

## 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	<b>Procurement of Acrylic Barriers (LLFC-CAP-21-004)</b>
Approved Budget of the Contract (ABC)	<b>Eighty Thousand Pesos (PhP80,000.00)</b>

### BACKGROUND

The COVID-19 Virus has caused a world-wide pandemic. The virus, which is easily transmittable through close contact with carriers, has claimed many lives and disrupted the world's economy. Many measures were taken, such as lockdowns, face masks and face shields, and social distancing to stop or slow down the transmission of virus. LLFC requires some of its employees to work at the office to prevent disruptions in its operations. To slow down the transmission of virus at its office, LLFC decided to procure Acrylic Stands to separate and give protection to its employees. The Acrylic Stands will stop droplets expelled from the body through coughing and/or sneezing from reaching other employees, thus protecting them from the virus.

### SPECIFICATIONS:

The bidder shall supply, deliver, and install the acrylic barriers to LBP Leasing and Finance Corporation based on the following specifications:

<u>Quantity</u>	<u>Unit</u>	<u>Item Description</u>
1	Set	5mm thick clear acrylic barrier for Reception Counter. U-shaped layout divided into 3 panels. Total height is 1800mm X front panel 1828mm X side panel 762 mm each.
1	Piece	3mm thick clear acrylic barrier for Treasury Window from left side. U-shaped layout. Total height is 230mm X front panel 1106mm X side panel 75 mm each.
1	Piece	3mm thick clear acrylic barrier for Treasury Window from right side. U-shaped layout with right banked 75 mm X 280mm document pass through hole and self-standing cover. Total height is 230mm X front panel 1106mm X side panel 75 mm each.
1	Piece	3mm thick clear acrylic barrier for Treasury Window left side. U-shaped layout with right banked 75 mm X 280mm document pass through hole and self-standing cover. Total height is 242mm X front panel 797mm X side panel 75 mm each.
18	Set	4.5mm thick clear acrylic barrier for top table. Self-standing with 2 pieces mountable stands. Total height is 609 mm X total width 838mm (table top portion 600mm)

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 March 31, 2021 3:00PM** 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.) 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. The acrylic barriers shall be supplied, delivered and installed to LLFC not more than 15 calendar days from receipt of the Purchase Order.
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 [jguerrero@lbpleasing.com](mailto:jguerrero@lbpleasing.com)

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