



**LBP LEASING AND FINANCE CORPORATION**  
**(A LANDBANK Subsidiary)**

15<sup>th</sup> Floor SycipLaw Centre Bldg, #105 Paseo de Roxas St. 1226 Makati City  
Telephone Number 8818-2200/ Fax Number 819-6176

**INVITATION TO QUOTE FOR SUPPLY AND DELIVERY OF TABLE AND CHAIRS FOR CONFERENCE  
ROOMS**  
**(LLFC-CAP-23-020)**

**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 Table and Chairs for Conference Rooms (LLFC-CAP-23-020)	
Approved Budget of the Contract (ABC)	Three Hundred Twenty Thousand Pesos (PhP320,000.00)	
<u>BACKGROUND</u>		
LBP Leasing and Finance Corporation (LLFC) has acquired a new office space on the 14th floor of SyCip Law Center Building to accommodate new and incoming employees. One of the plans for the new office space is to set-up a conference room which requires acquisition of tables and chairs. At the same time, there is a need to also acquire new chairs for the conference room on the 15th floor as the existing chairs are dilapidated and needs to be replaced.		
<u>OBJECTIVES</u>		
The objectives for the procurement are the following:		
1. Acquire new tables and chairs for the conference room on the 14th floor		
2. Replace the existing chairs in the conference room on the 15th floor		
<u>SPECIFICATIONS</u>		
	<b>Particulars</b>	<b>Quantity</b>
8-Seater Meeting Table	<ul style="list-style-type: none"><li>• Size: Width: 2,400mm Length: 1,200mm Height: 745mm</li><li>• Laminated Top with powder coated metal frame &amp; support legs;</li><li>• With wiring management</li></ul>	1
Fixed Chair	<ul style="list-style-type: none"><li>• Size: Width: 660mm Length: 615mm Height: 1,015mm</li><li>• Mid back armchair;</li><li>• Sled base;</li><li>• Fixed armrests</li></ul>	14 (8 – 14 <sup>th</sup> floor, 6 – 15 <sup>th</sup> floor)
Adjustable Chair	<ul style="list-style-type: none"><li>• Size: Width: 630mm Length: 550mm Height: 960-1060mm</li><li>• Mid back armchair;</li><li>• Black frame;</li><li>• 3 Position angle tilting lock;</li><li>• Nylon base;</li></ul>	16

	<ul style="list-style-type: none"> <li>• Pneumatic seat height adjustment;</li> <li>• Adjustable armrest</li> </ul>	
Warranty: 10 years		
Supplier must be ISO CERTIFIED: 9001 and 14001		
Supplier must have BIFMA for Injected Foams with Green Statement		
Delivery Period: Sixty (60) calendar days upon receipt of the Notice to Proceed / Purchase Order.		

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 15<sup>th</sup> Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City on or before November 20, 2023, 12:00NN 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 8818-2200 loc. 231 or send e-mail to [procurement@lbpleasing.com](mailto:procurement@lbpleasing.com)

Date of issue: 16 November 2023

(Sgd.)  
 MS. RIZA M. HERNANDEZ  
 CHAIRPERSON  
 BIDS AND AWARDS COMMITTEE

**TERMS OF REFERENCE  
FOR SUPPLY AND DELIVERY OF TABLE AND CHAIRS FOR CONFERENCE ROOMS**

<b>PROJECT NAME</b>	<b>:</b>	<b>SUPPLY AND DELIVERY OF TABLE AND CHAIRS FOR CONFERENCE ROOMS</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b>	<b>:</b>	<b>THREE HUNDRED TWENTY THOUSAND PESOS &amp; 00/100 (₱320,000.00)</b>

**I. SUMMARY**

LBP Leasing and Finance Corporation (LLFC) needs table and chairs for its Conference Rooms.

**II. BACKGROUND**

LBP Leasing and Finance Corporation (LLFC) has acquired a new office space on the 14th floor of SyCip Law Center Building to accommodate new and incoming employees. One of the plans for the new office space is to set-up a conference room which requires acquisition of tables and chairs. At the same time, there is a need to also acquire new chairs for the conference room on the 15th floor as the existing chairs are dilapidated and needs to be replaced.

