



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
菲律賓共和國駐澳門特別行政區總領事館
MACAU SAR

REQUEST FOR PROPOSAL

Sir/Madam:

The Philippine Consulate General in Macau SAR intends to procure an Online Gender Sensitivity Training Facilitator and would like to request a proposal.

Please submit a signed proposal and indicate your acceptance of the attached Terms of Reference for the procurement. The Consulate accepts open quotations submitted through macau.pcg@dfa.gov.ph **on or before 15 March 2021**. Proposals should not exceed the Approved Budget for the Contract (ABC) of **Eight Thousand Two Hundred Macau Patacas (MOP8,200.00) or Forty-Five Thousand Philippine Pesos (PHP45,000.00)**, inclusive of all government taxes, bank charges, and/or remittance fees.

The Philippine Consulate General in Macau SAR reserves the right to accept or reject any quotation, and, or to annul the "request for quotations" process at any time prior to contract award, without thereby incurring any liability to the affected participants.

Should you require further clarification, please contact Ms. Gina D. Clemencio at the same email address above.


MA. JOSEFA L. VILLENA
Procurement Personnel

ON LEAVE
SARAH MARIA D. JUGUETA
Procurement Personnel


CHRISTINE A. ESPAYOS
Procurement Personnel

Macau SAR, 8 March 2021

TERMS OF REFERENCE (TOR)

The Philippine Consulate General, Macau SAR intends to procure an Online Gender Sensitivity Training Facilitator.

I. Objective:

The primary objective is to train the Consulate's twelve (12) personnel on Gender Sensitivity in order to increase their awareness on the subject and increase the Consulate's participation in advocacies promoting gender and development.

II. Scope of Work:

The training facilitator shall:

1. Conduct a Training Needs Assessment prior to the training;
2. Prepare a program and course design for the training;
3. Conduct a 1-2 day Gender Sensitivity Training online for twelve (12) personnel of the Consulate on Fridays/Saturdays;
4. Administer an evaluation or feedback survey after the training;
5. Submit a report after the training, including recommendations; and
6. Treat all information submitted by the Philippine Consulate General in Macau SAR, during the course of the training, with utmost confidentiality.

The Philippine Consulate General shall:

1. Work closely with the Training Facilitator on the technical and administrative requirements of the training through its GAD Focal Person and Alternate GAD Focal Person; and
2. Pay the training cost inclusive of mandatory taxes, bank charges, and remittance fees.

III. Minimum Qualifications:

Training facilitators are invited to submit proposals if they are to meet the following minimum qualifications:

1. Filipino citizen;
2. Prior experience in training government officials on Gender and Development;
3. At least 5 years experience in handling Gender and Development;
4. At least 5 years experience in training; and
5. Certified Member of Philippine Commission on Women's National GAD Resource Pool.

All bids will be evaluated based on the curriculum vitae submitted by the bidder.

IV.Criteria for Evaluation:

The Philippine Consulate General shall select the most qualified training facilitator based on the following:

Evaluation Criteria	Weight
Technical Proposal	
1. Quality	30%
2. Experience	20%
3. Plan of approach and methodology	20%
Financial Proposal	30%
TOTAL	100%

Passing score should be at least 80%

V. Approved Budget for the Contract

For and in consideration of the services of the training facilitator, the Philippine Consulate General in Macau, SAR shall pay the sum of **Eight Thousand and Two Hundred Macau Patacas (MOP 8,200) or Forty-Five Thousand Philippine Pesos (PHP45,000)**, inclusive of all applicable government taxes, bank charges and remittance fees.

VI.Mode of Payment

Payment shall be remitted to the facilitator's account within five (5) days after submission of the report and the invoice.

The training facilitator will submit an Acknowledgment Receipt once payment has been received.

Conformé:

[Signature/s]
[Name of Bidder]
[Date]