



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: April 14, 2026
RFQ No.: 2026 - 066

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
			PRICE			Compliance with Technical Specifications (please check)		
			QTY	Unit Price	Total Price	Yes	No	
PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE - To be used in the conduct of online meetings, seminars, and conferences for CDA HQ and Extension Offices.		₱600,000.00						
PROCUREMENT OF ONE (1) YEAR SUBSCRIPTION OF ZOOM VIDEO CONFERENCING PLATFORM FOR THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) FOR THE YEAR 2026-2027 1. PROJECT TITLE 1.1. PROCUREMENT OF ONE (1) YEAR SUBSCRIPTION OF ZOOM VIDEO CONFERENCING PLATFORM FOR THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) 2. PROJECT DESCRIPTION 2.1. To sustain the video conferencing services for the conduct of online meetings, seminars, and conferences at CDA. 3. SUBSCRIPTION PERIOD 3.1. The subscription of Zoom Video Conferencing Platform for the Cooperative Development Authority shall cover the period of June 23, 2026 to June 23, 2027. 4. APPROVED BUDGET FOR THE CONTRACT 4.1. The Approved Budget for the Contract is Six Hundred Thousand Pesos (in figure: PHP600,000.00), inclusive of VAT. 5. MODE OF PROCUREMENT 5.1. Pursuant to RA 12009 (Section 34) and RA 9184 (Section 53.9, IRR), the procurement of Zoom Video Conferencing 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). 5.3. Procurement Process. End-users shall procure the subscription from duly authorized providers, ensuring adherence to procurement rules and regulations. The process shall follow the guidelines set forth under Small Value Procurement, including obtaining price quotations from at least three (3) eligible suppliers when applicable, to ensure transparency and value for money. 6. SPECIFICATIONS AND SCOPE OF WORK 6.1 Subscription of 19 Hosts/Accounts 6.1.1. Includes 300 participants 6.1.2. Dedicated phone support 6.1.3. Admin dashboard 6.1.4. Vanity URL 6.1.5. Managed domains 6.1.6. Single sign-on 6.1.7. Company branding 6.1.8. Custom emails 6.1.9. Learning Tools Interoperability (LTI) Integration 6.1.10. Cloud Recording 6.1.11. Polling 6.1.12. Break outs 6.2. Two (2) Hosts Subscription for 1000 Add-on Participants 6.3. One (1) Zoom Room License Subscription 6.4. Scope of services 6.4.1. Provisioning of Licenses 6.4.2. After Sales Technical Support 7. ELIGIBILITY OF THE BIDDERS 7.1. The Bidder should be Philgeps registered. 7.2. The Bidder should be in the IT business for 3 years 7.3. At least 3 years minimum experience dealing with government projects 7.4. 24 x 7 customer/technical support capability 8. TERMS OF PAYMENT 8.1 The payment shall be made in full (100%) upon successful activation of the license subscriptions and confirmation that these are ready for use by the end-user. Delivery Terms: 15 days Payment Terms: 30 days after complete delivery *****nothing follows*****	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, 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.