





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 SUPPLY AND DELIVERY OF CY 2024 CORPORATE GIVEAWAYS
(LLFC-CAP-24-029)


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	Supply and Delivery of CY 2024 Corporate Giveaways (LLFC-CAP-24-029)		
Approved Budget of the Contract (ABC)	Five Hundred Forty-Five Thousand Pesos (PhP545,000.00)		
<u>BACKGROUND</u>			
LBP Leasing and Finance Corporation (LLFC) has traditionally been giving out Corporate Giveaways every end of the year in celebration of the holidays. Recipients of the Corporate Giveaways includes LLFC employees, officers, directors, clients, suppliers, regulators, etc.			
<u>OBJECTIVES</u>			
The objective of this procurement is for LLFC to acquire Corporate Giveaways to be given to not only its employees and directors but also stakeholders such as clients, suppliers, regulators, etc.			
<u>SPECIFICATIONS</u>			
Lot 1:			
Quantity	Item Specifications	Layout	Budget
400 pcs.	DESK ORGANIZER <ul style="list-style-type: none">• Cube design• Compact cube shape when closed• Pen holder• Card holder & accessories compartment• 240 note sheets• 100 sticky note sheets• 5 color sticky notes. 25 sheets per color• Including colored sticky notes, note sheets, sticky note sheets, pen holders and card holders• Logo printed by UV• Product size cube: 105 x 105 x 100 mm (4.13 x 4.13 x 3.9 inch)• Product size open: 415 x 100 x 75 mm (16 x 3.9 x 2.95 inch)• With 1 set of proofs• 15-30 working days upon approval of proofs		Php 450,000.00
300 pcs.	LAPTOP STAND AND ACCESSORIES ORGANIZER <ul style="list-style-type: none">• Printed on the body by UV / pad printing• Integrated Laptop Stand - Creates a comfortable viewing angle and maximum airflow to keep your laptop cooled.• Desk organizer - Keep all your accessories in place and ready to use.• Grippy Silicone Band – For a quick and practical attachment to your laptop.		

	<ul style="list-style-type: none"> Designed for 13"-16" Clipboard's 13 inch size is designed to be used with 13"-16" computers. Should be made from 0.5 recycled PET bottles Size - 31.5 x 23 cm (diagonal 13 inch) With 1 set of proofs 15-30 working days upon approval of proofs 		
300 pcs.	<p>MOBILE PHONE ACCESSORIES (CHARGER/CONNECTOR)</p> <ul style="list-style-type: none"> 6 x stronger ultra-strong reinforced structure with 2 unparalleled strength and durability. With 12,000+ bend lifespan and standard charging cables Stylish design - The aluminum base and reinforced nylon braided jacket. USB-A to Micro/Lightning/Type-C. Applicable to Apple/Android devices. Size: 190 mm Logo Size: 20 X 10 mm With 1 set of proofs 15-30 working days upon approval of proofs 		

Lot 2:

Quantity	Item Specifications	Layout	Budget
400 pcs.	<p>REGULAR UMBRELLA</p> <ul style="list-style-type: none"> Size: 24 inches Color: One color Pages: 1 panel print Material: Regular Automatic Umbrella, UV Process: UV printing Others: Digital File supplied w/ 1 set of proofs only Delivery: 1 location, Metro Manila 7-10 working days after approval of proofs 		<p>Php 95,000.00</p>

Delivery Period	30 Calendar days.
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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 September 18, 2024 5:00PM** 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) (If supplier bid for two lots)
 - e.) Latest Income/Business Tax Return for two quarters (If supplier bid for two lots)
 - f.) Latest Tax Clearance per E.O. 398, series of 2005 (Optional) (If supplier bid for two lots)
2. Bidders must quote for one lot or all lots stated above, and their quotation must include all applicable taxes.
 3. Bidders are requested to provide samples of the required items during the evaluation and post-qualification of bids. (LLFC logo is not needed in the samples)

4. 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.
5. 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.
6. 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.
7. The prospective bidder shall be a Filipino citizen/sole proprietorship/partnership/Corporation duly organized under the laws of the Philippines.
8. 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.
9. 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: 13 September 2024

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

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR
2024 CORPORATE GIVEAWAYS**

PROJECT NAME	:	LLFC's Procurement for 2024 Corporate Giveaways
APPROVED BUDGET FOR THE CONTRACT	:	Five Hundred Forty-five Thousand Pesos Only (P545,000.00) inclusive of all applicable taxes
BUDGET SOURCE		2024 Corporate Operating Budget (COB)

I. SUMMARY

LBP Leasing and Finance Corporation (LLFC), a government-owned and controlled Corporation (GOCC) and a subsidiary of Land Bank of the Philippines, the client, is looking for a supplier that can provide prescribed corporate giveaways.

