

**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 PROCUREMENT OF SECURITY SERVICES IN CAVITE (ROPA)

(LLFC-CAP-26-003)

### 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 34 of the Implementing Rules and Regulations of the Republic Act No. 12009

Name of the Project	<b>Procurement of Security Services in Cavite (ROPA) (LLFC-CAP-26-003)</b>
Approved Budget of the Contract (ABC)	<b>Eight Hundred Seventy-Four Thousand Pesos and 00/100 (PHP874,000.00)</b>

#### BACKGROUND

LBP Leasing and Finance was able to acquire a 2,063 square meter parcel of land located in Brgy. Salaban, Amadeo, Cavite. There is a need to acquire security services for the newly acquired property in order to secure its premises in preparation for its consolidation and eventual disposal;

#### OBJECTIVES OF THE PROCUREMENT

The Objective of this procurement is to acquire security services for the newly acquired property located in Brgy. Salaban, Amadeo, Cavite.

#### SCOPE OF WORK

##### **A. Scope of Work**

- Provision of properly trained, licensed, bonded and uniformed security guards to safeguard and protect the equipment, motor vehicles and other properties of LLFC from theft, arson and other unlawful acts of third parties or any unauthorized person; and
- To ensure that the Area of Responsibility (AoR) is always manned (24-hours a day) during the entire duration of the contract and shall maintain available relievers and/or replacements when the need arises.

##### **B. Duration**

- Contract for security services shall be for the period of one (1) year. Extension of contract is also subject to the provisions of the Implementing Rules and Regulations of RA 12009.

##### **C. Area Coverage**

- The contract shall cover the property located at No. 188 Buho-Talon Road, Brgy. Salaban, Amadeo, Cavite.

##### **D. Total Number of Guards and Deployment Scheme**

- Total number of guards: **Two (2)**
- Deployment Scheme shall be: Two (2) guards in the area coverage on a **12-hr shifting duty basis** each

##### **E. Expected Service Quality Standards and Specifications from the Security Agency**

- Shall provide LLFC with qualified security guards who shall be in their proper uniform provided with standard/basic security equipment to be used in the implementation of the security plan, rules and regulations while they are on duty;
- Shall assume full responsibility of the proper and efficient performance of all its security guards during their assigned hours of duty.
- Shall make timely and immediate remittances of all amounts due to the SSS/Philhealth/HDMF or such other related government agencies.

**F. Qualification of Security Agency**

- The Security Agency must have been in the security service industry in the Philippines for at least ten (10) years;
- The Security Agency must have financial capability of advancing expenses (e.g. wages, government-mandated contributions and the like) to the agency personnel for at least six (6) months
- The Security Agency must have a valid License to Operate from the Supervisory Office for Security and Investigation Agency (SOSIA)
- The Security Agency must have a valid Philippine Association of Detective and Protective Agency Operators (PADPAO) certificate.
- The Security Agency must be a registered in PHILGEPS

**G. Additional Terms and Conditions of the Contract**

- The Security Agency shall agree to remove, change or substitute any or all of the guards whose performance or showing is/are found unsatisfactory, as observed by and upon notice or advised by LLFC;
- The Security Agency shall be obliged to exercise due diligence in carrying out its obligations under the Security Service Contract and shall faithfully serve the best interest of LLFC;
- LLFC shall not be responsible for any accident, mishap, or injury of any kind or nature sustained or caused by any of the guards assigned by the Security Agency including death resulting therefrom;
- The Security Agency shall not disclose to any person or entity any information concerning the affairs of LLFC which it may have acquired during the existence of its services or anytime thereafter;
- LLFC shall have the sole option to cancel/terminate the contract at any time for violation of any terms and conditions thereof and/or if, in its judgment, the service that has been rendered by the Security Agency and/or its guards is substandard and/or unsatisfactory. Provided that the Security Agency shall be notified in writing at least fifteen (15) days prior to the effective date of cancellation/termination;
- The contract may be extended on a month-to-month basis for the maximum period of one (1) year, in the absence of any notice of termination issued by LLFC prior to the date of the expiration of this contract.

**H. Waiver From Any Liability**

- The Security Agency shall assume full responsibility for any claim/s for any unpaid and/or underpaid compensation and/or benefits on injuries from accidents in connection with the performance of the duties of the Security Guards. The Security Agency shall accordingly hold free LLFC from any liability and/or potential legal suit in connection therewith.

