



ANNEX "A" - TERMS OF REFERENCE

PROCUREMENT OF SERVICES FOR KSU COLLEGE ADMISSION TEST

A. BACKGROUND/ RATIONALE

The Kalinga State University (KSU) is developing its University Entrance Examination by engaging the services of recognized expert in the construction of test questionnaires. The procurement of this service is in line with the Goals and Objectives of KSU in providing quality and excellence instruction.

B. MODE OF PROCUREMENT AND APPROVED BUDGET FOR THE CONTRACT (ABC)

The UNIVERSITY shall offer Alternative Methods of Procurement through Negotiated Procurement under Section 53.7 of the IRR of RA 9184 or the Highly Technical Consultant to a prospective external provider for the Procurement of Services for KSU Admission Test with an Approved Budget for the Contract (ABC) amounting to ONE HUNDRED TWENTY-FIVE THOUSAND PHILIPPINE PESOS (Php 125,000.00) chargeable against 2019 GAA.

C. ELIGIBILITY DOCUMENTS

A. Technical and Legal Documents

1. Eligibility

- a. The Service Provider must be an expert who could devise a credible Kalinga State University College Admission Test (KSU-CAT) as principal determinant for the admission of students to the State University.
- b. The Expert must be a recognized personality for his/her competence, skill, and acumen in devising such examination.
- c. The Expert must have a fixed office address and contact numbers.
- d. Must be a registered consultant under the registry of PhilGEPS.

2. Prescribe Compliance Documents

- a. Letter Offer indicating the services to be offered with the following attachments:
 - i. BIR Certificate of Registration
 - ii. Curriculum Vitae
 - iii. PhilGEPS Registration Number
 - iv. Proposal

3. Qualification Requirements

Criteria	Percentage
Applicable years of experience on devising a College Admission Test	30
Quality of Proposal	30
Internal Validity and Reliability of the Test	40

4. Terms and Conditions

- a. The services shall be governed by the provisions of Section 53.7 of the Implementing Rules and Regulations of Republic Act No. 9184.
- b. The Consultant shall devise a College Admission Test with approximately the same restrictive level as that of the University of the Philippines College Admission Test.



- c. The Consultant shall choose the item writers in proviso that the following items should be covered: English Comprehension, Verbal Reasoning, Mathematics, Science, General Information and items from the K to 12 Curriculum.
- d. The Expert may include such other items as he/she may deem necessary and useful.
- e. Copyright to the KSU-CAT shall vest exclusively on the Kalinga State University and the latter shall have the right to reproduce, distribute, adapt, and modify the instrument according to its need.
- f. The Consultant shall guarantee the internal validity of the examination, its reliability and the presence of all features that make it a valid and useful tool for determining fitness for college or university-level academic work.
- g. The University shall pay the expert the total applicable amount that shall completely discharge all financial and monetary obligations of KSU towards the Expert.

I hereby certify to deliver all the Requirements and comply with all the above Technical Specifications.

Name of Company/Bidder

Signature Over Printed Name
of Representative

Date