



**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 PROCUREMENT OF DOOR ACCESS CONTROL SYSTEM**  
(LLFC-CAP-24-003)

**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 Door Access Control System (LLFC-CAP-24-003)</b>
Approved Budget of the Contract (ABC)	<b>Three Hundred Thousand Pesos (Php300,000.00)</b>
<b>BACKGROUND</b>	
LLFC rented additional office space to accommodate its additional personnel requirements and in anticipation of the merger with another entity. As such, there is a need to add security to the two (2) door entrance of the extension office using a door access control system.	
<b>OBJECTIVES</b>	
The objective for the procurement is to acquire and install a door access control system for the 14th floor extension office in order to maximize the security of the new office space.	
<b>SPECIFICATIONS</b>	
<b>Features</b>	
	<ul style="list-style-type: none"> <li>• Biometric devices can be used/configure on the existing Door Access Control System of the Corporation</li> <li>• Existing RFID card of LLFC can be used on the new biometrics devices</li> <li>• In and out logs of the two (2) doors will be captured 24 x 7</li> <li>• In and out logs can be downloaded via USB</li> </ul>
<b>Equipment and Devices</b>	
4 units	Biometric Device F09/ID <ul style="list-style-type: none"> <li>• Built-in Access Control 2.4" TFT LCD color screen</li> <li>• Speaker: voice prompt English</li> <li>• Finger Print 4,000; Log:100,000; card: 10,000</li> <li>• Verification speed (1:1) ≤ 0.5S; Identification speed (1:1) ≤ 1S</li> <li>• Identification: FRR ≤ 0.01%; FAR ≤ 0.001%</li> <li>• Support TCP/IP, RS232/485, USB and wiegand in/output</li> <li>• Power supply: 110/220 VAC-12VDC</li> <li>• Unit Size: 19(L)*7.8(W)*4(H)cm</li> </ul>
2 units	12V DC 5 Amp 1 channel Uninterruptible Power Supply
2 pcs	Rechargeable Back up battery 12v, 7ah
2 pcs	Electromagnetic Lock FA-600P0EN 600lbs; 12VDC, 300mA Red LED indicator, surface mounting type
2 pcs	ZL Bracket Adjustable for 600lbs
2 pcs	U-Bracket for Frameless Glass Door 1200 lbs.
2 pcs	Emergency Break Glass Door EL-EB4G <ul style="list-style-type: none"> <li>• With single pole change over contacts from N/C to N/O</li> <li>• To override electrical locking/release devices in case of emergency</li> <li>• Convenient testing with reset key</li> <li>• Can be surface or flush mounted</li> </ul>

	<ul style="list-style-type: none"> <li>87mmW x 87mm H x 52mm D</li> </ul>
2 pcs	Key Swith (LED) w/ back box
<b>Local Materials</b>	
80 lm	TF Wire #16
80 lm	3.5 mm 2 THHN Wire
30 lgts	20mm PVC pipes
5 pcs	Junction Box
5 pcs	Square Boc
5 pcs	Utility Box
1 pc	Pullbox, 150mm x 150mm x 100
1 lot	Hangers & Supports
1 lot	Miscellaneous and Consumables
<b>Includes</b>	<ul style="list-style-type: none"> <li>Supply of labor for the installation of equipment and devices, roughing-in works, wiring works, programming, testing and commissioning</li> <li>Mobilization Cost including Delivery Charges, Tools and Equipment, Contract Documentation and Project Management</li> <li>To provide schematic diagram as-built</li> <li>Annual Preventive Maintenance</li> <li>Vulnerability assessment for one (1) unit of access door server</li> </ul>
<b>Warranty</b>	<ul style="list-style-type: none"> <li>1 year warranty on delivered products</li> <li>1 year warranty on workmanship</li> </ul>
<b>Delivery Period</b>	<ul style="list-style-type: none"> <li>Seven (7) calendar days upon receipt of the Notice to Proceed / Purchase Order.</li> </ul>

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")

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 February 06, 2024, 04:00P.M.** 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)

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: 01 February 2024

*(Sgd.)*

**MS. RIZA M. HERNANDEZ**

CHAIRPERSON

**BIDS AND AWARDS COMMITTEE**

**TERMS OF REFERENCE  
FOR LBP LEASING AND FINANCE CORPORATION**

<b>PROJECT NAME</b>	:	<b>PROCUREMENT OF DOOR ACCESS CONTROL SYSTEM FOR THE 14<sup>TH</sup> FLOOR EXTENSION OFFICE</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b>	:	<b>Three Hundred Thousand Pesos (P300,000.00) inclusive of all applicable taxes</b>
<b>MODE OF PROCUREMENT</b>	:	<b>Small Value Mode of Procurement</b>

**I. SUMMARY**

LLFC rented additional office space to accommodate its additional personnel requirements and in anticipation of the merger with another entity. Existing security lock of the office space are only manual keys. Therefore there is a need to secure the extension office, to eliminate the use of manual key to lock and unlock the two door entrance.

