

REQUEST FOR QUOTATION / PROPOSAL

**Provision of Consultancy Services for the Conduct of the Gender Sensitivity Training
the Gender and Development (GAD) Program**

Relative to

P.R. No./Date Received: **201909-0203 / 11 September 2019**

RFQ/P No. / Date: **201909-0188 / 11 September 2019**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference / Technical Specifications Sheet** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- Latest Income/Business Tax Return.
- PhilGEPS Registration Certificate/Number
- Signed Terms of Reference / Technical Specifications Sheet (if any)
- Professional License/Curriculum Vitae (**for Consulting Services only**)
- Notarized Omnibus Sworn Statement - Annex "A" (**to be submitted prior to Notice of Award issuance**)

This pro-forma quotation maybe submitted in sealed envelope through **registered mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address on or before **16 September 2019 | 10:00 AM** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference / Technical Specifications Sheet**.

Very truly yours,


ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	lot	₱ 123,000.00	Provision of Consultancy Services for the Conduct of the Gender Sensitivity Training Relative to the Gender and Development (GAD) Program. (See attached Terms of Reference for complete specifications / requirements)			
Total Lot ABC		₱ 123,000.00	TOTAL Amount			
Delivery Instructions:			<i>As specified in the attached Terms of Reference</i>			

(Please provide complete information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address : _____

Company Tax Identification Number : _____

TERMS OF REFERENCE

Procurement of Consultancy Services for the Conduct of the Gender Sensitivity Training Relative to the Gender and Development (GAD) Program

I. Rationale

Pursuant to Section 36(b) of Republic Act (R.A.) No. 9710, also known as the Magna Carta for Women (MCW), all government agencies are mandated to conduct Gender Sensitivity Training (GST) to all their employees.

In line with this, the PCC GFPS, through the Administrative Office (AO) – Human Resource Development Division (HRDD), will contract the services of a consultant to conduct and facilitate the two batches of one-day Gender Sensitivity Training. And to conduct the **Gender Sensitivity Training (GST) on 26 to 27 September 2019** at the PCC Court Room, 25/F Vertis North Corporate Centre I, North Avenue, Quezon City.

II. Objective

The primary objective of the program is to show how gender shapes the roles of women and men in society, including their role in development, and how it affects relations between them. It is given to those who have very little gender awareness or none at all. For people in government to appreciate GAD and eventually become its advocate, they first have to heighten their awareness of gender concerns and be willing to respond to gender issues.

III. Scope of Work

The consultant is expected to do the following activities:

- a. Lectures: Comprised of presentations on the basic concepts and relevant policies on gender mainstreaming as one of the thrusts of the government in its development agenda, and tools to implement, monitor, and assess gender mainstreaming activities in the organization;
- b. Structured Learning Exercise: In this activity, the participants will get to interact with one another to gain better appreciation of the concepts. These include games, film showing, and sharing sessions;
- c. Conduct and facilitate the two batches of one-day *Gender Sensitivity Training*;
- d. Provide a copy of the training materials (e.g., presentations and handouts) to the AO-Human Resource Management Division prior to the conduct of the training;
- e. Administer pre- and post- evaluation survey forms and prepare the required post

training report and documentation incorporating the evaluation results and the trainers' insights on lessons learned and recommendations; and

- f. Issue certificates to the participants upon completion of the training.

IV. Training Description

The two batches of one-day Gender Sensitivity Training is scheduled to be conducted on 26 and 27 September 2019 at the PCC Court Room 25/F Vertis North Corporate Center I, North Avenue, Quezon City. It shall be attended by at most 70 PCC personnel (35 personnel per batch).

V. Terms and Conditions

The consultant shall:

1. Conduct the training within the agreed timeframe;
2. Prepare the program and course design for the training;
3. Provide handouts for the participants;
4. Provide one (1) set of training materials for reference of PCC;
5. Provide resource person/s, facilitator and documenter;
6. Provide certificates of completion to the participants;
7. Develop and subsequently administer pre- and post-evaluation surveys and prepare required post training report and documentation; and
8. Treat all information provided by the PCC, during the course of the project, with utmost confidentiality.

The PCC shall:

1. Designate a counterpart team that will work closely with the Consultant on the technical and administrative requirements of the project;
2. Provide logistical requirements for the training, to include training venue, equipment (projector with laptop), supplies, and meals for participants; and
3. Pay the project cost inclusive of mandatory taxes and in accordance with the set payment schedule.

