



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: November 20, 2025
RFQ No.: 2025-300

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 - ICTD FOR THE CONDUCT OF PROCUREMENT OF MEAL AND SNACKS PROVIDER FOR THE CYBERSECURITY AWARENESS AND PROTECTION TRAINING (CAPT)	1 LOT	₱780,000.00						
PROCUREMENT OF MEAL AND SNACKS PROVIDER FOR THE CYBERSECURITY AWARENESS AND PROTECTION TRAINING (CAPT) 1. SPECIFIC REQUIREMENTS The Meal and Snacks Provider shall deliver the following services: 1.1. Provision of meals for a 6-day training program: 1.1.1. Daily Meal Inclusions: 1.1.1.1. AM Snacks 1.1.1.2. Lunch 1.1.1.3. PM Snacks 1.1.2. Meals must be served at the CDA Conference Room for 200 participants daily. 1.1.3. Ensure compliance with GPPB guidelines. 1.1.4. Provide meal options that consider dietary restrictions and preferences, including vegetarian and halal options. 1.2. Coordination with the training organizers to meet serving schedules: 1.2.1. November 26-28, 2025 and December 15-17, 2025, 8:00 AM to 5:00 PM. 1.2.2. Daily serving schedule: Snacks and meals must align with the training's 8-hour daily schedule. 1.3. Provision of clean, high-quality food service, ensuring: 1.3.1. Proper packaging and labeling of meals. 1.3.2. Availability of serving staff during the scheduled mealtimes. 1.3.3. Maintenance of hygiene standards during food preparation, delivery, and serving. 2. MODE OF PAYMENT 2.1. Send Bill Arrangement: 2.1.1. Payment will be processed after the training program and upon submission of the following: 2.1.1.1. Official Receipt 2.1.1.2. Billing Statement 3. NUMBER OF PARTICIPANTS 3.1. Two hundred (200) participants daily for six (6) days. 4. DELIVERABLES 4.1. Daily delivery and serving of meals (AM Snacks, Lunch, PM Snacks) for 200 participants as scheduled. 5. TRAINING VENUE 5.1. CDA Conference Room: Meals must be delivered and served at the training venue. Delivery Period: Scheduled dates of activities Terms of Payment: 30 days upon completion the activity *****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

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.