

**TERMS OF REFERENCE FOR
ENGAGING THE SERVICES OF A SERVICE PROVIDER
FOR THE CONDUCT OF SEMINAR WORKSHOPS AND DEVELOP A TPB CODE OF CONDUCT
HANDBOOK ON THE NORMS AND WORK ETHICS OF GOVERNMENT PERSONNEL
OF THE TOURISM PROMOTIONS BOARD (TPB)**

DRAFT as of 07 March 2019

RATIONALE

It is the desire of the Tourism Promotions Board (TPB) to uphold the standards of personnel conduct in the discharge and execution of official duties pursuant to the norms and work ethics as provided in existing government laws.

CORE OBJECTIVES

1. To provide TPB officials and employees with a clear understanding of the norms and work ethics of public officials and employees;
2. To ensure observance of the standards of personal conduct in the discharge and execution of official duties, thereby, promoting good governance in the TPB.

SCOPE OF WORK AND DELIVERABLES

1. Conduct 4 batches of seminar workshops on relevant government rules and regulations including but not limited to:
 - The Philippine Constitution
 - RA 3019 or the Anti-Graft and Corrupt Practices Act
 - RA 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees
 - RA 11032 of the Ease of Doing Business and Efficient Government Service Delivery Act
 - Whistleblower Protection Act of 2017

Batch 1	25-26 March 2019
Batch 2	28-29 March 2019
Batch 3	1-2 April 2019
Batch 4	4-5 April 2019

2. Develop a TPB Code of Conduct Handbook at the end of the 4 batches setting the standards to be observed by all officials and personnel. The same shall be submitted in editable copy within 3 weeks from the completion of the seminar workshops.
3. Submit a Terminal Report to include copies of the Pre and Post tests conducted at the beginning and end of each batch

DURATION OF WORK

The Service Provider shall be engaged for two (2) months commencing from the receipt of Notice to Proceed (NTP).

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Approved Budget for the Contract (ABC) is Seven Hundred Forty Six Thousand Six Hundred Sixty Seven Pesos and 50/100 (PHP 746,667.50) (inclusive of VAT). The indicative payment scheme is as follows:

Output/Milestone	% of Payments
Upon signing of contract, approval of proposed timelines/Gantt Chart and workshop outline	15%
Upon completion of the first 2 batches of the workshop	30%
Upon completion of the last 2 batches of the workshop	30%
Upon submission of the approved content of the TPB Code of Conduct Handbook	25%
TOTAL	100%

QUALIFICATION OF CONSULTANT / CONSULTING FIRM

1. The Service Provider must have at least 10 years of extensive and in-depth understanding of the relevant government laws mentioned in this TOR or at least 10 years of service in the industry;
2. Must have conducted similar seminar workshops with other government agencies for the past 10 years;
3. Must be a member of an Anti-Graft and Corruption organization or association registered with the SEC.

PROPOSAL

The Service Provider will be expected to submit technical and financial proposals which include:

1. A brief profile and description of the Service Provider demonstrating their ability to meet the scope of work and deliverables stated in this TOR;
2. A brief profile of personnel who will be assigned showing areas of specialization;
3. Course/ Topic Outline
4. Certificate of Membership to the organization or association