

REQUEST FOR QUOTATION

P.R. No./Date: 201902-0029/ February 4, 2019 RFQ No./Date: 201902-0037/ February 21, 2019

Sir / Madam:

Please quote your lowest price/s for the item/s listed below including the total amount in legible style (preferably typewritten) and return this duly signed by the company's authorized signatory/ies to the General Services Division, Administrative and Legal Office c/o Mr. Jerson Q. de la Torre, 2/F Floor of the above address on or before **February 26, 2019/ 12:00 NN**

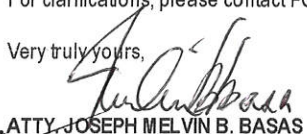
Your participation to this project shall be subject to the requirements as identified below:

- ☒ PhilGEPS Registration Number.
- ☒ Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- ☒ Latest Income/Business Tax Return.
- ☒ Professional License/Curriculum Vitae.
- ☒ Omnibus Sworn Statement.
- ☒ Signed Terms of Reference.
- ☒ Proposal must be inclusive of all applicable government taxes and subject to 5% R-VAT and 1% (PO) or 2% (JO) deductions
- ☒ Bids must be submitted using this form. Supplemental information using your company stationery may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, menu, etc.
- ☒ Bids should not exceed the Approved Budget for the Contract (ABC) in the amount of PhP 380,000.00
- ☒ Award shall be made by lot (please bid for all items to avoid disqualification of bid)
- ☒ Bids should be valid for a **minimum of one (1) month** from deadline of submission of bids as indicated above
- ☒ Procured items shall be delivered to PCC Office
- ☒ Refusal to sign and accept an Award/Purchase Order/Job Order or enter into contract without justifiable reason, may be ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.

In case you do not receive any communication from PCC 5 days/months from the deadline indicated above, it will mean that the award was not made in your favor. With the end in view of obtaining the contract most advantageous to the government, PCC reserves the right to: 1) accept or reject any or all the quotations/bids; 2) award the contract on a per item/lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact PCC-ALO-GSD - c/o Mr. Jerson Q. de la Torre, in the above address/telephone numbers.

Very truly yours,


ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson and Director IV, FPMO

Item No.	QTY	UNIT	ITEM/DESCRIPTION	BRAND/MODEL	UNIT PRICE	TOTAL (PhP)
				(To be filled-up by the supplier)		
1	1	lot	Consultancy Services for the Provision of Technical Assistance on Gender Mainstreaming to PCC			
			Please see attached Terms of Reference			
			XXXXXXXXXXXXXNOTHING FOLLOWSXXXXXXXXXXXXX			
This procurement shall be subject to the salient provisions of the IRR of RA 9184 - Liquidated Damages - Section 68 and the delivery schedule shall be completed within 5 calendar days from the receipt of the Purchase Order.						
					TOTAL:	

(Bidders, please provide **complete** information below)

Posted on _____
Farmed-out _____
Retrieved on _____

Signature : _____
Name/Designation : _____
Name of Company : _____
Address : _____
Telephone/Fax : _____
E-mail Address : _____
TIN : _____

TERMS OF REFERENCE

Procurement of Consulting Services for the Provision of Technical Assistance on Gender Mainstreaming to Philippine Competition Commission

I. Background

The Magna Carta of Women or Republic Act No. 9710 mandates all government agencies to adopt gender mainstreaming as a strategy to promote and fulfill women's human rights and eliminate gender discrimination in their systems, structures, policies, programs, processes and procedures. Pursuant to this, all government agencies are directed to develop policies, programs, projects and activities responding to gender issues and concerns of internal and external clients which shall form their annual Gender and Development (GAD) plan and shall be funded at least 5% of the total agency's budget.

The Philippine Commission on Women (PCW) issued Memorandum Circulars No. 2018-04¹ and 2018-05² requiring the submission of GAD Agenda and FY 2020 GAD Plan and Budget (GPB).

In compliance to this, the Philippine Competition Commission (PCC), an independent quasi-judicial body mandated to implement the national competition policy and enforce Republic Act No. 10667 or the Philippine Competition Act, started its gender mainstreaming initiative in 2017 by organizing its GAD Focal Point System and raising gender awareness of its employees through capacity-building activities. The PCC also conducted an organizational assessment using the Gender Mainstreaming Evaluation Framework (GMEF). Understandably, PCC's level of gender mainstreaming is at Level 1. Based on the findings, several key enabling mechanisms were identified that had to be put in place such as a Gender Mainstreaming Policy and GAD Agenda, among others. To be able to do this, a comprehensive study of its mandate must be undertaken to better understand the role and contribution of PCC to gender equality and women's empowerment.

