	3 pcs	1-Gang or 2 Gang switch or any approved equal.

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

- 9.0. For miscellaneous works, supply, delivery, and installation of new 1.5HP split-type wall-mounted inverter ACU including necessary electrical works is required. This also includes all labor, materials, and equipment needed to accomplish aforesaid works up until the completion of the project. Specifications of items necessary to accomplished the said work are listed below:


ITEM NO.	PARTICULAR	QTY	REMARKS
1.	Airconditioning Unit	1 unit	<ul style="list-style-type: none"> • 1.5 HP, wall-mounted, split-type ACU, inverter • Power Supply: 230v, 1Ph, 60Hz • Power Input: 1030W (290 – 1210) • Refrigerant: R32 • CSPF: 4.5 • Sound Level (H/M/L) dB (A): 37.0/34.5/32.5 • Inclusive of installation of Copper Tubing • Supports and Brackets Included
2.	Electrical Works	1 assy	<ul style="list-style-type: none"> • 30AT CB in NEMA 3R Powder Coated enclosure • Use 5.5mm² THHN Stranded Main Electrical Wire • 3.5mm² THHN Stranded Ground Wire • EMT Pipes for roughing-ins • Supports and Brackets included

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

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

WORK DURATION: Thirty-five (35) Working Days

Prepared by:


GERALD GIL J. CAPOQUIAN
 Engineer II, General Services Division

Noted by:

