



**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 818-2200/ Fax Number 819-6176

**INVITATION TO QUOTE FOR THE PROCUREMENT OF SPACE SAVING WORKSTATION, KEYBOARD HOLDERS WITH MOUSE PADS, CHAIRS, MOBILE PEDESTAL CABINETS, PORTABLE CPU HOLDERS AND GANG CHAIR**  
(LLFC-CAP-21-019)

**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 SPACE SAVING WORKSTATION, KEYBOARD HOLDERS WITH MOUSE PADS, CHAIRS, MOBILE PEDESTAL CABINETS, PORTABLE CPU HOLDERS AND GANG CHAIR (LLFC-CAP-21-019)</b>
Approved Budget of the Contract (ABC)	<b>FOUR HUNDRED FIFTY THOUSAND PESOS AND 00/100 (PHP 450,000.00)</b>
<b><u>BACKGROUND</u></b>	
LLFC needs to maximize its existing working areas for Accounting and Administrative Units. As such, replacement of its existing bulky modular tables with new design and space saving modular workstation is necessary to maximize the existing space.	
<b><u>OBJECTIVES OF THE PROCUREMENT</u></b>	
The goals of the project are to: 1. Dismantle the existing desk panel system; 2. Supply, deliver and install the new and space saving workstation, keyboard holders with mouse pads, chairs, mobile pedestal cabinets, portable CPU holders and gang chair; and as soon as possible; and 3. Procure said furniture and fixtures at the least possible cost.	
<b><u>SCOPE OF WORK</u></b>	
The scope of work for the procurement will be based on the attached Terms of Reference (TOR).	
<b>Project Completion</b>	Not later than fifteen (15) days after issuance of Notice to Proceed / Purchase Order

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")
  - c.) **Original and notarized** Omnibus Sworn Statement (Annex "C")

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 December 01, 2021 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)
  - 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.) 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. 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. Jose Emmanuel I. Guerrero at telephone number 818-2200 loc. 218 or send e-mail to [jiguerrero@lbpleasing.com](mailto:jiguerrero@lbpleasing.com)

Date of issue: 26 November 2021

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

**Price Quotation Form**

Date:

**ATTY. MARLA A. BARCENILLA**

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 **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 fifteen (15) calendar days upon receipt of Notice to Proceed / Purchase Order (P.O.).

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
<b>PANEL SYSTEMS (READY SERIES)</b>			
FABRIC FINISH Colors: Sea Green and Tundora			
PANEL 1600HT_WITH FROSTED GLASS	RTA-1P6B2B3C4B_1500W	2	
PANEL 1600HT_WITH FROSTED GLASS	RTA-1P6B2B3C_1600W	1	
PANEL 1200HT	RTA-1P6B5B_1700W	1	
PANEL 1200HT	RTA-1P6B5B_1600W	1	
PANEL 1200HT_WITH FROSTED GLASS	RTA-1P6B2B3C_1580W	3	
PANEL 1200HT_WITH FROSTED GLASS	RTA-1P6B2B3C_1500W	3	
PANEL 1200HT	RTA-1P6B5B_1200W	5	
PANEL 1200HT	RTA-1P6B5B_1000W	1	
PANEL 1200HT_WITH FROSTED GLASS	RTA-1P6B2B3C_1000W	1	
PANEL 1200HT	RTA-1P6B5B_450W	1	
SUPPORT LEGS	ASI-OVLG-60N	9	
SUPPORT BRACKET	SFI-HH-SA	84	
<b>DESKING SYSTEMS (SFI SERIES)</b>			
LAMINATE FINISH			
RECTANGULAR DESKTOP	SFI-RT-156-OM_1580W.600D	3	
RECTANGULAR DESKTOP	SFI-RT-156-OM_1500W.600D	4	
RECTANGULAR DESKTOP	SFI-RT-126-OM_1200W.600D	3	
	SFI-RT-116-OM_1100W.450D	1	
	SFI-RT-106-OM_1000W.450D	2	
	SFI-RT-96-OM_900W.600D	1	
CLEAR ACRYLIC HUNG SCREEN ON BRACKET	UL-600W.400HT	6	
<b>10 units of Mobile Pedestal Cabinets (Storage System)</b> Accessories, 3-Drawer mobile pedestal with lock mechanism in powder coated oven baked finish, Gauge 20 Interior, 22 Exterior Recessed Handle Color: Light Grey			
<b>10 pcs. Keyboard Tray with Mouse Pads</b> Standard Light Grey Finish			
<b>10 pcs Portable CPU Holders</b> Metal Finish; Color: Light Grey			
<b>8 pcs. Staff Chair (Seating System)</b> Midback Armchair on Fixed Armrest; with Lumber Support; Pneumatic Seat Height Adjustment; Black Nylon Base Fabric/Mesh Finish; Color: Black			

<b>2 pcs. Unit Head's Chair (Seating System)</b> Midback Chair on Adjustable Armrest; With Lumber Support; Pneumatic Seat Height Adjustment; Black Nylon Base Fabric/Mesh Finish; Color: Black	
<b>1 pc. Gang Chair</b> 3-Seater Gang Chair with Cushion in Leatherette Finish Standard Light Grey Seat and Padded Black Leatherette; Chrome Frame and Legs	
<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)	
4. BIR Certificate of Registration (Form 2303)	
5. Latest Tax Clearance per E.O. 398,s.2005	
6. Latest Income/Business Tax Return for two quarters	

**I hereby certify to comply and deliver all the above Schedule of Requirements.**

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

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact No./s

\_\_\_\_\_  
Date

## Omnibus Sworn Statement

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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

**Annex "C"**

(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.

