



PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI, Energy Center, Rizal Drive,
BGC, Taguig City
TIN 000-169-191-000 VAT

PURCHASE ORDER

PY-716 (Rev. 09/88)

SUPPLIER NAME AND ADDRESS MS. REINA P. OLIVAR DEVELOPMENT CONSULTANCY AND SERVICES 67 TALLIPUGO, BALAOAN, LA UNION	YOUR QUOTATION REFERENCE	PO No 298725
	QUOTATION SUBMITTED BY:	REQUISITION NO.
	MS. REINA P. OLIVAR.	PSD-23-126
		DATE PO PREPARED
PNOB BLDG VI, ENERGY CENTER RIZAL DRIVE, FORT BONIFACIO TAGUIG, M.M. ATTN: J.R. BAGUIO	ABOVE PURCHASE ORDER AND REQUISITION NUMBERS MUST APPEAR ON ALL SHIPPING AND BILLING DOCUMENTS. THE COMMODITY CODES SHOWN BELOW MUST APPEAR ON ALL INVOICES AND SHIPPING LISTS, CAREFULLY READ AND FOLLOW ALL INSTRUCTIONS SHOWN AT THE BACK OF THIS PURCHASE ORDER.	August 17, 2023
		ACCOUNTING CHARGES
		DOLLAR CONVERSION/AMOUNT
PAYMENT TERMS (UPON SUBMISSION OF ORIGINAL INVOICE & PO) NET 30 DAYS		DELIVERY TERM / Conduct of Training November 20 -21, 2023

ORIGIN

ITEM NO.	COMMODITY CODE	UM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1		lot	Advanced Training on the Use, Application, and Writeshop on the Harmonized Gender and Development (GAD) Guidelines Scope of Work: 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. Please see Annex A for the complete Terms of Reference ^^^^^^^^^^ NOTHING FOLLOWS ^^^^^^^^^^ NOTE: 12% VAT INCLUDED (if any)	1	49,000.00	Php <u>49,000.00</u>

SUPPLIER ACCEPTANCE TERMS AND CONDITIONS ACCEPTED BY:		REVIEW AND APPROVAL DATE ACCEPTED:		REVIEWED BY:	
ORIGINAL PO RECEIVED BY:		DATE RECEIVED:		APPROVED J. G. CALAOR	

PHILIPPINE NATIONAL OIL COMPANY (PNOC)

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 a Very Satisfactory rating or its equivalent from the attendees of the conducted HGDG writing seminars for the last five (5) years certified by the training institutions. 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 PNOG. 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 PNOG Gender and Development Focal Point System on the use and application of the Harmonized Gender and Development Guidelines.

Training	No. of Participants	Duration
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 PNOG file
- 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
- Certificates of Very Satisfactory Rating for the conducted HGDG Trainings in the last five (5) years certified by the training institutions
- 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:

Second week of July 2023 or First to Second week of August 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 PNOG.

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

Prepared by:



Maria Belinda L. Cubelo
Chairperson, GFPS Technical Working Group

Approved by:



Lino Gerardo G. Calaor
Department Manager A
Administrative Services Department

