



REQUEST FOR QUOTATION

DATE: 11/13/2023

PURCHASE REQUEST NO.: ITB -ATI-CO- 2024-02

CANVASS NO. 01

Gentlemen:

Please quote your lowest price, taxes included, and subject to the terms and conditions that you may encounter purposely for article (s) and/or service(s) enumerated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached here with.

Very truly yours:


EDITHA S. VINUYA
 BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	1		<p>Consultancy Services for the conduct of the study entitled "Assessment on the Certification and Enhancement of ATI Learning Sites"</p> <p>Scope: The study will cover the ATI Certified Learning Sites from 2011-2022 nationwide. The sample size of the respondents will be determined proportionally to have an equal representation from each municipality and must be selected randomly.</p> <p>Specification: The consultant for the project must possess the following qualifications: -Strong agriculture/fisheries background and international skills -Proven experience in handling monitoring and evaluation projects -Must be an expert in organizational management and community development -Excellent communication skills both written and oral -Should not have any unresolved contracts with other government agencies</p> <p>See attached Terms of Reference (ToR) for the specific details such as Qualifications, Requirements, Deliverables, Project Duration, among others</p>		

PURPOSE:

For the conduct of the study entitled "Assessment on the Certification and Enhancement of ATI Learning Sites.

Pls. submit the following eligibility documents:

- ___ Mayor's/Business Permit
- ___ Income Tax Return
- ___ Notarized Omnibus Sworn Statement
- ___ PhilGEPS Registration Number/Red Membership
- ___ Certificate of Sole Distributorship

Note: Pls. provide also the following: contact information such as email address and mobile/landline numbers; Tax Identification Number and Bank Details

I hereby certify that I am in the position to furnish the above article(s), service(s) at the prices and in quantities as called for except as I have indicated. The articles are available in our stock for immediate delivery to the Agricultural Training Institute, Elliptical Road, Diliman, Quezon City

MODEL: _____
 DELIVERY PERIOD: _____
 WARRANTY PERIOD: _____
 PRICE VALIDITY: _____
 CANVASSED BY: _____
 DATE: _____

 Signature Over printed name of proprietor/Manager
 or Authorized Representative



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Assessment on the Certification and Enhancement of ATI Learning Sites for Agriculture (LSA)

Terms of Reference

A. Background of Program/Project

The Agricultural Training Institute (ATI) began to implement the establishment of the learning sites in 2011 as support to the National Organic Agriculture Program of the Department of Agriculture (DA) and other ATI projects and programs. It is an initiative that supports various multi-stakeholders and multi-trainings and activities conducted anchored on the premise that “the most salient requirement for farming is experience.” It seeks to develop areas that showcase not only the theoretical concepts and principles of farming but also the hands-on and practical application of this knowledge.

The program encourages qualified individuals (farm owners and farmer cooperators) to be accredited by ATI which gives them the possibility of support through grants as aid for projects to be conducted in their respective sites. It aims to develop learning sites as model farms that would demonstrate how agriculture can be a viable enterprise by adopting good and appropriate farming practices and strategies and making it a venue for training and other capacity-building activities. Further, it encourages learning site cooperators to be elevated to become the teachers/trainer on their own farms and serve as extension workers for other farmers within their communities.

Since its implementation, there hasn't been a comprehensive study made to evaluate the program. Hence, ATI being the implementer of the program wants to determine the effectiveness and extent to which the objectives of the program were achieved.

B. Evaluation Objectives and Questions

The main objective of the evaluation is to assess the design, implementation, and results of the program.

Specifically, it seeks to:

Evaluation Objectives	Evaluation Guide Questions
Characterize and differentiate the socio-economic characteristics of the learning site cooperators per commodity	<ul style="list-style-type: none"> • What are the socio-economic characteristics of the ATI Learning Sites per commodity? • How do the socio-economic characteristics of LS affect the achievement of intended outcomes?
Determine the effectiveness and extent to which objectives of the program were achieved	<ul style="list-style-type: none"> • What intended outputs and outcomes were found? and to what extent can they be attributed to program activities? • To what extent was the project implementation strategy appropriate to achieve the objectives?



