



COOPERATIVE DEVELOPMENT AUTHORITY

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

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CDA Philippines



**International Year
of Cooperatives**

Cooperatives Build a Better World

REQUEST FOR QUOTATION

Date: July 16, 2025
RFQ No.: 2025-088

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 - ICTD		₱1,984,000.00						
DEVELOPMENT OF AN ELECTRONIC BOOKKEEPING SYSTEM FOR COOPERATIVES	1 LOT							
Please see Annex A for the full technical specifications. *****nothing follows*****								

- 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.

Annex A

Detailed Technical Specifications / Requirements

BACKGROUND AND OBJECTIVES

- The Cooperative Development Authority (CDA) aims to develop an Electronic Bookkeeping System (EBS) to enhance the efficiency and accuracy of bookkeeping processes for cooperatives. The system will ensure that cooperatives can systematically record, track, and manage their financial transactions, thereby enabling informed decision-making in operations and financing.
- This initiative seeks to:
 - i. Improve the accessibility and reliability of financial records.
 - ii. Ensure compliance with bookkeeping standards and CDA regulations.
 - iii. Provide an automated solution to reduce manual errors and streamline reporting.

PROJECT SOURCE OF FUND

- The Approved Budget for the Contract (ABC) is **One Million Nine Hundred Eighty-Four Thousand Pesos only (PHP1,984,000.00)**, inclusive of VAT, which will be chargeable against the 2025 CDA ICTD MOOE fund.

1. SCOPE OF WORK AND SERVICES

1.1. The scope of work and services outlines the specific tasks, deliverables, and responsibilities of the third-party developer in designing, developing, deploying, and maintaining the Electronic Bookkeeping System for Cooperatives. The following are the key components:

1.1.1. System Design and Architecture

1.1.1.1. Requirement Analysis: Conduct detailed requirement-gathering sessions with key stakeholders from the Cooperative Development Authority (CDA) and cooperatives to finalize system requirements.

1.1.1.2. System Design: Develop a scalable system architecture, including database schema, user interface mockups, and application workflow diagrams.

1.1.1.3. Technical Specification Documentation: Deliver comprehensive documentation for the technical architecture, including APIs, database structure, and third-party integrations.

1.1.2. Development Services

1.1.2.1. Front-End Development: Build a responsive and user-friendly interface that supports accessibility and multi-device compatibility (desktop, mobile, and tablets).

1.1.2.2. Back-End Development: Develop a secure and efficient back-end system using modern frameworks and technologies.

1.1.2.3. Integration Services: Implement APIs to integrate with CDA Systems and government platforms.

1.1.2.4. Role-Based Access Control: Design and implement role-based user access levels for administrators, managers, and members of cooperatives.

- 1.1.2.5. Audit and Logging Mechanisms: Build features to track system and user activities for transparency and accountability.
- 1.1.3. Testing and Quality Assurance
 - 1.1.3.1. Unit Testing: Conduct rigorous testing of individual modules to ensure functionality and performance.
 - 1.1.3.2. System and Integration Testing: Test the entire system to ensure all components work seamlessly together, including integrations with external systems.
 - 1.1.3.3. User Acceptance Testing (UAT): Facilitate UAT sessions to validate system features and functionality.
 - 1.1.3.4. Performance Testing: Test the system under various load conditions to ensure it can handle high user traffic and large datasets.
- 1.1.4. Data Migration Services
 - 1.1.4.1. Data Import Tools: Develop tools to import legacy data from existing bookkeeping systems or manual records.
 - 1.1.4.2. Data Mapping and Validation: Assist in mapping data fields from old systems to the new system to ensure consistency and accuracy.
- 1.1.5. Deployment and Implementation
 - 1.1.5.1. Hosting and Deployment: Deploy the system on a secure and scalable cloud environment.
 - 1.1.5.2. Environment Setup: Configure production, staging, and testing environments to support ongoing operations and updates.
 - 1.1.5.3. Initial User Setup: Provide assistance in setting up initial users, roles, and permissions for cooperatives.
- 1.1.6. Training and User Support
 - 1.1.6.1. Training Programs: Conduct training sessions for CDA staff and cooperative representatives on system usage, features, and troubleshooting.
 - 1.1.6.2. User Manuals: Deliver comprehensive user manuals and video tutorials to guide users on how to navigate and operate the system effectively.
 - 1.1.6.3. Support Services: Provide post-deployment support, including help desk services, to address any technical or operational issues.
- 1.1.7. Maintenance and Updates
 - 1.1.7.1. Ongoing Maintenance: Monitor system performance, fix bugs, and apply necessary patches and updates.
 - 1.1.7.2. Feature Enhancements: Implement new features and enhancements based on feedback and evolving requirements.
 - 1.1.7.3. Security Updates: Regularly update the system to address security vulnerabilities and comply with industry standards.
- 1.1.8. Backup and Recovery
 - 1.1.8.1. Automated Backup Setup: Configure automated backup processes to ensure regular data backups.
 - 1.1.8.2. Disaster Recovery Plan: Develop and implement a disaster recovery plan to restore operations within agreed timelines in case of system failure.
- 1.1.9. Compliance and Reporting
 - 1.1.9.1. Regulatory Compliance: Ensure the system adheres to relevant local, national, and international standards, including data privacy regulations (e.g., Data Privacy Act of 2012).
 - 1.1.9.2. Audit Reports: Develop reporting capabilities that allow cooperatives to generate financial statements, compliance reports, and operational summaries.

