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

REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF 6 UNITS OF LARGE SIZE HEAVY DUTY MULTI-FUNCTION COPIER WITH ADF (Up to A3 size)

(Project ID No. LRABAC- 2026-63)

1. The Land Registration Authority (LRA) through the **General Appropriations Act for FY 2026**, intends to apply the sum of **One Million Six Hundred Sixty Eight Thousand Pesos Only** (**Php 1,668,000.00**), **VAT Inclusive**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Supply and Delivery of Six (6) Units of Large Size Heavy Duty Multi-Function Copier (Project ID No. LRABAC-2026-63)** Quotations received in excess of the ABC shall be automatically rejected at bid opening.

2. Please quote your Company's lowest price/offer in a ***SEALED ENVELOPE*** for the **Small Value Procurement of Procurement of Supply and Delivery of Six (6) Units of Large Size Heavy Duty Multi-Function Copier (Project ID No. LRABAC- 2026-63)** with the following technical specifications:
   - Print/Copy Speed: up to 40ppm
   - Scan Speed: 90ppm/80ipm
   - Print Resolution: 1200 x 1200 dpi
   - Processor: Quad Core 1.6GHz Memory
   - Standard: 6GB
   - Duty Cycle: 150,000 pages
   - Standard Input
   - Capacity: Up to 1140 sheets
   - Output Capacity: 500 sheets
   - Copier Resize: 25 to 400% Supported
   - Wireless Printing (built-in or dongle)
   - File Types: PDF, Hi-Compression PDF, PDF/A, HiCompression PDF/A, JPEG, TIFF, MTIFF, XPS Duplex: Automatic
   - Connectivity: 1 Gigabit Ethernet 10/100/1000T network; 1 Hardware Integration
   - Pocket 2nd generation (HIP2); 1 Hi-Speed USB 2.0 (host); 1 SuperSpeed USB 3.0 (device); 1 SuperSpeed USB 3.0 (host)
   - Scanning Feature: Digital sending standard features Scan to Email; Scan to network folder; Scan to USB drive; Scan to SharePoint; Scan to FTP; Scan to sFTP; Scan to LAN fax; Scan to Internet Fax; Local address book; SMTP over SSL; Automatically detect color/monochrome; High compression PDF; Image adjustments (darkness, contrast, background cleanup, sharpness); Optimize text/picture (text, mixed, printed picture, photograph); content orientation (manual or automatic rotation of page before saving); Scan mode (book, 2-sided ID); Erase edges; Auto page crop; Job build; Image preview; Blank page suppression; Automatically straighten
   - Paper Size: Up to A3
   - Standard Trays: 3
   - Duplex ADF Scanning
   - ADF Capacity: 200 sheets
   - Warranty: Lifetime Free Service and at least Two (2) Years on parts
   - Additional Requirement Specifications:
     - Product Datasheet
       - Submit the official datasheet for the brand and model you are offering.
       - The datasheet must clearly show that the product meets all the required technical specifications stated in the bidding documents.
     - Manufacturer's Authorization Certificate
       - Submit a valid and current certificate from the manufacturer.
       - The certificate must be addressed to the Land Registration Authority (LRA).
       - It must state that your company (the bidder) is an authorized reseller, dealer, or distributor of the brand you are offering.

- The certification should be current (not expired) and included as part of the Technical Compliance documents.

- Authorized Service Centers
  - Submit a list of the brand's authorized service centers.
  - To ensure compliance with the lifetime free service requirement, the bidder must have at least two (2) company-owned branches or service support locations in each of the following regions: Luzon, Visayas, and Mindanao.
  - The list should indicate where warranty and after-sales support can be obtained.
- Green Procurement Compliance
  - Submit a valid certification from the manufacturer showing that the product complies with the Green Procurement Act requirements regarding nonhazardous chemical products.
  - This is typically an environmental compliance or manufacturer-issued certification demonstrating that the product does not contain prohibited hazardous substances, if applicable.

3. Subject to the submission of the following requirements:

   a. Certified copy of Mayor's Permit;
   b. PhilGEPS Organization ID;
   c. BIR Income Tax Return;
   d. Original Copy of Notarized Omnibus Sworn Statement (Annex "A");
   e. Price Quotation Form with Compliance to Specification (Annex "B").

4. 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;

5. Delivery period shall be on **ninety (90) calendar days from receipt of NTP & Purchase Order (PO);**

6. Goods supplied and delivered are subject to inspection and acceptance. Return/Exchange of non-conforming product(s) applies;

7. Price Validity shall be for a period of **one hundred twenty (120) calendar days**;

8. 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;

9. Price quotations shall be inclusive of all costs and applicable taxes (i.e. bank charges, VAT, other charges, etc.);

10. Full Payment shall be through bank transaction preferably with a Landbank account, otherwise the bank charges shall be included in the quotation.

11. 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.

12. **Two copies of Quotations (Original and Copy 1) must be duly received** by the BAC Secretariat through manual submission at the address below on or before **14 October 2026, 08:30 A.M.** Late quotations will not be accepted.