**TERMS OF REFERENCE**  
**FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT OF MODULAR**  
**TABLES, KEYBOARD HOLDER WITH MOUSE PAD, CHAIRS AND MOBILE PEDESTAL**  
**CABINETS, CPU HOLDERS AND GANG CHAIR**

<b>PROJECT NAME</b>	<b>:</b>	<b>PROCUREMENT OF SPACE SAVING WORKSTATION, KEYBOARD HOLDERS WITH MOUSE PADS, CHAIRS, MOBILE PEDESTAL CABINETS, PORTABLE CPU HOLDERS AND GANG CHAIR</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b>	<b>:</b>	<b>FOUR HUNDRED FIFTY THOUSAND PESOS &amp; 00/100 (₱450,000.00)</b>

**I. SUMMARY**

LBP Leasing and Finance Corporation (LLFC), the client, needs to maximize its existing working areas for Accounting and Administrative Units. As such, replacement of its existing bulky modular tables with new design and space saving modular workstation is necessary to maximize the existing space.

**II. BACKGROUND**

LBP Leasing and Finance Corporation (LLFC), is a subsidiary of Land Bank of the Philippines and a government-owned and controlled corporations (GOCC) and was established on March 17, 1983. It is engaged in leasing and financing activities.

**III. THE OBJECTIVES**

The Accounting and Administrative Units need to maximize existing space for its employees. Its existing office space can be maximized by using modern and space saving workstation.

**IV. SCOPE OF WORK**

The scope of work includes the following:

1. Dismantling of existing desk panel system;
2. Supply, delivery and installation of new and space saving workstation, keyboard holders with mouse pads, chairs, mobile pedestal cabinets, portable CPU holders and gang chair.

**V. DELIVERABLES**

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

	<b>Particulars</b>		<b>Quantity</b>
	<b>NEW ITEM WITH GLASS</b>		
	<b>ACCOUNTING AND ADMINISTRATIVE AREAS</b>		
<b>PANEL SYSTEMS (READY SERIES)</b>	<b>FABRIC FINISH</b>		
	Colors: Sea Green and Tundora		
	PANEL 1600HT_WITH FROSTED GLASS	RTA-1P6B2B3C4B_1500W	2
	PANEL 1600HT_WITH FROSTED GLASS	RTA-1P6B2B3C_1600W	1

**TERMS OF REFERENCE**  
**FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT OF MODULAR**  
**TABLES, KEYBOARD HOLDER WITH MOUSE PAD, CHAIRS AND MOBILE PEDESTAL**  
**CABINETS, CPU HOLDERS AND GANG CHAIR**

PANEL SYSTEMS (READY SERIES)	PANEL 1200HT	RTA-1P6B5B_1700W	1
	PANEL 1200HT	RTA-1P6B5B_1600W	1
	PANEL 1200HT_WITH FROSTED GLASS	RTA-1P6B2B3C_1580W	3
	PANEL 1200HT_WITH FROSTED GLASS	RTA-1P6B2B3C_1500W	3
	PANEL 1200HT	RTA-1P6B5B_1200W	5
	PANEL 1200HT	RTA-1P6B5B_1000W	1
	PANEL 1200HT_WITH FROSTED GLASS	RTA-1P6B2B3C_1000W	1
	PANEL 1200HT	RTA-1P6B5B_450W	1
	SUPPORT LEGS	ASI-OVLG-60N	9
	SUPPORT BRACKET	SFI-HH-SA	84
DESKING SYSTEMS (SFI SERIES)	LAMINATE FINISH Color		
	RECTANGULAR DESKTOP	SFI-RT-156-OM_1580W.600D	3
	RECTANGULAR DESKTOP	SFI-RT-156-OM_1500W.600D	4
	RECTANGULAR DESKTOP	SFI-RT-126-OM_1200W.600D	3
		SFI-RT-116-OM_1100W.450D	1
		SFI-RT-106-OM_1000W.450D	2
		SFI-RT-96-OM_900W.600D	1
	CLFROSTED ACRYLIC HUNG SCREEN ON BRACKET	UL-600W.400HT	6
Mobile Pedestal Cabinets; (Storage System)	Accessories, 3-Drawer mobile pedestal with lock mechanism in powder coated oven baked finish, Gauge 20 Interior, 22 Exterior Recessed Handle Color: Light Grey	10	
Keyboard Tray	Keyboard Tray with Mouse Pad Standard Light Grey Finish	10	
CPU Holder	Portable Metal Finish Color: Light Grey	10	
Seating System (Black)	Staff Chair Midback Armchair on Fixed Armrest; with Lumber Support; Pneumatic Seat Height Adjustment; Black Nylon Base Fabric/Mesh Finish	8	
Seating System (Black)	Unit Head Chair Midback Chair on Adjustable Armrest; With Lumber Support; Pneumatic Seat Height Adjustment; Black Nylon Base Fabric/Mesh Finish	2	
Gang Chair	3-Seater Gang Chair with Cushion in Leatherette Finish Standard Light Grey Seat and Padded Black Leatherette; Chrome Frame and Legs	1	

**TERMS OF REFERENCE  
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT OF MODULAR  
TABLES, KEYBOARD HOLDER WITH MOUSE PAD, CHAIRS AND MOBILE PEDESTAL  
CABINETS, CPU HOLDERS AND GANG CHAIR**

**VI. DELIVERY PERIOD**

The dismantling of existing panel system and the supply, delivery and installation of new and space saving workstation and other items shall be done within fifteen (15) CD upon receipt of the Notice to Proceed / Purchase Order.

Scope of works shall be done preferably after office hours and weekends.

**VII. CONTRACT PAYMENT SCHEME**

The payment of the contract price shall be made not more than thirty (30) days after acceptance by client of the deliverables.