**I. Losses and Damages**

- In general, it is the responsibility of the Security Agency as to losses and damages that may be incurred upon the latter's equipment, vehicles and other properties within the AoR. However, the Security Agency shall not be held responsible or liable where loss or damage is due to force majeure or fortuitous events, or due solely to the fault or negligence of LLFC;
- Any unusual occurrence in the AoR noted by the guard shall be reported immediately in writing by the Security Agency to LLFC within twenty-four (24) hours from its occurrence;

**J. Payment Terms**

Payment shall be made on a monthly basis upon complete submission by the Security Agency of the following requirements:

1. DTR of all security guards duly signed by the immediate supervisor or his/her duly authorized representative; and
2. Invoice of billing or statement of account shall be paid by LLFC within 15 calendar days from receipt of complete documents;
3. LLFC reserves the right to inspect the payroll of the Security Agency in order to verify that the wages have been paid. Any violation shall be sufficient ground for the termination of the contract without prejudice to the liability of the Security Agency;
4. All taxes payable to the Government shall be borne by the Security Agency;
5. The Security Agency shall be entitled to an adjustment of the stipulated Contract price in the event that the minimum wage is increased or such similar situation subject to renegotiation to be made with LLFC and it shall be understood that LLFC will not be held liable for unpaid wages if the Security Agency fail to pay the guards;

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")
- c.) Original and notarized Omnibus Sworn Statement (Annex "C")
- d.) Notarized Secretary's Certificate for proof of authorization

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 February 13, 2026 05:00PM** 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.) Latest Tax Clearance per E.O. 398, series of 2005
  - e.) BIR Certificate of Registration (Form 2303)
  - f.) Latest Income/Business Tax Return for two quarters
  - g.) Valid License to Operate from Supervisory Office for Security and Investigation Agency (SOSIA)
  - h.) Valid Philippine Association of Detective and Protective Agency Operators (PADPAO) Certificate
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 with 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. 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 Mr. 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: 06 February 2026

(Sgd.)

**MS. RIZA M. HERNANDEZ**

CHAIRPERSON

**BIDS AND AWARDS COMMITTEE**

**Price Quotation Form**

Date:

**MS. RIZA M. HERNANDEZ**

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 **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 not later than March 01, 2026.

