



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 THE RECERTIFICATION OF LBP LEASING AND FINANCE CORPORATION'S (LLFC) QUALITY MANAGEMENT SYSTEM UNDER ISO 9001:2015 STANDARDS
(LLFC-CAP-25-024)

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.

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| Name of the Project | Procurement of Services for the Recertification of LBP Leasing and Finance Corporation's (LLFC) Quality Management System Under ISO 9001:2015 Standards (LLFC-CAP-25-024) |
| Approved Budget of the Contract (ABC) | Two Hundred Fifty Thousand Pesos (PhP250,000.00) |
| <u>BACKGROUND</u> | |
| On 24 June 2014, the Governance Commission for GOCCs (GCG) issued Memorandum Circular 2013-02, which prescribes the Performance Evaluation System (PES) to government-owned and controlled corporations (GOCC). The PES serves as the basis in the grant of Performance-Based Bonus to employees and Performance-Based Incentives to directors. One of the requirements under the PES is a Performance Scorecard, where one of the targets is the certification of its Quality Management System (QMS) under ISO 9001:2015 Standards. Last 2022, LBP Leasing and Finance Corporation (LLFC) was able to receive recertification of its QMS under ISO 9001:2015 Standards. For the year 2025, one of LLFC's targets is to receive recertification of its QMS under ISO 9001:2015 standard. LLFC needs a third-party service provider to audit and recertify the said QMS and ensure that its ISO 9001:2015 standards are maintained | |
| <u>OBJECTIVES OF THE SURVEY</u> | |
| To have the LBP Leasing and Finance Corporation's (LLFC) Quality Management System recertified to ISO 9001:2015 standards | |
| <u>SCOPE OF WORK AND METHODOLOGY</u> | |
| The scope of work and methodology for the study will be based on the attached Terms of Reference (TOR). | |
| Project Completion | The Certifying Body shall perform and deliver the services for a period of three (3) years from the date of certifying body's conformity to the Notice to Proceed. The Audit Report shall be submitted not later than November 30, 2025 and the issuance of certificate not later than December 15, 2025. |

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.) Original and 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 August 20, 2022 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.) BIR Certificate of Registration (Form 2303)
 - e.) 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 Mr. Jose Emmanuel I. Guerrero at telephone number 8818-2200 loc. 231 or send e-mail to procurement@lbpleasing.com

Date of issue: 13 August 2025

(Sgd)

MS. RIZA M. HERNANDEZ

CHAIRPERSON

BIDS AND AWARDS COMMITTEE



LBP LEASING AND FINANCE CORPORATION

(A LANDBANK SUBSIDIARY)

CLASS C

(Private)
LLC-CSG-FR-135.00



TERMS OF REFERENCE

FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT OF SERVICES OF A THIRD-PARTY SERVICE PROVIDER FOR THE RECERTIFICATION OF ITS QMS TO ISO 9001:2015 STANDARD

| | | |
|----------------------------------|---|-------------------------------------------------------------------------------------------------------------------------|
| PROJECT NAME | : | Recertification of LBP Leasing and Finance Corporation's (LLFC) Quality Management System Under ISO 9001:2015 Standards |
| APPROVED BUDGET FOR THE CONTRACT | : | Two Hundred Fifty Thousand Pesos Only (P250,000.00) |
| BUDGET SOURCE | : | 2025 Corporate Operating Budget (COB) |

I. SUMMARY

LBP Leasing and Finance Corporation (LLFC), a Government-Owned and Controlled Corporation (GOCC) and a subsidiary of Land Bank of the Philippines, (LLFC) is looking for a Third-Party Certifying Body for the Recertification of its Quality Management System (QMS) under ISO 9001:2015 standards.

II. THE OBJECTIVES

LLFC has implemented its QMS under ISO 9001:2015 standards and it needs a third party to audit and certify that said QMS under IEO 9001:2015 standards are maintained.

III. VENUE OF THE AUDIT

LBP Leasing and Finance Corporation
15th Floor, SyCipLaw Center
105 Paseo De Roxas Street
Makati City

Workforce: 72

Number of Shifts: 1 (8:30-5:30)

IV. OBJECTIVES

To have the LBP Leasing and Finance Corporation's (LLFC) Quality Management System recertified to ISO 9001:2015 standards.

V. EXPECTED OUTPUTS

1. Assessment Report
2. Recertification Audit Plan
3. Recertification Audit Conducted
4. Audit Report detailing observations, opportunities for improvement (OFI) and any non-conformity to ISO 9001:2015 standards or on documented procedures;
5. ISO 9001:2015 certificate to LLFC for CY 2025; and
6. Surveillance Audits conducted on the 2nd and 3rd years of recertification.