II. Objective

The primary objective of the project is to contract the services of a competent Service Provider to:

- Assess comprehensively the agency's internal practices and related support systems to determine the level of gender mainstreaming, identify critical gaps and challenges and recommend ways of addressing them;

¹ Revised Guidelines for the Preparation of the Gender and Development (GAD) Agenda).

² Preparation and Submission of Fiscal year (FY) 2018 Gender and Development (GAD) Accomplishment Report, FY 2020 GAD Plan and Budget, and the GAD Agenda.

- Establish key enabling Gender and Development (GAD) policies in the agency to enable gender mainstreaming; and
- Strengthen the agency's GAD planning and budgeting.

III. Scope of Work

The Service Provider shall:

- Conduct executive briefing on Gender and Development (GAD) for the PCC Directors, supervisors and/or key personnel;
- Conduct comprehensive organizational gender audit and present the findings and recommendations to the PCC GAD Focal Point System (GFPS);
- Recalibrate the FY 2019 GAD Plan and Budget (GPB) of PCC to include attributable programs;
- Conduct workshops and provide technical assistance in the development of the PCC GAD Agenda 2020-2025;
- Conduct workshop/consultation/meeting to formulate the PCC Gender Mainstreaming Policy; and
- Review and finalize the PCC FY 2020 GPB.

In conducting the consulting service, the Service Provider shall:

- Organize a team who will conduct the project within the agreed timeframe;
- Submit an updated work plan after issuance of Job Order from PCC;
- Conduct desk review of relevant documents particularly on the relationship between gender and competition;
- Conduct workshop/consultation/meeting to aid in the preparation of the GAD-related key document products;
- Present the findings and proposed policies to the PCC GFPS;
- Provide technical assistance and guidance in the duration of the project;
- Provide a copy of the training materials (e.g., presentations and handouts) to the FPMO-Corporate Planning and Management Division prior to the conduct of the workshop/s;
- Issue certificates to the participants upon completion of the workshop/s; and
- Treat all information provided by the PCC, during the course of the project, with utmost confidentiality.

The PCC shall:

- Designate a counterpart team that will work closely with the Service Provider on the technical and administrative requirements of the project;
- Provide technical inputs and pertinent data for the development of the expected key document products;
- Provide logistical requirements such as venue for the meeting/consultation and workshop, equipment (projector with laptop) for the workshop, and meals for participants and resource persons; and
- Pay the project cost inclusive of mandatory taxes and in accordance with the set payment schedule.

IV. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) for this engagement is **THREE HUNDRED EIGHTY THOUSAND PESOS (PhP380,000.00)**, inclusive of all applicable government taxes and service charges.

V. Timeline, Deliverables, and Schedule of Payment

The Service Provider shall be engaged for four (4) months from the date the Job Order was issued. All payments shall be endorsed by the Director of Finance, Planning and Management Office (FPMO); and each tranche payment to the Service Provider shall be released upon PCC's acceptance of the deliverables listed below, supported by a Certificate of Satisfactory Service Rendered to be issued by the Director of FPMO. The Tranche payment schedule shall be as follows:

Milestones/Activities	Deliverable	% of contract amount
Recalibration of the PCC FY 2019 GPB <i>Months 1 to 2</i>	Original signed recalibrated FY 2019 GPB properly dated, duly accepted and received by the FPMO-CPMD authorized representative <i>60 days from the issuance of Job Order from PCC</i>	15%
Conduct of GAD Executive Briefing <i>Month 1*</i> Conduct of the Gender Audit <i>Months 1 to 2</i>	Original signed Gender Audit report properly dated and duly accepted and approved by the PCC <i>60 days from the issuance of Job Order from PCC</i>	20%
Formulation of the PCC Gender Mainstreaming Policy <i>Months 2 to 3</i>	Original signed of proposed PCC Gender Mainstreaming Policy dated and duly accepted and approved by the PCC <i>90 days from the issuance of Job Order from PCC</i>	20%
Formulation of PCC GAD Agenda 2020-2025 <i>Months 3 to 4</i>	Original signed of proposed PCC GAD Agenda dated and duly accepted and approved by the PCC <i>120 days from the issuance of Job Order from PCC</i>	30%
Finalization of the FY 2020 GPB <i>Month 4</i>	Original signed of proposed FY 2020 PCC GAD Plan and Budget dated and duly accepted and approved by the PCC <i>120 days from the issuance of Job Order from PCC</i>	15%
Total		100%

