



# COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 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: July 17, 2025  
RFQ NO. 2025 - 169

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					
			PRICE			Compliance with Technical Specifications (please check)		REMARKS
PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE - ICTD		<b>P400,000.00</b>	QTY	Unit Price	Total Price	Yes	No	
<b>Procurement of Service Provider for the conduct of Face to Face ICT Training</b> <b>A. COVERAGE (To be detailed and submitted by prospective providers as part of the selection process):</b> <b>a.1. September 23, 2025 (8 hrs)</b> <b>a. 1.1 ADVANCED PC TROUBLESHOOTING Sessions</b> <b>a.2. September 24, 2025 (8 HRS)</b> <b>a.2.1. ADVANCED NETWORKING Sessions</b> <b>a.3. September 25, 2025 (8HRS)</b> <b>a. 3.1. ADVANCED DIGITAL CREATIVITY (Photoshop Sessions)</b> <b>a.4. September 26, 2025 (4 HRS)</b> <b>a.4.1. ADVANCED DIGITAL CREATIVITY (Canva Sessions)</b> <b>B. MODE OF PAYMENT</b> <b>b.1 Send Bill Arrangement</b> <b>b.2. Processing of Payment after the Conduct of the Training and Upon Submission of the following:</b> <b>b.2.1 Training Completion Reports; and</b> <b>b.2.2 Receipt of Billing.</b> <b>C. DURATION OF TRAINING</b> <b>c.1. September 23, 2025 - 8 HRS (8:00am - 5:00pm)</b> <b>c.2. September 24, 2025 - 8 HRS (8:00am - 5:00pm)</b> <b>c.3. September 25, 2025 - 8 HRS (8:00am - 5:00pm)</b> <b>c.4. September 26, 2025 - 4 HRS (8:00am - 12:00pm)</b> <b>D. TRAINING VENUE</b> <b>d.1 Cebu City (exact venue to be announced to the winning provider)</b> <b>E. NUMBER OF TRAINEES</b> <b>e.1. Forty (40) participants</b> <b>F. TRAINING PACKAGE INCLUSIONS:</b> <b>f.1. Plane fare for maximum of 3 resource persons.</b> <b>f.2. Provision of training materials (presentations, handouts, manuals, audiovisuals aids, exercises, case studies, and other relevant references)</b>	1 LOT							

Signature over Printed Name

- 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

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.