



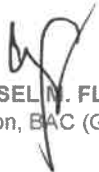
REQUEST FOR QUOTATION (RFQ)
(ALL ENTRIES ARE MANDATORY)

Name of Owner/ Corporation/ Cooperative/ Agency: _____
Name of Business : _____ |
Address: _____
Email address: _____ Telephone No. _____

QUOTATION NO. 1654
DATE: NOV 3 3 2025
P.R. NO. :2025-10-1585 ✓
ABC: Php. 600,000.00 ✓
FUND SOURCE: OPAPRU

The Benguet State University through its Bids and Awards Committee will undertake SVP
_____ for the item/s listed below under the following terms and conditions:

1. All entries must be written legibly and accurately.
2. Delivery period is within 15 calendar days.
3. Warranty period shall be for a minimum of three months, in case of expendable supplies, and a minimum of one year in case of non- expendable supplies from date of acceptance by the University.
4. Price validity shall be for a period of 30 calendar days.
5. Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
6. Deadline of submission of quotation is on or before 5:00 Pm of Nov. 10, 2025 . Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (procurement@bsu.edu.ph)
7. The item/s shall be procured by: a) line item; _____ b) lot; _____ c) sub-lot
8. Business Permit Number : _____, date of issue: _____, place of issue: _____, (If renewal of Business Permit is still on process, please indicate OR No: _____, date of OR : _____ for the payment of renewal).
9. * PhilGEPS Registration Number: _____


JOSEL N. FLORENTIN
Chairperson, BAC (Goods & Services)

College/Dept./Office OES

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
			Professional Services					
1	1	lot	Baseline Survey Services for the SIPAT Project Pase II, covering: - Profiling of POs and FAs - Assessment of organizational capacities - Generation of socio-demographic, economic, and peacebuilding-related data - Collection of community and household baseline indicators - Submission of comprehensive reports and datasets (Please see attached document)			600,000.00		
			TOTAL			600,000.00		
			XXXXXXXXXXXX					

Counter offers:
Delivery Period: _____
Warranty: _____
Price Validity: _____

We hereby submit our quotations, accept the general conditions for the above items and be bound by our offer.

Signature over Printed Name

Date and Time of Receipt of RFQ

* Not a ground for disqualification for failure to indicate but required as a condition for award.

TERMS OF REFERENCE

Project	Sustainable and Inclusive Peace and Transformation (SIPAT) Program Phase II: Capacity Development and Extension Program
Location	SIPAT POs and Farmer Cooperatives and Associations
Timeframe	November 15, 2025 to January 16, 2025
Budget	PHP 600,000.00

Background Information

The Sustainable and Inclusive Peace and Transformation (SIPAT) Program Phase II: Capacity Building and Extension Program is being led by Benguet State University (BSU) and funded by the Office of the Presidential Adviser on Peace, Reconciliation, and Unity (OPAPRU), with support from other collaborating agencies such as the Department of Agriculture–Cordillera Administrative Region (DA-CAR), the DA–Agricultural Training Institute (ATI), Local Government Units (LGUs), the Department of Education (DepEd), the Commission on Higher Education (CHED), the Technical Education and Skills Development Authority (TESDA), and other Cordillera Administrative Region State Universities and Colleges (CARSUCs).

The SIPAT Program Phase II builds upon the accomplishments of SIPAT Phase I and seeks to strengthen the capacity of People’s Organizations (POs) and Farmers’ Associations (FAs) in conflict-affected and geographically isolated communities in the Cordillera region. It aims to foster peace, reconciliation and inclusive development by empowering local organizations through capability-building, enterprise development and knowledge-sharing initiatives.

In line with this, there is a need to conduct a baseline survey to establish the initial conditions, needs and capacities of the target beneficiaries and communities prior to the implementation of the program’s various projects. The results of the survey will serve as benchmarks for future monitoring, evaluation, and impact assessment of the SIPAT capacity building interventions.

Objectives of the Baseline Survey

General Objective: To conduct a comprehensive baseline assessment of the target People’s Organizations (POs) and Farmers’ Associations (FAs) and their communities to serve as the reference point for capacity development under the SIPAT Phase II Program.

Specific objectives

1. To profile the POs and FAs in terms of organizational structure, membership, existing operations and livelihood activities, and institutional challenges;
2. To identify the current technical and organizational capacity levels, and institutional challenges of the organizations;
3. To generate baseline socio-demographic, economic, and peacebuilding-related data of member beneficiaries;
4. To generate other relevant community and household baseline indicators that may help guide the design, implementation and monitoring of SIPAT Phase II capacity-building activities.

Scope of Work

Role of BSU

1. BSU-OPAPRU Project team shall review and approve the proposal to be submitted by the service provider;
2. BSU to enter into contract with the service provider to conduct the baseline study;
3. Oversee the implementation of the engagement;
4. Monitor the progress of the study;
5. Review, accept, and approve and endorse for payment of the contract.

Role of OPAPRU

1. Provide relevant secondary documents related to the project areas;
2. Facilitate links between the service provider, BSU, and the POs and FCAs.
3. Endorse BSU and the service provider to the LGUs under which the POs and FCAs are located.

