



**REQUEST FOR QUOTATION**  
(Small Value Procurement)

Name of Project : **Procurement of Service Provider for the Conduct of Training on GAD Planning and Budgeting and Gender Audit**

Approved Budget for the Contract : **P 52,800.00**

Deadline for Submission : **November 11, 2019**

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

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  
5<sup>th</sup> 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](http://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 PROCUREMENT OF RESOURCE PERSON  
FOR THE CONDUCT OF TRAINING ON GAD PLANNING AND BUDGETING  
AND GENDER AUDIT  
BAC PGCS199 AND BAC PGCS 200**

**I. INTRODUCTION**

The 1987 Philippine Constitution provides the recognition of the role in women in nation-building and ensures the fundamental equality before the law of women and men. Pursuant to this state declaration, Executive Order (EO) No.273 of 1995, approving and adopting the Philippine Plan for Gender-Responsive Development (PPGD 1995-2025), mandates agencies to incorporate and reflect Gender and Development (GAD concerns in their agency performance commitment contracts, annual budget proposals, and work and financial plans

Republic Act No. 9710 or the Magna Carta of Women (MCW) and the General Appropriations Act (GAA) mandate all government departments, including their attached agencies, offices, bureaus, state universities and colleges (SUCs), government-owned and controlled corporations (GOCCs), local government units (LGUs) and other government instrumentalities to formulate, their annual GAD Plans and budget (GPBs) within the context of their mandates to mainstream gender perspectives in their policies, programs and projects.

It is within this context that the PPA Training Institute (PPATI) has scheduled the conduct of the following GAD programs for PPA GAD officers, Technical Working Group (TWG) Focal Point and committee members and PPA Port Managers nationwide:

<b>Course</b>	<b>Venue</b>	<b>Tentative Dates</b>	<b>No. of Pax</b>	<b>Amount</b>
<b>1. GAD Planning and Budgeting (BAC-PGCS-199)</b>	PPA Training Institute , South Harbor, Port Area, Manila	Nov. 12-13, 2019	35	Php 26,400.00
<b>2. Gender Audit (BAC-PGCS-200)</b>		Nov. 14-15 2019	35	Php 26,400.00
<b>TOTAL</b>				<b>Php52,800.00</b>

**II. PROJECT DESCRIPTION**

1. The services of the expert/s shall cover a period of one (1) year.
2. The services to be rendered shall initially cover the training programs identified in Section 1 hereof.

**III. OBJECTIVES**

The objectives of conducting these programs are the following:

1. To capacitate members of the GAD Focal Point System (GFPS) to perform their roles in providing technical assistance to offices or units in their respective units on the preparation of the GAD Plans and Budget;

2. To aid the agency in crafting its GAD Plan that supports programs and projects that bring improvements not only to the lives of PPA employees but also to the port community;
3. Provide the participants knowledge and skills on how to assess the extent to which gender equality is effectively institutionalized in the policies, programs, organizational structures and proceedings (including decision-making processes) and in the corresponding budgets; and
4. Develop skills of participants in planning, coordinating and facilitating the gender audit in their respective offices in order to develop and implement organization specific action plans.

#### **IV. SCOPE OF SERVICES AND REQUIREMENTS**

1. The Resource Person/Subject-Matter-Expert shall be the Service Provider who shall be contracted to deliver the training.
2. He/She shall have the following qualifications and follow the requirements stated below for the conduct of the above-mentioned program:
  - 2.1 The Resource Person/Subject-Matter-Expert who can deliver GAD technical assistance services to requesting National Government Agencies, Local Government Units and other entities;
  - 2.2 Can directly negotiate with requesting entity the terms of technical assistance to be rendered;
  - 2.3. Ensure that technical assistance conducted for the requesting entity is properly evaluated and assessed;
  - 2.4. Must be a member of the Gender and Development Resource Pool (GR Pool) and the Philippine Commission on Women (PCW);
  - 2.5. Must have served as a Facilitator, Trainer, Resource Person or Speaker during GAD trainings; and
  - 2.6. Must be a member of the Gender and Development Resource Pool (GR Pool) and has a signed partnership agreement with the Philippine Commission on Women;
  - 2.7. Must have served as a Facilitator, Trainer, Resource Person or Speaker during GAD trainings; and
  - 2.8. 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.

**V. SUBJECT-MATTER-EXPERT/RESOURCE PERSON RESPONSIBILITIES**

1. Provide services as lecturer to handle the delivery of training at PPA-identified venue/s;
2. Submit a customized course design prior to the conduct of training in accordance with PPA requirements;
3. Provide, submit and waive the copyright of the customized course modules, master copy of the participant's workbook, exercise forms, and training handouts (together with the soft copy) prior to the conduct of the training in accordance with PPA requirements;
4. Provide and submit results of all tests/evaluations/assessments to PPA;
5. Provide training handouts to each participant; and
6. Perform other services necessary for the delivery of the said training.

**VI. PPA RESPONSIBILITIES**

1. Provide minimum number of thirty-five (35) participants per training;
2. Provide the meals, training venue, relevant supplies and equipment, and accommodation for facilitator/secretariat from Resource Persons;
3. Provide transportation to and from the venue of the following:
  - Subject Matter Experts
  - One (1) facilitator/secretariat from Resource Person;
  - participants; and,
  - PPA training coordinator.
4. Implement the training program;
5. Issue the Certificate of Training to each participant; and
6. Pay the Resource Person the package rate agreed upon during the procurement process after the full completion of the training in the period of one (1) year.

  
**MARYCENE F. MONTENEGRO**  
Acting Department Manager  
PPA Training Institute