



## 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 **PROVISION OF ONE (1) UNIT OF PHOTOCOPYING SERVICES**, subject to the conditions stated in the Terms and Reference (TOR):

<b>NAME OF PROJECT</b>	<i>Provision of Photocopying Services</i>
<b>REFERENCE NO.</b>	<i>LIBI-RFQ-2023-039-1P</i>
<b>LOCATION / AREA OF DELIVERY</b>	<i>12F SyCipLaw Center, 105 Paseo de Roxas, Legaspi Village, San Lorenzo, Makati City</i>
<b>MODE OF PROCUREMENT</b>	<i>NP-53.9 - Small Value Procurement</i>
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<i>PhP180,000.00 One Hundred Eighty Thousand Pesos</i>
<b>DELIVERY PERIOD</b>	<i>30 calendar days</i>
<b>DEADLINE OF SUBMISSION OF QUOTATION/S</b>	<i>June 29, 2022, 10:00 AM</i>

1. Please accomplish the following:
  - a. Reply Slip (Annex "A") together with the supplier's official proposal/quotation
  - b. Original and notarized Omnibus Sworn Statement (Annex "B")
  - c. PhilGEPS Registration Number / Certificate
  - d. DTI/SEC Registration (for Partnership/Corporation)
  - e. BIR Certificate of Registration (Form 2303)
2. Terms of Payment:
  - a. The price quotation, to be denominated in Philippine Peso, should not exceed the ABC of **ONE HUNDRED EIGHTY THOUSAND PESOS (PhP180,000.00)** inclusive of 12% VAT and all other applicable taxes and charges.
  - b. The quoted prices shall be considered fixed and not subject to price escalation during contract implementation.
  - c. 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.
3. 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.
4. 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.
5. 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:
  - a. Valid PhilGEPS Registration Number/Certificate;
  - b. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI), or Cooperative Development Authority (CDA), whichever is applicable;
  - c. Valid Mayor's/Business Permit issued by the city or municipality where the



principal place of business of the prospective supplier is located; and  
d. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR)

6. The prospective bidder shall be a Filipino citizen/sole proprietorship/partnership/Corporation duly organized under the laws of the Philippines.
7. **LIBI 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 10:00 AM, June 29, 2023**, 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](mailto:procurement@lbp-insurance.com)

Date of issue: June 30, 2023

**MARIO T. CANLAS**

Chairperson

Bids and Award Committee



# REPLY SLIP

<b>Name of Supplier</b>	
<b>Address</b>	
<b>Contact Person &amp; Designation</b>	
<b>Contact Number</b>	
<b>Email Address</b>	
<b>Business Registration No.</b>	
<b>Tax Identification No.</b>	
<b>PhilGEPS Registration No.</b>	

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 PROVISION OF ONE (1) UNIT OF PHOTOCOPYING SERVICES, I/we quote you on the item at prices noted below:

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

**NOTE:**

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

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

<b>Certified true copies of the following documents are likewise enclosed:</b>	
	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:

Contact Number:

Email Address:

Date:





## TERMS OF REFERENCE (TOR)

<b>NAME OF PROJECT</b>	<i>Provision of Photocopying Services</i>
<b>REFERENCE NO.</b>	<i>LIBI-RFQ-2023-039-1P</i>
<b>MODE OF PROCUREMENT</b>	<i>NP-53.9 - Small Value Procurement</i>
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<i>One Hundred Eighty Thousand Pesos (PhP180,000.00)</i>
<b>DELIVERY PERIOD</b>	<i>30 calendar days</i>

<b>REQUIREMENTS</b>	Statement of Compliance
<p>The company requirement and the minimum specifications of the Machine are as follows:</p> <ul style="list-style-type: none"> <li>● Exclusive Distributor of the brand to be bid (supported by authenticated certificate)</li> <li>● Description: Multi-function print/scan/copy machine</li> <li>● Printhead: LED</li> <li>● Copy/Print: Colour/Monochrome 55 ppm</li> <li>● Scan: Colour/Monochrome 200 ppm</li> <li>● Printing Resolution: 2400x2400 dpi</li> <li>● Paper capacity: 1,000 sheets</li> <li>● Operating System: Windows 7 / 10 / 11</li> <li>● Mobile Supported</li> <li>● Wireless LAN Supported</li> <li>● Scan File format: pdf/jpeg</li> <li>● Network: Enables multiple network interface</li> <li>● Scanning Management: Data management</li> <li>● Trays: 4 layers</li> </ul> <p><b>GENERAL SCOPE OF SERVICES:</b> The Supplier shall provide one (1) unit of multi-function printer machine to LIBI Office.</p> <p><b>PROVISIONS</b></p> <ol style="list-style-type: none"> <li>1. All consumables shall be taken care of by the winning bidder except paper. These consumables shall include the following: a.) Toner/Cartridges, b.) Machine spare parts, c.) Other auxiliary.</li> <li>2. The machine should be able to:               <ol style="list-style-type: none"> <li>a.) Print documents in monochrome and colored format from all computers within the designated network area;</li> <li>b.) Scan documents and save all scanned copies to all computers within the designated network area, and</li> <li>c.) Copy documents</li> </ol> </li> <li>3. Winning bidder shall install, adjust and test the machines at the LIBI premises. LIBI will be responsible for the provision of a suitable operating site and an adequate and safe electrical supply and for any other provisions that may be needed for the proper functioning of the machine.</li> <li>4. Winning bidder shall be responsible for the daily maintenance of all machines, including the inclusion of the relevant insurance system. Winning bidder shall provide the maintenance services with the following terms:               <ol style="list-style-type: none"> <li>a.) Winning bidder will make such regular inspections and adjustments as required to keep the machine in good working order.</li> <li>b.) Service work will be carried out during normal working hours, 8:00AM to 4:00PM on Monday to Saturday.</li> </ol> </li> <li>5. The machine should have a way to check the count of services per page in each machine and should be capable of giving special coding/password thus it should produce reports of services per month and</li> </ol>	

