

**INVITATION TO QUOTE FOR THE PROCUREMENT FOR THE REPLACEMENT OF CONTROL PANEL
AND UPGRADE OF ACCESS CONTROL SYSTEM
(LLFC-CAP-21-018)**

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-21-018)
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responsible for the opening and closing of our main doors and access to IT Room and Secured Room, was diagnosed to be outdated and obsolete.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>	
SPECIFICATIONS:	ONE (1) LOT
Item	Item Description
Control Access Software	<p>ZKT-F8 C Fingerprint Time and Attendance:</p> <ul style="list-style-type: none"> • 1-Touch-1-Second Employee Recognition • Capacity to store 2,200 template and 50,000 transactions. No need to enter PINs with RF ID function • Access Control: Supports 50 Time Zones, 5 Groups and 10 Unlock Combinations • Tamper-Proof Switch and Alarm outputs • Request to Exit and Alarm Contacts • Operates Stand-Alone without a computer TCP/IP, Serial and Wiegand Interfaces • Real-Time 1-Touch date export to 3rd Party application • Audio Visual indications for acceptance and rejection, Power 12V • Can assign allowed personnel to enter certain rooms
Card, Reader HID	Keypad Access Control 4 Digit PIN with RFID Reader (At Least 4 pieces)
E M Lock	Electronic Magnetic Locks 280 Kgs, 600 lbs 12VDC, 480mA (5 Pcs with Bracket)
Power Supply	BTS 305-A Power Supply
Back Up Battery	12V 7.2A Rechargeable Back up battery
Open Button	Emergency Break Glass and Male Plug (4 Pcs)
Exit Button	Push Button (1 piece-Reception)

Computer Set	Specification: <ul style="list-style-type: none"> • I7 10700 • MSI h510m • Storage KINGSTON 480 GB SSD (Generic Case) • 450w 80+Bronse PSU • Monitor 24" • 44 Tech Combo USB Keyboard and Mouse • Windows 10 Pro License
	Alignment and Replacement of Mechanical Parts for the 5 Doors
Installation:	
Labor Cost	Engineering Labor Cost
	Testing and Commissioning
	Roughing-Ins, Chipping Works and Restoration
	Cat 5e (UTP) & Cable Pulling Works
Repair Service	Sub Contracting is Allowed for Door Repairs and Alignment
	<ul style="list-style-type: none"> • Glass Door Service Repair • Main Door Service Repair, Server Room and Secured Room
Project Completion	Not more than 30 calendar days from receipt of the Purchase Order

1. Please accomplish the ff.:
 - 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")
 - c.) Original and notarized Omnibus Sworn Statement (Annex "C")

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 December 01, 2021 3:00PM** 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 Income/Business Tax Return for two quarters
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. Purchases of the Corporation is subject to a five percent (5%) final VAT (Value Added Tax) or one percent (1%) percentage tax, whichever is applicable, in addition to the applicable withholding tax.
8. 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

Date of issue: 24 November 2021

(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	<p>ZKT-F8 C Fingerprint Time and Attendance:</p> <ul style="list-style-type: none"> • 1-Touch-1-Second Employee Recognition • Capacity to store 2,200 template and 50,000 transactions. No need to enter PINs with RF ID function • Access Control: Supports 50 Time Zones, 5 Groups and 10 Unlock Combinations • Tamper-Proof Switch and Alarm outputs • Request to Exit and Alarm Contacts • Operates Stand-Alone without a computer TCP/IP, Serial and Wiegand Interfaces • Real-Time 1-Touch date export to 3rd Party application • Audio Visual indications for acceptance and rejection, Power 12V • Can assign allowed personnel to enter certain rooms

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Card, Reader HID	Keypad Access Control 4 Digit PIN with RFID Reader (At Least 4 pieces)
E M Lock	Electronic Magnetic Locks 280 Kgs, 600 lbs 12VDC, 480mA (5 Pcs with Bracket)
Power Supply	BTS 305-A Power Supply
Back Up Battery	12V 7.2A Rechargeable Back up battery
Open Button	Emergency Break Glass and Male Plug (4 Pcs)
Exit Button	Push Button (1 piece-Reception)
Computer Set	Specification: <ul style="list-style-type: none"> • I7 10700 • MSI h510m • Storage KINGSTON 480 GB SSD (Generic Case) • 450w 80+Bronse PSU • Monitor 24" • 44 Tech Combo USB Keyboard and Mouse • Windows 10 Pro License
	Alignment and Replacement of Mechanical Parts for the 5 Doors
Installation:	
Labor Cost	Engineering Labor Cost
	Testing and Commissioning
	Roughing-Ins, Chipping Works and Restoration
	Cat 5e (UTP) & Cable Pulling Works
Repair Service	Sub Contracting is Allowed for Door Repairs and Alignment
	<ul style="list-style-type: none"> • Glass Door Service Repair • Main Door Service Repair, Server Room 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.

Price Quotation Form

Date:

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

Dear **Atty. Barcenilla**:

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 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"**

Technical/Other Specifications, 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
Replacement of Control Panel and Upgrade of Access Control System	
Specifications and Features	
Control Access Software Features: ZKT-F8 C Fingerprint Time and Attendance: <ul style="list-style-type: none"> • 1-Touch-1-Second Employee Recognition • Capacity to store 2,200 template and 50,000 transactions. No need to enter PINs with RF ID function • Access Control: Supports 50 Time Zones, 5 Groups and 10 Unlock Combinations • Tamper-Proof Switch and Alarm outputs • Request to Exit and Alarm Contacts • Operates Stand-Alone without a computer TCP/IP, Serial and Wiegand Interfaces • Real-Time 1-Touch date export to 3rd Party application • Audio Visual indications for acceptance and rejection, Power 12V • Can assign allowed personnel to enter certain rooms 	
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Alignment and Replacement of Mechanical Parts for the 5 Doors	
Installation: <ul style="list-style-type: none"> • Engineering Labor Cost • Testing and Commissioning • Roughing-Ins, Chipping Works and Restoration • Cat 5e (UTP) & Cable Pulling Works 	
Repair Service: Sub Contracting is Allowed for Door Repairs and Alignment <ul style="list-style-type: none"> • Glass Door Service Repair • Main Door Service Repair, Server Room and Secured Room 	
Project Completion: Not more than 30 calendar days from receipt of the 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)	
4. BIR Certificate of Registration (Form 2303)	
5. Latest Income/Business Tax Return for two quarters	

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

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.