



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 2023 CORPORATE GIVEAWAYS
(LLFC-CAP-23-017)

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 2023 Corporate Giveaways (LLFC-CAP-23-017)
Approved Budget of the Contract (ABC)	Three Hundred Fifty-Five Thousand Pesos (Php355,000.00)

BACKGROUND

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.

OBJECTIVES

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.

SPECIFICATIONS

Lot 1:			
Quantity	Item Specifications	Layout	Budget
300 pcs.	Corporate Planner Notebook <ul style="list-style-type: none"> Size: A5 (folded), A4 (spread) Color: Cover – Full color / 0 Inside (9 pages, 10 sheets) – Full color / Full color Inside – One color / One color (same image on every page) Pages: Cover – 2 side print Inside – 9 pages, 10 sheets Inside – 100 leaves, 2 side print Material: Cover – C2S 220# Inside – Bookpaper 70# Process: Computer-To-Plate, Offset printing Bindery: Double Loop Wire Lamination: Cover – Matte or Plastic Lamination, 1 side Others: Digital File supplied w/ 1 set of proofs only Delivery: 1 location, Metro Manila 30 calendar days after approval of proofs Layout provided with logo and GAD related advertisements. 	 <p>Front Cover</p>	Php 240,000.00
300 pcs.	Automatic Umbrella <ul style="list-style-type: none"> Size: Umbrella Diameter – 38 inches Image / Logo – Maximum A4 Color: Umbrella – Black or White Image / Logo – Full color Pages: 1 panel print only 		

	<ul style="list-style-type: none"> Material: Automatic close & open umbrella with pouch Process: DTF printing Others: Digital File supplied w/ 1 set of proofs only Delivery: 1 location, Metro Manila 30 calendar days after approval of proofs Layout: with LLFC Logo 		
200 pcs.	<p>Umbrella Golf Double Canopy</p> <ul style="list-style-type: none"> Size: Umbrella Diameter – 52 inches Image / Logo – Maximum A4 Color: Umbrella – Black or White Image / Logo – Full color Pages: 1 panel print only Material: Golf Umbrella with Double Canopy Automatic Open, Manual Close Process: DTF printing Others: Digital File supplied w/ 1 set of proofs only Delivery: 1 location, Metro Manila 30 calendar days after approval of proofs Layout: with LLFC Logo 		

Lot 2:

Quantity	Item Specifications	Layout	Budget
250 pcs.	<p>Eco Jute bag</p> <ul style="list-style-type: none"> Size Body Height: 32.2cm Width: 5.5cm Length: 36.1cm White Pocket Height: 24.5cm Length: 34cm Handle Size: 19.5cm With DTFPrint Layout provided with logo 		<p>Php 115,000.00</p>

Delivery Period	30 Calendar days.
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1. Please accomplish the following:

- Price Quotation Form (Annex "A") together with the supplier's official proposal/quotation
- 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 October 16, 2023, 09:00AM** together with the **Certified True Copies** of the following **Eligibility documents**:

- Valid and current year Mayor's Permit
- Valid and current PhilGEPS Registration Number
- DTI/SEC Registration (for Partnership/Corporation)

- Bidders must quote for one lot or all lots stated above, and their quotation must include all applicable taxes.
- 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)
- 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 8818-2200 loc. 231 or send e-mail to procurement@lbpleasing.com

Date of issue: 11 October 2023

(Sgd.)

MS. RIZA M. HERNANDEZ

CHAIRPERSON

BIDS AND AWARDS COMMITTEE

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR
2023 CORPORATE GIVEAWAYS**

PROJECT NAME	:	LLFC's Procurement for 2023 Corporate Giveaways
APPROVED BUDGET FOR THE CONTRACT	:	Three Hundred Fifty-Five Thousand Pesos Only (P355,000.00) inclusive of all applicable taxes
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, the client, is looking for a supplier that can provide prescribed corporate giveaways.

II. THE OBJECTIVES

The distribution of Corporate Giveaways to clients, suppliers, and other business partners has been a tradition to LLFC as a means of expressing gratitude to persons and organizations that have business and professional relationships with LLFC in 2023 and in prior years.

III. DELIVERABLES AND TIMETABLE

The supplies shall be engaged upon issuance of the Notice to Proceed on delivery period.

The bidder should be able to provide the prescribed Corporate Giveaway items with the following specifications:

Lot 1:

Quantity	Item Specifications	Layout	Budget
300 pcs.	<p>Corporate Planner Notebook</p> <ul style="list-style-type: none"> • Size: A5 (folded), A4 (spread) • Color: Cover – Full color / 0 Inside (9 pages, 10 sheets) – Full color / Full color Inside – One color / One color (same image on every page) • Pages: Cover – 2 side print Inside – 9 pages, 10 sheets Inside – 100 leaves, 2 side print • Material: Cover – C2S 220# Inside – Bookpaper 70# • Process: Computer-To-Plate, Offset printing 	 <p><i>Front Cover</i></p>	Php 240,000.00

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR
2023 CORPORATE GIVEAWAYS**

Quantity	Item Specifications	Layout	Budget
	<ul style="list-style-type: none"> • Bindery: Double Loop Wire • Lamination: Cover – Matte or Plastic Lamination, 1 side • Others: Digital File supplied w/ 1 set of proofs only • Delivery: 1 location, Metro Manila 30 calendar days after approval of proofs • Layout provided with logo and GAD related advertisements. 		
300 pcs.	<p>Automatic Umbrella</p> <ul style="list-style-type: none"> • Size: Umbrella Diameter – 38 inches • Image / Logo – Maximum A4 • Color: Umbrella – Black or White • Image / Logo – Full color • Pages: 1 panel print only • Material: Automatic close & open umbrella with pouch • Process: DTF printing • Others: Digital File supplied w/ 1 set of proofs only • Delivery: 1 location, Metro Manila 30 calendar days after approval of proofs • Layout: with LLFC Logo 		
200 pcs.	<ul style="list-style-type: none"> • Umbrella Golf Double Canopy • Size: Umbrella Diameter – 52 inches • Image / Logo – Maximum A4 • Color: Umbrella – Black or White • Image / Logo – Full color • Pages: 1 panel print only • Material: Golf Umbrella with Double Canopy Automatic Open, Manual Close 		

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Lot 2:

Quantity	Item Specifications	Layout	Budget
250 pcs.	Eco Jute bag <ul style="list-style-type: none"> • Size Body Height: 32.2cm Width: 5.5cm Length: 36.1cm • White Pocket Height: 24.5cm Length: 34cm • Handle Size: 19.5cm • With DTFPrint • Layout provided with logo 		Php 115,000.00

IV. CONTRACT PAYMENT SCHEME

The payment of the contract price shall upon full delivery and acceptance.

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 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.

Quantity	Requirements	Statement of Compliance
Lot 1		
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Delivery Period: 30 Calendar Days		
Lot 2		
250 pcs.	<p>Eco Jute bag</p> <ul style="list-style-type: none"> • Size Body Height: 32.2cm Width: 5.5cm Length: 36.1cm • White Pocket 	

Annex “B”

	Height: 24.5cm Length: 34cm <ul style="list-style-type: none"> • Handle Size: 19.5cm • With DTFPrint • Layout provided with logo 	
	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