



**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 THE ADOBE ACROBAT PRO LICENSES**  
**(LLFC-CAP-22-016)**

**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	<b>Procurement of Adobe Acrobat Pro Licenses (LLFC-CAP-22-016)</b>
Approved Budget of the Contract (ABC)	<b>One Hundred Thousand Pesos (Php100,000.00)</b>
<b><u>BACKGROUND</u></b>	
Adobe Acrobat is a PDF software solution that can create, organize, protect, manage PDF files into editable document as well as can create fillable forms and can be use for digital signing. This software will help the end-users to edit/manage pdf file with numerous pages.	
<b><u>OBJECTIVES OF THE SURVEY</u></b>	
The objective of this procurement is for the user to have full access to the application's tools such as editing and organizing pages in Adobe's Portable Document Format (PDF).	
<b><u>SCOPE OF WORK AND METHODOLOGY</u></b>	
<b>Quantity: Two ( 2 ) Perpetual Pro Licenses</b>	
<b>Specifications:</b>	
<ul style="list-style-type: none"><li>• Edit PDF text and images with full-page paragraph reflow</li><li>• Turn PDFs into editable Microsoft Word, Excel, or PowerPoint files</li><li>• Insert, delete, and organize pages in a PDF</li><li>• Convert PDFs to JPG, TIFF, or PNG image formats</li><li>• Split a PDF by extracting one or multiple pages</li><li>• Add bookmarks, headers, numbering, and watermarks</li><li>• Permanently remove hidden sensitive information in PDFs</li><li>• Add or edit text and images on your tablet and mobile phone</li><li>• Reorder, delete, or rotate PDF pages on your iOS or Android tablet</li><li>• Redact to permanently remove sensitive visible information in PDFs</li><li>• Add audio, video, and interactive objects to PDFs</li><li>• Add Bates numbering to legal documents</li></ul>	
<b>Share and sign:</b>	
<ul style="list-style-type: none"><li>• Share links of PDFs for viewing, reviewing, and signing</li><li>• Get real-time status and activity notifications for documents sent for viewing, comments, or signature</li><li>• Collect group feedback in one PDF file online with no reviewer login required</li><li>• Add comments to PDFs with a full suite of commenting tools including text editing, highlighter, and sticky notes</li><li>• Collect legally binding e-signatures from others and track responses in real time</li><li>• Work with certificate signatures</li><li>• Fill, sign, and send forms faster using data from your autofill collection on your computer or mobile device</li><li>• Turn paper or Word docs into fillable PDF forms</li><li>• Choose comments and export to Word</li><li>• Mark PDFs with stamps, such as "approved" or "draft"</li><li>• Enhance PDF forms by adding interactivity with JavaScript</li><li>• Automatically optimize PDFs to reduce file size and customize settings</li><li>• Preflight and prepare files for high-end print production</li><li>• Add a logo to brand your agreements and upload existing PDF forms to instantly create web forms</li><li>• Collect e-signatures from anyone that fills out a web form</li><li>• Require password, security certification</li><li>• Advanced e-signature integrations with Microsoft and Box</li></ul>	

- Easily upload existing PDF forms and instantly create web forms
- Use AI/ML to easily convert any document into a web form by automatically adding form and signature fields with the click of a button

#### Interact with PDFs

- View, interact, and comment on PDF content from your computer, mobile device, or web browser
- Store, manage, and share files online with instant access to files across devices
- Track activity across desktop, mobile, and web for documents sent for viewing, reviewing, and signatures
- Access, edit, and store files in your Box, Dropbox, Google Drive, and Microsoft OneDrive accounts
- Be more productive on the latest Windows touch-enabled devices including Surface Pro
- Compare two versions of a PDF to review all differences
- Measure the distance, area, and perimeter of objects in PDFs
- Open PDFs are protected by Microsoft Information Protection solutions, including Azure Information Protection and Microsoft 365.

#### Create PDFs

- Convert documents and images to PDF files
- Create PDFs from any application that prints
- Create, protect, and send PDFs in popular Microsoft 365 apps for Windows
- Combine multiple documents and file types into one PDF file
- Convert web pages to interactive PDFs, complete with links
- Prevent others from copying or editing information in PDFs
- Create a password-protected PDF
- Recognize text in scans, and then preview and correct suspect errors with a side-by-side view
- Automatically fix photos of documents to remove backgrounds and adjust perspective
- Turn Adobe Photoshop (PSD), Illustrator (AI), or InDesign (INDD) files into PDFs from your desktop or mobile device
- Create and export PDFs on your mobile device
- Turn scanned paper documents into instantly searchable and editable PDFs with fonts that match the original
- Use one-click creation of rich PDFs and other Acrobat features within Microsoft 365 2016 for Mac
- Prepare PDFs consistently with guided actions
- Convert and validate PDFs for compliance with ISO standards like PDF/A and PDF/X
- Create technical PDFs in Microsoft Project, Visio, or Autodesk AutoCAD
- Create and validate PDFs to meet accessibility standards for people with disabilities

#### Delivery Period

15 Working days.

#### 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 15<sup>th</sup> Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before September 16, 2022 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.) BIR Certificate of Registration (Form 2303)
- e.) Latest Income/Business Tax Return for two quarters
- f.) 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 to 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. Terms of 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.
8. For the winning supplier: The obligation for warranty shall be covered by either retention money equivalent to 1% of payment or a special bank guarantee equivalent to 1% of the total contract price. The amount shall be released after three (3) months (Section 62 of the 2016 Revised IRR of RA 9184).

