



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 RECONFIGURATION OF ELECTRICAL OUTLETS
(LLFC-CAP-23-030)

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 Reconfiguration of Electrical Outlets (LLFC-CAP-23-030)
Approved Budget of the Contract (ABC)	One Hundred Fifty Thousand Pesos (PhP150,000.00)
BACKGROUND	
LLFC rented additional office space to accommodate its additional personnel requirements and in anticipation of the merger with ULFC. ULFC will have to transfer to the rented space even before the implementation of the merger to allow seamless transition for the merger. This is also to help them since they needed to vacate their existing office space in OF Bank given the condition of the building, which is already dangerous if continuously occupied. As such, there is a need to install and reconfigure electrical outlets in the area on the 14th floor that they will use.	
OBJECTIVES	
The objectives for the procurement are to install and reconfigure electrical outlets at the 14th floor of SyCip Law Center Building.	
SPECIFICATIONS	
Quantity	Particular
3 sets	Lay out of conduit wire for 3 circuit electrical feeder from electrical room to work station with grounding wire
13 sets	Supply and installation of 13 sets 2gang 2 prong convenience outlet (white color) for work station
8 sets	Reconfiguration of existing convenience outlet
1 lot	Consumables
Includes mobilization, megger testing, conduct of thermal scanning of electrical panel board, testing and commissioning	
Warranty	Three (3) months on parts and workmanship
Delivery Period	Three (3) to Five (5) 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 January 05, 2024, 03:00P.M.** 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: 29 December 2023

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

**TERMS OF REFERENCE
 FOR PROCUREMENT OF RECONFIGURATION OF ELECTRICAL OUTLETS**

PROJECT NAME	:	PROCUREMENT OF RECONFIGURATION OF ELECTRICAL OUTLETS
APPROVED BUDGET FOR THE CONTRACT	:	ONE HUNDRED FIFTY THOUSAND PESOS & 00/100 (₱150,000.00)
MODE OF PROCUREMENT	:	Small Value Mode of Procurement

I. SUMMARY

LBP Leasing and Finance Corporation (LLFC) needs to install and reconfigure electrical outlets in their new office space at the 14th floor of SyCip Law Center Building.

II. BACKGROUND

LLFC rented additional office space to accommodate its additional personnel requirements and in anticipation of the merger with ULFC. ULFC will have to transfer to the rented space even before the implementation of the merger to allow seamless transition for the merger. This is also to help them since they needed to vacate their existing office space in OF Bank given the condition of the building, which is already dangerous if continuously occupied. As such, there is a need to install and reconfigure electrical outlets in the area on the 14th floor that they will use.

III. THE OBJECTIVES

The objectives for the procurement are to install and reconfigure electrical outlets 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:

Qty	Particular
3 sets	Lay out of conduit wire for 3 circuit electrical feeder from electrical room to work station with grounding wire
13 sets	Supply and installation of 13 sets 2gang 2 prong convenience outlet (white color) for work station
8 sets	Reconfiguration of existing convenience outlet
1 lot	Consumables
Includes mobilization, megger testing, conduct of thermal scanning of electrical panel board, testing and commissioning	
Warranty	Three (3) months on parts and workmanship

**TERMS OF REFERENCE
FOR PROCUREMENT OF RECONFIGURATION OF ELECTRICAL OUTLETS**

V. DELIVERY PERIOD

The supply and delivery of table and chairs for conference rooms shall be done within three (3) to five (5) 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)
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 three (3) to five (5) 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
Quantity	Particular	
3 sets	Lay out of conduit wire for 3 circuit electrical feeder from electrical room to work station with grounding wire	
13 sets	Supply and installation of 13 sets 2gang 2 prong convenience outlet (white color) for work station	
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Includes mobilization, megger testing, conduct of thermal scanning of electrical panel board, testing and commissioning		
Warranty	Three (3) months on parts and workmanship	
Delivery Period: Three (3) to Five (5) 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.

**Name of Company
/Bidder**

**Signature over Printed Name of
Authorized Representative**

Date