II. THE OBJECTIVES

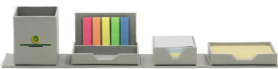
The distribution of Corporate Giveaways to clients, suppliers, and other business partners has been a tradition to LLFC as a means of expressing gratitude to persons and organizations that have business and professional relationships with LLFC in 2024 and in prior years.

III. DELIVERABLES AND TIMETABLE


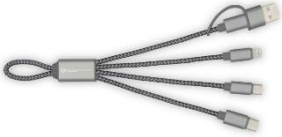
The supplies shall be engaged upon issuance of the Notice to Proceed on delivery period.

The bidder should be able to provide the prescribed Corporate Giveaway items with the following specifications:


Lot 1:

Quantity	Item Specifications	Layout	Budget
400 pcs.	<p>DESK ORGANIZER</p> <ul style="list-style-type: none"> • Cube design • Compact cube shape when closed • Pen holder • Card holder & accessories compartment • 240 note sheets • 100 sticky note sheets • 5 color sticky notes. 25 sheets per color • Including colored sticky notes, note sheets, sticky note sheets, pen holders and card holders • Logo printed by UV • Product size cube: 105 x 105 x 100 mm (4.13 x 4.13 x 3.9 inch) • Product size open: 415 x 100 x 75 mm (16 x 3.9 x 2.95 inch) • With 1 set of proofs • 15-30 working days upon approval of proofs 		<p>Php 450,000.00</p>

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR
2024 CORPORATE GIVEAWAYS**

Quantity	Item Specifications	Layout	Budget
300 pcs.	<p>LAPTOP STAND AND ACCESSORIES ORGANIZER</p> <ul style="list-style-type: none"> Printed on the body by UV / pad printing Integrated Laptop Stand - Creates a comfortable viewing angle and maximum airflow to keep your laptop cooled. Desk organizer - Keep all your accessories in place and ready to use. Grippy Silicone Band – For a quick and practical attachment to your laptop. Designed for 13"-16" Clipboard's 13 inch size is designed to be used with 13"-16" computers. Should be made from 0.5 recycled PET bottles Size - 31.5 x 23 cm (diagonal 13 inch) With 1 set of proofs 15-30 working days upon approval of proofs 		
300 pcs.	<p>MOBILE PHONE ACCESSORIES (CHARGER/CONNECTOR)</p> <ul style="list-style-type: none"> 6 x stronger ultra-strong reinforced structure with 2 unparalleled strength and durability. With 12,000+ bend lifespan and standard charging cables Stylish design - The aluminum base and reinforced nylon braided jacket. USB-A to Micro/Lightning/Type-C. Applicable to Apple/Android devices. Size: 190 mm Logo Size: 20 X 10 mm With 1 set of proofs 15-30 working days upon approval of proofs 		

Lot 2:

Quantity	Item Specifications	Layout	Budget
400 pcs.	<p>Regular Umbrella</p> <ul style="list-style-type: none"> Size: 24 inches Color: One color Pages: 1 panel print 		<p>Php 95,000.00</p>

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR
2024 CORPORATE GIVEAWAYS**

Quantity	Item Specifications	Layout	Budget
	<ul style="list-style-type: none">• Material: Regular Automatic Umbrella, UV• Process: UV printing• Others: Digital File supplied• w/ 1 set of proofs only• Delivery: 1 location, Metro Manila• 7-10 working days after approval of proofs		

IV. CONTRACT PAYMENT SCHEME

The payment of the contract price shall upon full delivery and acceptance.

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 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.

Quantity	Requirements	Statement of Compliance
Lot 1		
400 pcs.	<p>DESK ORGANIZER</p> <ul style="list-style-type: none"> • Cube design • Compact cube shape when closed • Pen holder • Card holder & accessories compartment • 240 note sheets • 100 sticky note sheets • 5 color sticky notes. 25 sheets per color • Including colored sticky notes, note sheets, sticky note sheets, pen holders and card holders • Logo printed by UV • Product size cube: 105 x 105 x 100 mm (4.13 x 4.13 x 3.9 inch) • Product size open: 415 x 100 x 75 mm (16 x 3.9 x 2.95 inch) • With 1 set of proofs • 15-30 working days upon approval of proofs 	
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Delivery Period: 30 Calendar Days		
Lot 2		
400 pcs.	<p>REGULAR UMBRELLA</p> <ul style="list-style-type: none"> • Size: 24 inches • Color: One color • Pages: 1 panel print • Material: Regular Automatic Umbrella, UV • Process: UV printing • Others: Digital File supplied • w/ 1 set of proofs only • Delivery: 1 location, Metro Manila 	

Annex “B”

	• 7-10 working days after approval of proofs	
	Delivery Period: 30 Calendar 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) (If supplier bid for two lots)	
	5. Latest Income/Business Tax Return for two quarters (If supplier bid for two lots)	
	6. Latest Tax Clearance per E.O. 398, series of 2005 (Optional) (If supplier bid for two lots)	
	7. Original and 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
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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.