



**PHILIPPINE NATIONAL OIL COMPANY**

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: 8789 – 7662

[www.philgeps.gov.ph](http://www.philgeps.gov.ph) / [www.pnoc.com.ph](http://www.pnoc.com.ph)

**REQUEST FOR QUOTATION / PROPOSAL**

The PHILIPPINE NATIONAL OIL COMPANY (PNOC) through its Bids and Awards Committee (BAC), invites all interested and PhilGEPS-registered suppliers / contractors / consultants to submit quotations / proposals for the following company requirements:

Date : **May 29, 2023**  
Project Title : **Advanced Training on the Use, Application and Writeshop on the Harmonized Gender and Development (GAD) Guidelines**  
Reference No. : **2023-05-160**  
Total ABC : **PhP49,000.00**  
Submission Deadline : **June 5, 2023 / 5:00 PM**

Accomplished **Price Quotation/Proposal and Compliance Form** may be submitted through registered or electronic mail to the PNOC Procurement Management Division at the above address or to [procurement@pnoc.com.ph](mailto:procurement@pnoc.com.ph) and [cdbbool@pnoc.com.ph](mailto:cdbbool@pnoc.com.ph) no later than the submission deadline together with the following documentary requirements and information:

- Mayor's/Business Permit
- PhilGEPS Registration Number

**Additional Requirement**

- Proposed training outline and time/ duration for each topic
- Methodology
- Training Fee inclusive of all applicable government taxes (SME's professional fee, training materials, and final report)
- E-copy of materials to be emailed by GFPS Secretariat to participants and 1 hard copy of Training Materials/ Presentation for PNOC file.

**Additional Documentary Requirements**

- Certificate of Accreditation with PCW
- Curriculum Vitae
- List of all relevant training engagements in government agencies in the last five(5) years and ongoing training engagements, accompanied by Clients' letters of request and Certificates of Appreciation for serving as their resource speaker
- Validity of the SME's proposal
- Contact Details

The PNOC reserves the right to accept or reject any or all quotations/proposals or parts thereof, to waive formality therein or to accept such or to award any that are considered most advantageous to the company.

Thank you.

  
**ATTY. GRACIELA M. BARLETA**  
Chairperson  
Bids and Awards Committee  


# PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

## TERMS OF REFERENCE

ENGAGEMENT OF A SUBJECT MATTER EXPERT FOR AN ADVANCED TRAINING  
ON THE USE, APPLICATION AND WRITESHOP  
ON THE HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG)  
FOR PROJECT DEVELOPMENT, IMPLEMENTATION, MONITORING AND EVALUATION

### I. BACKGROUND

The Harmonized GAD Guidelines or HGDG, is a tool co-developed by the Philippine Commission on Women and the National Economic and Development Authority. It is used to ensure that programs and projects undertaken by the government in their various stages are gender responsive.

### II. REQUIREMENTS

PNOC, needs to engage the services of a Subject Matter Expert (SME) who will conduct a comprehensive training on the use and application of HGDG, with a write-shop session, for the PNOC GFPS to gain knowledge and skills in integrating GAD elements in all its programs, projects and activities. The training should highlight how the results of HGDG are applied in preparing the annual GAD Plan and Budget and GAD Accomplishment Report, and in identifying strategies to address the gender gaps or issues. More importantly, the knowledge and skills will help in identifying possible gender issues and solutions to address issues during the development, implementation, monitoring and evaluation of PNOC's flagship programs, projects and activities.

The Subject Matter Expert (SME)

1. Must be an accredited/certified member of the Philippine Commission on Women (PCW) National GAD Resource Pool.
2. Must have been engaged and have successfully trained at least five (5) government agencies on the use and practical application of HGDG in the last five (5) years. Bidder to submit the appropriate supporting documents.
3. Must have attended a training and/or refresher courses on the Use and Application of the Harmonized Gender and Development Guidelines, to ensure the alignment of the training to be conducted with actual application to PNOC's programs, projects and activities. Bidder to submit the appropriate supporting documents.
4. Shall report to the PNOC Head Office in BGC Taguig to conduct the training, face to face, for two (2) days.
5. Must provide a valid negative COVID-19 Test Result prior to entering PNOC. The test result must be 1) administered by a DOH-accredited laboratory, clinic, or government health facility, 2) test kit must be FDA-approved, 3) must be certified by a medical doctor, and 4) the test result must have been taken within 24 hours.