*Reckoning Date of Month 1 - upon receipt of Job Order from PCC

VI. Minimum Qualifications of the Service Provider

Interested parties are either an individual consultant or a consultancy team with the following qualifications and experience:

For individual:

- a. Duly licensed Filipino citizens/sole proprietorships;
- b. Must have at least a bachelor's degree preferably in any of the following: Women's Studies, Development Studies, Sociology, Anthropology, Public Administration/Management, Economics, Political Science, Research and Communication, Social Science, or other allied courses;
- c. With substantive knowledge on GAD concepts, Gender Mainstreaming, Gender Analysis (GA) and applications of GA tools and frameworks;
- d. At least three (3) years of GAD-related work experience such as provision of technical assistance, capacity-building, research, policy development, program and project development and implementation, gender analysis, monitoring and evaluation and reporting on GAD, and preparation and review of GAD plans and budgets and GAD accomplishment reports; and
- e. With experience working and dealing with government offices or institutions on GAD-related engagements.

For consultancy team:

- a. 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;
- b. 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;
- c. Cooperatives duly organized under the laws of the Philippines; or
- d. 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;*
- e. Lead Consultant must have at least a bachelor's degree preferably in any of the following: Women's Studies, Development Studies, Sociology, Anthropology, Public Administration/Management, Economics, Political Science, Research and Communication, Social Science, or other allied courses;
- f. With substantive knowledge on GAD concepts, Gender Mainstreaming, Gender Analysis (GA) and applications of GA tools and frameworks;
- g. At least three (3) years of GAD-related work experience such as provision of technical assistance, capacity-building, research, policy development, program and project development and implementation, gender analysis, monitoring and evaluation and reporting on GAD, and preparation and review of GAD plans and budgets and GAD accomplishment reports; and
- h. With experience working and dealing with government offices or institutions on GAD-related engagements.

Prospective offerors are requested to submit the documentary requirements listed in **Annex A** to ensure that the abovementioned qualifications are met.

VII. Criteria for Evaluation or Selection

The PCC shall select the most qualified service provider 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">▪ Quality of project personnel, i.e., suitability of key staff to perform the project's scope of work, general qualifications and competence including education and training background of key staff▪ Applicable Experience▪ Plan of approach and methodology, i.e., clarity, feasibility, innovativeness and comprehensiveness of the proposal	75%
Financial Proposal	25%
Total	100%

The bidder with the highest rated score based on the technical and financial proposals submitted, provided that the score shall pass the hurdle score of 80 points, shall be the Highest Rated Bidder.

The rating sheet for evaluating proposals is herein attached as **Annex B**.

VIII. Payment Scheme

The PCC shall pay the consultant within fifteen (15) working days upon receipt of the original signed Statement of Account, or billing statement, supported by a Certificate of Satisfactory Service Rendered to be issued by the end-user, and upon completion of all the deliverables / documentary requirements for each tranche payment.

IX. Mode of Procurement

The mode of procurement shall be Negotiated Procurement-Small Value Procurement provided under the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

X. Confidentiality of Data and Information

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

XI. Liquidated Damages

In case of delay in the delivery of expected service, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.1%) 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 contract, the PCC shall rescind the contract, without prejudice to other courses of action and remedies open to it.


