



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 PROCUREMENT OF SERVICES FOR THE ENCLOSURE OF TWO (2)
UNINTERRUPTIBLE POWER SUPPLY (UPS)**
(LLFC-CAP-23-003)

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 Enclosure of Two (2) Uninterruptible Power Supply (UPS) (LLFC-CAP-23-003)
Approved Budget of the Contract (ABC)	One Hundred Eighty Thousand Pesos and 00/100 (PHP 180,000.00)

BACKGROUND

LBP Leasing and Finance Corporation (LLFC), a Government-Owned and Controlled Corporation (GOCC) and a subsidiary of Land Bank of the Philippines, is in need of a supplier to provide services for the enclosure of the 2 existing Uninterruptible Power Supply (UPS) area to form part of the Server Room.

OBJECTIVES OF THE PROCUREMENT

LLFC needs to provide the right temperature for its two (2) UPS and the most feasible way is to position enclose the UPS area to form part of the Server Room where there is a stand-alone split-type air-conditioner that functions when the centralized aircon is off. Providing the UPS with the right temperature will prolong their expected service life.

SCOPE OF WORK

SPECIFICATIONS:

A. General Requirement

- Secure necessary permits needed for the job
- Mobilization/Safety provision (PPE and temporary working area enclosure)
- Hauling of Debris
- Final Clean-up Demobilization

B. Civil Works

- Insulation of Glass door/partition (sliding type) complete with aluminum frames, roller, locks and sundry materials to complete the installation works
- Restoration and painting works of affected area

C. Electrical Works

- Provision of lightings fixtures and switch for UPS room

D. General Requirement

- Provision of ducting for supply of aircon coming from the centralized Air-conditioner
- Provision of ducting for supply of aircon coming from the split-type Air-conditioner
- Provision of return air duct

E. Turn-over to client

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 February 01, 2023 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. 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.

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. 231 or send e-mail to jiguerrero@lbpleasing.com

Date of issue: 24 January 2023

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

TERMS OF REFERENCE
LBP LEASING AND FINANCE CORPORATION'S (LLFC) PROCUREMENT OF SERVICES
FOR THE ENCLOSURE OF THE UPS AREA

PROJECT NAME	:	Procurement of services for the enclosure of the UPS area to form part of the Server Room
APPROVED BUDGET FOR THE CONTRACT	:	One Hundred Eighty Thousand Pesos (P180,000.00)
BUDGET SOURCE	:	2023 Corporate Operating Budget (COB)

I. SUMMARY

LBP Leasing and Finance Corporation (LLFC), a Government-Owned and Controlled Corporation (GOCC) and a subsidiary of Land Bank of the Philippines is in need of a supplier to provide services for the enclosure of the 2 existing Uninterruptible Power Supply (UPS) area to form part of the Server Room.

II. THE OBJECTIVES

LLFC needs to provide the right temperature for its two (2) UPS and the most feasible way is to position enclose the UPS area to form part of the Server Room where there is a stand-alone split-type air-conditioner that functions when the centralized aircon is off. Providing the UPS with the right temperature will prolong their expected service life.

III. DELIVERABLES AND TIMETABLE

The scope of work for the enclosure on the UPS area to form part of the Server Room are as follows:

A. General Requirement

- Secure necessary permits needed for the job
- Mobilization/Safety provision (PPE and temporary working area enclosure)
- Hauling of Debris
- Final Clean-up Demobilization

B. Civil Works

- Insulation of Glass door/partition (sliding type) complete with aluminum frames, roller, locks and sundry materials to complete the installation works
- Restoration and painting works of affected area

C. Electrical Works

TERMS OF REFERENCE
LBP LEASING AND FINANCE CORPORATION'S (LLFC) PROCUREMENT OF SERVICES
FOR THE ENCLOSURE OF THE UPS AREA

- Provision of lightings fixtures and switch for UPS room

D. Mechanical Works

- Provision of ducting for supply of aircon coming from the centralized Air-conditioner
- Provision of ducting for supply of aircon coming from the split-type Air-conditioner
- Provision of return air duct
-

E. Turn-over to client.

IV. CONTRACT PAYMENT SCHEME

The payment of the contract price shall be made 30 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)
 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 not later than 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
A. General Requirement <ul style="list-style-type: none"> • Secure necessary permits needed for the job • Mobilization/Safety provision (PPE and temporary working area enclosure) • Hauling of Debris • Final Clean-up Demobilization 	
B. Civil Works <ul style="list-style-type: none"> • Insulation of Glass door/partition (sliding type) complete with aluminum frames, roller, locks and sundry materials to complete the installation works • Restoration and painting works of affected area 	
C. Electrical Works <ul style="list-style-type: none"> • Provision of lightings fixtures and switch for UPS room 	
D. General Requirement <ul style="list-style-type: none"> • Provision of ducting for supply of aircon coming from the centralized Air-conditioner • Provision of ducting for supply of aircon coming from the split-type Air-conditioner • Provision of return air duct 	
E. Turn-over to client	
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
------------------------------------	---	-------------