



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 NEW HIRE ONBOARDING KIT
(LLFC-CAP-24-032)

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 New Hire Onboarding Kit (LLFC-CAP-24-032)
Approved Budget of the Contract (ABC)	Fifty-Four Thousand Pesos (PhP54,000.00)
<u>BACKGROUND</u>	
LLFC aims to make a strong first impression on new hires by providing them with a new hire onboarding kit. This kit helps new employees understand LLFC's culture, products, and values, equipping them to represent the company professionally from the start. It promotes a unified company image and smoother client interactions. Furthermore, it enhances new hires' sense of belonging and alignment with LLFC's mission and values.	
<u>OBJECTIVES</u>	
The objectives of this project are as follows: <ol style="list-style-type: none">1. To familiarize new employees with LLFC's values, mission, and culture2. To equip new hires with the tools and resources needed to represent the Corporation professionally.3. To facilitate a seamless transition into the Corporation by providing essential information, resources, and support.4. To strengthen new employees' sense of belonging and connection to the company, fostering a positive and engaged work environment.	
<u>SPECIFICATIONS</u>	
<ul style="list-style-type: none">• Quantity: Fifty (50) Onboarding Kits Black Nordic Mug: Ceramic mug with a wooden lid, featuring one logo engraved on the lid and one logo printed on the body.• A5 Notebook: Made from Moleskine material, with 80 leaves (160 pages), ruled lines, elastic closure, and lies flat, opening at 180 degrees. Measures 212mm, with the LLFC layout printed on the cover using UV print.• Metallic Ballpoint Pen: Features one logo printed with UV technology, comes with an acrylic case.• Green Foldable Umbrella: Automatically opens and closes, with straight metal ribs (8 panels) and one panel printed with the LLFC logo.• Packaging: All items are to be placed inside a corrugated box (T4 size: 36 x 25 x 12 cm) with a logo printed on one side and tied with a customized green satin ribbon.• Minimum Qualifications for the Service Provider<ul style="list-style-type: none">○ The supplier must have at least 2 years of experience in the industry relevant to producing new hire onboarding kits.○ The supplier should have successfully completed a minimum of 5 contracts with government offices, showcasing their ability to handle similar projects. References and contact details for each project, particularly those involving government clients, must be provided.○ The supplier must offer a range of high-quality materials suitable for onboarding kits, demonstrating durability, precision, and attention to detail in all manufacturing processes.	

- The supplier should be able to customize onboarding kits according to LLFC’s specifications, including the incorporation of company logos or other relevant designs. The supplier must provide sample onboarding kits that meet the specified requirements.
- The supplier must have the capacity to complete LLFC’s order within the designated timeframe, ensuring timely delivery of all onboarding kits.
- The supplier should offer a warranty covering manufacturing defects and material quality for the onboarding kits. Additionally, after-sales support, including repair and replacement policies, must be provided.
- Prospective bidders are requested to submit their profile for verification of qualification and other necessary requested as indicated with the Annexes.

Delivery Period	Fifteen (15) 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”)
 - d.) List of completed and ongoing contracts similar to the Project

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 October 04, 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)
2. 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)
 3. 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.
 4. 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.
 5. 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.
 6. The prospective bidder shall be a Filipino citizen/sole proprietorship/partnership/Corporation duly organized under the laws of the Philippines.
 7. 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.
 8. 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: 27 September 2024

(Sgd.)

MS. RIZA M. HERNANDEZ

CHAIRPERSON

BIDS AND AWARDS COMMITTEE

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR LLFC NEW
HIRE ONBOARDING KIT**

1. PROJECT NAME	:	LLFC New Hire Onboarding Kit
APPROVED BUDGET FOR THE CONTRACT	:	Fifty-Four Thousand Pesos (P54,000.00) inclusive of all applicable taxes and other operational expenses
BUDGET SOURCE		2024 Corporate Operating Budget (COB)

I. SUMMARY

LLFC aims to make a strong first impression on new hires by providing them with a new hire onboarding kit. This kit helps new employees understand LLFC's culture, products, and values, equipping them to represent the company professionally from the start. It promotes a unified company image and smoother client interactions. Furthermore, it enhances new hires' sense of belonging and alignment with LLFC's mission and values.

II. THE OBJECTIVES

The objectives of this project are as follows:

1. To familiarize new employees with LLFC's values, mission, and culture
2. To equip new hires with the tools and resources needed to represent the Corporation professionally.
3. To facilitate a seamless transition into the Corporation by providing essential information, resources, and support.
4. To strengthen new employees' sense of belonging and connection to the company, fostering a positive and engaged work environment.

