



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> 110@cda.gov.ph <https://www.facebook.com/cdarox>



INVITATION TO BID FOR

**LEASE OF TRAINING VENUE OF FOUR FUNCTION ROOMS,
 PROVISION OF MEALS AND ACCOMMODATIONS FOR CAPACITY
 BUILDING PROGRAMS AND EMPOWERMENT OF COCONUT
 FARMER COOPERATIVES THROUGH THE FOLLOWING
 TRAINING/WORKSHOP;**

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

The COOPERATIVE DEVELOPMENT AUTHORITY (CDA) Cagayan de Oro Extension Office, through the authorized appropriations under the FY 2024 General Appropriations Act intends to apply the sum of EIGHTEEN MILLION SIX HUNDRED NINETY SIX THOUSAND PESOS (P18,696,000.00) being the ABC to payments under the contract for LEASE OF TRAINING VENUE OF FOUR FUNCTION ROOMS, PROVISION OF MEALS AND ACCOMMODATIONS FOR CAPACITY BUILDING PROGRAMS AND EMPOWERMENT OF COCONUT FARMER COOPERATIVES THROUGH THE FOLLOWING TRAINING/WORKSHOP 1. FINANCIAL LITERACY AND BUDGETING, 2. ENTERPRISE DEVELOPMENT AND VALUE CHAIN, 3. INTERNAL CONTROL, 4. PRODUCT DEVELOPMENT under CONTRACT NO. CDAR10-GOODS-2024-05-1, to payments under the following lots;

Lot number	Description	SUB ABC
1.	LEASE OF TRAINING VENUE OF FOUR FUNCTION ROOMS, PROVISION OF MEALS AND ACCOMMODATIONS FOR CAPACITY BUILDING PROGRAMS AND EMPOWERMENT OF COCONUT FARMER COOPERATIVES THROUGH THE FOLLOWING TRAINING/WORKSHOP; 1. FINANCIAL LITERACY AND BUDGETING For batch 1,2,3,4,5,6,7,8,9, and 10	P4,674,000.00
2.	LEASE OF TRAINING VENUE OF FOUR FUNCTION ROOMS, PROVISION OF MEALS AND ACCOMMODATIONS FOR CAPACITY BUILDING PROGRAMS AND EMPOWERMENT OF COCONUT FARMER COOPERATIVES THROUGH THE FOLLOWING TRAINING/WORKSHOP; 2. ENTERPRISE DEVELOPMENT AND VALUE CHAIN For batch 1,2,3,4,5,6,7,8,9, and 10	P4,674,000.00
3.	LEASE OF TRAINING VENUE OF FOUR FUNCTION ROOMS, PROVISION OF MEALS AND ACCOMMODATIONS FOR CAPACITY BUILDING PROGRAMS AND EMPOWERMENT OF COCONUT FARMER COOPERATIVES THROUGH THE FOLLOWING TRAINING/WORKSHOP;	P4,674,000.00

	3.INTERNAL CONTROL For batch 1,2,3,4,5,6,7,8,9, and 10	
4.	LEASE OF TRAINING VENUE OF FOUR FUNCTION ROOMS, PROVISION OF MEALS AND ACCOMMODATIONS FOR CAPACITY BUILDING PROGRAMS AND EMPOWERMENT OF COCONUT FARMER COOPERATIVES THROUGH THE FOLLOWING TRAINING/WORKSHOP; 4. PRODUCT DEVELOPMENT For batch 1,2,3,4,5,6,7,8,9, and 10	P4,674,000.00

LOCATION: WITHIN CAGAYAN DE ORO CITY

Bids received in excess of the SUB-ABC for each lot shall be automatically rejected.

1. 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)
2. 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.
3. 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.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **July 9, 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 **Five Thousand Pesos (₱ 5,000.00.)** per lot. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person
5. The **COOPERATIVE DEVELOPMENT AUTHORITY (CDA) Cagayan de Oro Extension Office** will hold a Pre-Bid Conference¹ on **JULY 22, 2024 at 2:00 O’clock in the afternoon 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.

6. Bids must be duly received by the BAC Secretariat through manual/physical submission at the office indicated below on or before, **11:30 in the morning on August 1, 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 Bid documents fees are paid and the copy of official receipt be submitted to the BAC Secretariat through r10@cda.gov.ph or at j_deloso@cda.gov.ph on or before the deadline of submission of bids. Late bids shall not be accepted..
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
8. Bid opening shall be on **August 1, 2024 at 1:30 in the afternoon** at 3rd Floor, CDA 10-Conference room, Crossing Canitoan – Macapagal Drive, Canitoan, Cagayan de Oro City via video conferencing application. For video conferencing application meeting please email the BAC secretariat @ j_deloso@cda.gov.ph or @ r10.cda.gov.ph. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
9. Procurement Timeline

Procurement Stage	Start Date	End Date
Advertisement	July 8, 2024	July 15, 2024
Pre-Bid Conference	July 22, 2024	July 22, 2024
Submission of Bid	August 1, 2024	August 1, 2024
Bid Evaluation	August 1, 2024	August 1, 2024
Post Qualification	August 3, 2024	August 3, 2024
Issuance of Notice of Award	August 4, 2024	August 4, 2024
Contract preparation and signing	August 6, 2024	August 6, 2024
Issuance of Notice to Proceed	August 9, 2024	August 9, 2024

10. The **COOPERATIVE DEVELOPMENT AUTHORITY (CDA) 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
Cellphone number, 0939256440

You may visit the following websites:

For downloading of Bidding Documents: *www.cda.gov.ph*

[July 4, 2024]

EDWIN B. PELOSAS
BAC Chairperson