



LBP LEASING AND FINANCE CORPORATION
(A LANDBANK Subsidiary)

15th Floor SycipLaw Centre Bldg, #105 Paseo de Roxas St. 1226 Makati City
Telephone Number 8818-2200/ Fax Number 819-6176

INVITATION TO QUOTE FOR PROCUREMENT OF BRASS SIGNAGE
(LLFC-CAP-24-002)

REQUEST FOR QUOTATION (Small Value Procurement)

LBP Leasing and Finance Corporation (LLFC) through its Bids and Awards Committee (BAC) will undertake a Small Value Procurement in accordance with Section 53.0 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of the Project	Procurement of Brass Signage (LLFC-CAP-24-002)
Approved Budget of the Contract (ABC)	One Hundred Thirty Thousand Pesos (PhP130,000.00)
BACKGROUND	
LLFC has changed its name from “LBP Leasing Corporation” to “LBP Leasing and Finance Corporation” last 2015. However, the current existing signage of LLFC in the reception area still uses the old name. There is a need to replace and change the current existing signage of LLFC as it plays a significant role in the marketing of LLFC as it shows to our clients who enter our office who we are and what we do as a corporation	
OBJECTIVES	
The objective for the procurement is to update its corporate brass signage to reflect the change of its corporate name from “LBP Leasing Corporation” to “LBP Leasing and Finance Corporation.”	
SPECIFICATIONS	
Quantity	Particular
31	Supply of additional 31 letters brass signage (LBP LEASING AND FINANCE CORPORATION)
1	Supply of labor, technical supervision, tools and materials for the replacement of existing signage: a. Mobilization; b. Dismantling of existing signage c. Supply and Installation of 31 Brass Signage d. Cleaning and polishing of the new signage. e. Finishing of walls with holes from previous signage letters. f. Submit pictures, completion report and turn-over to client.
Delivery Period	Ten (10) days upon receipt of the Notice to Proceed / Purchase Order.

1. Please accomplish the following:

- a.) Price Quotation Form (Annex “A”) together with the supplier’s official proposal/quotation
- b.) Statement of Compliance under Schedule of Requirements and Technical Specifications (Annex “B”)

Submit in a sealed envelope to LBP Leasing and Finance Corporation office located at 15th Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before February 05, 2024, 05:00P.M.** together with the **Certified True Copies** of the following **Eligibility documents**:

- a.) Valid and current year Mayor’s Permit
- b.) Valid and current PhilGEPS Registration Number
- c.) DTI/SEC Registration (for Partnership/Corporation)

2. All quotations must include all applicable taxes and shall be valid for a period of thirty (30) calendar days from the deadline of submission of quotations. Quotations received in excess of the approved budget shall be automatically rejected.
3. Liquidated damages equivalent to one tenth (1/10) of the one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. LLFC may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.
4. The project shall be awarded to the proponent determined to have submitted the complete and lowest quotation including compliance to the Schedule of Requirements and Eligibility documents.
5. The prospective bidder shall be a Filipino citizen/sole proprietorship/partnership/Corporation duly organized under the laws of the Philippines.
6. LLFC reserves the right to reject any or all quotations at any time prior to award of the project without thereby incurring any liability to the affected proponents and to waive any minor defects therein to accept the quotation as may be considered more advantageous to the Government.
7. Terms of payment shall be within thirty (30) calendar days from date of acceptance. The procurement of LLFC is subject to a final VAT withholding of five percent (5%) in addition to the applicable withholding tax.

For further information, please visit LBP Leasing and Finance Corporation office or contact the BAC Secretariat Ms. Jose Emmanuel I. Guerrero at telephone number 8818-2200 loc. 231 or send e-mail to procurement@lbpleasing.com

Date of issue: 01 February 2024

(Sgd.)
MS. RIZA M. HERNANDEZ
CHAIRPERSON
BIDS AND AWARDS COMMITTEE

TERMS OF REFERENCE
LBP LEASING AND FINANCE CORPORATION'S (LLFC) PROCUREMENT FOR THE
SUPPLY AND INSTALLATION OF ITS AMENDED CORPORATE SIGNAGE

PROJECT NAME	:	Procurement for the supply and installation of LBP Leasing and Finance Corporation (LLFC) Brass Signage
APPROVED BUDGET FOR THE CONTRACT	:	One Hundred Thirty Thousand Pesos (Php 130,000.00) inclusive of all applicable taxes
MODE OF PROCUREMENT	:	Small Value Procurement

I. SUMMARY

LBP Leasing and Finance Corporation (LLFC), a Government-Owned and Controlled Corporation (GOCC) and a subsidiary of Land Bank of the Philippines is in need of a supplier for the supply and installation of its amended corporate brass signage.

