



**LBP LEASING AND FINANCE CORPORATION**  
(A LANDBANK Subsidiary)

15<sup>th</sup> 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 CONSULTANCY SERVICES FOR BIR NATIONAL  
OFFICE PROJECT**  
(LLFC-GAP-25-001)

**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	<b>Procurement of Consultancy Services for BIR National Office Project (LLFC-GAP-25-001)</b>
Approved Budget of the Contract (ABC)	<b>One Million Pesos (PhP1,000,000.00)</b>
<b>BACKGROUND</b>	
LBP Leasing and Finance Corporation (LLFC), a government-owned and controlled Corporation (GOCC) and a subsidiary of Land Bank of the Philippines, is looking for a consultant that can assist LLFC in the preparation of cost analysis, drafting of terms of reference for project management consultant, drafting of terms of reference for detailed architectural and engineering design consultant, and bid evaluation for the new national office building project of the Bureau of Internal Revenue (BIR) National Office.	
<b>OBJECTIVES</b>	
<ol style="list-style-type: none"><li>1. Prepare Cost Analysis which includes the undertaking of the following activities:<ol style="list-style-type: none"><li>a) Gathering data related to the project of LLFC.</li><li>b) Prepare and submit a market study indicating the required details of LLFC.</li><li>c) Present the market study to the BODs of LLFC.</li><li>d) Assist LLFC in presenting the market study to BIR.</li></ol></li><li>2. Prepare Master Activity Plan for start-up and implementation of the project.</li><li>3. Prepare Terms of Reference (TOR) and Draft Contract for the procurement of the Project/Construction Management Consultancy Firm.</li><li>4. Prepare a TOR and Draft Contract for the procurement of the Architectural and Engineering Design Consultancy Firm.</li><li>5. Coordinate with LLFC and BIR for final draft of TOR and Draft Contract.</li><li>6. Assist the Bids and Awards Committee of LLFC in the evaluation, ranking, and procurement process in accordance with Republic Act No. 9184 or 12009 where applicable.</li><li>7. Advisory and assistance during the procurement process:<ol style="list-style-type: none"><li>a) Market sounding / Pre-procurement process.</li><li>b) Call for expression of interest.</li><li>c) Evaluation of eligibility together with the joint LLFC and BIR Technical Working Group (TWG).</li><li>d) Pre-bid conference.</li><li>e) Issuance of Bid Bulletins, if applicable.</li><li>f) Evaluation of bids (technical and financial) together with the joint LLFC and BIR TWG to determine responsiveness of TOR.</li><li>g) Negotiations with the lowest complying bidder.</li></ol></li></ol>	
<b>SPECIFICATIONS</b>	
The bidder shall be engaged upon issuance of the notice to proceed, and all deliverables shall be submitted based on the prescribed timeline.	
<b>1. Qualifications of the Consultancy Firm.</b> <ol style="list-style-type: none"><li>a) Must be duly registered with the Department of Trade and Industry <u>or</u> the Securities and Exchange Commission since 2020.</li></ol>	

- b) Must be a reputable consulting firm with experience in the design, implementation, and construction project management of base building construction and office fit-out projects.
- c) Must have an ongoing or completed contract with at least one (1) government client in the field of design, implementation, and construction project management of base building construction and office fit-out projects.

## **2. Qualifications of the Consultant to be assigned by the firm to LLFC.**

- a) Must have a college degree in Architecture or Engineering.
- b) Must be duly licensed Architect or Engineer by the Professional Regulation Commission.
- c) Must have at least 25 years of experience in architecture, project management, or construction.
- d) Must have engaged at least 25 clients in the field of architecture, project management, or construction.

## **3. Requirements for Submission.**

- a) Company Profile.
- b) Professional License/Curriculum Vitae of Consultant/s to be assigned to the project.
- c) Proposal including methodology and plan of approach.
- d) List of Ongoing and Completed Projects in the field of architecture, project management, or construction with corresponding contact persons.
- e) Price Quotation Form (Annex "A") together with the consultant's official proposal/quotation.
- f) Statement of Compliance under Schedule of Requirements and Technical Specifications (Annex "B").
- g) Original and notarized Omnibus Sworn Statement (Annex "C").
- h) Notarized Secretary's Certificate for proof of authorization.
- i) Valid and current year Mayor's Permit.
- j) Valid and current PhilGEPS Platinum Registration.
- k) DTI or SEC Registration.
- l) Valid and current Tax Clearance per E.O. 398, series of 2005

## **4. Scope of Services.**

- a) The consultant must work closely with the joint Technical Working Group of LLFC and BIR and present the cost analysis to the BODs of LLFC, and if necessary, the President and CEO of Land Bank of the Philippines, and the Commissioner of the Bureau of Internal Revenue.
- b) The consultant must work closely with the joint Technical Working Group of LLFC and BIR and present the terms of reference for project management consultant, terms of reference for detailed architectural and engineering design consultant, and bid evaluation to the BAC and BODs of LLFC.
- c) All outputs must be provided in both hard and soft copies (in an editable format).

