



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/ Fax Number 819-6176

**INVITATION TO QUOTE FOR SUBSCRIPTION RENEWAL OF OFFICE APPS SOFTWARE
(LLFC-CAP-23-005)**

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	Subscription Renewal of Office Apps Software Licenses (LLFC-CAP-23-005)
Approved Budget of the Contract (ABC)	Seven Hundred Fifty Thousand Pesos and 00/100 (PHP 750,000.00)
<u>BACKGROUND</u>	
Since year 2020, LLFC subscribed to the Office Apps software licenses that was acquired thru Small Value Procurement. The subscription to the licenses entails the annual renewal for continuous use and access of the Office Applications. The existing subscription will expire on May 16, 2023.	
<u>OBJECTIVES OF THE PROCUREMENT</u>	
The objective of this procurement is for LLFC to have continuous operation, use, and access to the Office Applications. Getting additional license subscription is also another objective of this procurement.	
<u>SCOPE OF WORK</u>	
<ul style="list-style-type: none"> • Must be the existing Office Application being utilized by the Corporation • 11 units for 1 Year - Renewal of Office Apps Basic • 10 units for 1 Year – Renewal of Office Apps Premium • 70 units for 1 Year – Renewal of Office Apps Standard • 5 units for 1 Year – Additional Office Apps Standard, start date May 16, 2023 • Minimum service inclusion: <ol style="list-style-type: none"> a. To provide fast track benefit program by rendering Office Apps 20.5 hours training for administrator and end-users. b. Service Level Agreement (SLA) – email reactive support for one (1) year, business hours/days excluding holidays, response time within 8 hours, eight (8) reactive support tickets/month (email/call), and with SLA sign-off. • Office Application Features: <ul style="list-style-type: none"> <u>Basic license:</u> <ol style="list-style-type: none"> a. Web and mobile versions of Microsoft 365 apps only b. Chat, call, meet up to 300 attendees c. 1 TB of cloud storage per user d. Business-class email e. Standard security f. Anytime phone and web support <u>Standard license: Everything in Basic license plus:</u> <ol style="list-style-type: none"> g. Desktop versions of Microsoft 365 apps with premium features h. Easily host webinars i. Attendee registration and reporting tools 	

j. Manage customer appointments

Premium license: Everything in Standard license plus:

k. Advanced security

l. Access and data control

m. Cyberthreat protection

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")
- c.) Original and notarized Omnibus Sworn Statement (Annex "C")

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 March 17, 2023 03:00PM** 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.) BIR Certificate of Registration (Form 2303)
 - e.) Latest Income/Business Tax Return for two quarters
 - f.) Notarized Secretary's Certificate for proof of authorization
 - g.) Latest Tax Clearance per E.O. 398, series of 2005 (Optional)
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 818-2200 loc. 231 or send e-mail to jguerrero@lbpleasing.com

Date of issue: 10 March 2023

(Sgd.)

ATTY. MARLA A. BARCENILLA

CHAIRPERSON

BIDS AND AWARDS COMMITTEE

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

ANNEX A

PROJECT NAME	:	SUBSCRIPTION RENEWAL OF OFFICE APPS SOFTWARE LICENSES
APPROVED BUDGET FOR THE CONTRACT	:	Seven Hundred Fifty Thousand Pesos (Php 750,000.00) inclusive of all applicable taxes
MODE OF PROCUREMENT	:	Small Value Procurement

I. SUMMARY

LBP Leasing and Finance Corporation (LLFC) has an existing Office Apps subscription and is due for renewal of subscription and needed an additional subscription in order to continually utilize the commonly used productivity tool for the day-to-day work of LLFC employees.

II. BACKGROUND

Since year 2020 the Corporation subscribed to the Office Apps software licenses and was acquired thru Small Value Procurement. The subscription to the licenses entails the annual renewal for continuous use and access of the Office Applications. The existing subscription will expire on May 16, 2023.

III. OBJECTIVES

For continuous operation, use and access of the Office Applications. Renewal and additional license subscription are already recommended.

