



**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 TWO (2) UNITS OF 4-DRAWER FILING CABINET  
(2<sup>ND</sup> POSTING)  
(LLFC-CAP-24-011)**

**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 Two (2) Units of 4-Drawer Filing Cabinet (LLFC-CAP-24-011)</b>
Approved Budget of the Contract (ABC)	<b>Two Hundred Thousand Pesos and 00/100 (PHP 200,000.00)</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 is in need of a supplier for Two (2) 4-Drawer Filing Cabinet.	
<b><u>OBJECTIVES OF THE PROCUREMENT</u></b>	
The objective for this procurement is for LLFC to acquire Two (2) 4-Drawer Filing Cabinet.	
<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:	
<p>4-Drawer Filing Cabinet</p> <ul style="list-style-type: none"> <li>• Quantity: Two Units</li> <li>• Fire Resistance: one-half hour (1-1/2) fire resistance and it can withstand heat exposure up to 1,631.70 degrees Fahrenheit.</li> <li>• Push-Button Control Drawer</li> <li>• Full Roll-Out Drawer</li> <li>• Movable Divider Plates</li> <li>• Latch Master Lock</li> <li>• Finish: Painted finish (Light Gray)</li> <li>• Dimensions:             <ol style="list-style-type: none"> <li>1. Height: 56-3/4"</li> <li>2. Width: 20-3/4"</li> <li>3. Depth: 30-1/4"</li> <li>4. Net Weight: 376 kg</li> <li>5. Gross Weight: 416 kg</li> <li>6. Volume: .804 cu. m.</li> </ol> </li> <li>• Delivery Period: 60 days</li> </ul>	

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 April 08, 2024 05:00PM** 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: 04 April 2024

*(Sgd.)*

**MS. RIZA M. HERNANDEZ**

CHAIRPERSON

**BIDS AND AWARDS COMMITTEE**

**TERMS OF REFERENCE**  
**LBP LEASING AND FINANCE CORPORATION'S (LLFC) PROCUREMENT OF TWO (2) 4-DRAWER FILING CABINET**

<b>PROJECT NAME</b>	:	<b>Procurement of Two (2) Units of 4-Drawer Filing Cabinet</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b>	:	<b>Two Hundred Thousand Pesos (Php 200,000.00) inclusive of all applicable taxes</b>
<b>MODE OF PROCUREMENT</b>	:	<b>Small Value Procurement</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 is in need of a supplier for Two (2) 4-Drawer Filing Cabinet.

**II. THE OBJECTIVES**

The objective for this procurement is for LLFC to acquire Two (2) 4-Drawer Filing Cabinet.

**III. DELIVERABLES**

**The project shall be procured as one (1) lot.** The Contractor/Supplier shall supply and deliver all the items described below:

4-Drawer Filing Cabinet

- Quantity: Two Units
- Fire Resistance: one-half hour (1-1/2) fire resistance and it can withstand heat exposure up to 1,631.70 degrees Fahrenheit.
- Push-Button Control Drawer
- Full Roll-Out Drawer
- Movable Divider Plates
- Latch Master Lock
- Finish: Painted finish (Light Gray)
- Dimensions:
  1. Height: 56-3/4"
  2. Width: 20-3/4"
  3. Depth: 30-1/4"
  4. Net Weight: 376 kg
  5. Gross Weight: 416 kg
  6. Volume: .804 cu. m.

**TERMS OF REFERENCE**  
**LBP LEASING AND FINANCE CORPORATION'S (LLFC) PROCUREMENT OF TWO (2) 4-DRAWER FILING CABINET**

**IV. DELIVERY PERIOD**

The supply and delivery of table and chairs for conference rooms shall be done within sixty (60) calendar days upon receipt of the Notice to Proceed / Purchase Order.

**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)  
 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 sixty (60) 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: Two Units	
Fire Resistance: one-half hour (1-1/2) fire resistance and it can withstand heat exposure up to 1,631.70 degrees Fahrenheit.	
Push-Button Control Drawer	
Full Roll-Out Drawer	
Movable Divider Plates	
Latch Master Lock	
Finish: Painted finish (Light Gray)	
Dimensions: 1. Height: 56-3/4" 2. Width: 20-3/4" 3. Depth: 30-1/4" 4. Net Weight: 376 kg 5. Gross Weight: 416 kg 6. Volume: .804 cu. m.	
Delivery Period: 60 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.

\_\_\_\_\_  
Name of Company  
/Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Date