

**COOPERATIVE DEVELOPMENT AUTHORITY**827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines  
http://www.cda.gov.ph helpdesk@cda.gov.ph CDA @CDAPHil PH Cooperatives**REQUEST FOR QUOTATION**Date: May 18, 2022  
RFQ No.: 2022-116

Name of Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Business Permit No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than \_\_\_\_\_

*[Signature]*  
**ATTY. ELIZABETH O. BATONAN**  
 Vice Chairman, Bids & Awards Committee

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget for the Contract	OFFER			REMARKS		
			PRICE					
			QTY	Unit Price	Total Price	Yes	No	
PURPOSE: For CDA Head Office		250,000.00						
Procurement of service of the One-Year Remote access Application Corporate Subscription	1 lot	250,000.00						
TECHNICAL REQUIREMENTS								
*Number of Licenses: 30 licenses								
*3 Channel/concurrent user up 10 participants per meeting								
*500 managed devices								
*User technical support available for the duration of subscription								
*Extensive training for participants								
INSTALLATION AND SUPPORTS								
*On-site installation/Troubleshooting Service can be done during regular work hours and outside of regular work hours (Per day per man)								
*Premium 8x5 Support Within and Outside Metro Manila								
*Includes 24x7 technical support service via remote access assistance through web, phone, email and vpn access								
*Customer is entitled for a Quarterly visit which can be converted as Onsite support assistance within the subscription period								
Within (2) hours response time for email support assistance								
*Within (4) hours response time for technical problems that cannot be resolve remotely								
*Customer is entitled for technical update within the subscription period								

\*Unlimited Email and phone support Mondays - Friday 8am to 5pm with dedicated engineer One (1) day extensive training for up to two (2) attendees inclusive of lunch and product giveaways Complete installation for up to three (3) days (MM only) Quarterly 8x5 on-site visits within 12 months

**WARRANTY**

\*Based on the subscriptions purchased

**Delivery period**

\*60 Days after the issuance of Purchase order

**TERMS OF PAYMENT**

\*One-year Subscription

\*Inclusive of 12% VAT

**MODE OF PROCUREMENT**

\*Small Value Procurement

\*\*\*\*\*nothing follow\*\*\*\*\*

Note: •Quoted price/s must be VAT inclusive.

•Supplier must have a Land Bank of the Phil. Account.

•Supplier must submit a sealed quotation.

•Sealed quotation must be submitted together with the following requirements:  
Company Profile, DTI/SEC Registration, Business/Mayor's Permit, BIR Registration, and PhilGEPS Certificate of Membership

Signature over Printed Name

Canvasser

Contact Numbers (Landline and/or  
Cellphone Nos.)E-mail address

## TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotations, to be denominated in Philippine peso shall include all taxes.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The items shall be delivered within \_\_\_\_\_ working days from receipt of Purchase/Job Order.
8. The CDA-CO shall have the right to inspect and/or to test the goods
9. Submit your sealed quotation by mail or through your messenger addressed to the Cooperative Development Authority, 827 Aurora Blvd., Brgy. Immaculate Concepcion, Quezon City.
10. The Cooperative Development Authority reserves the right to accept or reject any or all quotations, waive any informality or technically therein and award to any firm whose proposal is deemed most advantageous to the government.