VI. Minimum Qualifications for the Consultant

Sole proprietors consultants and juridical entities are invited to submit proposals if they are meet the following minimum qualifications:

1. Duly licensed Filipino citizens/sole proprietorships;
2. Partnerships duly organized under the laws of the Philippines of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
3. Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
4. Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) belongs to citizens of the Philippines; or
5. Persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract. Provided, however, that Filipino ownership or interest thereof

shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA;

6. Consultant / service provider should be engaged in consulting and training services on program management related to any of the following programs: GAD-related capacity-building, or gender sensitivity trainings for at least five (5) years;
7. Consultant / service provider should have been doing consulting work and training relative to GAD-related programs such as research, policy development, program and project development and implementation, gender analysis, monitoring and evaluation and reporting on GAD, and preparation and review of GAD accomplishment reports;
8. Consultant / service provider should have been engaged by at least three (3) companies/institutions in a similar program, one (1) of which belonging to the public/government sector in the conduct of GAD-related trainings and capacity building programs;
9. Consultant / service provider shall provide a lead consultant who is a graduate of any four-year degree course; and
10. Consultant / service provider shall provide a lead consultant with at least 24 hours of relevant training on gender sensitivity and GAD-related programs.

All bids will be evaluated based on the original signed extensive curriculum vitae submitted by the bidder. For partnerships and corporations, bid will be evaluated based on the DTI or SEC registration submitted indicating year registration and other relevant document, hence, submission of (a) List of Completed and On-going Contracts, (b) copies of Certificates of Satisfactory Service Rendered / Certificates of Completion, and (c) original signed extensive curriculum vitae of the lead speaker / facilitator to conduct the training program.

VII. Criteria for Evaluation or Selection

PCC shall select the most qualified Consultant using the quality-cost based evaluation pursuant to the pertinent provisions of R.A. No. 9184 or the Government Procurement Reform Act. The 75% - 25% quality to cost ratio shall be used for this purpose allocated as follows:

Evaluation Criteria	Weight
Technical Proposal <ul style="list-style-type: none"> ▪ <i>Quality of personnel</i>, i.e., suitability of consultant / lead speaker or facilitator to perform the project's scope of work, general qualifications and competence including education and training background of key staff (30%) ▪ <i>Experience of the service provider</i> (30%) ▪ <i>Plan of approach and methodology</i>, i.e., clarity, feasibility, innovativeness and comprehensiveness of the program / course design to meet the objectives of the program, (40%) 	75%
Financial Proposal	25%
Total	100%

The hurdle score for this project to pass in the evaluation is 80 percent.

VIII. Approved Budget for the Contract

For and in consideration of the services of the consultant, the PCC shall pay the sum of *One Hundred Twenty-Three Thousand Pesos (Php123,000.00)*, inclusive of all

applicable government taxes and service charges.

IX. Mode of Payment

Payment shall be endorsed to the OIC-Director of Administrative Office; and the payment shall be released within fifteen (15) days upon receipt of the billing statement supported by a Certificate of Satisfactory Service Rendered, and the PCC's acceptance of the deliverables listed below.

- Copy of the program and course design;
- Hard copy of presentations used during the training proper; for soft copy presentations, a certification from the service provider that the complete set of soft copy of presentations are given and signed accepted by the end-user;
- Copy of attendance sheets for the conduct of two batches of the Gender Sensitivity Training;
- Original signed copy of the post-training report and documentation incorporating the evaluation results, duly accepted by the end-user; and
- Certification from the service provider that the complete set of certificates are provided to qualified participants, duly acknowledged by the end-user.

X. Confidentiality of Data and Information

The Consultant that will be engaged by the PCC shall submit outputs directly to the designated project manager within PCC for review and endorsement for payment. All the materials, data and information used and generated through this project will be the sole property of PCC. The consultant shall not use nor disseminate these documents for their own research purposes without the written consent of the PCC.

XI. Conflict of Interest

The Consultant must be independent from the entities which operate in the business of the particular sector covered by the scope of this engagement and must have no conflict of interest. There is conflict of interest when the Consultant has an interest in the business of the entities operating, whether directly or indirectly, in the particular sector covered by this engagement, and the interest of such Consultant, or his rights or duties therein, may be opposed to or affected by the performance of his duty as Consultant.

XII. Liquidated Damages

If the Consultant fails to deliver any or all of the goods and/or to perform the services within the period specified in the contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once, the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XIII. Dispute Agreement / Resolution

Should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of

application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

Any amendments and additional terms and conditions of the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by: ,

WYNONA R. ALMIN
PCC HRMO II, HRDD

Reviewed by:

ANTONIA LYNNEL L. BAUTISTA
PCC Chief Administrative Officer, HRDD

Approved by:

JESON O. DE LA TORRE
Officer-In-Charge, Administrative Office (AO)

Conforme:
_____ Name and Signature of Authorized Representative
_____ Designation
_____ Name of Company
_____ Date