- 1.1.10. Project Management and Coordination
 - 1.1.10.1. Project Plan: Develop a detailed project plan with milestones, deliverables, and timelines.
 - 1.1.10.2. Regular Updates: Provide periodic progress reports to the CDA during the development lifecycle.
 - 1.1.10.3. Stakeholder Coordination: Collaborate with CDA to ensure alignment with organizational goals and requirements.

2. FUNCTIONAL AND NON-FUNCTIONAL REQUIREMENTS

2.1. The general design concept of the system must be responsive to the functional and non-functional requirements, minimum design, and performance standards as provided for this project.

2.2. The system must be capable of the following functional requirements:

- 2.2.1. User Management
 - 2.2.1.1. The system shall support role-based access control (e.g., admin, accountant, auditor).
 - 2.2.1.2. The system shall allow administrators to create, update, and deactivate user accounts.
 - 2.2.1.3. The system shall provide secure login and logout mechanisms.
- 2.2.2. Financial Transaction Management
 - 2.2.2.1. The system shall allow users to record, edit, and delete financial transactions (e.g., sales, purchases, receipts, payments).
 - 2.2.2.2. The system shall provide templates for common financial transactions.
 - 2.2.2.3. The system shall support double-entry bookkeeping principles.
- 2.2.3. Chart of Accounts
 - 2.2.3.1. The system shall enable the configuration of a chart of accounts as prescribed by the CDA.
 - 2.2.3.2. The system shall support account categorization (e.g., assets, liabilities, equity, revenue, and expenses).
 - 2.2.3.3. The system will allow the administrator to add/edit the chart of accounts.
- 2.2.4. Financial Reporting
 - 2.2.4.1. The system shall generate standard financial reports, including:
 - 2.2.4.1.1. Statement of Financial Condition
 - 2.2.4.1.2. Cash Flow Statement
 - 2.2.4.1.3. Statement of Changes in Equity
 - 2.2.4.1.4. General Journal
 - 2.2.4.1.5. General Ledger
 - 2.2.4.1.6. Subsidiary Ledger
 - 2.2.4.2. The system shall allow users to generate customized reports.
 - 2.2.4.3. The system shall provide visualization options such as graphs and charts for financial data analysis.
- 2.2.5. Tax and Compliance Management
 - 2.2.5.1. The system shall compute applicable taxes based on national and local tax rules.
 - 2.2.5.2. The system shall generate reports for tax filing and compliance.
 - 2.2.5.3. The system should have functionalities to allow the changing of tax formulas to comply with any changes in taxation policies.
- 2.2.6. Audit and Tracking
 - 2.2.6.1. The system shall maintain an audit trail of all transactions and user actions.

