



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

15<sup>th</sup> 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 MICROSOFT POWER APPS AND POWER  
AUTOMATE SOFTWARE LICENSES**  
(LLFC-CAP-24-027)

**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 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of the Project	<b>Subscription to Microsoft Power Apps and Power Automate Software Licenses (LLFC-CAP-24-027)</b>
Approved Budget of the Contract (ABC)	<b>Five Hundred Thousand Pesos and 00/100 (PHP 500,000.00)</b>

**BACKGROUND**

LBP Leasing and Finance Corporation (LLFC) is using Power Apps and Power Automate software licenses in developing internal applications such as Document Tracking, Call Report, IT Support Request, etc. The existing Power Apps and Power Automate software licenses of LLFC is nearly expired and needs to be renewed.

**OBJECTIVES OF THE PROCUREMENT**

The Objective of this procurement is to ensure that the Power Apps and Power Automate software licenses of LLFC will be renewed.

**SCOPE OF WORK**

Qty	Particular
85	Power Apps Software License
20	Power Automate Software License
	Covering Period – September 27, 2024 to September 26, 2025

- License Period: September 27, 2024 to September 26, 2025
- Includes Service Level Agreement - Basic Support
- Support and Coverage:
  - Modality: Managed Engine Service Portal
  - Time frame: Business Hours (8am-5pm) excluding Philippine Holidays
  - Response Time: Within 8 hours
  - SLA Sign-off required
  - Scope: L2 and L1 Support
- Features:
  - Limited of 12 reactive support tickets per year (combined for email and/or call)
  - ort starts from project sign-off while the subscription is active maximum up to 1 year.
  - Offering guidance, links, and articles within the technology scope
  - Premium Ticket or Escalation not supported.
  - Twelve (12) reactive tickets from the start date of this engagement

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")

Submit in a sealed envelope to LBP Leasing and Finance Corporation office located at 15<sup>th</sup> Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before August 20, 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)
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](mailto:procurement@lbpleasing.com)

Date of issue: 13 August 2024

*(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)  
15<sup>th</sup> 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 September 27, 2024.

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
QUANTITY	DESCRIPTIONS	
85	Power Apps Software License	
20	Power Automate Software License	
	Covering Period – September 27, 2024 to September 26, 2025	
	With Service Level Agreement based on the Terms of Reference: <ul style="list-style-type: none"> <li>➤ License Period: September 27, 2024 to September 26, 2025</li> <li>➤ Includes Service Level Agreement - Basic Support</li> <li>➤ Support and Coverage:                             <ul style="list-style-type: none"> <li>○ Modality: Managed Engine Service Portal</li> <li>○ Time frame: Business Hours (8am-5pm) excluding Philippine Holidays</li> <li>○ Response Time: Within 8 hours</li> <li>○ SLA Sign-off required</li> <li>○ Scope: L2 and L1 Support</li> </ul> </li> <li>➤ Features:                             <ul style="list-style-type: none"> <li>○ Limited of 12 reactive support tickets per year (combined for email and/or call)</li> <li>○ Start starts from project sign-off while the subscription is active maximum up to 1 year.</li> <li>○ Offering guidance, links, and articles within the technology scope</li> <li>○ Premium Ticket or Escalation not supported.</li> <li>○ Twelve (12) reactive tickets from the start date of this engagement</li> </ul> </li> </ul>	
<b>Eligibility Requirements (Certified True Copies only) :</b>		
1. Valid and Current Year Mayor’s Permit		
2. Valid and Current PhilGEPS Registration Number		
3. DTI / SEC Registration (for Partnership / Corporations)		

**I hereby certify to comply and deliver all the above Schedule of Requirements.**

_____ <b>Name of Company /Bidder</b>	_____ <b>Signature over Printed Name of Authorized Representative</b>	_____ <b>Date</b>
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