



**LBP LEASING AND FINANCE CORPORATION
(A LANDBANK Subsidiary)**

15th Floor Sycip Law Center, 105 Paseo de Roxas Street, Makati City
Telephone Number 8818-2200/ Fax Number 8819-6176

SUPPLEMENTAL / BID BULLETIN NO. LLFC-CAP-26-07-01

Issued pursuant to Section 51.4 of the IRR of R.A. 12009, this Supplemental/Bid Bulletin is issued to modify and/or amend items in the issued Request for Quotation for the **Subscription to Office Apps Software Licenses** identification number **LLFC-CAP-26-007**. This issuance shall be an integral part of the Request for Quotation:

AMENDMENTS TO THE REQUEST FOR QUOTATION

No.	Reference					
1	Request for Quotation ➤ Specifications					
	From			To		
	• Value-added services:			• Value-added services:		
	Service	Description	Supplier Remarks	Service	Description	Supplier Remarks
	Monthly Cloud Consults	Monthly calls to discuss or raise items such as adoption/service issues, license features, etc.		Monthly Cloud Consults	Monthly calls to discuss or raise items such as adoption/service issues, license features, etc.	
	Microsoft Ticket Escalation	Supplier shall be the first level of support is unable to resolve the concern, the supplier will raise tickets directly to Microsoft as an official partner for dedicated support tickets and engineers as needed		Microsoft Ticket Escalation	Supplier shall be the first level of support is unable to resolve the concern, the supplier will raise tickets directly to Microsoft as an official partner for dedicated support tickets and engineers as needed	
	Dedicated Account Manager Support	The supplier will assign to LLFC a dedicated account manager that LLFC can utilize to escalate or raise uses and questions regarding the services, licenses, and any other possible discussions relating to the engagement		Dedicated Account Manager Support	The supplier will assign to LLFC a dedicated account manager that LLFC can utilize to escalate or raise uses and questions regarding the services, licenses, and any other possible discussions relating to the engagement	
	Advisory and Roadmapping Sessions	The supplier can provide consulting services for the Client's evolving business needs to discuss and/or propose additional solutions for items not covered by the scope of this Agreement (via Account Manager)		Advisory and Roadmapping Sessions	The supplier can provide consulting services for the Client's evolving business needs to discuss and/or propose additional solutions for items not covered by the scope of this Agreement (via Account Manager)	
	M365 Adoption and Training Sessions	The supplier will conduct sessions for users to adopt to the licenses provided to the LLFC		M365 Adoption and Training Sessions	The supplier will conduct sessions for users to adopt to the licenses provided to the LLFC	

		Other Services	For any services required by LLFC that fall outside the scope of the Value-Added Services, scoping sessions shall be conducted to define the specific requirements, scope of work, and corresponding man-days necessary for proper service delivery.	Please indicate man-day rates
2	Request for Quotation ➤ Item 1			
	From		To	
	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 May 04, 2026 05:00PM together with the Certified True Copies of the following Eligibility documents:		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 May 05, 2026 05:00PM together with the Certified True Copies of the following Eligibility documents:	

All other portions of the Request for Quotation affected by these amendments shall be made to conform to the same. Amendments/inclusions made herein shall be considered an integral part of the Request for Quotation. For the guidance and information of all concerned.

Issued in Makati City this 29th day of April 2026.

(SGD.)

ATTY. ED VINCENT A. ALBANO III
Chairperson, Bids and Awards Committee