



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 MID-RANGE LAPTOP UNITS
(LLFC-CAP-24-030)

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 Mid-Range Laptop Units (LLFC-CAP-24-030)
Approved Budget of the Contract (ABC)	Seven Hundred Thousand Pesos (PhP700,000.00)
<u>BACKGROUND</u>	
Part of the target Information System Strategic Plan (ISSP) project for year 2024 is the procurement of Executive Laptops. These laptop units will be utilized by LLFC management team that will support their day-to-day work, with efficient battery life, speed, and portability to keep up with their busy workload.	
<u>OBJECTIVES</u>	
Laptops are regularly used by LLFC employees in the conduct of their day-to-day work thus the need to ensure that these are in good condition to maintain efficiency, productivity, and portability especially to the LLFC management.	
<u>SPECIFICATIONS</u>	
Quantity	Ten (10) units
Display	14" WUXGA (1920x1200) IPS 300nits Anti-glare, 45% NTSC
Operating System	Windows® 11 Pro 64bit
Processor	Intel® Core™ i5-1335U, 10C (2P + 8E) / 12T, P-core 1.3 / 4.6GHz, E-core 0.9 / 3.4GHz, 12MB
Graphics/ Chipset	Integrated Intel® Iris® Xe Graphics; Intel® SoC Platform
Memory	8GB Soldered DDR4-3200 + 8GB SO-DIMM DDR4-3200; one memory soldered to systemboard, one DDR4 SO-DIMM slot, dual-channel capable; Up to 40GB (8GB soldered + 32GB SO-DIMM) DDR4-3200
Storage	512GB SSD M.2 2242 PCIe® 4.0x4 NVMe® Opal 2.0; Up to two drives; 2x M.2 SSD • M.2 2242 SSD up to 1TB, Two M.2 slots • One M.2 2242 PCIe® 3.0 x4 slot • One M.2 2242 PCIe 4.0 x4 slot
Audio Chip/Speakers, Mic	High Definition (HD) Audio, Synaptic® CX11880 codec; Stereo speakers, 2W x2, Dolby Atmos; 2x, Array
Camera	HD 720p with Privacy Shutter
Battery/Power Adapter	Integrated 47Wh; 65W USB-C (3-pin)
Keyboard	Backlit, English
Case Color/Material	Graphite Black; Aluminum (Top), PC-ABS (Bottom)
Dimensions (WxDxH)	313 x 219.3 x 17.99 mm (12.32 x 8.63 x 0.71 inches)
Weight	Not more than 1.41 kg (3.11 lbs)

CONNECTIVITY	
Ethernet	100/1000M (RJ-45)
WLAN + Bluetooth	Intel Wi-Fi 6 AX201, 802.11ax 2x2 + BT5.1
Standard Ports	<ul style="list-style-type: none"> • 1x USB 2.0 • 1x USB 3.2 Gen 1 (Always On) • 1x USB-C 3.2 Gen 2 (support data transfer, Power Delivery 3.0 and DisplayPort 1.4) • 1x Thunderbolt 4 / USB4 40Gbps (support data transfer, Power Delivery 3.0 and DisplayPort 1.4) • 1x HDMI 2.1, up to 4K/60Hz • 1x Headphone / microphone combo jack (3.5mm) • 1x Ethernet (RJ-45)
Docking	Various docking solutions supported via Thunderbolt or USB-C
SECURITY & PRIVACY	
Security Chip	Discrete TPM 2.0 Enabled
Fingerprint Reader	Touch Style, Integrated in Power Button
Physical Locks	Kensington Nano Security Slot, 2.5 x 6 mm
Other Security	Camera privacy shutter
Green Certifications	<ul style="list-style-type: none"> • ENERGY STAR 8.0 • EPEAT Gold Registered • ErP Lot 6 • ErP Lot 26 • FSC certified package • RoHS compliant • TCO Certified 9.0
Bundled Accessories	Same brand: wireless mouse and laptop bag
Warranty	3 Years Premier Support
Delivery Period	Fifteen (15) Calendar 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 September 23, 2024, 03:00PM** 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 8818-2200 loc. 231 or send e-mail to procurement@lbpleasing.com

Date of issue: 19 September 2024

(Sgd.)

MS. RIZA M. HERNANDEZ
CHAIRPERSON
BIDS AND AWARDS COMMITTEE

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

ANNEX A

PROJECT NAME	:	Procurement of Ten (10) Mid-Range Laptops
APPROVED BUDGET FOR THE CONTRACT	:	Seven Hundred Thousand Pesos (Php 700,000.00) inclusive of all applicable taxes
MODE OF PROCUREMENT	:	Small Value Procurement

I. BACKGROUND

Part of the target Information System Strategic Plan (ISSP) project for the year 2024 is the procurement of mid-range desktops. These desktop units will be utilized by LLFC employees that supports their day-to-day work, with the latest processor, higher memory, and improved technology, resulting in better overall performance to keep up with the busy workweek. Currently, the corporation's existing desktop units which have been in use for 5 years and above are already experiencing fault and are not able to handle existing system applications that are currently deployed.

