



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

Name of Project : **Procurement of Services Provider  
for the Conduct of CY 2019 Gender  
and Development Programs**

Approved Budget for the Contract : **P 57,600.00**

Deadline for Submission : **June 14, 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, Omnibus Sworn Statement and Curriculum Vitae of Resource Persons.

Quotations shall be submitted in person to the Property Management Division, 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 SERVICE PROVIDER  
FOR THE CONDUCT OF SEVERAL GENDER AND DEVELOPMENT PROGRAMS**

**I. INTRODUCTION**

Gender and Development (GAD) is concerned with women and her specific roles, responsibilities and expectations in the society. It also analyzes the nature of women's contribution within the context of work done both inside and outside the household and reflects the public/private dichotomy that undervalues the work done by women in the home.

GAD focuses on the principle that development is for all. Everyone in society, female or male, has the right to equal opportunities to achieve a full and satisfying life.

Gender alludes not simply to women or men but the relationship between them and the way it is socially constructed. Since gender biases exist and these biases prevent people from attaining their full potentials, development is impeded.

It is within this context that the PPA Training Institute (PPATI) has scheduled the conduct of several GAD programs for PPA employees nationwide scheduled as follows:

<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 GAD Center, Bonifacio Drive, South Harbor, Port Area, Manila	July 22-23, 2019	35	Php 19, 200.00
<b>2. Gender Audit (BAC-PGCS – 200)</b>		July 24-25, 2019	35	Php 19, 200.00
<b>3. Violence Against Women and Children Seminar (BAC-PGCS – 201)</b>		August 20, 2019	35	Php 9, 600.00
<b>4. Training on Magna Carta for Women (BAC-PGCS – 204)</b>		Sep. 3, 2019	35	Php 9, 600.00
			<b>TOTAL</b>	<b>Php 57,600.00</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 I hereof.

## **III. OBJECTIVE**

The main objective of conducting these programs is to contribute to the full recognition of women's rights as human rights. It hopes to ensure fairness and equity so that women and men can participate on an equal basis in decision-making and in developing a better society. It is based on the philosophy underlying equal opportunity programs, whose purpose is to counter discrimination against women in organizations and society at large.

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

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

### **1. Qualifications of the Service Provider:**

- 1.1. Can provide Resource Person/s who can deliver GAD technical assistance services to requesting National Government Agencies, Local Government Units and other entities;
- 1.2. Can directly negotiate with requesting entity the terms of technical assistance to be rendered; and
- 1.3. Ensure that technical assistance conducted for the requesting entity is properly evaluated and assessed.

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

- 2.1. Must be a member of Gender and Development Resource Pool (GR Pool) and has a signed partnership agreement with the Philippine Commission on Women.
- 2.2. 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; and,
- 2.3. Must have served as a Facilitator, Trainer, Resource Person or Speaker during GAD trainings.

## **V. SERVICE PROVIDER RESPONSIBILITIES**

1. Provide locally-based SMEs who will handle training delivery at PPA-identified venues;
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 Service Provider;
3. Provide transportation to and from the venue of the following:
  - Subject Matter Experts
  - One (1) facilitator/secretariat from Service Provider;
  - participants; and,
  - PPA training coordinator.
4. Implement the training program;
5. Issue the Certificate of Training to each participant; and,
6. Pay the Service Provider the package rate agreed upon during the procurement process after the full completion of the training in the period of one (1) year.

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