



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: September 2, 2025
RFQ NO. 2025 - 199

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 on 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					
			PRICE			Compliance with Technical Specifications (please check)		REMARKS
			QTY	Unit Price	Total Price	Yes	No	
PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE - FOR THE CONDUCT OF 2025 IDS ASSESSMENT		₱70,200.00						
Food and Catering Services on Sept 10-12, 2025 to be held in CDA Head Office Building, Cubao Quezon City - include in the quotation the per unit cost per head per AM Snack, Lunch and PM Snack FOOD for three days (Sept 10-12 2025) per pax in 3 days at PhP 1,950.00 1. AM Snacks (available by 09:30 AM) for Sept 10 to 12, 2025 36 pax 2. Lunch (available by 11:30 AM) for Sept 10 to 12, 2025 -Soup -Three (3) main courses, of which mainly food item based: 2.1. by meat category * One (1) Pork or Fish * One (1) Beef or Chicken 2.2. vegetarian/vegetable-based -Dessert -Beverage/s, refillable -Steamed white rice 3. PM Snacks (available by 02:00 PM) for Sept 10 to 12, 2025 36 pax *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 one "1" 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, ITR, 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 technically therein and award to any firm whose proposal is deemed most advantageous to the government.