



**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 THE PROCUREMENT OF OFF-SITE RECORDS MANAGEMENT SERVICES CY2023**  
**(LLFC-CAP-23-010)**

**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 Off-Site Records Management Services CY 2023 (LLFC-CAP-23-010)</b>
Approved Budget of the Contract (ABC)	<b>Two Hundred Fifty Thousand Pesos and 00/100 (PHP 250,000.00)</b>
<b><u>BACKGROUND</u></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 supplier that can provide for an off-site storage for its inactive files. LLFC has limited space at its present office, thus it needs to store its inactive files that accumulate year after year. Keeping those files off-site has been a better option considering LLFC has already implemented its Quality Management System (QMS).	
<b><u>DELIVERABLES</u></b>	
The bidder shall submit its quotation to LLFC to include the monthly storage fee for approximately 850 boxes (Carton Box: Size B-16.5inches X 12.5 Inches X13 Inches), cost of boxes, barcoding fee, pick-up of new boxes (initial migration), retrieval and delivery of boxes to LLFC, succeeding pick-up of new and returned boxes, retrieval of boxes for access on site and express pick-up/delivery outside of regular working hours.	
<b>Project Completion</b>	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")

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 May 29, 2023 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 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: 23 May 2023

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

**TERMS OF REFERENCE  
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT OF OFF-SITE  
STORAGE SERVICES**

<b>PROJECT NAME</b>	:	<b>LLFC's Procurement of Off-Site Storage Services CY2023</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b>	:	<b>Two Hundred Fifty Thousand Pesos (P250,000.00) inclusive of all applicable taxes</b>
<b>BUDGET SOURCE</b>		<b>2023 Corporate Operating Budget (COB)</b>

**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 an off-site storage services for its inactive files.

**II. THE OBJECTIVES**

LLFC has limited space at its present office, thus it needs to store its inactive files that accumulate year after year. Keeping those files off-site has been a better option considering LLFC has already implemented its Quality Management System (QMS) and keep its workplace neat, tidy and clean.

**III. DELIVERABLES AND TIMETABLE**

The bidder shall be engaged upon issuance of the notice to proceed but not later than **01 June 2023**.

The bidder shall submit its quotation to LLFC to include the monthly storage fee for approximately 1,000 boxes (Carton Box: Size B-16.5inches X 12.5 Inches X13 Inches), cost of boxes, barcoding fee, pick-up of new boxes (initial migration), retrieval and delivery of boxes to LLFC, succeeding pick-up of new and returned boxes, retrieval of boxes for access on site and express pick-up/delivery outside of regular working hours.

The billing shall be based on actual number of boxes stored in the facility plus other commensurate cost.

**IV. CONTRACT PAYMENT SCHEME**

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

**Price Quotation Form**

Date:

**ATTY. MARLA A. BARCENILLA**  
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 **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"**

**Technical/Other Specifications, 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
Storage for approximately 850 boxes	
Carton Box: Size B-16.5inches X 12.5 Inches X13 Inches	
Barcodes	
Pick-up of new boxes (initial migration)	
Retrieval and delivery of boxes to LLFC	
Succeeding pick-up of new and returned boxes	
Retrieval of boxes for access on site	
Express pick-up/delivery outside of regular working hours	
<b>Eligibility Requirements (Certified True Copies only) :</b>	
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.**

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Name of Company /Bidder</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Signature over Printed Name of Authorized Representative</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b>
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