



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 [f CDA](#) [@CDAPHils](#) [PH Cooperatives](#)

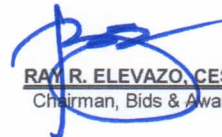


REQUEST FOR QUOTATION

Date: June 30, 2022
 RFQ No.: 2022-192

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 _____.


RAY R. ELEVAZO, CESE, MNSA
 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			Compliance with Technical Specifications (please check)		
			QTY	Unit Price	Total Price	Yes	No	
PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE -ICTD		999,000.00						
1 Lot Procurement of Service of the Event Management, Communication and Engagement Platform TECHNICAL REQUIREMENTS : 1. Initial Professional Services: 1.1. Once off setup 1.2. 1 x Training Pack (0.5 Day for Upto 5 users) 1.3. Complimentary 3 x Template Pack applicable to the first 2 x use cases: 1.3.1. Memorandum Circulars - 1 Template 1.3.2. Event Management - 5 Templates 2. Monthly Platform Subscription: 2.1. Includes Upto 5 Admin users 2.2. Includes Upto 2,500 contacts 2.3. Includes Basic Support 24/7 2.4. Includes small implementation 2.5. Includes Webinar Training 2.6. Includes API: 3 REST API requests per second 2.7. Includes REST, Email API 2.7.1. Unified experience when building a workflow (all the functionality in one place) 2.7.2. Easy to use interface for building 2.7.3. Guided experience with an explanation about all the different building blocks 2.7.4. Ability to connect different workflows to 2.7.5. Powerful workflow dashboards (available 3. Reporting Engine: 3.1. Reporting dashboard 3.2. Track by channel 3.3. Track by audience 3.4. Track by response 4. User Access Management: 4.1. Company Administrator 4.2. Company Leader 4.3. Company Member	1 lot	999,000.00						

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6.4.2. Attendees will then click the microsite link and able to fill-up survey

6.4.3. Client capture responses of survey participants

Minimum Credits: 1,150,000 Credits

WARRANTY: Based on the subscriptions purchased

DELIVERY PERIOD: 60 Days after the issuance of Purchase Order

TERMS OF PAYMENT: 30 Days After Complete Delivery

MODE OF PROCUREMENT: Small Value Procurement

*****nothing follows*****

- 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

Canvasser

Signature over Printed Name

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.