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 LLFC UNIFORM FOR CY2027

(LLFC-CAP-26-025)

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 LLFC Uniform for CY2027 (LLFC-CAP-26-025)**
Approved Budget of the Contract (ABC)	**Four Hundred Seventy-Six Thousand Pesos (PhP476,000.00)**

BACKGROUND

Corporate uniforms represent the brand identity of LBP Leasing and Finance Corporation (LLFC) and provide necessary work protection by ensuring employees wear appropriate attire during the performance of their duties and responsibilities. The provision of uniforms is a corporate benefit designed to enhance professionalism and protect employees in their respective roles. The procurement of these uniforms for CY 2025 will ensure a cohesive, professional look while promoting comfort and functionality in daily work activities.

OBJECTIVES

The objectives of this project are as follows:

1. To select the supplier with the lowest calculated and responsive quotation for the design, manufacturing and delivery of office uniforms for the LBP Leasing and Finance Corporation (LLFC) using the Small Value Procurement method pursuant to RA No. 12009.
2. As a way to promoting comfort, pride and self-confidence, and feeling of belonging with LLFC, all male and female employees holding Unit Head and below shall be entitled to the prescribed office uniform.
3. To contribute to employees' well being by removing the additional pressure of deciding what to wear and added stress of meeting the expectations of their peers when it comes to appearances.
4. A corporate uniform creates a sense of belonging and prevents employees from feeling different or excluded.

SPECIFICATIONS

The bidder shall be engaged upon issuance of the notice to proceed.

This procurement refers to the supply, production and delivery of the office uniforms for Forty-Nine (49) female employees and Nineteen (19) male employees of LLFC.

Required No. of Sets: 49 (no. of female employees)
Amount per set: Php 7,000.00
Total Amount for 49 sets: Php 343,000.00

Option 1:

Quantity	Particulars	Fabric	Unit Cost	Amount
4 pcs	Blouse short sleeved, corporate/classic style with pockets	Linen		
4 pcs	Skirt	Wool		

	Semi-pencil cut, no lining, back zipper with side pocket and waist band			
1 pc	Blazer No lining, with pocket	Linen		
	TOTAL AMOUNT PER SET		**Php**	**7,000.00**

Option 2:

Quantity	Particulars	Fabric	Unit Cost	Amount
4 pcs	Blouse short sleeved, corporate/classic style with pockets	Linen		
3 pcs	Pants straight cut, secret pocket with waist band	Wool		
1 pc	Blazer No lining, with pocket	Wool		
	TOTAL AMOUNT PER SET		**Php**	**7,000.00**

Note: For the bottom of the female employees, the following options are given:
a. 4 skirts
b. 3 skirts and 1 pants (subject to additional cost for the account of the employee)
c. 3 pants
d. 4 pants (subject to additional cost for the account of the employee)

A Set for Male consists of 4 polo and 4 pants
Requires No. of sets: 19 (no. of Male employees)
Amount per set: Php 7,000.00
Total amount for 19 sets: Php 133,000.00

Quantity	Particulars	Fabric	Unit Cost	Amount
4 pcs	Polo Short sleeved, side slits, truvinized collar, with two-toned embroidery on chest and half-opening	Linen		
4 pcs	Pants Straight cut, slanting side pockets, welt pocket at the back, waist band with loop	Wool		
	TOTAL AMOUNT PER SET			**Php 7,000.00**

The selected supplier will be responsible for:

- Designing, producing, and delivering corporate uniforms for all eligible employees of LBP Leasing and Finance Corporation (LLFC) for CY 2027.
- Conducting a comprehensive onsite fitting session to ensure the proper sizing of uniforms for all employees.
- Offer multiple design and fabric options for LLFC management's approval.

- Ensuring that the uniforms meet the design specifications, including fabric quality, color, logo placement, and overall aesthetics.
- Delivering the uniforms as per the agreed-upon schedule, with consideration for any requested adjustments.
- Providing after-sales services, such as free adjustments, alterations/repairs or replacements in case of manufacturing defects or wrong sizes.

