



LBP INSURANCE BROKERAGE, INC.

(A SUBSIDIARY OF THE LAND BANK OF THE PHILIPPINES)
12/F SyCip Law Centre Bldg., 105 Paseo De Roxas, Legaspi Village, Makati City 1229



REQUEST FOR QUOTATION

LBP (Land Bank of the Phil.) Insurance Brokerage, Inc. (LIBI) invites all PhilGEPS registered suppliers to participate and submit their quotation for the **PROCUREMENT OF LAPTOP COMPUTER**, subject to the conditions stated in the Terms and Reference (TOR):

NAME OF PROJECT	Procurement of Laptop Computer
REFERENCE NO.	ADMIN-IT-2025-002A
LOCATION / AREA OF DELIVERY	12F SyCipLaw Center, 105 Paseo de Roxas, Legaspi Village, San Lorenzo, Makati City
MODE OF PROCUREMENT	NP-53.9 Small Value Procurement
APPROVED BUDGET FOR THE CONTRACT (ABC)	SEVEN HUNDRED FIFTY THOUSAND PESOS (Php 750,000.00)
DELIVERY PERIOD	30 calendar days
DEADLINE OF SUBMISSION OF QUOTATION/S	MARCH 04, 2025, 10:00 AM

- Please accomplish the following:
 - Reply Slip (Annex "A") together with the supplier's official proposal/quotation
 - Original and notarized Omnibus Sworn Statement (Annex "B")
 - PhilGEPS Registration Number / Certificate
 - DTI/SEC Registration (for Partnership/Corporation)
 - BIR Certificate of Registration (Form 2303)
- Terms of Payment:
 - The price quotation, to be denominated in Philippine Peso, should not exceed the ABC of **SEVEN HUNDRED FIFTY THOUSAND PESOS** inclusive of 12% VAT and all other applicable taxes and charges.
 - The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
 - Payment shall be made within thirty (30) days after the complete delivery of required goods and services, and acceptance thereof by LIBI. LIBI shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.
- All quotations must include all applicable taxes and shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations. Quotations received more than the approved budget shall be automatically rejected. Any amount under this Agreement or Terms of Reference is inclusive of all applicable taxes and charges.
- 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. LIBI may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the purchase order, without prejudice to other courses of action and remedies open to it.
- 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. For verification/validation purposes, the bidder with the lowest calculated quotation shall be subject to post-qualification, and is required to present the original copies of the documentary requirements enumerated in the Reply Slip, as necessary:
 - Valid PhilGEPS Registration Number/Certificate;
 - Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA), whichever is applicable;
 - Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located; and
 - Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR)



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6. The prospective bidder shall be a Filipino citizen/sole proprietorship/partnership/Corporation duly organized under the laws of the Philippines.
7. **LBI reserves the right to reject any or all quotations/bids 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.**
8. For and in consideration of the above services, the winning bidder shall be paid within thirty (30) days after receipt of the billing statement.
9. The duly accomplished and signed **REPLY SLIP**, including the required documents as enumerated therein, **must be submitted in person or through email not later than March 04, 2025 10:00 AM**, to the Administrative Unit – Bids and Awards Committee (BAC) through the following:

Contact persons: Ms. Renalyn P. Caneja, BAC Secretariat
Mr. Melvin D. Barnes, Administrative Officer
Office Address: 12F SyCipLaw Center, 105 Paseo de Roxas, Legaspi Village,
Makati City
Telephone Nos.: +63-02-8840-4108
Email: procurement@lbp-insurance.com it@lbp-insurance.com

Date of issue: February 24, 2025

ATTY. REYNAULD R. VILLAFUERTE
Chairperson
Bids and Award Committee



REPLY SLIP

Name of Supplier	
Address	
Contact Person & Designation	
Contact Number	
Email Address	
Business Registration No.	
Tax Identification No.	
PhilGEPS Registration No.	

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the NP-53.9 Small Value Procurement for the PROCUREMENT OF LAPTOP COMPUTER, I/we quote you on the item at prices noted below:

Item and Description	Quantity	Unit of Measure	Unit Price	Total Price
[Descriptions]				
Delivery Date				
BID PRICE, Pesos:				
Plus 12% VAT:				
TOTAL BID PRICE PHP:				
Total Amount in Words:				
(Php)				

- NOTE:
- 1. Total cost should not exceed ABC.
 - 2. Price quotation is inclusive of 12% VAT and all applicable taxes and charges.

