



BAGONG PILIPINAS

**PHILIPPINE
PORTS
AUTHORITY**



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Service Provider for the Conduct of
Trainings and Learning and Development
Seminars - Various
(Retirement/GAD/IMS/HR/Annual
Conference) - Conduct of Gender Analysis**

Approved Budget for the Contract : **₱ 200,000.00**

Deadline for Submission : **July 29, 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:

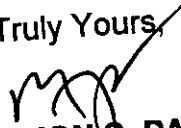
1. Duly signed quotation/offer by the Authorized Representative (with proof of authorization).
2. Valid Business/Mayor's Permit
3. PhilGEPs Registration Number
4. Professional License/Curriculum Vitae
5. Duly signed Omnibus Sworn Statement by the authorized representative and duly notarized

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

Service Provider for the Conduct of Trainings and Learning and Development Seminar – Various (Retirement/GAD/IMS/HR/Annual Conference) Conduct of Gender Analysis

I. INTRODUCTION

Below are the following schedules for the training on Gender Analysis for PPA Personnel:

Course Title	Tentative Dates	Venue/Platform	Target No. of Participants
Gender Analysis	September 2-3, 2026 (Batch 1)	PMO Davao	50
	September 15-16, 2026 (Batch 2)	PPA GAD Center	50

1. The Philippine Ports Authority (PPA) has integrated Gender and Development (GAD) principles into its policies, programs, and services. However, the conduct of gender analysis across offices and programs may not always be applied consistently and systematically. In some cases, gender issues are identified only in general terms without sufficient analysis of their root causes, gender roles, access to resources, and decision-making dynamics within port and transport operations.

2. Gender analysis is essential in identifying gender gaps and ensuring that programs and services respond to the different needs and experiences of women, men, and other gender groups. By using sex-disaggregated data and appropriate gender analysis tools, organizations can generate evidence-based insights that support more inclusive planning, implementation, monitoring, and evaluation of programs.

3. In line with national GAD policies, including the Magna Carta of Women and the guidelines of the Philippine Commission on Women, this course aims to strengthen the knowledge and practical skills of PPA personnel and members of the Gender and Development - Focal Point System (GFPS) in conducting gender analysis and applying relevant tools. The course will support participants in identifying gender issues and integrating gender perspectives into programs and initiatives to promote more inclusive and gender-responsive port services.

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

The participants shall be able to apply gender analysis to identify gender issues specific to PPA operations and develop evidence-based, gender-responsive interventions for GAD planning and budgeting.

Objectives

After the training, the participants shall be able to:

- Explain key concepts on gender, gender equality, and gender mainstreaming relevant to the port and transport sector.
- Discuss the legal and policy foundations requiring the conduct of gender analysis in government agencies.
- Identify gender issues, gaps, and inequalities in selected PPA policies, programs, projects, and services.
- Apply appropriate gender analysis tools and frameworks (e.g., gender issue analysis, gender roles analysis, access and control, GAD checklist, or sector-specific tool).
- Analyze root causes and impacts of identified gender issues on women, men, and other gender groups.
- Use gender analysis results to formulate gender-responsive objectives, strategies, and GAD interventions.

Topics

- Gender and Gender Equality in the Port and Maritime Context
- Legal and Policy Foundations for Gender Analysis
- Reviewing PPA GAD Plans and Budget (GBP)
- Workshop: Applying Gender Analysis in the PPA Context
- Root Cause Analysis of Gender Issues
- Using Gender Analysis Results for GAD Planning
- Workshop: Developing Gender Responsive Interventions

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

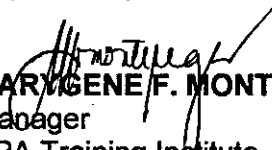
1. Provide the number of enrollees as stated;
2. Provide the meals, training venue, relevant supplies and equipment, accommodation, per diem and transportation of participants;
3. Shoulder the meals, and accommodation of one (1) SME with the following conditions:
 - 3.1. Meals include lunch, and AM & 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 Funding shall be chargeable against PPA CY 2026 Learning and Development Programs and Budget (LDPB).

Approved by:


MARYGENE F. MONTENEGRO
Manager
PPA Training Institute

PMTS
 MPS/nldg-Gender-Analysis-2026

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 _____.