



**LBP LEASING AND FINANCE CORPORATION**

*(A LANDBANK Subsidiary)*

15<sup>th</sup> 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 ONE (1) YEAR SUPPORT AND MAINTENANCE OF THE EXISTING ICT EQUIPMENT (LLFC-CAP-25-009)**

**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	<b>Procurement of One (1) Year Support and Maintenance of the Existing ICT Equipment (LLFC-CAP-25-009)</b>
Approved Budget of the Contract (ABC)	<b>Eight Hundred Thousand Pesos and 00/100 (PHP 800,000.00)</b>
<b><u>BACKGROUND</u></b>	
<p>In April 2022, LLFC acquired various business critical ICT equipment such as network switches, access points, CCTV System, data center rack and structured cabling. These binds all computers, phones and other devices used within the business together, providing a reliable and useful solution to a wide range of communication requirements of LLFC. These equipments are covered by supplier support and maintenance services until April of this year. To ensure uninterrupted technical support, as well as essential hardware and software maintenance for IT operations and infrastructure, this support must be extended for another year.</p>	
<b><u>OBJECTIVES OF THE PROCUREMENT</u></b>	
<p>The objective of this procurement is for LLFC to acquire support and maintenance services for its ICT Infrastructure.</p>	
<b><u>SCOPE OF WORK</u></b>	
<p><b>One (1) Year Support and Maintenance of the Existing ICT equipments:</b></p> <ol style="list-style-type: none"> <li>1. 2 units S5731-H24T4XC Core Switch</li> <li>2. 5 units S5735-L24P4S-A1 PoE Switch</li> <li>3. 5 units S5735-L24T4S-A1 Non-PoE Switch</li> <li>4. 11 units AirEngine 5761-11_WiFi</li> <li>5. 6 units Intelligence Surveillance Camera</li> <li>6. 1 unit Network Video Recorder</li> <li>7. 1 lot Structured Cabling</li> </ol> <ul style="list-style-type: none"> <li>• Period Covered: April 12, 2025 to April 11, 2026</li> <li>• Includes software fix/patch, firmware upgrades</li> <li>• Includes hardware repair and replacement of defective parts</li> <li>• Call handling through service desk and account manager available 24 x 7</li> <li>• Phone support response within 15 to 30 minutes service desk will call the client and will be assisted by in-house engineer.</li> <li>• On-site support response within 1 to 2 hours an engineer shall be on-site</li> <li>• Includes preventive maintenance and health check (quarterly basis upon request)</li> </ul> <p><b>Vendor Requirements:</b></p> <ul style="list-style-type: none"> <li>• Bidder must have local sales and service office in the Philippines for guaranteed support and services. Must submit office address, contact persons and telephone numbers.</li> <li>• Bidder must have certified local engineers to support hardware, configuration and software issues. Must submit certificate of employment and resume of its local engineers.</li> <li>• Bidder must be an ISO 9001 and ISO/IEC 27001 certified</li> </ul>	

- Bidder must be a certified partner of the existing brand, must submit Certificate of Partnership from the principal.
- Bidders must be at least 10 years of existence in the IT industry.
- Must provide detailed support plan (SLA, escalation procedure and support).

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 15<sup>th</sup> Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before March 28, 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.) BIR Certificate of Registration (Form 2303)
- f.) Latest Income/Business Tax Return for two quarters

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](mailto:procurement@lbpleasing.com)

Date of issue: 21 March 2025

*(Sgd.)*

**MS. RIZA M. HERNANDEZ**

CHAIRPERSON

**BIDS AND AWARDS COMMITTEE**

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

<b>PROJECT NAME</b>	<b>:</b>	<b>PROCUREMENT FOR THE SUPPORT AND MAINTENANCE OF THE EXISTING ICT EQUIPMENTS</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b>	<b>:</b>	<b>Eight Hundred Thousand Pesos (Php 800,000.00) inclusive of all applicable taxes</b>
<b>MODE OF PROCUREMENT</b>	<b>:</b>	<b>Small Value Procurement</b>

**I. BACKGROUND**

In April 2022, LLFC acquired various business critical ICT equipment such as network switches, access points, CCTV System, data center rack and structured cabling. These binds all computers, phones and other devices used within the business together, providing a reliable and useful solution to a wide range of communication requirements of LLFC. These equipments are covered by supplier support and maintenance services until April of this year. To ensure uninterrupted technical support, as well as essential hardware and software maintenance for IT operations and infrastructure, this support must be extended for another year.

**II. SCOPE OF WORK**

**One (1) Year Support and Maintenance of the Existing ICT equipments:**

- 2 units S5731-H24T4XC Core Switch
- 5 units S5735-L24P4S-A1 PoE Switch
- 5 units S5735-L24T4S-A1 Non-PoE Switch
- 11 units AirEngine 5761-11\_WiFi
- 6 units Intelligence Surveillance Camera
- 1 unit Network Video Recorder
- 1 lot Structured Cabling

- Period Covered: April 12, 2025 to April 11, 2026
- Includes software fix/patch, firmware upgrades
- Includes hardware repair and replacement of defective parts
- Call handling through service desk and account manager available 24 x 7
- Phone support response within 15 to 30 minutes service desk will call the client and will be assisted by in-house engineer.
- On-site support response within 1 to 2 hours an engineer shall be on-site
- Includes preventive maintenance and health check (quarterly basis upon request)

**Vendor Requirements:**

- Bidder must have local sales and service office in the Philippines for guaranteed support and services. Must submit office address, contact persons and telephone numbers.
- Bidder must have certified local engineers to support hardware, configuration and software issues. Must submit certificate of employment and resume of its local engineers.
- Bidder must be a certified partner of the existing brand, must submit Certificate of Partnership from the principal.

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

- Bidder must be an ISO 9001 and ISO/IEC 27001 certified.
- Bidders must be at least 10 years of existence in the IT industry.
- Must provide detailed support plan (SLA, escalation procedure and support).

**A. DELIVERABLES**

Period coverage is April 12, 2025 to April 11, 2026

**B. CONTRACT PAYMENT SCHEME**

Shall be paid within 30 days upon due presentation of the billing and project acceptance.

**C. DATA PRIVACY ACT**

The supplier must comply with the requirement of the Data Privacy Act.

**Price Quotation Form**

Date:

**MS. RIZA M. HERNANDEZ**  
Chairperson, Bids and Awards Committee  
LBP Leasing and Finance Corporation (LLFC)  
15<sup>th</sup> 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 be later than April 12, 2025.

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
One (1) Year Support and Maintenance of the Existing ICT equipments: 1. 2 units S5731-H24T4XC Core Switch 2. 5 units S5735-L24P4S-A1 PoE Switch 3. 5 units S5735-L24T4S-A1 Non-PoE Switch 4. 11 units AirEngine 5761-11_WiFi 5. 6 units Intelligence Surveillance Camera 6. 1 unit Network Video Recorder 7. 1 lot Structured Cabling	
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• Bidder must be an ISO 9001 and ISO/IEC 27001 certified	
• Bidders must be at least 10 years of existence in the IT industry.	
• Must provide detailed support plan (SLA, escalation procedure and support).	
<b>Eligibility Requirements (Certified True Copies only) :</b>	
1. Valid and Current Year Mayor’s Permit or proof of application	
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. BIR Certificate of Registration (Form 2303)	
6. Latest Income/Business Tax Return for two quarters	
7. Notarized Omnibus Sworn Statement (Annex C)	
8. Notarized Secretary’s Certificate for proof of authorization	

**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

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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.