



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 LEASE OF PARKING SPACE (ROPA)

(LLFC-CAP-24-031)

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	Lease of Parking Space (ROPA) (LLFC-CAP-24-031)
Approved Budget of the Contract (ABC)	Four Hundred Twenty Thousand Pesos and 00/100 (PHP 420,000.00)
<u>BACKGROUND</u>	
LBP Leasing and Finance Corporation (LLFC), a Government-Owned and Controlled Corporation (GOCC) and a subsidiary of Land Bank of the Philippines, (LLFC) is looking for a Parking Space as a storage site for ROPA vehicles.	
<u>OBJECTIVES OF THE PROCUREMENT</u>	
To acquire parking space for LLFC ROPA Vehicles	
<u>SCOPE OF WORK</u>	
I. TECHNICAL SPECIFICATIONS	
Parking space for ten (10) units repossessed vehicles under ROPA, with the following technical specifications:	
A. Location and Site Condition	
1. Number of Parking Slot: 10 slots Lease portion will be on a “ <i>per occupied slot</i> ” basis only. The number of slots will vary based on the actual quantity of repossessed vehicles endorsed by LLFC to the Lessor until its disposal.	
2. Location and Accessibility: The site is preferably located within 20-kilometer radius from LLFC office and accessible via national roads and/or expressways;	
3. Topography and Drainage: The property shall have an adequate and properly installed drainage system and not located in a flood prone area;	
4. Economic Potential: The property must be located in a commercial or business district	
B. Neighborhood Data	
1. Prevailing Rental Rate: Property’s rental rate must not be more than ₱ 3,500.00/unit per month (inclusive of VAT) ;	
2. Adverse Influence: The property must be free from informal settlers nearby;	
3. Property Utilization: The property’s highest and best use in for parking space for vehicles.	
C. Parking Space	
1. Functionality and Space Requirements: The leasable spaces must be adequate for LLFC’s area requirement of at least 125.0 square meters (equivalent to 12.25 square meters/slot) enough to accommodate the ten (10) units repossessed vehicles under ROPA.	

D. Other Requirements

The property must have/be:

1. Overall façade must be appropriate for parking space;
2. Properly maintained; and
3. Fully secured and enclosed

E. Free Services

1. Any other services that the lessor may offer.

F. Qualification

The Lessor must be a reputable owner or operator of a parking space/car trading business and have been in the business for at least five (5) years.

G. Duration of the Contract

The Lease Term shall be for a period of one (1) year commencing upon issuance and receipt of Notice to Proceed and may be automatically renewed for another one (1) year term, subject to existing laws, rules and regulations.

The Lease may be renewed for another term with the same terms and conditions of the prevailing lease, which shall be based on Fair Market value at the time of the negotiations. Fair Market Value shall be defined as the prevailing rate for rent and escalation at the comparable spaces in the area.

In the event of contract termination, LLFC must be given a thirty (30) calendar days grace period to identify alternative parking areas.

I. SPECIFIC TERMS AND CONDITIONS**A. Payment Terms**

A monthly payment of rent for the parking space inclusive of all government taxes, other fees and charges shall be made within fifteen (15) calendar days from receipt of the billing statement.

B. Consignment Function

The Lessor shall be able to act as "Consignee" that will display, advertise and offer the vehicles in its showroom per advise of the "Consignor", LLFC. The Consignee shall offer the vehicles at a price not lower than the selling price determined by the Consignor. Other terms and conditions such as commission, sale documentation, etc. will be stated in the Consignment Contract.

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")
- c.) Original and notarized Omnibus Sworn Statement (Annex "C")
- d.) Notarized Secretary's Certificate for proof of authorization

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 14 October, 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)
- d.) BIR Certificate of Registration (Form 2303)
- e.) Latest Income/Business Tax Return for two quarters
- f.) Latest Tax Clearance per E.O. 398, series of 2005

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 with 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. 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: October 09, 2024

(Sgd.)

MS. RIZA M. HERNANDEZ

CHAIRPERSON

BIDS AND AWARDS COMMITTEE

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION**

ANNEX A

PROJECT NAME	:	Lease of Parking Space for ROPA Vehicles
APPROVED BUDGET FOR THE CONTRACT	:	Four Hundred Twenty Thousand Pesos (Php420,000.00) inclusive of all applicable taxes
MODE OF PROCUREMENT	:	Small Value Procurement

I. BACKGROUND

On 21 March 2013, LBP Leasing and Finance Corporation's (LLFC) Board of Directors approved the implementation of a special project in financing the Public Transport Re-fleeting Program particularly for School and UV Express operators. The Covid-19 pandemic severely hit the transport sector even in provinces up to this day, which caused the borrowers to opt for the surrender of their vehicles. The surrender of vehicles creates a need to acquire/rent a new parking space for the storage of the said vehicles.

