



**REQUEST FOR QUOTATION**

Date	:	<b>October 4, 2021</b>
Project Title	:	Procurement of Consultancy Services for Gender and Development (GAD) Plans and Programs, Conduct of Lectures on GAD
ITB No.	:	<b>SV21-08-027COR</b>
Approved Budget for the Contract (ABC)	:	Three Hundred Thirty Thousand Pesos (PhP330,000.00), VAT Exclusive, Zero-Rated Transaction
Deadline for the Submission and Receipt of Quotation(s)	:	<b>October 11, 2021, Monday, 2:00 PM (Sealed Quotation)</b>
Opening and Examination of Quotation(s)/Proposal(s)	:	<b>October 11, 2021, Monday, 2:00 PM</b>
<p>Please address and submit the envelope containing the accomplished RFQ form and required documents to the Bids and Awards Committee (BAC) 3, through the Procurement Department (PD), located at Eighth (8<sup>th</sup>) Floor, PAGCOR Corporate Annex Office, 1105 UN Avenue cor. Maria Orosa Street, Ermita, Manila.</p> <p>The envelope shall bear the following information in capital letters:</p> <ol style="list-style-type: none"><li>1. Title and reference number of the project; and</li><li>2. Name, address and contact details (telephone/cellphone numbers and/or e mail address) of the Bidder.</li></ol> <p><b>Note: Quotation(s)/Proposal(s) submitted after the deadline shall not be accepted.</b></p>		

Sir / Madam:

In accordance with the Technical Specifications/Scope of Work and General Conditions for the project stated herewith, kindly fill up and submit your lowest price quotation.

For any inquiries or clarifications, please contact the Procurement Department at 4455-3799 local 7430 and look for Ms. Julie Ann S. Camagong.

Thank you.

**JUAN MIGUEL A. MAGLAYA**  
CHAIRPERSON  
BIDS AND AWARDS COMMITTEE (BAC) 3

RBD/jsc09282021

**Dear Mr. Maglaya:**

In accordance with your request, the following is our quotation for your requirement:

**I. TECHNICAL SPECIFICATIONS**

<b>Quantity / Unit of Measurement</b>	<b>Technical Description</b>	<b>Offered Technical Proposal</b> Please fill up with either "Comply" or "Not Comply"						
One (1) Lot	<p>Procurement of Consultancy Services for Gender and Development (GAD) Plans and Programs, Conduct of Lectures on GAD</p> <p><b>QUALIFICATIONS AND SUBMITTALS</b></p> <p>The Consultant shall have the following qualifications and shall submit corresponding required documents (photocopy only):</p> <table border="1" data-bbox="448 940 1208 1780"> <thead> <tr> <th data-bbox="451 945 922 1003"><b>Qualification</b></th> <th data-bbox="925 945 1205 1003"><b>Required Document/s</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="451 1008 922 1171">1. With a four-year degree course, preferably in Women's and/or Gender studies or in Community Development studies</td> <td data-bbox="925 1008 1205 1171"> <ul style="list-style-type: none"> <li>• Diploma</li> </ul> </td> </tr> <tr> <td data-bbox="451 1176 922 1776">           2. With extensive knowledge, exposure and application for at least five (5) years of GAD-related topics such as, but not limited to the following:           <ol style="list-style-type: none"> <li>a. Basic Gender Sensitivity</li> <li>b. Magna Carta of Women and other Laws related to Women's Rights and GAD</li> <li>c. Gender Analysis and Gender Analysis Tools, such as the:               <ol style="list-style-type: none"> <li>i) Gender Mainstreaming Evaluation Framework; and</li> <li>ii) Harmonized GAD Guidelines</li> </ol> </li> <li>d. GAD Planning and</li> </ol> </td> <td data-bbox="925 1176 1205 1776"> <ul style="list-style-type: none"> <li>• Curriculum Vitae</li> <li>• Certificate of employment indicating at least five (5) years work history and with job description per employment or company</li> </ul> </td> </tr> </tbody> </table>	<b>Qualification</b>	<b>Required Document/s</b>	1. With a four-year degree course, preferably in Women's and/or Gender studies or in Community Development studies	<ul style="list-style-type: none"> <li>• Diploma</li> </ul>	2. With extensive knowledge, exposure and application for at least five (5) years of GAD-related topics such as, but not limited to the following: <ol style="list-style-type: none"> <li>a. Basic Gender Sensitivity</li> <li>b. Magna Carta of Women and other Laws related to Women's Rights and GAD</li> <li>c. Gender Analysis and Gender Analysis Tools, such as the:               <ol style="list-style-type: none"> <li>i) Gender Mainstreaming Evaluation Framework; and</li> <li>ii) Harmonized GAD Guidelines</li> </ol> </li> <li>d. GAD Planning and</li> </ol>	<ul style="list-style-type: none"> <li>• Curriculum Vitae</li> <li>• Certificate of employment indicating at least five (5) years work history and with job description per employment or company</li> </ul>	
<b>Qualification</b>	<b>Required Document/s</b>							
1. With a four-year degree course, preferably in Women's and/or Gender studies or in Community Development studies	<ul style="list-style-type: none"> <li>• Diploma</li> </ul>							
2. With extensive knowledge, exposure and application for at least five (5) years of GAD-related topics such as, but not limited to the following: <ol style="list-style-type: none"> <li>a. Basic Gender Sensitivity</li> <li>b. Magna Carta of Women and other Laws related to Women's Rights and GAD</li> <li>c. Gender Analysis and Gender Analysis Tools, such as the:               <ol style="list-style-type: none"> <li>i) Gender Mainstreaming Evaluation Framework; and</li> <li>ii) Harmonized GAD Guidelines</li> </ol> </li> <li>d. GAD Planning and</li> </ol>	<ul style="list-style-type: none"> <li>• Curriculum Vitae</li> <li>• Certificate of employment indicating at least five (5) years work history and with job description per employment or company</li> </ul>							