**II. BACKGROUND**

LLFC rented additional office space to accommodate its additional personnel requirements and in anticipation of the merger with another entity. As such, there is a need to add security to the two (2) door entrance of the extension office using a door access control system.

**III. OBJECTIVES**

The proposed installation of door access control system will help secure the extension office without using the manual keys to lock and unlock the two door entrance. It will help ensure that sufficient security measure of the extension office is in-place.

**IV. SCOPE OF WORK**

<b>Features</b>	
	<ul style="list-style-type: none"> <li>• Biometric devices can be used/configure on the existing Door Access Control System of the Corporation</li> <li>• Existing RFID card of LLFC can be used on the new biometrics devices</li> <li>• In and out logs of the two (2) doors will be captured 24 x 7</li> <li>• In and out logs can be downloaded via USB</li> </ul>
<b>Equipment and Devices</b>	
4 units	Biometric Device F09/ID <ul style="list-style-type: none"> <li>• Built-in Access Control 2.4" TFT LCD color screen</li> <li>• Speaker: voice prompt English</li> <li>• Finger Print 4,000; Log:100,000; card: 10,000</li> <li>• Verification speed (1:1) ≤ 0.5S; Identification speed (1:1) ≤ 1S</li> <li>• Identification: FRR ≤ 0.01%; FAR ≤ 0.001%</li> <li>• Support TCP/IP, RS232/485, USB and wiegand in/output</li> <li>• Power supply: 110/220 VAC-12VDC</li> <li>• Unit Size: 19(L)*7.8(W)*4(H)cm</li> </ul>
2 units	12V DC 5 Amp 1 channel Uninterruptible Power Supply
2 pcs	Rechargeable Back up battery 12v, 7ah
2 pcs	Electromagnetic Lock FA-600P0EN 600lbs; 12VDC, 300mA Red LED indicator, surface mounting type

**TERMS OF REFERENCE  
FOR LBP LEASING AND FINANCE CORPORATION**

2 pcs	ZL Bracket Adjustable for 600lbs
2 pcs	U-Bracket for Frameless Glass Door 1200 lbs.
2 pcs	Emergency Break Glass Door EL-EB4G <ul style="list-style-type: none"> <li>• With single pole change over contacts from N/C to N/O</li> <li>• To override electrical locking/release devices in case of emergency</li> <li>• Convenient testing with reset key</li> <li>• Can be surface or flush mounted</li> <li>• 87mmW x 87mm H x 52mm D</li> </ul>
2 pcs	Key Swith (LED) w/ back box
<b>Local Materials</b>	
80 lm	TF Wire #16
80 lm	3.5 mm 2 THHN Wire
30 lgts	20mm PVC pipes
5 pcs	Junction Box
5 pcs	Square Boc
5 pcs	Utility Box
1 pc	Pullbox, 150mm x 150mm x 100
1 lot	Hangers & Supports
1 lot	Miscellaneous and Consumables
<b>Includes</b>	<ul style="list-style-type: none"> <li>• Supply of labor for the installation of equipment and devices, roughing-in works, wiring works, programming, testing and commissioning</li> <li>• Mobilization Cost including Delivery Charges, Tools and Equipment, Contract Documentation and Project Management</li> <li>• To provide schematic diagram as-built</li> <li>• Annual Preventive Maintenance</li> <li>• Vulnerability assessment for one (1) unit of access door server</li> </ul>
<b>Warranty</b>	<ul style="list-style-type: none"> <li>• 1 year warranty on delivered products</li> <li>• 1 year warranty on workmanship</li> </ul>

**V. DELIVERABLES**

Within 7 calendar days upon receipt of Purchase Order

**VI. CONTRACT PAYMENT SCHEME**

The supplier will be paid within 30 days from the invoice date.

**VII. DATA PRIVACY ACT**

The supplier must comply with the requirement of the Data Privacy Act.

**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 seven (7) calendar days 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
Quantity	Particular	
<b>Features</b>		
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<b>Includes</b>	<ul style="list-style-type: none"> <li>• Supply of labor for the installation of equipment and devices, roughing-in works, wiring works, programming, testing and commissioning</li> </ul>	

**Annex “B”**

	<ul style="list-style-type: none"> <li>• Mobilization Cost including Delivery Charges, Tools and Equipment, Contract Documentation and Project Management</li> <li>• To provide schematic diagram as-built</li> <li>• Annual Preventive Maintenance</li> <li>• Vulnerability assessment for one (1) unit of access door server</li> </ul>	
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<b>Delivery</b>	<ul style="list-style-type: none"> <li>• Seven (7) calendar days upon receipt of the Notice to Proceed / Purchase Order.</li> </ul>	
<b>Eligibility Requirements (Certified True Copies only) :</b>		
1. Valid and Current Year Mayor's Permit		
2. Valid and Current PhilGEPS Registration Number		
3. DTI / SEC Registration (for Partnership / Corporations)		

**I hereby certify to comply and deliver all the above Schedule of Requirements.**

<b>Name of Company /Bidder</b>	<b>Signature over Printed Name of Authorized Representative</b>	<b>Date</b>
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