


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 CLOUD ENVIRONMENT ERP LICENSES AND SUPPORT SERVICES FOR THE EXISTING ERP SYSTEM
 (LLFC-CAP-25-032)

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 Cloud Environment ERP Licenses and Support Services for the Existing ERP System (LLFC-CAP-25-032)
Approved Budget of the Contract (ABC)	Two Million Pesos and 00/100 (PHP 2,000,000.00)

BACKGROUND

The Corporation utilizes on-premise ERP System to support its Computerized Accounting System (CAS) and Leasing and Loan System for several years now. Microsoft launched the “Bridge to the Cloud” promotion to assist organizations in moving to the cloud-based ERP System. While both on-prem and cloud solutions carry annual maintenance or subscription costs, this initiative provides an opportunity to transition to a cloud-first platform without incurring duplicate costs.

OBJECTIVES OF THE PROCUREMENT

The Objective of this procurement is to ensure that the ERP Licenses of LLFC will be updated to the latest standards

SCOPE OF WORK

Deliverables

- Enterprise Resource Planning (ERP) system licenses under a three (3)-year lock-in period for the existing ERP System of the Corporation for fourteen (14) units.
- Has dual rights privileges** allowing access to both the on-premise and cloud ERP environments.
- Inclusive of comprehensive technical support** for the existing on-premise ERP system to ensure continuity of operations.

One-Year Support Services

- Unlimited service support applicable for the existing on-premise ERP System
- All concurrent user licenses of the existing ERP are covered by the support services of the vendor
- Support should be available via email notice for a seamless and responsive experience
- Includes unlimited Jet Report support services

Service Level Agreement

- 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;
- To include/submit Incident Management Scope
- To include/submit Escalation Matrix

- To include/submit Severity SLA Matrix
- To submit/submit Service exclusions/out of scope
- To include/submit Change Request Process

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

Service Delivery Manager

- Must assign a minimum of one (1) Service Delivery Manager to oversee the timely deployment of the project
- Must provide an updated CV for the Service Delivery Manager
- The Service Delivery Manager must have minimum 3 years of prior experience in IT project management for enterprise software deployments

ERP Technical Developer

- Minimum of two (2) years of experience in developing, configuring, and customizing ERP platforms;
- Proficient in workflow automation tools, low-code/no-code platforms, and API-based integrations;
- Working knowledge of modern development frameworks
- Experience in integrating ERP systems with other business applications;
- Professional certification in ERP development (preferred but not required).

ERP Functional Consultants

- At least two (2) years of experience in ERP functional consulting;
- Strong understanding of business processes in finance, leasing, and customer management domains;
- Skilled in requirements gathering, process mapping, and end-user training;
- Ability to translate business needs into functional and technical system requirements;
- Excellent documentation and communication skills;
- Professional certification in ERP functional consulting (preferred but not required).

Other Vendor Eligibility Requirements

- Vendor must be an authorized and accredited Cloud Service Provider of the existing ERP System (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.
- Bidder must have local sales and service office in the Philippines for guaranteed support and services.
- The service provider must demonstrate proven experience in the deployment and support of enterprise-grade ERP or CRM solutions, with at least three (3) successful implementations of financial management modules completed within the last five (5) years.
- Vendor shall submit supporting documentation for each completed project, such as: Client reference and copy of signed contract, notice of award, or official receipt

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 04, 2025 01:00PM** 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: 27 October 2025

(*Sgd.*)

ATTY. ED VINCENT A. ALBANO III

VICE 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 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
DESCRIPTIONS	
Deliverables <ul style="list-style-type: none"> Enterprise Resource Planning (ERP) system licenses under a three (3)-year lock-in period for the existing ERP System of the Corporation for fourteen (14) units. Has dual rights privileges allowing access to both the on-premise and cloud ERP environments. Inclusive of comprehensive technical support for the existing on-premise ERP system to ensure continuity of operations. 	
One-Year Support Services <ul style="list-style-type: none"> Unlimited service support applicable for the existing on-premise ERP System All concurrent user licenses of the existing ERP are covered by the support services of the vendor Support should be available via email notice for a seamless and responsive experience Includes unlimited Jet Report support services 	
Service Level Agreement <ul style="list-style-type: none"> Vendor must establish a comprehensive Service Level Agreement (SLA) covering system support, issue resolution, and service performance commitments. The SLA shall include: <ol style="list-style-type: none"> Defined service availability targets (e.g., uptime commitments); Response and resolution times by incident severity; Performance metrics and reporting mechanisms; To include/submit Incident Management Scope To include/submit Escalation Matrix To include/submit Severity SLA Matrix To submit/submit Service exclusions/out of scope To include/submit Change Request Process 	
Manpower Resource Qualifications - provider shall assign qualified personnel to ensure all technical and functional requirements are met. Roles may be merged if personnel hold multiple relevant qualifications. Service Delivery Manager <ul style="list-style-type: none"> Must assign a minimum of one (1) Service Delivery Manager to oversee the timely deployment of the project Must provide an updated CV for the Service Delivery Manager The Service Delivery Manager must have minimum 3 years of prior experience in IT project management for enterprise software deployments ERP Technical Developer <ul style="list-style-type: none"> Minimum of two (2) years of experience in developing, configuring, and customizing ERP platforms; Proficient in workflow automation tools, low-code/no-code platforms, and API-based integrations; Working knowledge of modern development frameworks Experience in integrating ERP systems with other business applications; Professional certification in ERP development (preferred but not required). ERP Functional Consultants <ul style="list-style-type: none"> At least two (2) years of experience in ERP functional consulting; Strong understanding of business processes in finance, leasing, and customer management domains; Skilled in requirements gathering, process mapping, and end-user training; Ability to translate business needs into functional and technical system requirements; Excellent documentation and communication skills; Professional certification in ERP functional consulting (preferred but not required). Other Vendor Eligibility Requirements <ul style="list-style-type: none"> Vendor must be an authorized and accredited Cloud Service Provider of the existing ERP System (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. Bidder must have local sales and service office in the Philippines for guaranteed support and services. The service provider must demonstrate proven experience in the deployment and support of enterprise-grade ERP or CRM solutions, with at least three (3) successful implementations of financial management modules completed within the last five (5) years. Vendor shall submit supporting documentation for each completed project, such as: Client reference and copy of signed contract, notice of award, or official receipt 	
Delivery Period: Thirty (30) days	
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.