For "INTERNAL USE" of LBP Leasing and Finance Corporation.

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VI. QUALIFICATIONS OF THE CERTIFYING BODY

1. The certifying body shall provide its company profile highlighting related projects, list of private and government clients, the scope of work, and implementation methodology, Curriculum Vitae of the proposed certification team shall also be submitted.
2. The certifying body should be PhilGEPS registered and duly accredited for ISO 9001:2015 certification activities by a national accreditation body recognized by the Philippine Government such as the Philippine Accreditation Bureau (PAB) under the Department of Industry or any international accreditation body that is a member of International Accreditation forum (IAF)
3. The certifying body shall include in the proposal the audit activities and a procedure for client appeals. If resolutions on good terms for disputes between the agency and the certifying body cannot be made, the agency shall be afforded the right to lodge appeals about the decisions of the audit team thru the accreditation body. Independently from this, the legal path is open to both parties.
4. All information reviewed and recorded by the certifying body audit team would be treated in the strictest confidence at all times;
5. The certifying body shall adhere to the agreed scope of work/deliverables.
6. The certifying body's audit team, shall provide a full report on the operations audited consistently with the content of the approved scope of work/deliverables to the agency at the end of each initial, surveillance and recertification audits unless otherwise agreed by the agency.
7. The certifying body should be accredited for the relevant scope(s) of LLFC. Its audit teams, including surveillance, shall satisfy the following:
 - a. Should consist of qualified auditors to conduct audits;
 - b. Should have team members with actual hand-on experience on the QMS in the government or private agencies;
 - c. Should have team members with technical expertise in leasing and financing business;
 - d. At least one auditor of the initial team should participate in succeeding audits of the three-year audit cycle. For each subsequent audit cycle, different auditors should be assigned.
 - e. Replacement of any team member shall require prior written approval from LLFC.

8. The certifying body's audit team shall abide with the auditing principles, terminologies and guidelines as specified in the ISO 19011:2018 - Guidelines in auditing management systems.

VII. SCOPE OF SERVICES

The certifying body, taking into consideration LLFC's management, core, support and outsourced processes described in LLFC's Business Process Model (Annex C) shall provide the following:

1. Document Review
Initial audit to be conducted for the purpose of assessing the sufficiency and adequacy of documented information as required by ISO 9001:2015 Standard.
2. Recertification Audit
The recertification audit to be conducted for the purpose of validating the compliance of the documented QMS procedures against the requirements that cover the processes/operation of LLFC include the following:
 - a. Preparation and submission of audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards or documented procedures and suggestions on addressing the same; and
 - b. Issuance of ISO 9001:2015 compliance certificate valid for three (3) years upon completion of audit report.
3. Surveillance Audit – Maintenance Audits
The annual surveillance audits for the 2nd and 3rd years of the contract shall be conducted to verify if the established QMS requirements are continuously complied. The certifying body shall:
 - a. Submit report for each surveillance year; and
 - b. Issue a certificate for each surveillance year.

The Recertification Package includes:

- Three (3) Certificates
- One (1) complimentary All-weather Banner (Landscape 6X4 ft)
- Two (2) ISO 9001:2015 Registration Stickers

Note: The winning contractor shall provide miscellaneous expenses covering food, transportation, airfare/travel and accommodation of auditors as part of its financial proposal.

VIII. ENGAGEMENT AND PROJECT DURATION

The Certifying Body shall perform and deliver the services for a period of three (3) years from the date of certifying body's conformity to the Notice to Proceed. The Audit Report shall be submitted not later than November 30, 2025 and the issuance of certificate not later than December 15, 2025.

IX. MODE OF PAYMENT

The payment for the project shall be in accordance with the following accomplishments:

| PARTICULARS | Percentage of Payment |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Year 1: <ul style="list-style-type: none"> • Submission of Assessment Report • Conduct of On-Site Recertification Audit • Submission of Audit Plan and Audit Report • Issuance of Certificate | 50% |
| Year 2 Annual Surveillance Audit <ul style="list-style-type: none"> • Conduct of 1st Surveillance Audit (On-Site Audit) • Audit Planning and Report Preparation | 25% |
| Year 3 Annual Surveillance Audit <ul style="list-style-type: none"> • Conduct of 2nd Surveillance Audit (On-Site Audit) • Audit Planning and Report Preparation | 25% |
| TOTAL | 100% |

X. APPLICATION OF REPUBLIC ACT 9184 AND ITS 2016 RIRR

The provisions of Republic Act 9184 and Its 2016 Revised Implementing Rules and Regulations are deemed incorporated by reference.