APPROVED BUDGET FOR THE CONTRACT (ABC)
The approved budget for the contract is 476,000.00 inclusive of VAT and other charges.

1. Minimum Qualifications for the Service Provider
   For Bidders/Suppliers
   a. Interested bidders/supplier must fulfill all the documents required under the Small Value Procurement method pursuant to RA 12009; and
   b. The bidders/ suppliers shall submit to the Uniform Committee their sample design and fabric swatches on/before the deadline of submission of their bid.
   c. The service provider must have at least five (5) years of experience in the design, production, and supply of corporate uniforms for government or private organizations of similar size and scale.
   d. The supplier must have successfully completed at least 5 contracts with government offices, demonstrating successful completion of similar projects. Provide references and contact details for each project, specifically highlighting government clients.

   For winning Bidders/Suppliers
   a. The winning bidder must submit a prototype of the complete office uniforms within 15 calendar days upon receipt of the purchase/Job order
   b. The winning bidder shall conduct uniform measurement in LLFC.
   c. Prior to mass production, the winning bidder/supplier must ensure the actual sample of set/s of uniform are approved by LLFC.
   d. Do alterations, if any, within 7 calendar days from the date of delivery;
   e. The winning bidder shall provide the same set/s of uniforms for those who will be hired up to December 2027 at same unit cost.

EVALUATION AND SELECTION
The quotations shall be evaluated using a non- discretionary pass or fail criterion to determine the Lowest Calculated Responsive Quotation in accordance with Implementing Rules and Regulations of Republic Act No. 12009.

Prospective bidders are requested to submit their profile for verification of qualification and other necessary requested as indicated with the Annexes.

2. Deliverables and Timetable:
   Manufacturing and delivery of the office uniforms shall be made within 90 days upon receipt of Notice to proceed and from approval of actual sample of uniforms. Failure by the supplier/bidder to deliver within the said period shall be subject to penalties provided for in RA 12009.

CONTRACT PAYMENT SCHEME
The fifty percent (50%) down payment of the contract price shall be made upon completion of measurement confirmation of order. 40% of the billing shall be made for complete delivery, the payment will be made by LLFC within 5 days from receipt and acceptance. 10% of the billing retention shall be payable upon completion of repairs.

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 15th Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before December 04, 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: 27 November 2026

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

Annex "A"

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 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.

<table>
<tr><th>Requirements</th><th>Statement of Compliance</th></tr>
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Required No. of Sets: 49 (no. of female employees)
Amount per set: Php 7,000.00
Total Amount for 46 sets: Php 343,000.00

Option 1:

Quantity	Particulars	Fabric	Unit Cost	Amount
4 pcs	Blouse short sleeved, corporate/classic style with pockets	Linen		
4 pcs	Skirt Semi-pencil cut, no lining, back zipper with side pocket and waist band	Wool		
1 pc	Blazer No lining, with pocket	Linen		
	TOTAL AMOUNT PER SET		**Php**	**7,000.00**

Option 2:

Quantity	Particulars	Fabric	Unit Cost	Amount
4 pcs	Blouse short sleeved, corporate/classic style with pockets	Linen		
3 pcs	Pants straight cut, secret pocket with waist band	Wool		
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A Set for Male consists of 4 polo and 4 pants
Requires No. of sets: 19 (no. of Male employees)
Amount per set: Php 7,000.00
Total amount for 21 sets: Php 133,000.00

Quantity	Particulars	Fabric	Unit Cost	Amount
4 pcs	Polo Short sleeved, side slits, truvinized collar, with two-toned embroidery on chest and half-opening	Linen		
4 pcs	Pants Straight cut, slanting side pockets, welt pocket at the back, waist band with loop	Wool		
	TOTAL AMOUNT PER SET		**Php**	**7,000.00**

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Annex "B"

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Eligibility Requirements *(Certified True Copies only)* :	
1. Valid and Current Year Mayor's Permit	
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**