



27 September 2023

REQUEST FOR QUOTATION

(Pursuant to Approved Supplemental Procurement Program SPP-07)

Please quote your Company's lowest price/offer in a **SEALED ENVELOPE** for the **Supply and Delivery of LRA Letterhead** with the following specifications:

1. Letterhead Legal Size

Technical Specifications:

Size: 8.5" x 13"

Material: White paper

Weight: 80 gsm.

Quantity: 600 reams at 500 pcs. per ream, offset printing

2. Letterhead Short Size

Technical Specifications:

Size: 8.5" x 11"

Material: White paper

Weight: 80 gsm.

Quantity: 600 reams at 500 pcs. per ream, offset printing

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) Latest Income/Business Tax Return;
- 4) Original Copy of Notarized Omnibus Sworn Statement: See attached Annex "A";
- 5) Price Quotation Form with Compliance to Specification: See attached Annex "B";

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 **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.);



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7. A sample print shall be submitted to the Property and Supply Section, this Authority, for approval prior to the printing of the indicated quantity.
8. Full Payment shall be through bank transaction preferably with landbank account, otherwise the bank charges shall be included in the quotation.
9. 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.
10. Deadline for the submission of this Request for Quotation is **on or before 4:00 PM of 04 October 2023**, through:
 - a) **Ms. Maria Rudylyn A. Cebrero**
Mobile No. 0999-226-2745
Property and Supply Section, Room 02, Lower Ground Floor
LRA Building, East Avenue, corner NIA Road, Diliman, Quezon City
11. APPROVED BUDGET for the CONTRACT (ABC) are:
 1. Letterhead Legal Size - Three Hundred Forty-Five Thousand Six Hundred Pesos Only (Php 345,600.00), VAT Inclusive; and
 2. Letterhead Short Size - Two Hundred Ninety-Seven Thousand Pesos Only (Php 297,000.00), VAT Inclusive.
12. The TOTAL ABC for both procurement projects, amounting to **Six Hundred Forty-Two Thousand Six Hundred Pesos Only (Php 642,600.00)**, VAT Inclusive, shall be the basis for declaring the Single/Lowest Calculated Quotation; Provided, that the offer for the individual procurement project shall not exceed their respective ABC.



ATTY. TRISTAN E. DE GUZMAN ^k
Chairperson, LRA-BAC ^m

Annex "A"

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting:**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Annex "B"

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:

Name of Project	Specifications	Qty.	Total Price (VAT inclusive)
Supply and Delivery of LRA Letterhead	1. Letterhead Legal Size Technical Specifications: Size: 8.5" x 13" Material: White paper Weight: 80 gsm. Quantity: 600 reams at 500 pcs. per ream, offset printing	600 reams	
	2. Letterhead Short Size Technical Specifications: Size: 8.5" x 11" Material: White paper Weight: 80 gsm. Quantity: 600 reams at 500 pcs. per ream, offset printing	600 reams	
TOTAL PRICE QUOTATION			

(Amount in Words)

I hereby complied with the above technical specification.

Name/Signature of Representative

Name of Company

Contact No.