



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 SERVICES FOR THE DESCALING OF TWO (2) AIRCONDITIONING UNITS, CLEANING OF TWO (2) COOLING TOWERS AND DEGREASING TWO (2) WATER PUMPS AND TWO (2) MOTOR FANS
(LLFC-CAP-23-027)

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 Services for the Descaling of Two (2) Airconditioning Units, Cleaning of Two (2) Cooling Towers and Degreasing Two (2) Water Pumps and Two (2) Motor Fans (LLFC-CAP-23-027)
Approved Budget of the Contract (ABC)	One Hundred Thousand Pesos (PhP100,000.00)
<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. 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.	
<u>OBJECTIVES</u>	
The objectives for the procurement are to acquire and install window blinds at the 14th floor of SyCip Law Center Building.	
<u>SPECIFICATIONS</u>	
<ol style="list-style-type: none">1. Supply of Labor, tools, and equipment for the cleaning of the two (2) cooling towers2. Draining of water3. Cleaning of fillers using high pressure washer4. Remove sludge.5. Cleaning of the tank by pressure washer6. De-greasing of two (2) water pumps and two (2) cooling tower fan motors7. To conduct thermal scanning and merger testing of motors8. To conduct vibration analysis using vibration meter9. Supply of labor, tools, materials and technical supervision for the de-scaling of two (2) air-conditioning system10. Flushing of coil and fins using coil cleaner11. Set up circulation loop.12. Provide plugs, fittings and circulating pump if necessary.13. To inject and circulate de-scaling chemicals into the unit.14. Draining and flushing15. Neutralization16. Cleaning of condensing coils using chemicals and high-pressure washer17. Testing of units18. Complete test report	

	Particulars	Quantity
AHU Room at Gil Street Side of the Building	One (1) unit 10 Tonner Airconditioning Unit	1 Unit
AHU Room at Paseo de Roxas Street Side of the Building	One (1) unit 10 Tonner Airconditioning Unit	1 Unit
Gil Street Side at roof deck	One (1) Cooling tower, One (1) Fan Motor and two (2) water pumps	1, 1 and 2 Units
Paseo de Roxas Street Side at roof deck	One (1) Cooling tower, One (1) Fan Motor and two (2) water pumps	1, 1 and 2 Units
Warranty: 1 year		
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 December 18, 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: 13 December 2023

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

TERMS OF REFERENCE
FOR SERVICES OF DE-SCALING OF THE AIRCONDITIONING UNITS, CLEANING OF
COOLING TOWER AND DE-GREASING OF WATER PUMPS AND FANS

PROJECT NAME	:	PROCUREMENT OF SERVICES FOR THE DE SCALING OF TWO (2) AIRCONDITIONING UNITS, CLEANING OF TWO (2) COOLING TOWERS AND DE-GREASING TWO (2) WATER PUMPS AND TWO (2) MOTOR FANS
APPROVED BUDGET FOR THE CONTRACT	:	ONE HUNDRED THOUSAND PESOS & 00/100 (P400,000.00)

I. SUMMARY

LBP Leasing and Finance Corporation (LLFC) needs a supplier that can deliver, supply, and perform Preventive Maintenance of the air conditioning units, cooling towers, water pumps and fan motors.

II. BACKGROUND

LBP Leasing and Finance Corporation needs to maintain the air conditioning units so that it works efficiently and effectively. Downtimes are minimized and the quality of indoor air is maintained/improved.

III. THE OBJECTIVE

The objective for the procurement is to acquire a supplier that can render Preventive Maintenance for the said LLFC properties.

IV. DELIVERABLES

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

V. SPECIFICATIONS:

1. Supply of Labor, tools, and equipment for the cleaning of the two (2) cooling towers
2. Draining of water
3. Cleaning of fillers using high pressure washer
4. Remove sludge.
5. Cleaning of the tank by pressure washer
6. De-greasing of two (2) water pumps and two (2) cooling tower fan motors
7. To conduct thermal scanning and merger testing of motors
8. To conduct vibration analysis using vibration meter
9. Supply of labor, tools, materials and technical supervision for the de-scaling of two (2) air-conditioning system
10. Flushing of coil and fins using coil cleaner
11. Set up circulation loop.
12. Provide plugs, fittings and circulating pump if necessary.
13. To inject and circulate de-scaling chemicals into the unit.
14. Draining and flushing
15. Neutralization

**TERMS OF REFERENCE
FOR SERVICES OF DE-SCALING OF THE AIRCONDITIONING UNITS, CLEANING OF
COOLING TOWER AND DE-GREASING OF WATER PUMPS AND FANS**

- 16. Cleaning of condensing coils using chemicals and high-pressure washer
- 17. Testing of units
- 18. Complete test report

	Particulars	Quantity
AHU Room at Gil Street Side of the Building	One (1) unit 10 Tonner Airconditioning Unit	1 Unit
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Paseo de Roxas Street Side at roof deck	One (1) Cooling tower, One (1) Fan Motor and two (2) water pumps	1, 1 and 2 Units
Warranty: 1 year		
Delivery Period: Five (5) to seven (7) days upon receipt of the Notice to Proceed / Purchase Order.		

VI. DELIVERY PERIOD

The supply and delivery for the de-scaling and de-greasing of the air-conditioning system shall be done within five (5) to seven (7) days upon receipt of the Notice to Proceed / Purchase Order.

VII. CONTRACT PAYMENT SCHEME

The payment of the contract price will be made upon Client's acceptance of the delivered and installed window blinds.

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.

Requirements		Statement of Compliance															
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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
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