### III. SCOPE, COVERAGE AND DELIVERABLES

1. As part of the advanced training, the SME shall conduct a lecture/presentation, samples, exercises, and write-shop necessary to enhance the knowledge and competence of the members

of the PNOC Gender and Development Focal Point System on the use and application of the Harmonized Gender and Development Guidelines.

<b>Training</b>	<b>No. of Participants</b>	<b>Duration</b>
Use and Application of the Harmonized Gender and Development Guidelines	maximum of 35 participants (see list)	two (2) days

2. Bidder must submit the following:

- Proposed training outline and time/duration for each topic
- Methodology
- Training Fee inclusive of all applicable government taxes (SME’s professional fee, training materials, and final report)
- E-copy of materials to be emailed by GFPS Secretariat to participants and 1 hard copy of Training Materials/Presentation for PNOC file

3. The Bidder must submit the following documentary requirements:

- Certificate of Accreditation with PCW
- Curriculum Vitae
- List of all relevant training engagements in government agencies in the last five (5) years and ongoing training engagements, accompanied by Clients’ letters of request and Certificates of Appreciation for serving as their resource speaker
- Validity of the SME’s Proposal
- Contact Details

4. Logistics – Transportation, Accommodation, and Antigen Test will be for the personal account of the bidder.

IV. TARGET TRAINING SCHEDULE: First week of July 2023

V. APPROVED BUDGET COST (ABC):

The SME shall be paid the amount of TWENTY FOUR THOUSAND FIVE HUNDRED PESOS (PhP24, 500.00) per day inclusive of all applicable government taxes in accordance with government procedure upon submission of the report on the outcome / results of the training, which will include a summary of the training participants’ evaluations of the training received, and signed Certificates of Completion to be prepared by PNOC.

VI. CONTACT PERSONS:

FERNANDO J. CASTILLON  
 GFPS Secretariat  
 Chief, Personnel Services Division  
 Telephone Number: 8-7897649  
 Email address: fjcastillon@pnoc.com.ph

CATHRIN MARGOT M. DE CASTRO  
 GFPS Secretariat

HRMO, Personnel Services Division  
 Telephone Number: 8-7897764  
 Email address: cmmdecastro@pnoc.com.ph

## CRITERIA FOR TECHNICAL AND FINANCIAL EVALUATION

The interested bidders shall be evaluated in accordance with the Implementing Rules and Regulations of RA 9184. Specifically, the evaluation and selection of qualified winning bidders shall follow Section 33.2.1(b) the quality-cost based evaluation procedure. In this regard, interested winning bidders shall submit both the technical and financial proposals, which shall serve as the basis of selection. The technical and the financial proposals shall be evaluated based on the weight of 85% and 15% allocation, respectively.

### I. Technical Proposal (85%)

The interested bidder shall provide their technical experience and training proposal, detailing professional inputs, training agenda and time, and training requirements.

The proposal shall be based on the following aspects:

#### A. Training Proposal (40%)

The technical proposal will be evaluated on the following aspects:

- The training outline and defined outputs and methodology.

#### Comprehensiveness of Proposal

1. Beyond Requirements – 40 points
2. Compliant with Requirements – 30 points
3. Lacking with requirements – 0 point

#### B. Subject Matter Expert (45%)

The Subject Matter Expert will be evaluated on the following aspects:

- Training experience and qualifications according to the profile requirements.

Criteria	Wt	Unit of Measure	Points				
			3	6	9	12	15
Accredited / Certified member of the Philippine Commission on Women (PCW) National GAD Resource Pool	15 %	Certificate of Accreditation with PCW	1-2 years	3-4 years	5-6 years	7-8 years	More than 8 years
Number of trainings conducted with			Total of 1-3 Trainings	4-8 Trainings conducted	9-12 Trainings	13-16 Trainings	More than 16

at least five (5) government agencies on the <b>Use and Application of HGDG</b> in the last 5 years.	15 %	Number of trainings	conducted with five (5) govt agencies in the last 5 years	with at least five (5) govt agencies in the last 5 years	conducted with at least five (5) govt agencies in the last 5 years	conducted with at least five (5) govt agencies in the last 5 years	Trainings conducted with at least five (5) govt agencies in the last 5 years
Number of relevant hours of trainings and/or refresher courses attended on the <b>Use and Application of the HGDG</b> to ensure the alignment of the course with PNOC's programs, projects and activities.	15 %	Hours of training	8 hours or equivalent to 1 day training	More than 8 hours to 16 hours or up to 2 days training	More than 16 hours to 24 hours or up to 3 days training	More than 24 hours to 32 hours or up to 4 days training	More than 32 hours to 40 hours or up to 5 days training, OR MORE

## II. Financial Proposal (15%)

PNOC shall require a detailed financial proposal for the defined outputs and methodology.

