



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



REQUEST FOR QUOTATION

Date: November 15, 2022

RFQ No.: 2022-389

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 P. 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 | PRICE | | | OFFER | | REMARKS |
|---|----------------|----------------------------------|-------|------------|-------------|---|----|---------|
| | | | QTY | Unit Price | Total Price | Compliance with Technical Specifications (please check) | | |
| PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE - ICTD | | 588,000.00 | QTY | Unit Price | Total Price | Yes | No | |
| 1 LOT PURCHASE OF OFFICE PRODUCTIVITY TOOL FOR NEWLY ACQUIRED LAPTOPS TECHNICAL REQUIREMENT: DESCRIPTION: Microsoft Office Standard 2019 (OfficeStd 2019 SNGL OPL NL) OS COMPATIBILITY: Windows DESCRIPTION: - EXCEL 2019 - ONENOTE - OUTLOOK 2019 - POWERPOINT 2019 - PUBLISHER 2019 - WEB APPS - WORD 2019 - WORK AT HOME DELIVERY PERIOD: 15 DAYS AFTER RECEIVED OF NTP PAYMENT TERMS: 30 DAYS AFTER COMPLETE DELIVERY/Government Terms ***NOTHING FOLLOWS*** | 21 units | | | | | | | |

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.