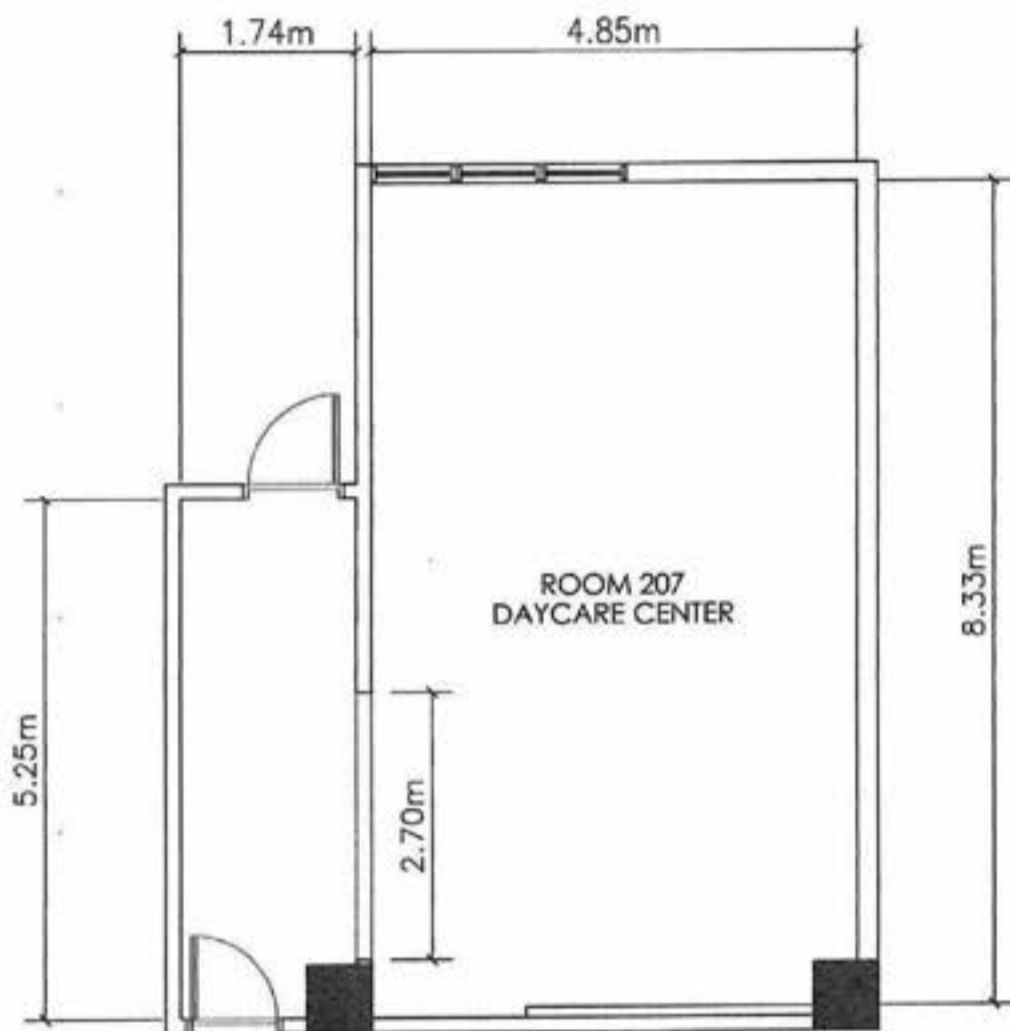

RONALDO G. APILADO
 Engineer III, General Services Division

PREPARED BY: RANCOYH EDWARD O. BARRERA - ADMIN & SUPPORT STAFF

ADDRESS:
DRAWING DESCRIPTION:

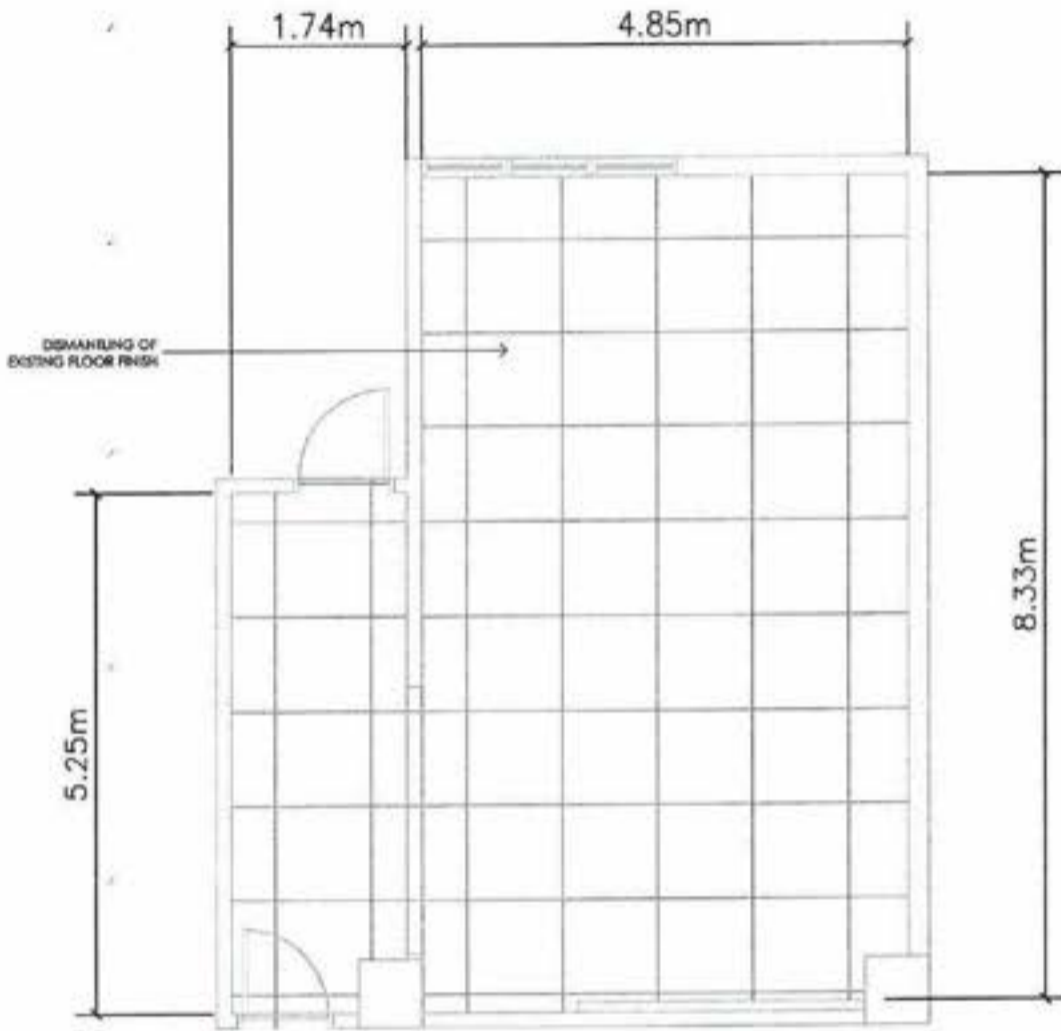
LAND REGISTRATION AUTHORITY, EAST AVE., COR. NIA ROAD, DELMAN, QUEZON CITY
AS-BUILT PLAN

