

**COOPERATIVE DEVELOPMENT AUTHORITY**  
Caraga Extension Office  
3/f Balibrea Building, Pili Drive, Butuan City

**REQUEST FOR QUOTATION**

Date: July 25, 2024  
RFQ No.: 2024-07-195

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 02-AUG-2024

  
**ANECITA O. UNSON**  
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	
<b>PURPOSE: Procurement of Service Provider for Booth Design &amp; Preparation for the CFIDP Project Beneficiaries in the conduct of Caraga Coconut Festival cum Symposium on Financial Forum/Handholding to CFIDP Project Beneficiaries on August 12-18, 2024 at Robinsons Place, Butuan City</b>		50000.00						
<b>Service Provider for the Booth Design &amp; Preparation (Special Setting)</b>	1	50000.00						

- 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-Caraga Extension Office 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, 3/f Balibrea Building, Pili Drive, Butuan City.
10. The Cooperative Development Authority reserves the right to accept or reject any or all quotations, waive any informality or technicality therein and award to any firm whose proposal is deemed most advantageous to the government.

# TERMS OF REFERENCE

## 2024 Caraga Coconut Festival

### I. Background

To support the sustainable development of the coconut industry, the Coconut Farmers Industry Trust Fund was established through the passage of Republic Act No. 11524 in February 2021, and the Coconut Farmers and Industry Roadmap (COCOFIRM) has been developed. This plan aims to promote inclusive growth, improve competitiveness, and expand the market potential of traditional and non-traditional coconut products to uplift coconut farmers out of poverty.

To further support these efforts, CDA Caraga through the Coconut Farmers and Industry Development Plan or CFIDP joins in the conduct of the 2024 Caraga Coconut Festival, It is an annual celebration that showcases the importance of coconut farming and its various uses in our daily life. This event is designed to increase awareness of market opportunities in the region, with a focus on the Coconut Industry in Caraga. The event aims to create new markets and link producers with potential institutional buyers to sustain the operation of existing coconut industries supported by the various National Government Agencies programs and projects.

### II. Objective

**The general objective of this Term of Reference are the following:**

1. Engage a services of a service provider for the mounting of the CFIDP product special showcase and perform specific tasks and deliverables as provided in the scope of work and deliverables under item no. III of the Term of Reference.
2. Establish a well-coordinated action both of CDA in the actual performance of the activity. These will include preparatory, actual and post activity executions.
3. Define specific task and responsibilities both of the service provider.

### III. Scope of Work and Deliverables

The activity is focused on the special settings for the mounting of CFIDP product special showcase for the conduct of 2024 Caraga Coconut Festival.

The activity will be held at the designated area of Robinsons Place Butuan on August 12-18, 2024 from 10:00 Am to 10:00 PM daily.

The amount of engagement is Php 50,000.00, inclusive of tax, this is to cover the cost of professional fee of the service provider, machines and for the mounting of special settings, and other supplies and materials to be used in the special settings.

The scope of work of the consultancy firm/s and Business Development Service Provider (BDS) Provider/s shall be as follows:

Lot No.	Scope of Work	Deliverables	Amount
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## TERMS OF REFERENCE

### 2024 Caraga Coconut Festival

<b>1</b>	<p>BDS Provider Special Setting</p> <p>(1) CFIDP Product Showcase (2) Coconut Festival Showcasing</p> <p>- Prepare the design concept and facilitate/co-supervise the mounting of the Special Setting inclusive of the hauling/transport, ingress and installation, egress and dismantling, carpentry/painting/lighting works, photo Booth/photo area</p>	<p>(1) CDA-approved soft copy and printed copy of the concept design/perspective of the special setting with specifications on the materials, dimensions and colors of the special settings system to include platforms, display racks/shelves. (2) Carpentry, painting and lighting works. (3) One (1) 4 ft. x 8 ft. Special Setting tarp with frame or standee (4) five (5) unit pedestals and display racks and or standee (5) four (4) unit flower stand with balloons for ribbons cutting (6) Special setting mounted according the concept design (7) Photo Booth/photo area</p>	<b>Php 50,000</b>
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#### IV. BDS Provider's Qualification

The BDS Provider/s shall possess the following qualifications:

Lot No.	Scope of Work	Qualification of the BDS Provider/s
<b>1</b>	<p>BDS Provider: SPECIAL SETTING</p> <p>- Prepare the design concept and facilitate/co-supervise the mounting of the Special Setting inclusive of the hauling/transport, ingress and installation, egress and dismantling, carpentry/painting/lighting works, and photo Booth/photo area</p>	<p>1. Academic background on marketing, industrial and product design 2. At least five (5) years' experience in mounting products showcasing in trade shows 3. Sufficient logistics and manpower to mount products showcasing</p>

#### V. Eligibility Requirements

The service provider should submit the following documents:

- a. Curriculum Vitae

#### VI. Implementation and Monitoring

The CDA Caraga - CPDAS shall:

1. Prepare and facilitate the approval of the activity/ funding proposal;
2. Conduct market research and consultation among the prospective BDS providers as basis for the procurement;
3. Facilitate the procurement and award of the contract;
4. Coordination meeting with the awarded BDS provider for the scope of work and deliverables;
5. Monitor the delivery of the services required;
6. Facilitate the payment after the services have been delivered.

## TERMS OF REFERENCE

2024 Caraga Coconut Festival

### VII. Period of Engagement

All fees are inclusive of taxes and subject to applicable laws and government accounting and auditing rules and regulation. All other expenses incurred other than the above cost items will be shouldered by the BDS Provider.

### VIII. Schedule of Expected Outputs and Deliverables

Lot No.	Scope of Work	Deliverables	Timeline
1	BDS Provider Special Setting  (1) CFIDP Product Showcase (2) Coconut Festival Showcasing  - Prepare the design concept and facilitate/co-supervise the mounting of the Special Setting inclusive of the hauling/transport, ingress and installation, egress and dismantling, carpentry/painting/lighting works, photo Booth/photo area	(1) DTI-approved soft copy and printed copy of the concept design/perspective of the special setting with specifications on the materials, dimensions and colors of the special settings system to include platforms, display racks/shelves. (2) Carpentry, painting and lighting works. (3) One (1) 4 ft. x 8 ft. Special Setting tarp with frame or standee (4) five (5) unit pedestals and display racks and or standee (5) four (4) unit flower stand will balloons for ribbons cutting (6) Special setting mounted according the concept design (7) Photo Booth/photo area	<b>Ingress on August 11, 2024</b>  <b>Egress on August 18, 2024</b>


### IX. Other Key Provisions:

- a. Timetable is flexible subject to agreement between client and consultant.
- b. In the event that this engagement will be terminated by CDA-Caraga for any reason prior to its completion, the BDS Provider shall be compensated according to the provisions stated in RA 9184.


**TERMS OF REFERENCE**

2024 Caraga Coconut Festival

Prepared by:

  
**DEMELYNE B. GABALES**  
Sr. CDS, CPDAS

Approved by:

  
**MONATAO HONEYA R. ALAWI**  
Regional Director

