



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 PROCUREMENT OF SYSTEM CONFIGURATION AND ROLE
MANAGEMENT SUPPORT SERVICES FOR THE EXISTING ERP SYSTEM**
(LLFC-CAP-25-035)

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 34 of the Implementing Rules and Regulations of the Republic Act No. 12009

Name of the Project	Procurement of System Configuration and Role Management Support Services for the Existing ERP System (LLFC-CAP-25-035)
Approved Budget of the Contract (ABC)	Three Hundred Fifty Pesos and 00/100 (PHP 350,000.00)

BACKGROUND

The existing ERP system of LLFC is the core accounting and financial platform that supports daily operations such as transaction processing, reporting, and financial management. Outdated configurations were observed in the user access roles and permissions, which may pose risks to system security, data integrity, and compliance with access control policies. To address these issues, there is a need to engage the services to perform support activities specifically for updating and correcting user access roles in accordance with the approved user access matrix and least-privilege principle.

OBJECTIVES OF THE PROCUREMENT

The Objective of this procurement is to acquire support services for the existing ERP System of LLFC.

SCOPE OF WORK

Role based Access Control Configuration (RBAC) Services

- To enforce principle of least privilege by assigning permissions based on job responsibilities
- To implement Role-Based Security Model, leveraging security roles, duties, and permissions to align with business processes
- To configure access rights according to the user access matrix provided by LLFC covering all nine (9) identified business roles and their respective permission levels
- Ensures compliance with internal policies and industry standards while enhancing overall system security.

The RBAC Security Restructuring shall cover the following:

- Review and Analysis of User Roles
 - Identify and verify existing users
 - Align users to functional business roles based on the approved access matrix
 - Validate licensing and user scope relevance
- Role-Based Permission Set configuration
 - Configure permission sets in existing system based on the approved User Access Matrix
 - Apply permission at the role and user group level
 - Configure company access scope as applicable
- Sandbox Configurations and Testing
 - Utilize a Sandbox/Test environment for configuration and validation
 - Conduct functional testing of workloads per business role.
 - Resolve configuration issues as necessary
- Deployment to Production
 - Export final permission sets and user profiles from Sandbox

- Import an activate permission sets in Production
- Perform post-deployment validation and sign-off
- User Acceptance Testing (UAT)
 - Coordinate UAT sessions with business process owners
 - Document UAT results for formal approval
 - Proceed to Production deployment only after acceptance

Project Duration: Within 45 calendar days/Six (6) Weeks

Change Request Process

The Vendor must give a Change Request Process for the RBAC project, showing how changes to the system will be proposed, checked, approved, and applied. The process should clearly explain each step.

- Submitting change requests through an authorized channel;
- Assessing potential impacts on system functionality, timelines, and costs;
- Obtaining approval from LBP Leasing's authorized representatives prior to execution; and
- Ensuring traceability and documentation of all approved changes.

Service Level Agreement

The Vendor must establish a comprehensive **Service Level Agreement (SLA)** covering system support, issue resolution, and service performance commitments. The SLA shall include:

- Defined service availability targets (e.g., uptime commitments);
- Response and resolution times by incident severity;
- Performance metrics and reporting mechanisms;

Manpower Resource Qualifications

The provider shall assign qualified personnel to ensure all technical and functional requirements are met. Roles may be merged if personnel hold multiple relevant qualifications.

The service provider shall assign qualified personnel with relevant education, experience, and certifications to ensure all technical and functional requirements are met.

Roles may be merged if personnel hold multiple relevant competencies.

- Service Delivery and Project Manager
- ERP Functional Consultant

Vendor Requirements

A. Track Record

The service provider must demonstrate proven experience in the support of enterprise-grade ERP or CRM solutions, with at least three (3) support contracts of similar services completed within the last five (5) years.

To validate this requirement, the provider shall submit supporting documentation for each completed project, such as:

- Client reference and;
- Copy of signed contract, notice of award, or official receipt

B. Organizational Qualification

- The vendor must be an authorized and accredited Cloud Service Provider (Tier 1 or equivalent), duly recognized by a global technology principal or distributor.
- The organization must demonstrate capability to deliver secure, scalable, and compliant enterprise cloud solutions, and maintain active partnership accreditation to ensure access to official licensing, support, and updates.
- The vendor must submit and active Certificate of Partnership from the principal.
- The vendor must be of good standing and has satisfactory performance with respect to its latest completed project with other clients/customers.

