



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)
East Avenue cor. NIA Road, Diliman, Quezon City

15 February 2025

REQUEST FOR QUOTATION
(Pursuant to Year 2025 Annual Procurement Plan)

Please quote your Company's lowest price/offer in a **SEALED ENVELOPE** for the **Small Value Procurement** for the **Supply and Delivery of Purified Drinking Water** with the following specifications:

- Supply and delivery of **one thousand (1,000)** containers of purified drinking water per month (300 containers per week) at the LRA Central Office.
- Provision of **Seventy (70) units** of water dispensers (2 faucets for hot and cold water, removable drip tray, at least 500 watts heating power and at least 85 watts cooling power).
- Free use of three hundred fifty (**350**) water containers (Content: 5 Gallons per container).
- Shall provide cleaning and maintenance of water dispensers every two (2) weeks (scheduled on Saturdays) or as authorized/requested by the end-user.
- Replacement of faulty dispenser.
- Purified drinking water shall conform with Monthly Microbiological Test and Semi-annual (every six (6) months) Physico-Chemical Test.
- All test shall be conducted by a testing laboratory duly accredited by the Department of Health. The Supplier shall submit certified true copy of the test certificates.
- Water Containers shall be tamper-proof, dent free and properly sealed. The containers shall be labeled with the name and address of the SUPPLIER.
- The SUPPLIER personnel shall wear their company identification cards while inside the LRA premises.
- The delivery vehicles shall be properly sanitized.
- Number of containers to be delivered shall be determined by the LRA authorized representative.
- One (1) on-call technician to repair defective water dispenser.
- Water dispensers beyond repair shall be replaced with a new unit within 24 hours.

The Cost of this procurement is **₱ 40,000.00** per month or **₱ 400,000.00** for **ten (10)** months (**March 2025-December 2025**).

Subject to the submission of the following requirements:

- 1) Photocopy of Mayor's/Business Permit - FY 2025;
- 2) Photocopy of PhilGEPS Registration Number;
- 3) Original Copy of Notarized Omnibus Sworn Statement:
See attached Annex "A;" and
- 4) Price Quotation Form with Compliance to Specification:
See attached Annex "B."



IMPORTANT TERMS AND CONDITIONS

1. All quotations submitted to this Authority are 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. The delivery period shall be within **ten (10) months** upon receipt of the Purchase Order.
3. The goods supplied and delivered are subject to inspection and acceptance. Return/Exchange of non-conforming product(s) applies;
4. The price validity shall be for a period of ninety (90) calendar days;
5. The price quotations shall be inclusive of all costs and applicable taxes (i.e. bank charges, VAT, other charges, etc.);
6. The 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;
7. The full payment shall be through a 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 offer it may consider most economical and most advantageous to the Government; and
9. The deadline for the submission of this Request for Quotation is **on or before 19 February 2025 at exactly 4:00 PM**, through:
 - a) **Ms. Eunalize E. Zapanta**
Mobile No.: 09922498901
Room 103 General Services Division
LRA Building, East Ave., corner NIA Road, Diliman, Quezon City.
10. The APPROVED BUDGET for the CONTRACT (ABC) is **Four Hundred Thousand Pesos Only (Php 400,000.00)**, VAT Inclusive.

Sincerely yours,


MARY JANE G. YSMAEL
Chairperson, LRA-BAC for Non-Infrastructure


Annex "A"

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*
[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];
[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
2. *[Select one, delete the other:]*
[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;
[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];
3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*
[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working

Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Annex “B”

PRICE QUOTATION FORM AND COMPLIANCE TO THE TECHNICAL SPECIFICATION

Date

Chairperson, LRA-BAC for Non-Infrastructure

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)
<p>Supply and Delivery of Purified Drinking Water</p>	<ul style="list-style-type: none"> • Supply and delivery of one thousand (1,000) containers of purified drinking water per month (300 containers per week) at the LRA Central Office. • Provision of Seventy (70) units of water dispensers (2 faucets for hot and cold water, removable drip tray, at least 500 watts heating power and at least 85 watts cooling power). • Free use of three hundred fifty (350) water containers (Content: 5 Gallons per container). • Shall provide cleaning and maintenance of water dispensers every two (2) weeks (scheduled on Saturdays) or as authorized/requested by the end-user. • Replacement of faulty dispenser. 	<p>1,000 containers per month</p> <p><i>(ten (10) months (March 2025-December 2025))</i></p>	

	<ul style="list-style-type: none"> ● Purified drinking water shall conform with Monthly Microbiological Test and Semi-annual (every six (6) months) Physico-Chemical Test. ● All test shall be conducted by a testing laboratory duly accredited by the Department of Health. The Supplier shall submit certified true copy of the test certificates. ● Water Containers shall be tamper-proof, dent free and properly sealed. The containers shall be labeled with the name and address of the SUPPLIER. ● The SUPPLIER personnel shall wear their company identification cards while inside the LRA premises. ● The delivery vehicles shall be properly sanitized. ● Number of containers to be delivered shall be determined by the LRA authorized representative. ● One (1) on-call technician to repair defective water dispenser. ● Water dispensers beyond repair shall be replaced with a new unit within 24 hours. 		
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Note: Please specify Cost Per Unit and your compliance to each of the specifications.

(Amount in Words)

I hereby complied with the above technical specification.

Name/Signature of Representative

Name of Company

Contact No.