



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 OF BRAND NEW AIRCONDITIONING UNIT FOR
THE IT SERVER ROOM**
(LLFC-CAP-22-004)

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 Brand-New Airconditioning Unit for the IT Server Room (LLFC-CAP-22-004)	
Approved Budget of the Contract (ABC)	Four Hundred Thousand Pesos and 00/100 (PHP 400,000.00)	
<u>BACKGROUND</u>		
The IT Server Room contains the servers and other IT equipment and programs, such as PIBX and Firewall systems that is used by LBP Leasing and Finance Corporation (LLFC) to run its operations. In order for the servers to run continuously and avoid overheating as well as to cool down and maintain the right temperature for its servers, an air conditioning unit is installed in the IT Server room. Maintaining the right temperature in the IT Server room is necessary for the maintenance and upkeep of the IT Servers and other equipment.		
<u>OBJECTIVES OF THE PROCUREMENT</u>		
1. Acquire a Brand-New Airconditioning Unit to be installed in the IT Server room in order to replace the existing one, which is broken. 2. Allow the server and other IT equipment in the IT Server room to run continuously while simultaneously avoiding overheating so that the operations of LLFC can be uninterrupted. 3. Maintain the right temperature in the IT Server room for the maintenance and upkeep of server and other IT equipment in the IT Server room.		
<u>SCOPE OF WORK</u>		
SPECIFICATIONS:		
QUANTITY	UNIT	ITEM DESCRIPTION
A. Air Conditioning Unit		
1	Set	Inverter Ceiling-Concealed Split-type Aircon complete with Indoor unit and Condenser Unit, 3 HP, 220 V/1Ph/60Hz, with programmable timer-weekly operation, safety control devices and other standard accessories.
B. Mechanical Installation		
1	Lot	a. Mobilization b. Dismantling of Existing Aircon c. Engineering Supervision d. Delivery and Hauling of Brand New 1 Unit Aircon e. Lay Out of Electrical Field Wire and Power Supply f. Fabrication of Aircon Bracket/Stand g. Mounting of Indoor and Condenser/Outdoor Unit h. Installation of Copper Tube from 15 th Floor to Roof Deck i. Installation of Condenser Unit at the Roof Deck j. Roughing in of System Copper Tubing

		k. Insulation of Copper Tubing l. Provision of Ducting and Diffuser m. Functional Testing n. Turn-over to LLFC
C. Installation Works		
Electrical Feeder Line		
1	Lot	a. Mobilization b. Layout of Conduit and Wires c. Supply and Installation of Circuit Breaker with NEMA 3R Enclosure d. Restoration of the Affected Areas e. Supply and installation of electrical feeder line from 15th Floor to Roof Deck (18th Floor)
Electrical I Works		
1	Lot	Civil Works/ Drain Line a. Mobilization b. Dismantling of Ceiling c. Reinstallation of Ceiling and Provision of Access Manhole d. Painting Works using Doller Finish only e. Restoration of the Affected Areas
Permits & Licensing		
The supplier shall be responsible for acquiring the local permits for dismantling and installation of the aircon unit and its peripherals when necessary.		
Warranty		
The supplier should provide one (1) year warranty on parts and service for both electrical and civil works.		
Maintenance		
Free quarterly preventive maintenance service for the first (1st) year.		
Project Completion	Not later than fifteen (15) days after issuance of 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 May 31, 2022 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.) 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 (Optional)

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.
8. For the winning supplier: The obligation for warranty shall be covered by either retention money equivalent to 1% of payment or a special bank guarantee equivalent to 1% of the total contract price. The amount shall be released after three (3) months (Section 62 of the 2016 Revised IRR of RA 9184).

For further information, please visit LBP Leasing and Finance Corporation office or contact the BAC Secretariat Ms. Jose Emmanuel I. Guerrero at telephone number 818-2200 loc. 218 or send e-mail to jiguerrero@lbpleasing.com

Date of issue: 24 May 2022

(Sgd)
ATTY. MARLA A. BARCENILLA
CHAIRPERSON
BIDS AND AWARDS COMMITTEE

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT OF BRAND NEW AIR
CONDITIONING UNIT FOR THE IT SERVER ROOM**

PROJECT NAME	:	LLFC'S Procurement of Brand New Air Conditioning Unit for the IT Server Room
APPROVED BUDGET FOR THE CONTRACT	:	Four Hundred Thousand Pesos (P400,000.00)
BUDGET SOURCE	:	2022 Corporate Operating Budget (COB)

I. SUMMARY

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 supplier that can supply, deliver and install a brand new air-conditioning unit for its IT Server Room.

II. THE OBJECTIVES

LLFC needs a brand new air-conditioner for its IT Server Room to provide the right temperature for its servers and other IT equipment housed therein. Providing the right amount of temperature in the Server Room is necessary for the maintenance and upkeep of said equipment.

