



15 August 2023

### **REQUEST FOR QUOTATION**

(Pursuant to Approved Supplemental Procurement Program (SPP) ICT-2023-04)

Please quote your Company's lowest price/offer in a **SEALED ENVELOPE** for the **Small Value Procurement for Supply and Delivery of 250 Rolls of Thermal Paper for Queueing System in 20 Registry of Deeds Offices** with the following specifications:

- Size: 80 mm diameter, 70 mm width, 0.5" inner core diameter

Subject to the submission of the following requirements:

- 1) Photocopy of Mayor's/Business Permit - FY 2023
- 2) Photocopy of Valid PhilGEPS Registration Number
- 3) Price Quotation Form with Compliance to Specification: See attached Annex "A"

### **IMPORTANT TERMS AND CONDITIONS**

1. All quotations submitted to this Authority are considered an offer. In the event that the quotation is accepted, a PURCHASE ORDER shall be placed with the Company offering the most advantageous terms to this Authority;
2. Delivery period shall be **forty-five (45) calendar days** upon receipt of the Purchase Order;
3. Goods supplied and delivered are subject to inspection and acceptance. Return/Exchange of non-conforming product(s) applies;
4. Price Validity shall be for a period of ninety (90) calendar days;
5. Payment will be on a No Down Payment and in a send Bill Arrangement. Full payment will be made after the completion of the event or delivery of the items/service;
6. Price quotations shall be inclusive of all costs and applicable taxes (i.e. bank charges, VAT, other charges, etc.);
7. Full Payment shall be through bank transaction preferably with landbank account, otherwise the bank charges shall be included in the quotation;
8. This Authority reserves the right to reject any or all offers and may only accept such offers it may consider most economical and most advantageous to the Government; and
9. Deadline for the submission of this Request for Quotation is **on or before 4:00 p.m. of 22 August 2023**, through:

- a) **Nonette Khalil M. Amparo, RN**  
Mobile Number: 0917-2426813  
Room 302, 3<sup>rd</sup> Floor, Office of the Reconstitution Division  
LRA Building East Avenue corner NIA Road, Diliman Quezon City
  
- b) **Ms. Maria Rudylyn A. Cebrero**  
Mobile Number: 0927-9487772  
Property and Supply Section, Room 02, Lower Ground Floor  
LRA Building, East Ave., corner NIA Road, Diliman, Quezon City.

10. APPROVED BUDGET for the CONTRACT (ABC): **Forty-Five Thousand Pesos (Php 45,000.00)** inclusive of VAT.



**ATTY. TRISTAN E. DE GUZMAN**  
Chairperson, LRA-BAC

**PRICE QUOTATION FORM AND COMPLIANCE  
TO THE TECHNICAL SPECIFICATION**

\_\_\_\_\_  
Date

**Chairperson, LRA-BAC**

Land Registration Authority  
LRA Building, East Avenue corner NIA Road  
Diliman, Quezon City

Dear **Chairperson**:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Name of Project	Specifications	Qty.	Total Price (VAT inclusive)
<b>Supply and Delivery of 250 Rolls of Thermal Paper for Queueing System in 20 Registry of Deeds Offices</b>	Size: 80 mm diameter, 70 mm width, 0.5" inner core diameter	250 rolls	
<b>TOTAL PRICE QUOTATION:</b>			

(Amount in Words)

\_\_\_\_\_

\_\_\_\_\_

I hereby complied with the above technical specification.

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_

Contact No.