



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Concepcion, Cubao, 1111 Quezon City, Philippines

cda.gov.ph

helpdesk@cda.gov.ph

CDA Philippines



International Year of Cooperatives

Cooperatives Build a Better World

REQUEST FOR QUOTATION

Date: February 24, 2025
RFQ NO. 2025 - 037

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	
PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE - PPDD		₱260,000.00						
Procurement of Resource Person/s for the QMS Training Program for FY 2025 Training Course on Auditing QMS March 20-21, 2025 Online Awareness Course on ISO 9001:2015 Standard March 26, 2025 March 27, 2025 March 28, 2025 Workshop on QMS Documentation April 3-4, 2025 Please see attached Terms of Reference. Delivery Period: Please refer to the scheduled conduct of each activity Terms of Payment: 30 days after completion of each activity	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

Contact Numbers (Landline and/or Cellphone Nos.)/E-mail address

Canvasser



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TERMS OF REFERENCE

PROCUREMENT OF CONSULTANCY SERVICES FOR THE QUALITY MANAGEMENT SYSTEM (QMS) TRAINING PROGRAM FOR FY 2025 OF THE COOPERATIVE DEVELOPMENT AUTHORITY

Approved Budget for the Contract: PhP 260,000.00

1. RATIONALE

The Executive Order No. 605, s. 2007, titled “*Institutionalizing the Structure, Mechanisms, and Standards to Implement the Government Quality Management Program, Amending for the Purpose Administrative Order No. 161, s. 2006,*” mandates all government departments and agencies to adopt the ISO 9001 Standards and implement a government-wide quality management program (GQMP). The adoption of this program aims to ensure that each government agency consistently delivers high-quality services that meet the needs and expectations of its stakeholders, thereby enhancing public trust and institutional performance.

In line with this directive, the Cooperative Development Authority (CDA) obtained its initial ISO 9001 Certification in 2012 for the successful establishment and implementation of its Quality Management System (QMS). This achievement signified CDA’s commitment to institutionalizing a culture of quality, accountability, and continuous improvement in its processes and service delivery. Currently, the ISO 9001:2015 certification of the CDA covers the provision of cooperative registration and amendment; supervision and examination; development support and assistance; and research information and training processes. This certification extends to both the CDA Head Office (HO) and its sixteen (16) Regional Extension Offices, demonstrating the Authority’s nationwide commitment to quality management and service excellence.

For 2025, the CDA remains committed to strengthening its human capital by prioritizing capacity-building initiatives that equip its personnel with the knowledge, skills, and creativity necessary for sustained organizational growth and improved service delivery. In support of this, the QMS Training Program for FY 2025 has been designed to:

- a) Enhance awareness among CDA officials and employees on the ISO 9001:2015 Standards and its alignment with CDA processes; and
- b) Strengthen competencies in quality management practices to ensure sustained compliance and continual improvement.

The training program comprises three (3) essential courses, namely:

- a) Awareness Course on ISO 9001:2015 Standard
- b) Training Course on Auditing QMS
- c) Workshop on QMS Documentation

2. QUALIFICATIONS OF THE CONSULTANCY COMPANY

To ensure the attainment of the above-mentioned objectives of these consulting services, the consultancy company for this procurement project must meet the following qualifications:

Office of the Chairman: (02) 8721-5325 / (02) 8721-5324

Office of the Administrator: (02) 8721-0633

Officer of the day: (02) 8725-3764



Management
System
ISO 9001:2015



www.tuv.com
ID: 9105070733

- 2.1. The consultancy company has established its consultancy business and has experience related to ISO 9001:2015 for at least five (5) years.
- 2.2. The consultancy company must complete at least five (5) procurement projects in relation to ISO 9001:2015 Consultancy and must attach in their proposal the list of all ongoing and completed consulting service projects for the last two (2) years. Likewise, at least two (2) companies/ organizations/ agencies where the consultancy services have been accepted had already acquired their ISO 9001:2015 Certification.
- 2.3. The consultancy company must be a Phil-GEPS-Registered Supplier with valid Business Permit.

3. CONSULTANCY SERVICES SPECIFICATIONS

In order to attain the CDA's goal on continuous certification of its established QMS, the following trainings and workshop must be conducted:

Training Course	Target Date	No. of Participants	Mode
Training Course on Auditing QMS	March 20-21, 2025 (2 days)	25	Physical
Awareness Course on ISO 9001:2015 Standard	March 26, 27, & 28, 2025 (3 days)	120	Online
Workshop on QMS Documentation	April 3-4, 2025 (2 days)	40	Physical

4. EVALUATION OF THE CONSULTANCY COMPANY'S PROPOSAL

- 4.1. The submitted proposal of the consultant will be evaluated based on the following criteria:

Compliance to the Consultancy Services Qualifications and Requirements	45 %
Compliance to the Specifications and other conditions in the TOR	35 %
Quoted Price	<u>20 %</u>
	100 %

5. CONSULTANCY ARRANGEMENT

- 5.1. A total of seven (7) days must be allotted for the entire consultancy services as provided in Section 3.