III. DELIVERABLES AND TIMETABLE

The brand new air-conditioning unit shall be supplied, delivered and installed by the winning bidder at the LLFC IT Server Room not more than 15 calendar days from receipt of the Purchase Order based on the following specifications:

SPECIFICATIONS:

QUANTIT Y	UNIT	ITEM DESCRIPTION
A. Air Conditioning Unit		
1	Set	Inverter Ceiling-Concealed Split-type Aircon complete with Indoor unit and Condenser Unit, 3 HP, 220 V/1Ph/60Hz, with programmable timer-weekly operation, safety control devices and other standard accessories.
B. Mechanical Installation		
1	Lot	<ul style="list-style-type: none"> a. Mobilization b. Dismantling of Existing Aircon c. Engineering Supervision d. Delivery and Hauling of Brand New 1 Unit Aircon e. Lay Out of Electrical Field Wire and Power Supply f. Fabrication of Aircon Bracket/Stand g. Mounting of Indoor and Condenser /Outdoor Unit h. Installation of Copper Tube from 15th Floor to Roof Deck i. Installation of Condenser Unit at the Roof Deck

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT OF BRAND NEW AIR
CONDITIONING UNIT FOR THE IT SERVER ROOM**

		<ul style="list-style-type: none"> j. Roughing In of System Copper Tubing k. Insulation of Copper Tubing l. Provision of Ducting and Diffuser m. Functional Testing n. Turn-Over to LLFC
C. Installation Works		
Electrical Feeder Line		
1	Lot	<ul style="list-style-type: none"> a. Mobilization b. Lay Out of Conduit and Wires c. Supply and Installation of Circuit Breaker with NEMA 3R Enclosure d. Restoration of the Affected Areas e. Supply and installation of electrical feeder line from 15th Floor to Roof Deck (18th Floor)
Electrical I Works		
1	Lot	<p style="margin: 0;">Civil Works/Drain Line</p> <ul style="list-style-type: none"> a. Mobilization b. Dismantling of Ceiling c. Reinstallation of Ceiling and Provision of Access Manhole d. Painting Works Using Roller Finish Only e. Restoration of Affected Areas

IV. CONTRACT PAYMENT SCHEME

The payment of the contract price shall be made 15 days after acceptance by client of the deliverables.

V. Permits & Licensing

The supplier shall be responsible for acquiring the local permits for dismantling and installation of the aircon unit and its peripherals when necessary.

VI. Warranty

The supplier should provide one (1) year warranty on parts and service for both electrical and civil works.

VII. Maintenance

Free quarterly preventive maintenance service for the first (1st) year.

Price Quotation Form

Date:

ATTY. MARLA A. BARCENILLA

Chairperson, Bids and Awards Committee
LBP Leasing and Finance Corporation (LLFC)
15th Flr., Sycip Law Center, #105 Paseo de Roxas St.,
Makati City

Dear **Atty. Barcenilla**:

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/Trainings	Statement of Compliance
Air Conditioning Unit (1 set) Inverter Ceiling-Concealed Split-type Aircon complete with Indoor unit and Condenser Unit, 3 HP, 220 V/1Ph/60Hz, with programmable timer-weekly operation, safety control devices and other standard accessories.	
Mechanical Installation (1 lot) a. Mobilization b. Dismantling of Existing Aircon c. Engineering Supervision d. Delivery and Hauling of Brand New 1 Unit Aircon e. Lay Out of Electrical Field Wire and Power Supply f. Fabrication of Aircon Bracket/Stand g. Mounting of Indoor and Condenser/Outdoor Unit h. Installation of Copper Tube from 15 th Floor to Roof Deck i. Installation of Condenser Unit at the Roof Deck j. Roughing in of System Copper Tubing k. Insulation of Copper Tubing l. Provision of Ducting and Diffuser m. Functional Testing n. Turn-over to LLFC	
Installation Works (1 lot) Electrical Feeder Line a. Mobilization b. Layout of Conduit and Wires c. Supply and Installation of Circuit Breaker with NEMA 3R Enclosure d. Restoration of the Affected Areas	
Installation Works (1 lot) Electrical I Works Civil Works/ Drain Line a. Mobilization b. Dismantling of Ceiling c. Reinstallation of Ceiling and Provision of Access Manhole d. Painting Works using Doller Finish only e. Restoration of the Affected Areas	
Permits & Licensing The supplier shall be responsible for acquiring the local permits for dismantling and installation of the aircon unit and its peripherals when necessary.	
Warranty The supplier should provide one (1) year warranty on parts and service for both electrical and civil works.	
Maintenance Free quarterly preventive maintenance service for the first (1st) year.	
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 (Optional)	

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.