



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception Cubao, 1111 Quezon City, Philippines
http://www.cda.gov.ph helpdesk@cda.gov.ph CDA Philippines



REQUEST FOR QUOTATION

Date: February 26, 2026
RFQ No.: 2026 - 041

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	OFFER					REMARKS
			QTY	Unit Price	Total Price	Compliance with Technical Specifications (please check)		
						Yes	No	
PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE - FOR THE CONDUCT OF ASSESSMENT CONFERENCE FOR INTERNAL QUALITY AUDIT (IQA) AUDITORS FOR FY 2026		P204,000.00						
Procurement of Consultancy Service for the Resource Person during the Conduct of Assessment Conference for Internal Quality Audit (IQA) Auditors for FY 2026 The Consultancy Company shall meet the following qualifications and requirements: a. Must have an established consultancy business and has experience related to ISO 9001:2015 for at least five (5) years; b. Must have completed at least five (5) procurement projects in relation to ISO 9001:2015 Consultancy and must attach in their proposal the list of all ongoing and completed consulting service projects for the last two (2) years. Likewise, at least two (2) companies/ organizations/ agencies where the consultancy services have been accepted had already acquired their ISO 9001:2015 Certification; c. Must be a Phil-GEPS-Registered Supplier with valid Business Permit; d. Shall strictly adhere to the activity design approved by the Planning and Policy Development Department (PPDD) prior to the conduct of the conference; e. Resource Person/s must be assigned by the consultancy company. The Resource Person/s must attain at least a Bachelor's Degree and has experienced working in an ISO 9001 Certified Company for at least five (5) years. He/ She shall provide substantive, experience-based technical guidance drawn from actual ISO 9001 auditing practice. This shall include enhancing the quality and clarity of statements of nonconformity; strengthening the monitoring and evaluation of submitted Corrective/Improvement Action Reports, particularly in relation to identified root causes and proposed corrective actions; and ensuring that implemented actions effectively address and resolve the audit findings. The following proofs must be provided: > Curriculum vitae > Photocopy of training certificates the trainer has attended either as speaker or participant which is relevant to the topic/s he/she will be discussed once the project was awarded > Any other proofs that will show technical capabilities of the Resource Person/s to conduct the training/ consultancy service on auditing or performing actual audit. Delivery Period: 30 days Payment terms: 30 days after completion *****nothing follows***** Delivery Period: 30 days Payment terms: 30 days after completion	1 LOT							

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