



**COOPERATIVE DEVELOPMENT AUTHORITY  
Region X Extension Office**

Macapagal Drive-Crossing Canitoan, Zone 2, Barangay Canitoan 9000 Cagayan de Oro City  
<http://www.cda.gov.ph>    [r10@cda.gov.ph](mailto:r10@cda.gov.ph)    <https://www.facebook.com/cdarox>



**INVITATION TO BID**  
 For the  
**PROVISION OF RESOURCE SPEAKERS,  
 DOCUMENTATION STAFF FOR TRAINING/SEMINAR ON;**

- 1. FINANCIAL AND LITERACY AND BUDGETING;**
- 2. ENTERPRISE DEVELOPMENT AND VALUE CHAIN;**
- 3. INTERNAL CONTROL**
- 4. PRODUCT DEVELOPMENT**

**FOR COCONUT FARMER COOPERATIVES AND ASSOCIATIONS**

1. The *Cooperative Development Authority*, through the **Coconut Farmers and Industry Trust Fund** intends to apply the sum of Seven Million Two Hundred Thousand Pesos (P7,200,000.00)/One million Eight hundred Thousand for each lot being the ABC to payments under the contract for each lot/item. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

	Specifications		Cost
Lot 1	<p>Procurement of resource Speakers and documentation staff for the conduct of training/seminar on <b>Financial Literacy and Budgeting</b>. Training shall be conducted by the provider in Ten (10) batches on scheduled date as indicated in section VII-Technical Specifications. Participants are officers/members of Coconut Farmers Cooperatives and Associations.</p> <p>The provider shall give all necessary seminar/training materials/kit, and polo shirt to the participants/trainees and issue corresponding Certificate of Training to each trainee.</p> <p>Requirements:</p>	Sub-ABC	1,800,000.00

	<p>The training providers/issue shall provide the following;</p> <ol style="list-style-type: none"> <li>1. 1,200 polo shirts – Lacoste materials (design to be provided by CDA) for the participants.</li> <li>2. 1,200 – training kits to include bags, notebooks and ballpens.</li> <li>3. Issue training Certificate to each trainee.</li> </ol>		
Lot 2	<p>Procurement of resource Speakers and documentation staff for the conduct of training/seminar on Enterprise Development and Value Chain. Training shall be conducted by the provider in Ten (10) batches on scheduled date as indicated in section VII-Technical Specifications. Participants are officers/members of Coconut Farmers Cooperatives and Associations.</p> <p>The provider shall give all necessary seminar/training materials/kit, and polo shirt to the participants/trainees and issue corresponding Certificate of Training to each trainee.</p> <p>Requirements:</p> <p>The training providers shall provide/issue the following;</p> <ol style="list-style-type: none"> <li>1. 1,200 polo shirts – Lacoste materials (design to be provided by CDA) for the participants.</li> <li>2. 1,200 – training kits to include bags, notebooks and ballpens.</li> <li>3. Issue training Certificate to each trainee.</li> </ol>	Sub ABC	1,800,000.00
	Procurement of resource Speakers and documentation staff for the	Sub-ABC	P1,800,000.00

<p>Lot 3</p>	<p>conduct of training/seminar on Internal Control. Training shall be conducted by the provider in Ten (10) batches on scheduled date as indicated in section VII-Technical Specifications. Participants are officers/members of Coconut Farmers Cooperatives and Associations.</p> <p>The provider shall give all necessary seminar/training materials/kit, and polo shirt to the participants/trainees and issue corresponding Certificate of Training to each trainee.</p> <p>Requirements:</p> <p>The training providers shall provide/provide the following;</p> <ol style="list-style-type: none"> <li>1. 1,200 polo shirts – Lacoste materials (design to be provided by CDA) for the participants.</li> <li>2. 1,200 – training kits to include bags, notebooks and ballpens.</li> <li>3. Issue training Certificate to each trainee.</li> </ol>		
<p>Lot 4</p>	<p>Procurement of resource Speakers and documentation staff for the conduct of training/seminar on Product Development. Training shall be conducted by the provider in Ten (10) batches on scheduled date as indicated in section VII-Technical Specifications. Participants are officers/members of Coconut Farmers Cooperatives and Associations.</p> <p>The provider shall give all necessary seminar/training materials/kit, and polo shirt to the participants/trainees and issue corresponding Certificate of Training to each trainee.</p>	<p>Sub-ABC</p>	<p>P1,800,000.00</p>

	<p>Requirements:</p> <p>The training providers/issue shall provide the following;</p> <ol style="list-style-type: none"> <li>1. 1,200 polo shirts – Lacoste materials (design to be provided by CDA) for the participants.</li> <li>2. 1,200 – training kits to include bags, notebooks and ballpens.</li> <li>3. Issue training Certificate to each trainee.</li> </ol>		
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2. The **COOPERATIVE DEVELOPMENT AUTHORITY (CDA) Cagayan de Oro Extension Office** now invites bids for the above Procurement Project. Delivery of the Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders)
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **Cooperative Development Authority, Cagayan de Oro Extension Office**, and inspect the Bidding Documents at the address given below during Mondays to Fridays from 8:00 A.M. to 5:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **June 15, 2024** from the given address and website(s) below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Two Thousand Pesos (₱ 2,000.00) per item/lot**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The **Cooperative Development Authority, Cagayan de Oro Extension Office** will hold a Pre-Bid Conference<sup>1</sup> on **June 27, 2024 at 10:00 O’clock in the morning to be held at 3/F CDA-10 Conference Room, Crossing Canitoan – Macapagal Drive, Canitoan, Cagayan de Oro City** and/or through video

conferencing or webcasting *via* **Meeting ID: 986 4768 8667, Passcode: 854660 via zoom**, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual/physical submission at the office indicated below on or before , **9:00 o'clock in the morning on July 9, 2024**. *Bid proposals maybe submitted by authorized representative of the supplier or through courier. Interested bidders that submit bids through courier must make sure that the Bis documents fees are paid and the copy of official receipt be submitted to the BAC Secretariat through [r10@cda.gov.ph](mailto:r10@cda.gov.ph) or at [j\\_deloso@cda.gov.ph](mailto:j_deloso@cda.gov.ph) on or before the deadline of submission of bids.* Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **July 9, 2024 at 9:30** in the morning at 3/F CDA-10 Conference Room, Crossing Canitoan – Macapagal Drive, Canitoan, Cagayan de Oro City and via video conferencing application. For video conferencing application meeting please email the BAC secretariat @ [j\\_deloso@cda.gov.ph](mailto:j_deloso@cda.gov.ph) or @ [r10.cda.gov.ph](mailto:r10.cda.gov.ph). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Cooperative Development Authority, Cagayan de Oro Extension Office** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

***Jose Renante L. Deloso, Jr.***  
*Chairman, BAC Secretariat*

***George B. Sayre***  
*Procurement In-Charge*  
*CDA-10, Crossing Canitoan-Macapagal Drive*  
*Canitoan, Cagayan de Oro City*  
***Email: [r10@cda.gov.ph](mailto:r10@cda.gov.ph)***  
***Cellphone number, 0939256440***

11. You may visit the following websites:

For downloading of Bidding Documents: [www.cda.gov.ph](http://www.cda.gov.ph)

[June 14, 2024]

of procurement

EDWIN B. PELOSAS  
*BAC - Chairperson*