



15 November 2023

REQUEST FOR QUOTATION
(Pursuant to Approved Procurement Program (APP) 2023)

Please quote your Company's lowest price/offer in a **SEALED ENVELOPE** for the **Small Value Procurement** for **Supply and Delivery of Eight (8) units of Printer** with the following specifications:

● **PRINTER:**

- DeskJet All -in-one printer
- Function: Print, copy, scan
- Copier Settings: Auto-enlarge
- Color copy capability
- Maximum number of copies: Up to 9 copies
- Resolution: Up to 600 x 300 dpi

Subject to the submission/compliance with 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 **Fifteen (15) 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) shall apply.
4. Price Validity shall be for a period of ninety (90) calendar days.
5. Payment shall be on a No Down Payment and in a send Bill Arrangement. Full payment shall be made after the completion of the delivery of the products.
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 Land Bank of the Philippines 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 p.m. of 21 November 2023**, through:
 - **Ms. Eunalize E. Zapanta**
Mobile No.: 09922498901
Room 102 General Services Division
LRA Building, East Avenue, corner NIA Road, Diliman, Quezon City.
 - **Atty. Roman G. Idica**
Mobile Number: 09165130734
Room 407, 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 PESOS (P36,000.00)**, inclusive of VAT.



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 8 units of Printer	<ul style="list-style-type: none"> ● PRINTER: ○ DeskJet All -in-one printer ○ Function: Print, copy, scan ○ Copier Settings: Auto -enlarge ○ Color copy capability ○ Maximum number of copies: Up to 9 copies ○ Resolution: Up to 600 x 300 dpi 	8 units	
TOTAL PRICE QUOTATION:			

(Amount in Words)

I hereby complied with the above technical specification.

Name/Signature of Representative

Name of Company

Contact No.