II. TECHNICAL SPECIFICATIONS

Parking space for ten (10) units repossessed vehicles under ROPA, with the following technical specifications:

A. Location and Site Condition

1. Number of Parking Slot: 10 slots
Lease portion will be on a "*per occupied slot*" basis only. The number of slots will vary based on the actual quantity of repossessed vehicles endorsed by LLFC to the Lessor until its disposal.
2. Location and Accessibility: The site is preferably located within 20-kilometer radius from LLFC office and accessible via national roads and/or expressways;
3. Topography and Drainage: The property shall have an adequate and properly installed drainage system and not located in a flood prone area;
4. Economic Potential: The property must be located in a commercial or business district

B. Neighborhood Data

1. Prevailing Rental Rate: Property's rental rate must **not be more than ₱ 3,500.00/unit per month (inclusive of VAT)**;
2. Adverse Influence: The property must be free from informal settlers nearby;
3. Property Utilization: The property's highest and best use in for parking space for vehicles.

C. Parking Space

1. Functionality and Space Requirements: The leasable spaces must be adequate for LLFC's area requirement of **at least 125.0 square meters (equivalent to 12.25 square meters/slot)** enough to accommodate the **ten (10) units repossessed vehicles under ROPA**.

D. Other Requirements

The property must have/be:

1. Overall façade must be appropriate for parking space;
2. Properly maintained; and

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION**

ANNEX A

3. Fully secured and enclosed

E. Free Services

1. Any other services that the lessor may offer.

F. Qualification

The Lessor must be a reputable owner or operator of a parking space/car trading business and have been in the business for at least five (5) years.

G. Duration of the Contract

The Lease Term shall be for a period of one (1) year commencing upon issuance and receipt of Notice to Proceed and may be automatically renewed for another one (1) year term, subject to existing laws, rules and regulations.

The Lease may be renewed for another term with the same terms and conditions of the prevailing lease, which shall be based on Fair Market value at the time of the negotiations. Fair Market Value shall be defined as the prevailing rate for rent and escalation at the comparable spaces in the area.

In the event of contract termination, LLFC must be given a thirty (30) calendar days grace period to identify alternative parking areas.

III. SPECIFIC TERMS AND CONDITIONS

A. Payment Terms

A monthly payment of rent for the parking space inclusive of all government taxes, other fees and charges shall be made within fifteen (15) calendar days from receipt of the billing statement.

B. Consignment Function

The Lessor shall be able to act as "Consignee" that will display, advertise and offer the vehicles in its showroom per advise of the "Consignor", LLFC. The Consignee shall offer the vehicles at a price not lower than the selling price determined by the Consignor. Other terms and conditions such as commission, sale documentation, etc. will be stated in the Consignment Contract.

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 thirty (30) 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
A. Location and Site Condition 1. Number of Parking Slot: 10 slots Lease portion will be on a “ <i>per occupied slot</i> ” basis only. The number of slots will vary based on the actual quantity of repossessed vehicles endorsed by LLFC to the Lessor until its disposal. 2. Location and Accessibility: The site is preferably located within 20-kilometer radius from LLFC office and accessible via national roads and/or expressways; 3. Topography and Drainage: The property shall have an adequate and properly installed drainage system and not located in a flood prone area; 4. Economic Potential: The property must be located in a commercial or business district	
B. Neighborhood Data 1. Prevailing Rental Rate: Property’s rental rate must not be more than ₱ 3,500.00/unit per month (inclusive of VAT) ; 2. Adverse Influence: The property must be free from informal settlers nearby; 3. Property Utilization: The property’s highest and best use in for parking space for vehicles.	
C. Parking Space 1. Functionality and Space Requirements: The leasable spaces must be adequate for LLFC’s area requirement of at least 125.0 square meters (equivalent to 12.25 square meters/slot) enough to accommodate the ten (10) units repossessed vehicles under ROPA .	
D. Other Requirements The property must have/be: 1. Overall façade must be appropriate for parking space; 2. Properly maintained; and 3. Fully secured and enclosed	
E. Free Services 1. Any other services that the lessor may offer.	
F. Qualification The Lessor must be a reputable owner or operator of a parking space/car trading business and have been in the business for at least five (5) years.	
G. Duration of the Contract The Lease Term shall be for a period of one (1) year commencing upon issuance and receipt of Notice to Proceed and may be automatically renewed for another one (1) year term, subject to existing laws, rules and regulations. The Lease may be renewed for another term with the same terms and conditions of the prevailing lease, which shall be based on Fair Market value at the time of the negotiations. Fair Market Value shall be defined as the prevailing rate for rent and escalation at the comparable spaces in the area. In the event of contract termination, LLFC must be given a thirty (30) calendar days grace period to identify alternative parking areas.	
H. Payment Terms A monthly payment of rent for the parking space inclusive of all government taxes, other fees and charges shall be made within fifteen (15) calendar days from receipt of the billing statement.	
I. Consignment Function The Lessor shall be able to act as “Consignee” that will display, advertise and offer the vehicles in its showroom per advise of the “Consignor”, LLFC. The Consignee shall offer the vehicles at a price not lower than the selling price determined by the Consignor. Other terms and conditions such as commission, sale documentation, etc. will be stated in the Consignment Contract.	
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)	
4. BIR Certificate of Registration (Form 2303)	
5. Latest Income/Business Tax Return for two quarters	
6. Latest Tax Clearance per E.O. 398, series of 2005	
7. Notarized Omnibus Sworn Statement (Annex C)	
8. Notarized Secretary’s Certificate for proof of authorization	

Annex "B"

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

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

* This form will not apply for WB funded projects.