DATE: OCT 22 2024



AS - BUILT PLAN
SCALE NTS

R A



DISMANTLING KEYPLAN
SCALE: _____ METERS

R A


ADDRESS: LAND REGISTRATION AUTHORITY, EAST AVE. COR. NIA ROAD, DELMAN, QUEZON CITY


3

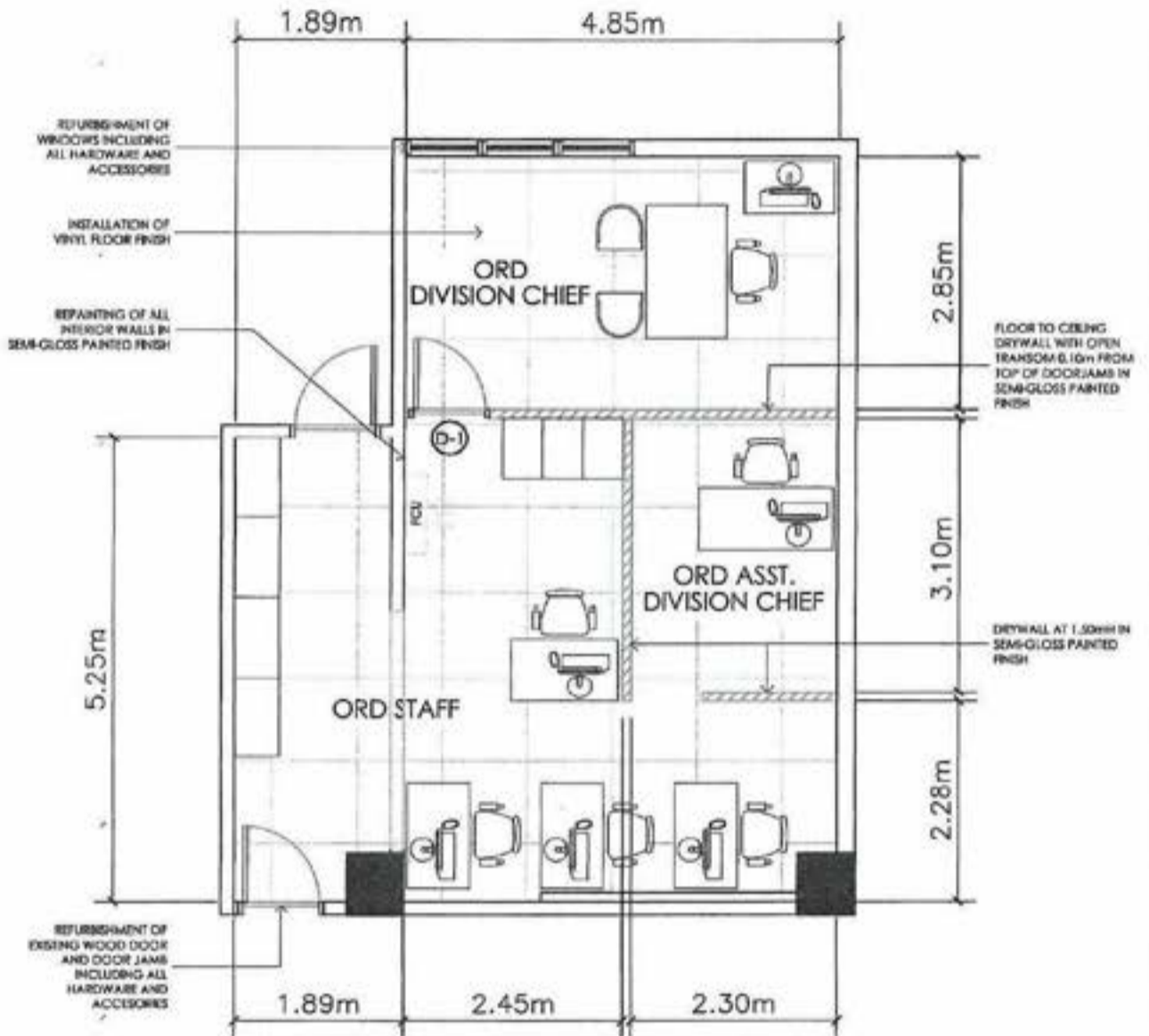
PREPARED BY: RANDON M. BAYAN - ADMIN. & SUPPORT STAFF

DRAWING DESCRIPTION: FLOOR PLAN

DATE: OCT 23 2024

 6mm thk. FIBER CEMENT BOARD DRYWALL
