



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 PREVENTIVE MAINTENANCE TWO (2) UNITS AIR-CONDITIONING UNITS AND CLEANING & REPAINTING OF THE TWO (2) COOLING TOWERS AND THREE (3) WATER PUMPS
(LLFC-CAP-22-011)

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 Preventive Maintenance Two (2) Units Air-conditioning Units and Cleaning & Repainting of the Two (2) Cooling Towers and Three (3) Water Pumps (LLFC-CAP-22-0011)
Approved Budget of the Contract (ABC)	Two Hundred Fifty Thousand Pesos and 00/100 (PHP 250,000.00)

BACKGROUND

Maintaining the Corporation's infrastructure including its equipment and providing and maintaining the necessary environment for the operation of LBP Leasing and Finance Corporation's (LLFC) processes are requirements of ISO 9001:2015 standards. Especially now that LLFC is gearing for the recertification of its QMS in CY 2022, LLFC has to have its air-conditioning units, cooling towers and water pumps maintained. This is to ensure that the air-conditioning units operate efficiently, downtimes are minimized and the quality of indoor air is maintained/improved

OBJECTIVES OF THE PROCUREMENT

1. To keep the air-conditioning system maintain its operating efficiency;
2. To minimize breakdowns and downtimes and due to repairs;
3. To improve the indoor air quality of LLFC office space;
4. To avoid expensive repairs; and
5. To prolong the equipment's lifespan.

SCOPE OF WORK

SPECIFICATIONS:

Item	Particulars	Quantity
1	Supply of labor, technical supervision, tools and materials for the cleaning of evaporators with coil chemical cleaner and condensers with chemical de-scaler	2
	<ul style="list-style-type: none"> a. Mobilization; b. Flushing of coil and fins using chemical coil cleaner; c. Setting-up the circulation loop; d. Provision of plugs, fittings and circulating pump, if necessary; e. Injection and circulation using de-scaling chemicals into the unit; f. Draining and flushing; g. Neutralization; h. Rinsing and flushing; i. Cleaning of condensing coil using chemicals and high pressure washer; j. Testing of units; and 	

	k. Submit pictures, completion test report and turn-over to client.	
1	Supply of labor, technical supervision, tools and equipment for the general cleaning of cooling towers	2
	a. Draining of water b. Dismantling of filters c. Replacement of fillers d. Replacement of two (2) cooling tower screens/covers e. Removal of sludge f. Cleaning of tank by pressure washing g. Degreasing of water pumps h. Degreasing of cooling tower fan motors i. Conduct of thermal scanning and Megger tests of motors j. Conduct of vibration analysis using Vibration Meter k. Site clearing and demobilization l. Turn-over to the client	
1	Repainting of Two (2) Cooling towers and Three (3) Water Pumps	2 and 3
	a. Mobilization and surface preparation b. Scraping of peeling paint c. De-rusting using rust converter d. Repair of deteriorated bracket and support e. Supply and replacement of all bolts and nut using stainless materials f. Apply two coats of epoxy primer (Boysen, Sphero or their equivalent brands) g. Apply two coats of Epoxy Enamel (For outside housing only) h. For topcoat (Boysen brand) i. Repainting of 4 pieces water pipes (Approximately 20 meter long each) j. Painting of 2 Breakers, 4 Water Pumps and 2 Fans k. Replacement of 4 Water Valves made of copper l. Replacement of all toggle lights of 2 electric panels m. Clearing of site works Turn-over to client	
1	De-scaling of Shell and Tube of Two (2) Units Cooling Tower	2
Project Completion	Not later than seven (7) days after receipt 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 August 10, 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

Date of issue: 03 August 2022

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

TERMS OF REFERENCE

PROCUREMENT OF SERVICES OF LBP LEASING AND FINANCE CORPORATION FOR THE PREVENTIVE MAINTENANCE OF (TWO) 2 AIR-CONDITIONING UNITS AND CLEANING AND REPAINTING OF TWO (2) COOLING TOWERS AND THREE (3) WATER PUMPS

PROJECT NAME	:	Procurement of Services for the Preventive Maintenance Two (2) Units Air-conditioning Units and Cleaning & Repainting of the Two (2) Cooling Towers and Three (3) Water Pumps
APPROVED BUDGET FOR THE CONTRACT	:	Two Hundred Fifty Thousand Pesos (Php 250,000.00) inclusive of all applicable taxes
MODE OF PROCUREMENT	:	Alternative Mode of Procurement

I. SUMMARY

LBP Leasing and Finance Corporation (LLFC), is in need of a supplier for the preventive maintenance of its two (2) air-conditioning units and cleaning and repainting of its two (2) units cooling towers and three (3) Water Pumps.

Maintenance of the air-conditioning system including the cooling towers and water pumps are necessary to keep them in top form and always available in providing the LLFC employees with a suitable workplace with the right temperature. As mentioned in Clause 7.1.4 Environment for the Operation Process of the Philippine National Standard (PNS) ISO 9001:2015; "The organization shall determine, provide and maintain the environment necessary for the operation of its processes and to achieve conformity of products and services".

II. BACKGROUND

LLFC has already implemented its Quality Management System (QMS) and passed its second surveillance audit last December 27, 2021. It is due for recertification by the last quarter of the current year. To attain this, it needs to maintain its ISO 9001:2015 standards by continuously providing and maintaining a the right environment for the operation of its processes.

III. OBJECTIVES

To keep the air-conditioning system maintain its operating efficiency, minimize downtimes due to repairs, improve the indoor air quality, avoid expensive repairs and prolong the equipment's lifespan.

