



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 KOFAX EXPRESS MAINTENANCE AND SUPPORT RENEWAL
(LLFC-CAP-24-021)

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	Kofax Express Maintenance and Support Renewal (LLFC-CAP-24-021)
Approved Budget of the Contract (ABC)	Seventy Thousand Pesos and 00/100 (PHP 70,000.00)
<u>BACKGROUND</u>	
<p>LLFC acquired the Document Management System which includes the Capturing Software as its the capturing software a perpetual license of the Corporation that digitize and automate document capture by converting stacks of paper into electronic actionable and managed content. This helps the end-users to quickly scan, index and export documents to the Document Management System. The Capturing Software's existing maintenance and support will end thus the need to renew for another year to ensure the maintenance of the software in a condition in which it is able to fulfill its intended purpose.</p>	
<u>OBJECTIVES OF THE PROCUREMENT</u>	
<p>The objective of this procurement is for LLFC to renew its maintenance and support for seven (7) units of Kofax Express Capturing Software.</p>	
<u>SCOPE OF WORK</u>	
<ul style="list-style-type: none"> • Must be able to support and maintain the existing Seven (7) licenses capturing software being utilized by the Corporation. • Must also know how to provide support/assistance on the existing Document Management System software being utilized by the Corporation. • 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. • 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. • Provision of updated documentation for new version releases and software patches as necessary on the Support Portal. • Support for published and released software functionality. • Access to supplier support, with engagement within two (2) hours • Supplier software maintenance and support available to two customer named contacts. • Unlimited number of Support Requests allowed per year. • 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. • Supplier will deliver the support remotely or on-site. Support assistance must be requested via online case submission. 	

- Software support and maintenance coverage of twelve (12) months covering period: March 13, 2024 to March 31, 2025;

1. Please accomplish the following:

- a.) Price Quotation Form (Annex "A") together with the supplier's official proposal/quotation proposal/quotation/product brochure (if applicable)
- 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 June 07, 2024 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.) 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.

Date of issue: 03 June 2024

(Sgd.)

MS. RIZA M. HERNANDEZ

CHAIRPERSON

BIDS AND AWARDS COMMITTEE

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

ANNEX A

PROJECT NAME	:	Renewal of Capturing Software Maintenance and Support
APPROVED BUDGET FOR THE CONTRACT	:	Seventy Thousand Pesos (Php 70,000.00) inclusive of all applicable taxes
MODE OF PROCUREMENT	:	Small Value Procurement

I. BACKGROUND

LLFC acquired the Document Management System which includes the Capturing Software as its the capturing software a perpetual license of the Corporation that digitize and automate document capture by converting stacks of paper into electronic actionable and managed content. This helps the end-users to quickly scan, index and export documents to the Document Management System. The Capturing Software's existing maintenance and support will end thus the need to renew for another year to ensure the maintenance of the software in a condition in which it is able to fulfill its intended purpose.

II. SCOPE OF WORK

- Must be able to support and maintain the existing Seven (7) licenses capturing software being utilized by the Corporation.
- Must also know how to provide support/assistance on the existing Document Management System software being utilized by the Corporation.
- 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.
- 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.
- Provision of updated documentation for new version releases and software patches as necessary on the Support Portal.
- Support for published and released software functionality.
- Access to supplier support, with engagement within two (2) hours
- Supplier software maintenance and support available to two customer named contacts.
- Unlimited number of Support Requests allowed per year.
- 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.
- Supplier will deliver the support remotely or on-site. Support assistance must be requested via online case submission.
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**TERMS OF REFERENCE
LBP LEASING AND FINANCE CORPORATION**

ANNEX A

III. DELIVERABLES

Maintenance and support period covered March 13, 2024 to March 31, 2025;

IV. CONTRACT PAYMENT SCHEME

The supplier will be paid within 30 days after receipt of software subscription/licenses.

V. 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 later than fifteen (15) 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
• Must be able to support and maintain the existing Seven (7) licenses.	
• Must also know how to provide support/assistance on the existing Document Management System software being utilized by the Corporation.	
• 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.	
• 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.	
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• Supplier will deliver the support remotely or on-site. Support assistance must be requested via online case submission.	
• Software support and maintenance coverage of twelve (12) months covering period: March 13, 2024 to March 31, 2025.	
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)	
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 Represent

Date