



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/ Fax Number 819-6176

INVITATION TO QUOTE FOR PROCUREMENT OF MID-RANGE DESKTOP UNITS
(LLFC-CAP-24-004)

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 53.0 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of the Project	Procurement of Mid-Range Desktop Units (LLFC-CAP-24-004)
Approved Budget of the Contract (ABC)	Four Hundred Eighty Thousand Pesos (PhP480,000.00)

BACKGROUND

Part of the target Information System Strategic Plan (ISSP) project for the year 2024 is the procurement of mid-range desktops. These desktop units will be utilized by LLFC employees that supports their day-to-day work, with the latest processors, higher memory, and improved technology, resulting in better overall performance to keep up with the busy workweek. Currently, the corporation's existing desktop units which have been in use for 5 years and above are already experiencing fault and are not able to handle existing system applications that are currently deployed.

OBJECTIVES

The objective for the procurement is to acquire new Desktop units that can handle the latest applications and software programs of LLFC for use by LLFC employees in their daily task and operations.

SPECIFICATIONS

Full specifications of Mid-range Desktop Units	
Quantity	8 units
Operating System	Windows 11 Pro 64bit
Processor	Intel® Core™ i5-13400 (up to 4.6 GHz with Intel® Turbo Boost Technology, 20 MB L3 cache, 10 cores, 16 threads)
Chipset	Intel® H670
Graphics	Integrated, Intel® UHD Graphics 730
Memory	16 GB DDR4-3200 MHz RAM (2 x 8 GB)
Memory Slots	2 DIMM
Storage	256 GB PCIe® NVMe™ M.2 SSD + 1 TB 7200 rpm SATA HDD
Dimensions (WxDxH)	15.54 x 30.3 x 33.74 cm
Weight	4.71kg
Cloud Service	25 GB Dropbox storage for 12 months
WLAN + Bluetooth	Realtek RTL8852BE Wi-Fi 6 (2x2) and Bluetooth® 5.3 wireless card (supporting gigabit data rate)
Network Interface	Integrated 10/100/1000 GbE LAN
Expansion Slot	2 M.2; 1 PCIe x16; 1 PCIe x1
Standard Ports	Front 4 USB Type-A 5Gbps signaling rate; 1 headphone/microphone combo Rear 4 USB 2.0 Type-A; 1 audio-in; 1 audio-out; 1 RJ-45
Audio	5.1 surround sound

Product Color	Dark Black
Mouse	125 USB Black Wired Mouse
Keyboard	125 USB Black Wired Keyboard
Monitor	HP M22f 21.5 inch FHD Monitor · 21.5" FHD (1920 x 1080) · Flat IPS · 1 VGA, 1 HDMI 1.4 (with HDCP support) · Tilt and Sustainable, Adaptive Sync · On-screen controls
Warranty	2 years (2-2-2)
Delivery Period	Ten (10) calendar days upon receipt of the Notice to Proceed / Purchase Order.

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")

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 February 05, 2024, 12:00N.N.** 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)

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 Ms. Jose Emmanuel I. Guerrero at telephone number 8818-2200 loc. 231 or send e-mail to procurement@lbpleasing.com

Date of issue: 01 February 2024

(Sgd.)

MS. RIZA M. HERNANDEZ

CHAIRPERSON

BIDS AND AWARDS COMMITTEE

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION**

PROJECT NAME	:	Procurement of Eight (8) Units Mid-range Desktops
APPROVED BUDGET FOR THE CONTRACT	:	Four Hundred Eighty Thousand Pesos (Php 480,000.00) inclusive of all applicable taxes
MODE OF PROCUREMENT	:	Small Value Procurement

I. BACKGROUND

Part of the target Information System Strategic Plan (ISSP) project for the year 2024 is the procurement of mid-range desktops. These desktop units will be utilized by LLFC employees that supports their day-to-day work, with the latest processors, higher memory, and improved technology, resulting in better overall performance to keep up with the busy workweek. Currently, the corporation's existing desktop units which have been in use for 5 years and above are already experiencing fault and are not able to handle existing system applications that are currently deployed.

II. SCOPE OF WORK

Full specifications of Mid-range Desktop Units	
Quantity	8 units
Operating System	Windows 11 Pro 64bit
Processor	Intel® Core™ i5-13400 (up to 4.6 GHz with Intel® Turbo Boost Technology, 20 MB L3 cache, 10 cores, 16 threads)
Chipset	Intel® H670
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Memory Slots	2 DIMM
Storage	256 GB PCIe® NVMe™ M.2 SSD + 1 TB 7200 rpm SATA HDD
Dimensions (WxDxH)	15.54 x 30.3 x 33.74 cm
Weight	4.71kg
Cloud Service	25 GB Dropbox storage for 12 months
WLAN + Bluetooth	Realtek RTL8852BE Wi-Fi 6 (2x2) and Bluetooth® 5.3 wireless card (supporting gigabit data rate)
Network Interface	Integrated 10/100/1000 GbE LAN
Expansion Slot	2 M.2; 1 PCIe x16; 1 PCIe x1
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Audio	5.1 surround sound
Product Color	Dark Black
Mouse	125 USB Black Wired Mouse
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Monitor	HP M22f 21.5 inch FHD Monitor · 21.5" FHD (1920 x 1080) · Flat IPS · 1 VGA, 1 HDMI 1.4 (with HDCP support) · Tilt and Sustainable, Adaptive Sync · On-screen controls
Warranty	2 years (2-2-2)

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION**

III. DELIVERABLES

Mid-range desktop units shall be delivered not later than Ten (10) calendar days.

IV. CONTRACT PAYMENT SCHEME

The supplier will be paid within 30 days after delivery and acceptance.

V. DATA PRIVACY ACT

The supplier must comply with the requirements of the Data Privacy Act.

Price Quotation Form

Date:

MS. RIZA M. HERNANDEZ

Chairperson, Bids and Awards Committee
LBP Leasing and Finance Corporation (LLFC)
15th 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 within ten (10) 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
Full specifications of Mid-range Desktop Units		
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Warranty	2 years (2-2-2)	
Delivery Period	Ten (10) calendar days upon receipt of the Notice to Proceed / Purchase Order.	
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)		

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