



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: October 9, 2025

RFQ No.: 2025-241

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	PRICE			OFFER		REMARKS
			QTY	Unit Price	Total Price	Compliance with Technical Specifications (please check)		
PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE		₱156,520.00				Yes	No	
SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER <i>Specifications:</i> SCOPE: Supply and delivery of purified drinking water to CDA with estimated quantity of seventy (70) 5-gallon container per week and the provision of fourteen (14) units Hot and Cold water dispensers during the contract implementation at no cost to CDA, for a period of 12 months. DELIVERABLES/REQUIREMENTS FROM THE SUPPLIER 1. The supplier must be a known franchise or franchiser in the industry with good standing. 2. The aforementioned quantity may be increased or decreased by CDA based on its actual requirements. 3. The supplier shall provide fourteen (14) units of brand new hot and cold-water dispensers to CDA during contract implementation at no cost to CDA. Repair of dispenser shall be borne by the supplier. 4. Upon submission of bids, the supplier shall submit certified true copies and present the original copies of the certification that it has passed the microbiological/bacteriological test undertaken by a DOH-accredited water testing laboratory within the last thirty (30) days and a valid physical chemical tests undertaken by a DOH-accredited water testing laboratory within the last three months. 5. The supplier shall also submit a Certificate of Potability issued by the City Health Office upon issuance of Notice to Proceed and at the end of every six (6) months during the contract period. 6. Upon implementation of the contract, the supplier shall regularly submit certified true copies and present the original copies of the certification that it has passed the abovementioned water tests. The schedule is cited below:	3,640 (5-gallon)							
WATER ANALYSIS	DATE OF SUBMISSION TO CDA							
Microbiological / bacteriological	Every 7 th day of the month							

7. The supplier shall conduct maintenance/cleaning of all the hot and cold water dispensers once a month or as may be required by CDA.

8. The supplier shall allow CDA to have access to its facilities for the conduct of an ocular inspection of its water refilling station before contract implementation.

9. The supplier shall conduct a one-day training on the proper handling of water containers and maintenance of water dispensers.

SCHEDULE OF DELIVERY

The Supplier shall deliver the purified drinking water to CDA twice a week or as may be required by CDA.

PERFORMANCE REVIEW

The General Services Section shall conduct a mid-term performance review and assessment of the performance of the Service Provider based on the following rating standards:

No.	CRITERIA	Weight
1	Conformity to the technical requirements	40
2	Quality of service delivered/provided	30
3	Timeliness in the delivery of service and response to complaints	30
	TOTAL	100%

Adjectival Rating	Numerical Rating
Very Satisfactory	90% - 100%
Satisfactory	80% - 89%
Needs improvement	70% - 79%
Poor	69% - below

CONTRACT COST, PAYMENT AND DURATION OF CONTRACT

1. All bids shall be considered as fixed price, and therefore not subject to price escalation during contract implementation.
2. Payment shall be processed every 7th day of the ensuing month upon receipt of billing from the supplier, subject to deduction of applicable taxes imposed by the government including all documentary requirements.
3. Contract duration is twelve (12) months - January 1, 2026 to December 31, 2026

*****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.