



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 TRANSFER AND REINSTALLATION OF PANELS
(LLFC-CAP-23-021)

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 Transfer and Reinstallation of Panels (LLFC-CAP-23-021)
Approved Budget of the Contract (ABC)	One Hundred Twenty Thousand Pesos (PhP120,000.00)
<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 the employees from UCBP Leasing and Finance Corporation (ULFC), whose current office is scheduled to be demolished during the following year. As part of the transfer, there is a need to haul and reinstall ULFC's panels and modules from their warehouse at Taguig City to their new office site at Makati City.	
<u>OBJECTIVES</u>	
The objectives for the procurement are to transfer and reinstall panels and modules from UCBP Leasing and Finance Corporation (ULFC).	
<u>SPECIFICATIONS</u>	
Name	Quantity
Reinstallation of Panels	99
Reinstallation of Tabletop	39
Reinstallation of Side Table	37
Reinstallation of Accessories	32
Hauling and Delivery of Panels from Taguig Bagumbayan Industrial Estate to SyCip Law Center Building	1 Lot
Supplier must be ISO CERTIFIED: 9001	
Delivery Period: Five (5) to seven (7) 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 15th Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before November 28, 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

Date of issue: 24 November 2023

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

**TERMS OF REFERENCE
FOR PROCUREMENT OF TRANSFER AND REINSTALLATION OF PANELS**

PROJECT NAME	:	PROCUREMENT OF TRANSFER AND REINSTALLATION OF PANELS
APPROVED BUDGET FOR THE CONTRACT	:	ONE HUNDRED TWENTY THOUSAND PESOS & 00/100 (₱120,000.00)

I. SUMMARY

LBP Leasing and Finance Corporation (LLFC) needs to transfer and reinstall panels and modules from UCBP Leasing and Finance Corporation (ULFC).

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 the employees from UCBP Leasing and Finance Corporation (ULFC), whose current office is scheduled to be demolished during the following year. As part of the transfer, there is a need to haul and reinstall ULFC's panels and modules from their warehouse at Taguig City to their new office site at Makati City.

III. THE OBJECTIVES

The objectives for the procurement are to transfer and reinstall panels and modules from UCBP Leasing and Finance Corporation (ULFC).

IV. DELIVERABLES

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

Name	Quantity
Reinstallation of Panels	99
Reinstallation of Tabletop	39
Reinstallation of Side Table	37
Reinstallation of Accessories	32
Hauling and Delivery of Panels from Taguig Bagumbayan Industrial Estate to SyCip Law Center Building	1 Lot
Supplier must be ISO CERTIFIED: 9001	
Delivery Period: Five (5) to seven (7) 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 five (5) to seven (7) calendar days upon receipt of the Notice to Proceed / Purchase Order.

VI. CONTRACT PAYMENT SCHEME

**TERMS OF REFERENCE
FOR PROCUREMENT OF TRANSFER AND REINSTALLATION OF PANELS**

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)
 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 five (5) to seven (7) 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
99	Reinstallation of Panels	
39	Reinstallation of Tabletop	
37	Reinstallation of Side Table	
32	Reinstallation of Accessories	
1 Lot	Hauling and Delivery of Panels from Taguig Bagumbayan Industrial Estate to SyCip Law Center Building	
	Supplier must be ISO CERTIFIED: 9001	
	Delivery Period: Sixty (60) calendar days upon receipt of the Notice to Proceed / Purchase Order.	
	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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