



**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 ANNUAL RENEWAL OF MAINTENANCE AGREEMENT FOR  
MICROSOFT DYNAMICS NAV 2013 AND JET REPORTS**  
(LLFC-CAP-23-012)

**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>Annual Renewal of Maintenance Agreement for Microsoft Dynamics NAV 2013 and Jet Reports (LLFC-CAP-23-012)</b>
Approved Budget of the Contract (ABC)	<b>Five Hundred Thousand Pesos and 00/100 (PHP 500,000.00)</b>

**BACKGROUND**

The renewal of 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.

**OBJECTIVES OF THE PROCUREMENT**

The objective of this renewal 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.

**SCOPE OF WORK**

- Renewal of Business Ready Enhancement Plan (BREP), Reports Annual Enhancement Program (AEP) and Philippine Taxation covering the period August 27, 2023 to August 26, 2024.

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 renewal year after year, enabling you to protect your system list price as the basis of future renewals.
- 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")

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 15, 2023 04:00PM** 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.) Notarized Secretary's Certificate for proof of authorization
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: 10 August 2023

*(Sgd.)*

**MS. RIZA M. HERNANDEZ**

CHAIRPERSON

**BIDS AND AWARDS COMMITTEE**

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

<b>PROJECT NAME</b>	:	<b>Annual Renewal of Maintenance Agreement for Microsoft Dynamics NAV 2013 and Jet Reports</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b>	:	<b>Five Hundred Thousand Pesos (Php 500,000.00) inclusive of all applicable taxes</b>
<b>MODE OF PROCUREMENT</b>	:	<b>Small Value Procurement</b>

**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 renewal of maintenance plan for Microsoft Dynamics NAV, Jet Reports and Philippine Taxation thus the enrollment is set to expire on August 27, 2023.

**II. BACKGROUND**

The renewal of 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.

**III. OBJECTIVES**

The objective of this renewal 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**

- Renewal of Business Ready Enhancement Plan (BREP), Reports Annual Enhancement Program (AEP) and Philippine Taxation covering the period August 27, 2023 to August 26, 2024.

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 renewal year after year, enabling you to protect your system list price as the basis of future renewals.
- Support Lifecycle Policy: presents clear and predictable support timelines for your solution. You receive development and technical support for a minimum of five years

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

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 27, 2023 to August 26, 2024**

**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)  
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 of services to **LBP Leasing and Finance Corporation** shall be within August 27, 2023 to August 26, 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
a. Renewal of Business Ready Enhancement Plan (BREP), Reports Annual Enhancement Program (AEP) and Philippine Taxation covering the period August 27, 2023 to August 26, 2024;	
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. 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;	
g. Access to customer source which is available 24 x 7 on website which contains downloads, documentation, discussion boards, online training, news and events, and;	
h. Includes unlimited phone and email support from the supplier.	
<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. 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