



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 24, 2025

RFQ No.: 2025-222

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	1 LOT	P240,000.00						
HIRING OF HIGHLY TECHNICAL CONSULTANT FOR THE CONDUCT OF TRAINOR'S TRAINING ON SUPPLY AND VALUE CHAIN DEVELOPMENT AND MANAGEMENT FOR COCONUT FARMERS COOPERATIVES IN 2025 Professional Service/ Honorarium of Training Provider/ Speaker for Four (4) Batches of Virtual Training (Php 60,000 x 4 batches) - Per day is eight (8) training hours, excl. one (1) hour lunch and 30 mins. combine for AM and PM Snacks - Each batch have three (3) days - Each batch at Php 60,000.00, with 60 personnel as max. participants - With one (1) day preparation meeting with CDA per batch - include in the service the ff, as minimum: 1. formulation and submission of customized training materials/kits and other pedagogical aid/presentations in relation to transformative growth strategies of cooperatives for CPDAD and CPDAS reference and practical use 2. Development of learning and training materials and tools in consultation with the CDA, with waivers on relating intellectual property fees and claims in favor of the CDA 3. attendance and facilitation, and act as the trainer/resource speaker of training with CPDAD and CPDAS in relation to the said training for CDA Technical Personnel 4. with at least three (3) training staff c/o training provider for the facilitation of, as minimum the activities for, break-out rooms' management and plenary discussions, demo-teaching, pre- and post-test, and training evaluation in consultation with the CDA 5. prepare and submit technical training reports and other documentation to CDA in relation to the said training 6. major language of instruction employed in Filipino, with English as auxiliary language QUALIFICATIONS - Established years of highly technical and managerial expertise in economic & business planning and public project development, human capacity development, & public sector management in a reputable institution, especially in the, and/or for the, cooperative sector and/or the coconut industry. - must be PhilGEPS-registered consultant/ entity DELIVERY Batch 1: October 21 to 23, 2025 Batch 2: October 27 to 29, 2025 Batch 3: November 03 to 05, 2025 Batch 4: November 10 to 12, 2025 Payment: THIRTY (30) days after complete delivery ***** 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, 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 technicality therein and award to any firm whose proposal is deemed most advantageous to the government.