



University of Science and Technology of Southern Philippines

Alubijid | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon

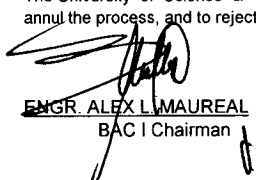
INVITATION /REQUEST FOR SUBMISSION OF PRICE QUOTATION
Posted in PhilGEPS Website/Conspicuous Place at the Procuring Entity

The University of Science & Technology of Southern Philippines, through the Bids and Awards Committee (BAC) hereby invites interested parties to submit quotation for the procurement of the following item:

Reference No.	Qty.	Unit	Specification/Description	Approved Budget for the Contract	Mode of Procurement
RFQ NP- HTC- 003- 2021	Please see details below	Please see details below	Negotiated Procurement of Professional Services for CDO Bites Incubation Program Consultancy	₱280,000.00	Highly Technical Consultant - Section 53.7, Rule XVI, Revised IRR of RA 9184)

Deadline for the submission of quotation is on March 1, 2021 at 12:00 noon at the Procurement Unit, 2nd Floor, USTP Gymnasium building. You may submit your quotation through fax number 856-4696 / 856-1739 or through personal delivery in a sealed envelope.

The University of Science & Technology of Southern Philippines reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.


ENGR. ALEX L. MAUREAL
BAC I Chairman



University of Science and Technology of Southern Philippines

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Date: February 23, 2021
Quotation No.: RFQ-NP-HTC-003-2020
Name of Project: Procurement of Professional Services for CDO Bites Incubation Program Consultancy

The Manager

Cagayan de Oro City

Please quote your lowest price on the item/s listed below, subject to the general Conditions stated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than March 01, 2021 at 12:00 noon. Please enclosed in a sealed envelope.

ENGR. ALEX L. MAUREAL

BAC I Chairman

- NOTE:
1. DELIVERY PERIOD WITHIN 7 CALENDAR DAYS UPON RECEIPT OF PO.
 2. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS
 3. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED. (if applicable)
 4. THE USTP RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS FOR ANY JUSTIFIABLE AND REASONABLE GROUND WHERE THE AWARD OF THE CONTRACT WILL NOT REDOUND TO THE BENEFIT OF THE GOP.
 5. REQUIREMENTS: 1) PHILGEPS REGISTRATION (PLATINUM MEMBERSHIP).

ITEM #	QTY	UNIT	DESCRIPTIONS AND SPECIFICATIONS	APPROVED UNIT COST (php)	UNIT PRICE
1	1	lot	Professional Services (see attached TOR)	280,000.00	

Brand Name:

Delivery Period:

Price Validity:

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

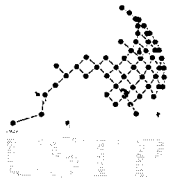
Printed Name / Signature

Tel. #/address/e-mail add

Date

Haguisan-Professional fee
RFQ-NP-HTC-003-2021
Resolution No 061-2024
PR No. 065-2021

C.M. Redo Avenue, Lapasan, Cagayan de Oro City 9000 Philippines. Tel. Nos. +63 (88) 856 1738; Telefax +63 (88) 856 4696 | www.ustp.edu.ph



FINAL TERMS OF REFERENCE (TOR) (LOT 1)

CONSULTANCY SERVICES FOR CDO B.I.T.E.S. BUSINESS INCUBATION, TECHNOLOGY, ENTREPRENEURSHIP AND STARTUPS

The University of Science and Technology of Southern Philippines (USTP) is requesting applications from Business Consultants or related professionals to conduct consultancy to CDO b.i.t.e.s. and its startups both from the old batch and the new batch.

I. BACKGROUND

USTP's CDO b.i.t.e.s. is the first technology business incubation hub in Cagayan de Oro City. This is funded by the Department of Science and Technology (DOST) Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD). This was first funded in 2016 with the mandate to create a business incubation hub in the university. To date, DOST has given USTP another tranche of funding for the project entitled: TBI 4.0: Co-incubation of CDO b.i.t.e.s. and Spring Valley. This is to further enhance programs and support for startups.

II. OBJECTIVE AND EXPECTED OUTPUT

The primary objective under this TOR is to have startup support for our existing startups and new batch of startups. This will be specifically in the area of Management, Marketing, Finance, Accounting, Real Estate, Environmental Planning, Production Planning, Data Analysis and Data Interpretation, Academic and Business Research, and Hospitality consultancy and training services. It is expected that the consultant will help CDO b.i.t.e.s. for one year in support of the startups..

III. SCOPE OF WORK

A. CDO b.i.t.e.s startups are still starting on their business and they need the right people aside from the incubation facility to better support and help build their business from the ground up, the Consulting firm is required to conduct the following activities:

a. Assist startups in the area of business

The assistance provided should be in the fields of management, marketing, finance, accounting, real estate, environmental planning, production planning, and business research.

b. Startup Mentorship.

The consultant should be able to provide one-on-one mentorship with the startups and be available on need-basis. Mentorship should cover various facets of the business and towards scaling the business.

c. Train startups.

The consultant should be able to conduct trainings and seminars to startups in the following areas: financial management, bookkeeping, human resource, entrepreneurship, legal, business finance, and feasibility studies.

IV. **PROJECT DURATION:** Twelve (12) months

V. **ABC:** P 400,000 (100,000/quarter)

VI. QUALIFICATION CRITERIA:

The Consulting Firm shall be considered based on the following criteria:

- A. Services they can provide to our startups
- B. Mentoring Services
- C. Training Services
- D. Qualifications of Personnel (Expertise requirements and qualification)
 - I. Doctoral degree specifically in the field of business management
 - II. Financial Management Expertise
 - III. Marketing Management Expertise
 - IV. Auditing Expertise
 - V. Market/Feasibility Study Expertise
 - VI. Business Research Expertise
 - VII. Accounting Expertise

VII. CRITERIA FOR TECHNICAL EVALUATION

- A. Qualification of Personnel who will be assigned to the Study (40 points)
 - i. Education
 - ii. Related Trainings acquired
 - iii. Experience/ previous engagements related to the expertise requirement
- B. Plan of Approach and Methodology (40 points)
 - i. Substance of the proposal support for CDO bites
 - ii. Completeness of the proposal
 - iii. Clarity of Methods and approaches
- C. Experience and Capability of the Consultant (20 points)
 - i. Similar experience
 - ii. Relevant experience

Prepared by:



RHEA SUZETTE M. HAGUISAN
Project Leader
CDO b.i.t.e.s.