



PHILIPPINE
PORTS
AUTHORITY



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Service Provider for the Conduct of Trainings and Learning and Development Seminar-Variou (Retirement/GAD/IMS/HR/Annual Conference) - [Gender Mainstreaming Evaluation Framework (GMEF) Workshop and Basic GAD Concepts and SOGIESC (Sexual Orientation, Gender Identity and Expression, and Sex Characteristics)]**

Approved Budget for the Contract : **₱ 360,000.00**

Deadline for Submission : **May 13, 2026
8:00 a.m. – 5:00 p.m.**

Please quote your best offer/quotation for the items described on the attached Terms of Reference on or before the deadline for submission.

Quotations shall be submitted in person to the Chairperson, Bids and Awards Committee, 5th floor, PPA Corporate Building, Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent/submitted thru email or to any other departments/units will not be considered.

You are required to submit the following documents together with your signed quotation/offer:

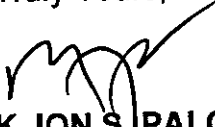
1. Duly signed quotation/offer by the Authorized Representative (with proof of authorization).
2. Valid Business/Mayor's Permit
3. PhilGEPs Registration Number
4. Professional License/Curriculum Vitae
5. Duly signed Omnibus Sworn Statement by the authorized representative and duly notarized

Failure to submit the above requirements during the opening of bids is a ground for the disqualification of the bidder.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority
5th Floor PPA Corporate Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone No. 7954-8800/8405-5500/
8527-8356 to 83 loc. 539
PPA Website: www.ppa.com.ph

Very Truly Yours,


MARK JON S. PALOMAR

Chairperson, Bids and Awards Committee
Procurement of Goods and Consultancy Services

**Terms of Reference for the
Service Provider for the Conduct of Trainings and
Learning and Development Seminar-Various
(Retirement/GAD/IMS/HR/Annual Conference) -
[Gender Mainstreaming Evaluation Framework (GMEF) Workshop,
and Basic GAD Concepts and SOGIESC (Sexual Orientation, Gender Identity and
Expression, and Sex Characteristics)]**

I. INTRODUCTION

Based on the approved CY 2026 PPA Learning and Development Programs and Budget (LDPB), the PPA Training Institute (PPATI) has tentatively scheduled the conduct of the training on Gender Mainstreaming Evaluation Framework (GMEF) Workshop and Basic GAD Concepts and SOGIESC (Sexual Orientation, Gender Identity and Expression, and Sex Characteristics) for Head Office and Port Management Office (PMO) personnel on the following schedule:

Course Title	Tentative Dates	Venue/Platform
Gender Mainstreaming Evaluation Framework (GMEF) Workshop	June 2-3, 2026 (Batch 1)	PPA GAD Center
	June 9-10, 2026 (Batch 2)	PMO Davao
Basic GAD Concepts and SOGIESC (Sexual Orientation, Gender Identity and Expression, and Sex Characteristics)	June 16-17, 2026	via Webex

Gender Mainstreaming Evaluation Framework (GMEF) Workshop

Pursuant to Republic Act No. 9710 (Magna Carta of Women), government agencies are mandated to institutionalize gender mainstreaming in policies, programs, projects, and systems. To monitor progress, the Philippine Commission on Women (PCW) developed the Enhanced Gender Mainstreaming Evaluation Framework (GMEF) as a standardized assessment tool. Guided by the PCW Handbook, this 2026 workshop goes beyond theory to focus on evidence-based completion of the Organizational Assessment Questionnaires. Through structured discussion and activities, participants will review legal and policy foundations, examine past GMEF results, and collaboratively update responses with proper verification in preparation for compliant submission to PCW.

This 16-hour workshop provides a comprehensive review of the Enhanced Gender Mainstreaming Evaluation Framework (GMEF), based on the Philippine Commission on Women Handbook. It covers the policy context of gender mainstreaming under the Magna Carta for Women, the historical development and structure of the GMEF, the levels of gender mainstreaming, and the Descriptor Matrix. The participants will also review the organization's previous GMEF result and engage in a guided, step-by-step workshop to complete the Organizational Assessment Questionnaires for Policy, People, Enabling Mechanisms, and Programs/Activities/Projects.

