
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 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of the Project	Procurement for Team Building Services (LLFC-CAP-2022-006)
Approved Budget of the Contract (ABC)	Three Hundred Ten Thousand Pesos (PhP310,000.00)

BACKGROUND

LBP Leasing and Finance Corporation (LLFC), a government-owned and controlled corporation (GOCC) and a subsidiary of Land Bank of the Philippines, the client, is looking for a supplier that can provide a Team Building Package. Team building is one of core activities in LBP Leasing and Finance Corporation to promote camaraderie and enhance its culture. It helps the employees to network, socialize, and build connection with other group/units. Team building aims to boost team performance and unlock leadership potential which improves the employee engagement and morale. This is also a great way to reward, appreciate the efforts, and contribution of the LLFC employees to let them feel they are being valued.

DELIVERABLES

The bidder shall be engaged upon issuance of the notice to proceed but not later than **June 30, 2022**.

The bidder should be able to provide the Team Building services which include venue, food, activities, facilitator, room accommodations, transportation service back and forth, and other basic amenities with the following specifications:

1. Event date: July 22-23,2022 (Friday and Saturday);
2. Price Quotations for 2 days and 1 night;
3. Guaranteed number of persons: 63 pax;
4. Location/venue should be Northern, approximately 3-4 hours away by land from Metro Manila, such as Bataan;
5. Air-conditioned accommodations (with comfort room, towels, and bed sheets), buffet meals (2 lunch, 1 breakfast, 1 dinner, 1PM snack), function room (with sound system and projector).
6. Use of facilities and other amenities preferably with access to swimming pool and beach, basketball court, and billiards.
7. Team building Facilitator and activities;
8. Can provide transportation service back and forth from Makati to the venue;
9. Free parking space for the participants;
10. Complementary welcome banner;
11. In case of additional participants, it shall be at the same price or less than the regular participants – to be billed separately;
12. Rates/Quotations should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.

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 June 27, 2022 before 3:00PM** together with the **Certified True Copies** of the following **Eligibility documents**:

- 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.) Valid and current year Mayor's Permit
- d.) Valid and current PhilGEPS Registration Number
- e.) DTI/SEC Registration (for Partnership/Corporation)
- f.) BIR Certificate of Registration (Form 2303)
- g.) Tax Clearance (Optional)
- h.) Omnibus Sworn Statement (per attached Formal Template) – **original and notarized**

1. 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.
2. The prospective bidder shall be a Filipino citizen/sole proprietorship/partnership/Corporation duly organized under the laws of the Philippines.
3. The project shall be awarded to the proponent determined to have submitted the complete and lowest quotation including compliance to the Technical/Other Specifications, Schedule of Requirements and Eligibility documents.
4. 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.
5. 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.
6. Terms of payment shall be within fifteen (15) 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 818-2200 loc. 218 or send e-mail to jiguerrero@lbpleasing.com

Date of Issue: June 23, 2022

(Sgd.)
Atty. Marla A. Barcenilla
CHAIRPERSON
BIDS AND AWARDS COMMITTEE

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR TEAM
BUILDING SERVICES**

PROJECT NAME	:	LLFC's Procurement for Team Building Services
APPROVED BUDGET FOR THE CONTRACT	:	Three Hundred Ten Thousand Pesos (P310,000.00) inclusive of all applicable taxes
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, the client, is looking for a supplier that can provide complete team building package.

II. THE OBJECTIVES

Team building is one of core activities in LBP Leasing and Finance Corporation to promote camaraderie and enhance its culture. It helps the employees to network, socialize, and build connection with other group/units. Team building aims to boost team performance and unlock leadership potential which improves the employee engagement and morale. This is also a great way to reward, appreciate the efforts, and contribution of the LLFC employees to let them feel they are being valued.

III. DELIVERABLES AND TIMETABLE

The bidder shall be engaged upon issuance of the notice to proceed but not later than **June 30,2022**.

The bidder should be able to provide the Team Building services which include venue, food, activities, facilitator, room accommodations, transportation service back and forth, and other basic amenities with the following specifications:

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6. Use of facilities and other amenities preferably with access to swimming pool and beach, basketball court, and billiards.
7. Team building Facilitator and activities;
8. Can provide transportation service back and forth from Makati to the venue;
9. Free parking space for the participants;
10. Complementary welcome banner;
11. In case of additional participants, it shall be at the same price or less than the regular participants – to be billed separately;

**TERMS OF REFERENCE
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BUILDING SERVICES**

12. Rates/Quotations should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.

IV. CONTRACT PAYMENT SCHEME

The payment of the contract price shall be made 1 – 6 days before the check-in date for the 50% down payment and the next 50% or the final payment shall be made upon check-in.

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	Statement of Compliance
The bidder should be able to provide the Team Building services which include venue, food, activities, facilitator, room accommodations, transportation service back and forth, and other basic amenities with the following specifications:	
a. Event date: July 22-23,2022 (Friday and Saturday)	
b. Price Quotations for 2 days and 1 night	
c. Guaranteed number of persons: 63 pax	
d. Location/venue should be Northern, approximately 3-4 hours away by land from Metro Manila, such as Bataan	
e. Air-conditioned accommodations (with comfort room, towels, and bed sheets), buffet meals (2 lunch, 1 breakfast, 1 dinner, 1PM snack), function room (with sound system and projector)	
f. Use of facilities and other amenities preferably with access to swimming pool and beach, basketball court, and billiards	
g. Team building Facilitator and activities	
h. Can provide transportation service back and forth from Makati to the venue	
i. Free parking space for the participants	
j. Complementary welcome banner	
k. In case of additional participants, it shall be at the same price or less than the regular participants – to be billed separately	
l. Rates/Quotations should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges	
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)	
7. Notarized Omnibus Sworn Statement (Annex C)	

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.