13. APPROVED BUDGET FOR THE CONTRACT: **One Million Six Hundred Sixty Eight Thousand Pesos Only** (**Php 1,668,000.00**), **VAT Inclusive.**

14. For further information, please refer to:

MR. CRISOSTOMO ISABELITO B. ALLAUIGAN
Secretariat Member, Bids and Awards Committee
LRA BAC Secretariat Office,
Room 307, 3rd Floor, Land Registration Authority Building
East Avenue cor. NIA Road, Diliman, Quezon City
Mobile No. 0968-468-0994

15. For viewing and downloading of Bidding Documents you may visit:

http://notices.philgeps.gov.ph/
https://lra.gov.ph/bids-opportunities/

11 October 2026

[redacted]

ATTY. JAMES BENEDICT R. GUTIERREZ
Chairperson, LRA Bids and Awards Committee

Annex "A"

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

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

OMNIBUS SWORN STATEMENT

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

1) *Select one, delete the others:*

   - *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If 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]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2) *Select one, delete the others:*

   - *If 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 *[Project Title]* of the *[Name of the Procuring Entity][insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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;

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 others:*

- *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- *If partnership :* The partnership itself and the partners of ***[****Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7) It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8) *[Name of Bidder]* complies with existing labor laws and standards; and

9) *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a. Carefully examine all of the Bidding Documents;

   b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d. Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10) *[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.

11) In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

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

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this _day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____ Notary Public for _____until _____ Roll of Attorneys No. _____
PTR No. _, *[date issued], [place issued]*
IBP No. _, *[date issued], [place issued]*

Doc. No. _____ Page No. _____ Book No. _____ Series of ____.

Annex "B"

PRICE QUOTATION FORM AND COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

_____
Date

Chairman, BAC Infrastructure and Non-Infrastructure
Land Registration Authority
LRA Building, East Avenue corner NIA Road
Diliman, Quezon City

Sir:

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)
PROCUREMENT OF SUPPLY AND DELIVERY OF LARGE SIZE HEAVY DUTY MULTI-FUNCTION COPIER WITH ADF (Up to A3 size) **(Project ID No. LRABAC-2026-63)**	• Print/Copy Speed: up to 40ppm • Scan Speed: 90ppm/80ipm • Print Resolution: 1200 x 1200 dpi • Processor: Quad Core 1.6GHz Memory • Standard: 6GB • Duty Cycle: 150,000 pages • Standard Input • Capacity: Up to 1140 sheets • Output Capacity: 500 sheets • Copier Resize: 25 to 400% Supported • **Wireles Printing (built-in or dongle)** • File Types: PDF, Hi-Compression PDF, PDF/A, HiCompression PDF/A, JPEG, TIFF, MTIFF, XPS Duplex: Automatic • Connectivity: 1 Gigabit Ethernet 10/100/1000T network; 1 Hardware Integration • Pocket 2nd generation (HIP2); 1 Hi-Speed USB 2.0 (host); 1 SuperSpeed USB 3.0 (device); 1 SuperSpeed USB 3.0 (host) • Scanning Feature: Digital sending standard features Scan to Email; Scan to network folder; Scan to USB drive; Scan to SharePoint; Scan to FTP; Scan to sFTP; Scan to LAN fax; Scan to Internet Fax; Local address book; SMTP over SSL; Automatically detect color/monochrome; High compression PDF; Image adjustments (darkness, contrast, background cleanup, sharpness); Optimize text/picture (text, mixed, printed picture, photograph); **content orientation (manual or automatic rotation of page before saving)**; Scan mode (book, 2-sided ID); Erase edges; Auto page crop; Job build; Image preview; Blank page suppression; Automatically straighten • Paper Size: Up to A3 • Standard Trays: 3 • Duplex ADF Scanning • ADF Capacity: 200 sheets • **Warranty: Lifetime Free Service and at least Two (2) Years on parts**	6 Units	

	Additional Requirement Specifications: **<u>Product Datasheet</u>** • Submit the official datasheet for the brand and model you are offering. • The datasheet must clearly show that the product meets all the required technical specifications stated in the bidding documents. **<u>Manufacturer's Authorization Certificate</u>** • Submit a valid and current certificate from the manufacturer. • The certificate must be addressed to the Land Registration Authority (LRA). • It must state that your company (the bidder) is an authorized reseller, dealer, or distributor of the brand you are offering. • The certification should be current (not expired) and included as part of the Technical Compliance documents. **<u>Authorized Service Centers</u>** • Submit a list of the brand's authorized service centers. • To ensure compliance with the lifetime free service requirement, the bidder must have **at least two (2) company-owned branches or service support locations in each of the following regions**: Luzon, Visayas, and Mindanao. • The list should indicate where warranty and after-sales support can be obtained. **<u>Green Procurement Compliance</u>** • Submit a **valid certification from the manufacturer** showing that the product complies with the Green Procurement Act requirements regarding nonhazardous chemical products. • This is typically an environmental compliance or manufacturer-issued certification demonstrating that the product does not contain prohibited hazardous substances, if applicable.		

(Amount in Words)

_____

I hereby complied with the above technical specification.

_____

Name/Signature of Representative

_____

Name of Company

_____

Contact No.

_____