



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

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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: March 1, 2023

RFP No. 003-2023

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 200,000.00** for the 5- calendar days inception report, 40-calendar days report on SURVEY/FGD/KII, 65-calendar days draft report and 90-calendar days final report.

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 **March 8,2023 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



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INVITATION TO SUBMIT PROPOSAL
Professional Services – Conduct Impact Assessment for SciCAT Project

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Professional Services – Conduct Impact Assessment for SciCAT Project**” with an Approved Budget for the Contract (ABC) of **Two Hundred Thousand Pesos Only (PhP 200,000.00)**. 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 SciCAT Project “Transforming Silan’s Farm in Indang, Cavite into Science for the Convergence of Agriculture and Tourism Project” (See attached Terms of Reference)	200,000.00	200,000.00
TOTAL AMOUNT					200,000.00

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 March 08, 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



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TERMS OF REFERENCE

PROFESSIONAL SERVICES TO CONDUCT IMPACT ASSESSMENT

I. BACKGROUND

Higher educational institutions (HEIs) in the Philippines surveyed three functions, instruction, research and extension. As they perform these three functions, the main goal is how to be 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 (Llanares and Deocaries, 2018).

These activities will be one of the strategies in which HEIs can contribute in addressing social inequalities in the Philippines, particularly 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 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 one (1) extension project;
2. Analyze the social, economic and environmental impact of the extension project;
and
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 Agriculture, Food, Environment and Natural Resources entitled "Transforming Silan's Farm in Indang, Cavite into Science for the Convergence of Agriculture and Tourism" through the following activities:

- Collect primary and secondary data;
- Identify and interview the beneficiaries;
- Identify the outputs and outcomes of the project;
- Assess the Social, Economic and Environmental impacts of the project;
- Recommend strategies to the delivery of CvSU's 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 project
- Site visit
- Identification and intended outputs and outcomes of the project
- Review of related literature
- Identification of stakeholders
- Preparation of qualitative research (survey, focus group discussions, and/or key information interviews) design and instrument
- Conduct 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 project

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 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 of NTP

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