



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 TO DOCUMENT MANAGEMENT SYSTEM AND
CAPTURING SOFTWARE MAINTENANCE AND SUPPORT**
(LLFC-CAP-25-021)

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 to Document Management System and Capturing Software Maintenance and Support (LLFC-CAP-25-021)
Approved Budget of the Contract (ABC)	Three Hundred Fifty Thousand Pesos (PhP350,000.00)
BACKGROUND In December 2016, the Corporation acquired a Document Management System (DMS) to manage and digitize documents. The system works with scanners and capturing software for efficient document conversion and indexing. The DMS subscription expired on June 15, 2025, and support and maintenance for the capturing software is also expired. Renewing both services promptly is necessary to restore full functionality, access stored data, and maintain system integrity.	
OBJECTIVES The objective for this procurement is to renew the licenses for the Document Management System (DMS)	
SPECIFICATIONS	
Specification	
<ul style="list-style-type: none">• Must be the existing cloud-based Document Management System (DMS) software being utilized by the Corporation;	
<ul style="list-style-type: none">• Period coverage June 15, 2025 to June 14, 2026;	
<ul style="list-style-type: none">• One (1) year subscription renewal of the ff.:<ul style="list-style-type: none">a.) Base package: 5 Libraries, 9 Named Users, 1TB Microsoft Azure Storage On-Cloud and Support Service with Software Assurance;b.) One (1) 5-Standard User Packc.) Four (4) Standard Usersd.) Two (2) Libraries	
<ul style="list-style-type: none">• Maintains a high availability with a Service Level Agreement (SLA) of 99.95% per year	
<ul style="list-style-type: none">• Must submit documentation relative to Support Services and Service Level Agreement (SLA)	
<ul style="list-style-type: none">• Must submit documentation relative to Availability, Security and Backup of the SaaS. (Cloud service model used, Data Ownership, High Availability, Business Continuity Plan and Disaster Recovery Plan, Security Practices, ISO Certification)	
<ul style="list-style-type: none">• Must be able to provide detailed information of the SaaS' Availability, Security and Backup once required by government institutions.	
<ul style="list-style-type: none">• Must submit latest datasheet/brochure of the product.	
<ul style="list-style-type: none">• Must be able to support and software maintain the existing Seven (7) licenses capturing software being utilized by the Corporation for One (1) year.	
<ul style="list-style-type: none">• Unlimited number of Support Requests allowed per year.	
<ul style="list-style-type: none">• Online access to the Support Portal which includes product documentation, knowledgebase information and which allows for submission of Support Requests, access to Software downloads, and access to Supplier's user communities.	

<ul style="list-style-type: none"> • Supplier will deliver the support remotely or on-site. Support assistance must be requested via online case submission.
<ul style="list-style-type: none"> • Access to periodic version releases and software patches of the software providing corrections to defects, and, at the discretion of supplier, modifications to the software architecture, design, user experience, functionality or providing new functionality to the software subject to supplier's release strategy and end of life policy.
<ul style="list-style-type: none"> • Notification of any new version releases and software patches for the software, such notification provided by supplier's posting on the Support Portal of the availability of such releases and patches.
<ul style="list-style-type: none"> • Provision of updated documentation for new version releases and software patches as necessary on the Support Portal.
<ul style="list-style-type: none"> • Support for published and released software functionality.
Vendor Requirements
<ul style="list-style-type: none"> • Must have local sales and service office in the Philippines for guaranteed support and services. Must submit office address, contact persons and telephone numbers.
<ul style="list-style-type: none"> • Must be a certified partner of the existing cloud-based Document Management System of the Corporation, must submit Certificate of Partnership from the principal.
<ul style="list-style-type: none"> • Must provide detailed support plan (SLA, escalation procedure and support) applicable for both EDMS and Capturing Software.

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")
- d.) Notarized Secretary's Certificate for proof of authorization

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 July 22, 2025, 05:00PM** together with the **Certified True Copies** of the following **Eligibility documents**:

- a.) Valid and current year Mayor's Permit or proof of application
- b.) Valid and current PhilGEPS Registration Number
- c.) DTI/SEC Registration (for Partnership/Corporation)
- d.) Latest Tax Clearance per E.O. 398, series of 2005
- e.) BIR Certificate of Registration (Form 2303)
- f.) Latest Income/Business Tax Return for two quarters

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 to 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. Terms of 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 Mr. Jose Emmanuel I. Guerrero at telephone number 8818-2200 loc. 231 or send e-mail to procurement@lbpleasing.com

Date of issue: 17 July 2025

(Sgd.)

MS. RIZA M. HERNANDEZ

CHAIRPERSON

BIDS AND AWARDS COMMITTEE

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 June 15, 2025.

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
Specification	
<ul style="list-style-type: none"> Must be the existing cloud-based Document Management System (DMS) software being utilized by the Corporation; 	
<ul style="list-style-type: none"> Period coverage June 15, 2025 to June 14, 2026; 	
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<ul style="list-style-type: none"> Must provide detailed support plan (SLA, escalation procedure and support) applicable for both EDMS and Capturing Software. 	
Eligibility Requirements (Certified True Copies only) :	
1. Valid and Current Year Mayor's Permit or proof of application	
2. Valid and Current PhilGEPS Registration Number	
3. DTI / SEC Registration (for Partnership / Corporations)	
4. Latest Tax Clearance per E.O. 398, series of 2005	

Annex “B”

5. BIR Certificate of Registration (Form 2303)	
6. Latest Income/Business Tax Return for two quarters	
7. Notarized Omnibus Sworn Statement (Annex C)	
8. 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

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.