



**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 SIX (6) DESKTOP UNITS**  
**(LLFC-CAP-22-019)**

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

Name of the Project	<b>Procurement of Six (6) Desktop Units (LLFC-CAP-22-019)</b>
Approved Budget of the Contract (ABC)	<b>Three Hundred Thirty Thousand Pesos (Php330,000.00)</b>

**BACKGROUND**

As of date, LBP Leasing and Finance Corporation's (LLFC) existing desktop units which are in used for 5 years and above are already experiencing malfunction and difficulty in handling existing system applications and these units are also fully depreciated.

**OBJECTIVES OF THE SURVEY**

The objective of this procurement is to ensure that all desktop units that are regularly used by LLFC employees are in good condition to secure efficiency and productivity furthermore there are 7 desktop units that has been used beyond their economic useful life of 5 years thus in need for replacement to avoid malfunctions and sudden breakdowns.

**SCOPE OF WORK AND METHODOLOGY**

**SPECIFICATIONS**

<b>Quantity:</b> Six (6) Desktop units
<b>Form Factor:</b> Small Form (9 Liters)
<b>Operating System:</b> Win 11 Pro
<b>Processor:</b> Intel® Core™ i5-12400 Processor, 6Cores 12Threads, 18M Cache, 2.50 GHz up to 4.40 GHz, 12th Generation
<b>Chipset:</b> Intel® B660 Chipset
<b>Memory:</b> 16GB (2 x 8GB) DDR4, up to 128 GB of Dual-channel DDR4 3200 MHz
<b>Storage:</b> 256GB M.2 PCIe SSD
<b>Storage:</b> 1TB 7200RPM HDD
<b>Graphics:</b> Intel® UHD Graphics 730
<b>Optical Drive:</b> WITHOUT
<b>Audio:</b> sff Integrated high-definition, 5.1-channel surround sound
<b>Networking/LAN:</b> Gigabit Ethernet 10/100/1000
<b>Wireless LAN:</b> 802.11ax/ac/a/b/g/n, Wi-Fi 6E and Bluetooth® 5.0
<b>Speaker:</b> WITHOUT
<b>Card Reader:</b> WITHOUT
<b>Power Supply:</b> 180W
<b>Standard I/O Ports Front/Side I/O connectors:</b> <ul style="list-style-type: none"><li>• Audio jack(s): 1</li><li>• USB 3.2 Gen1 Type A port(s): 3</li><li>• USB 3.2 Gen2 Type A port(s): 1</li><li>• USB 3.2 Gen2 Type C port(s): 1</li></ul>
<b>Rear I/O connectors:</b>

<ul style="list-style-type: none"> <li>• D-Sub port(s): 1</li> <li>• HDMI port(s): 1</li> <li>• DisplayPort (DP) ports: 2</li> <li>• COM port(s): 1</li> <li>• LAN port(s): 1</li> <li>• Audio jack(s): 3</li> <li>• USB 2.0 Type A port(s): 4</li> </ul>	
<p><b>Expansion Slot(s):</b></p> <ul style="list-style-type: none"> <li>• Number of PCIe x16 slot(s): 2</li> <li>• Number of PCIe x1 slot(s): 1</li> <li>• Number of PCI slot(s): 1</li> <li>• M.2 slot (for SSD): 2</li> <li>• M.2 slot (for WLAN): 1</li> </ul>	
<p><b>Dimension:</b> 105 (W) x 335 (D) x 335 (H) mm (4.13 x 13.19 x 13.19 inches)</p>	
<p><b>Keyboard &amp; Mouse:</b> USB Keyboard and USB Optical Mouse</p>	
<p><b>Warranty:</b> 3 Years Parts - 3 Years Labor - 3 Years Onsite ( 3-3-3 )</p>	
<p><b>Monitor:</b> 21.5" FHD Display, Twisted Nematic Film (TN Film) Panel Technology, 5ms Response Time, 16:9 Aspect Ratio, 1920 x 1080 Resolution, 16.7 Million Colors VGA + HDMI (with cables), same brand with CPU</p>	
<p><b>Delivery Period</b></p>	<p>15 Working days.</p>

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")

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 October 25, 2022 01:00PM** 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.) BIR Certificate of Registration (Form 2303)
  - e.) Latest Income/Business Tax Return for two quarters
  - f.) Latest Tax Clearance per E.O. 398, series of 2005 (Optional)
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.
8. For the winning supplier: The obligation for warranty shall be covered by either retention money equivalent to 1% of payment or a special bank guarantee equivalent to 1% of the total contract price. The amount shall be released after three (3) months (Section 62 of the 2016 Revised IRR of RA 9184).

