



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 ANNUAL MAINTENANCE PLAN OF MAINTENANCE AGREEMENT FOR MICROSOFT DYNAMICS NAV 2013 AND JET REPORTS

(LLFC-CAP-24-024)

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	Annual Maintenance Plan for Microsoft Dynamics NAV 2013 and Jet Reports (LLFC-CAP-24-024)
Approved Budget of the Contract (ABC)	Five Hundred Fifty Thousand Pesos and 00/100 (PHP 550,000.00)
<p style="text-align: center;"><u>BACKGROUND</u></p> <p>The annual maintenance agreement is part of the business continuity plan of the Corporation to ensure that it has service level agreements from its major suppliers that can be utilized in case of downtime or problem. Microsoft and Jet Reports continue to make improvements on their software thus enrolment to the Business Ready Enhancement Plan (BREP) and Annual Enhancement Program (AEP) will ensure that the Corporation will have access to important updates for the continuous improvement in the system's performance.</p>	
<p style="text-align: center;"><u>OBJECTIVES OF THE PROCUREMENT</u></p> <p>The objective of this procurement is to allow the Corporation to have access to the online knowledge database which will be useful to the end-users in the conduct of research to support the day-to-day operations of the system.</p>	
<p style="text-align: center;"><u>SCOPE OF WORK</u></p> <ul style="list-style-type: none"> • Maintenance Plan of Business Ready Enhancement Plan (BREP), Reports Annual Enhancement Program (AEP) and Philippine Taxation covering the period August 28, 2024 to August 27, 2025. <p>Features and Benefits:</p> <ul style="list-style-type: none"> • Upgrades, updates, product fixes and service packs: provide new products value demonstrated through regularly published product roadmaps and ongoing innovation through major releases; • Timely regulatory releases and hot fixes; assist with compliance to local government laws; • Investment Protection (formerly called Transformational Assurance) which enables movement to the future converged business solution suite, when ready, without having to re-license the functionality you already have today. • Protected List Price: provides predictability so you can budget more accurately for your Enhancement Plan renewal year after year, enabling you to protect your system list price as the basis of future renewals. • Transitions Offering: receive the opportunity to transition from one Microsoft Dynamics License Model, Edition or Product Line to another Microsoft Dynamics License Model, Edition or Product Line that best fits the business needs. Types of transitions include: <ol style="list-style-type: none"> a. License Model Transitions: any move from the Module Based Licensing model to the Business Ready Licensing model, remaining within the same product line. b. Edition Transition Definition: any edition change within the same product line and licensing model. c. Product Line Transition: any move from one product line code base to a different product line code base. • Support Lifecycle Policy: presents clear and predictable support timelines for your solution. You receive development and technical support for a minimum of five years support for all products released in 2005 	

and all future releases. Even if you don't upgrade, you still will receive fixes/regulatory updates on your older version as long as you remain on the Enhancement Plan.

- Access to customer source which is available 24 x 7 on website which contains downloads, documentation, discussion boards, online training, news and events, and;
- Includes unlimited phone and email support from the supplier.

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")

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 17, 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.) BIR Certificate of Registration (Form 2303)
- e.) Latest Income/Business Tax Return for two quarters
- f.) Notarized Secretary's Certificate for proof of authorization
- g.) Latest Tax Clearance per E.O. 398, series of 2005 (Optional)

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: 12 July 2024

(Sgd.)
MS. RIZA M. HERNANDEZ
 CHAIRPERSON
BIDS AND AWARDS COMMITTEE

TERMS OF REFERENCE

ANNEX A

PROJECT NAME	:	Annual Maintenance Plan for Microsoft Dynamics NAV 2013 and Jet Reports
APPROVED BUDGET FOR THE CONTRACT	:	Five Hundred Fifty Thousand Pesos (Php 550,000.00) inclusive of all applicable taxes
MODE OF PROCUREMENT	:	Small Value Procurement

I. SUMMARY

The Corporation acquired Microsoft Dynamics NAV and Jet Reports for its Computerized Accounting and Leasing and Loan System and Reporting Tool. The acquisition of the license entails the annual maintenance plan for Microsoft Dynamics NAV, Jet Reports and Philippine Taxation and the enrollment is set to expire on August 27, 2024.

