



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 RE-ENROLLMENT OF MAINTENANCE PLAN FOR UNINTERRUPTIBLE SUPPLY (UPS)
(LLFC-CAP-23-013)

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 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of the Project	Re-enrollment of Maintenance Plan for Uninterruptible Supply (UPS) (LLFC-CAP-23-013)
Approved Budget of the Contract (ABC)	Sixty-Five Thousand Pesos and 00/100 (PHP 65,000.00)

BACKGROUND

LBP Leasing and Finance Corporation (LLFC), requires Uninterruptible Power Supply (UPS) to ensure business continuity in cases of power disruptions. There is a need for services of a supplier for the technical support and preventive maintenance of the equipment.

OBJECTIVES OF THE PROCUREMENT

The objective of this procurement is to ensure that the ICT equipment of the Corporation will be protected from unexpected power interruption and that the UPS itself is properly maintained to always ensure availability at all times.

SCOPE OF WORK

Quantity	Particulars
	APC UPS Advantage / Maintenance Plan
	Serial No. AS1627371911
	Period Covered: September 8, 2023 to September 7, 2024
1	1 Year Next Business 1P Advantage Plan for Smart-UPS 8K-10K
1	1 Year 4hr 7 x 24 response upgrade to factory warranty for 1 Smart-UPS or Existing Service Contract for (1) Smart-UPS
1	(1) Preventive Maintenance for (1) Smart-UPS 8-10kVA
1	Scheduling Upgrade from 5X8 to 7X24 for Existing Preventive Maintenance for (1) Smart-UPS

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 August 18, 2023 04:00PM** 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 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 8818-2200 loc. 231 or send e-mail to procurement@lbpleasing.com

Date of issue: 10 August 2023

(Sgd.)

MS. RIZA M. HERNANDEZ

CHAIRPERSON

BIDS AND AWARDS COMMITTEE

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

PROJECT NAME	:	Procurement of One (1) Year UPS Advantage / Maintenance Plan
APPROVED BUDGET FOR THE CONTRACT	:	Sixty-five Thousand Pesos (Php 65,000.00) inclusive of all applicable taxes
MODE OF PROCUREMENT	:	Small Value Procurement

I. SUMMARY

LBP Leasing and Finance Corporation (LLFC), requires Uninterruptible Power Supply (UPS) services of a supplier for the technical support and preventive maintenance of the equipment.

II. BACKGROUND

LBP Leasing and Finance Corporation annually enrolls to a yearly maintenance all the UPS machines which are beyond the three (3) years warranty period.

III. OBJECTIVES

The objective of this procurement is to ensure that the ICT equipment of the Corporation will be protected from unexpected power interruption and that the UPS itself is properly maintained to ensure availability at all times.

IV. SCOPE OF WORK

Quantity	Particulars
	APC UPS Advantage / Maintenance Plan
	Serial No. AS1627371911
	Period Covered: September 8, 2023 to September 7, 2024
1	1 Year Next Business 1P Advantage Plan for Smart-UPS 8K-10K
1	1 Year 4hr 7 x 24 response upgrade to factory warranty for 1 Smart-UPS or Existing Service Contract for (1) Smart-UPS
1	(1) Preventive Maintenance for (1) Smart-UPS 8-10kVA
1	Scheduling Upgrade from 5X8 to 7X24 for Existing Preventive Maintenance for (1) Smart-UPS

V. DELIVERABLES

Delivery within 10 working days

VI. CONTRACT PAYMENT SCHEME

The supplier will be paid 15 days from the invoice date.

VII. DATA PRIVACY ACT

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

Price Quotation Form

Date:

MS. RIZA M. HERNANDEZ

Chairperson, Bids and Awards Committee
 LBP Leasing and Finance Corporation (LLFC)
 15th Flr., Sycip Law Center, #105 Paseo de Roxas St.,
 Makati City

Dear **Ms. Hernandez**:

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 ten (10) 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	
1	APC UPS Advantage / Maintenance Plan Serial No. AS1627371911 Period Covered: September 8, 2023 to September 7, 2024	
1	1 Year Next Business 1P Advantage Plan for Smart-UPS 8K-10K	
1	1 Year 4hr 7 x 24 response upgrade to factory warranty for 1 Smart-UPS or Existing Service Contract for (1) Smart-UPS	
1	(1) Preventive Maintenance for (1) Smart-UPS 8-10kVA	
1	Scheduling Upgrade from 5X8 to 7X24 for Existing Preventive Maintenance for (1) Smart-UPS	
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.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Name of Company /Bidder	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature over Printed Name of Authorized Representative	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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