



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)
East Avenue cor. NIA Road, Quezon City
Website: www.lra.gov.ph

05 September 2023

MARIA JESUSITA P. SANTOS
Manager, Supplies Department
Philcopy Corporation
793 J.P. Rizal Ave., Makati City

**SUBJECT :REQUEST FOR QUOTATION (DIRECT CONTRACTING) FOR THE
SUPPLY AND DELIVERY OF VARIOUS TONER CARTRIDGES
PURSUANT TO LRA BAC-PGSM RESOLUTION NUMBER 2023-43**

Dear Ms. Santos:

Greetings from the Land Registration Authority (LRA)!

The LRA, through its Bids and Awards Committee (BAC), will undertake an Alternative Method of Procurement through Direct Contracting for the items stated below in accordance with Section 50(c) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

The LRA-BAC requests you to submit a PRICE QUOTATION in Philippine Peso (inclusive of Value Added Tax) for the items below:

ITEM DESCRIPTION (Supply and Delivery of Various Toner Cartridges)	QUANTITY	UNIT PRICE	TOTAL
1) Toner Cartridges (TK-1175)	490 cartridges	P7,410.00	P3,630,900.00
2) Toner Cartridges (TK-6113)	75 cartridges	P9,700.00	P727,500.00
3) Toner Cartridges (TK-6329)	55 cartridges	P16,055.00	P883,025.00
TOTAL APPROVED BUDGET PER CONTRACT (ABC)			P5,241,425.00

Please accomplish the attached Price Quotation Form (Annex A) and submit the same not later than **4:00 PM, 08 September 2023** at Room 402, Legal Division or Room 102 General Services Division, LRA Building East Avenue corner NIA Road, Diliman Quezon City.

The Quotation in sealed envelope must include the following:

- Photocopy of Mayor's/Business permit - FY 2023;
- Photocopy of valid PhilGEPS Registration Number;



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- c) Photocopy of Income/Business Tax Return;
- d) Certificate of Exclusive Distributorship Agreement; and
- e) Price Quotation Form with Compliance to Specification (See attached Annex "A").

IMPORTANT REMINDERS 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;
9. Warranty Security is required for a period of three (3) months from delivery to be covered by either retention money or a special bank guarantee in an amount equivalent to one percent (1%) of the total contract price.
10. Deadline for the submission of this Request for Quotation is **on or before 4:00 p.m. of 08 September 2023**, through:

- **Ms. Eunalize E. Zapanta**

Mobile No.: 09922498901

Room 102 General Services Division

LRA Building, East Ave., corner NIA Road, Diliman, Quezon City.

- **Atty. Ronald A. Ricablanca**

Mobile Number: 09183767390

Room 402, Legal Division

LRA Building East Avenue corner NIA Road, Diliman Quezon City

11. APPROVED BUDGET for the CONTRACT (ABC): Five Million Two Hundred Forty-One Thousand Four Hundred Twenty Five Pesos (**Php 5,241,425.00**) inclusive of VAT.

Sincerely,


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)
Supply and Delivery of Various Toner Cartridges	1) Toner Cartridges (TK-1175)	490 cartridges	
	2) Toner Cartridges (TK-6113)	75 cartridges	
	3) Toner Cartridges (TK-6329)	55 cartridges	
TOTAL PRICE QUOTATION:			

(Amount in Words)

I hereby complied with the above technical specification.

Name/Signature of Representative

Name of Company

Contact No.