	<p>Budgeting including the Formulation and Review of a Plan and Budget and Accomplishment Report</p>		
	<p>3. Has the ability to conceptualize, design and facilitate or conduct through both face-to-face and on-line platforms the delivery of relevant and holistic programs and trainings, specifically in the area of Gender and Development and therefore must possess the following:</p> <p>a. Accreditation as GAD Trainor preferably from PCW</p> <p>b. At least five (5) years of experience in conducting trainings preferably for Government-Owned and Controlled Corporations, National Government Agencies, Local Government Units, State Universities and Colleges and other government offices</p>	<ul style="list-style-type: none"> <li>• Proof or certificate of accreditation as a GAD Trainor</li> <li>• Certification/s for the conduct of trainings for at least five (5) years</li> </ul>	
	<p>4. Has the knowledge and skill and extensive experience in the assessment and monitoring of the implementation of GAD programs, activities, and projects and corresponding GAD reports which are for submission to PCW and/or Commission on Audit (COA) and therefore must have at least five (5) years of experience as GAD Consultant.</p>	<ul style="list-style-type: none"> <li>• Certificate or any document to prove appointment as GAD Consultant for at least five (5) years</li> </ul>	
<b>SCOPE OF SERVICES AND DELIVERABLES:</b>			
<p>The Consultant shall have the following responsibilities and shall submit a MONTHLY ACCOMPLISHMENT REPORT indicating status of deliverables and addressed to the President and COO / Chairman of GFPSEC and duly noted by the Heads of Corporate Planning Department (CPD), Support Services Group (SSG) and</p>			

GTWG.		
Responsibilities	Participation	Deliverables
<p>1. Provide explicit guidance to GAD Focal Point System Executive Committee (GFPSEC) and GAD Technical Working Committee (GTWG) in the preparation, development, review and implementation of the following:</p> <ul style="list-style-type: none"> <li>a. Annual GAD Plans and Budget (GPB)</li> <li>b. Annual Accomplishment Report on GPB</li> <li>c. PAGCOR's GAD Policy and Framework</li> <li>d. Other GAD-related reports mandated by PCW and/or COA</li> </ul>	<p>Conduct an assessment of the current state of PAGCOR's GFPSEC and its level of compliance to GAD requirements.</p> <p>Provide technical expertise and assistance in the preparation and completion of GAD mandated tasks.</p> <p>Review of existing PAGCOR policies on GAD</p>	<p>Identify the priority areas and recommend a Plan of Action for the GFPSEC based on the assessment result.</p> <p>Expert's review and evaluation of GAD draft reports before submission to PCW for their endorsement.</p> <p>Provide areas of improvement and opportunities to integrate GAD perspective</p>
<p>2. Monitor regularly the implementation and status of PAGCOR GAD plans and programs with observations to be included in the required monthly accomplishment report</p>		

