



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite, Philippines

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INVITATION TO SUBMIT QUOTATION
Professional Services

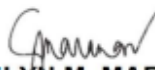
1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project "**Professional Services**" with an Approved Budget for the Contract (ABC) of **One Hundred Fifty Thousand Pesos Only (PhP 150,000.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1	1	Lot	Professional Services to Conduct Impact Assessment of the GADRC (See attached Terms of Reference)	150,000.00	150,000.00
TOTAL AMOUNT					150,000.00

2. Delivery Period: ____ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
4. Warranty shall be for a period of six (6) months for supplies and materials. Warranty for equipment must not be less than one (1) year from the date of acceptance and shall be accompanied with Warranty Certificate.
5. The quotation must be submitted to the Supply Office through mail, fax or email at the contact details listed below **on or before 5:00 PM of December 05, 2022.**

Address : Supply Office, Administration Building
Cavite State University
Indang, Cavite
E-mail : supplyoffice@cvsu.edu.ph
Telefax : (046) 862-0852

6. The CvSU reserves the right to reject any or all quotations and/or proposals and waive any formalities/informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. CvSU neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.


ROSELYN M. MARANAN
BAC Secretary, Goods and Services

TERMS OF REFERENCE

PROFESSIONAL SERVICES TO CONDUCT IMPACT ASSESSMENT

I. Background

Gender is an important consideration in development. It is a way of looking at how social norms and power structures impact on the lives and opportunities available to different groups of men and women. It affects progress towards equality and freedom from discrimination.

The 1987 Philippine Constitution, Article XIV, Section 4 provides that CHED directs the institutionalization of the required policies, standards, and guidelines to build its internal capacities and those of its external clientele and stakeholders in mainstreaming Gender and Development (GAD) within the agency and in the various functions of higher education, in accordance with the function of the State to "exercise reasonable supervision and regulation of all educational institutions".

Section 36 of Republic Act No. 9710, otherwise known as the Magna Carta of Women (MCW) mandates all departments, including their attached agencies, offices, bureaus, state universities and colleges, government-owned and controlled corporations, local government units, and other government instrumentalities to adopt gender mainstreaming as a strategy to promote women's human rights and eliminate gender discrimination in their systems, structures, policies, programs, processes, and procedures.

CHED CMO No. 1, Series of 2015 explicitly states in its general policy that *Gender mainstreaming is one of the major strategies in educating and informing various sectors of society on the need to recognize and respect rights of women and men. Educating more women translates to additional socio-economic gains that benefits entire societies, including increased economic productivity, higher family incomes, more informed members of society and respect for the rights of women.* Hence, administrators, faculty, and staff of every higher education institution must help provide an enabling environment for their female and male students, personnel, and other clients so that they can grow with genuine respect for the equal worth, dignity and rights of an individual, as well as with position and values to enable them to respond to the changing environment.

Higher educational institutions (HEIs) in the Philippines have three focal functions, namely, instruction, research, and extension. As they perform these trifocal functions, the main goal is how to be of service to their respective internal and external stakeholders.

Cavite State University (CvSU) is no exception. All CvSU colleges, campuses, and major units must ensure that the trifocal functions of the university are gender-responsive, including their plans, programs, policies and even their infrastructures.

II. Objectives

1. Identify the outputs and outcomes of the services offered by the Gender and Development Resource Center;
2. Analyze the influences of the Gender and Development Resource Center to their internal and external stakeholders; and
3. Recommend strategies to improve the services offered by the Gender and Development Resource Center.

III. Scope of Services and Deliverables

Scope of Work

In accordance with the Terms of Reference cited in the invitation to Submit Quotation, the service shall cover the assessment of the impact of the Gender and Development Resource Center of the Cavite State University (CvSU) through the following activities:

- Collect primary and secondary data
- Interview the beneficiaries
- Identify the output and outcomes
- Assess the impacts to their internal and external clients
- Recommend strategies to improve the delivery of its gender responsive services
- Prepare the submit written reports on the result of impact assessment

IV. Consultant's/Consulting Firm Qualifications

The Consultant's/Consulting Firm is a company engaged in providing comprehensive and earnest technical assistance to both the public and private sectors on the creation of sustainable development strategies, and capacitating people to implement these strategies. The company is composed of licensed professionals with the experience and credentials in gender and development (GAD) and trifocal functions of an HEI – a dynamic team dedicated to advancing gender equality at the local and the national levels, as follows:

1. **Team Leader & Gender and Development Specialist**
Lead coordination with client and ensure the delivery of outputs in accordance with the client's requirements. Take lead in the assessment of the impact of GAD Resource Center to its internal and external clients.
2. **Socioeconomic Specialist**
Lead the assessment of social impacts of the services offered, and the identification of strategies to improve the delivery of CvSU's GADRC services.

3. Project Associate

Lead the preparations for the conduct of surveys, focus group discussions, and/or key informant interviews. Assist in the assessment of the social impacts and provide inputs to the impact assessment report. Coordinate with other consultant/s.

V. Implementation and Monitoring

The project will be guided by the following methodology, subject to the approval of the procuring entity:

A. Collection of Primary and Secondary Data

- Gathering and review of documents on the extension projects
- Site visit
- Identification and intended outputs and outcomes of the projects
- Review of related literature
- Identification of stakeholders
- Preparations of qualitative research (i.e. survey, focus group discussions, and / or key information interviews) design and instrument
- Conduct of survey, FGD, and / or KII

B. Impact Assessment

- Review of related literature
- Processing of survey, FGD, and / or KII results
- Reassessment of outputs and outcomes
- Identification of social, economic, and environmental impacts of the projects

C. Formulation of Strategies to Improve the services offered by CvSU's Gender and Development Resource Center

- Identification of potential strategies to improve the delivery of CvSU's GADRC services

D. Preparation and Submission of Impact Assessment Reports

- Drafting of Impact Assessment Report
- Validation of Impact Assessment through Consultation Meeting
- Finalization, packaging, and submission of Impact Assessment Report

VI. Period of Engagement

The recommended period of engagement with the consultant/consulting firm is three (3) months from the receipt of Notice of Proceed.

VII. Schedule of Expected Outputs and Deliverables

DELIVERABLES	TIMELINE
1. Inception Report	5 calendar days from receipt of Notice To Proceed (NTP)
2. Report on Survey/FGD/KII	40 calendar days from receipt of NTP
3. Draft Report	65 calendar days from receipt of NTP
4. Final Report	90 calendar days from receipt of NTP

The deliverables and timeline may be adjusted upon the agreement of both parties.

VIII. Schedule of Payment

The suggested payment schedule is as follows:

ACTIVITY	PAYMENT
Upon submission of Inception Report	15%
Upon submission of Report on Survey/FGD/KII	15%
Upon submission of Draft Impact Assessment Report	40%
Upon submission of Final Impact Assessment Report	30%
Total	100%