



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 THE PROCUREMENT OF IP DESKPHONE UNITS FOR THE PORTION OF THE EXTENSION OFFICE (LLFC-CAP-24-025)

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

Name of the Project	Procurement of IP Deskphone Units for the Portion of the Extension Office (LLFC-CAP-24-025)
Approved Budget of the Contract (ABC)	Four Hundred Eighty-Five Thousand Pesos and 00/100 (PHP 485,000.00)

BACKGROUND

LLFC rented additional office space at the 14th floor of the Sycip Law Center building to accommodate its additional personnel requirements. LLFC has an existing IP-PABX Telephone System that allows single access number to provide several lines to outside callers while providing a range of external lines to internal callers. It also provides a connection between extensions and external phone lines. By adding IP deskphone units together with it's appropriate licenses and other components, the extension office will be able to utilize the existing IP-PABX Telephone System of the Corporation.

OBJECTIVES OF THE PROCURMENT

The objective for this procurement is to acquire new IP Deskphone Units for the current and incoming personnel complement of LLFC.

DELIVERABLES

Quantity	Item
26	Single Port Hybrid Digital-IP Essential DeskPhone, ALE-20h, Dual Stack NOE-SIP, 2.8 inch 132x64 B&W display with backlight, HD Audio, 1 USB-A, 1 USB-C, Ships
26	Straight Ethernet Network cable CAT5e FTP - RJ45 to RJ45 - RJ45M 8P8C - RJ45M 8P8C. Length 3meters
26	Universal Telephony License additional for existing OXO Connect systems. Software Assurance.
1	Software license upgrade from OXO Connect Rx to R6
26	OXO Connect software assurance for 3 years. Promotion
	Includes installation, programming and logistics
Warranty	One (1) year warranty on hardware starts from the delivery date to the site.
Delivery Period	Forty-Five (45) 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 July 24, 2024 05:00PM** 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 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: 19 July 2024

(Sgd)
MS. RIZA M. HERNANDEZ
CHAIRPERSON
BIDS AND AWARDS COMMITTEE

TERMS OF REFERENCE

LBP LEASING AND FINANCE CORPORATION

ANNEX A

PROJECT NAME	:	PROCUREMENT OF IP DESKPHONES UNITS FOR PORTION OF THE EXTENSION OFFICE
APPROVED BUDGET FOR THE CONTRACT	:	Four Hundred Eighty Five Thousand Pesos (P485,000.00) inclusive of all taxes
MODE OF PROCUREMENT	:	Small Value Procurement

I. BACKGROUND

LLFC rented additional office space at the 14th floor of the Sycip Law Center building to accommodate its additional personnel requirements and in anticipation of the merger. LLFC has an existing IP-PABX Telephone System that allows single access number to provide several lines to outside callers while providing a range of external lines to internal callers. It also provides a connection between extensions and external phone lines. By adding IP deskphone units together with it's appropriate licenses and other components, the extension office will be able to utilize the existing IP-PABX Telephone System of the Corporation.

II. REQUIREMENTS

Quantity	Item
26	Single Port Hybrid Digital-IP Essential DeskPhone, ALE-20h, Dual Stack NOE-SIP, 2.8 inch 132x64 B&W display with backlight, HD Audio, 1 USB-A, 1 USB-C, Ships
26	Straight Ethernet Network cable CAT5e FTP - RJ45 to RJ45 - RJ45M 8P8C - RJ45M 8P8C. Length 3meters
26	Universal Telephony License additional for existing OXO Connect systems. Software Assurance.
1	Software license upgrade from OXO Connect Rx to R6
26	OXO Connect software assurance for 3 years. Promotion
	Includes installation, programming and logistics
Warranty	One (1) year warranty on hardware starts from the delivery date to the site.

III. DELIVERABLES

Within 45 calendar days

IV. CONTRACT PAYMENT SCHEME

The cost shall be paid within 30 days upon due presentation of the billing/invoice.

V. DATA PRIVACY ACT

The supplier must comply with the requirement 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 not be later than forty-five (45) 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	Item	
26	Single Port Hybrid Digital-IP Essential DeskPhone, ALE-20h, Dual Stack NOE-SIP, 2.8 inch 132x64 B&W display with backlight, HD Audio, 1 USB-A, 1 USB-C, Ships	
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	Includes installation, programming and logistics	
Warranty	One (1) year warranty on hardware starts from the delivery date to the site.	
Delivery Period	Forty-Five (45) calendar days upon receipt of the Notice to Proceed / Purchase Order.	
Eligibility Requirements (<i>Certified True Copies only</i>) :		
	1. Valid and Current Year Mayor's Permit	
	2. Valid and Current PhilGEPS Registration Number	
	3. DTI / SEC Registration (<i>for Partnership / Corporations</i>)	

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