For further information, please visit LBP Leasing and Finance Corporation office or contact the BAC Secretariat Ms. Jose Emmanuel I. Guerrero at telephone number 818-2200 loc. 218 or send e-mail to [jiguerrero@lbpleasing.com](mailto:jiguerrero@lbpleasing.com)

Date of issue: 12 September 2022

*(Sgd)*  
**ATTY. MARLA A. BARCENILLA**  
CHAIRPERSON  
**BIDS AND AWARDS COMMITTEE**

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

<b>PROJECT NAME</b>	<b>:</b>	<b>Procurement of Adobe Acrobat Pro Licenses</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b>	<b>:</b>	<b>Eighty Thousand Pesos (Php 100,000.00) inclusive of all applicable taxes</b>
<b>MODE OF PROCUREMENT</b>	<b>:</b>	<b>Small Value Mode of Procurement</b>

**I. SUMMARY**

The Corporation does not have an existing license for PDF file editor due to this, installed PDF application can only have limited access for free users.

**II. BACKGROUND**

Adobe Acrobat is a PDF software solution that can create, organize, protect, manage PDF files into editable document as well as can create fillable forms and can be use for digital signing. This software will help the end-users to edit/manage pdf file with numerous pages.

**III. OBJECTIVES**

The objective of this procurement is for the user to have full access to the application's tools such as editing and organizing pages in Adobe's Portable Document Format (PDF).

**IV. SCOPE OF WORK**

<b>Quantity: Two ( 2 ) Perpetual Pro Licenses</b>
<b>Specifications:</b>
<ul style="list-style-type: none"> <li>• Edit PDF text and images with full-page paragraph reflow</li> <li>• Turn PDFs into editable Microsoft Word, Excel, or PowerPoint files</li> <li>• Insert, delete, and organize pages in a PDF</li> <li>• Convert PDFs to JPG, TIFF, or PNG image formats</li> <li>• Split a PDF by extracting one or multiple pages</li> <li>• Add bookmarks, headers, numbering, and watermarks</li> <li>• Permanently remove hidden sensitive information in PDFs</li> <li>• Add or edit text and images on your tablet and mobile phone</li> <li>• Reorder, delete, or rotate PDF pages on your iOS or Android tablet</li> <li>• Redact to permanently remove sensitive visible information in PDFs</li> <li>• Add audio, video, and interactive objects to PDFs</li> <li>• Add Bates numbering to legal documents</li> </ul>
<b>Share and sign</b>
<ul style="list-style-type: none"> <li>• Share links of PDFs for viewing, reviewing, and signing</li> <li>• Get real-time status and activity notifications for documents sent for viewing, comments, or signature</li> <li>• Collect group feedback in one PDF file online with no reviewer login required</li> <li>• Add comments to PDFs with a full suite of commenting tools including text editing, highlighter, and sticky notes</li> <li>• Collect legally binding e-signatures from others and track responses in real time</li> <li>• Work with certificate signatures</li> <li>• Fill, sign, and send forms faster using data from your autofill collection on your computer or mobile device</li> <li>• Turn paper or Word docs into fillable PDF forms</li> <li>• Choose comments and export to Word</li> <li>• Mark PDFs with stamps, such as "approved" or "draft"</li> <li>• Enhance PDF forms by adding interactivity with JavaScript</li> <li>• Automatically optimize PDFs to reduce file size and customize settings</li> <li>• Preflight and prepare files for high-end print production</li> <li>• Add a logo to brand your agreements and upload existing PDF forms to instantly create web forms</li> <li>• Collect e-signatures from anyone that fills out a web form</li> <li>• Require password, security certification</li> </ul>

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

- Advanced e-signature integrations with Microsoft and Box
- Easily upload existing PDF forms and instantly create web forms
- Use AI/ML to easily convert any document into a web form by automatically adding form and signature fields with the click of a button.

### **Interact with PDFs**

- View, interact, and comment on PDF content from your computer, mobile device, or web browser
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- Track activity across desktop, mobile, and web for documents sent for viewing, reviewing, and signatures
- Access, edit, and store files in your Box, Dropbox, Google Drive, and Microsoft OneDrive accounts
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- Compare two versions of a PDF to review all differences
- Measure the distance, area, and perimeter of objects in PDFs
- Open PDFs are protected by Microsoft Information Protection solutions, including Azure Information Protection and Microsoft 365.

### **Create PDFs**

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- Create PDFs from any application that prints
- Create, protect, and send PDFs in popular Microsoft 365 apps for Windows
- Combine multiple documents and file types into one PDF file
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#### **V. DELIVERABLES**

Perpetual Licenses shall be delivered after receipt of the Purchase Order within Fifteen (15) working days

#### **VI. CONTRACT PAYMENT SCHEME**

The supplier will be paid within 30 days after receipt of Perpetual Licenses.

#### **VII. DATA PRIVACY ACT**

The supplier must comply with the requirement of the Data Privacy Act.

**Price Quotation Form**

Date:

**ATTY. MARLA A. BARCENILLA**

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 **Atty. Barcenilla**:

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
<b>Quantity: Two (2) Perpetual Pro Licenses</b>	
<b>Specifications:</b>	
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## Annex “B”

<ul style="list-style-type: none"> <li>• Open PDFs are protected by Microsoft Information Protection solutions, including Azure Information Protection and Microsoft 365.</li> </ul>	
<b>Create PDFs</b>	
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Delivery Period: 15 working days	
<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)	
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)	

**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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## Omnibus Sworn Statement

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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.