



**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 CONSULTANT FOR STRATEGIC PLANNING AND  
CONDUCT OF ORGANIZATIONAL STAFFING DESIGN (LLFC-CAP-25-013)**

**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 Consultant for Strategic Planning and Conduct of Organizational Staffing Design (LLFC-CAP-25-013)</b>
Approved Budget of the Contract (ABC)	<b>One Million Pesos (PhP1,000,000.00)</b>
<p style="text-align: center;"><b><u>BACKGROUND</u></b></p> <p>Executive Order No. 65 Approving the merger of LBP Leasing and Finance Corporation (LLFC) and UCPB Leasing and Finance Corporation (ULFC), with LLFC as the surviving entity issued by the Office of the President of the Philippines effective on 08 August 2024 provides that LLFC must submit its proposed Reorganization Plan to GCG as approved by its Board of Directors within one (1) year from the effectivity of the order.</p> <p>The Reorganization Plan must be done in accordance GCG Memorandum Circular No. 2015-04 on Reorganization, Rationalization and personnel Planning in the GOCC Sector and the Guidebook for Reorganization for GOCCs.</p>	
<p style="text-align: center;"><b><u>OBJECTIVES</u></b></p> <p>a. Ensure alignment of the organizational structure with strategic priorities. b. Enhance operational efficiency and compliance with governance standards. c. Implement effective change management strategies for smooth reorganization. d. Foster corporate governance and accountability.</p>	
<p style="text-align: center;"><b><u>SPECIFICATIONS</u></b></p> <p>The bidder shall be engaged upon issuance of the notice to proceed, and all deliverables shall be submitted based on the prescribed timeline.</p> <p><b>1. Qualifications:</b></p> <p>a. Must be a reputable consulting firm legally established with at least five (5) years of experience in conducting any or all of the following:</p> <ul style="list-style-type: none"><li>• Strategic Planning</li><li>• Organizational Development</li><li>• Change Management</li><li>• Reorganization/Restructuring Planning</li><li>• Current State Assessment/Organizational Assessment</li><li>• Workforce Analysis</li></ul> <p>Preferably knowledgeable on the relevant rules and regulations on strategic planning and restructuring set by oversight agencies such as GCG, CSC, DBM, among others. Has managed/led at least one (1) Human Resource/Organization Development related project in a government office in the last (5) years.</p>	

The Project Team must have handled at least three (3) similar engagements in other organizations.

The project team must be composed of at least **Three (3) Members**.

## **2. Requirements for Submissions:**

- a. Professional License/Curriculum Vitae of Consultant/s to be assigned to the project.
- b. Company Profile
- c. Proposal including methodology and plan of approach.
- d. Price Quotation Form (Annex "A") together with the supplier's official proposal/quotation
- e. Statement of Compliance under Schedule of Requirements and Technical Specifications (Annex "B")
- f. Original and notarized Omnibus Sworn Statement (Annex "C")
- g. Notarized Secretary's Certificate for proof of authorization
- h. Valid and current year Mayor's Permit or proof of application
- i. Valid and current PhilGEPS Registration Number
- j. DTI/SEC Registration (for Partnership/Corporation)
- k. Latest Tax Clearance per E.O. 398, series of 2005

## **3. Scope of Work, Timelines, and Deliverables:**

The service provider shall perform the following activities and complete the deliverables within the given timeframe. All outputs must be provided in both hard and soft copies (in an editable format):

### **PHASE 1: STRATEGIC PLANNING**

This phase involves the facilitation and development of the organization's Strategic Action Plan, anchored on its mandate, vision, and mission. The service provider shall assess the current internal and external environment, including institutional challenges and opportunities, and lead strategy workshops or consultations with key stakeholders. The output will provide a clear roadmap of the organization's priority programs, objectives, performance targets, and key strategic initiatives, aligned with applicable government frameworks and institutional directions.

#### **Deliverable:**

- **Strategic Action Plan**
  - Design strategic action plan which includes timeline of implementation, communication plan, and transition plan.
  - Organize participatory meetings to consult with key employees and officers, ensuring that SAP is effectively communicated and understood.

**Timeline: Twenty-five (25) Days**

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### **PHASE 2: ORGANIZATIONAL AND STAFFING DESIGN**

In this phase, the service provider shall conduct a comprehensive review and analysis of the existing organizational structure, staffing pattern, and functional assignments. This includes identifying overlaps, inefficiencies, and gaps, and recommending a rationalized and future-ready organizational and staffing structure. The output must detail the proposed organizational structure, functional descriptions, job titles, and corresponding job descriptions aligned with the approved strategic plan. Consultations with concerned units and adherence to applicable policies and standards are required throughout the process.

#### **Deliverables:**

- **OSSP-CL Master Data (Soft Copy)**
- **Official OSSP-CL**
- **Existing Organizational Structure**
- **Proposed Organizational Structure**
- **Functional Description of all Organizational Units**
- **Job Description of Proposed (Retained and New Position Titles**

(Guided by insights and resources from the Organization Development Study conducted in 2023)

**Timeline: Twenty-five (45) Days**

The above deliverables/reports shall be subject to review by LLFC and shall be deemed accepted or finalized only upon issuance of Certification of Acceptance within seven (7) working days upon the receipt of deliverables.