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
DESCRIPTIONS	
<b>A. Scope of Work</b> <ul style="list-style-type: none"> <li>Provision of properly trained, licensed, bonded and uniformed security guards to safeguard and protect the equipment, motor vehicles and other properties of LLFC from theft, arson and other unlawful acts of third parties or any unauthorized person; and</li> <li>To ensure that the Area of Responsibility (AoR) is always manned (24-hours a day) during the entire duration of the contract and shall maintain available relievers and/or replacements when the need arises.</li> </ul>	
<b>B. Duration</b> <ul style="list-style-type: none"> <li>Contract for security services shall be for the period of one (1) year. Extension of contract is also subject to the provisions of the Implementing Rules and Regulations of RA 12009.</li> </ul>	
<b>C. Area Coverage</b> <ul style="list-style-type: none"> <li>The contract shall cover the property located at No. 188 Buho-Talon Road, Brgy. Salaban, Amadeo, Cavite.</li> </ul>	
<b>D. Total Number of Guards and Deployment Scheme</b> <ul style="list-style-type: none"> <li>Total number of guards: <b>Two (2)</b></li> <li>Deployment Scheme shall be: Two (2) guards in the area coverage on a <b>12-hr shifting duty basis</b> each</li> </ul>	
<b>E. Expected Service Quality Standards and Specifications from the Security Agency</b> <ul style="list-style-type: none"> <li>Shall provide LLFC with qualified security guards who shall be in their proper uniform provided with standard/basic security equipment to be used in the implementation of the security plan, rules and regulations while they are on duty;</li> <li>Shall assume full responsibility of the proper and efficient performance of all its security guards during their assigned hours of duty.</li> <li>Shall make timely and immediate remittances of all amounts due to the SSS/Philhealth/HDMF or such other related government agencies.</li> </ul>	
<b>F. Qualification of Security Agency</b> <ul style="list-style-type: none"> <li>The Security Agency must have been in the security service industry in the Philippines for at least ten (10) years;</li> <li>The Security Agency must have financial capability of advancing expenses (e.g. wages, government-mandated contributions and the like) to the agency personnel for at least six (6) months</li> <li>The Security Agency must have a valid License to Operate from the Supervisory Office for Security and Investigation Agency (SOSIA)</li> <li>The Security Agency must have a valid Philippine Association of Detective and Protective Agency Operators (PADPAO) certificate.</li> <li>The Security Agency must be a registered in PHILGEPS</li> </ul>	
<b>G. Additional Terms and Conditions of the Contract</b> <ul style="list-style-type: none"> <li>The Security Agency shall agree to remove, change or substitute any or all of the guards whose performance or showing is/are found unsatisfactory, as observed by and upon notice or advised by LLFC;</li> <li>The Security Agency shall be obliged to exercise due diligence in carrying out its obligations under the Security Service Contract and shall faithfully serve the best interest of LLFC;</li> <li>LLFC shall not be responsible for any accident, mishap, or injury of any kind or nature sustained or caused by any of the guards assigned by the Security Agency including death resulting therefrom;</li> <li>The Security Agency shall not disclose to any person or entity any information concerning the affairs of LLFC which it may have acquired during the existence of its services or anytime thereafter;</li> <li>LLFC shall have the sole option to cancel/terminate the contract at any time for violation of any terms and conditions thereof and/or if, in its judgment, the service that has been rendered by the Security Agency and/or its guards is substandard and/or unsatisfactory. Provided that the Security Agency shall be notified in writing at least fifteen (15) days prior to the effective date of cancellation/termination;</li> <li>The contract may be extended on a month-to-month basis for the maximum period of one (1) year, in the absence of any notice of termination issued by LLFC prior to the date of the expiration of this contract.</li> </ul>	
<b>H. Waiver From Any Liability</b> <ul style="list-style-type: none"> <li>The Security Agency shall assume full responsibility for any claim/s for any unpaid and/or underpaid compensation and/or benefits on injuries from accidents in connection with the performance of the duties of the Security Guards. The Security Agency shall accordingly hold free LLFC from any liability and/or potential legal suit in connection therewith.</li> </ul>	
<b>I. Losses and Damages</b> <ul style="list-style-type: none"> <li>In general, it is the responsibility of the Security Agency as to losses and damages that may be incurred upon the latter's equipment, vehicles and other properties within the AoR. However, the Security Agency shall not be held responsible or liable where loss or damage is due to force majeure or fortuitous events, or due solely to the fault or negligence of LLFC;</li> <li>Any unusual occurrence in the AoR noted by the guard shall be reported immediately in writing by the Security Agency to LLFC within twenty-four (24) hours from its occurrence;</li> </ul>	
<b>J. Payment Terms</b> <p>Payment shall be made on a monthly basis upon complete submission by the Security Agency of the following requirements:</p> <ol style="list-style-type: none"> <li>DTR of all security guards duly signed by the immediate supervisor or his/her duly authorized representative; and</li> </ol>	

2. Invoice of billing or statement of account shall be paid by LLFC within 15 calendar days from receipt of complete documents;	
3. LLFC reserves the right to inspect the payroll of the Security Agency in order to verify that the wages have been paid. Any violation shall be sufficient ground for the termination of the contract without prejudice to the liability of the Security Agency;	
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5. The Security Agency shall be entitled to an adjustment of the stipulated Contract price in the event that the minimum wage is increased or such similar situation subject to renegotiation to be made with LLFC and it shall be understood that LLFC will not be held liable for unpaid wages if the Security Agency fail to pay the guards;	
<b>Eligibility Requirements (Certified True Copies only) :</b>	
1. Valid and Current Year Mayor's Permit or proof of application	
2. Valid and Current PhilGEPS Registration Number	
3. DTI / SEC Registration (for Partnership / Corporations)	
4. Latest Tax Clearance per E.O. 398, series of 2005	
5. BIR Certificate of Registration (Form 2303)	
6. Latest Income/Business Tax Return for two quarters	
7. Notarized Omnibus Sworn Statement (Annex C)	
8. Notarized Secretary's Certificate for proof of authorization	
9. Valid License to Operate from Supervisory Office for Security and Investigation Agency (SOSIA)	
10. Valid Philippine Association of Detective and Protective Agency Operators (PADPAO) Certificate	

**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

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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.