



**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 FOR THE REPLACEMENT OF PARTS OF MAIN GLASS DOORS**  
(LLFC-CAP-24-013)

**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 for the Replacement of Parts of Main Glass Doors (LLFC-CAP-24-013)</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 replacement of parts of glass doors.	
<b><u>OBJECTIVES OF THE PROCUREMENT</u></b>	
To have the parts of the glass doors be replaced as a way of securing LLFC premises.	
<b><u>SCOPE OF WORK</u></b>	
The project shall be procured as one (1) lot. The winning supplier shall replace the parts of the main glass doors and at AMG side not more than fifteen calendar days from receipt of the Purchase Order based on the following specifications:	
<b>SPECIFICATIONS:</b>	
<ul style="list-style-type: none"> <li>a. Dismantling of existing two main glass doors and of one at AMG side;</li> <li>b. Repair of aluminum frame;</li> <li>c. Supply and replacement of 3 pcs overhead door closers;</li> <li>d. Alignment, cleaning and restoration works;</li> <li>e. Testing and commissioning</li> <li>f. Turn over to LLFC</li> <li>g. One (1) year warranty on parts and service.</li> </ul>	
Delivery Period: 15 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 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 FOR THE REPLACEMENT AND ALIGNMENT OF MAIN GLASS DOORS AND NEAR THE AMG SIDE**

<b>PROJECT NAME</b>	:	<b>Procurement for the Replacement of Parts of Main Glass Doors and at AMG Side</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 replacement of parts of its main glass doors and at AMG side.

**II. THE OBJECTIVES**

To have the parts of main glass doors and at AMG side replaced as a way of securing the LLFC premises. At present, the main glass doors must be manually aided to keep it properly closed.

**III. DELIVERABLES AND TIMETABLE**

The winning supplier shall replace the parts of the main glass doors and at AMG side not more than fifteen calendar days from receipt of the Purchase Order based on the following specifications:

**SPECIFICATIONS:**

- a. Dismantling of existing two main glass doors and of one at AMG side;
- b. Repair of aluminum frame;
- c. Supply and replacement of 3 pcs overhead door closers;
- d. Alignment, cleaning and restoration works;
- e. Testing and commissioning
- f. Turn over to LLFC

**IV. CONTRACT PAYMENT SCHEME**

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

**V. WARRANTY**

The supplier should provide one (1) year warranty on parts and service.

**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 fifteen (15) 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 two main glass doors and of one at AMG side	
Repair of aluminum frame	
Supply and replacement of 3 pcs overhead door closers	
Alignment, cleaning and restoration works	
Testing and commissioning	
Turn over to LLFC	
One (1) year warranty on parts and service.	
Delivery Period: 15 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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