The engaged service provider shall undertake the following tasks:

1. Prepare an Inception Report detailing the proposed methodology, survey tools, sampling design, and work plan.
2. Conduct field data collection in identified SIPAT communities and municipalities within the Cordillera Administrative Region (CAR) (see Annex 2).
3. Administer structured questionnaires, Focus Group Discussions (FGDs), and Key Informant Interviews (KIIs) among SIPAT member beneficiaries and stakeholders.
4. Process, encode, and analyze collected quantitative and qualitative data.
5. Prepare and submit comprehensive reports and datasets.

EXPECTED OUTPUTS

The Service Provider is expected to deliver the following outputs:

1. Inception Report – including methodology, instruments, and sampling framework for approval.
2. Field Implementation Report – detailing sampled areas, respondents, and challenges encountered.
3. Cleaned and Validated Dataset – in digital format.
4. Draft Baseline Survey Report – with data analysis, interpretation, and key findings.
5. Final Baseline Survey Report – incorporating feedback from the BSU program management.

QUALIFICATIONS OF THE SERVICE PROVIDER

1. CSO or agency preferably with previous engagement with government agencies or State University and College (SUCs);
2. With relevant experience in conducting field surveys, data gathering, and community-based research;
3. Demonstrated capacity to manage and supervise field enumerators and data collection activities;
4. Lead investigator is preferably a college graduate in Development Communication, Agriculture, Social Sciences, Community Development, or other related fields;

- 5. Lead investigator is fluent or knowledgeable in the local languages within the Cordillera Administrative Region (CAR);
- 6. Lead investigator has the ability to effectively communicate and coordinate within a team setup;
- 7. Lead investigator is keen attention to detail, accuracy and completeness of data;
- 8. Lead investigator must be in good health and capable of traveling to field sites.

TERMS OF PAYMENT

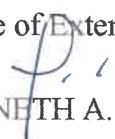
Payment will be through check from BSU to the service provider. Payments will be made in tranches based on the proposal below:

No.	Deliverables	Payment Installment Value	Target Timeline
1	Inception report comprised of workplan and budget, methodology, names of team members	30%	10 days after contract signing
2	First progress report Profile of the POs and FCAs; Capacity Levels and Validated Organizational Constraints and Challenges	30%	30 days after contract signing
3	First baseline report, including initial baseline socio-demographic and economic data of PO and FCA member households	30%	50 days after contract signing
4	Final baseline report incorporating comments from BSU project management team	10%	60 days after contract signing

Note: Government VAT and tax regulation will be applied and these costs must be included in the financial proposal

Application Process:

Interested CSOs or agencies need to send

- 1) Technical proposal
- 2) Financial proposal
- 3) Letter addressed to
KENNETH A. LARUAN
President, Benguet State University
Thru:
Office of Extension Services

KENNETH A. LARUAN
University President
Benguet State University

Annex 2
Target People's Organizations and Farmers' Associations

1. People's Organizations (from 6 provinces)

Name of PO	Address	Coverage	Coverage	Number of Members		
				Male	Female	Total
1. Highlanders for Peace and Development Organization, Inc. (HPDOI)	Bangued, Abra	Province of Abra	Province of Abra	274	25	299
2. Apayao Reformists Association, Inc. (ARAI)	Conner, Apayao	Municipalities of Pudtol, Conner, Santa Marcela	Province of Apayao	146	10	156
3. Benguet-Saguday Livelihood Association, Inc. (BSLAI)	La Trinidad, Benguet	Municipalities of Bakun, Mankayan, Kibungan, La Trinidad, and Baguio City.	Province of Benguet	25	2	27
4. HIBLA ng Pagkakaibigan Peoples Organization	Hingyon, Ifugao	Municipalities of Hingyon, Banaue, and Lamut	Hingyon-Banaue-Lamut in Ifugao	11	0	11*
5. Kabunian Peoples Organization (KPO)	Alfonso Lista, Ifugao	Municipalities of Aguinaldo and Alfonso Lista	Aguinaldo-A. Lista in Ifugao	36	0	36
6. United Kalinga Livelihood Organization (UKLO)	Tabuk City, Kalinga	Province of Kalinga	Province of Kalinga	188	54	252
7. Sadanga Peden Livelihood Association (SPLA)	(Poblacion, Sadanga, Mountain Province)	Upper Sadanga	Upper Sadanga, Mt Province	19	7	36
8. Riverside Community for Peace and Development Organization (RCPDO)	Betwagan, Sadanga, Mountain Province	Lower Sadanga	Lower Sadanga, Mt Province	22	8	30
9. Mallin-awa Natonin Organization, Inc. (MNOI)	Natonin, Mountain Province	Natonin, Mountain Province	Natonin, Mt Province	22	0	22
10. Matagoan Tako Organization (MTO) DOLE-registered	Paracelis, Mountain Province	Paracelis, Mountain Province	Paracelis, Mt Province	35	3	38

