



**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 PROCUREMENT OF WINDOW BLINDS**  
(LLFC-CAP-23-022)

**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	<b>Procurement of Window Blinds (LLFC-CAP-23-022)</b>	
Approved Budget of the Contract (ABC)	<b>Three Hundred Thousand Pesos (Php300,000.00)</b>	
<b><u>BACKGROUND</u></b>		
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. The office space at the 14th floor currently has no window blinds, thus there is no protection of employees who will be assigned at the 14th floor from the heat and sunlight. As part of the transfer, there is a need to acquire and install window blinds for the office space at the 14th floor.		
<b><u>OBJECTIVES</u></b>		
The objectives for the procurement are to acquire and install window blinds at the 14th floor of SyCip Law Center Building.		
<b><u>SPECIFICATIONS</u></b>		
1. Composition	100% Polyester	
2. Width	280 cm	
3. Weight	169g/m <sup>2</sup> ± 5%	
4. Thickness	0.42mm ± 5%	
5. Tensile Strength	Solid : 200N, Mesh : 250N	
6. Light Fastness	Above 4.5 Grade	
7. Fire Classification	F/R, Non F/R	
8. Repeat Size : Solid:	10cm ± 0.3% Mesh : 6cm ± 0.3%	
9. Item is <b>DUAL SHADE BLACK OUT</b>		
10. Roller : Beads and Strings	Height : 150cm	
11. Head Rail :	Width : 6cm Height : 7cm	
12. Mechanism color for dual shade	Gray	
13. Bottom Rail :	Width : 2cm Height : 7 cm	
14. Packing	50m/Roll	
	<b>Particulars</b>	<b>Quantity</b>
Gil Street Side of the Building	• Size: Total of Approximately ±471.78 Sq.Ft. from end to end	15 Pcs
Paseo de Roxas Street Side of the Building	• Size: Total of Approximately ±426.19 Sq.Ft. from end to end	13 Pcs
Conference Room	• Size: Total of Approximately ±111.00 Sq.Ft.	3 Pcs
Warranty: 1 year on blinds and mechanism		
Free Installation		

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 15<sup>th</sup> 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](mailto: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 WINDOW BLINDS**

<b>PROJECT NAME</b>	<b>:</b>	<b>PROCUREMENT OF WINDOW BLINDS</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b>	<b>:</b>	<b>THREE HUNDRED THOUSAND PESOS &amp; 00/100 (<del>P300,000.00</del>)</b>

**I. SUMMARY**

LBP Leasing and Finance Corporation (LLFC) needs to acquire and install window blinds at the 14th floor of SyCip Law Center Building.

**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. The office space at the 14th floor currently has no window blinds, thus there is no protection of employees who will be assigned at the 14th floor from the heat and sunlight. As part of the transfer, there is a need to acquire and install window blinds for the office space at the 14th floor.

**III. THE OBJECTIVES**

The objectives for the procurement are to acquire and install window blinds at the 14th floor of SyCip Law Center Building.

**IV. DELIVERABLES**

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

**V. SPECIFICATIONS:**

1. Composition	100% Polyester
2. Width	280 cm
3. Weight	169g/m <sup>2</sup> ± 5%
4. Thickness	0.42mm ± 5%
5. Tensile Strength	Solid : 200N, Mesh : 250N
6. Light Fastness	Above 4.5 Grade
7. Fire Classification	F/R, Non F/R
8. Repeat Size : Solid:	10cm ± 0.3% Mesh : 6cm ± 0.3%
9. Item is <b>DUAL SHADE BLACK OUT</b>	
10. Roller : Beads and Strings	Height : 150cm
11. Head Rail :	Width : 6cm Height : 7cm
12. Mechanism color for dual shade	Gray
13. Bottom Rail :	Width : 2cm Height : 7 cm
14. Packing	50m/Roll

**TERMS OF REFERENCE  
FOR PROCUREMENT OF WINDOW BLINDS**

	<b>Particulars</b>	<b>Quantity</b>
Gil Street Side of the Building	<ul style="list-style-type: none"> <li>Size: Total of Approximately ±471.78 Sq.Ft. from end to end</li> </ul>	15 Pcs
Paseo de Roxas Street Side of the Building	<ul style="list-style-type: none"> <li>Size: Total of Approximately ±426.19 Sq.Ft. from end to end</li> </ul>	13 Pcs
Conference Room	<ul style="list-style-type: none"> <li>Size: Total of Approximately ±111.00 Sq.Ft.</li> </ul>	3 Pcs
Warranty: 1 year on blinds and mechanism		
Free Installation		
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**

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 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.