For further information, please visit LBP Leasing and Finance Corporation office or contact the BAC Secretariat Ms. Jose Emmanuel I. Guerrero at telephone number 818-2200 loc. 218 or send e-mail to [jiguerrero@lbpleasing.com](mailto:jiguerrero@lbpleasing.com)

Date of issue: 21 October 2022

*(Sgd)*

**MS. RIZA M. HERNANDEZ**

VICE-CHAIRPERSON

**BIDS AND AWARDS COMMITTEE**

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

<b>PROJECT NAME</b>	:	<b>Procurement of Desktop Units</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b>	:	<b>Three Hundred Thirty Thousand Pesos (Php 330,000.00) inclusive of all applicable taxes</b>
<b>MODE OF PROCUREMENT</b>	:	<b>Small Value Procurement</b>

**I. SUMMARY**

As of date, LBP Leasing and Finance Corporation (LLFC) has a total of sixty (60) employees including LBP seconded employee, fifty-nine (59) are with assigned computers and three (3) project-based personnel also with an assigned computer unit. Inventory and distribution of Corporation's computers is as follows:

	<b>Desktop</b>	<b>Laptop</b>	<b>Total</b>
<b>Total Number of Units</b>	37	48	85
Assigned to:			
LLFC Employees (with assigned PC)	31	28	59
Contractual/Project Based Personnel	1	2	3
Used for special function		10	10
<b>Total No. of Units Deployed/Assigned</b>	32	40	72
<b>Available Number of Units</b>	5	8	13

**II. BACKGROUND**

As of date, existing desktop units which are in used for 5 years and above are already experiencing malfunction and difficulty in handling existing system applications and these units are also fully depreciated. Aging of the existing computers is as follows:

	<b>Desktop</b>
5 years and above	7
4 years	30
3 years and below	0
<b>Total</b>	37

**III. OBJECTIVES**

The objective of this procurement is to ensure that all desktop units that are regularly used by LLFC employees are in good condition to secure efficiency and productivity furthermore there are 7 desktop units that has been used beyond their economic useful life of 5 years thus in need for replacement to avoid malfunctions and sudden breakdowns.

**IV. SCOPE OF WORK**

<b>SPECIFICATIONS</b>
<b>Quantity:</b> Six (6) Desktop units
<b>Form Factor:</b> Small Form (9 Liters)
<b>Operating System:</b> Win 11 Pro
<b>Processor:</b> Intel® Core™ i5-12400 Processor, 6Cores 12Threads, 18M Cache, 2.50 GHz up to 4.40 GHz, 12th Generation
<b>Chipset:</b> Intel® B660 Chipset
<b>Memory:</b> 16GB (2 x 8GB) DDR4, up to 128 GB of Dual-channel DDR4 3200 MHz
<b>Storage:</b> 256GB M.2 PCIe SSD
<b>Storage:</b> 1TB 7200RPM HDD