XI. DATA PRIVACY ACT

The certifying body is subject to compliance 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 not be later than December 15, 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 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| I. EXPECTED OUTPUTS: a. Assessment Report b. Recertification Audit Plan c. Recertification Audit Conducted d. Audit Report detailing observations, opportunities for improvement (OFI) and any non-conformity to ISO 9001:2015 standards or on documented procedures; e. ISO 9001:2015 certificate to LLFC for CY 2025; and f. Surveillance Audits conducted on the 2nd and 3rd years of recertification. | |
| II. QUALIFICATIONS OF THE CERTIFYING BODY: 1. The certifying body shall provide its company profile highlighting related projects, list of private and government clients, the scope of work, and implementation methodology, Curriculum Vitae of the proposed certification team shall also be submitted. 2. The certifying body should be PhilGEPS registered and duly accredited for ISO 9001:2015 certification activities by a national accreditation body recognized by the Philippine Government such as the Philippine Accreditation Bureau (PAB) under the Department of Industry or any international accreditation body that is a member of International Accreditation forum (IAF) 3. The certifying body shall include in the proposal the audit activities and a procedure for client appeals. If resolutions on good terms for disputes between the agency and the certifying body cannot be made, the agency shall be afforded the right to lodge appeals about the decisions of the audit team thru the accreditation body. Independently from this, the legal path is open to both parties. 4. All information reviewed and recorded by the certifying body audit team would be treated in the strictest confidence at all times; 5. The certifying body shall adhere to the agreed scope of work/deliverables. 6. The certifying body's audit team, shall provide a full report on the operations audited consistently with the content of the approved scope of work/deliverables to the agency at the end of each initial, surveillance and recertification audits unless otherwise agreed by the agency. 7. The certifying body should be accredited for the relevant scope(s) of LLFC. Its audit teams, including surveillance, shall satisfy the following: a. Should consist of qualified auditors to conduct audits; b. Should have team members with actual hand-on experience on the QMS in the government or private agencies; c. Should have team members with technical expertise in leasing and financing business; d. At least one auditor of the initial team should participate in succeeding audits of the three-year audit cycle. For each subsequent audit cycle, different auditors should be assigned. e. Replacement of any team member shall require prior written approval from LLFC. 8. The certifying body's audit team shall abide with the auditing principles, terminologies and guidelines as specified in the ISO 19011:2018 - Guidelines in auditing management systems. | |
| III. SCOPE OF SERVICES: | |

Annex “B”

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| <p>The certifying body, taking into consideration LLFC’s management, core, support and outsourced processes described in LLFC’s Business Process Model (Annex C) shall provide the following:</p> <ol style="list-style-type: none"> 1. Document Review Initial audit to be conducted for the purpose of assessing the sufficiency and adequacy of documented information as required by ISO 9001:2015 Standard. 2. Recertification Audit The recertification audit to be conducted for the purpose of validating the compliance of the documented QMS procedures against the requirements that cover the processes/operation of LLFC include the following: <ol style="list-style-type: none"> a. Preparation and submission of audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards or documented procedures and suggestions on addressing the same; and b. Issuance of ISO 9001:2015 compliance certificate valid for three (3) years upon completion of audit report. 3. Surveillance Audit – Maintenance Audits The annual surveillance audits for the 2nd and 3rd years of the contract shall be conducted to verify if the established QMS requirements are continuously complied. The certifying body shall: <ol style="list-style-type: none"> a. Submit report for each surveillance year; and b. Issue a certificate for each surveillance year. <p>The Recertification Package includes:</p> <ul style="list-style-type: none"> • Three (3) Certificates • One (1) complimentary All-weather Banner (Landscape 6X4 ft) • Two (2) ISO 9001:2015 Registration Stickers <p>Note: The winning contractor shall provide miscellaneous expenses covering food, transportation, airfare/travel and accommodation of auditors as part of its financial proposal.</p> | |
| <p>IV. ENGAGEMENT AND PROJECT DURATION: The Certifying Body shall perform and deliver the services for a period of three (3) years from the date of certifying body’s conformity to the Notice to Proceed. The Audit Report shall be submitted not later than November 30, 2025 and the issuance of certificate not later than December 15, 2025.</p> | |
| <p>Eligibility Requirements (Certified True Copies only) :</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 (for Partnership / Corporations)</p> | |
| <p>4. BIR Certificate of Registration (Form 2303)</p> | |
| <p>5. Latest Tax Clearance per E.O. 398, series of 2005</p> | |
| <p>6. Original and notarized Omnibus Sworn Statement (Annex C)</p> | |
| <p>7. Original and notarized Secretary’s Certificate for proof of authorization</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

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.