



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

08 September 2023

**REQUEST FOR QUOTATION**

(Pursuant to Approved 2023 Supplemental Procurement Program)

Please quote your Company's lowest price/offer in a **SEALED ENVELOPE** for the **Supply and Delivery of 30 Units of Electric Fan (Ceiling)** with the following specifications:

- 18" ceiling orbit fan, 3 speed push button control, powder-coated anti rust grills, 360 degree oscillation for complete ventilation

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 **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.); and,
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.
9. Deadline for the submission of this Request for Quotation is **on or before 4:00 PM of 15 September 2023**, through:



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

b) **Atty. Roman Guerrero Idica**  
Mobile No. 0916-513-0734  
Room 407, 4<sup>th</sup> Floor, Office of the Deputy Administrator  
LRA Building, East Avenue, corner NIA Road, Diliman, Quezon City.

10. APPROVED BUDGET for the CONTRACT (ABC): **Thirty-Six Thousand Six Hundred Sixty Pesos (Php 36,660.00)**, VAT Inclusive.



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

Annex "A"

**PRICE QUOTATION FORM WITH 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:

<b>Name of Project</b>	<b>Specifications</b>	<b>Qty.</b>	<b>Total Price (VAT inclusive)</b>
<b>Supply and Delivery of 30 Units of Electric Fan (Ceiling)</b>	18" ceiling orbit fan, 3 speed push button control, powder-coated anti rust grills, 360 degree oscillation for complete ventilation	30 units	
<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.