



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 UNINTERRUPTIBLE POWER SUPPLY (UPS) ANNUAL RENEWAL
MAINTENANCE PLAN
(LLFC-CAP-24-012)**

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	Uninterruptible Power Supply (UPS) Annual Renewal Maintenance Plan (LLFC-CAP-24-012)
Approved Budget of the Contract (ABC)	One Hundred Twenty Thousand Pesos and 00/100 (PHP 120,000.00)
<u>BACKGROUND</u> The Corporation have an existing two (2) units APC 10KVA Uninterruptible Power Supply (UPS). UPS is a device used to maintain power during power disturbances or power outages especially used for the server room wherein the server machines are kept. These UPS are annually enrolled to the maintenance plan, one of the two UPS with serial number AS1839270030 is already due for its annual renewal on April 14, 2024.	
<u>OBJECTIVES OF THE PROCUREMENT</u> The objective of this procurement is to always ensure the availability of UPS equipment in order to assure business continuity of the Corporation, particularly in case of power disruptions.	
<u>SCOPE OF WORK</u>	
APC UPS Advantage Prime Maintenance Plan	<ul style="list-style-type: none"> • UPS Advantage prime maintenance plan • One time annual preventive maintenance • Period Coverage: April 14, 2024 to October 13, 2025 (1 year and 6 months) • Onsite Service Response: 2 to 4 hours upon receipt of call. • Phone/SMS and email support: 24/7 Monday-Sunday including holidays, special holidays, and government announced holidays. • Includes firmware update and/or upgrade. • Parts found to be defective and will require replacement, it will be subject to separate quotation upon customer request. • PMS/Corrective maintenance must be performed by the authorized partner of the existing brand
Technical Support	Weekdays and beyond regular working hours for 24/7 enrolled equipment. The attending Service Help Desk shall be responsible to log, qualify the incident and coordinate the dispatch of the assigned engineer.
Advantage Plan	Activation date should be April 14, 2024

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 April 08, 2024 12:00NN** 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.) Notarized Secretary's Certificate for proof of authorization
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: 02 April 2024

(Sgd.)

MS. RIZA M. HERNANDEZ

CHAIRPERSON

BIDS AND AWARDS COMMITTEE

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

PROJECT NAME	:	UNINTERRUPTABLE POWER SUPPLY (UPS) ANNUAL RENEWAL MAINTENANCE PLAN
APPROVED BUDGET FOR THE CONTRACT	:	One Hundred Twenty Thousand Pesos (Php 120,000.00) inclusive of all applicable taxes
MODE OF PROCUREMENT	:	Small Value Procurement

I. BACKGROUND

The Corporation have an existing two (2) units APC 10KVA Uninterruptible Power Supply (UPS). UPS is a device used to maintain power during power disturbances or power outages especially used for the server room wherein the server machines are kept. These UPS are annually enrolled to the maintenance plan, one of the two UPS with serial number AS1839270030 is already due for its annual renewal on April 14, 2024.

II. SCOPE OF WORK

APC UPS Advantage Prime Maintenance Plan	<ul style="list-style-type: none"> • UPS Advantage prime maintenance plan • One time annual preventive maintenance • Period Coverage: April 14, 2024 to October 13, 2025 (1 year and 6 months) • Onsite Service Response: 2 to 4 hours upon receipt of call. • Phone/SMS and email support: 24/7 Monday-Sunday including holidays, special holidays, and government announced holidays. • Includes firmware update and/or upgrade. • Parts found to be defective and will require replacement, it will be subject to separate quotation upon customer request. • PMS/Corrective maintenance must be performed by the authorized partner of the existing brand
Technical Support	Weekdays and beyond regular working hours for 24/7 enrolled equipment. The attending Service Help Desk shall be responsible to log, qualify the incident and coordinate the dispatch of the assigned engineer.

III. DELIVERABLES

Advantage Plan – Activation date should be April 14, 2024

IV. CONTRACT PAYMENT SCHEME

The Maintenance Plan cost shall be paid within 30 days upon due presentation of the billing and service contract

V. DATA PRIVACY ACT

The supplier must comply with the requirement of the Data Privacy Act.

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 be later than April 14, 2024.

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
APC UPS Advantage Prime Maintenance Plan	<ul style="list-style-type: none"> • UPS Advantage prime maintenance plan • One time annual preventive maintenance • Period Coverage: April 14, 2024 to October 13, 2025 (1 year and 6 months) • Onsite Service Response: 2 to 4 hours upon receipt of call. • Phone/SMS and email support: 24/7 Monday-Sunday including holidays, special holidays, and government announced holidays. • Includes firmware update and/or upgrade. • Parts found to be defective and will require replacement, it will be subject to separate quotation upon customer request. <p>PMS/Corrective maintenance must be performed by the authorized partner of the existing brand</p>	
Technical Support	Weekdays and beyond regular working hours for 24/7 enrolled equipment. The attending Service Help Desk shall be responsible to log, qualify the incident and coordinate the dispatch of the assigned engineer.	
Advantage Plan	Activation date should be April 14, 2024	
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. Notarized Secretary’s Certificate for proof of authorization		

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
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