IN METAL STUD FRAMING SYSTEM

 INSTALLATION OF HOLLOW-CORE FLUSH DOOR
2.10mH x 0.90mW COMPLETE WITH HARDWARE
AND ACCESSORIES



 FLOOR PLAN
SCALE: HTS

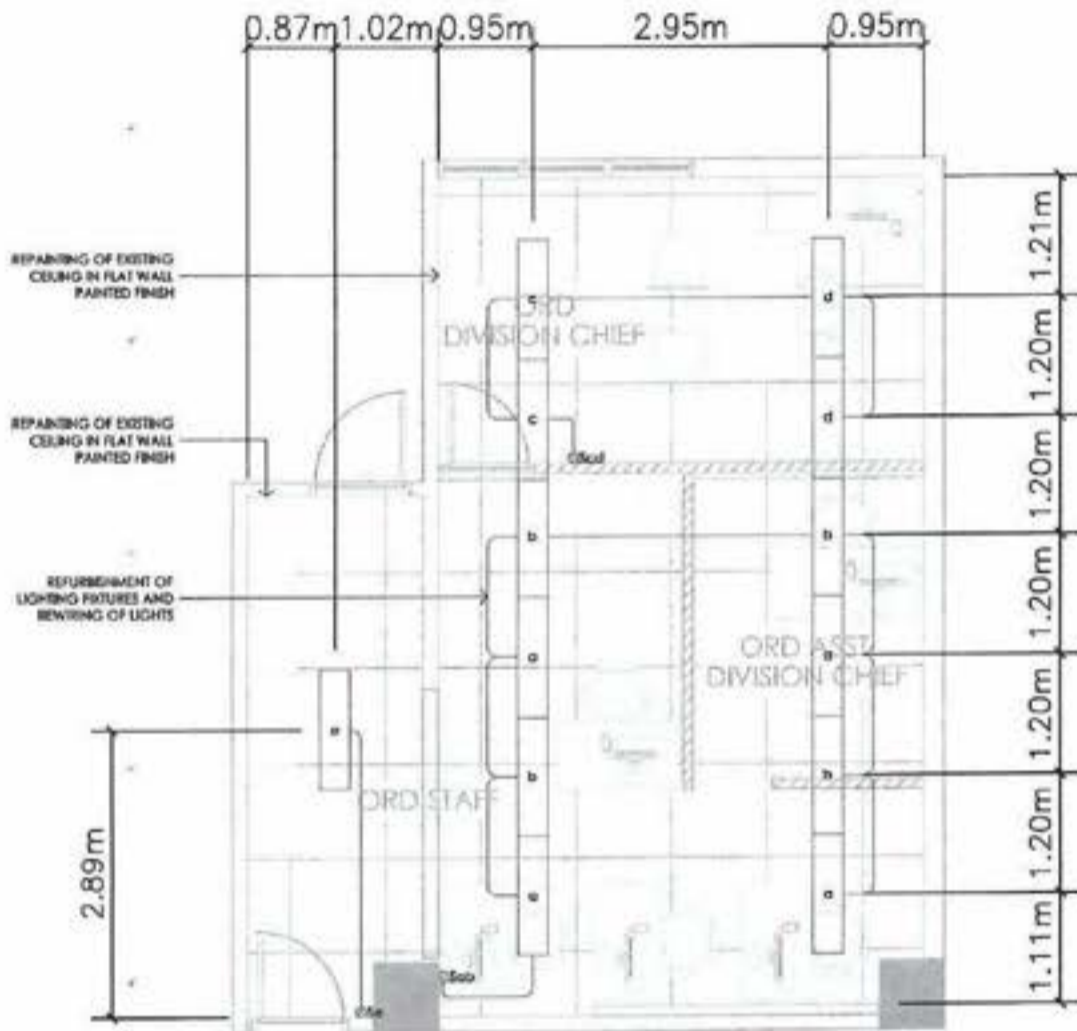
Handwritten initials/signature

PREPARED BY: RANDOLPH EDWARD G. BARRERA - ADMIN & SUPPORT STAFF

ADDRESS: LAND REGISTRATION AUTHORITY, EAST AVE., COR. NIA ROAD, DELMAN, QUEZON CITY

