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

INVITATION TO QUOTE FOR ONE (1) YEAR RENTAL OF FOUR (4) MULTIFUNCTION PRINTERS (LLFC-CAP-26-022)

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 34 of the Implementing Rules and Regulations of the Republic Act No. 12009.

Name of the Project	**One (1) Year Rental of Four (4) Multifunction Printers (LLFC-CAP-26-022)**
Approved Budget of the Contract (ABC)	**Three Hundred Sixty Thousand Pesos (PhP360,000.00)**

BACKGROUND

The service contract of the existing multifunction printers is set to expire in November 2026. To avoid service interruptions and increased operational costs, it is highly recommended to procure printing requirement with services using brand new multifunction printers for at least one (1) year before the existing contract ends.

OBJECTIVES

To acquire multifunction printing services to accommodate the printing requirements of LLFC.

SPECIFICATIONS

Number of units	**Four (4) units** must be the same model of the existing MFP of LLFC.
Location	LLFC Office: 2 units at 15th floor; 2 units at 14th floor
Contract Period	Twelve (12) months staring November 27, 2026
Maintenance Type	Full-service maintenance
Service Conditions	• Includes parts, components and labor during the contract duration • Includes the supply of all original consumables such as toner, developer, drum and other necessary to maintain the machine optimum performance excluding paper. • Includes quarterly preventive maintenance services • Must submit to LLFC print reports /meter reading monthly • With user training • Provision of extra toner for each machine • Replaced and/or unused consumables must be pulled-out every month • 24 x 7 phone call/video support, email support; On-site support during normal office hours
Per click charge	Must not exceed P0.54 VAT inc. – for monochrome on all sizes: P8.50 VAT inc. – for colored on all sizes: No minimum monthly prints/copies required
Warranty	One (1) year
Manufacturer Certification	ISO14001 Standard for Environmental Management systems (EMS) ISO 27001 Information and Security Management System ISO 9001 Quality Management Systems (QMS)
Supplier	Must be an authorized dealer of the brand for five (5) years or over.

Service Level Agreement (SLA)	To conform with LLFC's SLA (Annex 1)

Basic Specifications

Print / Copy Speed:	Up to 55 ppm for both color and monochrome
First Copy Out Time:	3.7 seconds (mono), 5.2 seconds (color)
Print Resolution:	Up to 1,200 × 2,400 dpi
Copy Resolution:	600 × 600 dpi
Memory:	4 GB (maximum)
Hard Disk:	160 GB or larger (approx. 128 GB usable)
Standard Configuration (4-Tray Model):	4 input trays × 500 sheets each = 2,000 sheets., Bypass Tray: 90 sheets
Output Tray Capacity Upper Center:	250 sheets (A4 LEF), Lower Center: 250 sheets (A4 LEF)
Duplex Automatic Document Feeder:	Capacity 130 sheets
Paper Size	
Max:	SRA3 (320 x 450 mm), 12 x 18" (305 x 457 mm), A3 [12 x 19" (305 x 483 mm) when using Bypass Tray]
Min:	A5, Postcard (100 x 148 mm) [89 x 98 mm when using Bypass Tray]
Image loss:	width Lead edge 4.0 mm, Trail edge 2.0 mm, Right/Left Edge 2.0 mm
Paper Weight:	52 to 300 gsm
Paper Tray:	52 to 300 gsm

1. Please accomplish the following:
   a.) Price Quotation Form (Annex "A") together with the supplier's official proposal/quotation and official product brochure
   b.) Statement of Compliance under Schedule of Requirements and Technical Specifications (Annex "B")
   c.) Original and notarized Omnibus Sworn Statement (Annex "C")
   d.) 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 November 19, 2026, 12:00NN** together with the **Certified True Copies** of the following **Eligibility documents**:

   a.) Valid and current year Mayor's Permit or proof of application
   b.) Valid and current PhilGEPS Registration Number
   c.) DTI/SEC Registration (for Partnership/Corporation)
   d.) Latest Tax Clearance per E.O. 398, series of 2005
   e.) BIR Certificate of Registration (Form 2303)
   f.) Latest Income/Business Tax Return for two quarters

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: 09 November 2026

(Sgd.)
ATTY. ED VINCENT A. ALBANO III
CHAIRPERSON
BIDS AND AWARDS COMMITTEE

Annex "A"

Price Quotation Form

Date:

ATTY. ED VINCENT A. ALBANO III
Chairperson, Bids and Awards Committee
LBP Leasing and Finance Corporation (LLFC)
15th Flr., Sycip Law Center, #105 Paseo de Roxas St.,
Makati City

Dear **Atty. Albano**:

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 November 27, 2027.

