



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 BIOMETRICS DEVICE

(LLFC-CAP-23-009)

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 Biometrics Device (LLFC-CAP-23-009)
Approved Budget of the Contract (ABC)	Seventy Thousand Pesos and 00/100 (PHP 70,000.00)
<u>BACKGROUND</u>	
LBP Leasing and Finance Corporation (LLFC) is using the Biometrics Device to log in and record the time-in and time-out of its employees and is connected to the Jeonsoft Payroll Suite (JPS) in order to allow for the automatic computation of payroll. However, the current Biometrics device is intermittently malfunctioning as it sometimes can neither detect fingerprints nor face ID since it is being used regularly by LLFC employees for the past three (3) years.	
<u>OBJECTIVES OF THE PROCUREMENT</u>	
The objective of this procurement is to replace the malfunctioning Biometric device with a new one in order to ensure the timely processing of LLFC employee payroll.	
<u>TECHNICAL SPECIFICATIONS</u>	
<u>Software:</u>	
<ul style="list-style-type: none"> • 1 license unit • Client Access License (CAL) – (For Multiple Units installation on a single site) • Integration with existing Payroll Suite of the corporation (Jeonsoft Payroll Suite) • Replication of fingerprint template with other FACEID1500 units • One click download from all FACEID1500 units 	
<u>Hardware:</u>	
<ul style="list-style-type: none"> • FACE ID - 1500 • Max: 1,500 face capacity • Max: 10,000 ID card capacity • Max: 2,000 finger capacity • Max: 100,000 transactional records • RS232, TCP/IP, 485 connection • Verification Mode 1:N • Warranty: 1 year warranty 	
<u>Delivery leadtime:</u> within 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")

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 April 4, 2023 04:00PM** 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)
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 with 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. 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 jiguerrero@lbpleasing.com

Date of issue: 30 March 2023

(Sgd.)

ATTY. MARLA A. BARCENILLA

CHAIRPERSON

BIDS AND AWARDS COMMITTEE

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

PROJECT NAME	:	Procurement of Biometric Device
APPROVED BUDGET FOR THE CONTRACT	:	Seventy Thousand Pesos (Php70,000.00) inclusive of all applicable taxes
MODE OF PROCUREMENT	:	Small Value Procurement

I. SUMMARY

The Corporation's biometric device was purchased in the year 2020. The Biometric device is used to record the time-in and time-out of the employees and is seamlessly connected to the Jeonsoft Payroll Suite (JPS) which allows for the automatic computation of employee payroll based on the time records generated from the biometric device.

II. BACKGROUND

The device is intermittently malfunctioning and can neither detects fingerprint nor face ID as it is being used regularly by the employees for the last three (3) years thus acquisition of a new biometric device is already recommended.

III. OBJECTIVES

The objective of this procurement of a new device will ensure accuracy in the records for timekeeping and payroll processing purposes.

IV. SCOPE OF WORK

QTY	DEVICE SPECIFICATION
1	<p>JEONSOFT BIOMETRICS – FACEID 1500 SOFTWARE – 1 License/Unit JeonSoft Payroll Suite Client Access License (CAL) – (For Multiple Units installation on a single site)</p> <ul style="list-style-type: none"> • Integration with JeonSoft Payroll Suite • Replication of fingerprint template with other FaceID1500 Units • One-click download from all FaceID1500 units <p>HARDWARE FACE ID – 1500 Max 1,500 Face Capacity Max 10,000 ID Card Capacity Max 2,000 Finger Capacity Max 100,000 Transactional Records RS232, TCP/IP,485 Connection Verification Mode 1: N Warranty: 1 year warranty</p>

V. DELIVERABLES

Biometric device shall be delivered not later than Fifteen (15) working days.

VI. CONTRACT PAYMENT SCHEME

The supplier will be paid within 15 days after the installation of the biometric device

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 not later than fifteen (15) working 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
Software	<ul style="list-style-type: none"> • 1 license unit • Client Access License (CAL) – (For Multiple Units installation on a single site) • Integration with existing Payroll Suite of the corporation (Jeonsoft Payroll Suite) • Replication of fingerprint template with other FACEID1500 units • One click download from all FACEID1500 units 	
Hardware	<ul style="list-style-type: none"> • FACE ID - 1500 • Max: 1,500 face capacity • Max: 10,000 ID card capacity • Max: 2,000 finger capacity • Max: 100,000 transactional records • RS232, TCP/IP, 485 connection • Verification Mode 1:N • Warranty: 1 year warranty 	
Delivery leadtime	<ul style="list-style-type: none"> • within 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)		

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