IV. SCOPE OF WORK

The scope of work for the preventive maintenance of LLFC's air-conditioning units, cleaning and repainting of cooling towers and repainting of water pumps, breakers and fans shall include the following:

TERMS OF REFERENCE

PROCUREMENT OF SERVICES OF LBP LEASING AND FINANCE CORPORATION FOR THE PREVENTIVE MAINTENANCE OF (TWO) 2 AIR-CONDITIONING UNITS AND CLEANING AND REPAINTING OF TWO (2) COOLING TOWERS AND THREE (3) WATER PUMPS

Item	Particulars	Quantity
1	Supply of labor, technical supervision, tools and materials for the cleaning of evaporators with coil chemical cleaner and condensers with chemical de-scaler	2
	<ul style="list-style-type: none"> a. Mobilization; b. Flushing of coil and fins using chemical coil cleaner; c. Setting-up the circulation loop; d. Provision of plugs, fittings and circulating pump, if necessary; e. Injection and circulation using de-scaling chemicals into the unit; f. Draining and flushing; g. Neutralization; h. Rinsing and flushing; i. Cleaning of condensing coil using chemicals and high pressure washer; j. Testing of units; and k. Submit pictures, completion test report and turn-over to client. 	
1	Supply of labor, technical supervision, tools and equipment for the general cleaning of cooling towers	2
	<ul style="list-style-type: none"> a. Draining of water b. Dismantling of filters c. Replacement of fillers d. Replacement of two (2) cooling tower screens/covers e. Removal of sludge f. Cleaning of tank by pressure washing g. Degreasing of water pumps h. Degreasing of cooling tower fan motors i. Conduct of thermal scanning and Megger tests of motors j. Conduct of vibration analysis using Vibration Meter k. Site clearing and demobilization l. Turn-over to the client 	
1	Repainting of Two (2) Cooling towers and Three (3) Water Pumps	2 and 3
	<ul style="list-style-type: none"> a. Mobilization and surface preparation b. Scraping of peeling paint c. De-rusting using rust converter d. Repair of deteriorated bracket and support e. Supply and replacement of all bolts and nut using stainless materials f. Apply two coats of epoxy primer (Boysen, Sphero or their equivalent brands) g. Apply two coats of Epoxy Enamel (For outside housing only) h. For topcoat (Boysen brand) i. Repainting of 4 pieces water pipes (Approximately 20 meter long each) j. Painting of 2 Breakers, 4 Water Pumps and 2 Fans k. Replacement of 4 Water Valves made of copper 	

TERMS OF REFERENCE

PROCUREMENT OF SERVICES OF LBP LEASING AND FINANCE CORPORATION FOR THE PREVENTIVE MAINTENANCE OF (TWO) 2 AIR-CONDITIONING UNITS AND CLEANING AND REPAINTING OF TWO (2) COOLING TOWERS AND THREE (3) WATER PUMPS

	i. Replacement of all toggle lights of 2 electric panels m. Clearing of site works Turn-over to client	
1	De-scaling of Shell and Tube of Two (2) Units Cooling Tower	2

V. DELIVERABLES

The scope of work shall be done within 7 calendar days from receipt of the Purchase Order.

VI. CONTRACT PAYMENT SCHEME

The supplier will be paid upon the completion of the aforementioned scope of work.

VII. DATA PRIVACY ACT

The supplier must comply with the requirement of the Data Privacy Act.

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
Supply of labor, technical supervision, tools and materials for the cleaning of evaporators with coil chemical cleaner and condensers with chemical de-scaler a. Mobilization; b. Flushing of coil and fins using chemical coil cleaner; c. Setting-up the circulation loop; d. Provision of plugs, fittings and circulating pump, if necessary; e. Injection and circulation using de-scaling chemicals into the unit; f. Draining and flushing; g. Neutralization; h. Rinsing and flushing; i. Cleaning of condensing coil using chemicals and high pressure washer; j. Testing of units; and k. Submit pictures, completion test report and turn-over to client.	
Supply of labor, technical supervision, tools and equipment for the general cleaning of cooling towers a. Draining of water b. Dismantling of filters c. Replacement of fillers d. Replacement of two (2) cooling tower screens/covers e. Removal of sludge f. Cleaning of tank by pressure washing g. Degreasing of water pumps h. Degreasing of cooling tower fan motors i. Conduct of thermal scanning and Megger tests of motors j. Conduct of vibration analysis using Vibration Meter k. Site clearing and demobilization l. Turn-over to the client	
Repainting of Two (2) Cooling towers and Three (3) Water Pumps a. Mobilization and surface preparation b. Scraping of peeling paint c. De-rusting using rust converter d. Repair of deteriorated bracket and support e. Supply and replacement of all bolts and nut using stainless materials f. Apply two coats of epoxy primer (Boysen, Sphero or their equivalent brands) g. Apply two coats of Epoxy Enamel (For outside housing only) h. For topcoat (Boysen brand) i. Repainting of 4 pieces water pipes (Approximately 20 meter long each) j. Painting of 2 Breakers, 4 Water Pumps and 2 Fans k. Replacement of 4 Water Valves made of copper l. Replacement of all toggle lights of 2 electric panels m. Clearing of site works Turn-over to client	
De-scaling of Shell and Tube of Two (2) Units Cooling Tower	
Project Completion The supplier shall be responsible for acquiring the local permits for dismantling and installation of the aircon unit and its peripherals when necessary.	
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	
6. Latest Tax Clearance per E.O. 398, series of 2005 (Optional)	

Annex “B”

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.