

**Project:****SERVICE PROVIDER****PLANNING AND EXECUTING WORKSHOP  
23-25 September 2019****TERMS OF REFERENCE****I. Objective**

As part of TPB's Annual Learning and Development program and to be able to help participants clarify and articulate vision and hone strategic planning to present a clear and executable plan for the organization, PHRDD is in need to obtain the services of a service provider for the Planning and Executing Workshop with the following details:

- Event : Planning and Executing Workshop
- Date : 23-25 September 2019
- Time : 8:00 am – 5:00 pm
- No. of Participants : 30 participants

**II. Qualifications:**

1. Has been involved in providing trainings and learning interventions for the past 10 years which includes Planning and Executing Workshop in government and private offices.
2. Has conducted the same training for the past 3 years

**III. Scope of Deliverables**

1. Must submit proposed course outline for approval of the end user
2. Provision of lecture/course handouts, certificates, post program / terminal reports and supplies and materials for the participants
3. Provision of training instrument to gauge the effectiveness of the training per participant such as training effectiveness surveys and the like to be conducted 1 month and 3 months after the training.
4. Administer pre-test and post-tests.
5. Full payment upon completion of the training and submission of the following:
  - post learning report
  - copies and summary of the actual pre-test and post-tests
  - instrument to gauge the effectiveness of the training

**IV. Eligibility Requirements:**

1. Must be Filipino owned, operated and legally registered events venue under Philippine laws;
2. Must have experience in holding/staging social events and functions for international conferences, meetings, congresses, et. al.;

**V. Approved Budget for the Contract (ABC)**

Approved budget for the contract is Php 100,000.00 inclusive of all applicable taxes.

**VI. Mode of Payment**

Thirty (30) working days upon receipt of Billing Statement.