



**LBP LEASING AND FINANCE CORPORATION**

*(A LANDBANK Subsidiary)*

15<sup>th</sup> 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 SERVICES FOR DISMANTLING OF GLASS DOOR,  
GLASS SHELVES AND DRY WALL**  
(LLFC-CAP-24-010)

**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	<b>Procurement of Services for Dismantling of Glass Door, Glass Shelves and Dry Wall (LLFC-CAP-24-010)</b>
Approved Budget of the Contract (ABC)	<b>One Hundred Thousand Pesos and 00/100 (PHP 100,000.00)</b>
<b><u>BACKGROUND</u></b>	
LBP Leasing and Finance Corporation (LLFC), a Government-Owned and Controlled Corporation (GOCC) and a subsidiary of Land Bank of the Philippines needs a supplier for the dismantling of glass door, glass shelves and dry wall.	
<b><u>OBJECTIVES OF THE PROCUREMENT</u></b>	
To have the glass door, glass shelves and dry wall at the 14th floor to be dismantled to give way for the installation of Biometrics, reception area and passage from/to Gil Side to/from Paseo side of the premises.	
<b><u>SCOPE OF WORK</u></b>	
The project shall be procured as one (1) lot. The Contractor/Supplier shall supply and deliver all the items described below:	
Dismantling of Glass Door, Glass Shelves and Dry Wall	
a. Dismantling of existing glass door, shelves with dry wall for the installation of Biometrics and for preparation for Reception and lobby	
b. Dismantling of dry wall to create passageway to/from Gil Side from/to Paseo side with measurement of 1200 mm x 2100 mm.	
c. Restoration and painting works of affected areas	
d. Mobilization, safety provision, hauling of debris, final clean up demobilization, consumables and other miscellaneous works	
e. Testing and commissioning	
Delivery Period: 30 days	

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 15<sup>th</sup> Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before March 27, 2024 12:00NN** 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 with 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. 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](mailto:procurement@lbpleasing.com)

Date of issue: 21 March 2024

*(Sgd.)*

**MS. RIZA M. HERNANDEZ**

CHAIRPERSON

**BIDS AND AWARDS COMMITTEE**

**TERMS OF REFERENCE**  
**LBP LEASING AND FINANCE CORPORATION'S (LLFC) PROCUREMENT FOR THE REPAIR**  
**OF GLASS DOOR (NEAR THE AMG SIDE)**

<b>PROJECT NAME</b>	:	<b>Procurement for dismantling of glass door, glass shelves and dry wall at the 14<sup>th</sup> Floor</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b>	:	<b>One Hundred Thousand Pesos (P100,000.00)</b>

**I. SUMMARY**

LBP Leasing and Finance Corporation (LLFC), a Government-Owned and Controlled Corporation (GOCC) and a subsidiary of Land Bank of the Philippines needs a supplier for the dismantling of glass door, glass shelves and dry wall.

**II. THE OBJECTIVES**

To have the glass door, glass shelves and dry wall at the 14<sup>th</sup> floor to be dismantled to give way for the installation of Biometrics, reception area and passage from/to Gil Side to/from Paseo side of the premises.

**III. DELIVERABLES AND TIMETABLE**

The winning supplier will prioritize to dismantle the glass door and glass shelves to give way for the installation of Biometrics and for the reception area. The dismantling of dry wall shall proceed afterwards upon the instruction from LLFC and must be completed not more than thirty (30) calendar days from receipt of the Purchase Order based on the following specifications:

**SPECIFICATIONS:**

- a. Dismantling of existing glass door, shelves with dry wall for the installation of Biometrics and for preparation for Reception and lobby
- b. Dismantling of dry wall to create passageway to/from Gil Side from/to Paseo side with measurement of 1200 mm x 2100 mm.
- c. Restoration and painting works of affected areas
- d. Mobilization, safety provision, hauling of debris, final clean up demobilization, consumables and other miscellaneous works
- e. Testing and commissioning

**IV. CONTRACT PAYMENT SCHEME**

The 40% of payment shall be made upon completion of the dismantling of glass door and glass shelves The next 60% shall be made upon 100% completion of the remaining project which is the dismantling of the dry wall.

**Price Quotation Form**

Date:

**MS. RIZA M. HERNANDEZ**

Chairperson, Bids and Awards Committee  
LBP Leasing and Finance Corporation (LLFC)  
15<sup>th</sup> 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 not later than thirty (30) 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
Dismantling of existing glass door, shelves with dry wall for the installation of Biometrics and for preparation for Reception and lobby	
Dismantling of dry wall to create passageway to/from Gil Side from/to Paseo side with measurement of 1200 mm x 2100 mm.	
Restoration and painting works of affected areas	
Mobilization, safety provision, hauling of debris, final clean up demobilization, consumables and other miscellaneous works	
Testing and commissioning	
Delivery Period: 30 days	
<b>Eligibility Requirements (Certified True Copies only) :</b>	
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.**

<b>Name of Company /Bidder</b>	<b>Signature over Printed Name of Authorized Representative</b>	<b>Date</b>
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