



**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 SUBSCRIPTION RENEWAL OF POWER APPS AND POWER AUTOMATE SOFTWARE LICENSES**  
(LLFC-CAP-23-014)

**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 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of the Project	<b>Subscription Renewal of Power Apps and Power Automate Software Licenses (LLFC-CAP-23-014)</b>
Approved Budget of the Contract (ABC)	<b>One Hundred Fifty Thousand Pesos and 00/100 (PHP 150,000.00)</b>

**BACKGROUND**

In 2022, LLFC purchased ten (10) premium licenses for both Power Apps and Power Automate to access premium connectors. Premium connectors enable us to further enhance the efficiency and security of the existing application, as well as those that are planned to be developed.

**OBJECTIVES OF THE PROCUREMENT**

To align with the company's digitalization objectives, the IT Unit is leveraging the Corporation's existing Power Apps and Power Automate licenses to develop internal applications. Power Apps acts as a low-code application development platform and Power Automate plays a pivotal role as the backend support for Power Apps, ensuring smooth integration with diverse Microsoft and third-party services. To date, the Corporation has developed twelve (12) internal applications that are actively being used.

**SCOPE OF WORK**

Qty	Particular	No. of Months
10	Power Apps Per App Plan (1 app or Portal)	12
10	Power Automate Per User Plan	12
	Renewal date: September 27, 2023	

**Service Level Agreement - SLA**

**SLA - Process**

- An incident or a service request can be submitted by sending an email to Managed Engine Service Portal
- Upon receipt of the support request, the supplier will acknowledge the request.
- Response & periodic update time will be based on the complexity of the job order as indicated in the SLA table.

**SLA – Support and Coverage**

**Basic Support** provides basic email reactive support to clients and the response time depends on the engineer's availability. – FOR 1 YEAR

- Severity Level: Not Applicable

- Modality: Managed Engine Service Portal
- Time frame: Business Hours (8am-5pm) excluding Philippine Holidays, based on the engineer's availability
- Response Time: Within 8 hours, based on the engineer's availability.
- SLA Sign-off
- Scope: L2 and L1 Support only
- **Features:**
  - Limited of 12 reactive support tickets per year (combined for email and/or call)
  - Support starts from project sign-off while the subscription is active maximum up to 1 year.
  - Minimal Support
  - Offering guidance, links, and articles within the technology scope
  - Premium Ticket or Escalation not supported.
  - The customer is entitled to get twelve (12) reactive tickets from the start date of this engagement, free of charge.
  - *In excess of 12 reactive support tickets per year, the customers will be charged per ticket consumption.*
  - Credits are justified via Managed Engine Service Consumption Report
  - Engineers need to assess the deployed environment of the client and formulate an engagement plan for the client.
  - Proactive Remediation and provides recommendation
  - Tickets can be consulted to Microsoft via Advanced Support for Partners (ASfP) if all steps are exhausted

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 September 15, 2023 04:00PM** 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.) 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: 11 September 2023

*(Sgd.)*

**MS. RIZA M. HERNANDEZ**

CHAIRPERSON

**BIDS AND AWARDS COMMITTEE**

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

<b>PROJECT NAME</b>	:	<b>Subscription Renewal of Power Apps And Power Automate Software Licenses</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 Mode of Procurement</b>

**I. SUMMARY**

Power Apps and Power Automate are used to create/develop applications for the corporation. Power Apps is used to create the Frond-end of the application while Power Automate is used to create automation for recurring tasks.

**II. BACKGROUND**

In 2022, LLFC purchased ten (10) premium licenses for both Power Apps and Power Automate to access premium connectors. Premium connectors enable us to further enhance the efficiency and security of the existing application, as well as those that are planned to be developed.

**III. OBJECTIVES**

To align with the company's digitalization objectives, the IT Unit is leveraging the Corporation's existing Power Apps and Power Automate licenses to develop internal applications. Power Apps acts as a low-code application development platform and Power Automate plays a pivotal role as the backend support for Power Apps, ensuring smooth integration with diverse Microsoft and third-party services. To date, the Corporation has developed twelve (12) internal applications that are actively being used.

**IV. SCOPE OF WORK**

Qty	Particular	No. of Months
10	Power Apps Per App Plan (1 app or Portal)	12
10	Power Automate Per User Plan	12
	Renewal date: September 27, 2023	
<b>Service Level Agreement - SLA</b>		
<b>SLA - Process</b>		
<ul style="list-style-type: none"> <li>• An incident or a service request can be submitted by sending an email to Managed Engine Service Portal</li> <li>• Upon receipt of the support request, the supplier will acknowledge the request.</li> <li>• Response &amp; periodic update time will be based on the complexity of the job order as indicated in the SLA table.</li> </ul>		
<b>SLA – Support and Coverage</b>		
<b>Basic Support</b> provides basic email reactive support to clients and the response time depends on the engineer's availability. – FOR 1 YEAR		
<ul style="list-style-type: none"> <li>• Severity Level: Not Applicable</li> <li>• Modality: Managed Engine Service Portal</li> <li>• Time frame: Business Hours (8am-5pm) excluding Philippine Holidays, based on the engineer's availability</li> <li>• Response Time: Within 8 hours, based on the engineer's availability.</li> </ul>		

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

- SLA Sign-off
- Scope: L2 and L1 Support only
- **Features:**
  - Limited of 12 reactive support tickets per year (combined for email and/or call)
  - Support starts from project sign-off while the subscription is active maximum up to 1 year.
  - Minimal Support
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  - Credits are justified via Managed Engine Service Consumption Report
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  - Proactive Remediation and provides recommendation
  - Tickets can be consulted to Microsoft via Advanced Support for Partners (ASfP) if all steps are exhausted

**V. DELIVERABLES**

September 27, 2023 – Renewal date

**VI. CONTRACT PAYMENT SCHEME**

The supplier will be paid 30 days from the invoice date.

**VII. 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 be later than September 27, 2023.

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
QUANTITY	DESCRIPTIONS	
10	Power Apps Per App Plan (1 app or Portal)	
10	Power Automate Per User Plan	
	Renewal date: September 27, 2023	
	With Service Level Agreement based on the Terms of Reference	
<b>Eligibility Requirements (Certified True Copies only) :</b>		
	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.

\_\_\_\_\_  
Name of Company  
/Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Date