



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite, Philippines
(046) 889-6373
www.cvsu.edu.ph

INVITATION TO SUBMIT QUOTATION

Professional Services for Impact Assessment of CAS Extension for BS Applied Mathematics and BS Psychology Accreditation

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project "**Professional Services for Impact Assessment of CAS Extension for BS Applied Mathematics and BS Psychology Accreditation**" with an Approved Budget for the Contract (ABC) **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
			Impact Assessment of CAS Extension Project:		
1.	1		BS Applied Mathematics "The Statistical Tools for Action Research of Teachers of LET'S START"	100,000.00	100,000.00
2.	1		BS Psychology "Community Crisis Intervention Program or SAFE & SOUND"	100,000.00	100,000.00
			(Please see attached Terms of Reference)		
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 June 18, 2025**.

Address : Procurement Office, Administration Building
Cavite State University
Indang, Cavite
E-mail : procurementoffice@cvsu.edu.ph / rfqmain@cvsu.edu.ph
Telefax : (046) 889-6373

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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DON SEVERINO DE LAS ALAS CAMPUS
Indang, Cavite

TERMS OF REFERENCE

PROFESSIONAL SERVICES TO CONDUCT IMPACT ASSESSMENT

I. Background

The **Statistical Tools for Action Research of Teachers** or **Let's START! Project** was implemented in Mendez and Alfonso, Cavite by the Department of Physical Sciences – College of Arts and Sciences from 2018 to 2021. The project's primary goal was to help increase the number of action and basic research outputs of the faculty members of Constancio E. Aure Senior National High School (CEANHS) and Alfonso Integrated High School (AIHS) and it involved face-to-face and online training on writing research and application of different statistical techniques.

The specific objectives of Let's START! were to increase the beneficiary's knowledge in 1) applying concepts and principle of basic and classroom-based action research, 2) writing the basic parts of research; 3) applying statistical tools/techniques, and 4) developing and instrument or test development for research.

Despite the completion of Let's START!, there is a critical need to assess its long-term effects on the beneficiaries of the project. An impact study is essential to evaluate whether the project has achieved its intended outcomes and to understand the broader implications of its implementation. An impact study will help in determining the effectiveness and sustainability of the interventions introduced, identify unintended consequences, and gather lessons learned for future projects.

The absence of a third-party evaluation of the project's impact limits the ability to measure the true success of the efforts and the extent to which the teachers of CEANHS and AIHS have benefited. The findings from this impact study will provide valuable insights for stakeholders, including project implementors, funders, and the beneficiaries themselves, to make informed decisions regarding future initiatives.

II. Objectives:

The objectives of this impact assessment are to:

1. determine the outputs and outcomes of one extension project;
2. analyze the social, economic, and environmental impact of the Let's START! project;
3. recommend strategies to improve the delivery of the department's extension Projects.

III. Scope of Deliverables:

The service shall cover the assessment of the impact of Let's START! Project of the department of Physical Sciences under the College of Arts and Sciences through the following activities:

1. Collection of primary and secondary data.
2. Determine and interview the project beneficiaries.
3. Determine the outputs and outcomes of the project.
4. Assess the social, economic, and environmental impact of the project.
5. Recommend strategies to further enhance the extension of the department.
6. Prepare and submit the written report on the result of impact assessment.

IV. Consulting Firm or Professionals Qualificatio

The consulting firm or company must be engaged in providing wide-range technical assistance in both private and public sectors in the development of sustainable strategies, and capacitating people to implement such strategies. The company shall be composed of licensed professionals with experience and credentials in the development of electronic systems/applications, components, as well as in the production process, optimization of complex processes research and program management.

- Team Leader – Lead coordinator with client and ensure the delivery of outputs in accordance with the client's requirements.
- Socioeconomic and environmental Expert – Lead the assessment of social, economic, and environmental impacts of the project, and the identification of strategies to improve the delivery of the department's extension activities.

- Project Associates – Led the preparation 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 consultants.

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

- Reviewing the documents of the extension project.
- Conducting site visitation.
- Identification of outputs and outcomes.
- Reviewing the literature
- Identification of the key stakeholders of the project.
- Preparation of the Qualitative methodology.
- Conducting interviews, Focus Group Discussion, and KII.

B. Impact Assessment

- Reviewing the literature
- Processing the survey, GD, and/or KII result.
- Reassessment of outputs and outcomes.
- Identification of social, economic, and environmental impacts of the project.

