



REQUEST FOR QUOTATION
(Small Value Procurement)
BAC-PGCS-024-2024

Name of Project : **Procurement of Service Provider for the Conduct of Sex Disaggregated Data Training and Updates on Gender Sensitivity Training**

Approved Budget for the Contract : **P 600,000.00**

Deadline for Submission : **March 26, 2024**


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, Secretary's Certificate/Special Power of Attorney and Income Tax Return.

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
 SEX DISAGGREGATED DATA TRAINING AND UPDATES ON GENDER
 SENSITIVITY TRAINING
 (ASD-024-2024)**

I. INTRODUCTION

Based on the approved CY 2024 PPA Learning and Development Programs and Budget (LDPB), the PPA Training Institute (PPATI) has scheduled the conduct of various Gender (GAD) Training Programs on the following schedule:

| | Title | No. of Pax | Tentative Dates | Venue |
|---|--|------------|-------------------|--------|
| 1 | Sex Disaggregated Data Training | 100 | April 16-17, 2024 | Manila |
| 2 | Updates on Gender Sensitivity Training Batch 1 | 100 | April 23-26, 2024 | |
| 3 | Updates on Gender Sensitivity Training Batch 2 | 100 | May 14-17, 2024 | |
| 4 | Updates on Gender Sensitivity Training Batch 3 | 100 | May 21-24, 2024 | |
| 5 | Updates on Gender Sensitivity Training Batch 4 | 100 | June 25-28, 2024 | |
| 6 | Updates on Gender Sensitivity Training Batch 5 | 100 | July 23-26, 2024 | |

Sex Disaggregated Data Training

Section 36 of Republic Act No. 9710, or the Magna Carta of Women directs agencies to systematically collect and generate sex-disaggregated data and statistics, according to their mandates. Agencies have expressed their need for technical guidance on establishing a GAD database in the absence of guidelines to be issued by appropriate oversight agencies. Recognizing this demand, the training on Sex Disaggregated Data will help in the development of the GAD database.

Updates on Gender Sensitivity Training

The training aims to develop an awareness of gender issues among the participants, reflect on societal views about sexual orientation, gender identity, and expression (SOGIE) and its impact on personal, family, and office life, and appreciate the policy of the national government to mainstream gender in government policies and programs.

II. PROJECT DESCRIPTION

2.1 Project Duration

To cover a period of one (1) year.

2.2 Project Scope

The service to be rendered shall cover the training program identified in Section I hereof.

III. OBJECTIVE

The objectives of the identified GAD trainings are to:

- 3.1 systematically collect and generate sex-disaggregated data and statistics, according to the mandates of the agency; and
- 3.2 recognize the importance of gender equality governance in promoting gender equality and respect.

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. Provide subject matter experts (SMEs) who are member of the GAD Resource Pool (GR Pool) of the Philippine Commission on Women (PCW);
2. Directly negotiate with PPA thru the PPA Training Institute the terms of technical assistance/trainings to be rendered;
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.

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 Resources 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 or 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 both in-person and online training.

V. SERVICE PROVIDER RESPONSIBILITIES

- 5.1 Provide one (1) subject matter expert to deliver the training;
- 5.2 Conduct the training on site/in-person;
- 5.3 Communicate the training engagement protocols to PPA thru the Training Institute (PPATI) prior to training implementation;
- 5.4 Submit course design two (2) weeks prior to the conduct of training in accordance with PPA requirements for approval;
- 5.5 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;

- 5.6 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;
- 5.7 Submit results of all related tests/evaluations/assessments to PPA thru the Training Institute (PPATI);
- 5.8 Provide recording of the training sessions to PPA through the Training Institute (PPATI) in the event that it will be conducted online due to uncontrollable situations; and
- 5.9 Perform other services necessary for the delivery of the training.

VI. PPA RESPONSIBILITIES

- 6.1 Provide the number of enrollees as stated;
- 6.2 Provide the meals, training venue, relevant supplies and equipment, and accommodation, per diem and transportation of participants;
- 6.3 Coordinate the training program;
- 6.4 Issue a separate Certificate of Training to each participants;
- 6.5 Ensure that each participant has necessary materials and supplies needed for the training; and
- 6.6 Pay the service provider as per contract.

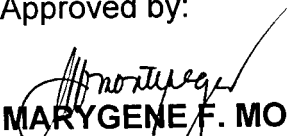
VII. BUDGET

7.1 The following are the Approved Budget for the Contract:

| | Title | Amount |
|---|--|-------------------|
| 1 | Sex Disaggregated Data Training | 300,000.00 |
| 2 | Updates on Gender Sensitivity Training (Batches 1-5) | 300,000.00 |
| | TOTAL | 600,000.00 |

7.2 Funding shall be chargeable against the CY 2024 Learning and Development Programs and Budget.

Approved by:


MARYGENE F. MONTENEGRO
 Department Manager
 PPATI Training Institute