



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 FIFTEEN (15) LAPTOP UNITS
(LLFC-CAP-22-022)

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 Fifteen (15) Laptop Units (LLFC-CAP-22-022)
Approved Budget of the Contract (ABC)	Nine Hundred Thousand Pesos (PhP900,000.00)

BACKGROUND

As of date, LBP Leasing and Finance Corporation (LLFC) have limited laptop units for deployment due to their current functionality status. Furthermore, availability of computers for expected additional employees to be hired and regulators use is limited. Extra laptop units must also be available for any immediate WFH situation.

Existing units which are in used for 5 years and above are already experiencing malfunction and difficulty in handling existing system applications. These laptop units are also fully depreciated.

OBJECTIVES OF THE SURVEY

The procurement of new units will address the issues of frequent breakdown and slowdown of laptop units this will also ensure that there are sufficient computer units that may be assigned to new hires, contractual employees and regulators when needed.

SCOPE OF WORK AND METHODOLOGY

LAPTOP SPECIFICATIONS
Quantity: Fifteen (15) Laptop units
Operating System: Win 11 Pro
Graphics: Intel® Iris® Xe Graphics
Chipset: Intel Integrated SoC
Processor: Intel® Core™ i5-1235U (up to 4.4 GHz with Intel® Turbo Boost Technology(2g), 12 MB L3 cache, 10 cores, 12 threads)
Display: 39.6 cm (15.6") diagonal, FHD (1920 x 1080), micro-edge, anti-glare, 250 nits, 45% NTSC
Memory: 16 GB DDR4-3200 MHz RAM (2 x 8 GB)
Audio: Dual speakers
Storage: 512 GB PCIe NVMe M.2 SSD
Camera: HP True Vision 720 HD camera with temporal noise reduction and integrated dual array digital microphones
Wireless: Realtek RTL8822CE 802.11a/b/g/n/ac (2x2) Wi-fi and Bluetooth 5 combo
Dimensions: 35.85 x 24.2 x 1.79 cm
Weight: 1.69 kg
Power supply type: 45 W Smart AC power adapter
Battery: 3-cell, 41 Wh Li-ion
Battery Life: Up to 7 hours and 30 minutes
Ports: 1 SuperSpeed USB Type-C® 5Gbps signaling rate; 2 SuperSpeed USB Type-A 5Gbps signaling rate; 1 headphone/microphone combo; 1 AC smart pin; 1 HDMI 1.4b

Expansion slots: 1 multi-format SD media card reader	
Keyboard: Full-size, backlit, natural silver keyboard with numeric keypad	
Touchpad: HP imagepad with multi-touch gesture support; precision touch support	
System Compliance: ENERGY STAR® certified; EPEAT® Silver registered	
Color: Natural Silver	
Warranty: Upgrade warranty to 3/3/3: 3y Nbd Onsite 2y wty Notebook Service 3y Nbd Onsite 2y wty Notebook Service, Consumer Notebook OPP Products, 3 years of hardware support. Next business day onsite response. 8am-5pm, Std bus days excluding holidays. MN PC Consumer Support Services	
Others: Built in Security Software	
Accessories: Laptop Bag and Wireless Mouse	
Delivery Period	15 Working days.

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 15th Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before November 17, 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.

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

Date of issue: 11 November 2022

(Sgd.)

ATTY. MARLA A. BARCENILLA
CHAIRPERSON
BIDS AND AWARDS COMMITTEE

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

PROJECT NAME	:	Procurement of Laptop Units
APPROVED BUDGET FOR THE CONTRACT	:	Nine Hundred Thousand Pesos (Php 900,000.00) inclusive of all applicable taxes
MODE OF PROCUREMENT	:	Small Value Procurement

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:

	Desktop	Laptop	Total
Total Number of Units	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
Total No. of Units Deployed/Assigned	32	40	72
Available Number of Units	5	8	13

II. BACKGROUND

As of date, there are limited laptop units for deployment due to their current functionality status. Further, there are expected additional employees to be hired, availability of computers for regulators used is limited and extra laptop units must also be available for any immediate WFH situation.

Existing 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:

	Laptop
5 years and above	10
4 years	15
3 years and below	23
Total	48

III. OBJECTIVES

The procurement of new units will address the issues of frequent breakdown and slowdown of laptop units this will also ensure that there are sufficient computer units that may be assigned to new hires, contractual employees and regulators when needed.