LOT No.	UOM	Technical Specifications	QTY	Total Quotation Amount
1	lot	<p><b>ADVANCED TRAINING ON THE USED, APPLICATION AND WRITESHOP ON THE HARMONIZED GENDER AND DEVELOPMENT (GAD) GUIDELINES</b></p> <p><b>PROJECT JUSTIFICATION:</b> PNOC needs the training to ensure that programs and projects undertaken are gender responsive. The use of HGDG will help PNOC integrate GAD elements in its programs and projects to facilitate preparation of the Annual GAD Plan and Budget and GAD Accomplishment Report and identify strategies to address gaps in PNOC's gender mainstreaming.</p> <p><b>SCOPE OF WORK:</b> PNOC, needs to engage the services of a Subject Matter Expert (SME) who will conduct a comprehensive training on the use and application of HGDG, with a write-shop session, and gain knowledge and skills in integrating GAD elements in all its programs, projects and activities.</p> <p><b>SCOPE, COVERAGE AND DELIVERABLES:</b></p> <p>1.1 As part of the advanced training, the SME shall conduct a lecture/presentation, samples, exercises, and write-shop necessary to enhance the knowledge and competence of the members of the PNOC Gender and Development Focal Point</p>	1	

LOT No.	UOM	Technical Specifications	QTY	Total Quotation Amount						
		<p>System on the use and application of the Harmonized Gender and Development Guidelines.</p> <p><b>TRAINING/WORKSHOP</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Use and Application of the Harmonized Gender and Development Guidelines</td> <td style="width: 10%; text-align: center;">No. of Pax</td> <td style="width: 30%;"></td> </tr> <tr> <td>35 days</td> <td style="text-align: center;">35</td> <td style="text-align: center;">two (2)</td> </tr> </table> <p>1. Bidder must submit the following:</p> <ol style="list-style-type: none"> <li>a. Proposed training outline and time/duration for each topic</li> <li>b. Methodology</li> <li>c. Training Fee inclusive of all applicable government taxes</li> <li>d. Training Materials to be provided: E-copy to be emailed to participants and 1 hard copy of Training Materials/Presentation for PNOC file</li> <li>e. Certificate of Completion to be prepared by PNOC and signed by SME</li> </ol> <p>2. The Bidder must submit the following documentary requirements:</p> <ol style="list-style-type: none"> <li>a. Certificate of Accreditation with PCW</li> <li>b. Curriculum Vitae</li> <li>c. List of relevant training engagements.</li> <li>d. Validity of the Proposal</li> <li>e. Contact Details</li> </ol> <p><b>(ABC: PhP49,000.00)</b></p>	Use and Application of the Harmonized Gender and Development Guidelines	No. of Pax		35 days	35	two (2)		
Use and Application of the Harmonized Gender and Development Guidelines	No. of Pax									
35 days	35	two (2)								
Target Training Station:	First week of July 2023									
Delivery Place:	PNOC-Main Office, BGC, Taguig City									

### TERMS AND CONDITIONS

1. Payment Terms: Government Terms - full payment upon completion of delivery/implementation, or subject to the conditions specified in the Scope of Works/Activities or Terms of Reference.
2. All entries shall be typed or written in a clear legible manner.
3. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
4. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.
5. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
6. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
7. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.
8. During evaluation of quotation/proposal, the project proponent may require additional documents to verify, validate and ascertain the compliance of the supplier/contractor or consultant.

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

We agree to abide by this quotation/proposal for a period of thirty (30) calendar days, which is the price's validity period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Contract or a Purchase Order is 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 Organization : \_\_\_\_\_

Organization Address : \_\_\_\_\_

Tel No. / Mobile No. and Email Address : \_\_\_\_\_