Basic GAD Concepts and SOGIESC (Sexual Orientation, Gender Identity and Expression, and Sex Characteristics)

The Philippine Ports Authority (PPA) is committed to fostering a workplace and service environment that upholds gender equality, women empowerment, inclusivity, and diversity. In line with national policies on upholding the advocacy of Gender and Development (GAD) such as Magna Carta of Women and the country's commitments to respect for human rights and discrimination, the PPA recognizes the importance of strengthening institutional awareness and understanding of basic GAD Concepts and of Sexual Orientation, Gender Identity and Expression, and Sex Characteristics (SOGIESC).

As a gender mainstreaming initiatives continue to be implemented across PPA offices, differences in awareness and understanding of GAD and SOGIESC concepts may result in unconscious bias, miscommunication, or practices that unintentionally exclude some individuals or groups. Such gaps may also influence delivery of services to diverse port users, stakeholders, and partner agencies.

This 16-hour course aims to provide PPA personnel with foundational knowledge on GAD and SOGIESC, to clarify common misconceptions; and to promote a culture of respect and inclusive workplace. It also aims to transform traditional mindset geared towards achieving gender mainstreaming in PPA, formulation of gender-responsive organizational policies, and delivery of inclusive services port users and stakeholders.

II. PROJECT DESCRIPTION

2.1 Project Duration

To cover a period of one (1) year.

2.2 Project Scope

The services to be rendered shall cover the training programs identified in Section I hereof.

III. OBJECTIVES AND TOPICS

Gender Mainstreaming Evaluation Framework (GMEF) Workshop

The participants shall be able to analyze the organization's current gender mainstreaming initiatives using the Enhanced GMEF Descriptor Matrix and evaluate policies, systems, programs, and mechanisms against PCW standards and guidelines. They will also accomplish and justify updated Organizational Assessment Questionnaires with proper verification, prepare compliant documentation for submission to PCW, and formulate action points to strengthen institutional gender mainstreaming efforts.

Objectives

During the training and workshop, participants will be able to:

- Identify the legal and policy foundations of gender mainstreaming under the Magna Carta for Women.

- Explain the structure, levels and components of the Enhanced GMEF and its Descriptor Matrix.
- Apply the standards in the Handbook on the Application of the Enhanced GMEF to assess organizational practices.
- Analyze previous GMEF results to determine strengths, gaps, and areas for improvement.
- Evaluate documentary evidence to support accurate GMEF ratings.
- Complete and justify responses in the Organizational Assessment Questionnaires.
- Develop recommendations to strengthen the organization's gender mainstreaming performance.

Topics

- Handbook on the Application of the Enhanced Gender Mainstreaming Evaluation Framework issued by the Philippine Commission on Women
- Gender Mainstreaming Evaluation Framework (GMEF)
- Administering the Enhanced Gender Mainstreaming
- Workshop Proper – Administering the Enhanced GMEF

Basic GAD Concepts and SOGIESC (Sexual Orientation, Gender Identity and Expression, and Sex Characteristics)

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Topics

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IV. SCOPE OF SERVICES AND REQUIREMENTS

The Service Provider contracted shall follow the minimum requirements stated below for the conduct of the training on Gender Mainstreaming Evaluation Framework (GMEF) Workshop:

4.1 Qualifications of Service Provider:

1. Provide subject matter experts (SMEs) who are member of the GAD Resource Pool (GR Pool) of the Philippine Commission on Women (PCW);
2. Must have extensive pool of SMEs to ensure availability of trainers in case of simultaneous conduct of training;
3. Must have an experience with government procurement bidding process;
4. Must have basic understanding of PPA's mandate and functions;
5. Must have implemented similar training for both public and private organizations;
6. Must have capability to implement both in-person and online training;
7. Must have at least five (5) years experience in-person training delivery and two (2) years for online training;
8. Must have obtained a Performance Evaluation rating of at least 80% for service provider with previous contract with PPA for the last three (3) years; and
9. Must have no existing service contract with or within PPA.