Requirements	Statement of Compliance												
<p><b>Window Blinds:</b></p> <p>1. Composition 100% Polyester</p> <p>2. Width 280 cm</p> <p>3. Weight 169g/m<sup>2</sup> ± 5%</p> <p>4. Thickness 0.42mm ± 5%</p> <p>5. Tensile Strength Solid : 200N, Mesh : 250N</p> <p>6. Light Fastness Above 4.5 Grade</p> <p>7. Fire Classification F/R, Non F/R</p> <p>8. Repeat Size: Solid: 10cm ± 0.3% Mesh : 6cm ± 0.3%</p> <p>9. Item is DUAL SHADE BLACK OUT</p> <p>10. Roller : Beads and Strings Height : 150cm</p> <p>11. Head Rail : Width : 6cm Height : 7cm</p> <p>12. Mechanism color for dual shade Gray</p> <p>13. Bottom Rail : Width : 2cm Height : 7 cm</p> <p>14. Packing 50m/Roll</p>													
<p><b>Particulars:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;"></th> <th style="width: 50%; text-align: center;">Particulars</th> <th style="width: 25%; text-align: center;">Quantity</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Gil Street Side of the Building</td> <td> <ul style="list-style-type: none"> <li>• Size: Total of Approximately ±471.78 Sq.Ft. from end to end</li> </ul> </td> <td style="text-align: center; vertical-align: top;">15 Pcs</td> </tr> <tr> <td style="vertical-align: top;">Paseo de Roxas Street Side of the Building</td> <td> <ul style="list-style-type: none"> <li>• Size: Total of Approximately ±426.19 Sq.Ft. from end to end</li> </ul> </td> <td style="text-align: center; vertical-align: top;">13 Pcs</td> </tr> <tr> <td style="vertical-align: top;">Conference Room</td> <td> <ul style="list-style-type: none"> <li>• Size: Total of Approximately ±111.00 Sq.Ft.</li> </ul> </td> <td style="text-align: center; vertical-align: top;">3 Pcs</td> </tr> </tbody> </table> <p>Warranty: 1 year on blinds and mechanism</p> <p>Free Installation</p> <p>Delivery Period: Five (5) to seven (7) days upon receipt of the Notice to Proceed / Purchase Order.</p>		Particulars	Quantity	Gil Street Side of the Building	<ul style="list-style-type: none"> <li>• Size: Total of Approximately ±471.78 Sq.Ft. from end to end</li> </ul>	15 Pcs	Paseo de Roxas Street Side of the Building	<ul style="list-style-type: none"> <li>• Size: Total of Approximately ±426.19 Sq.Ft. from end to end</li> </ul>	13 Pcs	Conference Room	<ul style="list-style-type: none"> <li>• Size: Total of Approximately ±111.00 Sq.Ft.</li> </ul>	3 Pcs	
	Particulars	Quantity											
Gil Street Side of the Building	<ul style="list-style-type: none"> <li>• Size: Total of Approximately ±471.78 Sq.Ft. from end to end</li> </ul>	15 Pcs											
Paseo de Roxas Street Side of the Building	<ul style="list-style-type: none"> <li>• Size: Total of Approximately ±426.19 Sq.Ft. from end to end</li> </ul>	13 Pcs											
Conference Room	<ul style="list-style-type: none"> <li>• Size: Total of Approximately ±111.00 Sq.Ft.</li> </ul>	3 Pcs											
Warranty: 1 year on blinds and mechanism													
Free Installation													
Delivery Period: Five (5) to seven (7) 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