



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 PROVISION OF PRINTING REQUIREMENTS
(LLFC-CAP-24-033)

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	Provision of Printing Requirements (LLFC-CAP-24-033)
Approved Budget of the Contract (ABC)	Five Hundred Thousand Pesos (Php500,000.00)
<u>BACKGROUND</u>	
The service contract of the existing multifunction printers is set to expire in November 2024. To avoid service interruptions and increased operational costs, it is highly recommended to procure printing requirement with services using brand new multifunction printers for at least one (1) year before the existing contract ends.	
<u>OBJECTIVES</u>	
To acquire multifunction printing services to accommodate the printing requirements of LLFC.	
<u>SPECIFICATIONS</u>	
Number of units	Three (3) units
Contract Period	Twelve (12) months
Machine rental cost	Must not exceed Php 500,000.00 VAT inc. for 12 months or 1 year for the three (3) units
Per click charge	Must not exceed P0.55 VAT inc. – for monochrome on all sizes: P9.00 VAT inc. – for colored on all sizes: No minimum monthly prints/copies required
Machine condition	Brand new
Delivery	Must be delivered within 1 to 5 working days from issuance of Notice to Proceed
Maintenance Type	Full service maintenance
Machine Location/Installation	Sycip Law Center building, Makati City
Service Conditions	Includes parts, components and labor during the contract duration Includes the supply of all original consumables such as toner, developer, drum and other necessary to maintain the machine optimum performance excluding paper. Includes quarterly preventive maintenance services Print reports on a monthly basis With user training Provision of extra toner for each machine Replaced and/or unused consumables must be pulled-out every month 24 x 7 phone call/video support, email support; On-site support during normal office hours
Warranty	One (1) year
Manufacturer Certification	ISO14001 Standard for Environmental Management systems (EMS) ISO 27001 Information and Security Management System ISO 9001 Quality Management Systems (QMS)
Supplier	Must be an authorized dealer of the brand for five (5) years or over.

Basic Specifications	
Type	Desktop/Console
Standard Function	Multifunction Print, Copy, Scan, Duplex (monochrome and full color)
Speed	Copy and print speed for A4 LEF: B/W 55ppm; color 55ppm Scan speed: 80ppm
Copy/Print Resolution	1,200 x 2,400 dpi (High Resolution Photo) 600 x 600 dpi (Text / Text-Photo / Photo / Map) 600 x 600 dpi, 1,200 x 1,200 dpi, 1,200 x 2,400 dpi -Print function
Scan Resolution	600 x 600 dpi
Supported Operating System	Windows 11 (64bit), Windows (10 32/64bit), Windows Server 2022 and later; macOS 13 and later
Memory capacity	4 GB (Max: 4 GB)
Storage Device Capacity	160 GB or larger (Used: 128 GB)
Interface	Ethernet 1000BASE-T, wifi capable
Tray	4 layers
Paper	Max Min SRA3 (320 x 450 mm), 12 x 18" (305 x 457 mm), A3 [12 x 19" (305 x 483 mm) when using Bypass Tray] A5, Postcard (100 x 148 mm) [89 x 98 mm when using Bypass Tray] Can handle paper between 52 to 300gsm Can print in envelope, banner, promotion materials
Power Supply	AC220-240 V +/- 10 %, 10 A, 50/60 Hz common
Maximum Power Consumption	2.2 kW (AC220 V +/- 10%) 2.4 kW (AC240 V +/- 10%) Sleep Mode: 0.5 W (AC230 V) Ready Mode: 111 W (AC230 V)
Sensor	Smart WelcomeEyes, pyroelectric heat sensor detect.
Dimensions	W 669 x D 723 x H 1,141 mm (Without Adjusting Foot: width 663mm.)
Weight	132kg
Toner	Super EA-Eco Toner. To produce clear and sharp text and lines,same with halftones

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.) Notarized Secretary's Certificate for proof of authorization

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 14, 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)
- d.) Latest Tax Clearance per E.O. 398, series of 2005
- e.) Certification that the supplier is an authorized dealer/seller by the manufacturer
- f.) Certification that the supplier has the following ISO Certifications:
 - i. ISO 9001
 - ii. ISO 14001
 - iii. ISO 27001

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: 09 October 2024

(Sgd.)

MS. RIZA M. HERNANDEZ

CHAIRPERSON

BIDS AND AWARDS COMMITTEE

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

ANNEX A

PROJECT NAME	:	Provision of Printing Requirements
APPROVED BUDGET FOR THE CONTRACT	:	Five Hundred Thousand Pesos (Php 500,000.00) inclusive of all applicable taxes
MODE OF PROCUREMENT	:	Small Value Procurement

I. BACKGROUND

The service contract of the existing multifunction printers is set to expire in November 2024. To avoid service interruptions and increased operational costs, it is highly recommended to procure printing requirement with services using brand new multifunction printers for at least one (1) year before the existing contract ends.

II. SCOPE OF WORK

Number of units	Three (3) units
Contract Period	Twelve (12) months
Machine rental cost	Must not exceed Php 500,000.00 VAT inc. for 12 months or 1 year for the three (3) units
Per click charge	Must not exceed P0.55 VAT inc. – for monochrome on all sizes: P9.00 VAT inc. – for colored on all sizes: No minimum monthly prints/copies required
Machine condition	Brand new
Delivery	Must be delivered within 1 to 5 working days from issuance of Notice to Proceed
Maintenance Type	Full service maintenance
Machine Location/Installation	Sycip Law Center building, Makati City
Service Conditions	Includes parts, components and labor during the contract duration
	Includes the supply of all original consumables such as toner, developer, drum and other necessary to maintain the machine optimum performance excluding paper.
	Includes quarterly preventive maintenance services
	Print reports on a monthly basis
	With user training
	Provision of extra toner for each machine
	Replaced and/or unused consumables must be pulled-out every month
	24 x 7 phone call/video support, email support; On-site support during normal office hours
Warranty	One (1) year
Manufacturer Certification	ISO14001 Standard for Environmental Management systems (EMS) ISO 27001 Information and Security Management System ISO 9001 Quality Management Systems (QMS)
Supplier	Must be an authorized dealer of the brand for five (5) years or over.