- 2.2.6.2. The system shall provide logs for tracking changes to financial data.
- 2.2.7. Invoice and Payment Management
 - 2.2.7.1. The system can generate Aging of Receivables and other schedules
 - 2.2.7.2. The system can generate an individual member's subsidiary account
 - 2.2.7.3. The system shall generate invoices for sales and services.
 - 2.2.7.4. The system shall track payments against invoices.
 - 2.2.7.5. The system shall send payment reminders and notifications to users.
- 2.2.8. Integration
 - 2.2.8.1. Integration with the E-COOPHUB (Cooperative Systems Enhancement Project) modules for the purpose of data sharing.
 - 2.2.8.2. The system shall support data import/export in formats like CSV, Excel, and PDF.
- 2.2.9. Bank Reconciliation
 - 2.2.9.1. The system shall allow users to upload bank statements for reconciliation with recorded transactions.
- 2.2.10. Audit
 - 2.2.10.1. Accredited Cooperative External Auditors (CEAs) shall be able to register in the system. Given systems integration, their records in AFIS (Accreditation Facility Information System) will be available in the system.
 - 2.2.10.2. The system shall provide for a menu where the CEAs can post their audit findings relative to the cooperative being audited.
 - 2.2.10.3. Should the financial statements and other reports be deemed in order, the CEA of the cooperative can push a "No adverse findings button". After which, financial statement data will be uploaded in a staging database which can be accessed by the cooperative while filing its annual report under E-COOPHUB.
- 2.3. The system must be compliant with the following non-functional requirements:
 - 2.3.1. Performance
 - 2.3.1.1. The system shall handle up to 10,000 concurrent users without performance degradation.
 - 2.3.1.2. Financial reports shall be generated within 5 seconds for datasets up to 100,000 transactions.
 - 2.3.2. Scalability
 - 2.3.2.1. The system shall support the addition of new modules or features without significant changes to the core architecture.
 - 2.3.2.2. The system shall accommodate increasing data volumes and additional cooperatives.
 - 2.3.3. Security
 - 2.3.3.1. The system shall use secure authentication mechanisms, including multi-factor authentication (MFA).
 - 2.3.3.2. All data shall be encrypted at rest and in transit using industry-standard encryption protocols.
 - 2.3.3.3. The system shall comply with data protection laws and regulations.
 - 2.3.4. Availability and Reliability
 - 2.3.4.1. The system shall maintain a minimum uptime of 99.5%.
 - 2.3.4.2. The system shall have a disaster recovery plan ensuring recovery within 4 hours of failure.
 - 2.3.5. Usability

- 2.3.5.1. The system shall have a user-friendly interface that requires minimal training.
- 2.3.5.2. The system shall support multiple languages, including English and the regional languages used by cooperatives.
- 2.3.6. Compatibility
 - 2.3.6.1. The system shall be accessible on major web browsers (e.g., Chrome, Firefox, Edge) and mobile devices (iOS and Android).
 - 2.3.6.2. The system shall be compatible with existing cooperative hardware and software setups.
- 2.3.7. Maintainability
 - 2.3.7.1. The system shall provide clear documentation for troubleshooting and maintenance.
 - 2.3.7.2. The system shall allow for updates and patches without disrupting ongoing operations.
- 2.3.8. Auditability
 - 2.3.8.1. The system shall generate detailed logs for auditing purposes.
 - 2.3.8.2. Audit logs shall be retained for a minimum of 5 years or as required by regulations.
- 2.3.9. Localization
 - 2.3.9.1. The system shall support local currencies, tax regulations, and CDA financial reporting standards.
- 2.3.10. Backup and Recovery
 - 2.3.10.1. The system shall perform daily automated backups of all data.
 - 2.3.10.2. The system shall allow users to restore data from backups within 1 hour.

3. TECHNICAL REQUIREMENTS

3.1. The system must be compliant with the following technical requirements:

- 3.1.1. System Architecture
 - 3.1.1.1. The system shall follow a modular architecture to allow scalability and future enhancements.
 - 3.1.1.2. The system shall be designed as a web-based platform with a responsive design to ensure accessibility on both desktop and mobile devices.
 - 3.1.1.3. The system shall support multi-tenancy to enable multiple cooperatives to use the platform independently.
- 3.1.2. Database Requirements
 - 3.1.2.1. The system shall use a relational database management system for structured data storage.
 - 3.1.2.2. The database shall be optimized to handle large datasets (e.g., over 1 million transactions per cooperative).
 - 3.1.2.3. The system shall support database replication for high availability and disaster recovery.
 - 3.1.2.4. The database schema shall include encryption for sensitive fields such as financial and personal data.
- 3.1.3. Front-End Requirements
 - 3.1.3.1. The user interface shall be developed using modern frameworks (e.g., React.js, Angular, or Vue.js) to ensure a responsive and dynamic user experience.
 - 3.1.3.2. The front end shall support cross-browser compatibility (e.g., Chrome, Firefox, Edge, Safari).
 - 3.1.3.3. The front end shall adhere to accessibility standards (e.g., WCAG 2.1) to accommodate all users, including those with disabilities.
- 3.1.4. Back-End Requirements