In compliance with the Terms and Conditions, **copies of the Omnibus Sworn Statement (using the prescribed template/format) are enclosed together with the Reply Slip.**

Certified true copies of the following documents are likewise enclosed:	
	1. Valid PhilGEPS Registration Number/Certificate;
	2. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever is applicable;
	3. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located; and
	4. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR)

Signature Over Printed Name of Supplier/ Authorized Representative
Position/Designation:
Contact Number:
Email Address:



TERMS OF REFERENCE (TOR)

NAME OF PROJECT	Procurement of Laptop Computer
REFERENCE NO.	ADMIN-IT-2025-002A
MODE OF PROCUREMENT	NP-53.9 Small Value Procurement
APPROVED BUDGET FOR THE CONTRACT (ABC)	SEVEN HUNDRED FIFTY THOUSAND PESOS (PhP 750,000.00)
DELIVERY PERIOD	30 calendar days

SUMMARY

LBP Insurance Brokerage Inc (LIBI), a government-owned and controlled corporation (GOCC) and subsidiary of Land Bank of the Philippines, is seeking a supplier to provide ten (10) units laptops, including supply, delivery, and installation, as specified in the Terms of Reference (TOR).

OBJECTIVES

LIBI intends to procure ten (10) units laptops to serve as productivity equipment, enabling employees to take control of their work completion, even at home. This will enhance security and ensure employees have the tools to conveniently perform their jobs from anywhere.

BACKGROUND

The Land Bank of the Philippines (LBP) Insurance Brokerage Inc. (LIBI) intends to procure ten (10) units laptops for official use. LIBI prefers laptops for several reasons: they maximize desk space, facilitate easy diagnostics, and provide convenient communication tools for attending workshops, and conferences, and enable a work-from-anywhere environment for all employees and interns.

Specifications	Statement of Compliance
Processor: 13th Generation Intel® Core™ i5 Processor or AMD Equivalent	
Graphic Card: RTX 4050 6GB GDDR6	
Memory: 16GB SODIMM DDR5-4800	
Storage: 1TB SSD M.2 2242 PCIe 4.0X4 NVMe + Extra 1TB 2.5in HDD	
Display: 15.6in FHD 1920x1200), IPS 300nits, Anti-Glare, 100% sRGB, 144Hz	
Camera: 720P with E-shutter	
Standard Port: 3x USB-A 5Gbps, 1x USB-C 10Gbps, 1x HDMI 2.1, 1x headphone, 1x Ethernet RJ-45	
Keyboard: Backlit, with Number Pad - English (US)	
Mouse: 2.4Ghz Wireless, Optical sensor, 1200 DPI	
WLAN: Wi-Fi 6E 2x2 & Bluetooth® 5.2 or above	
Battery: Integrated 60W	
Power Adapter: 170W	
Warranty: 3 Years	
Color: Black, Grey	
Bag: Heavy Duty Bag	

CONTRACT PAYMENT SCHEME

The payment of the contract price shall be made 30 days after acceptance by the client of the deliverables.

OMNIBUS SWORN STATEMENT

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____, of legal age, _____, and residing at _____,
_____, _____, _____,
_____, _____, _____, 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 _____ with office address at _____
of _____
_____, _____, _____,
_____, _____;
[If a partnership, corporation, cooperative, or joint venture:]
I am the duly authorized and designated representative of _____ 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 _____, 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 _____ of the
_____, 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 _____ of the
_____, 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);

3. _____ 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, **by itself or by relation, membership,
association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the
Uniform Guidelines on Blacklisting;**

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. _____ 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 _____ 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;

Name of Bidder

[If a corporation or joint venture:]

None of the officers, directors, and controlling stockholders of _____ 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;

Name of Bidder

7. _____ complies with existing labor laws and standards; and

Name of Bidder

8. _____ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

Name of Bidder

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the _____.

Name of Project

9. _____ 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.

Name of Bidder

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____ of _____
at _____, Philippines.

City

SIGNATURE AND NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]