4.2 The Subject Matter Expert/s (SMEs) assigned to deliver the training shall have the following criteria:

1. Must be a member of GR Pool and has a signed partnership agreement with PCW;
2. Must have served as a GAD Technical Adviser, module writer, researcher, project manager or resource person of any or all of the following topics: GAD Agenda, Harmonized Gender and Development Guidelines, Gender Mainstreaming, Gender Sensitivity Training, Gender Analysis, and GAD Planning and Budgeting, among others;
3. Must have served as a Facilitator, Trainer, Resource Person or Speaker during GAD trainings; and
4. Capable to deliver both in-person and online training.

V. SERVICE PROVIDER RESPONSIBILITIES

1. Provide one (1) subject matter expert to deliver each batch of training;
2. Conduct the training on site/in-person and online (when necessary);
3. Shoulder the SMEs air, land, and sea transportation fare and accommodation (when necessary);
4. Communicate the training engagement protocols to PPA thru the Training Institute (PPATI) prior to training implementation;
5. Submit course design two (2) weeks prior to the conduct of training in accordance with PPA requirements for approval;
6. Submit the electronic copies of the course modules, master copy of the participant's workbook, exercise forms and training handouts prior to the conduct of training in accordance with PPA requirements
7. Provide the following to the participants:
 - electronic copy of training handouts
 - electronic and hardcopy of certificate of training at most 10 working days after the conduct

- of the training, and
- electronic and hardcopy of Pre and Post-tests;
- 8. Submit results of all related tests/evaluations/assessments to PPA thru PPATI;
- 9. Personal Data collected from PPA Personnel shall solely be used for training purposes only and be protected under the Republic Act No. 10173 also known as Data Privacy Act of 2012; and
- 10. Perform other services necessary for the delivery of the training.

VI. PPA RESPONSIBILITIES

1. Provide the number of enrollees as stated;
2. Provide the meals, training venue, relevant supplies and equipment, accommodation, per diem and transportation of participants;
3. Shoulder the meals, and accommodation of one (1) SME with the following conditions:
 - 3.1. Meals include lunch, and AM & PM snacks (meals outside training hours and other incidental expenses shall be shouldered by the SME).
 - SMEs may opt to stay at PPA Port Management Office's dormitory when available. In any case that the PMO's dormitory is not available, the service provider shall provide the necessary provision for the SME's accommodation
4. Coordinate the training program;
5. Issue a separate Certificate of Training to each participants;
6. Ensure that each participant has necessary materials and supplies needed for the training;
7. Provide the online platform in the event the training will be conducted online due to uncontrollable situation; and
8. Pay the service provider as per contract.

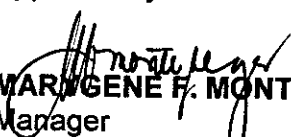
VII. BUDGET

7.1 The following is the Approved Budget for the Contract:

Batch	Title	Amount
2	Gender Mainstreaming Evaluation Framework (GMEF) Workshop	200,000.00
1	Basic GAD Concepts and SOGIESC (Sexual Orientation, Gender Identity and Expression, and Sex Characteristics)	160,000.00
	TOTAL	360,000.00

7.2 Funding shall be chargeable against PPA CY 2026 Learning and Development Programs and Budget (LDPB).

Approved by:


MARY GENE F. MONTENEGRO
 Manager
 PPA Training Institute

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and with residence at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [Address of Bidder];
- *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of [Name of Bidder] with office address at [Address of Bidder];
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of [Name of Bidder] with office address at [Address of Bidder];

2. *Select one, delete the others:*

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Project Title] of the [Name of the Procuring Entity][insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative];
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Project Title] of the [Name of the Procuring Entity], as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Project Title] of the [Name of the Procuring Entity], as supported by the attached duly notarized Special Power of Attorney for authorized representative;

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting

rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *Select one, delete the others:*
 - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership :* The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.*
 - *In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.*
8. *[Name of Bidder] complies with existing labor laws and standards; and*
9. *[Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:*
- a) *Carefully examine all of the Bidding Documents;*
 - b) *Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;*
 - c) *Made an estimate of the facilities available and needed for the contract to be bid, if any; and*
 - d) *Inquire or secure Supplemental Bid Bulletin(s) issued for the [Project Title].*
10. *[Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.*
11. *In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.*

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, [date issued], [place issued]

IBP No. __, [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.