



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: April 7, 2025

RFQ No.: 2025-074

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 _____.

JOSE LITO 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	PRICE			OFFER		REMARKS
						Compliance with Technical Specifications (please check)		
PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE - ICTD		P320,000.00	QTY	Unit Price	Total Price	Yes	No	
PROCUREMENT OF ONE (1) YEAR CLOUD HOSTING SERVICES FOR THE CORPORATE WEBSITE (WWW.CDA.GOV.PH) OF THE COOPERATIVE DEVELOPMENT AUTHORITY FY 2025-2026	1 LOT							
1. SPECIFICATIONS								
1.1. Server Configuration								
1.1.1. Dedicated physical or virtual server with enough specifications and installed programs to host a WordPress based website								
1.2. Features								
1.2.1. Web server management tool (e.g., cPanel or equivalent)								
1.2.3. Simplified server management for users								
1.2.4. Regular updates and patching for security								
2. OTHER INCLUSIVE SERVICES								
2.1. Website Migration								
2.1.1. Migration of website content (for new provider only)								
2.2. Website Maintenance and Support								
2.2.1. Security Monitoring and Vulnerability Management:								
2.2.1.1. Regular vulnerability monitoring, security patching, and updates								
2.2.1.2. Configuration of SSL and security features								
2.2.1.3. Conducting regular security audits and testing								
2.2.1.4. Addresses vulnerability findings and testing conducted by the Department of Information and Communications Technology (DICT).								
2.2.2. Backup and Restore:								
2.2.2.1. Daily backups of website data with restore capabilities								
2.2.2.2. Full access to website source code and database backups								
2.2.3. Software Updates:								
2.2.3.1. Regular updates of website software and plugins								
2.2.3.1. Ensuring compatibility, security, and performance								
2.2.4. Bug Fixes:								
2.2.4.1. Identification and resolution of website issues or bugs								

<div>2.2.5. Performance Monitoring:<div>2.2.5.1. Monitoring and optimizing website speed and user experience</div><div>2.2.5.2. Ensuring compatibility across various browsers and devices</div></div> <div>2.2.6. Server Maintenance:<div>2.2.6.1. Management and resolution of server-related issues affecting website performance</div><div>2.2.6.2. Ensuring seamless email functionality</div></div> <div>2.2.7. Domain Management:<div>2.2.7.1. Ensuring accuracy of domain configurations</div></div> <div>2.2.8. Responsive Design Maintenance:<div>2.2.8.1. Ensuring the website remains responsive across various devices and browsers</div><div>2.2.8.2. Updating website theme in line with standard templates</div><div>2.2.8.3. Ensuring 24/7 website availability</div></div> <div>2.2.9. Analytics and Reporting:<div>2.2.9.1. Implementing and analyzing website performance metrics</div><div>2.2.9.2. Providing daily and quarterly visitor statistics and incident reports</div><div>2.2.9.3. Conducting regular security and testing audits</div></div> <div>2.2.10. Knowledge Transfer:<div>2.2.10.1. Documentation transfer and knowledge sharing regarding website maintenance</div><div>2.2.10.2. Providing user-manuals and video tutorials</div></div>								
<div>3. DELIVERY PERIOD</div> <div>3.1. Service commencement immediately after issuance of the Notice to Proceed</div>								
<div>4. SUBSCRIPTION AND WARRANTY PERIOD</div> <div>4.1. From April 12, 2025, to April 12, 2026, or for 1 year after the configuration, migration, and receipt of the Notice to Proceed, whichever is first.</div>								
<div>5. APPROVED BUDGET FOR THE CONTRACT</div> <div>5.1. Three Hundred Twenty Thousand Pesos Only (Php 320,000.00)</div>								
<div>6. ELIGIBILITY OF THE BIDDERS</div> <div>6.1. The bidder must meet the following qualifications:<div>6.1.1. Minimum of 2 years in the IT industry</div><div>6.1.2. Availability of 24/7 customer/technical support</div><div>6.1.3. Previous experience providing similar services to clients (with satisfactory certification)</div></div>								
<div>7. OTHER TERMS AND CONDITIONS</div> <div>7.1. The provider must perform services with the highest level of professionalism.</div> <div>7.2. The provider is responsible for all compensation, compliance, and other legal obligations related to the services.</div> <div>7.3. The provider shall hold the organization harmless from any claims or liabilities arising from service execution.</div> <div>7.4. Force majeure provisions apply for uncontrollable events (e.g., natural disasters, regulatory interference).</div> <div>7.5. Subcontracting is not allowed under this agreement.</div> <div>*****nothing follows*****</div>								

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