



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 IT ASSET DISCOVERY AND MANAGEMENT TOOL
(LLFC-CAP-26-020)**

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 IT Asset Discovery and Management Tool (LLFC-CAP-26-020)
Approved Budget of the Contract (ABC)	Two Hundred Fifty Thousand Pesos (PhP250,000.00)
<u>BACKGROUND</u> LBP Leasing and Finance Corporation (LLFC) intends to procure an IT Asset Discovery and Management Tool as a centralized solution for software asset and endpoint management in compliance with DICT Department Circular No. HRA-008, Series of 2025. The platform will maintain an accurate software inventory, monitor licensing compliance, identify unauthorized, outdated, unsupported, or vulnerable applications, and support deployment, patching, endpoint monitoring, and reporting. Its automated network discovery capabilities will capture detailed hardware and software information, provide real-time endpoint visibility, group assets dynamically, track software versions, and flag devices requiring updates or remediation. Implementing the solution will strengthen regulatory compliance, cybersecurity, governance, asset control, and operational efficiency across the Corporation's IT environment.	
<u>OBJECTIVES OF THE PROCUREMENT</u> The Objective of this procurement is to acquire an IT Asset Discovery and Management Tool to better manage the software assets of the Corporation in compliance with DICT Department Circular No. HRA-008, Series of 2025.	

SPECIFICATIONS

A. Deployment Architecture

The proposed solution shall:

- One (1) Administrator License that enables full system administration and management capabilities.
- Twelve (12) month period subscription.
- On-premise deployment within LLFC's ICT infrastructure.
- Not require mandatory cloud-hosted services for core management and administrative functions.
- Maintain all inventory, configuration, deployment, and compliance data within the Corporation's environment.
- Support operation within isolated, air-gapped, or restricted government networks.
- Integrate with existing backup, recovery, and disaster recovery mechanisms.
- Support centralized administration through a server-based management console.
- Utilize secure authentication and communication mechanisms for endpoint management.
- Ensure that the licensed solution remains fully operational in an on-premises deployment model without dependency on cloud-based services for core functionality.

B. Active Directory Integration

The solution shall:

- Integrate with Microsoft Active Directory.
- Synchronize Organizational Units (OUs), users, groups, and computer objects.
- Automatically discover and organize managed endpoints using Active Directory information.
- Support Active Directory-based authentication and role-based access control.
- Allow targeting of devices, software deployments, updates, reports, and administrative actions based on Active Directory users, groups, and OUs.

C. Network and Asset Discovery

The solution shall:

- Automatically discover devices connected to the corporate network.
- Support agentless and/or agent-based discovery methods.
- Identify desktops, laptops, servers, virtual machines, and other network-connected devices.
- Detect unmanaged or unidentified devices within the network.
- Collect and maintain hardware and software inventory information.
- Track asset changes and maintain historical inventory records.
- Generate reports for newly discovered, unmanaged, and non-compliant devices.
- Allow grouping and classification of assets based on configurable criteria.

D. Software Inventory and Compliance Management

The solution shall:

- Automatically inventory installed software across managed endpoints.
- Identify software details including publisher, version, installation date, and installation status.
- Monitor software usage and installation trends.
- Detect unauthorized, prohibited, obsolete, or non-compliant software.
- Track software license allocations and installations.
- Maintain software asset records and supporting license documentation.
- Generate software inventory, audit, and compliance reports.
- Support compliance monitoring in accordance with applicable government policies, standards, and regulatory requirements, including DICT guidelines where applicable.

E. Endpoint and Systems Management

The solution shall support:

- Remote software deployment and distribution.
- Software installation, upgrade, repair, and uninstallation.
- Patch and update management for operating systems and applications.

- Automated deployment and maintenance schedules.
- Remote execution of scripts, commands, and administrative tasks.
- Endpoint health, availability, and deployment status monitoring.
- Centralized management of deployment repositories and software packages.
- Deployment targeting based on device groups, collections, organizational units, or other logical classifications.
- Generation of deployment, patch compliance, and operational status reports.

F. Security Requirements

- a. Data Ownership: All data collected, generated, or managed by the solution shall remain the exclusive property of LLFC.
- b. On-Premises Data Storage: All inventory, deployment, configuration, credential, log, and software repository data must remain within the organization's on-premises infrastructure.
- c. No External Data Storage: Organizational data must not be stored, replicated, processed, or backed up to vendor-managed or third-party cloud services.
- d. Restricted Vendor Access: Vendor access to systems, databases, credentials, inventory data, or deployment repositories shall only be allowed with explicit organizational approval.
- e. No Automatic Data Transmission: The solution must not automatically transmit inventory data, Active Directory information, device details, user information, IP addresses, or deployment data outside the organization without administrative consent.
- f. Telemetry Control: Administrators must have the ability to disable telemetry, analytics, diagnostics, usage statistics, and any automatic data-sharing features.
- g. Data Encryption: All locally stored data, including databases, credentials, and configuration settings, must be protected using industry-standard encryption.
- h. Audit and Monitoring: The solution must provide audit logs for outbound communications, including destination, timestamp, and purpose.
- i. No Unauthorized Third-Party Sharing: Customer data shall not be shared with third parties unless required by law or expressly authorized by the organization.

