



***CITIZEN'S CHARTER***  
***Head Office External Services***

***7. Request for Quotation***

# 7. Request for Quotation

The procedure describes the process involved in the preparation and submission of quotations to prospective clients for construction and renovation services.

**Office/Division:** Construction Management Department

**Classification:** Complex

**Type of Transaction:** G2G – Government to Government

**Who may avail:** National Government Agencies (NGA); Government-Owned and Controlled Corporation (GOCC)

# 7. Request for Quotation

## Checklist Requirements

1. Request For Quotation with Approved Budget for the Contract (ABC)

2. Complete sets of plans (i.e., Architectural, Structural, Electrical, Mechanical, Electronics, Plumbing, etc.)

3. Terms of reference and,

4. Scope of works

## Where to Secure



Requesting party

Requesting party



# 7. Request for Quotation

<i>CLIENT STEPS</i>	<i>AGENCY ACTION</i>	<i>FEES TO BE PAID</i>	<i>PROCESSING TIME</i>	<i>PERSON RESPONSIBLE</i>
1. Submit a letter request to avail of LBRDC's services through Agency- to-Agency procurement	Acknowledges the letter request.  Review and evaluate the plans, scope of work, and terms of reference provided by the prospective client	None	1 Day	PCEO/CMD Manager/ Division Chief (CEDU)
	Forward the request letter for quotation to the Cost Engineer. Prepares detailed quantity and cost estimates based on the submitted scope of work. Forward to the Head of Cost Estimating and Design Unit (CEDU) and CMD Manager for review and endorsement to the PCEO. Note: 7 days for Renovation project and 10 to 15 days for Building Construction projects.	None	7 Days	Cost Engineer/ Division Chief (CEDU)
	Review/evaluate the quotation and cost-benefit analysis and endorse the same to the PCEO for approval	None	1 Day	Head, CMD
	Review the cost- benefit analysis and approve the quotation. Returns to CMD for transmittal to prospective client	None	1 Day	President and CEO
	Facilitates transmittal of the formal quotation to the prospective client	None	1 Day	Cost Engineer/ Division Chief (CEDU)

**TOTAL**

**None**

**11 Days**