5.2. The attendees for each training course and workshop are as follows:

Training Course	Target Date	Target Participants
Training Course on Auditing QMS	March 20-21, 2025 (1 Batch only)	25
Awareness Course on ISO 9001:2015 Standard	March 26, 2025 (Batch 1)	40
	March 27, 2025 (Batch 2)	40
	March 28, 2025 (Batch 3)	40
Workshop on QMS Documentation	April 3-4, 2025 (1 Batch only)	40

However, **additional five (5) participants** must be provided **free of charge** for each training course or workshop in case new participants are identified.

If more than five (5) participants are added, the applicable charge per individual shall remain the same as the standard rate offered in the submitted quotation.

5.3. The Awareness Course on ISO 9001:2015 Standard will be delivered virtually using the Zoom Workplace platform to ensure wider participation across CDA offices.

5.4. The Training Course on Auditing QMS and Workshop on QMS Documentation shall be conducted as physical activity where the venue will be announced soon but it is expected to be held within Metro Manila.

5.5. The consultancy company shall prepare the activity and/or training guide for each course following these objectives:

a) Awareness Course on ISO 9001:2015 Standard

- discuss the importance of implementing QMS following ISO 9001:2015 Standards
- provide an in-depth understanding of ISO 9001:2015 principles, requirements, and benefits
- identify possible areas for improvement of the established CDA QMS based on the understanding of the requirements of the ISO 9001:2015 Standard

b) Training Course on Auditing QMS

- ensure familiarization of the auditors in the internal audit process
- ensure effective conduct of internal quality audit covering the audit planning, execution, reporting, and follow-up actions for continuous improvement
- learn ways of writing observations and nonconformities in the audit report

c) Workshop on QMS Documentation

- ensure familiarization with the structure and controls of documented information necessary for the effective implementation of the QMS
- ensure the documentation of all information required by the QMS including existing management approaches of CDA
- learn best practices in preparing, reviewing, and updating key documents that support quality management processes

The activity design must be approved by the Planning and Policy Development Division (PPDD) prior to the conduct of the training.

- 5.6. In case there will be changes in the set schedule, each party must be notified at least three (3) days before the actual date of activity.
- 5.7. The consultancy company shall provide soft copies of all training and workshop materials as file copy or for possible reproduction and use of CDA as well as other materials that will be needed during the entire workshop process. The CDA shall ensure that the said training materials will not be used outside the CDA premises.
- 5.8. Resource Person/s must be assigned by the consultancy company. The Resource Person/s must attain at least a Bachelor's Degree and has experienced working in an ISO 9001 Certified Company for at least five (5) years. The following proofs must be provided:
 - 5.8.1. Curriculum vitae
 - 5.8.2. Photocopy of training certificates the trainer has attended either as speaker or participant which is relevant to the topic/s he/she will be discussed once the project was awarded
 - 5.8.3. Any other proofs that will show technical capabilities of the Resource Person/s to conduct the training/ consultancy service.
- 5.9. The consultancy company shall ensure that there is no change in the submitted Resource Person for any reason except for death, illness or incapacity of the said person. In case there is, such change must be approved by CDA.
- 5.10. The consultancy company shall issue training certificates upon completion of each training program.
- 5.11. The consultancy company shall shoulder all transportation and other allowances of the Resource Person during the conduct of the whole consultancy services project.
- 5.12. The consultant must submit their proposal on the basis of these terms of reference.
- 5.13. Pertinent rules and regulations in Republic Act No. 9184 shall be followed in cases where some provisions on consulting services are not set in these terms of reference.

6. CHECKLIST OF REQUIREMENTS

- 6.1. The following must be submitted by the consultancy company who wish to participate in this procurement projects:
 - a. Phil-GEPS Registry Number
 - b. Mayor's Permit
 - c. Omnibus Sworn Statement
 - d. List of on-going and completed projects from 2023-2025
 - e. Compliance to the terms and reference and the price proposal
 - f. Activity and/or Training Guide based on these terms of reference
 - g. Name of Resource Person/s to be assigned in these consulting services
 - h.1. Curriculum vitae/ resume
 - h.2. Photocopy of training certificates the trainer has attended either as speaker or participant which is relevant to the topic/s he/she will be discussed once the project was awarded

h.3. Any other proofs that will show technical capabilities of the Resource Person to conduct the training/ consultancy services

6.2. The CDA may request for additional requirements as deemed necessary during the course of evaluation and post-qualification procedure prior to the award of the Purchase Order/ Contract in order to prove that the consultancy company is technically, legally, and financially capable.


7. MODE OF PAYMENT

7.1. For this procurement project, advance payment is not allowed. However, the winning consultancy company shall be paid through progress payments based on the completion of each training course and workshop by taking the portion of the Contract Price written in the submitted Price Quotation. Thus, breakdown of quoted price per training course and workshop must be reflected in the aforesaid document.

7.2. The CDA and the consultancy company must ensure that all accounting and auditing requirements are met prior to payment.

7.3 Each payment must be made only after the consultancy company provided all the training certificates and billing statement for each training course.

Submitted by:


ANGELO S. BUGARIN
Chief, PPDD

Approved by:


ATTY. MONA LIZA P. ARRIBA-JUAREZ
Deputy Administrator, GASS