The Reorganization Plan must be done in accordance GCG Memorandum Circular No. 2015-04 on Reorganization, Rationalization and personnel Planning in the GOCC Sector and the Guidebook for Reorganization for GOCCs.

Extension in submission of the deliverables shall not be allowed except upon a written request submitted by LLFC within fifteen (15) days prior to the required date of submission. Where no action was taken on the request for the extension within three (3) days upon the receipt, the request/s shall be deemed approved. In any event, the extension shall not be beyond 10 days from the original date of submission.

#### PROJECT COST

The approved budget of the contract shall be **One Million Pesos (Php1,000,000.00) inclusive of all applicable taxes and operational/out of pocket expenses.**

#### CONTRACT PAYMENT SCHEME

Payment to the service provider shall be made through milestone payment:

Upon completion and acceptance of deliverables for Phase 1	50% of Contract Amount
Upon completion and acceptance of deliverables for Phase 2	50% of Contract Amount

#### 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
- e.) Professional License/Curriculum Vitae of Consultant/s to be assigned to the project.
- f.) Company Profile
- g.) Proposal including methodology and plan of approach.

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 13, 2025, 05:00PM** together with the **Certified True Copies** of the following **Eligibility documents**:

- a.) Valid and current year Mayor's Permit or proof of application
- 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 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](mailto:procurement@lbpleasing.com)

Date of issue: 09 March 2025

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

**TERMS OF REFERENCE**  
**FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR CONSULTANT**  
**FOR CONDUCT OF STRATEGIC PLANNING AND ORGANIZATIONAL AND STAFFING**  
**DESIGN**

<b>PROJECT NAME</b>	<b>:</b>	<b>Procurement of Consultant for Conduct of Strategic Planning and Organizational and Staffing Design</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b>	<b>:</b>	<b>One Million Pesos (Php1,000,000.00)</b>
<b>BUDGET SOURCE</b>		<b>2025 Corporate Operating Budget (COB)</b>

**I. SUMMARY**

Executive Order No. 65 Approving the merger of LBP Leasing and Finance Corporation (LLFC) and UCPB Leasing and Finance Corporation (ULFC), with LLFC as the surviving entity issued by the Office of the President of the Philippines effective on 08 August 2024 provides that LLFC must submit its proposed Reorganization Plan to GCG as approved by its Board of Directors within one (1) year from the effectivity of the order.

The Reorganization Plan must be done in accordance GCG Memorandum Circular No. 2015-04 on Reorganization, Rationalization and personnel Planning in the GOCC Sector and the Guidebook for Reorganization for GOCCs.

**II. THE OBJECTIVES**

- a. Ensure alignment of the organizational structure with strategic priorities.
- b. Enhance operational efficiency and compliance with governance standards.
- c. Implement effective change management strategies for smooth reorganization.
- d. Foster corporate governance and accountability.

**III. DELIVERABLES AND TIMETABLE**

The bidder shall be engaged upon issuance of the notice to proceed, and all deliverables shall be submitted based on the prescribed timeline.

**1. Qualifications:**

- a. Must be a reputable consulting firm legally established with at least five (5) years of experience in conducting any or all of the following:
  - Strategic Planning
  - Organizational Development
  - Change Management
  - Reorganization/Restructuring Planning
  - Current State Assessment/Organizational Assessment
  - Workforce Analysis

Preferably knowledgeable on the relevant rules and regulations on strategic planning and restructuring set by oversight agencies such as GCG, CSC, DBM, among others. Has managed/led at least one (1) Human Resource/Organization Development related project in a government office in the last (5) years.

The Project Team must have handled at least three (3) similar engagements in other organizations.

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**FOR CONDUCT OF STRATEGIC PLANNING AND ORGANIZATIONAL AND STAFFING**  
**DESIGN**

The project team must be composed of at least **Three (3) Members**.

**2. Requirements for Submissions:**

- a. Professional License/Curriculum Vitae of Consultant/s to be assigned to the project.
- b. Company Profile
- c. Proposal including methodology and plan of approach.
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**4. Scope of Work, Timelines, and Deliverables:**

The service provider shall perform the following activities and complete the deliverables within the given timeframe. All outputs must be provided in both hard and soft copies (in an editable format):

**PHASE 1: STRATEGIC PLANNING**

This phase involves the facilitation and development of the organization's Strategic Action Plan, anchored on its mandate, vision, and mission. The service provider shall assess the current internal and external environment, including institutional challenges and opportunities, and lead strategy workshops or consultations with key stakeholders. The output will provide a clear roadmap of the organization's priority programs, objectives, performance targets, and key strategic initiatives, aligned with applicable government frameworks and institutional directions.

