



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 ADDITIONAL SUBSCRIPTION OF POWER APPS AND POWER
AUTOMATE SOFTWARE LICENSES
(LLFC-CAP-23-023)**

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	Additional Subscription of Power Apps and Power Automate Software Licenses (LLFC-CAP-23-023)
Approved Budget of the Contract (ABC)	Three Hundred Seventy-Five Thousand Pesos and 00/100 (PHP 375,000.00)

BACKGROUND

September 2022 when the Corporation initially subscribed to 10 units Power Apps and 10 units Power Automate licenses. These licenses supported the internally developed applications and some users to seamlessly access the various Microsoft and Third-party services.

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. To date, the Corporation has developed twelve (12) internal applications that are actively being used. Additional licenses will be used to facilitate the migration of the existing database from SharePoint to Dataverse. This migration will enhance the overall performance of both existing and future applications.

SCOPE OF WORK

Qty	Particular	No. of Months
75	Power Apps Per App Plan (1 app or Portal)	10
10	Power Automate Premium Per User Plan	10
	Covering Period – December 2023 to September 26, 2024	

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. -10 Months

- 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 15th Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before December 06, 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)

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

Date of issue: 30 November 2023

(Sgd.)

MS. RIZA M. HERNANDEZ

CHAIRPERSON

BIDS AND AWARDS COMMITTEE

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

PROJECT NAME	:	Additional Subscription of Power Apps and Power Automate Software Licenses
APPROVED BUDGET FOR THE CONTRACT	:	Three Hundred Seventy Five Thousand Pesos (Php 375,000.00) inclusive of all applicable taxes
MODE OF PROCUREMENT	:	Small Value Mode of Procurement

I. SUMMARY

Power Apps serves as a platform for developing low-code applications and Power Automate functions as backend support for Power Apps..

II. BACKGROUND

September 2022 when the Corporation initially subscribed to 10 units Power Apps and 10 units Power Automate licenses. These licenses supported the internally developed applications and some users to seamlessly access the various Microsoft and Third-party services.

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. To date, the Corporation has developed twelve (12) internal applications that are actively being used. Additional licenses will be used to facilitate the migration of the existing database from SharePoint to Dataverse. This migration will enhance the overall performance of both existing and future applications.

IV. SCOPE OF WORK

Qty	Particular	No. of Months
75	Power Apps Per App Plan (1 app or Portal)	10
10	Power Automate Premium Per User Plan	10
	Covering Period – December 2023 to September 26, 2024	
Service Level Agreement - SLA		
SLA - Process		
<ul style="list-style-type: none"> • 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. -10 Months		
<ul style="list-style-type: none"> • 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 		

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

- **Features:**
 - Limited of 12 reactive support tickets per year (combined for email and/or call)
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 - Proactive Remediation and provides recommendation
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V. DELIVERABLES

Within 15 calendar days

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)
15th 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 December 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	
75	Power Apps Per App Plan (1 app or Portal)	
10	Power Automate Premium Per User Plan	
	Covering Period – December 2023 to September 26, 2024	
	With Service Level Agreement based on the Terms of Reference	
Eligibility Requirements (Certified True Copies only) :		
	1. Valid and Current Year Mayor’s Permit	
	2. Valid and Current PhilGEPS Registration Number	
	3. DTI / SEC Registration (for Partnership / Corporations)	

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
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