



REQUEST FOR QUOTATION
(Small Value Procurement)
BAC-PGCS-072-2020

Name of Project : **Procurement for the Conduct of Virtual Training on Several Gender and Development Programs**

Approved Budget for the Contract : **P189, 600.00**

Deadline for Submission : **November 26, 2020**

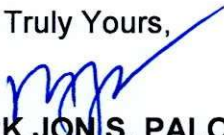
Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number, Omnibus Sworn Statement and Secretary's Certificate/Special Power of Attorney.

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 VIRTUAL TRAINING ON SEVERAL GENDER AND DEVELOPMENT PROGRAMS

I. INTRODUCTION

Based on approved CY 2020 PPA Learning and Development Programs, the Training Institute (PPATI) is scheduled to conduct the **Webinar on Advocating Mainstreamed Gender Equality, OSH and Mental Health Care**, **Webinar on Learning the Generating Equality & Respect Program**, and **Webinar on Awareness on CODI and Gender and Development**.

Government offices like the PPA are mandated to pursue efforts to attain women's empowerment and gender equality. Specifically, these are embodied in the provisions of laws and other relevant local and international human rights standards and policies. Further, to ensure improvement in workplace safety and health for both men and women, gender differences should be considered in the design and development of occupational safety and health (OSH) policies, systems and prevention strategies.

Organization has significant role in setting the standard for respectful cultures and equal opportunity through developing and implementing laws and policies that promote gender equality; commitment and leadership; addressing multiple forms of discrimination; and promoting respectful attitudes, norms, behaviors and practices, within the organization.

Among the salient provisions of the Administrative Disciplinary Rules on Sexual Harassment is the creation of the Committee on Decorum and Investigation (CODI) in all government agencies who shall be responsible for receiving and investigating sexual harassment complaints/cases against public officials and employees. Consequently, capability-building programs were designed for those who will conduct training programs on anti-sexual harassment rules and policies.

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.

GAD Program	No. of Participants	No. of Hours/ Days	Tentative Dates
Webinar on Advocating Mainstreamed Gender Equality, OSH and Mental Health Care	30	4 hours	December 2020
Webinar on Learning the Generating Equality & Respect Program	30	16 hours	December 2020
Webinar on Awareness on CODI and Gender and Development	30	16 hours	December 2020

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 program identified in Section I hereof.

III. OBJECTIVE

The objectives of the identified virtual/online training are to provide necessary skills and knowledge, as follows:

1. for 4-hour training, in the development of gender mainstreaming as a strategy towards realizing gender equality and integrate gender perspective into preparation, design, implementation, monitoring and evaluation of policies and regulatory measures; and integrate gender mainstreaming into OSH and mental health care policies and practices.
2. 16-hour training, in the integration of gender equality into organizational strategic plans, policies and practices.
3. for 16-hour training, in the identification of the role and responsibilities of CODI members in conducting awareness sessions on sexual harassment within the agency or institution as well as in receiving and investigating complaints on sexual harassment.

3.1 SCOPE OF SERVICES AND REQUIREMENTS

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

3.2 Qualifications of Service Provider:

1. Can provide Resource Person/s who can deliver GAD technical assistance services to requesting National Government Agencies, Local Government Units and other entities;
2. Can 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.

3.3 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.

IV. 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.

V. 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:


MARI GENE F. MONTENEGRO
Acting Department Manager
PPA Training Institute