



31 August 2023

REQUEST FOR QUOTATION

(Pursuant to the Approved Supplemental Procurement Program **SPP-SEMI-X-2023-01B**)

Please quote your Company's lowest price/offer in a **SEALED ENVELOPE** for the **Supply & Delivery of Two (2) units of Senior Executive Work Station** with the following specifications:

Size: (WDH) 1500mm x 700mm x 750mm (minimum); L-shaped executive table with plastic grommets and adjustable floor levelers; 25mm MFC engineered board with melamine laminated top and sides, powder coated metals; modesty panel included; color: gray; warranty - one (1) year service warranty.

Subject to the submission of the following requirements:

- 1) Photocopy of valid 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 within **thirty (30) 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 offer 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 06 September 2023**, through:

- a) **Ms. Nonette Khalil M. Amparo, RN**
Mobile Number: 0917-2426183
Room 302, 3rd Floor, Office of the Reconstitution Division
LRA Building East Avenue corner NIA Road, Diliman Quezon City

- b) **Ms. Maria Rudylyn A. Cebrero**
Mobile No. 0961-8837646
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): **Twenty-Nine Thousand Seven Hundred Pesos (Php 29,700.00)**, VAT Inclusive.


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

Annex "A"

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)
Supply & Delivery of Two (2) units of Senior Executive Work Station	Size: (WDH) 1500mm x 700mm x 750mm (minimum); L-shaped executive table with plastic grommets and adjustable floor levelers; 25mm MFC engineered board with melamine laminated top and sides, powder coated metals; modesty panel included; color: gray; warranty - one (1) year service warranty.	2 units	
TOTAL PRICE QUOTATION:			

(Amount in Words)

I hereby complied with the above technical specification.

Name/Signature of Representative

Name of Company

Contact No.

SUPPLEMENTAL PROCUREMENT PROGRAM (SPP-SEMI-X-2023-01B)

Fiscal Year 2023

Agency: **LAND REGISTRATION AUTHORITY**

PARTICULARS	End-user	Quantity Requirement and Costing		Unit Cost this SPP	Revised Total Cost
		Amount Per Approved 2023 Final APP	Quantity Requirement		
<i>Supplemental Procurement Program for the supply and delivery of Semi-expendable Office Furniture for the use of the Registries of Deeds of Bataan Province and Balanga City and for other newly hired employees</i>					
1. SENIOR EXECUTIVE WORK STATION Specifications: (WDH) 1500mm x 700mm x 750mm (minimum size); L-shaped executive table with plastic grommets and adjustable floor levelers; 25mm MFC engineered board with melamine laminated top and sides, powder coated metals; Modesty panel included; Color - Gray; Warranty - One (1) year service warranty	Registries of Deeds of Bataan Province and RD Balanga City		2	14,850.00	29,700.00
2. WORK STATION* Specifications: (WDH) 1200mm x 700mm x 710 (minimum size), free standing table, 25mm thick, high pressure, laminated top, powder coated steel legs and vanity, off white color, brand new	Registries of Deeds of Bataan Province and RD Balanga City		58	6,570.00	381,060.00
3. MOBILE CABINETS* Specifications: (WDH) 40cm x 53cm x 60cm (minimum size), three drawers, smooth riling, powder coated, with roller, off white color, brand new	Personnel of RD Bataan, Balanga City and other newly hired employees		58	3,400.00	197,200.00
TOTAL					₱607,960.00

*The combination of Workstation and Mobile Cabinet is not available in the market.


Prepared by:


ROBERT PAUL REMEDIO T. ANCHETA
Chief, Property and Supply Section

Recommending Approval:


FOR: GLORIA P. LACAMBRA
Acting Chief,
General Services Division


ARMANDO M. DE LEON
Director II, Financial Service


TRISTAN E. DE GUZMAN
Director II, Administrative Service

Approved:


GERARDO PANGGA SIRIOS
Administrator