



Republic of the Philippines
NUEVA ECIIA UNIVERSITY OF SCIENCE AND TECHNOLOGY
Cabanatuan City
044-463-0226
www.neust.edu.ph

REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTING SERVICES ON INSTITUTIONALIZATION OF INTERNATIONAL ENGLISH LANGUAGE PROFICIENCY AND QUALIFICATION ASSESSMENT AT NUEVA ECIIA UNIVERSITY OF SCIENCE AND TECHNOLOGY

The Nueva Ecija University of Science and Technology (NEUST) now calls for the submission of eligibility documents for the procurement of the hereunder project:

Project: **INSTITUTIONALIZATION OF INTERNATIONAL ENGLISH LANGUAGE PROFICIENCY AND QUALIFICATION ASSESSMENT AT NUEVA ECIIA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

Project Area: SIX (6) campuses Nueva Ecija University of Science and Technology.

Approved Budget for the Contract (ABC): PhP 3,570,500.00

Contract Duration: 120 Calendar Days

Fund Source: Trust Fund/CHED Institutional Grants

Bid Documents: PhP 5,000.00

The schedule of the bidding activities are as follows:

Advertisement / Issuance of Bid Eligibility Documents	January 5 – 12, 2021
Deadline of Submission of Letter of Expression of Interest and Eligibility Requirements	January 12, 2021 UNTIL 5:00 P.M.
Opening/Checking of Eligibility Documents	January 13, 2021- 9:00 A.M. President's Conference Room, NEUST, Sumacab Campus, Cabanatuan City
Shortlisting and Notice to eligible consultant/s	January 14, 2021
Issuance of Bid Documents to Shortlisted Consultants	January 14 – 18, 2021
Pre-bid Conference	January 19, 2021 - 9:00 A.M. President's Conference Room, NEUST, Sumacab Campus, Cabanatuan City
Submission of Bids	February 1, 2021 until 5:00 PM only
Notification for Negotiation	February 2, 2021
Negotiation	February 3, 2021 - 9:00 A.M. President's Conference Room, NEUST, Sumacab Campus, Cabanatuan City
Opening/Bid Evaluation	February 4 - 5, 2021; 9:00 A.M. President's Conference Room, NEUST, Sumacab Campus, Cabanatuan City
Post Qualification	February 8, 2021

Description:

The project is designed to provide international English Language Proficiency and Qualifications Assessment designed for course placement, progress monitoring, exit examination and English proficiency training. Instructors training for teachers will be provided so

instructors can properly cascade information and learning to students and thereby upgrade teaching and learning materials on English Language Proficiency.

In the course of the project, the University will be able to benchmark international recognition among tertiary students through pre-assessment, training and post assessment involving at least 9 question types: Read Loud, Repeat, Sentence Builds, Conversations, Typing, Sentence Completion, Dictation, Passage reconstruction and Summary and Opinion, Curriculum mapping as well training programs. The project will entail the use of artificial-intelligent test tools, sophisticated automated scoring technology and test security systems in the delivery of English Proficiency learning and assessment to ensure validity and reliability.

The project likewise supports to empower and develop critical thinking among participating students and individuals by going rigorous training and assessment, provide participants the opportunity and merit to be awarded with English Language Proficiency Qualification that is internationally recognized and enable students to achieve International Qualifications ready for the Market in ASEAN Integration.

Scope of Services

The Scope of services of the engagement shall include the following:

1. Provision of technical guidance to the Project Implementer in processing for the Accreditation of the University to become an International Assessment Center and Training Center for Internationally/Globally Recognized Exams and English Language Proficiency Programs.
2. The project is limited to at least 500 SUC students derived from an established sampling plan of candidates and test-takers.
3. The project's instructors training is limited to twenty (20) SUC Instructors and Administrator
4. Delivery of training and assessment to the SUC shall be done with the use of technology-assisted remote progress monitoring system.
5. Avail of Learning Management Services for use in the conduct of English language Proficiency Training to build the capability of trainers to train learners and/or test takers
6. Provision of technical guidance on English Language Proficiency Training to SUC administrators, academic/instructors, and guide the SUC in preparing for the training and assessment of English Language Proficiency Qualification/Assessment.

