



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

14 September 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 18 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) **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:

<b>Name of Project</b>	<b>Specifications</b>	<b>Qty.</b>	<b>Total Price (VAT inclusive)</b>
<b>Supply &amp; Delivery of Two (2) units of Senior Executive Work Station</b>	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	
<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.