



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 IP-PABX SYSTEM SUPPORT AND ANNUAL MAINTENANCE
(LLFC-CAP-25-025)

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	Procurement of IP-PABX System Support and Annual Maintenance (LLFC-CAP-25-025)
Approved Budget of the Contract (ABC)	Six Hundred Thousand Pesos and 00/100 (PHP 600,000.00)
<u>BACKGROUND</u>	
On April 2022, LBP Leasing and Finance Corporation (LLFC) acquired its own IP-PABX System. The IP-PABX System is a telephone network used by companies that allows single access number to provide several lines. PABX allows employees within the organization to communicate with each other using extensions. Instead of having separate direct landlines for each. To ensure the continued reliability and optimal performance of the IP-PABX system, it is essential to procure a three-year support and maintenance contract. This guarantees that any system or hardware issues will be promptly addressed by qualified experts, thereby minimizing operational disruptions.	
<u>OBJECTIVES OF THE PROCUREMENT</u>	
The objective of this procurement is for LLFC to have a three-year support and maintenance contract for its IP-PABX System.	
<u>SCOPE OF WORK</u>	
95 units - OXO Connect Software Assurance for 3 Years 8 units - Alcatel Lucent 8770 Start pack additional software licenses up to 10 extensions 1 lot – 8770 Release 5.2 Network Management Center Application Start Pack Base 30 subscribers software license up to 130 users	
Premium Service/Support Calls Unlimited 8 x 5 Next Business Day response time, includes public national holiday (remote) Technical support via web portal, phone, email and on-site engineer support if necessary to attend to any reported complaint on the function of the system, for re-configuration, and/or for re-installation of the Operating System and/or firmware, if necessary to restore the hardware or system to its operational condition and other corrective maintenance.	
Rectification of Faulty Modules Includes the repairs/rectification of modules that have gone faulty during normal operation of the system.	
Preventive Maintenance Preventive maintenance includes 4 visits per year of technical personnel to make a routine inspection, as per the standard checklist, on: - Check the system's backup power - Visual checking of the system's cooling system - If applicable, ensure that CPU Redundancy is enabled and functioning - Generation and retrieval of the system's database backup - Submit a report based on the PM findings - Preventive maintenance may be performed remotely as dictated by the current circumstance.	

Duration

The duration of the contract shall be for 36 months or 3 years.

Coverage**Hours of Cover**

Maintenance and Support will be provided during normal office hours, from 8:30 AM to 5:30 PM, and from Monday to Friday.

The following components are covered under MA.

System

All modules that are equipped inside the Alcatel-Lucent OXO Connect (Large) cabinet, including the control cards, line termination cards, power supply cards, and any other auxiliary modules, excluding the telephone sets.

System Type and Configuration

Alcatel Lucent OXO Connect Large

16 APA8 Analog Trunk Access Board

0 Digital Trunk (ISDN) Interface

8 Analog Local Interface

8 Digital Local Interface

1 Operator Console

4 AL4635J Voicemail

2 Integrated Auto Attendant

0 CCD Application for 10 agents and 1 supervisor

1 OmniVista 8770 Management Software

0 Wall Board, 1 x 12 Character, B&W 0

Response Time

Severity Level	Description	Response Timeframe
Severity 1: Emergency	System is down, causing a critical impact to business operations if service is not restored quickly. This case is processed 24x7	Call back – Hot transfer within 5 hrs
Severity 2: High	System is not down but network or a main business application is severely degraded with a significant impact to business operations.	Call back within 8 hrs
Severity 3: Medium	Network functionality is noticeably impaired, but most business operations continue with medium business impact to customer. Network functionality is noticeably impaired but most business operations can continue. These issues have either medium or low business impact to business operations.	Call back within 1 working day
Severity 4: Low	Network functionality is loosely impaired, or end user requires information or assistance on product capabilities, system installation or configuration. These ordinary issues have very low impact to customer business operations.	Call back within 2 working days

Other Supplier Requirements:

- Bidder must be a certified partner of the existing brand, must submit Certificate of Partnership from the principal.
- Bidder must have local sales and service office in the Philippines for guaranteed support and services.
- Must have certified local engineers to support hardware, configuration and software issues and submit certificate of employment.
- Must provide detailed support plan (SLA, escalation procedure and support with complete contact information)
- Must submit summary of call flow, service exclusions, and damage exclusions.

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 August 18, 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
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: 13 August 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 later than thirty (30) 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
95 units - OXO Connect Software Assurance for 3 Years 8 units - Alcatel Lucent 8770 Start pack additional software licenses up to 10 extensions 1 lot – 8770 Release 5.2 Network Management Center Application Start Pack Base 30 subscribers software license up to 130 users			
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Duration The duration of the contract shall be for 36 months or 3 years.			
Coverage Hours of Cover Maintenance and Support will be provided during normal office hours, from 8:30 AM to 5:30 PM, and from Monday to Friday. The following components are covered under MA. System All modules that are equipped inside the Alcatel-Lucent OXO Connect (Large) cabinet, including the control cards, line termination cards, power supply cards, and any other auxiliary modules, excluding the telephone sets. System Type and Configuration Alcatel Lucent OXO Connect Large 16 APA8 Analog Trunk Access Board 0 Digital Trunk (ISDN) Interface 8 Analog Local Interface 8 Digital Local Interface 1 Operator Console 4 AL4635J Voicemail 2 Integrated Auto Attendant 0 CCD Application for 10 agents and 1 supervisor 1 OmniVista 8770 Management Software 0 Wall Board, 1 x 12 Character, B&W 0			
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Other Supplier Requirements: <ul style="list-style-type: none"> • Bidder must be a certified partner of the existing brand, must submit Certificate of Partnership from the principal. • Bidder must have local sales and service office in the Philippines for guaranteed support and services. • Must have certified local engineers to support hardware, configuration and software issues and submit certificate of employment. • Must provide detailed support plan (SLA, escalation procedure and support with complete contact information) • Must submit summary of call flow, service exclusions, and damage exclusions. 			
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. Notarized Omnibus Sworn Statement (Annex C)			
6. 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.