Outputs/Deliverables

1. Completion of Accreditation, Training, Assessment, and Audit Application and Accreditation Fee: Accreditation as Assessment and Training Center
2. Pre-Test skills: Reading, Writing, Listening and Speaking: 500 Students English Proficiency Pre-Test
3. Trainers Training on the Implementation of the Institutionalization of International English Proficiency and Qualification Assessment: Reading, Writing, Listening and Speaking: 20 teachers tech support Training Module for GRTT (Getting Ready to Teach) Face to Face Training converted to Virtual Training Modular and Online Training, Online Training using a secured Learning Management System Completion of an English Certification Course
4. Avail LMS Services for Students' English Proficiency Training Covering the following Skills: Reading, Writing, Listening and Speaking: 500 Students 4 months LMS and Tech support.
5. Post-Test International English Qualification Examination: Reading, Writing, Listening and Speaking: 500 Students English Proficiency Pre-Test, Certification on English Language Proficiency (Score Report)
6. Completion of Evaluation and Verification of Results: Program evaluation and Reporting of Results.

The Terms of Reference for the said projects will be provided by the end user and shall be distributed and discussed during the Pre-Bid Conference

CHECKLIST FOR CONSULTING SERVICES ELIGIBILITY COMPONENT

The Eligibility Component Envelope shall contain the following:

Legal Documents

1. Copy of the duly signed letter of Expression of Interest and application for eligibility.
2. Registration Certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents.
3. Valid Certificate of PhilGEPS Registration
4. Valid Certificate of BIR Registration
5. Valid Joint Venture Agreement, in case of a joint venture
6. Valid and current Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
7. Tax Clearance per E.O. 398, s. 2005, as finally reviewed or approved by the BIR.

Technical requirements

1. Statement of all ongoing and completed Government and Private Contract including contracts awarded but not yet started. If any, whether similar or not similar in nature;
2. Bidder must have Conducted and Completed an English Language Proficiency Training for College Instructors or the Commission on Higher Education (CHED) registered SUC Faculty or Professional Organizations that are actively implementing English Language proficiency program, whether the same is located within or outside of the Philippines for the past 5 years reckoned from date of submission and receipt of bids.
3. Certification of Trained Instructors and enlisting them to become Internationally Coded Trainers.
4. Statement of Single Largest Completed Contract (SLCC)
5. Certificates issued to Trainers/Consultant related to Teaching English Language Proficiency
6. Curriculum Vitae of consultants
7. Documented information on the Test Structure used in the assessment showing detailing Test Tasks/Test types.
8. Sample/Proof of automated/artificial-intelligent scoring system used in the English Language Assessment on Speaking, writing, listening and reading skills.
9. Sample proof of on-line score reports and paper score reports generated by the automated/artificial-intelligent scoring system.
10. Sample proof of remote monitoring/artificial-intelligent enabled proctoring analysis to flag suspicious behavior.
11. Sample proof of Test Management procedures/Manuals.
12. Sample/proof of Score Report indicating alignment with Global Scale of English (GSE) and Common European Framework of Reference (CEFR)
13. Proof of traceability to international recognition of Certificates to be used to candidates/test takes

Financial Documents

1. The consultant's audited financial statements, showing among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from the date of bid submission.

Interested consultants must submit their eligibility documents on or before January 12, 2021, 5:00 PM. at the NEUST Conference Room, 2nd Floor, Administration Building, NEUST Sumacab Campus, Cabanatuan City. Applications for eligibility will be evaluated based on a

nondiscretionary “pass/fail” criterion. The consultant/s shall submit **two (2) copies** of their duly accomplished eligibility requirements in sealed envelopes located at the above-mentioned address.

The BAC shall draw up the short list of consultants from those who have submitted eligibility documents and have been determined as eligible in accordance with the provisions of Republic Acts 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of at least one (1) prospective bidder who will be entitled to submit bids.

A complete set of Bidding Documents may be acquired by interested Bidders from January 14-18, 2021 upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB in the amount of Php 5,000.00.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Bids must be duly received by the BAC Secretariat at the address below on or before February 1, 2021, 5:00PM. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

The Nueva Ecija University of Science and Technology reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For more information concerning this bidding, please contact the following:

MS. MICHELLE A. SUPEÑA
Bids and Awards Committee Secretariat
NEUST Gen. Tinio St., Cabanatuan City
Telephone No. (044) 463-0226
Email Address: neustmain@yahoo.com

Approved by:

DR. HONORATO P. PANAHOON
BAC Chairperson