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

<b>Graphics:</b> Intel® UHD Graphics 730
<b>Optical Drive:</b> WITHOUT
<b>Audio:</b> sff Integrated high-definition, 5.1-channel surround sound
<b>Networking/LAN:</b> Gigabit Ethernet 10/100/1000
<b>Wireless LAN:</b> 802.11ax/ac/a/b/g/n, Wi-Fi 6E and Bluetooth® 5.0
<b>Speaker:</b> WITHOUT
<b>Card Reader:</b> WITHOUT
<b>Power Supply:</b> 180W
<b>Standard I/O Ports Front/Side I/O connectors:</b> <ul style="list-style-type: none"> <li>• Audio jack(s): 1</li> <li>• USB 3.2 Gen1 Type A port(s): 3</li> <li>• USB 3.2 Gen2 Type A port(s): 1</li> <li>• USB 3.2 Gen2 Type C port(s): 1</li> </ul>
<b>Rear I/O connectors:</b> <ul style="list-style-type: none"> <li>• D-Sub port(s): 1</li> <li>• HDMI port(s): 1</li> <li>• DisplayPort (DP) ports: 2</li> <li>• COM port(s): 1</li> <li>• LAN port(s): 1</li> <li>• Audio jack(s): 3</li> <li>• USB 2.0 Type A port(s): 4</li> </ul>
<b>Expansion Slot(s):</b> <ul style="list-style-type: none"> <li>• Number of PCIe x16 slot(s): 2</li> <li>• Number of PCIe x1 slot(s): 1</li> <li>• Number of PCI slot(s): 1</li> <li>• M.2 slot (for SSD): 2</li> <li>• M.2 slot (for WLAN): 1</li> </ul>
<b>Dimension:</b> 105 (W) x 335 (D) x 335 (H) mm (4.13 x 13.19 x 13.19 inches)
<b>Keyboard &amp; Mouse:</b> USB Keyboard and USB Optical Mouse
<b>Warranty:</b> 3 Years Parts - 3 Years Labor - 3 Years Onsite ( 3-3-3 )
<b>Monitor:</b> 21.5" FHD Display, Twisted Nematic Film (TN Film) Panel Technology, 5ms Response Time, 16:9 Aspect Ratio, 1920 x 1080 Resolution, 16.7 Million Colors VGA + HDMI (with cables), same brand with CPU

**V. DELIVERABLES**

Desktop units shall be delivered not later than Fifteen (15) working days

**VI. CONTRACT PAYMENT SCHEME**

The supplier will be paid within 30 days after receipt of Desktop units

**VII. DATA PRIVACY ACT**

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

**Price Quotation Form**

Date:

**ATTY. MARLA A. BARCENILLA**

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 **Atty. Barcenilla**:

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 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
<b>Quantity:</b> Six (6) Desktop units	
<b>Form Factor:</b> Small Form (9 Liters)	
<b>Operating System:</b> Win 11 Pro	
<b>Processor:</b> Intel® Core™ i5-12400 Processor, 6Cores 12Threads, 18M Cache, 2.50 GHz up to 4.40 GHz, 12th Generation	
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<b>Optical Drive:</b> WITHOUT	
<b>Audio:</b> sff Integrated high-definition, 5.1-channel surround sound	
<b>Networking/LAN:</b> Gigabit Ethernet 10/100/1000	
<b>Wireless LAN:</b> 802.11ax/ac/a/b/g/n, Wi-Fi 6E and Bluetooth® 5.0	
<b>Speaker:</b> WITHOUT	
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<b>Power Supply:</b> 180W	
<b>Standard I/O Ports Front/Side I/O connectors:</b> <ul style="list-style-type: none"> <li>• Audio jack(s): 1</li> <li>• USB 3.2 Gen1 Type A port(s): 3</li> <li>• USB 3.2 Gen2 Type A port(s): 1</li> <li>• USB 3.2 Gen2 Type C port(s): 1</li> </ul>	
<b>Rear I/O connectors:</b> <ul style="list-style-type: none"> <li>• D-Sub port(s): 1</li> <li>• HDMI port(s): 1</li> <li>• DisplayPort (DP) ports: 2</li> <li>• COM port(s): 1</li> <li>• LAN port(s): 1</li> <li>• Audio jack(s): 3</li> <li>• USB 2.0 Type A port(s): 4</li> </ul>	
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<b>Delivery Period:</b> 15 working days	
<b>Eligibility Requirements (Certified True Copies only) :</b>	
1. Valid and Current Year Mayor’s Permit	
2. Valid and Current PhilGEPS Registration Number	
3. DTI / SEC Registration (for Partnership / Corporations)	
4. BIR Certificate of Registration (Form 2303)	
5. Latest Income/Business Tax Return for two quarters	
6. Latest Tax Clearance per E.O. 398, series of 2005 (Optional)	
7. Notarized Omnibus Sworn Statement (Annex C)	

**Annex "B"**

**I hereby certify to comply and deliver all the above Schedule of Requirements.**

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**Name of Company  
/Bidder**

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**Signature over Printed Name of  
Authorized Representative**

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**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.