



26 March 2024

REQUEST FOR QUOTATION

(Pursuant to Approved Supplemental Procurement Program SPP-05-GSD)

Please quote your Company's lowest price/offer in a **SEALED ENVELOPE** for the **Supply and Installation of Frosted Sticker for Glass Partitions** with the following specifications:

Specification	Quantity
FROSTED STICKER FOR GLASS PARTITIONS Frosted Sticker Cut-out for Prayer Room Glass Panels = 9.07 sq.m Frosted Sticker Cut-out for Legal Assistance Office Glass Panels = 5.61 sq.m 4 pieces of 2" Frosted Sticker Strips and 1 piece of 70.8" Frosted Sticker Panel per Glass Panel Please see attached FROSTED STICKER LAYOUT for full Technical Drawing	1 lot

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 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 **forty-five (45) 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 will be made after the completion of the event or delivery of the items/service, whichever is applicable;

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 Landbank account, otherwise the bank charges shall be included in the quotation; and
8. Finally, 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 of Quotation is **on or before 04:00 p.m. of 02 April 2024**, through:
 - a) **Ms. Maria Rudylyn Cebrero**
Mobile No. 0999-226-2745
Room 02, Lower Ground Floor, Property and Supply Section
LRA Building, East Ave., corner NIA Road, Diliman, Quezon City.
10. The APPROVED BUDGET for the CONTRACT (ABC) is **Thirty-Eight Thousand Six Hundred Forty Pesos Only (Php 38,640.00)**, 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:

Specification	Quantity	Amount
FROSTED STICKER FOR GLASS PARTITIONS Frosted Sticker Cut-out for Prayer Room Glass Panels = 9.07 sq.m Frosted Sticker Cut-out for Legal Assistance Office Glass Panels = 5.61 sq.m 4 pieces of 2" Frosted Sticker Strips and 1 piece of 70.8" Frosted Sticker Panel per Glass Panel Please see attached FROSTED STICKER LAYOUT for full Technical Drawing	1 lot	Php _____

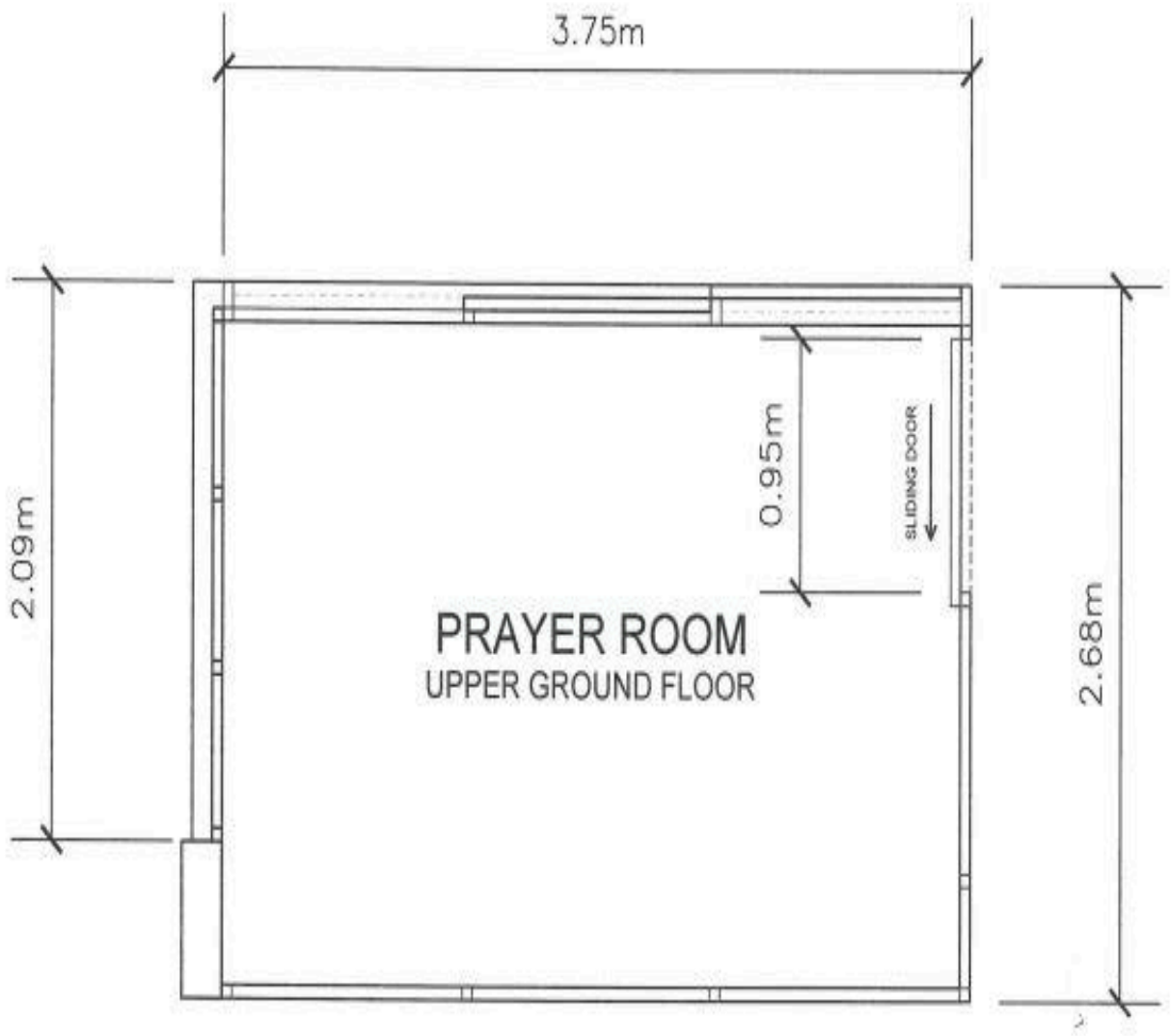
(Amount in Words)