	<p>3. Formulate and/or provide design of training modules for GAD committee members</p>	<p>Identify priorities – programs/ participants Formulate cost-effective strategies to implement and monitor training programs</p>	<p>Recommendation to management of the proposed training modules to include implementation plan, guidelines to training participation and post-training evaluation/ monitoring, etc.</p> <p>Conduct of two (2) GAD-related training programs for all the members of the GAD Focal Point System Executive Committee (GFPSEC) for CY 2021 within the six (6) months consultancy contract</p>	
	<p>4. Assist in particular the GAD Focal Point System Committee (GFPSEC) and GAD Technical Working Committee (GTWG) in the review, development and implementation of GAD-related plans and programs</p>	<p>Identify priorities – programs/ participants Review existing GAD plans and programs</p>	<p>Recommendation on cost effective strategies to implement and monitor GAD plans and programs</p>	

	5. Serve as resource person, trainer, coach and mentor on related to Gender and Development matters.	Assist in development of a GAD expert in PAGCOR	Conduct of at least two (2) mentoring sessions within the six (6) months consultancy contract	
<b>RATING / RANKING OF CONSULTANT</b>				
(Kindly refer to attached ANNEX A.)  A total rating of at least 70% will be required to qualify as a candidate for GAD Consultant.				
<b>OWNERSHIP</b>				
PAGCOR shall have full ownership of the training modules and presentation materials including, but not limited to, photo/video materials, training materials, activities, assessment tools. Hence, PAGCOR may at its own discretion utilize the materials for internal and external purposes				
<b>PAYMENT</b>				
The Consultant shall be paid on a monthly basis, for six (6) months, upon submission of monthly accomplishment report duly signed by authorized signatories and other deliverables as the CPD may require.				
<b>ADDITIONAL TERMS AND CONDITIONS</b>				Kindly indicate <b>“Comply or “Not Comply”</b>
<b>Place of Submission of Reports</b>	The Highest Rated and Responsive Bidder shall report to the Corporate Planning Department office located at 11 <sup>th</sup> Floor iMET BPO Tower, CBP-1A, Metropolitan Park, Roxas Boulevard, Pasay City 1300 within seven (7) days upon receipt of the perfected contract from PAGCOR.			
<b>Contact Information</b>	Contact Persons: (1) Angela B. Samson; and (2) Angeline O. Sia Contact Number/s: 8522-1255 locals 4203			

Quantity / UOM	ITEM DESCRIPTION	TOTAL COST (MONTHLY) VAT Exclusive, Zero- Rated Transaction	TOTAL COST (FOR SIX MONTHS) VAT Exclusive, Zero- Rated Transaction
One (1) Lot	Procurement of Consultancy Services for Gender and Development (GAD) Plans and Programs, Conduct of Lectures on GAD	<b>PHP</b> _____ (Amount in figures) _____ (Amount in words)	<b>PHP</b> _____ (Amount in figures) _____ (Amount in words)

**II. FINANCIAL QUOTATION**

**VALIDITY OF OFFER:** Ninety (90) calendar days from the date of Opening and Examination of Quotations

**III. ADDITIONAL REQUIREMENTS:**

As part of the post-qualification process, kindly submit the following documents for compliance **within 3-calendar days from receipt of the notice** and upon determination of the bidder having the Lowest / Single Calculated Quotation:

1. BIR Certificate of Registration for individuals (***If applicable***);
 

**OR;**

  - 1.1 Registration Certificate from the Department of Trade and Industry (DTI) for sole proprietors, Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, partnerships or joint ventures or Registration Certificate from the Cooperative Development Authority (CDA), and
  - 1.2 Valid Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located.
2. Philippine Government Electronic Procurement System (PhilGEPS) Registration Number or a valid PhilGEPS Registration Certificate;
 

Philippine Government Electronic Procurement System (PhilGEPS) Registration Number: \_\_\_\_\_;
3. Omnibus Sworn Statement using the form prescribed in Annex B hereof.

The Omnibus Sworn Statement shall be supported by an attached document showing proof of authorization, e.g., original copy of a duly notarized Secretary's Certificate (in case of corporations, partnerships or joint ventures) or a Special Power of Attorney (in case of Sole Proprietor) attesting that the signatory is the duly authorized and designated representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the procurement process; and

4. Consultant should submit photocopy of the following as proof of qualifications:
  - 4.1 Diploma;
  - 4.2 Curriculum Vitae;
  - 4.3 Certificate of employment indicating at least five (5) years work history and with job description per employment or company;
  - 4.4 Proof or certificate of accreditation as a GAD Trainor;
  - 4.5 Certification/s for the conduct of trainings for at least five (5) years; and
  - 4.6 Certificate or any document to prove appointment as GAD Consultant for at least five (5) years.