Evaluation Objectives	Evaluation Guide Questions
Determine if the program is worth the investment.	<ul style="list-style-type: none"> • Were the resources utilized efficiently?
Determine the sustainability of the learning sites established	<ul style="list-style-type: none"> • How likely will the benefits of the program continue in the future? • To what extent did the benefits of the program continue after funding ceased? • What were the major factors that influenced the achievement or non-achievement or sustainability of the program?
Determine the significance of the program in relation to the DA programs and local agriculture and fisheries sector	<ul style="list-style-type: none"> • To what extent does the program address or align with the goals of DA commodity programs? • Were the results of the program consistent with the intended outcomes of the DA commodity programs? • What are the significant changes that LSAs bring to the beneficiaries, the socio-economic opportunities created, and the contribution to the local agriculture and fisheries production and economy?
Examine the strengths and weaknesses of the program	<ul style="list-style-type: none"> • What are the strengths and weaknesses of the LSA program? • How do the strengths and weaknesses affect the results of the program?
Draw lessons and recommendations for the continual improvement of the program	<ul style="list-style-type: none"> • What are the lessons learned from the program? • What are the recommendations based on the findings of the study?

C. Scope of Services and Methodology

The respondents of the study will cover the 1,279 ATI-certified LSA I and 114 LSA II from 2018 to 2022 nationwide. The sample size of the respondents will be determined both for active and inactive LSAs using the appropriate computation with a 5% margin of error. The respondents will be selected through a proportionate stratified sampling considering the type of farming (50% small-scale and 50% progressive) from the computed sample.

The evaluation will be carried out through a cross-triangulation method to check and validate the consistency of findings among the stakeholders. Primary data will be gathered through survey questionnaires. Key informant interviews will be done per ATI Training Center to obtain pertinent information. The secondary data will be collected through a desk review of the accomplishment reports and other relevant documents.



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The third-party evaluator is expected to frame the evaluation using the criteria of relevance, effectiveness, efficiency, sustainability, and impact. There should be multiple data collection methods both qualitative and quantitative data which should be analyzed using the appropriate statistical tools.

D. Deliverables and Schedule of Expected Outputs

The third-party evaluator will be given 9 months to conduct the Evaluation Study. A contract shall be forged between the head of the agency and the proponent once the proposal is approved. The details and timeline are as follows:

DELIVERABLES/EXPECTED OUTPUT	TIMELINE
Preparatory phase 1. Inception Meeting 2. Meeting: Presentation and discussion of proposed evaluation design and survey tools	January-February 2024
Development of guidelines, survey questionnaire and conduct of pre-testing	February 2024
Submission and approval of survey questionnaires by the Philippine Statistics Authority	February-March 2024
Finalization and submission of evaluation design and survey tools	March 2024
Data gathering, processing and analysis	April-July 2024
Meeting: Presentation and discussion of findings and recommendations	July 2024
Finalization and Submission of Final Report	August-September 2024
Submission of final report and presentation of results	September 2024

E. Governance and Accountability

The proponents will closely coordinate and report directly to the concerned ATI Offices. All deliverables will be subject for review and approval before any payment is made following the usual government accounting and auditing rules and regulations. The progress reports and expected outputs shall be reviewed by a Technical Review Committee led by the Assistant Director and endorse it for approval of the ATI Director.



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Moreover, results of the study may be published in the public interest as mutually agreed upon by both parties and that ATI should be properly cited or acknowledged. Any report, forms, materials, graphic, pictures, data banks, tri-media presentations among others shall belong to and remain as property of ATI. The external proponent shall turn over all materials used and outputs produced during the study in digital format stored in flash/external storage device before the approval of the Final Report.