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"

Annex "B"

Schedule of Requirements and Eligibility Requirements

Bidders must state **"Comply"** in the column "Statement of Compliance" against each of the individual parameters.

Quantity	Requirements	Statement of Compliance
Number of units	**Four (4) units** must be the same model of the existing MFP of LLFC.	
Location	LLFC Office: 2 units at 15th floor; 2 units at 14th floor	
Contract Period	Twelve (12) months staring November 27, 2026	
Maintenance Type	Full-service maintenance	
Service Conditions	• Includes parts, components and labor during the contract duration • Includes the supply of all original consumables such as toner, developer, drum and other necessary to maintain the machine optimum performance excluding paper. • Includes quarterly preventive maintenance services • Must submit to LLFC print reports /meter reading monthly • With user training • Provision of extra toner for each machine • Replaced and/or unused consumables must be pulled-out every month • 24 x 7 phone call/video support, email support; On-site support during normal office hours	
Per click charge	Must not exceed P0.54 VAT inc. – for monochrome on all sizes: P8.50 VAT inc. – for colored on all sizes: No minimum monthly prints/copies required	
Warranty	One (1) year	
Manufacturer Certification	ISO14001 Standard for Environmental Management systems (EMS) ISO 27001 Information and Security Management System ISO 9001 Quality Management Systems (QMS)	
Supplier	Must be an authorized dealer of the brand for five (5) years or over.	
Service Level Agreement (SLA)	To conform with LLFC's SLA (Annex 1)	
Basic Specification		
Print / Copy Speed:	Up to 55 ppm for both color and monochrome	
First Copy Out Time:	3.7 seconds (mono), 5.2 seconds (color)	
Print Resolution:	Up to 1,200 × 2,400 dpi	
Copy Resolution:	600 × 600 dpi	
Memory:	4 GB (maximum)	
Hard Disk:	160 GB or larger (approx. 128 GB usable)	
Standard Configuration (4-Tray Model):	4 input trays × 500 sheets each = 2,000 sheets., Bypass Tray: 90 sheets	
Output Tray Capacity Upper Center:	250 sheets (A4 LEF), Lower Center: 250 sheets (A4 LEF)	
Duplex Automatic Document Feeder:	Capacity 130 sheets	
Paper Size		
Max:	SRA3 (320 x 450 mm), 12 x 18" (305 x 457 mm), A3 [12 x 19" (305 x 483 mm) when using Bypass Tray]	
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Image loss:	width Lead edge 4.0 mm, Trail edge 2.0 mm, Right/Left Edge 2.0 mm	
Paper Weight:	52 to 300 gsm	
Paper Tray:	52 to 300 gsm	
	Eligibility Requirements (Certified True Copies only) :	
	1. Valid and Current Year Mayor's Permit	
	2. Valid and Current PhilGEPS Registration Number	

Annex "B"

	3. DTI / SEC Registration (for Partnership / Corporations)	
	4. Latest Tax Clearance per E.O. 398, series of 2005	
	5. BIR Certificate of Registration (Form 2303)	
	6. Latest Income/Business Tax Return for two quarters	
	7. Certification that the supplier has the following ISO Certifications: a. ISO 9001 b. ISO 14001 c. ISO 27001	
	8. Certification that the supplier is an authorized dealer/seller by the manufacturer for five (5) years or over.	
	9. Notarized Secretary's Certificate for proof of authorization	
	10. Notarized Omnibus Sworn Statement (Annex C)	

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**

Annex "C"

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

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]

Annex "C"

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 _____.