#### **IV. NOTES:**

1. Bidders shall submit their quotations through their duly authorized representatives using this form only. This form must be completed without any alterations to their format and no substitute form shall be accepted. All parameters shall be filled in with the correct and accurate information as required.
2. Quotation(s)/Proposal(s) submitted exceeding the Approved Budget for the Contract shall not be accepted.
3. The prices quoted are to be paid in Philippine Currency.
4. All prices quoted are **INCLUSIVE** of all applicable duties, government permits, fees, and other charges relative to the acquisition and delivery of items to PAGCOR, but **VAT-Exclusive, Zero-Rated Transaction**.
5. For the purpose of standardization of quotations/proposals, this RFQ Form will prevail over all kinds and forms of quotation. In case of price discrepancy over the amounts in words and in figures, the amount in words will prevail.



6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. PAGCOR shall have the right to verify and/or request for authentication of all documents submitted for the purpose of determining the consultant's qualifications and to confirm the conformity with the required eligibility and technical requirements if this procurement project.
8. Award of contract shall be made in favor of the consultant with the Single or Highest Rated Responsive Proposal, who complies with the minimum technical specifications and other terms and conditions stated herein.
9. When the **CONSULTANT** fails to satisfactorily complete his duties, responsibilities, work assignments, due to the **CONSULTANT**'s own fault, as determined by **PAGCOR**, within the specified period, inclusive of duly granted time extensions, if any, the **CONSULTANT** shall be liable for damages for the delay. Consequently, the **CONSULTANT** shall pay **PAGCOR** liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the total consultancy fee, the contract may be rescinded, without prejudice to other courses of action and remedies available to **PAGCOR** under the circumstances.
10. Other terms and conditions are stipulated in the attached CONSULTANCY CONTRACT

**CORPORATE PLANNING DEPARTMENT**

**Rating / Ranking of Consultant**

**A. Technical Qualifications (60%)**

- 1. Educational Background            25 pts
  - 2. Work Experience                    70 pts
  - 3. Accreditation                        5 pts
- Total of 100 pts

**B. Financial Proposal (40%)**

- 1. Lowest bid will get 100pts
- 2.  $SF = 100 \times FI/F$

Where:

*SF* - Financial Score of proposal under consideration

*FI* - Lowest Financial proposal

*F* - Financial Proposal under consideration

**C. Rating Sheet**

**Name of Consultant:** \_\_\_\_\_

DESCRIPTION		POINTS	RATING
#1  Educational Background  <b><u>25 points</u></b>	Masters in Women or Gender Studies or Community Development	25 pts	
	4 year course in Women Gender Studies or Community Development	20 pts	
	Any 4 year course	10 pts	

DESCRIPTION		POINTS	RATING
#2  Work Experience in	More than 10 years	30 pts	

the field of Gender and Development (particularly in basic gender sensitivity, gender analysis and gender analysis tools and gender responsive planning and budgeting)  <b><u>30 points</u></b>	8-10 years	25 pts	
	6-7 years	20 pts	
	3-5 years	15 pts	

DESCRIPTION		POINTS	RATING
#3  Work Experience in Philippine Commission on Women (PCW)  <b><u>5 points</u></b>	6 years and above	5 pts	
	4 - 5 years	4 pts	
	2 - 3 years	3 pts	
	1 year and below	2 pts	

DESCRIPTION		POINTS	RATING
#4  Number of Conducted GAD Trainings  <b><u>35 points</u></b>	36 and up	35 pts	
	31-35	30 pts	
	26-30	25 pts	
	21-25	20 pts	
	20 and below	15 pts	

DESCRIPTION		POINTS	RATING
#5  Accreditation with PCW as GAD	w/accreditation = 5 pts no accreditation = 0	5 pts	

TRAINOR  <u>5 points</u>			
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TECHNICAL QUALIFICATIONS TOTAL POINTS	RATING	REMARKS

FINANCIAL PROPOSAL	RATING	REMARKS

TOTAL RATING:	T ( ___ x 60% ) = ___ F ( ___ x 40% ) = ___	_____ POINTS
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**V. BIDDER'S COMMITMENT:**

We hereby agree and bind ourselves to the terms and conditions herein specified, to the manner of procurement and evaluation set up by the BAC, to the provisions of the attached Annex A (Terms and Conditions) of the Purchase Order and to the rules and regulations of the Government and PAGCOR.

We understand that PAGCOR is not bound to accept the lowest or any quotation it may receive.

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name

Date: \_\_\_\_\_

TIN: \_\_\_\_\_

Position: \_\_\_\_\_

Company Represented:

\_\_\_\_\_  
\_\_\_\_\_

TIN: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Tel. No. / Fax No.:

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\_\_\_\_\_