DRAWING DESCRIPTION: REFLECTED CEILING PLAN

DATE: OCT 22 2024



REFLECTED CEILING PLAN
SCALE: NTS

Handwritten initials/signature


PREPARED BY: RANDOLPH EDWARDS, CIVIL ENGINEER - ADMIN & SUPPORT STAFF

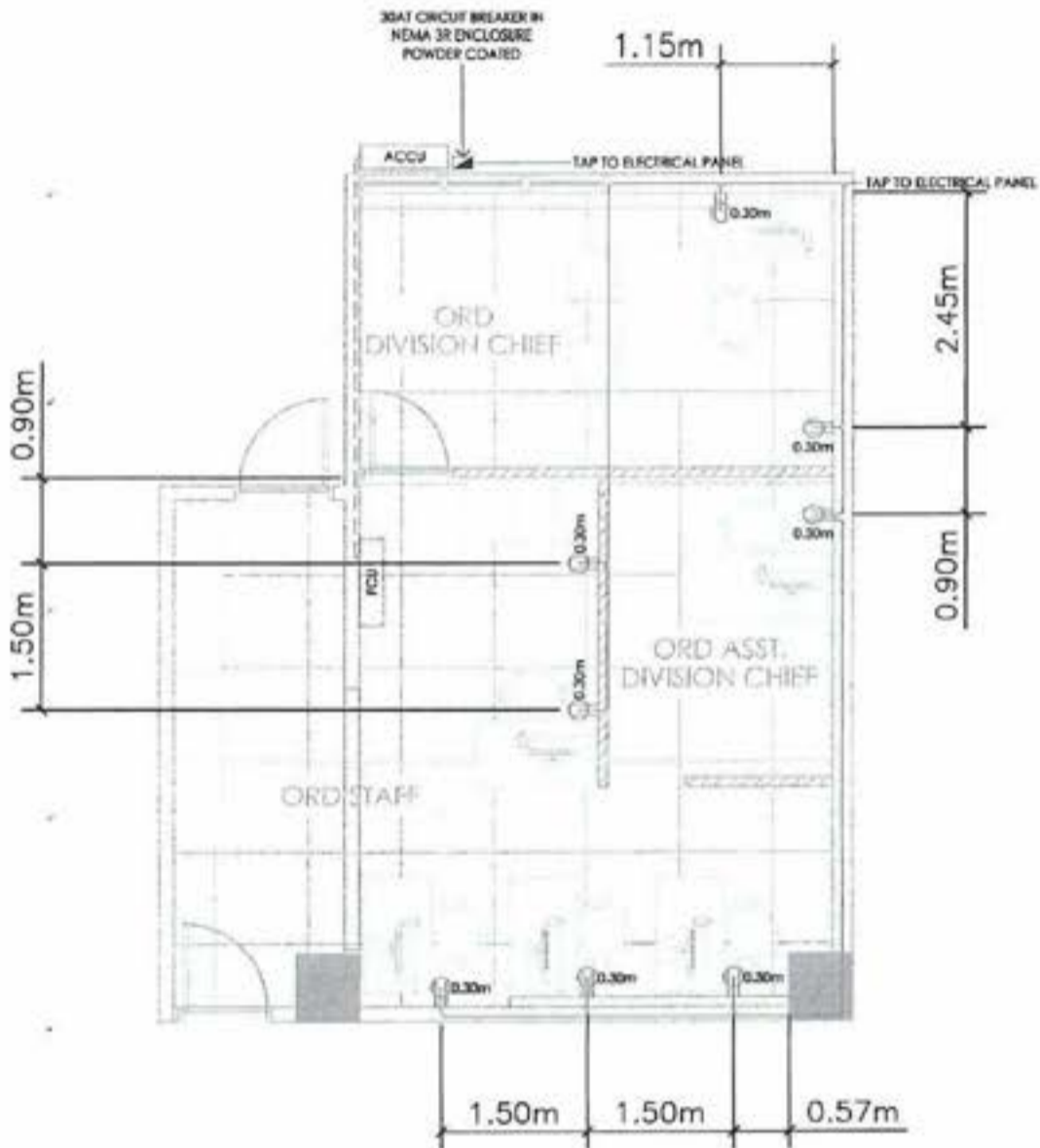
ADDRESS: LAND REGISTRATION AUTHORITY, EAST AVE., COR. NIA ROAD, DUMAK, QUEZON CITY


