



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

☎ (046) 4150-010 / 📠 (046) 4150-0013 loc 203

www.cvsu.edu.ph

REQUEST FOR PROPOSAL

PROCUREMENT OF PROFESSIONAL SERVICES TO CONDUCT IMPACT ASSESSMENT OF “SciCAT AVENUES: ACCESS TO VALUE-ADDING AND ENGAGING INNOVATIONS TOWARDS SUSTAINABILITY OF AGRI-EDUCATION AND AGRI-TOURISM”

Date: January 29, 2023

RFP No. 001-2023

The Cavite State University (CvSU), through its Bids and Awards Committee, intends to engage the services of a **Professional Service to Conduct Impact Assessment of SciCAT Avenues: Access to Value-Adding and Engaging Innovations Towards Sustainability of Agri-Education and Agri-Tourism**”.

The Approved Budget for the Contract (**ABC**) for the project is **PhP 100,000.00**.

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **February 06,2023 5:00pm**.

Open quotations may be submitted manually to the above address or email us at procurementoffice@cvsu.edu.ph / rfqmain@cvsu.edu.ph

(sgd) **LOLITA G. HERRERA**
Chair, BAC - Goods and Consulting Services



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

INVITATION TO SUBMIT PROPOSAL
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 Thousand Pesos Only (PhP 100,000.00)**. 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 Service for Impact Assessment of “SciCAT Avenues: Access to Value-Adding and Engaging Innovations Towards Sustainability of Agri-Education and Agri-Tourism” (See attached Terms of Reference)	100,000.00	100,000.00
TOTAL AMOUNT					100,000.00

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 Procurement Office through mail, fax or email at the contact details listed below **on or before 5:00 PM of February 06, 2023.**

Address : Procurement Office, Administration Building
Cavite State University
Indang, Cavite

E-mail : procurementoffice@cvsu.edu.ph / rfqmain@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 Consulting Services



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
www.cvsu.edu.ph



OFFICE OF THE UNIVERSITY PRESIDENT

Continuation of Special Order No. PHDR-16c-2021

“SciCAT AVENUES: Access to Value-Adding and Engaging Innovations Towards Sustainability of Agri-Education and Agri-Tourism”

TERMS OF REFERENCE OF PROJECT MANAGEMENT TEAM

Project Leader

The project leader shall perform the following functions in the implementation of the project:

- Plan and direct the overall coordination of tasks necessary to meet the project objectives;
- Plan and recommend the purchasing of necessary supplies, materials, and equipment needed to conduct the project based on the approved line item budget;
- Hire and recommend the appointment of the required project personnel;
- Facilitate staff meetings and stakeholders' consultation meetings; and
- Prepare and submit progress reports, annual reports, and terminal reports.

Project Staff (Level 3) for Administrative Support

The project staff for administrative support shall perform the following functions:

- Be responsible for providing administrative support to the project, including drafting of project correspondence, preparing minutes of meetings, and making necessary travel arrangements;
- Assist the Project Leader in preparing progress reports, annual reports, and terminal reports;
- Escalate policy issues to team lead for referral to appropriate policy making bodies; and
- Perform other duties as determined by the Project Leader.

Project Staff (Level 3) for Finance Management

The project staff for finance management shall perform the following functions:

- Collect, interpret and review financial information of the project;
- Prepare financial reports related to budgets, account payables, disbursements, etc.;
- Report to project team the financial status of the project;
- Ensure compliance with applicable law and procedures related to finance; and



(046) 4150-010 / (046) 4150-011
email: office.president@cvsu.edu.ph



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite
www.cvsu.edu.ph



OFFICE OF THE UNIVERSITY PRESIDENT

Continuation of Special Order No. PHDR-16c-2021

- Perform other duties as determined by the Project Leader.

Project Staff (Level 3) for Planning and Implementation

The project staff for planning and implementation shall perform the following functions:

- Assist in project event planning and implementation of other project activities;
- Manages specific project plan activities and contributes to project plan development in collaboration with project leader;
- Responsible for contributing to overall project objectives and specific team deliverables;
- Ensures that the technical environment is in place and operational throughout the project;
- Establishes and maintains target environment for new applications;
- Coordinates documentation, testing, and training efforts related to project plan; and
- Perform other duties as determined by the Project Leader.

Project Support Staff

The project support staff shall perform the following functions:

- Be responsible for providing administrative support to the project, including timely follow-up of purchase/payment requests, and making necessary travel arrangements;
- Prepare financial reports related to budgets, account payables, disbursements, etc.;
- Assist during project-initiated trainings, events, and travels;
- Perform other duties as determined by the Project Leader.



(046) 4150-010 / (046) 4150-011
email: office_president@cvsu.edu.ph