IV. SCOPE OF WORK

- Must be the existing Office Application being utilized by the Corporation
- 11 units for 1 Year - Renewal of Office Apps Basic
- 10 units for 1 Year – Renewal of Office Apps Premium
- 70 units for 1 Year – Renewal of Office Apps Standard
- 5 units for 1 Year – Additional Office Apps Standard, start date May 16, 2023
- Minimum service inclusion:
 - a. To provide fast track benefit program by rendering Office Apps 20.5 hours training for administrator and end-users.
 - b. Service Level Agreement (SLA) – email reactive support for one (1) year, business hours/days excluding holidays, response time within 8 hours, eight (8) reactive support tickets/month (email/call), and with SLA sign-off.
- Office Application Features:
 - Basic license:
 - a. Web and mobile versions of Microsoft 365 apps only
 - b. Chat, call, meet up to 300 attendees
 - c. 1 TB of cloud storage per user
 - d. Business-class email
 - e. Standard security
 - f. Anytime phone and web support
 - Standard license: Everything in Basic license plus:
 - g. Desktop versions of Microsoft 365 apps with premium features
 - h. Easily host webinars
 - i. Attendee registration and reporting tools
 - j. Manage customer appointments

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

ANNEX A

Premium license: Everything in Standard license plus:

- k. Advanced security
- l. Access and data control
- m. Cyberthreat protection

V. DELIVERABLES

Renewal and activation date is May 16, 2023

VI. CONTRACT PAYMENT SCHEME

The supplier will be paid within 30 days after receipt of orders and receipt from supplier's invoice date.

VII. DATA PRIVACY ACT

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

Price Quotation Form

Date:

ATTY. MARLA A. BARCENILLA

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. Barcenilla**:

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 ten (10) working 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
• Must be the existing Office Application being utilized by the Corporation	
• 11 units for 1 Year - Renewal of Office Apps Basic	
• 10 units for 1 Year – Renewal of Office Apps Premium	
• 70 units for 1 Year – Renewal of Office Apps Standard	
• 5 units for 1 Year – Additional Office Apps Standard, start date May 16, 2023	
• Minimum service inclusion: <ul style="list-style-type: none"> a. To provide fast track benefit program by rendering Office Apps 20.5 hours training for administrator and end-users. b. Service Level Agreement (SLA) – email reactive support for one (1) year, business hours/days excluding holidays, response time within 8 hours, eight (8) reactive support tickets/month (email/call), and with SLA sign-off. 	
• Office Application Features: <ul style="list-style-type: none"> <u>Basic license:</u> <ul style="list-style-type: none"> a. Web and mobile versions of Microsoft 365 apps only b. Chat, call, meet up to 300 attendees c. 1 TB of cloud storage per user d. Business-class email e. Standard security f. Anytime phone and web support <u>Standard license: Everything in Basic license plus:</u> <ul style="list-style-type: none"> g. Desktop versions of Microsoft 365 apps with premium features h. Easily host webinars i. Attendee registration and reporting tools j. Manage customer appointments <u>Premium license: Everything in Standard license plus:</u> <ul style="list-style-type: none"> k. Advanced security l. Access and data control m. Cyberthreat protection 	
• Renewal and activation date is May 16, 2023	
Eligibility Requirements (Certified True Copies) :	
1. Valid and Current Year Mayor’s Permit	
2. Valid and Current PhilGEPS Registration Number	
3. DTI / SEC Registration (for Partnership / Corporations)	
4. BIR Certificate of Registration (Form 2303)	
5. Latest Income/Business Tax Return for two quarters	
6. Latest Tax Clearance per E.O. 398, series of 2005 (Optional)	
7. Notarized Omnibus Sworn Statement (Annex C)	
8. Notarized Secretary’s Certificate for proof of authorization	

Annex "B"

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

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, 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 *[Name of Bidder]* with office address at *[address of Bidder]*;

If a 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]*;

2. **Select one, delete the other:**

If a 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 *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly 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 *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[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. *[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;
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 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 [Name of Bidder] 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;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] 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;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [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 [Name of the Project].
9. [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.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

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. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

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 _____

* This form will not apply for WB funded projects.