



**Annex A. TOR**

**TERMS OF REFERENCE**

**NAME OF THE PROJECT: PROCUREMENT OF CONSULTANCY SERVICES FOR THE PHILIPPINE QUALITY AWARD PREPARATORY, PRE-PQA ASSESSMENT AND POST LEARNING ACTIVITIES**

**I. OBJECTIVES**

1. To guide Kalinga State University in promoting standards in organizational performance comparable to those of leading higher educational institutions.
2. To equip all Senior Leaders and workforce of Kalinga State University with Total Quality Management for assessing its quality and productivity performance by applying PQA criteria and guidelines for self-assessment.
3. To equip participants with an understanding on Total Quality Management, overall organizational performance, and continuous applications of an integrated leadership, strategy customer focus, knowledge management, workforce focus, operations focus and results of processes, products and services, and financial and marketing aspects.

**II. SCOPE OF WORK**

1. The Consultant shall provide organizational knowledge with criteria guidelines based on Philippine Quality Award Criteria for Performance Excellence with eight (8) engagements that includes:
  - a. Guiding the Kalinga State University in filling out the Eligibility Information Form (EIF) for submission to Development Academy of the Philippines (DAP).
  - b. Presentation of Updated 26<sup>th</sup> Cycle PQA Assessment Process including Schedule of Activities (indicative calendar for 2023).
  - c. Guiding all Category Champions and Members in crafting of 50 pages Application Report covering Seven (7) Categories of PQA Criteria.
  - d. Orientation of Rank-and-File Employees and Re-orientation of Senior Leaders for its implementation and sustenance of Total Quality Management throughout the Kalinga State University.
  - e. Guiding all Category Champions and Members in preparing checklist and documents for the nine (9) PQA Engagements (this includes assessment, gap analysis, and augmentation).
  - f. PQA Simulation Assessment (Phase 1 and 2)
2. The Consultant shall lead the panel for finalization of the 50 pages Application Report in coordination with the Kalinga State University's PQA Category Champions and Members of the Senior Leadership Training. Technical editing of the application report shall also be conducted prior to submission to the Development Academy of the Philippines (DAP).
3. The Consultant shall facilitate with Kalinga State University the conduct of a simulated assessment in conformance with the PQA Criteria for Performance Excellence. This covers the elements in the PQA Categories and Application Report with presentation of documented evidences of each category.

The Expected Output after each engagement are as follows:

Particulars	Expected Output	Amount to be paid (in Philippine Pesos)
1 <sup>st</sup> Engagement - Awareness and Foundation Course on Philippine Quality Award and Criteria for Performance Excellence	The Kalinga State University will be provided the knowledge of the PQA Criteria which comprises of Seven (7) Categories which are as follows: Category 1: Leadership	80,000.00



Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE**  
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Website: <https://ksu.edu.ph> Email: [procurementservice\\_bac@ksu.edu.ph](mailto:procurementservice_bac@ksu.edu.ph) CPNo.: 0917-624-0170

	Category 2: Strategy Category 3: Customers Category 4: Measurement, Analysis and Knowledge Management Category 5: Workforce Category 6: Operations Category 7: Results	
2 <sup>nd</sup> Engagement - Meeting with category champions with at least minimum of 5 members from each category	The Kalinga State University shall finalize the Eligibility Information Form (EIF) and ready for submission to Development Academy of the Philippines.	80,000.00
3 <sup>rd</sup> Engagement - Drafting of 50 pages Application Report - Meeting and Interviews with the Category champions	The Kalinga State University will finish the first draft of Application Report.	80,000.00
4 <sup>th</sup> Engagement - Review and additional inputs for final draft of 50 pages application report - Meeting and Interviews with the Category champions	The Kalinga State University will finish the final draft of Application Report and ready for submission to the Development Academy of the Philippines.	80,000.00
5 <sup>th</sup> Engagement - PowerPoint presentation on the 50 pages Application Report and 101 documented information with category champions, responsible offices and focal persons - Meeting and interview with concerned category champions and their members	The Kalinga State University will be ready for Sharing of organizational Knowledge.	80,000.00
6 <sup>th</sup> Engagement - Review on the 50 pages Application Report and 101 documented information with category champions, responsible offices and focal persons - Initial preparation and crafting of audio video presentation for PQA industry briefing	The Kalinga State University will be ready for Industry/Organizational Briefing and the Audio Video Presentation will be ready for presentation to the Industry Briefing by all Category Champions.	80,000.00
7 <sup>th</sup> Engagement - Phase 1 Pre-PQA Assessment and initial scoring on the specified seven (7) categories	The Kalinga State University will be given PQA Feedback Scoring Report by the Consultant.	80,000.00



Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE**  
National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Website: <https://ksu.edu.ph> Email: [procurementservice\\_bac@ksu.edu.ph](mailto:procurementservice_bac@ksu.edu.ph) CPNo.: 0917-624-0170

8 <sup>th</sup> Engagement - Phase 2 Pre-PQA Assessment with scoring and feedback report on the seven (7) categories	The Kalinga State University shall be provided with PQA Feedback Scoring and Feedback Report by the Consultant.	80,000.00
<b>TOTAL</b>		<b>640,000.00</b>

**III. QUALIFICATIONS OF CONSULTANT**

A. The Consultant should have the following minimum qualifications:

- (a) Duly licensed Filipino citizens/sole proprietorships;
- (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- (d) Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) interest belongs to citizens of the Philippines; or
- (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.

B. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions.

C. Must be registered to any agency authorized by laws of the Philippines.

**IV. ENGAGEMENT FEE**

The Cost of Engagement of the Consultant and his team shall be paid Eighty Thousand Pesos (Php 80,000.00) for every engagement.

Kalinga State University shall undertake the following:

1. KSU shall commit themselves to participate in all engagements with the Consultant/Resource Speakers.
2. KSU shall provide the Consultant and his staff transport services.
3. KSU shall provide the Consultant and his staff food and hotel accommodations for every engagement.
4. KSU shall provide the Consultant with contract agreement for the engagement in the University, and;
5. KSU shall pay the Consultant for every after engagement with the University.

I hereby certify to deliver all the Requirements and comply with all the above Terms of Reference.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name  
of Representative

\_\_\_\_\_  
Date