



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 PROCUREMENT OF RICE FOR GRANT OF ONE-TIME RICE ASSISTANCE FOR FY2022
(LLFC-CAP-23-029)

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 Rice for Grant of One-Time Rice Assistance for FY2022 (LLFC-CAP-23-029)
Approved Budget of the Contract (ABC)	Ninety-Two Thousand Six Hundred Twenty-Five Pesos (Php92,625.00)
<u>BACKGROUND</u>	
On December 20, 2023, the Board of Directors (BOD) approved the grant of a one-time rice assistance for each qualified LLFC employee. This decision was made pursuant to Administrative Order No. 02 from the Malacañang Palace, Office of the President of the Philippines, and the Implementing Guidelines from the National Food Authority (NFA). It was only in 2023 that the NFA issued the implementing guidelines for rice distribution. LLFC submitted the required documents to the NFA but was informed that the agency had not allocated any rice for LLFC. Consequently, the Corporation was advised to purchase rice independently for its employees. LLFC has been granted a waiver to buy locally produced rice directly from local farmers for distribution to its qualified employees, after certifying that LLFC did not receive any allocation from the NFA.	
<u>OBJECTIVES</u>	
As a Government Owned and Controlled Corporation, LLFC supports the objectives of the one-time rice assistance grant, which include:	
<ul style="list-style-type: none">• Mitigating the effects of current socio-economic challenges on the households of workers and employees through rice assistance.• Providing dual benefits: supporting government workers and employees while also creating better economic opportunities in the agricultural sector.• Boosting domestic production and aiding local farmers, in line with the Administration's policy for economic recovery and transformation.	
<u>SPECIFICATIONS</u>	
The bidder shall be engaged upon issuance of the notice to proceed but not later than January 3, 2024 .	
The bidder should be able to provide the local rice with the following specifications:	
1. Project Cost: <ul style="list-style-type: none">• Php 92,625.00 inclusive of all applicable taxes and operational expenses such as the delivery fee.	
2. Deliverables and Timetable: <ul style="list-style-type: none">• Supply and delivery of rice for qualified 57 employees.• Provide 25 kilos of rice for each qualified employees on January 15, 2024.• Rice must be packed in clean brand-new polypropylene (laminated) sacks.• Proposed sample of rice are subject to actual cooking.	

- Specifications:
 - Grade: Premium Whole Grain
 - DEGREE OF MILLING: Well Milled Rice (WMR)
 - GRAIN SIZE: Long grain
 - VARIETY: Sinandomeng
- Schedule of Delivery: Delivery within 10 working days upon issuance of the 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 15th Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before December 27, 2023, 05:00P.M.** 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)
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

Date of issue: 22 December 2023

(Sgd.)
MS. RIZA M. HERNANDEZ
CHAIRPERSON
BIDS AND AWARDS COMMITTEE

**TERMS OF REFERENCE
ONE-TIME RICE ASSISTANCE FOR FY2022**

PROJECT NAME	:	One-Time Rice Assistance for FY2022
APPROVED BUDGET FOR THE CONTRACT	:	Ninety-Two Thousand Six Hundred Twenty-Five Pesos (P92,625.00) inclusive of all applicable taxes and other operational expenses
BUDGET SOURCE		2023 Corporate Operating Budget (COB)

I. SUMMARY

On December 20, 2023, the Board of Directors (BOD) approved the grant of a one-time rice assistance for each qualified LLFC employee. This decision was made pursuant to Administrative Order No. 02 from the Malacañang Palace, Office of the President of the Philippines, and the Implementing Guidelines from the National Food Authority (NFA). It was only in 2023 that the NFA issued the implementing guidelines for rice distribution. LLFC submitted the required documents to the NFA but was informed that the agency had not allocated any rice for LLFC. Consequently, the Corporation was advised to purchase rice independently for its employees. LLFC has been granted a waiver to buy locally produced rice directly from local farmers for distribution to its qualified employees, after certifying that LLFC did not receive any allocation from the NFA.

II. THE OBJECTIVES

As a Government Owned and Controlled Corporation, LLFC supports the objectives of the one-time rice assistance grant, which include:

- Mitigating the effects of current socio-economic challenges on the households of workers and employees through rice assistance.
- Providing dual benefits: supporting government workers and employees while also creating better economic opportunities in the agricultural sector.
- Boosting domestic production and aiding local farmers, in line with the Administration's policy for economic recovery and transformation.

III. DELIVERABLES AND TIMETABLE

The bidder shall be engaged upon issuance of the notice to proceed but not later than **January 3, 2024**.

The bidder should be able to provide the local rice with the following specifications:

1. Project Cost:
 - Php 92,625.00 inclusive of all applicable taxes and operational expenses such as the delivery fee.
2. Deliverables and Timetable:
 - Supply and delivery of rice for qualified 57 employees.
 - Provide 25 kilos of rice for each qualified employees on January 15, 2024.
 - Rice must be packed in clean brand-new polypropylene (laminated) sacks.
 - Proposed sample of rice are subject to actual cooking.
 - Specifications:

**TERMS OF REFERENCE
ONE-TIME RICE ASSISTANCE FOR FY2022**

Grade: Premium Whole Grain
DEGREE OF MILLING: Well Milled Rice (WMR)
GRAIN SIZE: Long grain
VARIETY: Sinandomeng

Schedule of Delivery: Delivery within 10 working days upon issuance of the purchase order.

IV. CONTRACT PAYMENT SCHEME

The payment of the contract price shall upon full delivery and acceptance.

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 be within ten (10) 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
Supply and delivery of rice for qualified 57 employees.	
Provide 25 kilos of rice for each qualified employees on January 15, 2024.	
Rice must be packed in clean brand-new polypropylene (laminated) sacks.	
Proposed sample of rice are subject to actual cooking.	
Specifications: <ul style="list-style-type: none"> • Grade: Premium Whole Grain • DEGREE OF MILLING: Well Milled Rice (WMR) • GRAIN SIZE: Long grain • VARIETY: Sinandomeng 	
Delivery within 10 working days upon issuance of the purchase order	
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)	

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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