By undertaking this initiative, LLFC seeks to elevate its brand presence both internally and externally. Furthermore, aims to foster a positive work culture, enhance employee engagement, and project a cohesive and reputable image to clients, stakeholders, and the community.

III. DELIVERABLES AND TIMETABLE

The bidder shall be engaged upon issuance of the notice to proceed and should be able to provide the **50 sets of high-quality corporate items** inclusive of the following.:

- Black Nordic Mug: Ceramic mug with a wooden lid, featuring one logo engraved on the lid and one logo printed on the body.
- A5 Notebook: Made from Moleskine material, with 80 leaves (160 pages), ruled lines, elastic closure, and lies flat, opening at 180 degrees. Measures 212mm, with the LLFC layout printed on the cover using UV print.
- Metallic Ballpoint Pen: Features one logo printed with UV technology, comes with an acrylic case.
- Green Foldable Umbrella: Automatically opens and closes, with straight metal ribs (8 panels) and one panel printed with the LLFC logo.
- Packaging: All items are to be placed inside a corrugated box (T4 size: 36 x 25 x 12 cm) with a logo printed on one side and tied with a customized green satin ribbon.

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR LLFC NEW
HIRE ONBOARDING KIT**

1. Minimum Qualifications for the Service Provider

- The supplier must have at least 2 years of experience in the industry relevant to producing new hire onboarding kits.
- The supplier should have successfully completed a minimum of 5 contracts with government offices, showcasing their ability to handle similar projects. References and contact details for each project, particularly those involving government clients, must be provided.
- The supplier must offer a range of high-quality materials suitable for onboarding kits, demonstrating durability, precision, and attention to detail in all manufacturing processes.
- The supplier should be able to customize onboarding kits according to LLFC's specifications, including the incorporation of company logos or other relevant designs. The supplier must provide sample onboarding kits that meet the specified requirements.
- The supplier must have the capacity to complete LLFC's order within the designated timeframe, ensuring timely delivery of all onboarding kits.
- The supplier should offer a warranty covering manufacturing defects and material quality for the onboarding kits. Additionally, after-sales support, including repair and replacement policies, must be provided.
- Prospective bidders are requested to submit their profile for verification of qualification and other necessary requested as indicated with the Annexes.

2. Deliverables and Timetable:

The service provider shall complete all activities and deliverable within 12-15 working days upon the receipt of Notice to Proceed.

IV. CONTRACT PAYMENT SCHEME

Full payment shall be made upon delivery and satisfactorily meets the agreed product requirements or upon approval within the specified timeline.

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR LLFC NEW
HIRE ONBOARDING KIT**

Corporate gift set items:

1. Nordic Mug
2. A5 Notebook
3. Metallic Ballpoint Pen
4. Foldable Umbrella
5. Corrugated box with satin ribbon



Sample Corporate Gift Set



Layout for the notebook cover



LLFC Logo to be printed on other items indicated

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.

Requirements	Statement of Compliance
Quantity: Fifty (50) Onboarding Kits	
Black Nordic Mug: Ceramic mug with a wooden lid, featuring one logo engraved on the lid and one logo printed on the body.	
A5 Notebook: Made from Moleskine material, with 80 leaves (160 pages), ruled lines, elastic closure, and lies flat, opening at 180 degrees. Measures 212mm, with the LLFC layout printed on the cover using UV print.	
Metallic Ballpoint Pen: Features one logo printed with UV technology, comes with an acrylic case.	
Green Foldable Umbrella: Automatically opens and closes, with straight metal ribs (8 panels) and one panel printed with the LLFC logo.	
Packaging: All items are to be placed inside a corrugated box (T4 size: 36 x 25 x 12 cm) with a logo printed on one side and tied with a customized green satin ribbon.	
The supplier must have at least 2 years of experience in the industry relevant to producing new hire onboarding kits.	
The supplier should have successfully completed a minimum of 5 contracts with government offices, showcasing their ability to handle similar projects. References and contact details for each project, particularly those involving government clients, must be provided.	
The supplier must offer a range of high-quality materials suitable for onboarding kits, demonstrating durability, precision, and attention to detail in all manufacturing processes.	
The supplier should be able to customize onboarding kits according to LLFC's specifications, including the incorporation of company logos or other relevant designs. The supplier must provide sample onboarding kits that meet the specified requirements.	
The supplier must have the capacity to complete LLFC's order within the designated timeframe, ensuring timely delivery of all onboarding kits.	
The supplier should offer a warranty covering manufacturing defects and material quality for the onboarding kits. Additionally, after-sales support, including repair and replacement policies, must be provided.	
Prospective bidders are requested to submit their profile for verification of qualification and other necessary requested as indicated with the Annexes.	
Delivery Period: Fifteen (15) 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. List of completed and ongoing contracts similar to the Project	
5. 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

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.