



**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 THE PROCUREMENT OF SERVICE PROVIDER FOR MORTGAGE  
REGISTRATION AND OTHER SERVICES**  
(LLFC-CAP-25-018)

**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 Service Provider for Mortgage Registration and other Services (LLFC-CAP-25-018)</b>
Approved Budget of the Contract (ABC)	<b>Four Hundred Twenty-Four Thousand Pesos (PhP424,000.00)</b>

**BACKGROUND**

LBP Leasing and Finance Corporation (LLFC) is a leasing and financing company that provides leasing and financing facilities and services such as vehicle leases to its clients. As part of its Financial Lease of vehicles, LLFC handles the registration of mortgage at the Registry of Deeds (RD) and renewal of registration, encumbrance of transport equipment and transfer of ownership of vehicle registration at the Land Transportation Office (LTO). It is recommended to get the services of a third-party service provider to handle the aforementioned services since LLFC is having difficulties in providing the services, especially to vehicles assigned in provinces;

**DELIVERABLES**

**APPROVED BUDGET:**

	<b>Estimated Quantity</b>	<b>Approved Budget For Service Fee *</b>
Mortgage Registration with RD	20	P 80,000.00
Encumbrance with LTO	45	180,000.00
Car Registration Renewal	30	74,000.00
LTO Transfer of Ownership	10	90,000.00
<b>TOTAL</b>		<b>P 424,000.00</b>

*Registry of Deeds (RD); Land Transportation Office (LTO)*

*\*-excluding RD and LTO fees supported by Official Receipts*

**ELIGIBILITY REQUIREMENT UNDER RA 9184**

1. PhilGEPS Registration (Red/Platinum)
2. SEC/DTI Registration
3. For Corporation & Partnership
  - a. Articles of Incorporation
  - b. By Laws
4. Valid Business Permit
5. Certificate of Tax Clearance (BIR Form -17.14B)
6. VAT Registration Certificate (BIR Form-2303) (Optional)
7. Notarized Omnibus Sworn Statement
8. Notarized Secretary's Certificate (For procurement with Contract Agreement)

## MINIMUM QUALIFICATIONS OF BIDDER:

In addition to the eligibility requirement under RA 9184 and its Implementing Rules and Regulations (IRR), the Service Provider must comply with the following criteria:

1. Engage in the processing of transactions with the Registry of Deeds and/or Land Transportation Office (LTO) such as, but not limited to the registration of mortgage, renewal of LTO registration, transfer of vehicle ownership (TVO);
2. Has been in the business offering liaison services with the government agencies for at least a period of five (5) years;
3. Has several clients in the field of banking and financial services;
4. The Bidder must have at least one (1) similar and/or completed contract within the last five (5) years. A similar contract shall refer to any of the services being required under the contract.
5. With financial capability of advancing the RD and/or LTO fees and charges.

## SCOPE OF WORK:

The Service Provider shall handle the requirements of LBP Leasing and Finance Corporation (LLFC) or its Client/s for the registration of mortgage, renewal of LTO registration, transfer of vehicle ownership (TVO) and/or other services.

### A. Duties and Obligations of the Service Provider

1. The Service Provider shall deliver to LLFC within the agreed turnaround time the completed job which includes the Original Titles/TCT/CCT indicating the registration of mortgage, the LTO Certificate of Registration (LTO CR) and the LTO Official Receipt (LTO OR) and all the supporting documents.
2. The Service Provider warrants to deliver the agreed services and ensures that the job is undertaken by competent, trained and qualified personnel of the Service Provider.
3. The Service Provider shall sign the Non-Disclosure Agreement to ensure confidentiality of the information in relation to the contract.

## PAYMENT OF SERVICES RENDERED

1. LLFC shall pay the Service Provider for the actual services rendered supported by complete documents.
2. The Service Provider may batch the billing based on the completed services.
3. LLFC shall reimburse the Service Provider for the actual fees paid to the Registry of Deeds and/or the Land Transportation Office provided these are supported by Official Receipts. LLFC shall reimburse the Service Provider for the other amounts advanced by the latter in relation to the request of LLFC provided these are supported by Official Receipt and related documents.
4. Billing shall be paid by LLFC within ten (10) banking days upon receipt of complete documents.
5. All taxes payable to the Government arising from the services rendered shall be borne by the Service Provider.

