



24 November 2023

REQUEST FOR QUOTATION
(Pursuant to Approved Supplemental Procurement Program (2023-1S))

Please quote your Company's lowest price/offer in a **SEALED ENVELOPE** for for **Supply and Delivery of 4 HP TONER CARTRIDGE (HP 76A) FOR HP LASERJET PRO M404 DM** with the following specifications:

- **Color Specs:**
 - Black

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 **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) 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; and,

9. Deadline for the submission of this Request for Quotation is **on or before 4:00 p.m. of 28 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): **TWENTY FOUR THOUSAND PESOS (Php 24,000.00)**, 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 4 HP TONER CARTRIDGE (HP 76A) FOR HP LASERJET PRO M404 DM	Color Specs: <ul style="list-style-type: none"> • Black 	4 cart.	
TOTAL PRICE QUOTATION:			

(Amount in Words)

I hereby complied with the above technical specification.

Name/Signature of Representative

Name of Company

Contact No.