



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 CY 2022 CORPORATE GIVEAWAYS

(LLFC-CAP-22-021)

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	Supply and Delivery of CY 2022 Corporate Giveaways (LLFC-CAP-22-021)
Approved Budget of the Contract (ABC)	Two Hundred Fifty Thousand Pesos (PhP250,000.00)
<u>BACKGROUND</u>	
LBP Leasing and Finance Corporation (LLFC) has traditionally been giving out Corporate Giveaways every end of the year in celebration of the holidays. Recipients of the Corporate Giveaways includes LLFC employees, officers, directors, clients, suppliers, regulators, etc.	
<u>OBJECTIVES</u>	
The objective of this procurement is for LLFC to acquire Corporate Giveaways to be given to not only its employees and directors but also stakeholders such as clients, suppliers, regulators, etc.	
<u>SPECIFICATIONS</u>	
QUANTITY	ITEM
300 pcs.	3 Folds Umbrella <ul style="list-style-type: none">• Mechanism: Automatic close & open• Fabric: Pongee cloth material,• Ribs: Eight bone sunscreen with fibre ribs• Color: Black• Windproof• (with pouch)• (with logo print of LLFC)
250 pcs.	Notebook, Pen & Premium Box Notebook <ul style="list-style-type: none">• Size: A5 (145x210mm - 148x210mm)• Material: PU Leather and paper• (with magnetic closure) Pen <ul style="list-style-type: none">• Material: Ballpoint Metal, round• Ink color: Black ink Premium Box <ul style="list-style-type: none">• (with logo print of LLFC)
200 pcs.	Sport Water Tumbler <ul style="list-style-type: none">• Metal Type: Stainless steel• Size: 800ml• Color: Black• (with logo print of LLFC)

Delivery Period	30 Calendar days.
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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")

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 November 14, 2022 01:00PM** 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)
2. Bidders must quote for all items stated above and their quotation must include all applicable taxes.
 3. Bidders are requested to provide samples of the required items during the evaluation and post-qualification of bids. (LLFC logo is not needed in the samples)
 4. 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.
 5. 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.
 6. 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.
 7. The prospective bidder shall be a Filipino citizen/sole proprietorship/partnership/Corporation duly organized under the laws of the Philippines.
 8. 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.
 9. 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.

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: 09 November 2022

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

Schedule of Requirements and Eligibility Requirements

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

Quantity	Requirements	Statement of Compliance
300 pcs.	3 Folds Umbrella <ul style="list-style-type: none"> • Mechanism: Automatic close & open • Fabric: Pongee cloth material, • Ribs: Eight bone sunscreen with fibre ribs • Color: Black • Windproof • (with pouch) • (with logo print of LLFC) 	
250 pcs.	Notebook, Pen & Premium Box Notebook <ul style="list-style-type: none"> • Size: A5 (145x210mm - 148x210mm) • Material: PU Leather and paper • (with magnetic closure) Pen <ul style="list-style-type: none"> • Material: Ballpoint Metal, round • Ink color: Black ink Premium Box <ul style="list-style-type: none"> • (with logo print of LLFC) 	
200 pcs.	Sport Water Tumbler <ul style="list-style-type: none"> • Metal Type: Stainless steel • Size: 800ml • Color: Black • (with logo print of LLFC) 	
	Delivery Period: 30 Calendar Days	
	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)	

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

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"**