DELIVERABLES

Project Duration: Within 45 calendar days/Six (6) Weeks

CONTRACT PAYMENT SCHEME

- 50% - Upon Project Initiation and Provisioning Sandbox Deployment
- 50% - Upon Sign-off of project completion document after completing Production to Deployment

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 November 14, 2025 05:00PM** 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.) 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 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 Mr. Jose Emmanuel I. Guerrero at telephone number 8818-2200 loc. 231 or send e-mail to procurement@lbpleasing.com

Date of issue: 07 November 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 be within forty-five (45) calendar 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
DESCRIPTIONS	
Role based Access Control Configuration (RBAC) Services - To enforce principle of least privilege by assigning permissions based on job responsibilities - To implement Role-Based Security Model, leveraging security roles, duties, and permissions to align with business processes - To configure access rights according to the user access matrix provided by LLFC covering all nine (9) identified business roles and their respective permission levels - Ensures compliance with internal policies and industry standards while enhancing overall system security.	
The RBAC Security Restructuring shall cover the following: - Review and Analysis of User Roles - Identify and verify existing users - Align users to functional business roles based on the approved access matrix - Validate licensing and user scope relevance - Role-Based Permission Set configuration - Configure permission sets in existing system based on the approved User Access Matrix - Apply permission at the role and user group level - Configure company access scope as applicable - Sandbox Configurations and Testing - Utilize a Sandbox/Test environment for configuration and validation - Conduct functional testing of workloads per business role. - Resolve configuration issues as necessary - Deployment to Production - Export final permission sets and user profiles from Sandbox - Import an activate permission sets in Production - Perform post-deployment validation and sign-off - User Acceptance Testing (UAT) - Coordinate UAT sessions with business process owners - Document UAT results for formal approval - Proceed to Production deployment only after acceptance	
Project Duration: Within 45 calendar days/Six (6) Weeks	
Change Request Process The Vendor must give a Change Request Process for the RBAC project, showing how changes to the system will be proposed, checked, approved, and applied. The process should clearly explain each step. - Submitting change requests through an authorized channel; - Assessing potential impacts on system functionality, timelines, and costs; - Obtaining approval from LBP Leasing's authorized representatives prior to execution; and - Ensuring traceability and documentation of all approved changes.	
Service Level Agreement The Vendor must establish a comprehensive Service Level Agreement (SLA) covering system support, issue resolution, and service performance commitments. The SLA shall include: - Defined service availability targets (e.g., uptime commitments); - Response and resolution times by incident severity; - Performance metrics and reporting mechanisms;	
Manpower Resource Qualifications The provider shall assign qualified personnel to ensure all technical and functional requirements are met. Roles may be merged if personnel hold multiple relevant qualifications. The service provider shall assign qualified personnel with relevant education, experience, and certifications to ensure all technical and functional requirements are met. Roles may be merged if personnel hold multiple relevant competencies. - Service Delivery and Project Manager - ERP Functional Consultant	
Vendor Requirements	
Track Record The service provider must demonstrate proven experience in the support of enterprise-grade ERP or CRM solutions, with at least three (3) support contracts of similar services completed within the last five (5) years. To validate this requirement, the provider shall submit supporting documentation for each completed project, such as: - Client reference and; - Copy of signed contract, notice of award, or official receipt	
Organizational Qualification - The vendor must be an authorized and accredited Cloud Service Provider (Tier 1 or equivalent), duly recognized by a global technology principal or distributor. - The organization must demonstrate capability to deliver secure, scalable, and compliant enterprise cloud solutions, and maintain active partnership accreditation to ensure access to official licensing, support, and updates. - The vendor must submit and active Certificate of Partnership from the principal.	

The vendor must be of good standing and has satisfactory performance with respect to its latest completed project with other clients/customers.	
DELIVERABLES Project Duration: Within 45 calendar days/Six (6) Weeks	
CONTRACT PAYMENT SCHEME 50% - Upon Project Initiation and Provisioning Sandbox Deployment 50% - Upon Sign-off of project completion document after completing Production to Deployment	
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	
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.