



LBP LEASING AND FINANCE CORPORATION
(A LANDBANK Subsidiary)

15th Floor SycipLaw Centre Bldg, #105 Paseo de Roxas St. 1226 Makati City
Telephone Number 8818-2200/ Fax Number 819-6176

INVITATION TO QUOTE FOR THE PROCUREMENT OF SERVICES FOR THE CONDUCT OF ISO 9001:2015 QMS RELATED TRAININGS AND WORKSHOPS
(LLFC-CAP-22-001)

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 of Services for the Conduct of ISO 9001:2015 QMS Related Trainings and Workshops (LLFC-CAP-22-001)
Approved Budget of the Contract (ABC)	Two Hundred Thousand Pesos and 00/100 (PHP 200,000.00)
<u>BACKGROUND</u>	
On 24 June 2014, the Governance Commission for GOCCs (GCG) issued Memorandum Circular 2013-02, which prescribes the Performance Evaluation System (PES) to government-owned and controlled corporations (GOCC). The PES serves as the basis in the grant of Performance-Based Bonus to employees and Performance-Based Incentives to directors. One of the requirements under the PES is a Performance Scorecard, where one of the targets is to secure an ISO 9001:2015 Recertification by the end of the CY2022 by passing an ISO 9001:2015 audit. In order to pass the ISO 9001:2015 audit and ensure the ISO 9001:2015 Recertification, LLFC decided that its staff and officers must undergo a series of trainings to strengthen the capabilities and organization knowledge of the Corporation as well as address areas for compliance on ISO 9001:2015.	
<u>OBJECTIVES OF THE PROCUREMENT</u>	
The goals of the trainings are to: 1. Provide lectures, discussions, and workshops that will address the following ISO 9001:2015 clauses; a. ISO Clauses 6.2 and 9.1 – Quality Objectives and Programs; b. ISO Clauses 4.1, 4.2 and 6.1 – Strengths, Weaknesses, Opportunities, and Threats (SWOT), Internal and External Issues, and Risk and Opportunities; c. Technical Guidance on Internal Quality Audit and Corrective Action; 2. Provide assistance to LLFC for the ISO 9001:2015 Recertification Audit	
<u>SCOPE OF WORK</u>	
The scope of work for the procurement will be based on the attached Terms of Reference (TOR).	
Project Completion	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 15th Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before February 04, 2022 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
 - 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. 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. The procurement of LLFC is subject to a final VAT withholding of five percent (5%) 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. Jose Emmanuel I. Guerrero at telephone number 818-2200 loc. 218 or send e-mail to jiguerrero@lbpleasing.com

Date of issue: 27 January 2022

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

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION
CONDUCT OF ISO 9001:2015 RELATED TRAININGS AND WORKSHOPS**

PROJECT NAME	:	Procurement of a Consultant to Conduct Trainings for ISO 9001:2015 QMS Related Trainings and Workshops for LBP Leasing and Finance Corporation
APPROVED BUDGET FOR THE CONTRACT	:	Two Hundred Thousand Pesos (Php200,0000.00) inclusive of all applicable taxes

I. SUMMARY

LBP Leasing and Finance Corporation (LLFC), the client, is in need of a training facilitator to conduct training and workshops to help in the effective implementation of its Quality Management System (QMS) particularly in the compliance with the provision of ISO 9001:2015 QMS and to help the Corporation in preparation for its Recertification.

II. BACKGROUND

LBP Leasing and Finance Corporation recently passed its second surveillance audit last December 27, 2022. For CY 2022, LLFC needs to secure an ISO 9001:2015 Recertification. In view thereof, Management sees the need to strengthen the capability of its QMS Team in the development, review and improvement of LLFC's programs and objectives; determination, monitoring and review of issues, requirements of interested parties and risks and opportunities and ensuring the effective conduct of LLFC's actual internal quality audits.

III. OBJECTIVES

The training should include lectures, discussions, and workshops to generate outputs that will address the following ISO 9001:2015 Clauses:

- a. ISO Clauses 6.2 and 9.1. - Quality Objective and Programs
- b. ISO Clause 4.1, 4.2, and 6.1 - Strengths, Weaknesses, Opportunities, and Threats (SWOT) Internal and External Issues and Risks and Opportunities
- c. Technical Guidance on Internal Quality Audit and Corrective Action

The facilitator is also expected to provide assistance to LLFC for the Recertification Audit as part of this engagement.

IV. SCOPE OF WORK AND METHODOLOGY

The modular training shall include lectures, interactive discussions, individual activities and group workshops specifically:

- Instructions will be delivered on a digital device through an instructor-led e-learning presented at fixed time (synchronous e-learning);

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION
CONDUCT OF ISO 9001:2015 RELATED TRAININGS AND WORKSHOPS**

- Use of microlearning to provide a short engagement to elicit a specific output from the participants. Thus, the instructor and participants will meet for a minimum of at least 4 hours per day with a learning output; and
- Courses are custom made by giving examples and workshops applicable and specific to LLFC.

V. DELIVERABLES

The trainings will be conducted through online for minimum of four (4) hours daily as follows:

TRAINING	DURATION	COST
Quality Objectives and Program/ Scorecard (Clause 6.2 and 9.1.3)	Minimum of 3 days	P 200,000.00 inclusive of all applicable taxes
SWOT and Management of Risks and Opportunities (Clauses 4.1, 4.2, 6.1)	Minimum of 2 days	
Technical Guidance on Internal Quality Audit and Corrective Action	Minimum of 4 days	
Recertification Audit Support	-	

VI. QUALIFICATIONS

The training facilitator must possess the following qualifications:

1. Must be a graduate of Bachelor of Science in Industrial Engineering or related courses;
2. Must have a minimum of 5 years experience in system accreditation and associating with ISO certifying bodies;
3. Must have extensive knowledge of ISO 9001, 14001 and 450001 standards;
4. Must have conducted trainings on ISO 9001:2015 particularly on Quality Objectives and program/Scorecard (Clauses 6.2 and 9.1.3), SWOT and Management of Risks and Opportunities (Clauses 4.1, 4.2 and 6.1), Clauses in Process Streamlining; Technical Guidance on Internal Quality Audit and Corrective Action and Recertification Audit Support.
5. Preferably a Business Analyst with extensive experience in collaborating with stakeholders, gathering business and user requirements, documenting policies and procedures, conducting user acceptance testing and improving operational efficiencies.
6. Must have previous dealings with a government institution dealing in financing and leasing activities.
7. Must have familiarity with finance and leasing company operations.

VII. CONTRACT PAYMENT SCHEME

The training facilitator will be paid upon the completion of the aforementioned trainings.

VIII. DATA PRIVACY ACT

The training facilitator must comply with the requirement of the Data Privacy Act and shall ensure confidentiality of LLFC materials provided in the course of the trainings.

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"**

Schedule of Requirements and Eligibility Requirements

Bidders must state "**Comply**" in the column "Statement of Compliance" against each of the individual parameters.

Requirements/Trainings	Statement of Compliance
Quality Objectives and Program/Scorecard (Clauses 6.2 and 9.1)	
SWOT and Management of Risk and Opportunities (Clauses 4.1, 4.2 and 6.1)	
Technical Guidance on Internal Quality Audit and Corrective Action	
ISO 9001:2015 Recertification Audit Support	
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 Tax Clearance per E.O. 398, series of 2005	
6. 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.