Source: OPAPRU

2. Farmers' Associations (from 6 provinces)

Province	Year	Municipal ity	Barangay	Beneficiary	Project
Abra	2021	Boliney	Bao-ayan	Bao-ayan Senior Citizens Association	Rice and Swine Production
Abra	2022	Boliney	Danac West	Goat Raising Project	Danac West Livelihood Association
Abra	2022	Boliney	Dao-angan	Rice and Swine Production	Masakbayan Tree Planters Association
Abra	2021	Bucloc	Lamao	Lamao Pagmudidaan Farmers Association (FA)	Rice and Swine Production
Abra	2022	Luba	Lul-luno	Swine Raising Project	Upper Luba Farmers and Irrigators Association

Province	Year	Municipality	Barangay	Beneficiary	Project
Abra	2021	Sallapadan	Bazar	Assoc of Brgy Bazar Farmers and Tree Planters Inc.	Rice Production
Apayao	2022	Conner	Nabuangan	Community-Muscovado Production	Nabuangan Indigenous People's Organization
Apayao	2022	Luna	Marag	Fertilizer Support for Crop Production	Marag Valley Livelihood Farmers Association
Apayao	2022	Pudtol	Swan	Fertilizer Support for Crop Production	Lower Apayao Reformist Association
Benguet	2022	Bakun	Bagu	Liblibo/Singa Farmers Farmers Association	Rice and Livestock Production Support
Benguet	2021	Bakun	Dalipey	Timpuyog ti Umili ti Longboy Farmers Irrigators Association	Heirloom Rice Production
Benguet	2021	Bakun	Gambang	Mabileg Dangkigan Lein Irrigators Association	High Value Crops Production
Benguet	2022	Kibungan	Madaymen	Osdong Cagam-is Pakpakitan Multipurpose Cooperative (OSCAPA)	Upgrading Vegetable Production in Madaymen, Kibungan
Benguet	2021	Kibungan	Tacadang	Tacadang Organic Coffee Growers Association	Heirloom Rice Production
Benguet	2022	Mankayan	Guinaoang	Ambabag-Sinakyay Farmers Organization	High Value Crop Production
Benguet	2021	Mankayan	Suyoc	Central Palasan Farmers Association	High Value Crops Production
Ifugao	2021	Hingyon	O-ong	O-ong Women's Organization	Heirloom Rice Production
Ifugao	2021	Hungduan	Bokiawan	Agayap Agriculture and Livelihood Organization	Heirloom Rice Production
Ifugao	2022	Hungduan	Lubo-ong	Muscovado Production	Lubu-ong Bimmoble Organization
Ifugao	2021	Lamut	Magulon	Lamut Riverside Farmers Association	Goat Production
Ifugao	2022	Lamut	Poblacion West	Cattle Dispersal	Lamut Organic Practitioners Association
Kalinga	2022	Balbalan	Buaya	Livelihood on Livestock Raising to Heirloom Rice Production	Upper Buaya Farmers Organization
Kalinga	2021	Pasil	Balinciagao Norte	Pasil Agrarian Reform Community Agricultural Proprietors Assoc	Heirloom Rice and Banana Production
Kalinga	2021	Tabuk City	Bagumbayan	Kinniwid ken Sinnagkat Womens' Credit Coop	Rice Production
Kalinga	2022	Tabuk City	Lucog	Livelihood on Livestock Raising to	Lucog RIC-Balani Chapter

Province	Year	Municipality	Barangay	Beneficiary	Project
				Heirloom Rice Production	
Kalinga	2021	Tabuk City	Nambaran	Canaan Organic Farmers Agriculture Coop	Rice Production
Kalinga	2021	Tanudan	Mangali Centro	Mangali Centro Fisherfolks and Farmers Assoc	Heirloom Rice Production
Kalinga	2021	Tinglayan	Bangad Centro	IFIFILA FA	Heirloom Rice Production
Kalinga	2021	Tinglayan	Buscalan	Buscalan Farmers' Movement Assoc	Heirloom Rice Production
Kalinga	2021	Tinglayan	Maswa, Basao	Payngachachomas Peace and Development Advocate Assoc	Cattle and Heirloom Rice Production
Mt Province	2022	Bontoc	Tocucan	Swine Dispersal and Brown Egg Production	CHinakhop Farmers and Irrigators Association
Mt Province	2021	Natonin	Alunogan	Alunogan Rural Farmers Association, Inc.	Integrated Heirloom Rice Production and Livestock
Mt Province	2021	Natonin	Tonglayan	PAPFA	Support to Heirloom Rice Production and Marketing
Mt Province	2022	Paracelis	Bacarri	Swine Dispersal	Bacarri Agricultural Cooperative
Mt Province	2021	Paracelis	Buringal	Ibalangaw Makilo Farmers Association	Support to Corn Production and Marketing
Mt Province	2021	Sadanga	Belwang	Karew Farmers and Irrigators Association	Integrated Heirloom Rice Production and Livestock
Mt Province	2022	Sadanga	Demang	Livestock Dispersal	Dakaran Farmers and Fisherfolks Association

Source: OPAPRU