



## 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 **STRUCTURED CABLING**, subject to the conditions stated in the Terms and Reference (TOR):

<b>NAME OF PROJECT</b>	<i>Structured Cabling</i>
<b>REFERENCE NO.</b>	<i>LIBI-RFQ-2026-IT18</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>ONE MILLION NINETY-NINE HUNDRED THOUSAND PESOS (PhP1,099,000.00)</i>
<b>DELIVERY PERIOD</b>	<i>30 calendar days</i>
<b>DEADLINE OF SUBMISSION OF QUOTATION/S</b>	<i>APRIL 24, 2026, 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 MILLION NINETY-NINE THOUSAND PESOS** 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 most economically advantageous responsive bid (MEARB), including compliance with the Schedule of Requirements and Eligibility documents. For verification/validation purposes, the bidder with the most economically advantageous responsive bid 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)



## 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



6. The prospective bidder shall be a Filipino citizen/sole proprietorship/partnership/Corporation duly organized under the laws of the Philippines.
7. Pursuant to the Bureau of Internal Revenue Regulation No. 017-2024 dated September 17, 2024, the Supplier shall present their valid and updated Tax Clearance Certificate, prior to the final payment of the contract. FAILURE to present/provide a valid and updated Tax Clearance shall entitle LIBI to suspend the final payment due to the Supplier.
8. Payment shall be proceeded after delivery and upon submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
9. 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.
10. For and in consideration of the above services, the winning bidder shall be paid within thirty (30) days after receipt of the billing statement.
11. 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 APRIL 24, 2026 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](mailto:procurement@lbp-insurance.com) | [it@lbp-insurance.com](mailto:it@lbp-insurance.com)

Date of issue: April 16, 2026

  
**ATTY. REYNAULD R. VILLAFUERTE**  
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 STRUCTURED CABLING, 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:**

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.**

<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/Designation:

Contact Number:

Email Address:



## TERMS OF REFERENCE (TOR)

<b>NAME OF PROJECT</b>	<i>Structured Cabling</i>
<b>REFERENCE NO.</b>	<i>LIBI-RFQ-2026-IT18</i>
<b>MODE OF PROCUREMENT</b>	<i>NP-53.9 Small Value Procurement -</i>
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<i>ONE MILLION NINETY-NINE THOUSAND PESOS (PhP1,099,000.00)</i>
<b>DELIVERY PERIOD</b>	<i>30 calendar days</i>

### 1. PROJECT TITLE

Structured Cabling System Installation for LBP Insurance Brokerage, Inc.

### 2. BACKGROUND

LBP Insurance Brokerage, Inc. requires a reliable and scalable structured cabling system to support its data, voice, and network infrastructure. The installation will ensure proper connectivity, improved network performance, and future expandability within the office premises.

### 3. OBJECTIVES

The objective of this project is to:

- Install a structured cabling system compliant with the standards.
- Provide organized network infrastructure for data, voice, and IT equipment.
- Ensure reliable, secure, and scalable connectivity.
- Improve network performance and simplify maintenance.

### 4. SCOPE OF WORK

Specification	Descriptions	Statement of Compliance
Cabling Structure	<ul style="list-style-type: none"> <li>• Supply and installation of Category 6 (Cat6) or higher LAN cables.</li> <li>• Supply and installation of data outlets / information sockets.</li> <li>• Supply and installation of CAT6 patch panels and rack-mounted cable management.</li> <li>• Proper routing of cables through cable trays, conduits, or trunking.</li> <li>• Labeling of cables and ports according to industry standards (TIA-606)</li> </ul>	
Network Distribution	<ul style="list-style-type: none"> <li>• Termination of cables at patch panels and wall outlets.</li> <li>• Installation of faceplates and keystone jacks.</li> <li>• Installation and dressing of patch cords.</li> </ul>	
Testing	<ul style="list-style-type: none"> <li>• Perform cable testing</li> <li>• Provide test results and certification reports.</li> </ul>	
Documentation	<ul style="list-style-type: none"> <li>• Submit as-built diagrams showing cable routing and outlet locations.</li> <li>• Provide labeling scheme documentation.</li> <li>• Provide test reports and warranty certificates.</li> </ul>	
The contractor shall provide:	<ul style="list-style-type: none"> <li>• Installed structured cabling infrastructure</li> <li>• Cable test and certification reports</li> <li>• As-built network layout drawings</li> <li>• Cable labeling documentation</li> <li>• Warranty documentation minimum of One (1) year.</li> </ul>	
Project Duration	The expected project duration is 90 calendar days from issuance of the Notice to Proceed.	
Acceptance Criteria	The project will be considered complete upon: <ul style="list-style-type: none"> <li>• Successful installation and termination of all cables.</li> <li>• Submission of complete test report.</li> </ul>	



	<ul style="list-style-type: none"> <li>Approval by the project management or IT department.</li> </ul>	
Payment Terms	Payments shall be made based on the following milestones: <ul style="list-style-type: none"> <li>50% – Downpayment</li> <li>40% – Upon completion of installation and termination</li> <li>10% – Upon final testing, acceptance, and issuance of certificate of completion</li> </ul>	
Warranty and Support	The contractor shall provide: <ul style="list-style-type: none"> <li>Minimum 12-month workmanship warranty</li> <li>Replacement of defective components during the warranty period</li> <li>Technical support if issues arise after installation</li> </ul>	

### 5. EVALUATION CRITERIA

#### Using the Most Economically Advantageous Responsive Bid (MEARB)

The evaluation of proposals will be based on Technical Compliance and Financial Proposal. Only bidders who pass the technical evaluation will proceed to financial evaluation.

#### 1. Technical Evaluation (70%)

Criteria	Description	Points
Compliance with Technical Specifications	- Compliance with TOR requirements including cabling standards (Cat6/Cat6A), rack installation, labeling, and testing	60
Quality of Materials and Equipment	- Quality reputation, certifications, and compliance with industry standards	10
Total Technical Score		<b>70</b>

Only bidders who achieve the minimum technical score will proceed to financial evaluation.

#### 2. Financial Evaluation (30%)

Criteria	Description	Points
Cost Proposal	- Total project cost including materials, labor, testing, and documentation	30
Total Financial Score		<b>30</b>

Lowest evaluated financial bid receives the full 30 percent. Other bids will be scored proportionally using the formula:

$$\text{Financial Score} = (\text{Lowest Bid} / \text{Bidder's Price}) \times 30$$

#### 3. Final Evaluation

Component	Weight
Technical Score	70%
Financial Score	30%
Total	100%

The contract will be awarded to the bidder with the highest combined technical and financial score.

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### OMNIBUS SWORN STATEMENT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and with residence at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [Address of Bidder];
- *If 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];
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of [Name of Bidder] with office address at [Address of Bidder];

2. *Select one, delete the others:*

- *If 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 [Project Title] of the [Name of the Procuring Entity][insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative];
- *If 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 [Project Title] of the [Name of the Procuring Entity], as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 [Project Title] of the [Name of the Procuring Entity], as supported by the attached duly notarized Special Power of Attorney for authorized representative;

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; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

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 others:*
  - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.*
  - *In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.*
8. *[Name of Bidder] complies with existing labor laws and standards; and*
9. *[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 *[Project Title]*.
10. *[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.*
11. *In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.*

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Affiant's Signature over Printed Name]*

*[Position/Designation]*

*[Date]*

JURAT

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. \_\_\_\_\_.

WITNESS MY HAND AND SEAL this \_\_\_\_ day of [month] [year].

NAME OF NOTARY PUBLIC

Notarial Commission No. \_\_\_\_\_

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 \_\_\_\_\_.