



**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 RENEWAL OF IP-PABX SYSTEM ANNUAL MAINTENANCE AGREEMENT**  
(LLFC-CAP-24-009)

**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>Renewal of IP-PABX System Annual Maintenance Agreement (LLFC-CAP-24-009)</b>
Approved Budget of the Contract (ABC)	<b>One Hundred Fifty Thousand Pesos and 00/100 (PHP 150,000.00)</b>
<b><u>BACKGROUND</u></b>	
<p>On April 2022 LLFC procured the IP-PABX System and the annual maintenance agreement started a year after. The IP-PABX System is a telephone network used by companies that allows single access number to provide several lines. PABX allows employees within the organization to communicate with each other using extensions. Instead of having separate direct landlines for each. The initial maintenance agreement of the IP-PABX System will expire on April 27, 2024 thus the need to renew for another year to ensure that the IP-PABX System is well maintained and will be addressed immediately by the experts when a system error is encountered.</p>	
<b><u>OBJECTIVES OF THE PROCUREMENT</u></b>	
<p>The objective of this procurement is for LLFC to have access to new software version releases including support for the configuration of the upgrade. Enrolling for the annual maintenance will help provide fast resolution on problems, address unexpected failures on the IP PABX System and rectification of faulty modules to ensure continuous operation of the system.</p>	
<b><u>SCOPE OF WORK</u></b>	
<b>Service Calls</b>	Visit of technical personnel to attend to any reported complaint on the functioning of the system.
<b>Support Calls</b>	Visit of technical personnel for re-configuration, and/or for re-installation of the Operating System and/or firmware, if necessary to restore the hardware or system to its operational condition.
<b>Rectification of Faulty Modules</b>	Includes the repairs/rectification of modules that have gone faulty during normal operation of the system. In order to ensure that there is no interruption in service, temporary replacement of modules is carried out till such time the original module is returned to the system after due rectification. Defective modules that are found to be irreparable shall be returned to LLFC and a quotation for a replacement unit shall be submitted.
<b>Preventive Maintenance</b>	Preventive maintenance includes 4 visits per year of technical personnel to make a routine inspection, as per the standard checklist, on: <ul style="list-style-type: none"> <li>- Check the system's backup power</li> <li>- Visual checking of the system's cooling system</li> <li>- If applicable, ensure that CPU Redundancy is enabled and functioning</li> <li>- Generation and retrieval of the system's database backup</li> <li>- Submit a report based on the PM findings</li> </ul> Preventive maintenance may be performed remotely as dictated by the current circumstance.
<b>Duration</b>	The duration of the contract shall be for 12 months starting from <b>April 27, 2024 to April 26, 2025</b>

<p><b>Coverage</b></p>	<p><b>Hours of Cover</b>                  Maintenance and Support will be provided during normal office hours, from 8:00 AM to 5:00 PM, and from Monday to Friday.                  The following components are covered under MA.</p> <p><b>System</b>                  All modules that are equipped inside the Alcatel-Lucent OXO Connect (Large) cabinet, including the control cards, line termination cards, power supply cards, and any other auxiliary modules, excluding the telephone sets.</p> <p><b>Peripherals</b>                  Rectifier/Charger supplied by the vendor.</p> <p><b>Labor</b>                  Labor charges for all the work, except where defined.</p> <p><b>System Type and Configuration</b>                  Alcatel Lucent OXO Connect Large                  16 APA8 Analog Trunk Access Board                  0 Digital Trunk (ISDN) Interface                  8 Analog Local Interface                  8 Digital Local Interface                  1 Operator Console                  4 AL4635J Voicemail                  2 Integrated Auto Attendant                  0 CCD Application for 10 agents and 1 supervisor                  1 OmniVista 8770 Management Software                  0 Wall Board, 1 x 12 Character, B&amp;W</p>																				
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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 April 05, 2024 12:00NN** 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)
  - d.) Notarized Secretary's Certificate for proof of authorization
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 with 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. 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: 21 March 2024

*(Sgd.)*

**MS. RIZA M. HERNANDEZ**

CHAIRPERSON

**BIDS AND AWARDS COMMITTEE**

**TERMS OF REFERENCE**

**LBP LEASING AND FINANCE CORPORATION**

**ANNEX A**

<b>PROJECT NAME</b>	:	<b>RENEWAL OF IP-PABX SYSTEM ANNUAL MAINTENANCE AGREEMENT</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b>	:	<b>One Hundred Fifty Thousand Pesos (Php 150,000.00) inclusive of all applicable taxes</b>
<b>MODE OF PROCUREMENT</b>	:	<b>Small Value Procurement</b>

**I. BACKGROUND**

On April 2022 LLFC procured the IP-PABX System and the annual maintenance agreement started a year after. The IP-PABX System is a telephone network used by companies that allows single access number to provide several lines. PABX allows employees within the organization to communicate with each other using extensions. Instead of having separate direct landlines for each. The initial maintenance agreement of the IP-PABX System will expire on April 27, 2024 thus the need to renew for another year to ensure that the IP-PABX System is well maintained and will be addressed immediately by the experts when a system error is encountered.

**II. SCOPE OF WORK**

<b>Service Calls</b>	Visit of technical personnel to attend to any reported complaint on the functioning of the system.
<b>Support Calls</b>	Visit of technical personnel for re-configuration, and/or for re-installation of the Operating System and/or firmware, if necessary to restore the hardware or system to its operational condition.
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<b>Preventive Maintenance</b>	Preventive maintenance includes 4 visits per year of technical personnel to make a routine inspection, as per the standard checklist, on: - Check the system's backup power - Visual checking of the system's cooling system - If applicable, ensure that CPU Redundancy is enabled and functioning - Generation and retrieval of the system's database backup - Submit a report based on the PM findings  Preventive maintenance may be performed remotely as dictated by the current circumstance.
<b>Duration</b>	The duration of the contract shall be for 12 months starting from <b>April 27, 2024 to April 26, 2025</b>

**TERMS OF REFERENCE**

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**ANNEX A**

<b>Coverage</b>	<p><b>Hours of Cover</b> Maintenance and Support will be provided during normal office hours, from 8:00 AM to 5:00 PM, and from Monday to Friday. The following components are covered under MA.</p> <p><b>System</b> All modules that are equipped inside the Alcatel-Lucent OXO Connect (Large) cabinet, including the control cards, line termination cards, power supply cards, and any other auxiliary modules, excluding the telephone sets.</p> <p><b>Peripherals</b> Rectifier/Charger supplied by the vendor.</p> <p><b>Labor</b> Labor charges for all the work, except where defined.</p> <p><b>System Type and Configuration</b> Alcatel Lucent OXO Connect Large 16 APA8 Analog Trunk Access Board 0 Digital Trunk (ISDN) Interface 8 Analog Local Interface 8 Digital Local Interface 1 Operator Console 4 AL4635J Voicemail 2 Integrated Auto Attendant 0 CCD Application for 10 agents and 1 supervisor 1 OmniVista 8770 Management Software 0 Wall Board, 1 x 12 Character, B&amp;W</p>																				
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**ANNEX A**

**III. DELIVERABLES**

The contract shall be for 12 months starting from **April 27, 2024 to April 26, 2025**

**IV. CONTRACT PAYMENT SCHEME**

The Annual Maintenance Cost shall be paid within 30 days upon due presentation of the billing.

**V. 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 not later than thirty (30) 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								
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1. Valid and Current Year Mayor's Permit					
2. Valid and Current PhilGEPS Registration Number					
3. DTI / SEC Registration (for Partnership / Corporations)					
4. Notarized Secretary's Certificate for proof of authorization					

**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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