**Deliverable:**

- **Strategic Action Plan**
  - Design strategic action plan which includes timeline of implementation, communication plan, and transition plan.
  - Organize participatory meetings to consult with key employees and officers, ensuring that SAP is effectively communicated and understood.

**Timeline: Twenty-five (25) Days**

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**PHASE 2: ORGANIZATIONAL AND STAFFING DESIGN**

**TERMS OF REFERENCE**  
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**DESIGN**

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The Reorganization Plan must be done in accordance GCG Memorandum Circular No. 2015-04 on Reorganization, Rationalization and personnel Planning in the GOCC Sector and the Guidebook for Reorganization for GOCCs.

Extension in submission of the deliverables shall not be allowed except upon a written request submitted by LLFC within **fifteen (15)** days prior to the required date of submission. Where no action was taken on the request for the extension within **three (3)** days upon the receipt, the request/s shall be deemed approved. In any event, the extension shall not be beyond 10 days from the original date of submission.

**IV. PROJECT COST**

The approved budget of the contract shall be **One Million Pesos (Php1,000,000.00) inclusive of all applicable taxes and operational/out of pocket expenses.**

**V. CONTRACT PAYMENT SCHEME**

Payment to the service provider shall be made through milestone payment:

Upon completion and acceptance of deliverables for Phase 1	50% of Contract Amount
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**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. Duration of Contract Agreement **with LBP Leasing and Finance Corporation** shall be within seventy (70) 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
<p><b>1. Qualifications:</b></p> <p>a. Must be a reputable consulting firm legally established with at least five (5) years of experience in conducting any or all of the following:</p> <ul style="list-style-type: none"> <li>• Strategic Planning</li> <li>• Organizational Development</li> <li>• Change Management</li> <li>• Reorganization/Restructuring Planning</li> <li>• Current State Assessment/Organizational Assessment</li> <li>• Workforce Analysis</li> </ul> <p>Preferably knowledgeable on the relevant rules and regulations on strategic planning and restructuring set by oversight agencies such as GCG, CSC, DBM, among others. Has managed/led at least one (1) Human Resource/Organization Development related project in a government office in the last (5) years.</p> <p>The Project Team must have handled at least three (3) similar engagements in other organizations.</p> <p>The project team must be composed of at least <b>Three (3) Members</b>.</p>	
<p><b>2. Requirements for Submissions:</b></p> <p>a. Professional License/Curriculum Vitae of Consultant/s to be assigned to the project.</p> <p>b. Company Profile</p> <p>c. Proposal including methodology and plan of approach.</p> <p>d. Price Quotation Form (Annex “A”) together with the supplier’s official proposal/quotation</p> <p>e. Statement of Compliance under Schedule of Requirements and Technical Specifications (Annex “B”)</p> <p>f. Original and notarized Omnibus Sworn Statement (Annex “C”)</p> <p>g. Notarized Secretary’s Certificate for proof of authorization</p> <p>h. Valid and current year Mayor’s Permit or proof of application</p> <p>i. Valid and current PhilGEPS Registration Number</p> <p>j. DTI/SEC Registration (for Partnership/Corporation)</p> <p>k. Latest Tax Clearance per E.O. 398, series of 2005</p>	
<p><b>PHASE 1: STRATEGIC PLANNING</b></p> <p>This phase involves the facilitation and development of the organization’s Strategic Action Plan, anchored on its mandate, vision, and mission. The service provider shall assess the current internal and external environment, including institutional challenges and opportunities, and lead strategy workshops or consultations with key stakeholders. The output will provide a clear roadmap of the organization’s priority programs, objectives, performance targets, and key strategic initiatives, aligned with applicable government frameworks and institutional directions.</p> <p><b>Deliverable:</b></p> <p><b>Strategic Action Plan</b></p> <ul style="list-style-type: none"> <li>• Design strategic action plan which includes timeline of implementation, communication plan, and transition plan.</li> <li>• Organize participatory meetings to consult with key employees and officers, ensuring that SAP is effectively communicated and understood.</li> </ul>	

<b>Timeline: Twenty-five (25) Days</b>		
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<b>Deliverables:</b>		
<ul style="list-style-type: none"><li>• <b>OSSP-CL Master Data (Soft Copy)</b></li><li>• <b>Official OSSP-CL</b></li><li>• <b>Existing Organizational Structure</b></li><li>• <b>Proposed Organizational Structure</b></li><li>• <b>Functional Description of all Organizational Units</b></li><li>• <b>Job Description of Proposed (Retained and New Position Titles</b></li></ul>		
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<b>I. CONTRACT PAYMENT SCHEME</b>		
Payment to the service provider shall be made through milestone payment:		
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<b>Eligibility Requirements (Certified True Copies only) :</b>		
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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		
9. Professional License/Curriculum Vitae of Consultant/s to be assigned to the project.		
10. Company Profile		
11. Proposal including methodology and plan of approach.		

## **Annex “B”**

**I hereby certify to comply and deliver all the above Schedule of Requirements.**

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**Name of Company  
/Bidder**

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**Signature over Printed Name of  
Authorized Representative**

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**Date**