DRAWING DESCRIPTION: POWER AND AUXILIARY LAYOUT

DATE: OCT 22 2024

 DUPLEX OUTLET

 1.5 hp SPLIT TYPE AIRCON



 POWER AND AUXILIARY LAYOUT
SCALE HTS

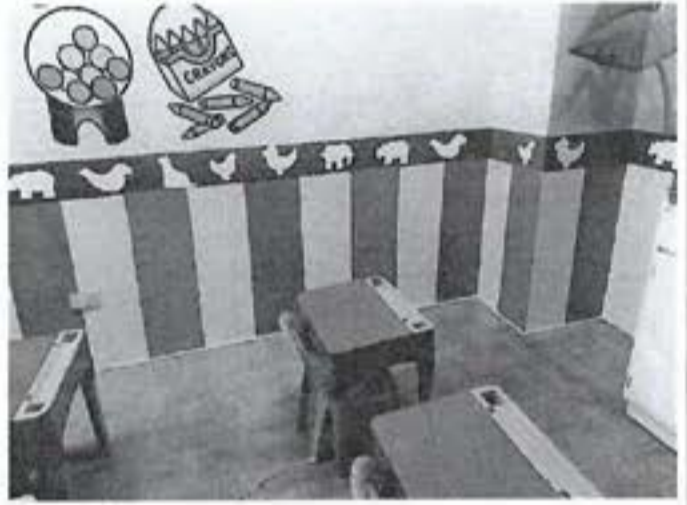
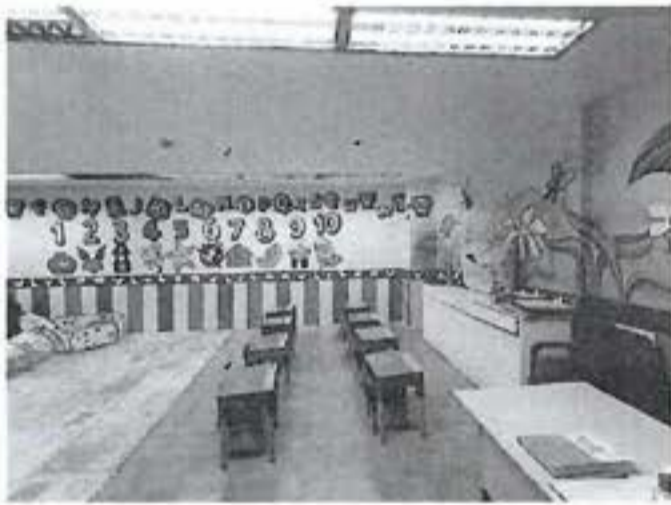
Handwritten initials: RA

