

REQUEST FOR QUOTATION
(Small Value Procurement)
BAC-PGCS-040-2020

Name of Project : **Procurement of Service Provider for the Conduct of Virtual Orientation on Accessibility Law and Webinar on Responsible Parenthood**

Approved Budget for the Contract : **P180, 000.00**

Deadline for Submission : **August 10, 2021**

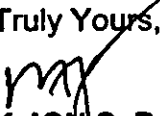
Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number and Omnibus Sworn Statement with attached Secretary's Certificate/Special Power of Attorney.

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 THE**

**WEBINAR ON RESPONSIBLE PARENTHOOD
(BAC-PGCS-040-2021)**

I. INTRODUCTION

Based on the approved CY 2021 PPA Learning and Development Programs, the Training Institute (PPATI) has tentatively scheduled to conduct the Webinar on Responsible Parenthood and Virtual Orientation on Accessibility Law.

The said activities are designed to identify the responsibilities and challenges of parents. This will provide concepts and answers to common questions that shed light on the concerns of parents and people who considered starting a family.

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.

Program	Tentative Date	No. of Participants	No. of Hours
Webinar on Responsible Parenthood	October 2021	40-50 pax	8 hours

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 programs identified in Section I hereof.

III. OBJECTIVE

The objectives of the Webinar on Responsible Parenthood are to discuss responsible parenthood in guiding the children to appropriate direction; identify role of parents towards good behavior and development of the children; understand how irresponsible decisions can negatively affect the family's standard of living, and improve parenting skills in managing children's behavior.

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. Could provide Philippine Commission on Women (PCW)-accredited Resource Person/s who can deliver GAD technical assistance services to requesting National Government Agencies, Local Government Units and other entities;
2. Could 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.

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 Resource Pool (GR Pool) and has a signed partnership agreement with the Philippine Commission on Women and/or similar institutions;
2. Must have served as a Technical Adviser on Responsible Parenthood, module writer, researcher, project manager or resource person on any or all of the following topics: Gender Mainstreaming and Gender Sensitivity Training and similar programs;
3. Must have served as a Facilitator, Trainer, Resource Person or Speaker during above-mentioned program; and,
4. Capable to deliver training thru online/virtual/web-based platforms.

V. 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. Ensure that the Course Design developed by the PPA Training Institute be followed subject to the agreement during the pre-training meeting.
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. Provide recording of the training sessions to PPA thru the Training Institute (PPATI).
11. Perform other services necessary for the delivery of the virtual/online/web-based training.
12. Accept the agreed package payment regardless of the number of participants.

VI. 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/agreement.

Approved by:


MARYGENE F. MONTENEGRO
Acting Department Manager
PPA Training Institute