



24 November 2023

REQUEST FOR QUOTATION

(Pursuant to Approved Supplemental Procurement Program SPP-09)

Please quote your Company's lowest price/offer in a **SEALED ENVELOPE** for the **Rental of Outdoor Tent for the LRA Central Office 2023 Year-End Party** with the following specifications:

- Heavy duty demountable trusses type tent
- Size: 12ft x 24ft (open tent)
- Quantity: 21 units

Subject to the submission of the following requirements:

- 1) Photocopy of Mayor's/Business Permit - FY 2023;
- 2) Photocopy of 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 **on December 14, 2023**;
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.); and,
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. Deadline for the submission of this Request for Quotation is **on or before 4:00 PM of 28 November 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

10. APPROVED BUDGET for the CONTRACT (ABC): **Fifty Thousand Pesos Only (Php 50,000.00)**, VAT Inclusive.



ATTY. TRISTAN E. DE GUZMAN

Chairperson, LRA-BAC

Annex "A"

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)
Rental of Outdoor Tent for the LRA Central Office 2023 Year-End Party	<ul style="list-style-type: none">• Heavy duty demountable trusses type tent• Size: 12ft x 24ft (open tent)• Quantity: 21 units	1 lot	
TOTAL PRICE QUOTATION:			

(Amount in Words)

I hereby complied with the above technical specification.

Name/Signature of Representative

Name of Company

Contact No.