II. SCOPE OF WORK

FULL SPECIFICATIONS	
Quantity	10 units
Display	14" WUXGA (1920x1200) IPS 300nits Anti-glare, 45% NTSC
Operating System	Windows® 11 Pro 64bit
Processor	Intel® Core™ i5-1335U, 10C (2P + 8E) / 12T, P-core 1.3 / 4.6GHz, E-core 0.9 / 3.4GHz, 12MB
Graphics/ Chipset	Integrated Intel® Iris® Xe Graphics; Intel® SoC Platform
Memory	8GB Soldered DDR4-3200 + 8GB SO-DIMM DDR4-3200; one memory soldered to systemboard, one DDR4 SO-DIMM slot, dual-channel capable; Up to 40GB (8GB soldered + 32GB SO-DIMM) DDR4-3200
Storage	512GB SSD M.2 2242 PCIe® 4.0x4 NVMe® Opal 2.0; Up to two drives; 2x M.2 SSD • M.2 2242 SSD up to 1TB, Two M.2 slots • One M.2 2242 PCIe® 3.0 x4 slot • One M.2 2242 PCIe 4.0 x4 slot
Audio Chip/Speakers, Mic	High Definition (HD) Audio, Synaptic® CX11880 codec; Stereo speakers, 2W x2, Dolby Atmos; 2x, Array
Camera	HD 720p with Privacy Shutter
Battery/Power Adapter	Integrated 47Wh; 65W USB-C (3-pin)
Keyboard	Backlit, English
Case Color/Material	Graphite Black; Aluminum (Top), PC-ABS (Bottom)
Dimensions (WxDxH)	313 x 219.3 x 17.99 mm (12.32 x 8.63 x 0.71 inches)
Weight	Not more than 1.41 kg (3.11 lbs)
CONNECTIVITY	
Ethernet	100/1000M (RJ-45)
WLAN + Bluetooth	Intel Wi-Fi 6 AX201, 802.11ax 2x2 + BT5.1
Standard Ports	<ul style="list-style-type: none"> • 1x USB 2.0 • 1x USB 3.2 Gen 1 (Always On)

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

ANNEX A

	<ul style="list-style-type: none"> • 1x USB-C 3.2 Gen 2 (support data transfer, Power Delivery 3.0 and DisplayPort 1.4) • 1x Thunderbolt 4 / USB4 40Gbps (support data transfer, Power Delivery 3.0 and DisplayPort 1.4) • 1x HDMI 2.1, up to 4K/60Hz • 1x Headphone / microphone combo jack (3.5mm) • 1x Ethernet (RJ-45)
Docking	Various docking solutions supported via Thunderbolt or USB-C
SECURITY & PRIVACY	
Security Chip	Discrete TPM 2.0 Enabled
Fingerprint Reader	Touch Style, Integrated in Power Button
Physical Locks	Kensington Nano Security Slot, 2.5 x 6 mm
Other Security	Camera privacy shutter
Green Certifications	<ul style="list-style-type: none"> • ENERGY STAR 8.0 • EPEAT Gold Registered • ErP Lot 6 • ErP Lot 26 • FSC certified package • RoHS compliant • TCO Certified 9.0
Bundled Accessories	Same brand: wireless mouse and laptop bag
Warranty	3 Years Premier Support

III. DELIVERABLES

Delivery not later than Fifteen (15) calendar days.

IV. CONTRACT PAYMENT SCHEME

The supplier will be paid within 30 days after delivery and acceptance.

V. DATA PRIVACY ACT

The supplier must comply with the requirements 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 be within fifteen (15) 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
Quantity	Ten (10) units	
Display	14" WUXGA (1920x1200) IPS 300nits Anti-glare, 45% NTSC	
Operating System	Windows® 11 Pro 64bit	
Processor	Intel® Core™ i5-1335U, 10C (2P + 8E) / 12T, P-core 1.3 / 4.6GHz, E-core 0.9 / 3.4GHz, 12MB	
Graphics/ Chipset	Integrated Intel® Iris® Xe Graphics; Intel® SoC Platform	
Memory	8GB Soldered DDR4-3200 + 8GB SO-DIMM DDR4-3200; one memory soldered to systemboard, one DDR4 SO-DIMM slot, dual-channel capable; Up to 40GB (8GB soldered + 32GB SO-DIMM) DDR4-3200	
Storage	512GB SSD M.2 2242 PCIe® 4.0x4 NVMe® Opal 2.0; Up to two drives; 2x M.2 SSD • M.2 2242 SSD up to 1TB, Two M.2 slots • One M.2 2242 PCIe® 3.0 x4 slot • One M.2 2242 PCIe 4.0 x4 slot	
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Bundled Accessories	Same brand: wireless mouse and laptop bag	
Warranty	3 Years Premier Support	
Delivery Period	Fifteen (15) Calendar Days	

Annex “B”

	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.