IV. SCOPE OF WORK

LAPTOP SPECIFICATIONS
Quantity: Fifteen (15) Laptop units
Operating System: Win 11 Pro
Graphics: Intel® Iris® Xe Graphics
Chipset: Intel Integrated SoC
Processor: Intel® Core™ i5-1235U (up to 4.4 GHz with Intel® Turbo Boost Technology(2g), 12 MB L3 cache, 10 cores, 12 threads)

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

Display: 39.6 cm (15.6") diagonal, FHD (1920 x 1080), micro-edge, anti-glare, 250 nits, 45% NTSC
Memory: 16 GB DDR4-3200 MHz RAM (2 x 8 GB)
Audio: Dual speakers
Storage: 512 GB PCIe NVMe M.2 SSD
Camera: HP True Vision 720 HD camera with temporal noise reduction and integrated dual array digital microphones
Wireless: Realtek RTL8822CE 802.11a/b/g/n/ac (2x2) Wi-fi and Bluetooth 5 combo
Dimensions: 35.85 x 24.2 x 1.79 cm
Weight: 1.69 kg
Power supply type: 45 W Smart AC power adapter
Battery: 3-cell, 41 Wh Li-ion
Battery Life: Up to 7 hours and 30 minutes
Ports: 1 SuperSpeed USB Type-C® 5Gbps signaling rate; 2 SuperSpeed USB Type-A 5Gbps signaling rate; 1 headphone/microphone combo; 1 AC smart pin; 1 HDMI 1.4b
Expansion slots: 1 multi-format SD media card reader
Keyboard: Full-size, backlit, natural silver keyboard with numeric keypad
Touchpad: HP imagepad with multi-touch gesture support; precision touch support
System Compliance: ENERGY STAR® certified; EPEAT® Silver registered
Color: Natural Silver
Warranty: Upgrade warranty to 3/3/3: 3y Nbd Onsite 2y wty Notebook Service 3y Nbd Onsite 2y wty Notebook Service, Consumer Notebook OPP Products, 3 years of hardware support. Next business day onsite response. 8am-5pm, Std bus days excluding holidays. MN PC Consumer Support Services
Others: Built in Security Software
Accessories: Laptop Bag and Wireless Mouse

V. DELIVERABLES

Laptop 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 laptop 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)
 15th 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
Quantity: Fifteen (15) Laptop units	
Operating System: Win 11 Pro	
Graphics: Intel® Iris® Xe Graphics	
Chipset: Intel Integrated SoC	
Processor: Intel® Core™ i5-1235U (up to 4.4 GHz with Intel® Turbo Boost Technology(2g), 12 MB L3 cache, 10 cores, 12 threads)	
Display: 39.6 cm (15.6") diagonal, FHD (1920 x 1080), micro-edge, anti-glare, 250 nits, 45% NTSC	
Memory: 16 GB DDR4-3200 MHz RAM (2 x 8 GB)	
Audio: Dual speakers	
Storage: 512 GB PCIe NVMe M.2 SSD	
Camera: HP True Vision 720 HD camera with temporal noise reduction and integrated dual array digital microphones	
Wireless: Realtek RTL8822CE 802.11a/b/g/n/ac (2x2) Wi-fi and Bluetooth 5 combo	
Dimensions: 35.85 x 24.2 x 1.79 cm	
Weight: 1.69 kg	
Power supply type: 45 W Smart AC power adapter	
Battery: 3-cell, 41 Wh Li-ion	
Battery Life: Up to 7 hours and 30 minutes	
Ports: 1 SuperSpeed USB Type-C® 5Gbps signaling rate; 2 SuperSpeed USB Type-A 5Gbps signaling rate; 1 headphone/microphone combo; 1 AC smart pin; 1 HDMI 1.4b	
Expansion slots: 1 multi-format SD media card reader	
Keyboard: Full-size, backlit, natural silver keyboard with numeric keypad	
Touchpad: HP imagepad with multi-touch gesture support; precision touch support	
System Compliance: ENERGY STAR® certified; EPEAT® Silver registered	
Color: Natural Silver	
Warranty: Upgrade warranty to 3/3/3: 3y Nbd Onsite 2y wty Notebook Service 3y Nbd Onsite 2y wty Notebook Service, Consumer Notebook OPP Products,3 years of hardware support. Next business day onsite response. 8am-5pm, Std bus days excluding holidays. MN PC Consumer Support Services	
Others: Built in Security Software	
Accessories: Laptop Bag and Wireless Mouse	
Delivery Period: 15 working days	
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. 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)	

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

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.