## **5. Timeline.**

- a) The Consultancy Services will be implemented for a period of 1 year (or fewer) reckoned from the issuance of the Notice to Proceed.
- b) Extension in submission of the deliverables shall not be allowed except upon a written request submitted to LLFC within 15 days prior to the required date of submission. Where no action was taken on the request for the extension within 3 days upon the receipt, the request/s shall be deemed approved. In any event, the extension shall not be beyond 10 days from the original date of submission.

## **6. Contract Payment Scheme.**

- LLFC may allow an advance payment which shall not exceed 15% of the contract amount to cover the cost of mobilization, subject to the posting of an irrevocable standby letter of credit issued by a Universal or Commercial Bank and of an amount equal to the advance payment.
- The advance payment shall be repaid by the Consultant by deducting from the progress payments such sum for the remaining 85% as agreed upon during the contract negotiations until fully liquidated within the duration of the 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
  - e.) Professional License/Curriculum Vitae of Consultant/s to be assigned to the project.
  - f.) Company Profile
  - g.) Proposal including methodology and plan of approach.
  - h.) List of Ongoing and Completed Projects in the field of architecture, project management, or construction with corresponding contact persons

Submit in a sealed envelope to LBP Leasing and Finance Corporation office located at 15<sup>th</sup> Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before March 21, 2025, 12:00NN** together with the **Certified True Copies** of the following **Eligibility documents**:

- a.) Valid and current year Mayor's Permit or proof of application
  - 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](mailto:procurement@lbpleasing.com)

Date of issue: 17 March 2025

*(Sgd.)*  
**ATTY. ED VINCENT A. ALBANO III**  
CHAIRPERSON  
**BIDS AND AWARDS COMMITTEE**

**Price Quotation Form**

Date:

**MS. RIZA M. HERNANDEZ**

Chairperson, Bids and Awards Committee  
 LBP Leasing and Finance Corporation (LLFC)  
 15<sup>th</sup> 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. Duration of Contract Agreement **with LBP Leasing and Finance Corporation** shall be within one (1) year 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
<p><b>1. Qualifications of the Consultancy Firm.</b></p> <ul style="list-style-type: none"> <li>a) Must be duly registered with the Department of Trade and Industry <u>or</u> the Securities and Exchange Commission since 2020.</li> <li>b) Must be a reputable consulting firm with experience in the design, implementation, and construction project management of base building construction and office fit-out projects.</li> <li>c) Must have an ongoing or completed contract with at least one (1) government client in the field of design, implementation, and construction project management of base building construction and office fit-out projects.</li> </ul>	
<p><b>2. Qualifications of the Consultant to be assigned by the firm to LLFC.</b></p> <ul style="list-style-type: none"> <li>a) Must have a college degree in Architecture or Engineering.</li> <li>b) Must be duly licensed Architect or Engineer by the Professional Regulation Commission.</li> <li>c) Must have at least 25 years of experience in architecture, project management, or construction.</li> <li>d) Must have engaged at least 25 clients in the field of architecture, project management, or construction.</li> </ul>	
<p><b>3. Requirements for Submission.</b></p> <ul style="list-style-type: none"> <li>a) Company Profile.</li> <li>b) Professional License/Curriculum Vitae of Consultant/s to be assigned to the project.</li> <li>c) Proposal including methodology and plan of approach.</li> <li>d) List of Ongoing and Completed Projects in the field of architecture, project management, or construction with corresponding contact persons.</li> <li>e) Price Quotation Form (Annex “A”) together with the consultant’s official proposal/quotation.</li> <li>f) Statement of Compliance under Schedule of Requirements and Technical Specifications (Annex “B”).</li> <li>g) Original and notarized Omnibus Sworn Statement (Annex “C”).</li> <li>h) Notarized Secretary’s Certificate for proof of authorization.</li> <li>i) Valid and current year Mayor’s Permit.</li> <li>j) Valid and current PhilGEPS Platinum Registration.</li> <li>k) DTI or SEC Registration.</li> <li>l) Valid and current Tax Clearance per E.O. 398, series of 2005</li> </ul>	
<p><b>4. Scope of Services.</b></p> <ul style="list-style-type: none"> <li>a) The consultant must work closely with the joint Technical Working Group of LLFC and BIR and present the cost analysis to the BODs of LLFC, and if necessary, the President and CEO of Land Bank of the Philippines, and the Commissioner of the Bureau of Internal Revenue.</li> <li>b) The consultant must work closely with the joint Technical Working Group of LLFC and BIR and present the terms of reference for project management consultant, terms of reference for detailed architectural and engineering design consultant, and bid evaluation to the BAC and BODs of LLFC.</li> <li>c) All outputs must be provided in both hard and soft copies (in an editable format).</li> </ul>	