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

ANNEX A

Basic Specifications

Type	Desktop/Console	
Standard Function	Multifunction Print, Copy, Scan, Duplex (monochrome and full color)	
Speed	Copy and print speed for A4 LEF: B/W 55ppm; color 55ppm Scan speed: 80ppm	
Copy/Print Resolution	1,200 x 2,400 dpi (High Resolution Photo) 600 x 600 dpi (Text / Text-Photo / Photo / Map) 600 x 600 dpi, 1,200 x 1,200 dpi, 1,200 x 2,400 dpi -Print function	
Scan Resolution	600 x 600 dpi	
Supported Operating System	Windows 11 (64bit), Windows (10 32/64bit), Windows Server 2022 and later; macOS 13 and later	
Memory capacity	4 GB (Max: 4 GB)	
Storage Device Capacity	160 GB or larger (Used: 128 GB)	
Interface	Ethernet 1000BASE-T, wifi capable	
Tray	4 layers	
Paper	Max	SRA3 (320 x 450 mm), 12 x 18" (305 x 457 mm), A3 [12 x 19" (305 x 483 mm) when using Bypass Tray]
	Min	A5, Postcard (100 x 148 mm) [89 x 98 mm when using Bypass Tray] Can handle paper between 52 to 300gsm Can print in envelope, banner, promotion materials
Power Supply	AC220-240 V +/- 10 %, 10 A, 50/60 Hz common	
Maximum Power Consumption	2.2 kW (AC220 V +/- 10%) 2.4 kW (AC240 V +/- 10%) Sleep Mode: 0.5 W (AC230 V) Ready Mode: 111 W (AC230 V)	
Sensor	Smart WelcomeEyes, pyroelectric heat sensor detect.	
Dimensions	W 669 x D 723 x H 1,141 mm (Without Adjusting Foot: width 663mm.)	
Weight	132kg	
Toner	Super EA-Eco Toner. To produce clear and sharp text and lines,same with halftones	

III. DELIVERABLES

Multifunction printers must be delivered within 1 to 5 working days from issuance of Notice to Proceed.

IV. CONTRACT PAYMENT SCHEME

The supplier will be paid within 30 days upon receipt of invoice and machine/meter reading.

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 five (5) 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.

Quantity	Requirements	Statement of Compliance
Number of units	Three (3) units	
Contract Period	Twelve (12) months	
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Per click charge	Must not exceed P0.55 VAT inc. – for monochrome on all sizes: P9.00 VAT inc. – for colored on all sizes: No minimum monthly prints/copies required	
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Service Conditions	Includes parts, components and labor during the contract duration	
	Includes the supply of all original consumables such as toner, developer, drum and other necessary to maintain the machine optimum performance excluding paper.	
	Includes quarterly preventive maintenance services	
	Print reports on a monthly basis	
	With user training	
	Provision of extra toner for each machine	
	Replaced and/or unused consumables must be pulled-out every month	
	24 x 7 phone call/video support, email support; On-site support during normal office hours	
Warranty	One (1) year	
Manufacturer Certification	<ul style="list-style-type: none"> • ISO14001 Standard for Environmental Management systems (EMS) • ISO 27001 Information and Security Management System • ISO 9001 Quality Management Systems (QMS) 	
Supplier	Must be an authorized dealer of the brand for five (5) years or over.	
Type	Desktop/Console	
Standard Function	Multifunction Print, Copy, Scan, Duplex (monochrome and full color)	
Speed	Copy and print speed for A4 LEF: B/W 55ppm; color 55ppm Scan speed: 80ppm	
Copy/Print Resolution	1,200 x 2,400 dpi (High Resolution Photo) 600 x 600 dpi (Text / Text-Photo / Photo / Map) 600 x 600 dpi, 1,200 x 1,200 dpi, 1,200 x 2,400 dpi -Print function	
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Supported Operating System	Windows 11 (64bit), Windows (10 32/64bit), Windows Server 2022 and later. macOS 13 and later	
Memory capacity	4 GB (Max: 4 GB)	
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Maximum Power Consumption	2.2 kW (AC220 V +/- 10%) 2.4 kW (AC240 V +/- 10%) Sleep Mode: 0.5 W (AC230 V) Ready Mode: 111 W (AC230 V)	

Annex “B”

Sensor	Smart WelcomeEyes, pyroelectric heat sensor detect.	
Dimensions	W 669 x D 723 x H 1,141 mm (Without Adjusting Foot: width 663mm.)	
Weight	132kg	
Toner	Super EA-Eco Toner. To produce clear and sharp text and lines,same with halftones	
	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. Latest Tax Clearance per E.O. 398, series of 2005	
	5. Certification that the supplier has the following ISO Certifications: a. ISO 9001 b. ISO 14001 c. ISO 27001	
	6. Certification that the supplier is an authorized dealer/seller by the manufacturer	
	7. Notarized Secretary’s Certificate for proof of authorization	
	8. 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.