



REQUEST FOR QUOTATION
(Small Value Procurement)
BAC-PGCS-040-2021

Name of Project : **Procurement of Service Provider for the Conduct of the Online Gad Planning and Conference.**

Approved Budget for the Contract : **P120, 000.00**

Deadline for Submission : **May 14, 2021**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit and PhilGeps Registration Number and Omnibus Sworn Statement with attached Secretary's Certificate/SPA.

Quotations shall be submitted in person to the Manager, Administrative Services Department, PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone/Fax No. 527-4735
954-88-00 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
PROCUREMENT OF SERVICE PROVIDER FOR THE
CONDUCT OF THE

ONLINE GAD PLANNING AND CONFERENCE
(BAC-PGCS-040-2021)**

I. INTRODUCTION

Based on the approved CY 2021 PPA Learning and Development Programs, the Training Institute (PPATI) has tentatively scheduled to conduct the Online GAD Planning and Conference.

The said activity aims to capacitate members of the GAD Focal Point System (GFPS) to enable them to perform their roles in providing technical assistance to officers or units within their agency on the preparation of the GAD Plan and Budget.

In compliance to provision No. 11.6 of PPA Memorandum Circular No. 22-2020 which states that, *'Trainings, meetings with external clients, activities, gatherings and all events may be conducted using various virtual platforms'*, PPATI will be implementing these training programs through online delivery.

Course Title	Tentative Date	No. of Participants	No. of Hours	Target Pax
Online GAD Planning and Conference	June 29-30, 2021	30-40 pax	16 hours	GAD Focal Point System Officers and members

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 initially cover the training programs identified in Section I hereof.

III. OBJECTIVE

The objective of the identified virtual/online activity is to capacitate members of the PPA GAD Focal Point System (GFPS) to enable them to perform their roles in providing technical assistance to officers or units within their agency in the preparation of the 2022 GAD Plan and Budget. This also intends to aid the agency in crafting its GAD Plan that supports programs and projects that would bring improvements not only to the lives of PPA's employees but also to the port community.

IV. SCOPE OF SERVICES AND REQUIREMENTS

The Service Provider contracted shall follow the requirements stated below for the conduct of the above-mentioned program:

4.1 Qualifications of Service Provider:

1. Could provide Philippine Commission on Women (PCW)-accredited Resource Person/s who can deliver GAD technical assistance services to requesting National Government Agencies, Local Government Units and other entities;
2. Could directly negotiate with requesting entity the terms of technical assistance to be rendered; and
3. Ensure that technical assistance conducted for the requesting entity is properly evaluated and assessed.

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

1. Must be a member of Gender and Development Resource Pool (GR Pool) and has a signed partnership agreement with the Philippine Commission on Women.
2. Must have served as a GAD Technical Adviser, module writer, researcher, project manager or resource person on any or all of the following topics: 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 training thru online/virtual/web-based platforms.

V. SERVICE PROVIDER RESPONSIBILITIES

1. Conduct the training thru a virtual/online/web-based lectures, presentation and discussions, workshops and exercises
2. Provide the applicable virtual/online/web-based platform for training delivery.
3. The virtual/online/web-based platform should be readily available and user-friendly.
4. Provide technical assistance during the virtual/online/web based training.
5. Communicate the training engagement protocols to PPA thru the Training Institute (PPATI) prior to training implementation.
6. Submit course design prior to the conduct of training in accordance with PPA requirements for approval.
7. 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 the training in accordance with PPA requirements.

8. Provide the participants the following:
 - electronic copy of training handouts
 - electronic and hardcopy of certificate of training, and
 - electronic Pre and Post-tests
9. Submit results of all related tests/evaluations/assessments to PPA thru the Training Institute (PPATI).
10. Perform other services necessary for the delivery of the virtual/online/web-based training.
11. Accept the agreed package payment regardless of the number of participants.

VI. PPA RESPONSIBILITIES

1. Provide the number of enrollees as stated.
2. Ensure that each participant has laptop with webcam and stable internet connection.
3. Pay the service provider as per contract.

Approved by:


MARY GENE F. MONTENEGRO
Acting Department Manager
PPA Training Institute