



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception Cubao, 1111 Quezon City, Philippines
http://www.cda.gov.ph | helpdesk@cda.gov.ph | CDA Philippines



REQUEST FOR QUOTATION

Date: July 16, 2024
RFQ No.: 2024-158

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

R. R. ELEAZAR, 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)		
		₱900,000.00				Yes	No	
PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE - PPDD - FOR CONTINUITY/MAINTENANCE OF THE ISO 9001:2015 CERTIFICATION OF CDA PROCUREMENT OF SERVICES OF A CERTIFYING BODY FOR THE RENEWAL OF THE ISO 9001:2015 CERTIFICATION OF THE COOPERATIVE DEVELOPMENT AUTHORITY (2024-2027) Scope of Procurement 1. Conduct of recertification assessment/ audit to the Head Office (HO) and 6 Regional Extension Offices (REOs) by the CB covering the scope of certification before the expiration of the existing certification which is due on December 11, 2024; 2. Issuance of a renewed ISO 9001:2015 Certification with 3-year validity upon validation of the CB of all corrective actions done relative to the possible nonconformities raised during the recertification assessment/ audit; 3. Conduct of periodic surveillance audits to the HO and 5 REOs on the 1st and 2nd year of the contract with the CB. Technical Requirements 1. The Certifying Body (CB) must have a valid accreditation 2. The CB must have an extensive experience on certifying QMS of various government agencies for at least five (5) years. 3. The CB must be able to provide the assessment and surveillance team/s with the following qualifications: a. minimum of five (5) qualified auditors with auditing QMS experience following ISO 9001:2015 Standard for at least 5 years for lead auditor and 3 years for its members; b. each auditor must handle at least one (1) QMS Certification activity of a government agency; c. at least 1 auditor from the initial assessment team shall be assigned to participate in the surveillance audit for the 3-year assessment cycle; and d. each auditor must have not provided any consultancy activity related to ISO 9001 to CDA five (5) years prior to the conduct of audit. 4. The CB shall submit the following documentary requirements to the CDA BAC Secretariat within the dates stipulated in the Request for Quotation: a. Company Profile b. Copy of PAB Accreditation Certificate c. PhilGEPs Registry Number d. Business/ Mayor's Permit e. Annual Business Tax Return f. Omnibus Sworn Statement g. Complete compliance with the TOR h. Quotation including the Proposal with Plan of Approach and Methodology i. List of Ongoing and Completed Government Projects for at least three (3) years	1 LOT							

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 technicality therein and award to any firm whose proposal is deemed most advantageous to the government.