



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 ENROLLMENT TO PROCUREMENT OF BATTERIES AND RENEWAL OF ANNUAL MAINTENANCE FOR UNINTERRUPTIBLE POWER SUPPLY (UPS)
(LLFC-CAP-23-008)

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 Batteries and Renewal of Annual Maintenance for Uninterruptible Power Supply (UPS) (LLFC-CAP-23-008)
Approved Budget of the Contract (ABC)	Two Hundred Fifty Thousand Pesos and 00/100 (PHP 250,000.00)

BACKGROUND

One of the two units of Uninterruptible Power Supply (UPS) of the Corporation with Serial Number AS1839270030 was procured in April 2019. When the initial three years warranty expired, warranty services were extended annually up until the year 2023. Recently, the UPS equipment emitted a bad chemical odor and it was confirmed that it is because of the defective RBC/batteries. These batteries are not covered by the current Advantage Plan due to aging. The Advantage Plan will expire April 15, 2023.

OBJECTIVES OF THE PROCUREMENT

The objective of this procurement is to always ensure the availability of UPS equipment in order to assure business continuity of the Corporation, particularly in case of power disruptions.

SCOPE OF WORK

QTY	DESCRIPTIONS
2	Replacement Battery Cartridge # 140 Warranty: 2 years warranty With 5 X 8 Power Up for (1) Smart-UPS 8-10kVA and Scheduled 5X8 Assembly and Power-Up Service Should be the same brand of the existing UPS units
1	SRT10XLI Advantage Plan for SN# AS1839270030 1 Year NBD 1P Advantage Plan for Smart-UPS 8-10K 1 Year 4HR 7X24 Response Upgrade to Factory Warranty or Existing Service Contract for (1) Smart-UPS (1) Preventive Maintenance for (1) Smart-UPS 8-10kVA Scheduling Upgrade from 5X8 to 7X24 for Existing Preventive Maintenance for (1)Smart UPS Renewal start date should be April 15, 2023

- UPS Batteries shall be delivered not later than Sixty (60) working days
- Advantage Plan – Renewal date should be April 15, 2023

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 March 22, 2023 03:00PM** 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)
 - d.) Notarized Secretary's Certificate for proof of authorization
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 with 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. 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: 17 March 2023

(Sgd.)

ATTY. MARLA A. BARCENILLA

CHAIRPERSON

BIDS AND AWARDS COMMITTEE

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION**

PROJECT NAME	:	Procurement of Batteries and Renewal of Annual Maintenance for Uninterruptible Power Supply (UPS)
APPROVED BUDGET FOR THE CONTRACT	:	Two Hundred Fifty Thousand Pesos (Php 250,000.00) inclusive of all applicable taxes
MODE OF PROCUREMENT	:	Small Value Procurement

I. SUMMARY

One of the two units of Uninterruptible Power Supply (UPS) of the Corporation with Serial Number AS1839270030 was procured in April 2019. When the initial three years warranty expired, warranty services were extended annually up until the year 2023.

II. BACKGROUND

The equipment emitted a bad chemical odor, and was confirmed that it is because of the defective RBC/batteries. These batteries are not covered by the current Advantage Plan due to aging. The Advantage Plan will expire April 15, 2023.

III. OBJECTIVES

The objective of this procurement is for the Corporation to ensure business continuity, particularly in case of power disruptions, thus the need to assure availability at all times.

IV. SCOPE OF WORK

QTY	DESCRIPTIONS
2	Replacement Battery Cartridge # 140 Warranty: 2 years warranty With 5 X 8 Power Up for (1) Smart-UPS 8-10kVA and Scheduled 5X8 Assembly and Power-Up Service Should be the same brand of the existing UPS units
1	SRT10XLI Advantage Plan for SN# AS1839270030 1 Year NBD 1P Advantage Plan for Smart-UPS 8-10K 1 Year 4HR 7X24 Response Upgrade to Factory Warranty or Existing Service Contract for (1) Smart-UPS (1) Preventive Maintenance for (1) Smart-UPS 8-10kVA Scheduling Upgrade from 5X8 to 7X24 for Existing Preventive Maintenance for (1)Smart UPS Renewal start date should be April 15, 2023

V. DELIVERABLES

UPS Batteries shall be delivered not later than Sixty (60) working days
Advantage Plan – Renewal date should be April 15, 2023

VI. CONTRACT PAYMENT SCHEME

The supplier will be paid within 30 days after receipt of UPS Batteries.

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 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		Statement of Compliance
QUANTITY	DESCRIPTIONS	
2	Replacement Battery Cartridge # 140 Warranty: 2 years warranty With 5 X 8 Power Up for (1) Smart-UPS 8-10kVA and Scheduled 5X8 Assembly and Power-Up Service Should be the same brand of the existing UPS units	
1	SRT10XLI Advantage Plan for SN# AS1839270030 1 Year NBD 1P Advantage Plan for Smart-UPS 8-10K 1 Year 4HR 7X24 Response Upgrade to Factory Warranty or Existing Service Contract for (1) Smart-UPS (1) Preventive Maintenance for (1) Smart-UPS 8-10kVA Scheduling Upgrade from 5X8 to 7X24 for Existing Preventive Maintenance for (1) Smart UPS Renewal start date should be April 15, 2023	
Deliverables	<ul style="list-style-type: none"> • UPS Batteries shall be delivered not later than Sixty (60) working days • Advantage Plan – Renewal date should be April 15, 2023 	
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. Notarized Secretary’s Certificate for proof of authorization		

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