- 3.1.4.1. The back-end shall be developed using secure and scalable technologies (e.g., Node.js, Java, or Python/Django).
- 3.1.4.2. APIs shall be developed using RESTful or GraphQL standards to enable integration with third-party tools and systems.
- 3.1.4.3. The back-end shall include role-based access control mechanisms for user authentication and authorization.
- 3.1.4.4. The back end shall implement robust logging and monitoring capabilities for system activity tracking.
- 3.1.5. Security Requirements
 - 3.1.5.1. The system shall implement HTTPS using SSL/TLS for secure communication.
 - 3.1.5.2. Passwords shall be hashed using industry-standard algorithms.
 - 3.1.5.3. The system shall include protection against common vulnerabilities such as SQL injection, cross-site scripting (XSS), and cross-site request forgery (CSRF).
 - 3.1.5.4. The system shall comply with relevant security frameworks and standards, such as ISO 27001 or NIST Cybersecurity Framework.
- 3.1.6. Integration Requirements
 - 3.1.6.1. The system shall provide APIs for integration with CDA information systems.
 - 3.1.6.2. The system shall support file import/export in formats such as CSV, Excel, and PDF for data migration and report sharing.
- 3.1.7. Deployment Requirements
 - 3.1.7.1. The system shall be deployable on a cloud platform.
 - 3.1.7.2. The system shall support containerization technologies like Docker for portability and ease of deployment.
 - 3.1.7.3. The system shall include a staging environment for testing and quality assurance before production deployment.
- 3.1.8. Performance Requirements
 - 3.1.8.1. The system shall handle up to 10,000 concurrent users with response times under 2 seconds for standard operations.
 - 3.1.8.2. Financial report generation shall be completed within 5 seconds for datasets of up to 100,000 transactions.
 - 3.1.8.3. The system shall maintain performance under peak load conditions (e.g., end-of-month reporting).
- 3.1.9. Backup and Recovery Requirements
 - 3.1.9.1. The system shall perform automated daily backups, with backup files stored securely offsite or in the cloud.
 - 3.1.9.2. Backups shall be encrypted and accessible only by authorized personnel.
 - 3.1.9.3. The system shall allow for recovery within 1 hour of a system failure or data loss incident.
- 3.1.10. Testing Requirements
 - 3.1.10.1. The system shall undergo unit, integration, and system testing to ensure functional correctness.
 - 3.1.10.2. The system shall undergo security testing to identify and resolve security vulnerabilities.
 - 3.1.10.3. The system shall include automated regression testing to validate updates and patches.
- 3.1.11. Monitoring and Maintenance Requirements
 - 3.1.11.1. The system shall include monitoring tools (e.g., Prometheus, Grafana) to track performance, uptime, and error rates.
 - 3.1.11.2. Logs for user activity and system events shall be stored securely and retained for audit purposes.

3.1.11.3. The system shall provide regular updates and patches to address bugs, vulnerabilities, and feature enhancements.

4. ACTIVITIES AND DELIVERY ROADMAP		
Activities	Deliverables	Schedule
Project Kickoff and Planning	<ul style="list-style-type: none"> ● Project Inception Report and Planning Documents; ● Approved Team Composition; ● Non-Disclosure Agreements with CONTRACTOR and Personnel. 	Within fifteen (15) calendar days from issuance of Notice to Proceed.
Business Requirements Analysis	<ul style="list-style-type: none"> ● Business Requirements Document; ● Data Management Plan; ● System Requirements Specifications; and 	Within fifteen (15) calendar days from delivery of the Project Kickoff and Planning
System Design	<ul style="list-style-type: none"> ● Updated System Requirements Specifications (including high-level system design) 	Within ten (10) calendar days from delivery of the Business Requirements Analysis
Development	<p>The following all refer to functional and nonfunctional requirements included in the Terms of Reference:</p> <ul style="list-style-type: none"> ● Updated Business Requirements Document; ● Updated System Requirements Specifications (including architecture decisions, technical diagrams such as ERDs, data flows, sequence diagrams, etc); ● Wireframes and Designs; ● Test Scenarios, Test Scripts, and Test Reports; ● Installation in Staging Environment; ● Data Migration; ● Load Scenarios, Scripts, and Reports; and ● User Test Scenarios, Test 	Within sixty (60) calendar days from delivery of the System Design

	Scripts, and Test Reports.	
Load, Security, and User Acceptance Testing	<ul style="list-style-type: none"> • Delivery of source and production code and/or subscription contracts to third-party tool providers. • Deployment Script and Guide/ Documentation; • Installation in Staging Environment; • Load Scenarios, Scripts, and Reports; • User Test Scenarios, Test Scripts, and Test Reports; and • Security Testing Report. 	Within ten (10) calendar days from the development
Training	<ul style="list-style-type: none"> • Training Modules; • Video Tutorials; • System Administration Documentation; • End-User Documentation; and • Conduct of Training. 	Within twenty (20) calendar days from the conduct of Load, Vulnerability, and Penetration, and User Acceptance Testing
Deployment	<ul style="list-style-type: none"> • Deployment in a production environment without high/critical/downtime cases for at least one (1) calendar week. 	Within five (5) calendar days from the conduct of the Training
Project signoff	<ul style="list-style-type: none"> • Service Level Agreement; and • Project Sign-off Document. 	Within five (5) calendar days from Deployment

