

**INVITATION TO QUOTE FOR THE PROCUREMENT FOR THE REPLACEMENT OF CONTROL PANEL
AND UPGRADE OF ACCESS CONTROL SYSTEM
(LLFC-CAP-21-012)**

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 for the Replacement of Control Panel and Upgrade of Access Control System (LLFC-CAP-21-012)
Approved Budget of the Contract (ABC)	Four Hundred Fifty Thousand Pesos (PhP450,000.00)
<u>BACKGROUND</u>	
<p>The automatic opening and closing mechanism of glass doors used by employees and clients to enter and exit LLFC's Office have been out of order for some time. One of the entrances/glass doors does not align anymore and was closed for safety reason. The other glass door leading can only be opened or closed manually with a key. Various companies had been contacted for the possible repair of the glass doors, but only diagnosis the glass doors was done. Most diagnosis recommended the replacement of the whole control panel. The Door Control Panel, which is responsible for the opening and closing of our main doors and access to IT Room and Secured Room, was diagnosed to be outdated and obsolete. The control panel is needed to provide security for LLFC employees and to ensure the safety of its documents and records.</p>	
<u>SPECIFICATIONS:</u>	
<p>The bidder shall supply, deliver, and install the replacement of Control Panel and upgrade of Access Control System including necessary repairs of Glass Doors, Secured Room door and Server Room door to LBP Leasing and Finance Corporation based on the following specifications:</p>	
<u>SPECIFICATIONS:</u>	ONE (1) LOT
Item	Item Description
Control Access Software	<p>Control Access Software Features:</p> <ul style="list-style-type: none"> • At least one-user software key license • Threat Level Management Unlimited • Facility Lockdown and Enhancement Security Features • Labor saving access manager features • Visitor management with live cross check against government watch lists, etc. • Unsurpassed card /reader processing and multitasking • Comprehensive Web Client, built-in (Full access, create, assign, control all) • Built-in elevator control, easiest programming • Dynamic maps view option and on-screen control • Comprehensive cross time zone support • NAPCO Security System Integration • Central Station reporting option, ideal for security offices • Multilingual operator support and custom language entry • Open API facilitates Third Party integration • Plug-in Architecture <p>Import/Export Utilities – Open Exchange between HR and IT databases, etc.</p>
Card, Reader HID	SIGNO 20 Card (At Least 4 pieces)

E M Lock	Electronic Magnetic Locks 600 lbs with at least 3 Brackets
Drop Bolt Lock	Electronic Drop Bolt with at least 2 Brackets
Open Button	Emergency Door Release Button (At least 4 pieces)
Open Button	Push Button (At least 4 pieces)
Control Panel	Super Four control Panel Continental Access (With Back-Up Battery Included) used only for 4 Reader
Computer Set	Specification: <ul style="list-style-type: none"> • Processor Inter CORE I 7 10710U • Memory 8GB DOR4 PC2666MHZ SODIMM • Storage KINGSTON 512 GB KC600 • Monitor Lenovo 21.5" D22-20 (66ADKAC 1PH) 75HZ • Black • Keyboard Logitech MK220 Wireless (Keyboard + Mouse) Windows 10 Licensed
	Replacement of Mechanical Parts for the 3 Doors
Installation:	
Labor Cost	Engineering Labor Cost
	Testing and Commissioning
	Roughing-Ins, Chipping Works and Restoration
	Cat 6 (Belden) & Cable Pulling Works
Repair Service	
	<ul style="list-style-type: none"> • Glass Door Service Repair • Main Door Service Repair and Secured Room
Project Completion	Not more than 30 calendar days from receipt of the Purchase Order

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 September 24, 2021 12:00PM** 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)
- d.) BIR Certificate of Registration (Form 2303)
- e.) Latest Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the BIR
- f.) Omnibus Sworn Statement (per attached Formal Template) – **original and notarized**

1. 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.
2. 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.
3. 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.
4. The prospective bidder shall be a Filipino citizen/sole proprietorship/partnership/Corporation duly organized under the laws of the Philippines.
5. 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.