II. BACKGROUND

The annual maintenance plan is part of the business continuity plan of the Corporation to ensure that it has service level agreements from its major suppliers that can be utilized in case of downtime or problem. Microsoft and Jet Reports continue to make improvements on their software thus enrolment to the Business Ready Enhancement Plan (BREP) and Annual Enhancement Program (AEP) will ensure that the Corporation will have access to important updates for the continuous improvement in the system's performance.

III. OBJECTIVES

The objective of this maintenance plan will allow the Corporation to have access to the online knowledge database which will be useful to the end-users in the conduct of research to support the day to day operations of the system.

IV. SCOPE OF WORK

- Maintenance plan of Business Ready Enhancement Plan (BREP), Reports Annual Enhancement Program (AEP) and Philippine Taxation covering the period August 28, 2024 to August 27, 2025.

Features and Benefits:

- Upgrades, updates, product fixes and service packs: provide new products value demonstrated through regularly published product roadmaps and ongoing innovation through major releases;
- Timely regulatory releases and hot fixes; assist with compliance to local government laws;
- Investment Protection (formerly called Transformational Assurance) which enables movement to the future converged business solution suite, when ready, without having to re-license the functionality you already have today.
- Protected List Price: provides predictability so you can budget more accurately for your Enhancement Plan year after year, enabling you to protect your system list price as the basis of future renewals.
- Transitions Offering: receive the opportunity to transition from one Microsoft Dynamics License Model, Edition or Product Line to another Microsoft Dynamics

TERMS OF REFERENCE

ANNEX A

License Model, Edition or Product Line that best fits the business needs. Types of transitions include:

- License Model Transitions: any move from the Module Based Licensing model to the Business Ready Licensing model, remaining within the same product line.
- Edition Transition Definition: any edition change within the same product line and licensing model.
- Product Line Transition: any move from one product line code base to a different product line code base.
- Support Lifecycle Policy: presents clear and predictable support timelines for your solution. You receive development and technical support for a minimum of five years support for all products released in 2005 and all future releases. Even if you don't upgrade, you still will receive fixes/regulatory updates on your older version as long as you remain on the Enhancement Plan.
- Access to customer source which is available 24 x 7 on website which contains downloads, documentation, discussion boards, online training, news and events, and;
- Includes unlimited phone and email support from the supplier.

V. DELIVERABLES

The contract shall be for 12 months starting from **August 28, 2024 to August 27, 2025**

VI. CONTRACT PAYMENT SCHEME

The Annual Maintenance Cost shall be paid within 30 days upon due presentation of the billing.

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 of services to **LBP Leasing and Finance Corporation** shall be within August 28, 2024 to August 27, 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
a. Maintenance Plan of Business Ready Enhancement Plan (BREP), Reports Annual Enhancement Program (AEP) and Philippine Taxation covering the period August 28, 2024 to August 27, 2025;	
b. Upgrades, updates, product fixes and service packs: provide new products value demonstrated through regularly published product roadmaps and ongoing innovation through major releases;	
c. Timely regulatory releases and hot fixes; assist with compliance to local government laws;	
d. Investment Protection (formerly called Transformational Assurance) which enables movement to the future converged business solution suite, when ready, without having to re-license the functionality you already have today;	
e. Protected List Price: provides predictability so you can budget more accurately for your Enhancement Plan renewal year after year, enabling you to protect your system list price as the basis of future renewals;	
f. Transitions Offering: receive the opportunity to transition from one Microsoft Dynamics License Model, Edition or Product Line to another Microsoft Dynamics License Model, Edition or Product Line that best fits the business needs. Types of transitions include: -License Model Transitions: any move from the Module Based Licensing model to the Business Ready Licensing model, remaining within the same product line. -Edition Transition Definition: any edition change within the same product line and licensing model. -Product Line Transition: any move from one product line code base to a different product line code base.	
g. Support Lifecycle Policy: presents clear and predictable support timelines for your solution. You receive development and technical support for a minimum of five years support for all products released in 2005 and all future releases. Even if you don't upgrade, you still will receive fixes/regulatory updates on your older version as long as you remain on the Enhancement Plan;	
h. Access to customer source which is available 24 x 7 on website which contains downloads, documentation, discussion boards, online training, news and events, and;	
i. Includes unlimited phone and email support from the supplier.	
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)	
4. BIR Certificate of Registration (Form 2303)	
5. Latest Income/Business Tax Return for two quarters	
6. Latest Tax Clearance per E.O. 398, series of 2005 (Optional)	
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.