PREPARED BY: SANDOLPH EDWARD O. SANDRUP - ADMIN. & SUPPORT STAFF

ADDRESS:
DRAWING DESCRIPTION:

LAND REGISTRATION AUTHORITY, EAST AVE., COR. NIA ROAD, DEIMAN, QUEZON CITY
REFERENCE PHOTOS

DATE: OCT 22 2024



○ REFERENCE PHOTOS
SCALE: NTS

R &

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, hercunder is our quotation relative to the following project:

PROJECT Repair and Renovation of Original Registration Division (Room 207) of the LRA Central Office
LRABAC-SVP-2025-49

LOCATION : East Avenue, cor. NIA Road, Quezon City

TCM	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					
3.00	Removal of Existing Floor / Wall Finishes	lot	1.00		
Sub - Total for Item II					PHP
III CARPENTRY & JOINERY WORKS					
4.00	Installation of new drywall, 4.5mm, Metal Frame, Fiber Cement Board	sqm	19.89		
	Installation of Doors				
5.00	D-1 (complete hardware & accessories)	sqm	1.85		
6.00	Repair and Returbishment of Existing Door	lot	1.00		
7.00	Repair and Returbishment of Existing Windows	lot	1.00		
Sub - Total for Item III					PHP
IV FLOOR FINISH WORKS					
8.00	Vinyl Floor Tile	sqm	50.78		
Sub - Total for Item IV					PHP
V PAINTING WORKS					
Repairing of Various Surfaces					
9.00	Interior Walls	sqm	78.85		PHP
10.00	Drywalls	sqm	19.69		
11.00	Ceiling	sqm	60.78		
Sub - Total for Item V					PHP
VI ELECTRICAL WORKS					
12.00	Installation of new electrical conduits, wires, other electrical items	lot	1.00		
Sub - Total for Item VI					PHP
VII MISCELLANEOUS WORKS					
14.00	Supply, delivery, and installation of new 1.5HP split-type wall-mounted inverter ACU incl. necessary electrical works	lot	1.00		
Sub - Total for Item VII					PHP
VIII ALL OTHER ITEMS NOT INCLUDED HEREIN BUT NECESSARY TO COMPLETE THE PROJECT, PLEASE SPECIFY					
14.00					
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 : **Repair and Renovation of Original Registration Division (Room 207) of the LRA Central Office**

LRABAC-SVP-2025-49

LOCATION : East Avenue cor. NTA 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 Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]* after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*.
- *If 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]*.
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*.

2. *Select one, delete the others:*

- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative];*
- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney for authorized representative;

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;

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 others:*
 - *If sole proprietorship* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*, The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC) the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the IWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any

Select one, delete the rest.

- In case of corporations: *{Name of Bidder}* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
 - In case of Foreign Bidders: *{Name of Bidder}* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009
8. *{Name of Bidder}* complies with existing labor laws and standards; and
9. *{Name of Bidder}* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Make an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *{Project Title}*.
10. *{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 representatives of the government in relation to any procurement project or activity
11. In case advance payment was made or given to *{Name of Bidder}*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at:
_____, Philippines.

Duly authorized to sign the Bid for and behalf of:

{Insert Bidder's Name}

{Affiant's Signature over Printed Name}

{Position/Designation}

{Date}

JURAT

SUBSCRIBED AND SWORN to before me this _ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC) Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no _____.

WITNESS MY HAND AND SEAL this _ day of [month] [year].

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____, Roll
of Attorneys No. _____

PTR No. __, [date issued], [place issued]

IBP No. __, [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____