



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: September 13, 2022
RFQ No.: 2022-264

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. ELEAZAR, CHAIRPERSON, 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:

the item/s as follows:

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget for the Contract	PRICE			OFFER		REMARKS
			QTY	Unit Price	Total Price	Compliance with Technical Specifications (please check)	Yes	
PURPOSE: FOR OFFICIAL USE OF CRITD		₱105,000.00						
1 LOT SUPPLY AND DELIVERY	300 pcs	105,000.00						
A5 SIZE BLACK LEATHERETTE NOTEBOOK 100 LEAVES, WITH GARTER LOCK AND RIBBON (WITH CDA LOGO)								
WITH BLACK PEN AND PRINTED CDA LOGO								
WITH QUALITY PACKAGING - (CORRUGATED BLACK BOX)								
PLEASE SEE ATTACHED DESIGN								
*****nothing follow*****								
Delivery Term: 30 days after final proofing								
Payment Term: 30 days after complete delivery								

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

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.