G. Delivery Period

- Not later than Thirty (30) calendar days upon receipt of Purchase Order (P.O.) and Notice to Proceed.

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 15, 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 Thirty (30) 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
A. Deployment Architecture The proposed solution shall: • One (1) Administrator License that enables full system administration and management capabilities. • Twelve (12) month period subscription. • On-premise deployment within LLFC’s ICT infrastructure. • Not require mandatory cloud-hosted services for core management and administrative functions. • Maintain all inventory, configuration, deployment, and compliance data within the Corporation's environment. • Support operation within isolated, air-gapped, or restricted government networks. • Integrate with existing backup, recovery, and disaster recovery mechanisms. • Support centralized administration through a server-based management console. • Utilize secure authentication and communication mechanisms for endpoint management. • Ensure that the licensed solution remains fully operational in an on-premises deployment model without dependency on cloud-based services for core functionality.	
B. Active Directory Integration The solution shall: • Integrate with Microsoft Active Directory. • Synchronize Organizational Units (OUs), users, groups, and computer objects. • Automatically discover and organize managed endpoints using Active Directory information. • Support Active Directory-based authentication and role-based access control. • Allow targeting of devices, software deployments, updates, reports, and administrative actions based on Active Directory users, groups, and OUs.	
C. Network and Asset Discovery The solution shall: • Automatically discover devices connected to the corporate network. • Support agentless and/or agent-based discovery methods. • Identify desktops, laptops, servers, virtual machines, and other network-connected devices. • Detect unmanaged or unidentified devices within the network. • Collect and maintain hardware and software inventory information. • Track asset changes and maintain historical inventory records. • Generate reports for newly discovered, unmanaged, and non-compliant devices. • Allow grouping and classification of assets based on configurable criteria.	
D. Software Inventory and Compliance Management The solution shall: • Automatically inventory installed software across managed endpoints. • Identify software details including publisher, version, installation date, and installation status. • Monitor software usage and installation trends. • Detect unauthorized, prohibited, obsolete, or non-compliant software. • Track software license allocations and installations. • Maintain software asset records and supporting license documentation. • Generate software inventory, audit, and compliance reports.	

Annex “B”

Support compliance monitoring in accordance with applicable government policies, standards, and regulatory requirements, including DICT guidelines where applicable.	
E. Endpoint and Systems Management The solution shall support: - Remote software deployment and distribution. - Software installation, upgrade, repair, and uninstallation. - Patch and update management for operating systems and applications. - Automated deployment and maintenance schedules. - Remote execution of scripts, commands, and administrative tasks. - Endpoint health, availability, and deployment status monitoring. - Centralized management of deployment repositories and software packages. - Deployment targeting based on device groups, collections, organizational units, or other logical classifications. - Generation of deployment, patch compliance, and operational status reports.	
F. Security Requirements - Data Ownership: All data collected, generated, or managed by the solution shall remain the exclusive property of LLFC. - On-Premises Data Storage: All inventory, deployment, configuration, credential, log, and software repository data must remain within the organization's on-premises infrastructure. - No External Data Storage: Organizational data must not be stored, replicated, processed, or backed up to vendor-managed or third-party cloud services. - Restricted Vendor Access: Vendor access to systems, databases, credentials, inventory data, or deployment repositories shall only be allowed with explicit organizational approval. - No Automatic Data Transmission: The solution must not automatically transmit inventory data, Active Directory information, device details, user information, IP addresses, or deployment data outside the organization without administrative consent. - Telemetry Control: Administrators must have the ability to disable telemetry, analytics, diagnostics, usage statistics, and any automatic data-sharing features. - Data Encryption: All locally stored data, including databases, credentials, and configuration settings, must be protected using industry-standard encryption. - Audit and Monitoring: The solution must provide audit logs for outbound communications, including destination, timestamp, and purpose. - No Unauthorized Third-Party Sharing: Customer data shall not be shared with third parties unless required by law or expressly authorized by the organization.	
G. Delivery Period Not later than Thirty (30) calendar days upon receipt of Purchase Order (P.O.) and Notice to Proceed.	
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 _____.