



# 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: February 11, 2025  
RFQ No.: 2025-028

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 \_\_\_\_\_.

**JOSELITO O. HALLAZGO**  
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:</b> FOR THE OFFICIAL USE OF CDA HEAD OFFICE - ICTD, TO SUSTAIN THE VIDEO CONFERENCING SERVICES FOR THE CONDUCT OF ONLINE MEETINGS, SEMINARS, AND CONFERENCES AT CDA.		<b>PHP500,000.00</b>						
<p><b>PROCUREMENT OF ONE (1) YEAR SUBSCRIPTION OF ZOOM VIDEO CONFERENCING PLATFORM FOR THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) FOR THE YEAR 2025-2026</b></p> <p><b>1. SUBSCRIPTION PERIOD</b> 1.1. The subscription of Zoom Video Conferencing Platform for the Cooperative Development Authority shall cover the period of July 25, 2025 to July 25, 2026.</p> <p><b>2. APPROVED BUDGET FOR THE CONTRACT</b> 2.1. The Approved Budget for the Contract is Five Hundred Thousand Pesos (in figure: PHP500,000.00), inclusive of VAT.</p> <p><b>3. MODE OF PROCUREMENT</b> 3.1. Small Value Procurement. The procurement of the Zoom video conferencing subscription shall be conducted through Small Value Procurement in accordance with Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, as of 19 July 2024. 3.2. Availability of Multiple Providers. Considering the availability of multiple authorized resellers and service providers of Zoom video conferencing subscriptions in the Philippines, the procurement process shall ensure a competitive selection among eligible suppliers. The selection will be based on compliance with technical specifications, cost-effectiveness, and service reliability. 3.3. Procurement Process. End-users shall procure the subscription from duly authorized providers, ensuring adherence to procurement rules and regulations. The process shall follow the guidelines set forth under Small Value Procurement, including obtaining price quotations from at least three (3) eligible suppliers when applicable, to ensure transparency and value for money.</p> <p><b>4. SPECIFICATIONS AND SCOPE OF WORK</b> 4.1 Subscription of 18 Hosts/Accounts 4.1.1. Includes 300 participants 4.1.2. Dedicated phone support 4.1.3. Admin dashboard</p>	1 Lot							



<p>4.1.4. Vanity URL</p> <p>4.1.5. Managed domains</p> <p>4.1.6. Single sign-on</p> <p>4.1.7. Company branding</p> <p>4.1.8. Custom emails</p> <p>4.1.9. LTI integration</p> <p>4.1.10. Cloud Recording</p> <p>4.1.11. Polling</p> <p>4.1.12. Break outs</p> <p>4.2. Two (2) Hosts Subscription for 1000 Add-on Participants</p> <p>4.3. One (1) Zoom Room License Subscription</p> <p>4.4. Scope of services</p> <p>4.4.1. Provisioning of Licenses</p> <p>4.4.2. After Sales Technical Support</p> <p><b>5. ELIGIBILITY OF THE BIDDERS</b></p> <p>5.1. The bidder/service provider must possess the following:</p> <p>5.1.1. The Bidder should be in the IT business for 3 years</p> <p>5.1.2. At least 3 years minimum experience dealing with government projects</p> <p>5.1.3. 24 x 7 customer/technical support capability</p> <p><b>6. DELIVERY PERIOD</b></p> <p>6.1. Fifteen (15) days before the expiration period on July 24, 2025, and upon issuance of the Notice to Proceed.</p> <p>*****nothing follows*****</p>								
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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.