XII. 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.

Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Prepared By:


JOSEPH D. BERNAT
Planning Officer V
FPMO-Corporate Planning and
Management Division

Approved By:


ATTY. JOSEPH MELVIN B. BASAS
Director IV
Finance, Planning and Management Office

CONFORME:

Name of Consultant / Firm

Signature of Consultant / Authorized Representative

Designation

Date

FAQs: Submission of Proposal***Procurement of Consulting Services for the Provision of Technical Assistance on Gender Mainstreaming to Philippine Competition Commission***

Procuring Entity	Philippine Competition Commission
Address	25/F Vertis North Corporate Center 1, North Avenue, Quezon City 1105
Project Name	Provision of Technical Assistance on Gender Mainstreaming to Philippine Competition Commission
Project Details	As indicated in the Terms of Reference
Approved Budget for the Contract	PhP 380,000.00 (inclusive of all applicable government taxes)
Whom to Address the Proposal	<p>ATTY. JOSEPH MELVIN B. BASAS Chairperson, Bids and Awards Committee Philippine Competition Commission</p> <p>Thru: THE SECRETARIAT Bids and Awards Committee Administrative Office – General Services Division</p>
Documents to be Submitted	<p>Eligibility Documents (to be submitted after review and evaluation of proposals)</p> <ul style="list-style-type: none"> - PhilGEPS Registration Number - Mayor's/Business Permit in case of firm - BIR Certificate of Registration in case of individual - Latest Business Tax Return in case of firm - Latest Income Tax Return in case of individual - Accomplished Omnibus Sworn Statement - Curriculum Vitae <p>Technical Proposal</p> <p>For individual</p> <ol style="list-style-type: none"> a. Cover Letter b. Curriculum Vitaé of the Lead Consultant c. Copy of Diploma/Certificate of Graduation d. Certificate of Relevant Trainings/Seminar Programs attended within the last 5 years e. List of at least 2 client references with contact details (address and contact numbers) within the last 5 years f. List of all on-going and completed government and private contracts, including contract/s awarded but not yet started, if any which is/are similar to the project to be bid

	<ul style="list-style-type: none"> g. Comments and suggestions of offeror on the TOR h. Description of the methodology and work plan for performing the project i. Copy of the Certification as Member of the National GAD Resource Pool of Philippine Commission on Women or Partnership Agreement (if applicable) <p>For firm</p> <ul style="list-style-type: none"> a. Cover Letter b. Company Profile c. List of at least 2 client references with contact details (address and contact numbers) within the last 5 years d. List of all on-going and completed government and private contracts, including contract/s awarded but not yet started, if any which is/are similar to the project to be bid e. Comments and suggestions of offeror on the TOR f. Description of the methodology and work plan for performing the project g. Project Team composition and taskings h. Curriculum Vitae of Project Team members i. Certificate of Trainings/Seminar Programs Attended by the Lead Consultant/Project Lead within the last 5 years j. Copy of the Certification as Member of the National GAD Resource Pool of Philippine Commission on Women or Partnership Agreement (if applicable) <p>Financial Proposal</p> <ul style="list-style-type: none"> a. Financial Proposal with cost breakdown
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RATING SHEET

RE: "Procurement of Consulting Services for the Provision of Technical Assistance on Gender Mainstreaming to Philippine Competition Commission"

EVALUATION CRITERIA	CRITERIA	WEIGHT (%)	RATING	FACTOR VALUE
Applicable Experience (30%)	Number of organizations engaged as clients of similar or related programs ³	50%		
	Competency / Years of experience of consultancy services in similar or related programs	50%		
Quality of Personnel (30%)	Educational attainment of the consultant (of lead consultant, if firm)	45%		
	Training ⁴ qualifications of consultant (of lead consultant, if firm)	55%		
Plan of approach and methodology (40%)	Work Plan	30%		
	Approach and methodology (Design and Content)	70%		
<i>Applicable Experience</i>		<i>X (0.30)</i>		
<i>Quality of Personnel</i>		<i>X (0.30)</i>		
<i>Plan of approach and methodology</i>		<i>X (0.40)</i>		
Total (Technical Proposal)				
Technical Proposal		X (0.75)		
Financial Proposal				
TOTAL				

Passing Score: (80 points)

Prepared by (End-User):



JOSEPH D. BERNAT

Planning Officer V, FPMO-CPMD

³ Programs related to Gender and Development in any of the following: GAD-related technical assistance, capacity-building, research, policy development, program and project development and implementation, gender analysis, monitoring and evaluation and reporting on GAD, and preparation and review of GAD plans and budgets and GAD accomplishment reports.

⁴ This refers to GAD-related trainings, seminars and conferences and other relevant trainings such as Project Management and Training of Trainers. Trainings of the same title and same learning content taken within the last five years will be considered and credited as one training.