



## 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 ANTIVIRUS LICENSES AND SUPPORT**, subject to the conditions stated in the Terms and Reference (TOR):

<b>NAME OF PROJECT</b>	<i>Procurement of Antivirus Licenses and Support</i>
<b>REFERENCE NO.</b>	<i>LIBI-RFQ-2023-004</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>THREE HUNDRED THOUSAND PESOS (PhP300,000.00)</i>
<b>DELIVERY PERIOD</b>	<i>7 calendar days</i>
<b>DEADLINE OF SUBMISSION OF QUOTATION/S</b>	<i>February 17, 2023, 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 **THREE HUNDRED THOUSAND PESOS (PhP300,000.00)** 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, February 17, 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: February 09, 2023

**MARIO T. CANLAS**

Chairperson

Bids and Award Committee



# REPLY SLIP

Name of Supplier	
Address	
Contact Number	
Email Address	
Business Registration No.	
Tax Identification No.	
PhilGEPS Registration No.	

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the Small Value Procurement (SVP) - Section 53.9 for the PROCUREMENT OF ANTIVIRUS SOFTWARE SOLUTION, 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 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>Procurement of Antivirus Licenses and Support</i>
<b>REFERENCE NO.</b>	<i>LIBI-RFQ-2023-000</i>
<b>MODE OF PROCUREMENT</b>	<i>Small Value Procurement (SVP) - Section 53.9</i>
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<i>THREE HUNDRED THOUSAND PESOS (PhP300,000.00)</i>
<b>DELIVERY PERIOD</b>	<i>7 calendar days</i>

### SUMMARY

LBP Insurance Brokerage Inc (LIBI), a government-owned and controlled corporation (GOCC) and a subsidiary of Land Bank of the Philippines needs a supplier that can supply, deliver, and install the Antivirus Licenses and Support on the Terms of Reference (TOR).

### OBJECTIVES

LIBI intends to procure Antivirus Licenses and Support to protect LIBI Servers, desktop, and laptop from viruses, spyware, malware, Trojans, phishing attacks, spam attacks, as well as any other cyber threats.

### BACKGROUND

The LBP (Land Bank of the Phil.) INSURANCE BROKERAGE, INC. intends to procure Eighty (80) Antivirus License and Support for its official use.

<b>Technical Specifications and Features:</b>	<b>Quantity</b>
<ol style="list-style-type: none"> <li>Comprehensive protection for servers, desktop, and laptop</li> <li>Management Server for centralized deployment</li> <li>Must include the following features: <ul style="list-style-type: none"> <li>- Anti-Virus</li> <li>- Anti-Malware</li> <li>- Anti-Spyware</li> <li>- Anti-Ransomware</li> <li>- Anti-Phishing</li> <li>- Device Control</li> <li>- Heuristic Detection</li> <li>- Risk Analytics</li> <li>- Application control</li> <li>- Application whitelisting</li> <li>- Web control</li> <li>- File Server Protection</li> <li>- Centralized Management Control with GUI</li> <li>- Smart Centralized Scanning</li> <li>- Capable of disabling USB port</li> </ul> </li> </ol>	80 Licenses
<b>Technical Support</b>	
<ul style="list-style-type: none"> <li>- 8x5 Service assistance via email or phone</li> <li>- Security updates and software upgrades within the subscription period</li> <li>- Provide Comprehensive Service Level Agreement</li> <li>- Technical Training on the proper management and best practices on the use of the abovementioned system</li> </ul>	
<b>Vendor Requirements</b>	
<ul style="list-style-type: none"> <li>- Vendor must be a certified partner for the product being offered</li> <li>- Must have completed similar project in the last three (3) years</li> <li>- Joint venture is not allowed</li> </ul>	

### CONTRACT PAYMENT SCHEME

The payment of the contract price shall be made 30 days after acceptance by 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*  
\_\_\_\_\_, \_\_\_\_\_, after having been duly sworn in accordance with law, do hereby depose  
*City/Municipality* *Province*  
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*  
\_\_\_\_\_, 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 Project*  
\_\_\_\_\_, as shown in the attached  
*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, whichever is applicable);  
;

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

*Name of Bidder*

8. \_\_\_\_\_ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

*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

\_\_\_\_\_.

*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 \_\_\_\_\_

*Day*

*Month*

*Year*

at \_\_\_\_\_, Philippines.

*City*

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

**[Jurat]**

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