



**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 COMPUTER PERIPHERALS**, subject to the conditions stated in the Terms and Reference (TOR):

<b>NAME OF PROJECT</b>	<i>Procurement of Computer Peripherals</i>
<b>REFERENCE NO.</b>	<i>LIBI-RFQ-2026-IT2</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>FIVE HUNDRED THOUSAND PESOS (PhP500,000.00)</i>
<b>DELIVERY PERIOD</b>	<i>30 calendar days</i>
<b>DEADLINE OF SUBMISSION OF QUOTATION/S</b>	<i>MARCH 20, 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 **FIVE HUNDRED 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 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)



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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. 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 MARCH 20, 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: March 05, 2026

ATTY. REYNAULD R. VILLAFUERTE  
Chairperson  
Bids and Award Committee



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## 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 PROCUREMENT OF COMPUTER PERIPHERALS, 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 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)

<b>NAME OF PROJECT</b>	<i>Procurement of Computer Peripherals</i>
<b>REFERENCE NO.</b>	<i>LIBI-RFQ-2026-IT2</i>
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<b>DELIVERY PERIOD</b>	<i>30 calendar days</i>

### 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 who can supply and deliver to LIBI based on the below technical specifications.

### OBJECTIVES

LIBI intends to procure various IT parts and peripherals to serve as productivity equipment enabling employees to be productive at times of unexpected hardware failure of desktop, laptop, and printer equipment. This will ensure employees have the working equipment and tools to continuously perform their jobs.

### SPECIFICATIONS

Item	Quantity	Unit	Descriptions	Statement of Compliance
1	3	PC/s	Access Point Dual Band, Multi-Gigabit Wired Connections, Boosted Seamless Coverage, AI-Driven Mesh Wi-Fi 6 Seamless Roaming Coverage MU-MIMO OFDMA	
2	3	PC/s	DOT Matrix Printer	
3	5	PC/s	1TB 2.5" SSD Sequential reads 560mbps, Sequentials writes 530mbps, Interface SATA 6 Gbps	
4	5	PC/s	1TB M.2 SSD Sequential reads 560mbps, Sequentials writes 530mbps	
5	4	PC/s	24" Full HD IPS Monitor	
6	30	PC/s	Wired Durable Optical Mouse	
7	30	PC/s	Wired Durable Keyboard with numeric key	
8	1	PC/s	LAN Tone Tracer / Tester (Rechargeable)	
9	5	PC/s	All-in-one Ink Tank Printer	
10	5	PC/s	Color Duplex Document Scanner (35ppm)	
11	1	PC/s	Portable Mini Vacuum Dust Cleaner	
12	3	PC/s	LAN Switch 8 Ports Gigabit	
13	20	PC/s	USB 3.0 LAN Adapter	
14	10	PC/s	USB 3.0 Hub 4 Ports	
15	7	PC/s	Laptop Screen Extender FHD 1080P IPS 15.6	
16	5	PC/s	Printer Data Cable USB Type B to Type A USB 3.0 (2 Meters)	
17	5	PC/s	Maintenance Box for Printer Epson L15150	



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18	5	PC/s	UHD 4K HDMI 2.0 High-Speed Multimedia HDMI Cable (2 Meters)	

## 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 [Address of Affiant]  
*Name of Affiant* *Civil Status* *Nationality*  
\_\_\_\_\_,  
*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 \_\_\_\_\_  
*Name of Bidder* *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 \_\_\_\_\_  
*Name of Bidder* *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 Bidder*  
\_\_\_\_\_,  
*Name of Project*  
\_\_\_\_\_, as shown in the attached duly  
*Name of Procuring Entity*  
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 Bidder*  
\_\_\_\_\_, as shown in the attached  
*Name of Project*  
\_\_\_\_\_,  
*Name of Procuring Entity*

state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, which

3. \_\_\_\_\_ is not "blacklisted" or barred from bidding by the Government of the Philippines or any  
*Name of Bidder*  
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)  
*Name of Bidder*  
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
8. \_\_\_\_\_ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

*Name of Bidder*

*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

\_\_\_\_\_ 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]*