Intellectual Property Rights

Any report, forms, materials, graphic, pictures, software, or data system prepared by the external proponent shall belong to and remain as property of ATI. The external proponent shall turn over all materials used and outputs produced during the study in digital format stored in USB and/or Google Drive before the approval of the Final Report. Also, the results of this project may be published in the public interest with written agreement by both parties and ATI shall be rightfully acknowledged in any of the publications and presentation of study findings.

Qualifications and Process of Submission for the expression of interest shall follow RA 9184 (Government Procurement Reform Act), subject to the mode of procurement identified by the Bids and Awards Committee.

F. Professional Qualifications of the Successful Contractor and its Key Personnel

The consultant for the project must possess the following qualifications:

- a. Strong agriculture/fisheries background and interpersonal skills
- b. Proven experience in handling monitoring and evaluation projects
- c. Must be an expert in organizational management and community development
- d. Excellent communication skills both written and oral
- e. Should not have any unresolved contracts with other government agencies

The evaluation team must have the following key personnel:

- a. Project leader- The team leader is responsible for ensuring that the study is appropriately designed, implemented, and reported. He/she must have a Doctoral or Master's Degree in related fields with 5 years proven track record/relevant experience in agriculture, fisheries, and forestry. He/she must be flexible and resourceful to deliver the expected study outputs.
- b. Statistician- 3 years' experience in the design of socio-economic surveys and with at least Masters Degree in Statistics
- c. Agriculture and Fisheries Extension System Expert- 5 years' experience in the field of Agriculture and Fisheries Extension or Agricultural Extension. Preferable with Doctoral or Masteral Degree in the abovementioned courses.
- d. Technical Writer- 3 years' experience in writing technical papers, especially research studies or result/impact evaluation studies.



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G. Scope of Price Proposal and Schedule of Payments

The evaluation study shall be conducted with a budget of Php 10,000,000.00. Payment to the evaluator/s shall be made in four (4) tranches as follows:

Activities	Expected Outputs	Schedule	% Tranche
Signing of Contract within seven (7) days after the effective date	<ul style="list-style-type: none"> Perfected Contract 	Month 1	15%
Presentation of study design, tools/instruments to be used for the study and guidelines pre-testing, finalization and submission	<ul style="list-style-type: none"> Inception meeting Inception report including study framework/methodology Tools/instruments Plan of work Pre-testing 	Month 2-3	25%
Review of related Literature, Data Collection, cleaning, processing and analysis	<ul style="list-style-type: none"> Progress Reports Presentation of the Initial Output to the ATI Technical Review Committee 	Month 4-8	30%
Submission of final report and presentation of results	<ul style="list-style-type: none"> Final report: electronic copy and 5 printed copies Presentation material of the results and recommendations All materials used and outputs of the study (electronic copies) 	Month 9	30%
		TOTAL	100%

H. Criteria for Shortlisting and for Evaluation of Bids

CRITERIA	RATING
Quality of personnel assigned to the project <ol style="list-style-type: none"> Suitability of key staff General qualifications and competencies Education and training 	30
Experience and capability of consultant <ol style="list-style-type: none"> Records of previous engagement and quality of performance in similar projects 	30



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CRITERIA	RATING
b. Relationship with previous and current clients	
c. Overall work commitments	
d. Experience with DA projects	
Evaluation Plan	40
a. Clarity, feasibility, innovativeness and comprehensiveness of the plan approach	
b. Quality of interpretation of project problems, risks, and suggested solutions	
Total	100

I. Annexes

- ATI Learning Sites for Agriculture

Region	No. of LSA I	No. of LSA II
NCR	2	0
Cordillera Administrative Region (CAR)	68	4
Ilocos Region	101	10
Cagayan Valley	128	2
Central Luzon	68	2
CaLaBaRZon	88	6
MiMaRoPa	63	5
Bicol Region	83	6
Western Visayas	55	3
Central Visayas	63	2
Eastern Visayas	104	31
Zamboanga Peninsula	63	2
Northern Mindanao	123	20
Davao Region	71	7
SOCCSKSARGEN & BARM	51	9
CARAGA	148	5
TOTAL	1,279	114