year. To determine the actual numbers of copies made by the machine, as registered in the meter(s) of the machine(s). The LIBI & winning bidder's representative shall in each month on the cut-off date will read the meter reading and enter the said meter to a report duly certified by both parties.

6. The net number of services made by a machine for a specific period is arrived at by deducting from the gross number of services made the number of spoiled services made by the LIBI and/or to the test and/or demonstration services made by the winning bidder.

7. It is the responsibility of the winning bidder to make the preparations of the monthly bill. The bill shall be submitted every 1st week of the month.

8. For repair/downtime, the winning bidder shall provide standby technical support with a response time of two (2) hours during office hours upon confirmation of call for machine problems and other related issues. In case that the technical support personnel declared an inhouse repair, the winning bidder shall replace the said machine within 24 hours from declaration.

9. If a photocopying machine is unserviceable, beyond repair or unreadable, it must automatically be replaced by a fully functioning photocopier that meets the specifications indicated herein within 24 hours for LIBI use.

10. It is understood that under this project/contract, no employee-employer relationship exists between LIBI and the winning bidder.

11. The winning bidder should be ready to deploy additional machines as may be required by LIBI for its other offices and attached agencies, with the same terms and conditions as mentioned above, subject to an additional charge.

12. Multiple Network interfaces move data to networked PCs, Public or private folders.

#### **OTHER TERMS & CONDITIONS**

1. Upon delivery, actual demonstration and familiarization on the features and operation of the photocopying machines shall be conducted by the Supplier for the benefit of the different operator personnel concerned.

2. An instruction manual shall be provided to the IT Personnel, for ready reference.

3. Training for Marketing Service Staff and IT must be conducted.

#### **LEASE PAYMENTS**

1. Duration. The lease is for a period of twelve (12) months, to commence on the date to be indicated in the contract.

2. Rate. The rate per copy shall not exceed One peso (Php1.00) for black and white and Five peso (Php5.00) for colored. There shall be no minimum number of copies to be required per photocopying machine. The lease amount shall be based on actual monthly consumption, covering the total copies produced by all photocopying machines delivered. This amount shall be inclusive of VAT and subject to the applicable withholding tax.

Accounts shall be payable to the Supplier within Thirty (30) working days from receipt of the bills. together with acknowledgment receipt of the consumables, spare parts, and services by LIBI's representative, subject to existing accounting and auditing rules and regulations.

# 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 [Address of Affiant]  
\_\_\_\_\_  
House/Block/Lot No. \_\_\_\_\_ Street \_\_\_\_\_, \_\_\_\_\_ Subdivision/Village \_\_\_\_\_,  
\_\_\_\_\_  
City/Municipality \_\_\_\_\_, \_\_\_\_\_ Province \_\_\_\_\_, 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  
[Address \_\_\_\_\_ of \_\_\_\_\_ Bidder]  
\_\_\_\_\_  
House/Block/Lot No. \_\_\_\_\_ Street \_\_\_\_\_, \_\_\_\_\_ Subdivision/Village \_\_\_\_\_,  
\_\_\_\_\_  
City/Municipality \_\_\_\_\_, \_\_\_\_\_ Province \_\_\_\_\_;

[If a partnership, corporation, cooperative, or joint venture:]

I am the duly authorized and designated representative of \_\_\_\_\_ with office address at  
[Address \_\_\_\_\_ of \_\_\_\_\_ Bidder]  
\_\_\_\_\_  
House/Block/Lot No. \_\_\_\_\_ Street \_\_\_\_\_, \_\_\_\_\_ Subdivision/Village \_\_\_\_\_,  
\_\_\_\_\_  
City/Municipality \_\_\_\_\_, \_\_\_\_\_ Province \_\_\_\_\_;

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  
\_\_\_\_\_  
Name of 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  
\_\_\_\_\_ of the  
\_\_\_\_\_  
Name of 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, w  
;

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;

[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;

- 7. \_\_\_\_\_ complies with existing labor laws and standards; and
- 8. \_\_\_\_\_ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - 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 \_\_\_\_\_.
- 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.
- 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.

\_\_\_\_\_  
SIGNATURE AND NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE

**[Jurat]**

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