C. Formulation of Strategies to Improve DPS Extension Delivery.

- Identification of potential strategies to improve the delivery of DPS extension activities/services.

D. Submission of the Impact Assessment Reports.

- Drafting the impact assessment report.
- Validation of Impact Assessment through consultation meeting.
- Finalization, packaging and submission of Impacts 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 the receipt of Notice to Proceed
2. Report on Survey/ FGD/ KII	40 calendar days from the receipt of the Notice to Proceed
3. Draft of the Report	60 calendar days from the receipt of the Notice to Proceed
4. Final Report	90 Calendar days from the receipt of the Notice to Proceed

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



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TERMS OF REFERENCE

PROFESSIONAL SERVICES TO CONDUCT IMPACT ASSESSMENT

I. Background

The **Community Crisis Intervention Program (Safe and Sound)** was developed as a proactive response to the multiple crises faced by Barangays Asis I and III in Mendez, Cavite, in 2020. These crises included the aftermath of the Taal Volcano eruption and the psychological and emotional toll of the COVID-19 pandemic. Grounded in Crisis Theory, Resilience Theory, the Transactional Model of Stress and Coping, Maslow's Hierarchy of Needs, and Empowerment Theory, the program offered a comprehensive and integrative approach to addressing the community's mental health needs.

The program aimed to equip residents with practical tools to manage stress, validate their emotional responses, normalize their experiences, foster effective coping mechanisms, and regain a sense of control over their lives. Key strategies included close coordination with barangay officials, targeted invitations to ensure participation, and the use of infographics and webinar workshops with breakout sessions facilitated by Psychology instructors. Participants were provided with evaluation tools to measure the effectiveness of the interventions, with follow-up assessments conducted to gauge long-term impact.

Despite the completion of **Community Crisis Intervention Program (Safe and Sound)**, there is a critical need to assess its long-term effects on the beneficiaries of the project. An impact study is essential to evaluate whether the project has achieved its intended outcomes and to understand the broader implications of its implementation. An impact study will help in determining the effectiveness and sustainability of the intervention introduced, identify unintended consequences and gather lessons learned for future projects.

The absence of a third-party evaluation of the project's impact limits the ability to measure the true success of the efforts and the extent to which the communities of Asis 1 and Asis 3 have benefited. The findings from the impact study will provide valuable insights for stakeholders, including project implementors, funders, and the beneficiaries themselves to make informed decisions regarding future initiatives.

II. Objectives

The objectives of this impact assessment are to:

1. determine the outputs and outcomes of one extension project;
2. analyze the social, economic, and environmental impact of the **Community Crisis Intervention Program (Safe and Sound)**;
3. recommend strategies to improve the delivery of the department's extension.

III. Scope of Deliverables

The service shall cover the assessment of the impact of **Community Crisis Intervention Program (Safe and Sound)** of the **Department of Social Sciences- BS Psychology Program** through the following activities:

1. Collection of primary and secondary data.
2. Determine and interview the project beneficiaries.
3. Determine the outputs and outcomes of the project.
4. Assess the social, economic and environmental impact of the project.
5. Recommend strategies to further enhance the extension of the department.
6. Prepare and submit the written report on the result of impact assessment.

IV. Consulting Firm or Professionals Qualificatio

The consulting firm or company must be engaged in providing wide-range technical assistance in both private and public sectors in the development of sustainable strategies and capacitating people to implement such strategies. The company shall be composed of licensed professionals with experience and credentials in the development of electronic systems/applications, components, as well as in the production process optimization of complex processes research and program management.

- **Team Leader** – Lead coordinator with client and ensure the delivery of outputs in accordance with the client's requirements.
- **Socioeconomic and environmental expert** – Lead the assessment of social, economic and environmental impacts of the project, and the identification of strategies to improve the delivery of the department's extension activities.
- **Project Associates** – Lead the preparation 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 consultants.

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

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- Conducting site visitation
- Identification of outputs and outcomes
- Reviewing the literature
- Identification of the key stakeholders of the project
- Preparation of the Qualitative methodology
- Conducting interviews, Focus Group Discussion, and KIL

B. Impact Assessment

- Reviewing the literature
- Processing the survey, GD, and/or KIL result
- Reassessment of of outputs and outcomes
- Identification of social, economic, and environmental impacts of the project

C. Formulation of Strategies to improve DSS Extension Delivery

- Identification of potential strategies to improve the delivery of DSS- BS Psychology Program extension activities /services.

D. Submission of the Impact Assessment Reports.

- Drafting the 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.

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