



**INVITATION TO BID FOR
SUPPLY AND DELIVERY OF DOCUMENTARY BOXES, DATA FOLDER
14", DATA FOLDER 19", DATA FOLDER 22", VERTICAL FOLDER, AND
PLASTIC ENVELOPES
(1 LOT)**

- 1) The **Land Registration Authority (LRA)**, through the FY 2026 General Appropriations Act (GAA), intends to apply the sum of **NINE MILLION THREE HUNDRED EIGHTY-EIGHT THOUSAND FIVE HUNDRED PESOS ONLY (₱9,388,500.00)**, *inclusive of VAT*, being the Approved Budget for the Contract (ABC) to payments under the contract for **Supply and Delivery of Documentary Boxes, Data Folder 14", Data Folder 19", Data Folder 22", Vertical Folder, and Plastic Envelopes (1 Lot)** with **Project ID No. LRABAC-2026-35**, broken down as follows:

Item No.	Description/Items	Quantity	Cost Breakdown of the Approved Budget for the Contract (ABC) in Php
1	Documentary Boxes	7,000 pieces	2,072,000.00
2	Data Folder 14"	500 pieces	1,014,500.00
3	Data Folder 19"	500 pieces	1,366,500.00
4	Data Folder 22"	500 pieces	1,543,500.00
5	Vertical Folder	6,000 pieces	1,542,000.00
6	Plastic Envelopes	50,000 pieces	1,850,000.00
TOTAL ABC (VAT Inclusive)			9,388,500.00

The Total ABC of the Procurement Project, amounting to **₱9,388,500.00, VAT inclusive**, shall be the basis for determining the Lowest Calculated Bid; *Provided*, that the bid price for each line item shall not exceed the corresponding line-item cost indicated above. The Procurement Project shall be awarded as one (1) lot. Bids received in excess of the ABC shall be automatically rejected at bid opening.

- 2) The LRA now invites bids for the above Procurement Project as specified in Section VI (Schedule of Requirements) and VII (Technical Specifications) of the Bidding Documents. Delivery of the Goods shall be within **Ninety (90) calendar days** upon receipt of the Notice to Proceed (NTP), in accordance with the delivery schedule under Section VI, Schedule of Requirements. Bidders should have completed, *within three (3) years* from the date of submission and receipt of bids, contracts similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
- 3) Bidding will be conducted through competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

- 4) Interested Bidders may obtain further information from the **LRA-Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below from **Monday to Friday, 8:00 AM to 5:00 PM**.



- 5) A complete set of Bidding Documents may be acquired by interested Bidders on **18 May 2026 to 08 June 2026** from the **BAC Secretariat Office, Room 307, LRA Building, East Avenue, corner NIA Road, Diliman, Quezon City**, and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Nine Thousand Three Hundred Eighty-Nine Pesos Only (₱9,389.00)** to the LRA Cashier located at the One Stop Shop (OSS). The LRA shall allow the bidder to present its proof of payment in person, or through such other mode as may be allowed by the BAC Secretariat.

It may also be downloaded free of charge from the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

- 6) The Land Registration Authority will hold a **Pre-Bid Conference on 26 May 2026, 09:00 AM** at the **4th Floor, LRA ARDDRD Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City**, which shall be open to prospective Bidders and/or through video conferencing via **Zoom application** using the following:

Zoom Link: <https://zoom.us/j/98838960381?pwd=oZQlni9Has6U9VM4tiGkboFnCn3PT9.1>

Meeting ID : **988 3896 0381**

Passcode : **838601**

- 7) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the **BAC Secretariat Office, Room 307, LRA Building, East Avenue, corner NIA Road, Diliman, Quezon City**, on or before **8:30 AM of 08 June 2026**. **Late bids shall not be accepted.**
- 8) All Bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in **ITB Clause 16.1**.
- 9) Bid opening shall be on **08 June 2026, 9:00 AM** at the **4th Floor, LRA ARDDRD Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City** and through videoconferencing via **Zoom**, using the following:

Zoom Link: <https://zoom.us/j/93032298975?pwd=pZi5miyk6c6tdMw4i6Ltwvrgy5KaKf.1>

Meeting ID : **930 3229 8975**

Passcode : **339674**

Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.

For the purpose of constituting a **quorum**, the physical or virtual attendance of the BAC members shall be considered pursuant to Section 42.2 of the Implementing Rules and Regulations of R.A. No. 12009. The Land Registration Authority assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

- 10) The Land Registration Authority reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 70 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.
- 11) For further information, please refer to:

MS. KATHERINE ANNE D.F. GLORIA

Secretariat Member, Bids and Awards Committee

LRA BAC Secretariat Office,

Room 307, 3rd Floor, Land Registration Authority Building

East Avenue cor. NIA Road, Diliman, Quezon City

Email: bacnoninfra@lra.gov.ph

Mobile No.: 0945-992-3168

MR. PRINCE CHARLE D. BALILI

Secretariat Member, Bids and Awards Committee
LRA BAC Secretariat Office,
Room 307, 3rd Floor, Land Registration Authority Building
East Avenue cor. NIA Road, Diliman, Quezon City
Email: baconinfra@lra.gov.ph
Mobile No.: 0916-499-7144

12) For viewing and downloading of Bidding Documents, you may visit:

<http://notices.philgeps.gov.ph/>
<https://lra.gov.ph/bids-opportunities/>

18 May 2026



ATTY. JAMES BENEDICT R. GUTIERREZ
Chairperson, LRA Bids and Awards Committee ↵