5. PAYMENT TERMS		
Activity / Milestone	Days (Cumulative)	% Progress
Project Kickoff and Planning	40	10% of contract price net of 10%

Business Requirements Analysis	(40)	retention, upon submission of Acceptance (Verification) Report
System Design		
Development	60 (100)	70% of contract price net of 10% retention, upon approval of CDA on the Partial Acceptance (Validation) Report
Load, Security, and User Acceptance Testing	140 (140)	20% of the contract price net of 10% retention, upon approval of CDA on the User Acceptance Report and its issuance of a Certificate of Completion
Training		
Deployment		
Project Sign-off		
TOTAL	140 (140)	100%

6. WARRANTY, MAINTENANCE, AND SUPPORT

- 6.1. The warranty period shall commence after consummation of the contract (after Project Sign-off);
- 6.2. The winning CONTRACTOR must provide one (1) year of maintenance and support services during the warranty period;
- 6.3. The winning CONTRACTOR must ensure a timely response to provide updates (e.g. security patches, OS and third-party tool updates) on components, design features, libraries, or tools;
- 6.4. There must be an adequate and timely response to address bugs and system errors.

7. RESPONSIBILITIES OF THE CONTRACTOR

- 7.1. The CONTRACTOR shall be expected to provide all services and goods specified in its Scope of Work outlined in this document;
- 7.2. The CONTRACTOR shall ensure the confidentiality of all communications with the Procuring Entity;
- 7.3. The CONTRACTOR shall recognize that the Procuring Entity exercises all intellectual property rights over all documents, diagrams, designs, wireframes, graphic assets, code, scripts, etc, that have been developed or written for this project engagement;
- 7.4. The CONTRACTOR shall endeavor to satisfy the deadlines set in these terms of reference. However, parameters for flexibility in delivery deadlines may be outlined in the Project Planning Report, especially where approvals or actions by the Procuring Entity are necessary;
- 7.5. The CONTRACTOR shall ensure that all CONTRACTOR employees who may be assigned to the premises of the Procuring Entity are expected to obey the code of conduct and other rules of the Procuring Entity;
- 7.6. Employees of the CONTRACTOR assigned to the project are not considered employees of the Procuring Entity. The CONTRACTOR must ensure the provision of allowances, insurance, and other incentives to their employees as required by law;
- 7.7. The CONTRACTOR shall host the environments for development, testing, and production; and

7.8. The CONTRACTOR shall assign key personnel exclusively for the project.

8. RESPONSIBILITIES OF THE PROCURING ENTITY

8.1. The Procuring Entity shall be expected to ensure a timely response to steps or actions (reviews, approvals, permits to access the premises for installation, etc) needed by the CONTRACTOR to satisfy the delivery of services and goods;

8.2. The Procuring Entity shall provide adequate workspace and internet connectivity to employees of the CONTRACTOR that may be assigned to work on the premises of the Procuring Entity; and,

8.3. The Procuring Entity shall provide the venue, projectors or monitors, and audio system and shall be in charge of choosing and inviting participants to attend training sessions to be conducted by the CONTRACTOR.

9. CONFIDENTIALITY

9.1. All project personnel of the CONTRACTOR shall be required to sign a nondisclosure agreement immediately at the start of the project;

9.2. All systems to which the project personnel of the CONTRACTOR shall be granted access to, its components, parts, specifications, data, ideas, technology, and technical and non-technical materials (collectively referred to here as "Proprietary Information") are confidential and proprietary to the Procuring Entity; and

9.3. The CONTRACTOR agrees to hold the Proprietary Information in strict confidence and further agrees not to reproduce, transcribe, or disclose the Proprietary Information to third parties without the prior written approval of the Procuring Entity.

10. DELIVERY PERIOD

Upon the receipt of the Notice to Proceed (NTP), the delivery must be completed within 140 Calendar Days.

11. ELIGIBILITY OF THE BIDDERS

11.1. PhilGEPS registered;

11.2. The Bidder should be in the IT business for 3 years;

11.3. At least 3 years of experience dealing with government projects;