



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception Cubao, 1111 Quezon City, Philippines
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REQUEST FOR QUOTATION

Date: March 9, 2026
RFQ No.: 2026 - 056

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					
			PRICE			Compliance with Technical Specifications (please check)		REMARKS
PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE - ICTD		P225,000.00	QTY	Unit Price	Total Price	Yes	No	
<p>PROCUREMENT OF FORTY-FIVE (45) CANVA SUBSCRIPTION LICENSES FOR THE COOPERATIVE DEVELOPMENT AUTHORITY FOR FY 2026-2027 (ONE-YEAR SUBSCRIPTION)</p> <p>1. TECHNICAL SPECIFICATIONS:</p> <p>1.1. Type: Software as a Service (SaaS)—Cloud-based Graphic Design and Content Creation Platform</p> <p>1.2. License Type: Canva Pro (Annual Subscription)</p> <p>1.3. Number of Licenses: 45 Licenses</p> <p>1.4. License Duration: 1 year from date of activation</p> <p>1.5. Platform Accessibility: Web-based and Mobile App (Compatible with Windows, MacOS, Android, iOS)</p> <p>1.6. Premium Content Access: Full access to premium templates, photos, videos, graphics, and other elements</p> <p>1.7. Brand Management Tools: Multiple Brand Kits (for logos, fonts, and color palettes)</p> <p>1.8. Background Remover Tool: Included (One-click background removal for images)</p> <p>1.9. Magic Resize Feature: Included (Automatic design resizing for different platforms)</p> <p>1.10. Content Planner & Scheduler: Included (Schedule and plan social media content)</p> <p>1.11. Cloud Storage: Minimum of 1 TB for design files and media assets</p> <p>1.12. User Collaboration Tools: Real-time team collaboration, commenting, and file sharing</p> <p>1.13. Download/Export Options: High-resolution exports (PNG, JPEG, PDF, MP4, GIF), with transparent background support</p> <p>1.14. Security Features: 2-Factor Authentication (2FA), Admin User Controls, User Permission Management</p> <p>1.15. Compliance: Data Privacy Compliant (GDPR and other applicable laws)</p> <p>1.16. Software Updates: Automatic updates included during subscription period</p> <p>2. DELIVERABLES AND CONDITIONS</p> <p>2.1. The SUPPLIER shall provide 45 Licenses for CANVA.</p> <p>2.2. The SUPPLIER shall ensure the availability of 24/7 priority customer support accessible via chat and email.</p> <p>2.3. The SUPPLIER shall provide service and support coverage within one (1) year from the successful delivery and acceptance;</p> <p>2.4. Payment shall be made within a reasonable time from the submission of the documentary requirements, such as, but not limited to, the following, based on existing accounting and auditing laws, rules, and regulations:</p> <p>2.4.1. Sales Invoice/Billings;</p> <p>2.4.2. Certificate of Acceptance issued by CDA ICTD; and</p> <p>2.4.3. No advance payment shall be made as provided for in Section 88 of PD 1445.</p> <p>3. ELIGIBILITY OF THE SUPPLIER</p> <p>3.1. Must provide a PhilGEPS Registration Certificate must be valid and active</p>	45 licenses							

3.2. Must submit a Business/Mayor's permit, and it must be current and valid

3.3. Must provide Income/Business Tax Return (if applicable) as required under IRR of RA 12009

3.4. Must provide an Omnibus Sworn Statement (OSS) as required under IRR of RA 12009

4. BUDGET AND FUNDING

4.1. Approved Budget for the Contract (AC) Two Hundred Twenty-Five Thousand pesos only (PHP225,000.00), inclusive of VAT, funded through the CDA ICTD MOOE for 2026.

5. MODE OF PROCUREMENT

5.1. Pursuant to RA 12009 (Section 34) and RA 9184 (Section 53.9, IRR), the procurement of Canva Pro may qualify under Small Value Procurement (SVP) if it falls within the updated threshold under GPPB Resolution No. 02-2025.

5.2. This applies when the Approved Budget for the Contract (ABC) is within the prescribed limit, at least three (3) price quotations are requested (or one responsive quotation is received).

6. TERMS OF PAYMENT

6.1. The payment shall be made in full (100%) upon successful activation of the subscription and confirmation that it is ready for use by the end-user.

7. DELIVERY PERIOD

7.1. The SUPPLIER must activate the licenses within 7 to 10 working days upon receipt of Notice to Proceed (NTP)

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