



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 29, 2025
RFQ No.: 2025-268

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 _____.

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JOSELITO O. HALLAZGO
Chairman, Bids & Awards Committee
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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		P370,000.00																						
<u>PROVISION OF BRAND NEW OR REMANUFACTURED MULTI-FUNCTION PHOTOCOPIING MACHINES FOR RENTAL PURPOSES</u>	1 Lot																							
<p><i>Technical Specifications:</i></p> <p>1.0 Provision of Brand New or Remanufactured Multi-Function Photocopying Machines for Rental Purposes</p> <p>The Service Provider shall, for FY 2026, provide five (5) units of brand new or remanufactured photocopying machines with multi-functional capability (copier, printer and scanner), digital type, automatic electronic sorter and feeder and back-to-back feature.</p> <p>For remanufactured photocopying machines, the date of manufacture must not be earlier than CY 2022.</p> <p>The detailed specifications of the photocopying machines are as follows:</p> <p>1. Copier Specifications</p> <p>a. With LCD display, user friendly and with capability to deliver clear high-quality copies</p> <p>b. Warm-up time: 35 seconds or less</p> <p>c. Paper size: up to A3</p> <p>d. Reduction/Enlargement: 25%-400%</p> <p>e. Digital/Network Printer</p> <p>f. 60 Minimum Copies capacity per minute</p> <p>g. Auto paper selection, Auto Tray Selection, Auto Tray Switching</p> <p>h. 2-sided copy orientation change / ADF Auto feed</p> <p>i. Electronic sorting and finisher, copy / print auditing</p> <p>j. Dual Page Copy, Duplex Copy</p> <p>k. Paper / Output Selection, Fit to page with PIN Code</p> <p>l. 5,000 copies / month per unit</p> <p>2.0 Service Standards and Conditions</p> <p>a. The service Provider shall maintain a satisfactory level of performance throughout the term of the contract based on the criteria prescribed as follows:</p>																								
<table border="1"> <thead> <tr> <th>No.</th> <th>CRITERIA</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td rowspan="2">1</td> <td>Quality of service delivered/provided</td> <td rowspan="2">40</td> </tr> <tr> <td>-on call technician to repair defective machines. All corrective maintenance form must be confirmed by respective end-user to validate the findings and corrective action that have been made to the machine.</td> </tr> <tr> <td>2</td> <td>Time Management -Response time shall be within four (4) hours from verbal or written notification.</td> <td>30</td> </tr> <tr> <td>3</td> <td>Management & Suitability of the Machine -All machines that cannot be repaired within 24 hours shall be replaced with a working unit</td> <td>30</td> </tr> <tr> <td colspan="2">TOTAL</td> <td>100%</td> </tr> </tbody> </table>									No.	CRITERIA	Weight	1	Quality of service delivered/provided	40	-on call technician to repair defective machines. All corrective maintenance form must be confirmed by respective end-user to validate the findings and corrective action that have been made to the machine.	2	Time Management -Response time shall be within four (4) hours from verbal or written notification.	30	3	Management & Suitability of the Machine -All machines that cannot be repaired within 24 hours shall be replaced with a working unit	30	TOTAL		100%
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The Minimum Score for Satisfactory rating of the Service Provider shall be based on the following rating Standards:

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

The Administrative Division may increase or decrease the number of units of photocopying machines during the contract implementation. However, any change in the number of units shall not cause adjustment in the cost per page.

- b. The Service Provider shall provide an on-site training of CDA personnel (at least one [1] representative from each Division on how to use the photocopying machines within fifteen (15) calendar days from receipt of the NTP.
- c. The Service Provider shall deploy at least one (1) technician to repair defective machines. Response time shall be within four (4) hours from verbal or written notification by the Administrative Division - GSS.
- d. Repair and/or replacement of defective parts shall be made within twenty-four (24) hours from notice from the Administrative Division - GSS, free of charge or at no cost to the CDA.
- e. The Service Provider shall provide spare consumables, as follows:
 - i. three (3) toners including drum kits
- f. The Service Provider shall undertake monthly replenishment of the stocks of the spare consumables to maintain the required quantities as above-mentioned.
- g. The Service Provider shall adhere to the policy of the CDA on the Procedures of the Disposal of Information and Communications Technology Equipment with Data Storage.

3.0 Payment Terms

- a. The Service Provider shall submit, along with the monthly billing statement, the monthly utilization report of each photocopying machines.
- b. Total billing charge is computed by multiplying the actual total number of copies reproduced (net of 2% spoilage and test copies)
- c. 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.

Note: Centralized/Combined billing Inclusive of VAT

4.0 Performance Review and Assessment

The Administrative Division - GSS shall conduct a mid-term performance review and assessment of the performance of the Service Provider. Based on its assessment, the CDA may terminate the contract for failure of the Service Provider to perform its obligations therein.

5.0 Schedule of Delivery

The Service Provider shall deliver the photocopying machines upon receipt of the Notice to Proceed.

6.0 Contract Cost and Duration of the Contract

- 1. All bids shall be considered as fixed price, and therefore not subject to price escalation during contract implementation.
- 2. 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

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.