



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 SERVICES FOR THE DESCALING OF TWO (2) CHILLERS, CLEANING OF TWO (2) COOLING TOWERS, ONE (1) AIRCONDITIONING UNIT AT SERVER ROOM, EIGHT (8) AIRCONDITIONING UNITS AT 14TH FLOOR AND DE-GREASING TWO (2) WATER PUMPS AND TWO (2) MOTOR FANS
(LLFC-CAP-25-003)

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 Services for the Descaling of Two (2) Chillers, Cleaning of Two (2) Cooling Towers, One (1) Airconditioning Unit at Server Room, Eight (8) Airconditioning Units at 14th Floor and De-Greasing Two (2) Water Pumps and Two (2) Motor Fans (LLFC-CAP-25-003)
Approved Budget of the Contract (ABC)	One Hundred Thousand Pesos (PhP100,000.00)
<u>BACKGROUND</u>	
LBP Leasing and Finance Corporation (LLFC) needs to maintain the air conditioning units so that they work efficiently and effectively. Downtimes are minimized and the quality of indoor air is maintained/improved. LBP Leasing and Finance Corporation (LLFC) needs a supplier that can deliver, supply, and perform Preventive Maintenance of air conditioning units, cooling towers, water pumps and fan motors..	
<u>OBJECTIVES</u>	
The objective for the procurement is to acquire a supplier that can render Preventive Maintenance for the said LLFC properties.	
<u>SPECIFICATIONS</u>	
<ol style="list-style-type: none">1. Supply of Labor, tools, and equipment for the cleaning of the two (2) cooling towers2. Supply of Labor, tools, and equipment for the cleaning of the One (1) Airconditioning unit at server room3. Draining of water4. Cleaning of fillers using high pressure washer5. Remove sludge.6. Cleaning of Four (4) Pcs Y-Strainers7. Cleaning of the water tank by pressure washer8. De-greasing of two (2) water pumps and two (2) cooling tower fan motors9. To conduct thermal scanning and merger testing of motors10. To conduct vibration analysis using vibration meter11. Supply of labor, tools, materials and technical supervision for the de-scaling of two (2) air-conditioning system12. Flushing of coil and fins using coil cleaner13. Set up circulation loop.14. To inject and circulate de-scaling chemicals into the unit.15. Draining and flushing16. Re-Charge Freon17. Neutralization18. Cleaning of condensing coils using chemicals and high-pressure washer19. Testing of units20. Complete test report	

	Particulars	Quantity
AHU Room at Gil Street Side of the Building	One (1) unit 10 Tonner Airconditioning Unit	1 Unit
AHU Room at Paseo de Roxas Street Side of the Building	One (1) unit 10 Tonner Airconditioning Unit	1 Unit
Gil Street Side at roof deck	One (1) Cooling tower, One (1) Fan Motor and two (2) water pumps	1, 1 and 2 Units
Paseo de Roxas Street Side at roof deck	One (1) Cooling tower, One (1) Fan Motor and two (2) water pumps	1, 1 and 2 Units
Server Room	One (1) Air conditioning unit	1 Unit
14 th Floor	Eight (8) Air conditioning units	8 Units
Warranty: 6 months		
Delivery Period: Five (5) to seven (7) 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")
- c.) Original and notarized Omnibus Sworn Statement (Annex "C")

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 31, 2025, 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.) 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 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: 27 January 2025

(Sgd.)

MS. RIZA M. HERNANDEZ

CHAIRPERSON

BIDS AND AWARDS COMMITTEE

TERMS OF REFERENCE
FOR SERVICES OF DE-SCALING OF THE AIRCONDITIONING UNITS, CLEANING OF
COOLING TOWER AND DE-GREASING OF WATER PUMPS AND FANS

PROJECT NAME	:	PROCUREMENT OF SERVICES FOR THE DE SCALING OF TWO (2) CHILLERS, CLEANING OF TWO (2) COOLING TOWERS, ONE AC AT SERVER ROOM, 8 ACS AT 14TH FLOOR AND DE-GREASING TWO (2) WATER PUMPS AND TWO (2) MOTOR FANS
APPROVED BUDGET FOR THE CONTRACT	:	ONE HUNDRED THOUSAND PESOS & 00/100 (P400,000.00)

I. SUMMARY

LBP Leasing and Finance Corporation (LLFC) needs a supplier that can deliver, supply, and perform Preventive Maintenance of One (1) Airconditioning unit for the server room, Two (2) air conditioning units at the 15th Floor, cooling towers, water pumps and fan motors at roof deck.

II. BACKGROUND

LBP Leasing and Finance Corporation needs to maintain the air conditioning units so that it works efficiently and effectively. Downtimes are minimized and the quality of indoor air is maintained/improved.

III. THE OBJECTIVE

The objective for the procurement is to acquire a supplier that can render Preventive Maintenance for the said LLFC properties.

IV. DELIVERABLES

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

V. SPECIFICATIONS:

1. Supply of Labor, tools, and equipment for the cleaning of the two (2) cooling towers
2. Supply of Labor, tools, and equipment for the cleaning of the One (1) Airconditioning unit at server room
3. Draining of water
4. Cleaning of fillers using high pressure washer
5. Remove sludge.
6. Cleaning of Four (4) Pcs Y-Strainers
7. Cleaning of the water tank by pressure washer
8. De-greasing of two (2) water pumps and two (2) cooling tower fan motors
9. To conduct thermal scanning and merger testing of motors
10. To conduct vibration analysis using vibration meter
11. Supply of labor, tools, materials and technical supervision for the de-scaling of two (2) air-conditioning system
12. Flushing of coil and fins using coil cleaner

**TERMS OF REFERENCE
FOR SERVICES OF DE-SCALING OF THE AIRCONDITIONING UNITS, CLEANING OF
COOLING TOWER AND DE-GREASING OF WATER PUMPS AND FANS**

- 13. Set up circulation loop.
- 14. To inject and circulate de-scaling chemicals into the unit.
- 15. Draining and flushing
- 16. Re-Charge Freon
- 17. Neutralization
- 18. Cleaning of condensing coils using chemicals and high-pressure washer
- 19. Testing of units
- 20. Complete test report

	Particulars	Quantity
AHU Room at Gil Street Side of the Building	One (1) unit 10 Tonner Airconditioning Unit	1 Unit
AHU Room at Paseo de Roxas Street Side of the Building	One (1) unit 10 Tonner Airconditioning Unit	1 Unit
Gil Street Side at roof deck	One (1) Cooling tower, One (1) Fan Motor and two (2) water pumps	1, 1 and 2 Units
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Server Room	One (1) Air conditioning unit	1 Unit
14 th Floor	Eight (8) Air conditioning units	8 Units
Warranty: 6 Months		
Delivery Period: Five (5) to seven (7) days upon receipt of the Notice to Proceed / Purchase Order.		

VI. DELIVERY PERIOD

The supply and delivery for the de-scaling and de-greasing of the air-conditioning system shall be done within five (5) to seven (7) days upon receipt of the Notice to Proceed / Purchase Order.

VII. 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 be within 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																					
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5. Original and notarized Omnibus Sworn Statement (Annex "C")																						

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.