**III. THE OBJECTIVES**

The objectives for the procurement are the following:

1. Acquire new tables and chairs for the conference room on the 14<sup>th</sup> floor
2. Replace the existing chairs in the conference room on the 15<sup>th</sup> floor

**IV. DELIVERABLES**

**The project shall be procured as one (1) lot.** The Contractor/Supplier shall supply and deliver all the items described below:

	<b>Particulars</b>	<b>Quantity</b>
8-Seater Meeting Table	<ul style="list-style-type: none"> <li>• Size: Width: 2,400mm Length: 1,200mm Height: 745mm</li> <li>• Laminated Top with powder coated metal frame &amp; support legs;</li> <li>• With wiring management</li> </ul>	1
Fixed Chair	<ul style="list-style-type: none"> <li>• Size: Width: 660mm Length: 615mm Height: 1,015mm</li> <li>• Mid back armchair;</li> <li>• Sled base;</li> <li>• Fixed armrests</li> </ul>	14 (8 – 14 <sup>th</sup> floor, 6 – 15 <sup>th</sup> floor)
Adjustable Chair	<ul style="list-style-type: none"> <li>• Size: Width: 630mm</li> </ul>	16

**TERMS OF REFERENCE  
FOR SUPPLY AND DELIVERY OF TABLE AND CHAIRS FOR CONFERENCE ROOMS**

	Length: 550mm Height: 960-1060mm <ul style="list-style-type: none"> <li>• Mid back armchair;</li> <li>• Black frame;</li> <li>• 3 Position angle tilting lock;</li> <li>• Nylon base;</li> <li>• Pneumatic seat height adjustment;</li> <li>• Adjustable armrest</li> </ul>	
Warranty: 10 years		
Supplier must be ISO CERTIFIED: 9001 and 14001		
Supplier must have BIFMA for Injected Foams with Green Statement		
Delivery Period: Sixty (60) calendar days upon receipt of the Notice to Proceed / Purchase Order.		

**V. DELIVERY PERIOD**

The supply and delivery of table and chairs for conference rooms shall be done within sixty (60) calendar days upon receipt of the Notice to Proceed / Purchase Order.

**VI. CONTRACT PAYMENT SCHEME**

The payment of the contract price shall be made not more than thirty (30) days after acceptance by client of the deliverables.

**Price Quotation Form**

Date:

**MS. RIZA M. HERNANDEZ**

Chairperson, Bids and Awards Committee  
 LBP Leasing and Finance Corporation (LLFC)  
 15<sup>th</sup> 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 sixty (60) 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
1	<b>8-Seater Meeting Table</b> <ul style="list-style-type: none"> <li>• Size: Width: 2,400mm Length: 1,200mm Height: 745mm</li> <li>• Laminated Top with powder coated metal frame &amp; support legs;</li> <li>• With wiring management</li> </ul>	
14 (8 – 14 <sup>th</sup> floor, 6 – 15 <sup>th</sup> floor)	<b>Fixed Chair</b> <ul style="list-style-type: none"> <li>• Size: Width: 660mm Length: 615mm Height: 1,015mm</li> <li>• Mid back armchair;</li> <li>• Sled base;</li> <li>• Fixed armrests</li> </ul>	
16	<b>Adjustable Chair</b> <ul style="list-style-type: none"> <li>• Size: Width: 630mm Length: 550mm Height: 960-1060mm</li> <li>• Mid back armchair;</li> <li>• Black frame;</li> <li>• 3 Position angle tilting lock;</li> <li>• Nylon base;</li> <li>• Pneumatic seat height adjustment;</li> <li>• Adjustable armrest</li> </ul>	
	Warranty: 10 years	
	Supplier must be ISO CERTIFIED: 9001 and 14001	
	Supplier must have BIFMA for Injected Foams with Green Statement	
	Delivery Period: Sixty (60) calendar days upon receipt of the Notice to Proceed / Purchase Order.	
	<b>Eligibility Requirements (Certified True Copies only) :</b>	
	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