



28 February 2024

### REQUEST FOR QUOTATION

(Pursuant to Approved Supplemental Procurement Program SPP-03-GSD)

Please quote your Company's lowest price/offer in a **SEALED ENVELOPE** for the **Supply and Delivery of 1 Unit of Stainless Steel Logo** with the following specifications:

- Twenty-eight inches (28 in.) Diameter - (Outer);
- Twenty-one inches (21 in.) Diameter - (Inner);
- Four inches (3 in.) thickness;
- Engraved LRA Logo (Center);
- Engraved Text - LAND REGISTRATION AUTHORITY (Timeless); and
- Engraved Text - PHILIPPINES AND 1903 (Timeless).

Please see attached LRA Logo for reference.

\*Note: Will provide an electronic file of the LRA Logo.

Subject to the submission of the following requirements:

- 1) Photocopy of valid Mayor's/Business Permit - FY 2024;
- 2) Photocopy of valid PhilGEPS Registration Number; and
- 3) Price Quotation Form with Compliance to Specification: See attached Annex "A"

### IMPORTANT TERMS AND CONDITIONS

1. All quotations submitted to this Authority shall be considered as 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** from 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 shall be on a "No Down Payment" basis, and in a send Bill Arrangement. Full Payment shall be made after the completion of the event or delivery of the items/service, whichever is applicable;
6. The Price Quotations shall be inclusive of all costs and applicable taxes (i.e. bank charges, VAT, other charges, etc.);

7. The Full Payment shall be through bank transaction preferably a LandBank account otherwise, 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 as it may deem most economical and advantageous to the Government;
9. Deadline for the submission of this Request for Quotation is **on or before 8:00 AM of 04 March 2024**, through:
  - a) **Maria Rudylyn A. Cebrero**  
Mobile No. 09992262745  
Lower Ground, Property and Supply Section  
LRA Building, East Avenue, corner NIA Road, Diliman, Quezon City
10. APPROVED BUDGET for the CONTRACT (ABC): **Forty Thousand Pesos Only (Php 40,000.00)**, 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 and Delivery of 1 Unit Stainless Steel Logo</b>	<ul style="list-style-type: none"><li>• Twenty-eight inches (28 in.) Diameter - (Outer);</li><li>• Twenty-one inches (21 in.) Diameter - (Inner);</li><li>• Four inches (3 in.) thickness;</li><li>• Engraved LRA Logo (Center);</li><li>• Engraved Text - LAND REGISTRATION AUTHORITY (Timeless); and</li><li>• Engraved Text - PHILIPPINES AND 1903 (Timeless).</li></ul> <p>Please see attached LRA Logo for reference.</p> <p>*Note: Will provide an electronic file of the LRA Logo.</p>	1 Unit	

(Amount in Words)

\_\_\_\_\_  
I hereby complied with the above technical specification.

\_\_\_\_\_

ENGRAVED ON  
STAINLESS STEEL  
SHEET



3" THICK

LAND REGISTRATION AUTHORITY LOGO

NOTE: SEE ATTACHED REFERENCE PHOTO



REFERENCE PHOTO