



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 WINDOW BLINDS
(LLFC-CAP-2020-008)

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 Window Blinds (LLFC-CAP-2020-008)
Approved Budget of the Contract (ABC)	Seven Hundred Twenty Five Thousand Pesos (₱725,000.00)
<u>BACKGROUND</u>	
LBP Leasing and Finance Corporation, a subsidiary of Land Bank of the Philippines and a government Owned and Controlled Corporation is going to procure 62 pieces of window blinds to replace the old ones at its office at 15 th Floor, SyCip Law Center, 105 Paseo Roxas Street, Makati City.	
<u>DELIVERABLES</u>	
The specifications and sizes of the window blinds will be based on the attached Terms of Reference (TOR).	
<u>PROJECT TIMETABLE</u>	
The engagement of the supplier will commence upon issuance of the Notice to Proceed but not later than December 09, 2020.	
Project Completion	Not later than January 09, 2021

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 07, 2020 3:00 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 WINDOW
BLINDS**

PROJECT NAME	:	Procurement of Window Blinds
APPROVED BUDGET FOR THE CONTRACT	:	Seven Hundred Twenty Five Thousand Pesos (P725,000.00) inclusive of all applicable taxes

I. SUMMARY

LBP Leasing and Finance Corporation (LLFC), a government-owned and controlled corporation (GOCC) and a subsidiary of Land Bank of the Philippines, the client, is looking for a supplier that can supply, deliver and install new **window blinds** to replace the old ones.

II. DELIVERABLES AND TIMETABLE

The bidder shall be engaged upon issuance of the Notice to Proceed but not later than **January 09, 2021**. The bidder shall supply, deliver and install the window blinds to LBP Leasing and Finance Corporation based on the following specifications:

SPECIFICATIONS:

1. Composition: 100% Polyester
2. Width: 280 cm
3. Weight: 169g/m² ± 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. Packing: 50m/Roll
9. Repeat Size: Solid: 10cm ±0.3% Mesh: 6cm ±0.3%
10. Item is **dual shade black out**
11. Roller: Beads and String Height: 150 cm
12. Head Rail: Width: 6cm Height: 7cm
13. Mechanism color for dual shade: Gray
14. Bottom Rail: Width: 2cm Height: 3cm

LOCATIONS/QUANTITY/AREA IN SQUARE FOOT

Location	Quantity	Total in Square Foot
Big Pantry (Gil Street Side)	1	32.23
	1	30.95
	1	31.37
	1	31.37
	1	32.66
Accounting (Gil Street Side)	1	33.94
	1	34.51
	1	34.51
	1	34.80
	1	34.51
	1	35.08
	1	43.89
Location	Quantity	Total in Square Foot
Stockroom (Gil Street Side)	1	33.66
	1	19.11
Treasury (Gil Street Side)	1	33.66

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT OF WINDOW
BLINDS**

	1	32.52
	1	34.23
	1	36.79
Conference Room (GIL Street Side)	1	23.72
	1	25.15
	1	25.15
	1	23.72
Office of the President (MSU-Paseo de Roxas Side)	1	33.09
	1	31.37
	1	30.80
Small Pantry (Gil Street Side)	1	32.52
	1	29.66
Office of the President (Paseo de Roxas Side)	1	35.65
	1	33.37
	1	33.37
	1	33.09
	1	15.69
	1	35.37
	1	35.94
Office of the CSG Head (RLG-Paseo de Roxas Side)	1	33.09
	1	33.09
	1	33.09
Office of AMG Head (Paseo de Roxas Street Side)	1	33.09
	1	33.09
	1	33.09
	1	33.09
AMG Area (Paseo de Roxas Street Side)	1	33.09
	1	33.09
	1	33.09
AMG (Cath-Paseo de Roxas Street Side)	1	33.09
	1	33.09
	1	33.09
RAMU (Paseo de Roxas Street Side)	1	33.09
	1	33.09
	1	33.09
	1	33.09
Legal Counsel (Paseo de Roxas Street Side)	1	33.09
	1	33.09
	1	33.09
ASG Head (RMH-Paseo de Roxas Street Side)	1	33.09
	1	33.09
ASG Area (Paseo de Roxas Street Side)	1	33.09
	1	33.09
	1	33.09
	1	33.09
	1	33.09
	1	15.40
Total	62	1,990.75

III. CONTRACT PAYMENT SCHEME

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