



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

05 October 2023

**REQUEST FOR QUOTATION**  
(Pursuant to Approved Procurement Program (APP) 2023)

Please quote your Company's lowest price/offer in a **SEALED ENVELOPE** for the **Small Value Procurement** for **Supply and Delivery of Five (5) units of CLERICAL CHAIRS** with the following specifications:

- **CLERICAL CHAIR:**
  - Office Chair with Armrest
  - **Material:** Fabric Upholstered Seatrest and Backrest
  - Pneumatic Height Adjustment, Gaslift
  - Five Prong Nylon Base with Casters
  
- **Color Specs:**
  - Black

Subject to the submission/compliance with the following requirements:

- 1) Photocopy of Valid Mayor's/Business Permit – FY 2023
- 2) Photocopy of Valid 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 within **Fifteen (15) calendar days** upon receipt of the Purchase Order.
3. Goods supplied and delivered are subject to inspection and acceptance. Return/Exchange of non-conforming product(s) shall apply.
4. Price Validity shall be for a period of ninety (90) calendar days.
5. Payment shall be on a No Down Payment and in a send Bill Arrangement. Full payment shall be made after the completion of the delivery of the products.
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 with Land Bank of the Philippines 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 p.m. of 12 October 2023**, through:
  - **Ms. Eunalize E. Zapanta**  
Mobile No.: 09922498901  
Room 102 General Services Division  
LRA Building, East Avenue, corner NIA Road, Diliman, Quezon City.
  - **Atty. Ronald A. Ricablanca**  
Mobile Number: 09183767390  
Room 402, Legal Division  
LRA Building, East Avenue, corner NIA Road, Diliman, Quezon City
10. APPROVED BUDGET for the CONTRACT (ABC): **TWENTY-FIVE THOUSAND PESOS (P25,000.00)**, inclusive of VAT.



**ATTY. TRISTAN E. DE GUZMAN**  
Chairperson, LRA-BAC

**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:

Name of Project	Specifications	Qty.	Total Price (VAT inclusive)
<b>Supply and Delivery of 5 units of CLERICAL CHAIR</b>	<ul style="list-style-type: none"> <li>● <b>CLERICAL CHAIR:</b> <ul style="list-style-type: none"> <li>○ Office Chair with Armrest</li> <li>○ <b>Material:</b> Fabric Upholstered seatrest and backrest</li> <li>○ Pneumatic Height Adjustment, Gaslift</li> <li>○ Five Prong Nylon Base with casters</li> </ul> </li>   <li>● <b>Color Specs:</b> <ul style="list-style-type: none"> <li>○ Black</li> </ul> </li> </ul>	5	
<b>TOTAL PRICE QUOTATION:</b>			

(Amount in Words)

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I hereby complied with the above technical specification.

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact No.