

INVITATION TO QUOTE FOR THE SUPPLY AND DELIVERY OF TWO (2) LOTS OF TEN (10) UNITS BRAND NEW PICK-UPS WITH CANOPY
(LLFC-GAP-22-002)

REQUEST FOR QUOTATION (Negotiated Procurement due to Two Failed Biddings)

1. LBP Leasing and Finance Corporation (LLFC) intends to procure **Two (2) Lots of Ten (10) Units brand new Pick-Ups with Canopy** with the Approved Budget for Contract (ABC) of **PESOS: Twenty-Three Million Three Hundred Thirty-One Thousand (₱ 23,331,000.00)** and the sum of **PESOS: Eleven Million Six Hundred Sixty-Five Thousand Five Hundred (₱ 11,665,500.00)**, being the ABC for each lot/item.
2. LLFC, through its Bids and Awards Committee (BAC), now invites legally, technically, and financially capable suppliers for the above Procurement Project.

Lot 1 – Supply and Delivery of Ten (10) Units Brand New Pick-Up with Canopy	
Approved Budget:	₱ 11,665,500.00
Delivery Period:	Not more than Forty-Five (45) calendar days after issuance of the Notice to Proceed. Incomplete/Partial Delivery per Lot is not allowed.

Lot 2 – Supply and Delivery of Ten (10) Units Brand New Pick-Up with Canopy	
Approved Budget:	₱ 11,665,500.00
Delivery Period:	Not more than Forty-Five (45) calendar days after issuance of the Notice to Proceed. Incomplete/Partial Delivery per Lot is not allowed.

3. The procurement procedure for this requirement is Negotiated Procurement pursuant to Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of the republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act,” including Annex H thereof.
4. The BAC will engage in negotiations with a sufficient number of suppliers to ensure effective competition. The selection of the successful offer shall be based on the best and final offer that will be submitted on the specified date shown below, and which would meet the minimum technical specifications required.

Interested parties may obtain further information from the BAC Secretariat with office address at 15th Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City or contact through telephone number 8818-2200 loc. 218 or send e-mail to jiguerrero@lbpleasing.com from **March 04, 2022 to March 10, 2022** at 9:00am to 5:00pm.

5. The schedule of procurement activities is herein stated below:

Activities	Schedule	Venue
Availability of Request for Quotation and Forms	March 04, 2022 - March 10, 2022	15th Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City
Submission of Negotiated Documents	March 10, 2022, 12:00 NN.	
Opening of Negotiated Documents	March 10, 2022, 1:30 P.M.	Through video conferencing or webcasting via Zoom Meeting

6. Interested parties shall submit the following documents in sealed envelopes, labeled as “Negotiated Document”, addressed to the BAC Chairperson 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 March 10, 2022, 12:00NN** with the title of the procurement project, name of the interested party, address of the interested party, and contact details of the interested party:

I. ELIGIBILITY REQUIREMENTS

Class “A” Documents

- a) PhilGEPS Certificate of Registration with Annex A or Class “A” eligibility documents:
 - Registration Certificate (DTI Certificate or SEC Certificate)
 - Current and Valid Mayor’s/Business Permit
 - Certificate of Tax Clearance per Executive Order 398, series of 2005, as finally reviewed and approved
- b) Compliance with Schedule of Requirements (Annex A);
- c) Compliance with Technical Specifications (Annex B);
- d) Compliance with Bid Form (Annex C);
- e) Omnibus Sworn Statement (OSS) using the form prescribed and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Supplier (Annex D);
- f) Bid Securing Declaration in any of the following forms:
 - Cash or cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit, issued by a Universal or Commercial Bank (2% of the ABC); or
 - Surety bond (5% of the ABC) with a Certificate from the Insurance Commission; or
 - Bid Securing Declaration (Annex E);
- g) Statement of all On-going Private and Government Contracts, including Contracts Awarded but not yet started, if any (Annex F)
- h) Statement of Single Largest Completed Contract, which is similar in nature within (5 years from the date of submission and receipt of bids (Annex G), Any of the following documents must be submitted corresponding to listed contracts per submitted Annex VII:

- Copy of End-user's Acceptance;
 - Official Receipts; or
 - Sales Invoice
- i) Duly signed Net financial Contracting Capacity Computation (NFCC); and
 - j) Latest Audited Financial Statement, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;

Class "B" Documents

- a) Copy of Joint Venture Agreement or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable

II. FINANCIAL REQUIREMENTS

- a) Original of duly signed and accomplished Financial Bid Form; and
- b) Original of duly signed and accomplished Price Schedule(s). (Annex H)

III. OTHER DOCUMENTARY REQUIREMENTS

- a) Certificate of Stock Reported issued by Land Transportation Office (LTO) must be available within two (2) weeks after issuance of Notice to Proceed (NTP).
7. A complete set of Request for Quotation and Forms may be acquired by interested parties from **March 04, 2022 to March 10, 2022** from the given address and **upon payment of the applicable fee for the Documents, in the amount of PESOS: TEN THOUSAND (₱10,000.00) per lot.** The Procuring Entity shall allow the interested parties to present its proof of payment for the fees in person, by facsimile, or through electronic means. Payment of the fee is necessary for an interested party to participate in the Negotiated Procurement.
8. Opening of Negotiated Documents shall be on **March 10, 2022, 1:30 P.M.** at 15th Flr., Sycip Law Center, 105 Paseo de Roxas Street, Makati City and through video conferencing or webcasting via Zoom Meeting. Quotations and other eligibility documents will be opened in the presence of the interested parties' representatives who choose to attend the activity through the following link:

