



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 THE PROCUREMENT FOR SUPPLY AND INSTALLATION OF ELECTRICAL WORKS AT THE EXTENSION OFFICE
(LLFC-CAP-24-023)

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 for Supply and Installation of Electrical Works at the Extension Office (LLFC-CAP-24-023)
Approved Budget of the Contract (ABC)	Three Hundred Seventy-Five Thousand Pesos and 00/100 (PHP 375,000.00)

BACKGROUND

LBP Leasing and Finance Corporation (LLFC) has acquired a new office space on the 14th floor of SyCip Law Center Building to accommodate old, new and incoming employees. The office premise at Paseo de Roxas side is required to undergo electrical reconfiguration to accommodate the electrical requirements of computer equipment and other office equipment and furniture.

OBJECTIVES OF THE PROCURMENT

The objective for this procurement is to install new electrical outlets at the 14th floor of SyCip Law Center Building to allow for the employees assigned at the new office space to fully utilize their electronic and IT devices.

DELIVERABLES

SPECIFICATION

1.	Lay out of conduit wire for 4 circuit electrical feeder from electrical room to workstations with grounding wire at Paseo de Roxas Side.
2.	Supply of 30 sets 2 gang 3 prong convenience outlet (White color) for workstations.
3.	Lay out of conduit wire for 1 circuit electrical feeder from electrical room to server rack are with 30A circuit breaker, twist lock outlet and 1-unit extra outlet with grounding wire.
4.	Provision of outlet at conference room's table.
5.	Supply and installation of projector mounting at conference room including power supply
6.	Provision of power supply of 2 units Biometric device at 15th Floor
7.	Consumables

SCOPE OF WORK

1.	Mobilization
2.	Layout of electrical conduit and wires from electrical room to workstations
3.	Supply and installation of 30 Sets 2 Gang 3 Prong convenience outlet for workstations
4.	Megger Testing
5.	Conduct thermal scanning of electrical panel board
6.	Provision of electrical lay out
7.	Testing and commissioning
8.	Submission of test result
9.	Turn over to client

Warranty: 6 Months warranty on parts and services
Delivery Period: Five (5) to seven (7) days upon receipt of the Notice to Proceed / Purchase Order.
Supplier must have conducted an onsite inspection of the extension office before submitting their quotation,

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 July 12, 2024 05:00PM** 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: 08 July 2024

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

**TERMS OF REFERENCE
FOR SUPPLY AND ELECTRICAL RECONFIGURATION OF THE 14TH FLOOR**

PROJECT NAME	:	Supply and Installation of Electrical Works at the Extension Office
APPROVED BUDGET FOR THE CONTRACT	:	Three Hundred Seventy-Five Pesos (P375,000.00)

I. BACKGROUND

LBP Leasing and Finance Corporation (LLFC) has acquired a new office space on the 14th floor of SyCip Condo Corp to accommodate old, new and incoming employees. Paseo de Roxas side, half of the rented office space will initially undergo electrical configuration.

II. THE OBJECTIVE

The office premise at Paseo de Roxas side is required to undergo electrical reconfiguration to accommodate the electrical requirements of computer equipment and other office equipment and furniture.

III. DELIVERABLES

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

IV. SPECIFICATIONS:

1. Lay out of conduit wire for 4 circuit electrical feeder from electrical room to workstations with grounding wire at Paseo de Roxas Side.
2. Supply of 30 sets 2 gang 3 prong convenience outlet (White color) for workstations.
3. Lay out of conduit wire for 1 circuit electrical feeder from electrical room to server rack are with 30A circuit breaker, twist lock outlet and 1-unit extra outlet with grounding wire.
4. Provision of outlet at conference room's table.
5. Supply and installation of projector mounting at conference room including power supply
6. Provision of power supply of 2 units Biometric device at 15 th Floor
7. Consumables

**TERMS OF REFERENCE
FOR SUPPLY AND ELECTRICAL RECONFIGURATION OF THE 14TH FLOOR**

SCOPE OF WORK	
1.	Mobilization
2.	Layout of electrical conduit and wires from electrical room to workstations
3.	Supply and installation of 30 Sets 2 Gang 3 Prong convenience outlet for workstations
4.	Megger Testing
5.	Conduct thermal scanning of electrical panel board
6.	Provision of electrical lay out
7.	Testing and commissioning
8.	Submission of test result
9.	Turn over to client
Warranty: 6 Months warranty on parts and services	
Delivery Period: Five (5) to seven (7) days upon receipt of the Notice to Proceed / Purchase Order.	
Supplier must have conducted an onsite inspection of the extension office before submitting their quotation,	

V. DELIVERY PERIOD

The supply and electrical configuration for the 14th Floor and conference room shall be done within five (5) to seven (7) days upon receipt of the Notice to Proceed / Purchase Order.

VI. CONTRACT PAYMENT SCHEME

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

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 not later than 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
Lay out of conduit wire for 4 circuit electrical feeder from electrical room to workstations with grounding wire at Paseo de Roxas Side.	
Supply of 30 sets 2 gang 3 prong convenience outlet (White color) for workstations.	
Lay out of conduit wire for 1 circuit electrical feeder from electrical room to server rack are with 30A circuit breaker, twist lock outlet and 1-unit extra outlet with grounding wire.	
Provision of outlet at conference room’s table.	
Supply and installation of projector mounting at conference room including power supply	
Provision of power supply of 2 units Biometric device at 15th Floor	
Consumables	
Lay out of conduit wire for 4 circuit electrical feeder from electrical room to workstations with grounding wire at Paseo de Roxas Side.	
Mobilization	
Layout of electrical conduit and wires from electrical room to workstations	
Supply and installation of 30 Sets 2 Gang 3 Prong convenience outlet for workstations	
Megger Testing	
Conduct thermal scanning of electrical panel board	
Provision of electrical lay out	
Testing and commissioning	
Submission of test result	
Turn over to client	
Warranty: 6 Months warranty on parts and services	
Delivery Period: Five (5) to seven (7) days upon receipt of the Notice to Proceed / Purchase Order.	
Supplier must have conducted an onsite inspection of the extension office before submitting their quotation	
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