



## REQUEST FOR PROPOSAL

1. The Philippine Guarantee Corporation (PHILGUARANTEE) invites proposals for the procurement of Consulting Services for the Provision of Technical Assistance on Gender Mainstreaming, Gender Audit and Formulation of a GAD Agenda. Please see attached Terms of Reference.
  2. Approved Budget for the Contract is **Pesos: Seven Hundred Seventeen Thousand (Php717,000.00)**, inclusive of all applicable taxes.
  3. All interested service providers may submit signed proposal at the Receiving Counter, 23<sup>rd</sup> Floor, BPI Philam Life Building, 6811 Ayala Avenue, Makati City and/or [bacsecretariat@philguarantee.gov.ph](mailto:bacsecretariat@philguarantee.gov.ph) on or before **10:00 a.m. (PhST)** of **March 28, 2023** together with the following documentary requirements:
    - Mayor's/ Business Permit;
    - Professional License/ Curriculum Vitae;
    - PhilGEPS Registration Number;
    - Income/ Business Tax Return; and
    - Omnibus Sworn Statement (download from this link: [https://gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
- \* For individual providers, the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.
- \*\* Valid Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.
4. Pursuant to Section 6.2 of the GPPB Resolution No. 09-2020 dated 7 May 2020, the PE is allowed to accept Expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment.
  5. Pursuant to Section 6.3 of the GPPB Resolution 09-2020 dated 7 May 2020, the PE is allowed to accept Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract but before payment.
  6. In the event two or more bidders have been determined as Lowest Calculated and Responsive Quotation (LCRQ), the End-user shall roll a dice to break the tie in the presence of the concerned bidder's representative (physically or via video conferencing). The bidder with the highest number shall be the winning bidder. The absence of the concerned bidder's representative shall not nullify the proceeding.

7. For further inquiries, please contact Ms. Karenina V. Joaquin at [bacsecretariat@philguarantee.gov.ph](mailto:bacsecretariat@philguarantee.gov.ph).
8. The PHILGUARANTEE Bids and Awards Committee reserves the right to reject any or all Bids/quotations or waive any required formality therein or to accept such offers as may be considered most advantageous to the Corporation.

  
**MELINDA M. ADRIANO**  
Chairperson  
Bids and Awards Committee

22 March 2023