



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

**INVITATION TO QUOTE FOR PROCUREMENT OF ONE (1) UNIT NETWORK SWITCH
(LLFC-CAP-26-019)**

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	Procurement of One (1) Unit Network Switch (LLFC-CAP-26-019)
Approved Budget of the Contract (ABC)	Five Hundred Ten Thousand Pesos (PhP510,000.00)

BACKGROUND

LBP Leasing and Finance Corporation (LLFC) had procured ICT infrastructure components, including network switches, wireless access points, CCTV cameras, and structured cabling, for its 14th-floor extension office. These assets provide essential connectivity for computers, IP telephony systems, surveillance devices, and other network-dependent equipment. As users and network-enabled devices began occupying the extension office, the existing network switches proved to have insufficient port capacity for the equitable distribution of voice and data connections to designated workstations. Procuring an additional network switch will expand Voice LAN and data connectivity, support PoE-enabled devices without separate power sources, and increase overall network capacity. The acquisition is necessary to maintain uninterrupted and reliable ICT services while meeting current and future operational requirements. It will also improve scalability and network performance, accommodate organizational growth, and strengthen LLFC's support for business operations and digital initiatives.

OBJECTIVES OF THE PROCUREMENT

The Objective of this procurement is to acquire additional Network Switch to expand the IT Infrastructure of the Corporation to meet its current and future operational requirements.

SPECIFICATIONS

Supply, Delivery, Installation and Configuration of One (1) Unit Network Switch

- Supply, delivery, installation and configuration of One (1) unit network switch
- 48 ports 10/100/1000BASE-T PoE
- 4- 1G/10G SFP/SFP+ Uplink Ports
- 2- 40GbE QSFP+ Uplink Ports
- Support for IEEE 802.3af PoE and IEEE 802.3at PoE+
- Minimum PoE Power Budget of 740 Watts
- Switching Capacity of at least 336 Gbps
- Forwarding Rate of at least 250 Mpps
- Layer 2 and Layer 3 Switching Capabilities
- Support RIP, and OSPF
- Virtual Chassis/Stacking Technology Support
- Support for a minimum of 4,000 VLANs
- IEEE 802.3ad Link Aggregation (LACP)
- Support for STP, RSTP, and MSTP
- Quality of Service (QoS) for Voice, Video, and Data Traffic
- IEEE 802.1X Port-Based Authentication
- DHCP Snooping and Dynamic ARP Inspection
- SNMP v1, v2c, and v3 Management Support
- Web-Based and Command Line Interface (CLI) Management
- Rack-Mountable, 1U Form Factor
- Redundant Power Supply Capability
- Support for Energy Efficient Ethernet (IEEE 802.3az) or equivalent energy-saving technology
- RoHS and WEEE Compliant
- Manufacturer Warranty Coverage

Transceiver

- Must include 2x SFP, 1G, FDDI 220m and OM1 275m/OM2 MMF 550m, Extended Temperature (-10 through 85 DegC), Duplex LC connector

Warranty

- One (1) Year Warranty on both products and services.

Support

- Supported with a Service Level Agreement (SLA)
- Call Handling Through: Service desk and Account manager (available 24x7).
- Phone Support Response: Within 15 to 30 minutes ServiceDesk will call the client and will be assisted by in-house engineer.
- Email, remote and on-site support response included
- Preventive Maintenance – Quarterly or Annually upon request of LLFC

Vendor Requirements

- Bidder must have local sales and service office in the Philippines for guaranteed support and services. Must submit office address, contact persons and telephone numbers.
- Bidder must have certified local engineers to support hardware, configuration and software issues. Must submit certificate of employment and resume of its local engineers.
- Must provide Service Support Escalation List.

Delivery Leadtime

- Not later than ninety (90) calendar days from receipt of Purchase Order and NTP

1. Please accomplish the following:

- a.) Price Quotation Form (Annex "A") together with the supplier's official proposal/quotation and official product brochure
- 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 15th Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before October 12, 2026, 05:00PM** together with the **Certified True Copies** of the following **Eligibility documents**:

- a.) Valid and current year Mayor's Permit or proof of application
 - 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
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 Mr. Jose Emmanuel I. Guerrero at telephone number 8818-2200 loc. 231 or send e-mail to procurement@lbpleasing.com

Date of issue: 07 October 2026

(Sgd.)
ATTY. ED VINCENT A. ALBANO III
CHAIRPERSON
BIDS AND AWARDS COMMITTEE

Price Quotation Form

Date:

ATTY. ED VINCENT A. ALBANO III

Chairperson, Bids and Awards Committee
LBP Leasing and Finance Corporation (LLFC)
15th Flr., Sycip Law Center, #105 Paseo de Roxas St.,
Makati City

Dear **Atty. Albano**:

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 Ninety (90) 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"**

Annex “B”

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, Delivery, Installation and Configuration of One (1) Unit Network Switch - Supply, delivery, installation and configuration of One (1) unit network switch 48 ports 10/100/1000BASE-T PoE 4- 1G/10G SFP/SFP+ Uplink Ports 2- 40GbE QSFP+ Uplink Ports - Support for IEEE 802.3af PoE and IEEE 802.3at PoE+ - Minimum PoE Power Budget of 740 Watts - Switching Capacity of at least 336 Gbps - Forwarding Rate of at least 250 Mpps - Layer 2 and Layer 3 Switching Capabilities - Support RIP, and OSPF - Virtual Chassis/Stacking Technology Support - Support for a minimum of 4,000 VLANs - IEEE 802.3ad Link Aggregation (LACP) - Support for STP, RSTP, and MSTP - Quality of Service (QoS) for Voice, Video, and Data Traffic - IEEE 802.1X Port-Based Authentication - DHCP Snooping and Dynamic ARP Inspection - SNMP v1, v2c, and v3 Management Support - Web-Based and Command Line Interface (CLI) Management - Rack-Mountable, 1U Form Factor - Redundant Power Supply Capability - Support for Energy Efficient Ethernet (IEEE 802.3az) or equivalent energy-saving technology - RoHS and WEEE Compliant - Manufacturer Warranty Coverage	
Transceiver Must include 2x SFP, 1G, FDDI 220m and OM1 275m/OM2 MMF 550m, Extended Temperature (-10 through 85 DegC), Duplex LC connector	
Warranty One (1) Year Warranty on both products and services.	
Support - Supported with a Service Level Agreement (SLA) - Call Handling Through: Service desk and Account manager (available 24x7). - Phone Support Response: Within 15 to 30 minutes ServiceDesk will call the client and will be assisted by in-house engineer. - Email, remote and on-site support response included - Preventive Maintenance – Quarterly or Annually upon request of LLFC	
Vendor Requirements - Bidder must have local sales and service office in the Philippines for guaranteed support and services. Must submit office address, contact persons and telephone numbers. - Bidder must have certified local engineers to support hardware, configuration and software issues. Must submit certificate of employment and resume of its local engineers. - Must provide Service Support Escalation List.	
Delivery Leadtime Not later than ninety (90) calendar days from receipt of Purchase Order and NTP	
Eligibility Requirements (Certified True Copies only) :	
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	

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 Form

[Note: The duly accomplished form shall be submitted with the Bid]

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

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If 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]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

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 others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.*
 - *In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.*
8. *[Name of Bidder] complies with existing labor laws and standards; and*
9. *[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 [Project Title].*
10. *[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.*
11. *In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.*

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

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. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

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 _____.