



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: August 20, 2024
RFQ No.: GS-2024-244

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. 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 Official use of CDA Head Office.-PDRD and Admin Division.						Yes	No	
Supply and delivery of Office materials		P76,800.00						
1. Vertical Filing Cabinet Specs: • 4 Drawers • Thickness: Standard • Color: Light Gray • With lock	2 Units							
2. Mobile Pedestal Specs: • Thickness: Standard • Color: Light Gray • 3 Drawers • With caster roller • With Lock	4 Units							
3. Executive Chair Specs: • Color: Black • Leatherette • With armrest • Gas lift • High backrest	2 Units							
4. Junior Executive Chair Specs: • Mid-Back • Fabric • With armrest • Five pronged base w/ caster roller • Color: Gray	2 Units							
5. Junior Executive Table Specs: • Metal base w/ front metal cover • Color: Light Gray • Size: L:120cm x W:70cm x H:74cm *****Nothing to follows*****	2 Units							
Delivery term: 10 days								

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

Canvasser

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.