



# COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Concepcion, Cubao, 1111 Quezon City, Philippines  
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International Year of Cooperatives  
Cooperatives Build a Better World

## REQUEST FOR QUOTATION

Date: October 15, 2025  
RFQ NO. 2025 - 246

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 \_\_\_\_\_

*JH*  
**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	
<b>PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE - INTERNAL AUDIT DIVISION AND ADJUDICATION DIVISION</b>		<b>₱250,800.00</b>						
<b>SUPPLY AND DELIVERY OF VERTICAL FILING CABINET, EXECUTIVE CHAIRS AND MOBILE PEDESTAL CABINET</b>								
<b>VERTICAL FILING CABINET</b> Specifications: Material: Steel Dimension: a. Height: at least 130cm b. Width: at least 45cm c. Depth: at least 60cm Color: Gray Finish: Powder coated 4 drawers with divider each drawer Vertical type With steel handle lock, anti-tilt lock mechanism, and centralized key lock Compatible with A4 and Legal size Files Gauge No.: 22 Load Capacity per drawer: at least 25kgs	<b>9 UNITS</b>							
<b>Mobile Pedestal Cabinet</b> Specifications: - Color: White - with 3 Drawers - Centralized Lock (Lock and duplicate keys) - With Handle - Steel bearing - Bottom glider - Dimension: Width: at least 39cm Depth: at least 50cm Height: at least 65 cm - Finish: Powder coated	<b>4 UNITS</b>							
<b>HEAD EXECUTIVE CHAIR</b> - (High back)	<b>2 UNITS</b>							
<b>SENIOR EXECUTIVE CHAIR</b> - (High back)	<b>4 UNITS</b>							
<b>JUNIOR EXECUTIVE CHAIR</b> Specifications: - with Comfortable armrest, backtilt, and adjustable gaslift - Chrome metal starbase with caster wheels - Upholstered foam with leather cover - Color: Black  - 280mm Chromed steel starbase and nylon casters - Features Tilt-lock function - 4 caster wheels for mobility	<b>8 UNITS</b>							
Warranty: At least One (1) year from the date of delivery and acceptance, covering manufacturing defects, workmanship, and material quality. The supplier shall repair or replace defective units free of charge within fifteen (15) calendar days. If the defect is irreparable, a replacement unit shall be provided within 30 days at no additional cost.								
Delivery Term: 30 working days Payment Term: 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, and PhilGEPS Certificate of Membership

Signature over Printed Name

Contact Numbers (Landline and/or Cellphone Nos.)/E-mail address

Canvasser