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 July 11, 2025 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
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: 04 July 2025

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

**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 be within one (1) year 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
<b>APPROVED BUDGET:</b>			
	<b>Estimated Quantity</b>	<b>Approved Budget For Service Fee *</b>	
Mortgage Registration with RD	20	P 80,000.00	
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Car Registration Renewal	30	74,000.00	
LTO Transfer of Ownership	10	90,000.00	
<b>TOTAL</b>		<b>P 424,000.00</b>	
<i>Registry of Deeds (RD); Land Transportation Office (LTO)</i> <i>*-excluding RD and LTO fees supported by Official Receipts</i>			
<b>ELIGIBILITY REQUIREMENT UNDER RA 9184</b> 1. PhilGEPS Registration (Red/Platinum) 2. SEC/DTI Registration 3. For Corporation & Partnership a. Articles of Incorporation b. By Laws 4. Valid Business Permit 5. Certificate of Tax Clearance (BIR Form -17.14B) 6. VAT Registration Certificate (BIR Form-2303) (Optional) 7. Notarized Omnibus Sworn Statement 8. Notarized Secretary’s Certificate (For procurement with Contract Agreement)			
<b>MINIMUM QUALIFICATIONS OF BIDDER:</b>  In addition to the eligibility requirement under RA 9184 and its Implementing Rules and Regulations (IRR), the Service Provider must comply with the following criteria:  1. Engage in the processing of transactions with the Registry of Deeds and/or Land Transportation Office (LTO) such as, but not limited to the registration of mortgage, renewal of LTO registration, transfer of vehicle ownership (TVO); 2. Has been in the business offering liaison services with the government agencies for at least a period of five (5) years; 3. Has several clients in the field of banking and financial services; 4. The Bidder must have at least one (1) similar and/or completed contract within the last five (5) years. A similar contract shall refer to any of the services being required under the contract. 5. With financial capability of advancing the RD and/or LTO fees and charges.			
<b>SCOPE OF WORK:</b>  The Service Provider shall handle the requirements of LBP Leasing and			

<p>Finance Corporation (LLFC) or its Client/s for the registration of mortgage, renewal of LTO registration, transfer of vehicle ownership (TVO) and/or other services.</p> <p><b>A. Duties and Obligations of the Service Provider</b></p> <ol style="list-style-type: none"> <li>1. The Service Provider shall deliver to LLFC within the agreed turnaround time the completed job which includes the Original Titles/TCT/CCT indicating the registration of mortgage, the LTO Certificate of Registration (LTO CR) and the LTO Official Receipt (LTO OR) and all the supporting documents.</li> <li>2. The Service Provider warrants to deliver the agreed services and ensures that the job is undertaken by competent, trained and qualified personnel of the Service Provider.</li> <li>3. The Service Provider shall sign the Non-Disclosure Agreement to ensure confidentiality of the information in relation to the contract.</li> </ol>	
<p><b>PAYMENT OF SERVICES RENDERED</b></p> <ol style="list-style-type: none"> <li>1. LLFC shall pay the Service Provider for the actual services rendered supported by complete documents.</li> <li>2. The Service Provider may batch the billing based on the completed services.</li> <li>3. LLFC shall reimburse the Service Provider for the actual fees paid to the Registry of Deeds and/or the Land Transportation Office provided these are supported by Official Receipts. LLFC shall reimburse the Service Provider for the other amounts advanced by the latter in relation to the request of LLFC provided these are supported by Official Receipt and related documents.</li> <li>4. Billing shall be paid by LLFC within ten (10) banking days upon receipt of complete documents.</li> <li>5. All taxes payable to the Government arising from the services rendered shall be borne by the Service Provider.</li> </ol>	
<p><b>Eligibility Requirements (Certified True Copies only) :</b></p>	
<p>1. Valid and Current Year Mayor's Permit</p>	
<p>2. Valid and Current PhilGEPS Registration Number</p>	
<p>3. DTI / SEC Registration (<i>for Partnership / Corporations</i>)</p>	
<p>4. Latest Tax Clearance per E.O. 398, series of 2005</p>	
<p>5. Notarized Secretary's Certificate for proof of authorization</p>	
<p>6. Notarized Omnibus Sworn Statement (Annex C)</p>	

**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.