6. 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.
7. For the winning supplier: The obligation for warranty shall be covered by either retention money equivalent to 1% of payment or a special bank guarantee equivalent to 1% of the total contract price. The amount shall be released after three (3) months (Section 62 of the 2016 Revised IRR of RA 9184).

For further information, please visit LBP Leasing and Finance Corporation office or contact the BAC Secretariat Ms. Joselia S. Garcia at telephone number 818-2200 loc. 261 or send e-mail to jsgarcia@lbpleasing.com

(Sgd)
ATTY. MARLA A. BARCENILLA
CHAIRPERSON
BIDS AND AWARDS COMMITTEE

TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR THE
REPLACEMENT OF CONTROL PANEL, UPGRADE OF ACCESS CONTROL SYSTEM
INCLUDING NECESSARY REPAIRS OF GLASS DOORS, SECURED ROOM DOOR AND
SERVER ROOM DOOR

PROJECT NAME	:	LLFC'S Procurement for the Replacement of Control Panel and Upgrade of Access Control System, Including Necessary Repairs of Glass Doors, Secured Room Door and Server Room Door
APPROVED BUDGET FOR THE CONTRACT	:	Four Hundred Fifty Thousand Pesos (P450,000.00) inclusive of all applicable taxes

I. SUMMARY

LBP Leasing and Finance Corporation (LLFC), a government-owned and controlled corporation (GOCC) and a subsidiary of Land Bank of the Philippines, the client, is in need of a supplier that can supply, deliver and replace its Control Panel and upgrade its Access Control System including necessary repairs of Glass Doors, Secured Room Door and Server Room Door, based on the Terms of Reference (TOR).

II. THE OBJECTIVES

The procurement for the replacement of Control Panel and upgrade its Access Control System including necessary repairs of Glass Doors, Secured Room Door and Server Room Door, will fix the existing problem with the glass doors, Secured Room Door and Server Room door and they can now be opened and closed electronically. With the system in place, LLFC will be provided with security, 24/7 and the inflow/outflow of people can now be monitored.

III. DELIVERABLES AND TIMETABLE

The replacement of Control Panel and upgrade of Access Control System including necessary repairs of Glass Doors, Secured Room door and Server Room door, shall be supplied, delivered and installed to LLFC by the winning bidder not more than **30 calendar days** from receipt of the Purchase Order. The bidder shall supply, deliver and install the Control Panel to LBP Leasing and Finance Corporation based on the following specifications:

SPECIFICATIONS: ONE (1) LOT

Item	Item Description
Control Access Software	Control Access Software Features: <ul style="list-style-type: none"> • At least one-user software key license • Threat Level Management Unlimited • Facility Lockdown and Enhancement Security Features • Labor saving access manager features • Visitor management with live cross check against government watch lists, etc. • Unsurpassed card /reader processing and multitasking • Comprehensive Web Client, built-in (Full access, create, assign, control all) • Built-in elevator control, easiest programming • Dynamic maps view option and on screen control • Comprehensive cross time zone support • NAPCO Security System Integration • Central Station reporting option, ideal for security offices

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	<ul style="list-style-type: none"> • Multilingual operator support and custom language entry • Open API facilitates Third Party integration • Plug-in Architecture • Import/Export Utilities – Open Exchange between HR and IT databases, etc.
Card, Reader HID	SIGNO 20 Card (At Least 4 pieces)
E M Lock	Electronic Magnetic Locks 600 lbs with at least 3 Brackets
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Installation:	
Labor Cost	Engineering Labor Cost
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Repair Service	
	<ul style="list-style-type: none"> • Glass Door Service Repair • Main Door Service Repair and Secured Room

IV. CONTRACT PAYMENT SCHEME

The payment of the contract price shall be made 15 days after acceptance by client of the deliverables.

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this __ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice

(A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

* This form will not apply for WB funded projects.