



**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 THE PROCUREMENT OF OFF-SITE RECORDS MANAGEMENT SERVICES**  
(LLFC-CAP-22-005)

**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 Off-Site Records Management Services (LLFC-CAP-22-005)</b>          |
| Approved Budget of the Contract (ABC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Two Hundred Fifty Thousand Pesos and 00/100 (PHP 250,000.00)</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, the client, is looking for a supplier that can provide for an off-site storage for its inactive files. LLFC has limited space at its present office, thus it needs to store its inactive files that accumulate year after year. Keeping those files off-site has been a better option considering LLFC has already implemented its Quality Management System (QMS). |                                                                                       |
| <b><u>DELIVERABLES</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
| The bidder shall submit its quotation to LLFC to include the monthly storage fee for approximately 850 boxes (Carton Box: Size B-16.5inches X 12.5 Inches X13 Inches), cost of boxes, barcoding fee, pick-up of new boxes (initial migration), retrieval and delivery of boxes to LLFC, succeeding pick-up of new and returned boxes, retrieval of boxes for access on site and express pick-up/delivery outside of regular working hours.                                                                             |                                                                                       |
| <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 May 30, 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 Income/Business Tax Return for two quarters
- f.) Latest Tax Clearance per E.O. 398, series of 2005 (Optional)

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](mailto:jiguerrero@lbpleasing.com)

Date of issue: 24 May 2022

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

**TERMS OF REFERENCE  
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT OF OFF-SITE  
STORAGE SERVICES**

|                                         |          |                                                                                         |
|-----------------------------------------|----------|-----------------------------------------------------------------------------------------|
| <b>PROJECT NAME</b>                     | <b>:</b> | <b>LLFC's Procurement of Off-Site Storage Services</b>                                  |
| <b>APPROVED BUDGET FOR THE CONTRACT</b> | <b>:</b> | <b>Two Hundred Fifty Thousand Pesos (P250,000.00) inclusive of all applicable taxes</b> |
| <b>BUDGET SOURCE</b>                    |          | <b>2022 Corporate Operating Budget (COB)</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, the client, is looking for a supplier that can provide an off-site storage services for its inactive files.

**II. THE OBJECTIVES**

LLFC has limited space at its present office, thus it needs to store its inactive files that accumulate year after year. Keeping those files off-site has been a better option considering LLFC has already implemented its Quality Management System (QMS) and keep its workplace neat, tidy and clean.

**III. DELIVERABLES AND TIMETABLE**

The bidder shall be engaged upon issuance of the notice to proceed but not later than **30 May 2022**.

The bidder shall submit its quotation to LLFC to include the monthly storage fee for approximately 1,000 boxes (Carton Box: Size B-16.5inches X 12.5 Inches X13 Inches), cost of boxes, barcoding fee, pick-up of new boxes (initial migration), retrieval and delivery of boxes to LLFC, succeeding pick-up of new and returned boxes, retrieval of boxes for access on site and express pick-up/delivery outside of regular working hours.

The billing shall be based on actual number of boxes stored in the facility plus other commensurate cost.

**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)  
 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: _____<br>_____ |      |                |                 |
| 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 |
|----------------------------------------------------------------|-------------------------|
| Storage for approximately 850 boxes                            |                         |
| Carton Box: Size B-16.5inches X 12.5 Inches X13 Inches         |                         |
| Barcodes                                                       |                         |
| Pick-up of new boxes (initial migration)                       |                         |
| Retrieval and delivery of boxes to LLFC                        |                         |
| Succeeding pick-up of new and returned boxes                   |                         |
| Retrieval of boxes for access on site                          |                         |
| Express pick-up/delivery outside of regular working hours      |                         |
| <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 Income/Business Tax Return for two quarters          |                         |
| 6. Latest Tax Clearance per E.O. 398,s.2005 (Optional)         |                         |

**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

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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 (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.