



LBP LEASING AND FINANCE CORPORATION
(A LANDBANK Subsidiary)

15th Floor SycipLaw Centre Bldg, #105 Paseo de Roxas St. 1226 Makati City
Telephone Number 818-2200/ Fax Number 819-6176

**INVITATION TO QUOTE FOR THE PROCUREMENT OF 16 MODULAR TABLES, 16 CHAIRS AND 16
MOBILE PEDESTAL CABINETS**
(LLFC-CAP-2020-006)

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 16 Modular Tables, 16 Chairs and 16 Mobile Pedestal Cabinets (LLFC-CAP-2020-006)
Approved Budget of the Contract (ABC)	Three Hundred Sixty Five Thousand Pesos and 00/100 (P365,000.00)
<u>BACKGROUND</u>	
LLFC needs additional working space to house its additional employees needed to sustain its operations. In response to this need, LLFC is converting its present Library and Directors' Room into office areas at a minimum cost at the fastest possible time. Correspondingly, modular table, chairs and mobile pedestal cabinets have to be procured for the purpose.	
<u>OBJECTIVES OF THE PROCUREMENT</u>	
The goals of the project are to: 1. Supply, deliver and install the modular tables, chairs and mobile pedestal cabinets in the Library, and Directors' Room areas as soon as possible; and 2. Procure said furniture and fixtures at the least possible cost.	
<u>SCOPE OF WORK</u>	
The scope of work for the procurement will be based on the attached Terms of Reference (TOR).	
Project Completion	Not later than 2 weeks after issuance of Notice to Proceed

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 **6 October 2020 3:30 PM** 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)
- d.) BIR Certificate of Registration (Form 2303)
- e.) Latest Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the BIR
- f.) Omnibus Sworn Statement (per attached Formal Template) – **original and notarized**

1. 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.
2. 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.
3. The prospective bidder shall be a Filipino citizen/sole proprietorship/partnership/Corporation duly organized under the laws of the Philippines.
4. 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.
5. 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.
6. For the winning supplier: The obligation for warranty shall be covered by either retention money equivalent to 1% of payment or a special bank guarantee equivalent to 1% of the total contract price. The amount shall be released after three (3) months (Section 62 of the 2016 Revised IRR of RA 9184).

For further information, please visit LBP Leasing and Finance Corporation office or contact the BAC Secretariat Ms. Joselia S. Garcia at telephone number 818-2200 loc. 261 or send e-mail to jsgarcia@lbpleasing.com

(Sgd)

RIZA M. HERNANDEZ

CHAIRPERSON

BIDS AND AWARDS COMMITTEE

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT OF MODULAR
TABLES, CHAIRS AND MOBILE PEDESTAL CABINETS**

PROJECT NAME	:	PROCUREMENT OF MODULAR TABLES, CHAIRS AND MOBILE PEDESTAL CABINETS
APPROVED BUDGET FOR THE CONTRACT	:	THREE HUNDRED SIXTY FIVE THOUSAND PESOS (P365,000.00)

I. SUMMARY

LBP Leasing and Finance Corporation (LLFC), the client, needs to procure modular tables, chairs and mobile pedestal cabinets for its new/additional employees. As LLFC expands, it needs additional employees to sustain its operations.

II. BACKGROUND

LBP Leasing and Finance Corporation (LLFC), is a subsidiary of Land Bank of the Philippines and a government-owned and controlled corporations (GOCC) and was established on March 17, 1983. It is engaged in leasing and financing activities.

III. THE OBJECTIVES

LLFC needs additional working space for its new employees. Its existing office space can be maximized by using modular tables which are space-saving. Eight tables can be accommodated in the Library and Directors' Room each without any construction work to be done.

IV. SCOPE OF WORK

The scope of work includes the following:

1. Dismantling of existing tables at Library and Directors' Room;
2. Supply, delivery and installation of modular tables, chairs and mobile pedestal cabinets.

V. DELIVERABLES

The procurement shall be by Lot. The Contractor shall supply, deliver and install all the modular tables, chairs and mobile pedestal cabinets to LLFC as one (1) Lot. The breakdown of the goods are as follows:

	Particulars	Quantity
For the Library Area:		
Desking System (Grey)	Single Desk on inverted U-leg support with laminated flip cover & wire tray – cluster of 2, laminate finish.	1
	Double desk on inverted U-leg support with laminated flip cover & wire tray – cluster of 6, laminated finish	1
	Support Bracket, metal finish	32

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT OF MODULAR
TABLES, CHAIRS AND MOBILE PEDESTAL CABINETS**

	Vertical conduit	3
Panel System	Panel HT 500 (30mm thickness), fabric finish	3
	Panel HT 600 (30mm thickness), fabric finish	2
	Frameless Hung Screen (fabric) on 450HT with Bracket, Fabric Finish	
Seating System (Black)	Midback Chair Synchronized Tilt with adjustable lumbar support , pneumatic seat HT adjustable, 2D armrest 9HT: 75mm) Black nylon foot base, mesh fabric finish	8
Mobile Pedestal Cabinets (White)	Accessories, 3-Drawer mobile pedestal (Flush Handle), Metal finish	8
For the Directors' Office:		
Desking System (Grey)	Single Desk on inverted U-leg support with laminated flip cover & wire tray – cluster of 2, laminate finish.	2
	Double desk on inverted U-leg support with laminated flip cover & wire tray – cluster of 4, laminated finish	1
	Support Bracket, metal finish	32
	Vertical conduit	3
Panel System	Panel HT 500 (30mm thickness), fabric finish	2
	Panel HT 600 (30mm thickness), fabric finish	4
	Frameless Hung Screen (fabric) on 450HT with Bracket, Fabric Finish	4
Seating System (Black)	Midback Chair Synchronized Tilt with adjustable lumbar support , pneumatic seat HT adjustable, 2D armrest 9HT: 75mm) Black nylon foot base, mesh fabric finish	8
Mobile Pedestal Cabinets (White)	Accessories, 3-Drawer mobile pedestal (Flush Handle), Metal finish	8

VI. CONTRACT PAYMENT SCHEME

The payment of the contract price shall be made 15 days after acceptance by client of the deliverables.