II. THE OBJECTIVES

LLFC has changed its corporate name from LBP Leasing Corporation to LBP Leasing and Finance Corporation, as such, the need to update its corporate brass signage to reflect the change.

III. DELIVERABLES AND TIMETABLE

The new corporate brass signage shall be supplied and installed by the winning supplier not more than 15 calendar days from receipt of the Purchase Order based on the following specifications:

SPECIFICATIONS:

- a. Dismantling of existing signage
- b. Supply of additional 31 letters brass signage (LBP LEASING AND FINANCE CORPORATION)
- c. Installation of "LBP LEASING AND FINANCE CORPORATION" brass signage
- d. Finishing of walls with holes from previous signage letters.
- e. Cleaning and polishing of the new signage.

TERMS OF REFERENCE
LBP LEASING AND FINANCE CORPORATION'S (LLFC) PROCUREMENT FOR THE
SUPPLY AND INSTALLATION OF ITS AMENDED CORPORATE SIGNAGE

IV. SCOPE OF WORK

The scope of work for the signage shall include the following:

Item	Particulars	Quantity
1	Supply of labor, technical supervision, tools and materials for the replacement of existing signage	31
	a. Mobilization; b. Dismantling of existing signage c. Supply and Installation of 31 Brass Signage d. Cleaning and polishing of the new signage. e. Submit pictures, completion report and turn-over to client.	

V. CONTRACT PAYMENT SCHEME

The payment of the contract price shall be made 30 days after acceptance by client of the deliverables.

Price Quotation Form

Date:

MS. RIZA M. HERNANDEZ

Chairperson, Bids and Awards Committee
 LBP Leasing and Finance Corporation (LLFC)
 15th Flr., Sycip Law Center, #105 Paseo de Roxas St.,
 Makati City

Dear **Ms. Hernandez**:

After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

Description/ Specifications:	Qty.	Unit Price (P)	Total Price (P)
(In details)			
Amount in Words: _____ _____			
Warranty			

The above-quoted prices are inclusive of all costs and applicable taxes. Delivery to **LBP Leasing and Finance Corporation** shall be within ten (10) calendar days upon receipt of Purchase Order (P.O.) and Notice to Proceed.

Very truly yours,

 Printed Name over Signature of Authorized Representative

 Name of Company

 Contact No./s

***Please submit all the required eligibility documents together with the Annexes "A, B and C"**

Schedule of Requirements and Eligibility Requirements

Bidders must state “**Comply**” in the column “Statement of Compliance” against each of the individual parameters.

Requirements		Statement of Compliance
Quantity	Particular	
31	Supply of additional 31 letters brass signage (LBP LEASING AND FINANCE CORPORATION)	
	Supply of labor, technical supervision, tools and materials for the replacement of existing signage: a. Mobilization; b. Dismantling of existing signage c. Supply and Installation of 31 Brass Signage d. Cleaning and polishing of the new signage. e. Finishing of walls with holes from previous signage letters. f. Submit pictures, completion report and turn-over to client.	
	Delivery Period: Ten (10) days upon receipt of the Notice to Proceed / Purchase Order.	
	Eligibility Requirements (Certified True Copies only) :	
	1. Valid and Current Year Mayor’s Permit	
	2. Valid and Current PhilGEPS Registration Number	
	3. DTI / SEC Registration (for Partnership / Corporations)	

I hereby certify to comply and deliver all the above Schedule of Requirements.

_____ Name of Company /Bidder	_____ Signature over Printed Name of Authorized Representative	_____ Date
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