



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

MEMORANDUM

30 May 2026

TO : **ALL PROSPECTIVE BIDDERS**

SUBJECT : **BID BULLETIN NO. 1**

FOR : **SUPPLY AND DELIVERY OF DOCUMENTARY BOXES, DATA FOLDER 14", DATA FOLDER 19", DATA FOLDER 22", VERTICAL FOLDER, AND PLASTIC ENVELOPES (1 LOT)**
(Project ID No. LRABAC-2026-35)

This Bid Bulletin is hereby issued for the information and guidance of all prospective bidders and for inclusion in the Bid Proposal to be submitted to the LRA-Bids and Awards Committee (LRA-BAC) for Infrastructure and Non-Infrastructure in connection with the procurement for the **Supply and Delivery of Documentary Boxes, Data Folder 14", Data Folder 19", Data Folder 22", Vertical Folder, and Plastic Envelopes (1 Lot)**, Project ID No. **LRABAC-2026-35**.

These changes, revisions, modifications, or clarifications shall form an integral part of the Contract and the Bidding Documents, and shall be taken into account in the preparation and submission of the sealed proposal.

I. The issues and concerns raised by the prospective bidders are as follows:

CENTER POINT SALES & TRADING INC.

1. Whether the Single Largest Completed Contract (SLCC) may cover contracts completed within five (5) years from the opening of bids.

ANSWER: Under the Bidding Documents, the SLCC must be within three (3) years from the date of opening of bids.

BITSOFTTECHNOLOGY CO.

1. Request for samples of the required items.

ANSWER: Prospective bidders may coordinate with Mr. Noel Sabariza of the Property and Supply Section (PSS) at the Lower Ground Floor of the LRA Building, from Monday to Thursday, 8:00 A.M. to 5:00 P.M., for the viewing or inspection of samples.



2. Clarification on the marking, tabbing, sealing, and arrangement of bid documents.

ANSWER: Prospective bidders are instructed to submit two (2) sets of bid documents, consisting of the Original Copy and Copy No. 1. The Technical and Financial Component must be prepared, marked, sealed, and submitted in accordance with Section II, Instructions to Bidders, of the Philippine Bidding Documents, particularly Section 18 on the sealing and marking of bids.

Prospective bidders are further reminded to ensure that the required bid documents are properly arranged, tabbed, labeled, and sealed to facilitate examination during the opening of bids. Non-compliance with the prescribed preparation, sealing, and marking requirements may be acted upon in accordance with the Bidding Documents and applicable procurement rules.

II. LRA-BAC Reminders:

This Supplemental/Bid Bulletin No. 1 shall form part of the Bidding Documents and must be included in the submission of the Bid Proposal. Any provision in the Bidding Documents inconsistent herewith is hereby amended, modified, and/or superseded accordingly.

All prospective bidders are reminded to carefully review the Bidding Documents and this Bid Bulletin, and to ensure strict compliance with the documentary, technical, and financial requirements prescribed therein.

End of Bid Bulletin No. 1: **Supply and Delivery of Documentary Boxes, Data Folder 14", Data Folder 19", Data Folder 22", Vertical Folder, and Plastic Envelopes (1 Lot).**


ATTY. JAMES BENEDICT R. GUTIERREZ
Chairperson, LRA-BAC +