



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 TWO UNIT (2) BIOMETRICS DEVICES
(LLFC-CAP-24-026)

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 Two Unit (2) Biometrics Devices (LLFC-CAP-24-026) | |
| Approved Budget of the Contract (ABC) | One Hundred Twenty-Five Thousand Pesos and 00/100 (PHP 125,000.00) | |
| <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. LLFC has also acquired a new office space on the 14th floor of SyCip Law Center Building to accommodate its increasing number of employees. There is a need to install new biometric devices at the 14th floor of SyCip Law Center Building to allow for employees assigned at the 14th floor to log in and out at the same floor without going to another floor. | | |
| <u>OBJECTIVES OF THE PROCUREMENT</u> | | |
| The objective of this procurement is to acquire new Biometric devices for the use of employees to be assigned at the newly acquired office space of LLFC. | | |
| <u>TECHNICAL SPECIFICATIONS</u> | | |
| Hardware: | Software: | |
| Verification Method <ul style="list-style-type: none"> • 10,000 User Capacity • 4,000 Fingerprint Capacity • 10,000 RFID Card Capacity • 3,000 Face ID Capacity • 100,000 Time log Capacity • RS232, TCP/IP, 485 connection | Client Access License (CAL) | |
| Verification Mode: 1:1 or 1:N | Built in firmware to integrate the device to the existing Payroll System | |
| Connection: RS232/485, TC/IP, USB-host, Wi-fi | Replication of fingerprint template with the same model biometrics devices | |
| Screen Display: 4.3" TFT | One click download from all biometrics devices | |
| Operating Temperature: 0-42 degrees | | |
| Operating Humidity: 20% - 80% | | |
| Dimension: 194.1mm L x 169mm H x 109mm Depth | | |
| Net Weight: 1.6 | | |
| Power Supply: 12V 3A | | |
| Quantity: Two (2) Units | | |
| Warranty: One (1) year | | |
| Delivery leadtime: Fifteen (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 August 12, 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 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 procurement@lbpleasing.com

Date of issue: 07 August 2024

(Sgd.)

MS. RIZA M. HERNANDEZ

CHAIRPERSON

BIDS AND AWARDS COMMITTEE

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 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"> • Client Access License (CAL) • Built in firmware to integrate the device to the existing Payroll System • Replication of fingerprint template with the same model biometrics devices • One click download from all biometrics devices | |
| Hardware | <ul style="list-style-type: none"> • Verification Method <ul style="list-style-type: none"> ○ 10,000 User Capacity ○ 4,000 Fingerprint Capacity ○ 10,000 RFID Card Capacity ○ 3,000 Face ID Capacity ○ 100,000 Time log Capacity ○ RS232, TCP/IP, 485 connection • Verification Mode: 1:1 or 1:N • Connection: RS232/485, TC/IP, USB-host, Wi-fi • Screen Display: 4.3” TFT • Operating Temperature: 0-42 degrees • Operating Humidity: 20% - 80% • Dimension: 194.1mm L x 169mm H x 109mm Depth • Net Weight: 1.6 • Power Supply: 12V 3A | |
| Quantity | <ul style="list-style-type: none"> • Two (2) Units | |
| Warranty | <ul style="list-style-type: none"> • One (1) year | |
| Delivery leadtime | <ul style="list-style-type: none"> • Within fifteen (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 |
|------------------------------------|---|-------------|