



COOPERATIVE DEVELOPMENT AUTHORITY

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

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helpdesk@cda.gov.ph

CDA Philippines



International Year
of Cooperatives

Cooperatives Build a Better World

REQUEST FOR QUOTATION

Date: July 2, 2025

RFQ NO. 2025 - 157

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 _____.

(Sgd.)
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 - CPDAD - FOR THE CONDUCT OF NCC-CD SUB COMMITTEE ON AGRICULTURE AND INDUSTRIALIZATION		₱75,000.00						
PROCUREMENT OF CATERING SERVICES	50 pax							
Food and Catering Services on July 10, 2025 to be held in CDA Head Office Building								
- include in the quotation the per unit cost per head per AM Snack, Lunch and PM Snack								
FOOD								
1. AM Snacks (available by 09:30 AM)								
2. Lunch (available by 11:30 AM)								
-Soup								
-Four (4) main course, of which mainly food item based:								
2.1. by meat category								
* One (1) Pork or Fish								
* One (1) Beef								
* One (1) Chicken								
2.2. vegetarian/vegetable-based								
- Dessert								
- Beverage/s, refillable								
- Steamed white rice								
3. PM Snacks (available by 02:00 PM)								
*Free flowing coffee, refillable beverage/s and mineral water in every scheduled servings (AM Snack, Lunch, PM Lunch)								
*Provide at least 10% buffer supply of food from the guaranteed no. of heads/ consumers, on additional rate based on the per-head cost								
ADDITIONAL SERVICES								
-Require the table set-up arrangement for the area for food distribution (on managed buffet) and sufficient no. of catering staff (at least two "2" staff) for assistance.								
-food and catering utensils and other tools c/o Provider								
-per diem and other claims of cook, catering staff and other employees for food and catering c/o Provider								
-logistics costs, applicable fees, permits, and taxes c/o Provider. Include them in the final quotation								
Delivery: Event dates								
Payment: THIRTY (30) calendar days after the conduct of the event								

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