Join Zoom Meeting

<https://zoom.us/j/99633615539?pwd=YmhHWVR5VWVqemFCdXVNT0JUWHJDDz09>

Meeting ID: 996 3361 5539

Passcode: 273847

9. LLFC reserves the right to accept or reject any proposal and to terminate the procurement process at any time prior to awarding of contract, without thereby incurring any liability to the affected suppliers

INVITATION TO QUOTE FOR THE SUPPLY AND DELIVERY OF TWO (2) LOTS OF TEN (10) PICK-UPS WITH CANOPY
(LLFC-GAP-22-002)

Date of issue: 02 March 2022

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

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot	Description	Quantity	Delivered, Days/Weeks/Months
1	Brand New Pick-Up with Canopy	10	Not more than Forty-Five (45) calendar days after issuance of the Notice to Proceed. Incomplete/Partial Delivery per Lot is not allowed.
2	Brand New Pick-Up with Canopy	10	Not more than Forty-Five (45) calendar days after issuance of the Notice to Proceed. Incomplete/Partial Delivery per Lot is not allowed.
	Total	20	

Conforme:

Printed Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Technical Specifications

TECHNICAL SPECIFICATIONS FOR ALL TWO (2) LOTS		
Particulars	Pick-Up with Canopy	Statement of Compliance
Color	Any Available Manufacturer Standard Color	
Engine Size	Maximum of 2.4 liters	
Engine Displacement	Maximum of 2400 cc	
Engine Cylinder / Valve	In-line 4-cylinder, 16 valve	
Transmission Category	Manual/ Automatic Transmission	
Power Train	Rear/ Front Wheel Drive	
Fuel Type	Gasoline/ Diesel	
Fuel System	Direct Injection, Euro-4 Emission	
Steering System	Rack and Pinion with Power Assist	
Air-Con	Manual Air-conditioning System	
Doors / Seats	4 Doors / 5 Seats	
Safety Devices	Seatbelts / Airbags (driver and passenger)	
Horsepower	Minimum of 140 hp	
Standard Accessories	Set of tools, Jack, Seat Cover, Tint, Car Matting, and Early Warning Device (EWD)	
Other features and specifications	Power Steering, Power Windows	
	Inclusive of tint, carpet matting, seat cover, 10 liters of gasoline, black pouch, set of tools with jack, and free labor for first 1,000 & 5,000 km check up	
	Inclusive of three (3) years LTO Registration as Government Vehicle (Red Plate)	
	Inclusive of three (3) years Manufacturer's Warranty	
	Must be an authorized distributor of the brand of Pick-Up being provided	
	The Spare parts and Service centers must be available in major cities nationwide	
	Manufacturer must have at least ten (10) years minimum experience in the Philippine Market in the supply, built-up/ assembly, and maintenance of Asian Utility Vehicles including parts and services.	
	Certificate of Stock Reported issued by Land Transportation Office (LTO) must be available within two (2) weeks after issuance of Notice to Proceed (NTP).	
Must be registered with the Land Transportation Office (LTO) as a "Pick-Up with Canopy"		

Conforme:

Printed Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Bid Form

Date: _____

Invitation to Bid¹ N^o: _____

To: LBP Leasing and Finance Corporation
15th Floor Sycip Law Center, 105 Paseo de Roxas Street, Makati City

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period of 120 Calendar Days as is specified on Section 28 of the 2016 revised IRR of RA No. 9184 it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:²

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

¹ If ADB, JICA and WB funded projects, use IFB.

² Applicable only if the Funding Source is the ADB, JICA or WB.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Supply and Delivery of Two (2) Lots of Ten (10) units brand new Pick-Up with Canopy of LBP Leasing and Finance Corporation. [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for the Supply and Delivery of Two (2) Lots of Ten (10) units brand new Pick-Up with Canopy of LBP Leasing and Finance Corporation.*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

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 *Supply and Delivery of Two (2) Lots of Ten (10) units brand new Pick-Up with Canopy*.

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.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or

services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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 _____

Bid Securing Declaration Form

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

BID SECURING DECLARATION

Invitation to Bid: *Supply and Delivery of Two (2) Lots of Ten (10) units brand new Pick-Up with Canopy*

To: LBP Leasing and Finance Corporation
15th Floor Sycip Law Center, 105 Paseo de Roxas Street, Makati City

I/We³, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

³ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of
[month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED
REPRESENTATIVE]

[Insert Signatory's Legal Capacity]

Affiant

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 _____

List of all Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Name : _____
 Business Address : _____

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
						Total Cost		

Note: This statement shall be supported with:
 1 Purchase Order / Notice of Award and/or Contract
 2 Notice to Proceed issued by the owner

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____

Statement of all Government & Private Contracts completed which are similar in nature

Business Name : _____
 Business Address : _____

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
Government						
Private						

Note: This statement shall be supported with:

- 1 Contract / Purchase Order
- 2 Certificate of Completion and Acceptance for Government Contracts
- 3 Official Receipts for Private Contracts

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____

For Goods Offered From Abroad

Name of Bidder _____ . Invitation to Bid⁴ Number ____ . Page ____ of ____ .

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of ____

⁴ If ADB, JICA and WB funded projects, use IFB.

For Goods Offered From Within the Philippines

Name of Bidder _____ . Invitation to Bid⁵ Number _ . Page . of ____ .

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

⁵ If ADB, JICA and WB funded projects, use IFB.