I hereby complied with the above technical specification.

Name/Signature of Representative

Name of Company

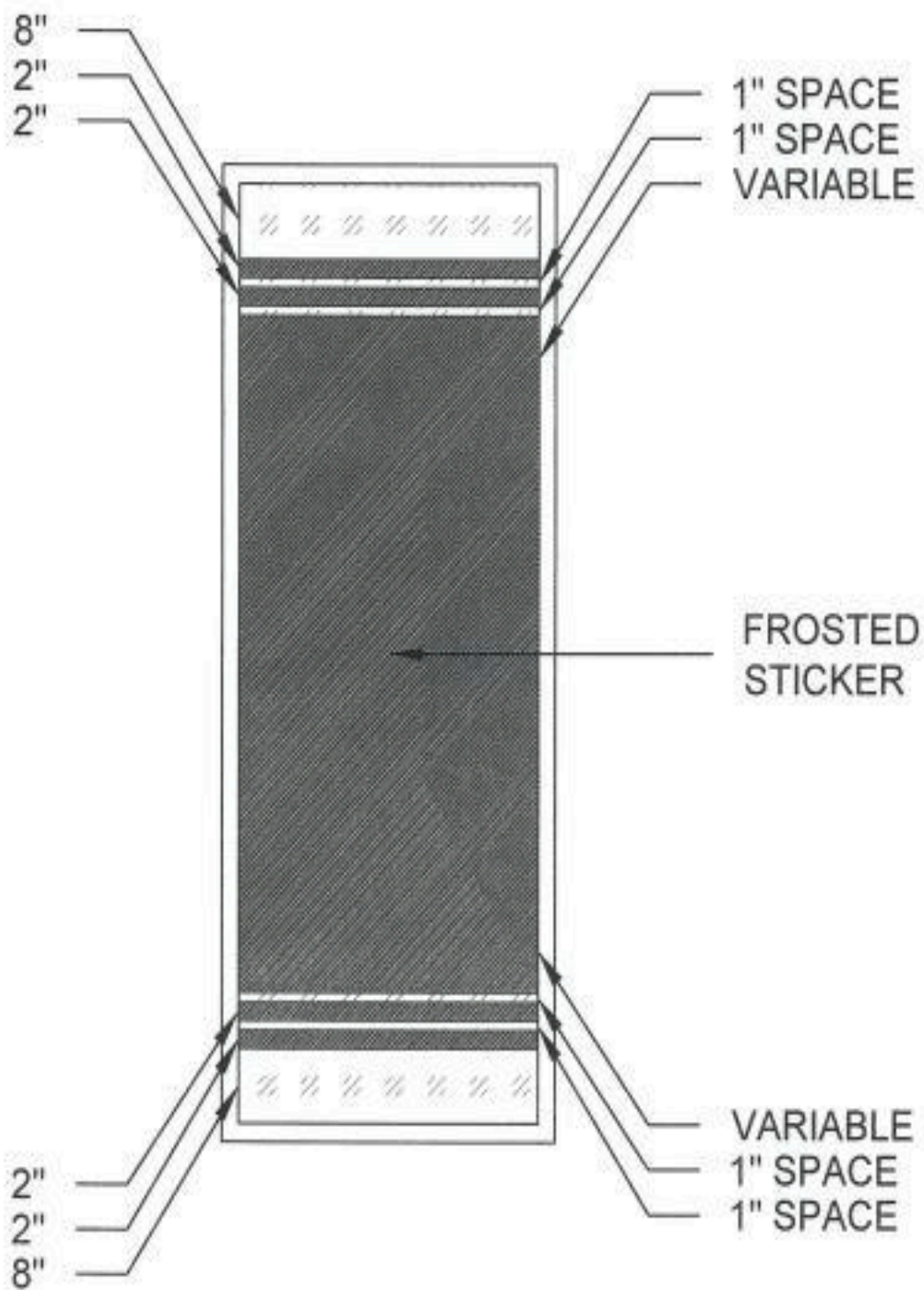
Contact No.



 **EXISTING FLOOR PLAN**
SCALE NTS



 **EXISTING FLOOR PLAN**
SCALE _____ NTS




FROSTED STICKER LAYOUT
 SCALE NTS