<p><b>5. Timeline.</b></p> <p>a) The Consultancy Services will be implemented for a period of 1 year (or fewer) reckoned from the issuance of the Notice to Proceed.</p> <p>b) Extension in submission of the deliverables shall not be allowed except upon a written request submitted to LLFC within 15 days prior to the required date of submission. Where no action was taken on the request for the extension within 3 days upon the receipt, the request/s shall be deemed approved. In any event, the extension shall not be beyond 10 days from the original date of submission.</p>	
<p><b>6. Output.</b></p> <p>a) Prepare Cost Analysis which includes the undertaking of the following activities:</p> <ol style="list-style-type: none"> <li>1. Gathering data related to the project of LLFC.</li> <li>2. Prepare and submit a market study indicating the required details of LLFC.</li> <li>3. Present the market study to the BODs of LLFC.</li> <li>4. Assist LLFC in presenting the market study to BIR.</li> </ol> <p>b) Prepare Master Activity Plan for start-up and implementation of the project.</p> <p>c) Prepare Terms of Reference (TOR) and Draft Contract for the procurement of the Project/Construction Management Consultancy Firm.</p> <p>d) Prepare a TOR and Draft Contract for the procurement of the Architectural and Engineering Design Consultancy Firm.</p> <p>e) Coordinate with LLFC and BIR for final draft of TOR and Draft Contract.</p> <p>f) Assist the Bids and Awards Committee of LLFC in the evaluation, ranking, and procurement process in accordance with Republic Act No. 9184 or 12009 where applicable.</p> <p>g) Advisory and assistance during the procurement process:</p> <ol style="list-style-type: none"> <li>1. Market sounding / Pre-procurement process.</li> <li>2. Call for expression of interest.</li> <li>3. Evaluation of eligibility together with the joint LLFC and BIR Technical Working Group (TWG).</li> <li>4. Pre-bid conference.</li> <li>5. Issuance of Bid Bulletins, if applicable.</li> <li>6. Evaluation of bids (technical and financial) together with the joint LLFC and BIR TWG to determine responsiveness of TOR.</li> <li>7. Negotiations with the lowest complying bidder.</li> </ol>	
<p><b>7. Contract Payment Scheme.</b></p> <ul style="list-style-type: none"> <li>➤ LLFC may allow an advance payment which shall not exceed 15% of the contract amount to cover the cost of mobilization, subject to the posting of an irrevocable standby letter of credit issued by a Universal or Commercial Bank and of an amount equal to the advance payment.</li> <li>➤ The advance payment shall be repaid by the Consultant by deducting from the progress payments such sum for the remaining 85% as agreed upon during the contract negotiations until fully liquidated within the duration of the contract.</li> </ul>	
<p><b>Eligibility Requirements (Certified True Copies only) :</b></p>	
<p>1. Valid and Current Year Mayor’s Permit or proof of application</p>	
<p>2. Valid and Current PhilGEPS Registration Number</p>	
<p>3. DTI / SEC Registration (for Partnership / Corporations)</p>	
<p>4. Latest Tax Clearance per E.O. 398, series of 2005</p>	
<p>5. Notarized Omnibus Sworn Statement (Annex C)</p>	
<p>6. Notarized Secretary’s Certificate for proof of authorization</p>	
<p>7. Professional License/Curriculum Vitae of Consultant/s to be assigned to the project.</p>	
<p>8. Company Profile</p>	
<p>9. Proposal including methodology and plan of approach.</p>	

10. List of Ongoing and Completed Projects in the field of architecture, project management, or construction with corresponding contact persons.	
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**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

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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.