



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

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 **Ninety Thousand Pesos Only (PhP 90,000.00)**. 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 – Conduct Impact Assessment for CEIT	90,000.00	90,000.00
			(See attached Terms of Reference)		
TOTAL AMOUNT					90,000.00

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 9, 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 delas Alas Campus
Indang, Cavite

COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

TERMS OF REFERENCE

PROFESSIONAL SERVICES TO CONDUCT IMPACT ASSESSMENT

I. BACKGROUND

Higher educational institutions (HEIs) in the Philippines served three functions, instruction, research and extension. As they perform these three functions, the main goal is how to be of service to the stakeholders in the immediate community and the larger society. Among these three functions, extension activities are the ones directly serving the stakeholders of the University. Furthermore, the Commission on Higher Education (CHED) Memorandum Order 52, series of 2016 sought for the "provision of space to discover practical, evidence-and science- based answer that can address the real-world social, economic, and environmental challenges of partner citizens and communities" among the extension programs being provided by the HEI's. With this mandate, universities and colleges are expected to produce knowledge and innovation that would not only benefit the growth of the academic knowledge, but also their partner communities (Llenares and Deocaries, 2018).

These activities will be one of the strategies in which HEIs can contribute in addressing social inequalities in the Philippines, particularly with its middle- to low-income communities. Cavite State University (CvSU) is no exception. All Colleges of the CvSU, implemented timely and relevant extension activities in selected barangays in Cavite and selected municipalities in neighboring provinces. CvSU took the responsibility to deliver extension services that would help to develop these partner communities and its residents through various extension programs and activities.

II. Objectives

1. Identify the outputs and outcomes of the three (3) extension projects;
2. Analyze the socio-economic and environmental impacts of the extension activities.
3. recommend strategies to improve the delivery of CvSU's extension services.

III. Scope of Services and Deliverables

In accordance with the Terms of Reference cited in the Invitation to Submit Quotation, the service shall cover the assessment of the impact of one (1) extension project of the College of Engineering and Information Technology through the following activities:

- Collect primary and secondary data;
- Interview the beneficiaries;
- Identify the output and outcomes;
- Assess the social and economic impacts (per project);
- Recommend strategies to improve the delivery of the college extension services; and
- Prepare and submit written reports on the result of impact assessment.

IV. CONSULTANT'S/CONSULTING FIRM QUALIFICATIONS

The company is engaged in providing comprehensive and earnest technical assistance in both public and private sectors in the creation of sustainable development strategies, and capacitating people to implement such strategies. The company shall be composed of licensed professionals with experience and credentials in development of electronic systems/applications, components, equipment, as well as in the production process, optimization of complex processes, research and program management – a dynamic team dedicated to advancing resilience and sustainable development in the local and national levels.

1. Team Leader

Lead coordination with client and ensure the delivery of outputs in accordance with the client's requirements.

2. Socioeconomic and Environmental Specialist

Lead the assessment of social, economic and environmental impacts of the project, and the identification of strategies to improve the delivery of CvSU's extension services.

3. Project Associate

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

V. Implement 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
 - Preparation of qualitative research (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, GD, 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 CvSU Extension Services
 - Identification of potential strategies to improve the delivery of CvSU's extension 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 to 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 on NTP

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

