

**TERMS OF REFERENCE
THINK TALK TPB LEARNING SESSIONS**

I. BACKGROUND

As part of its Learning and Development Program, the Tourism Promotions Board (TPB) desires to conduct weekly learning sessions to include but not limited to the topic: **Work-life integration.**

II. DESCRIPTION

- Event: THINK TALK
1-hour Learning Session to be conducted every fourth Mondays (or the next working day should it fall on a holiday) after the TPB Flag Raising Ceremony or a total of 3 sessions

- Time : 9:00 am to 10:00 am
(right after the flag-raising ceremony)
- No. of Participants : 175 to 190 pax
- Duration : October to December 2020
- Platform : Zoom and streamed live in FB Closed Account

III. SCOPE OF DELIVERABLES

Pre-session:

- Must submit a proposed course outline for approval of the end-user
- Pre-event orientation and preparation assistance including technical rehearsals of all speakers

In-session:

- Provision of zoom moderator and program management committee that will take care of the online learning sessions using zoom technology

Post-session:

- Provision of e-certificates, turn-over raw recordings of the whole learning session and copy of the speakers' presentation

IV. QUALIFICATION OF BIDDER

- A. Bidders must have been in operation for at least three (3) years.
- B. Bidder must have at least three (3) years of experience in providing training and learning interventions in government and private offices.
- C. Bidder must be able to offer customized content and programs that are tailor-fit to the organization's needs and objectives—not generic, one-size-fits-all materials.
- D. Bidder must be able to provide qualified subject matter experts based on the stated specifications.
- E. Bidder must be able to provide for use in this project a licensed zoom account to host the entire online training.
- F. Bidder must be able to provide a moderator and program management committee that will take care of the online training using zoom technology.
- G. Bidder must provide list of key persons involved with respective work assignments during preparation and actual learning session such as project management team and moderators and the like, with their curriculum vitae.

H. Bidder must be able to make a presentation (maximum of 15 minutes) of their Plan Approach.

V. ELIGIBILITY REQUIREMENTS

A. Standard requirements:

1. Must be registered in the Philippine Government Electronic Procurement System (PHILGEPS);
2. Company Profile and Technical Proposal
3. Valid Mayor’s permit / Business Permit
4. Income / Business Tax Return
5. Omnibus Sworn Statement

B. Additional technical requirements:

1. Submit a list of completed projects for the past 3 years in the private and government offices with a brief description and amount of contract. For government offices, must submit at least one of the following: Notice of Award (NOA), Purchase Order (P.O.), Event Contract, and/or Notice to Proceed (NTP);
2. Submit proof of licensed zoom account that will host the entire online training;
3. Submit a list of qualified subject matter experts with their respective Curriculum Vitae based on the stated topics;
4. Submit a customized proposal tailor-fit to the organization’s needs and objectives—not generic, one-size-fits-all materials including:
 - Course outline
 - List of key persons involved with respective work assignments during preparation and actual learning session and curriculum vitae
5. Submit a statement of acceptability of the schedule of the abovementioned Scope of Deliverables.

VI. CRITERIA FOR EVALUATION

Proposal	Weight
Technical Proposal	85%
Financial Proposal	15%

Technical Bid/Proposal Criteria and Rating (80% passing score)

CRITERIA		Score	Rating
I.	Qualification of Personnel who may be assigned to the Project (30%)	30 points	
	<p>Required qualifications and experience of the key personnel (such as project management team and moderators and the like) in conducting customized learning content and program.</p> <p><i>Covering the suitability of the key staff to perform the duties of the particular assignments and general qualifications and competence including list of qualified subject matter experts, education and training of the key staff and similar projects handled by personnel (based on submitted CVs)</i></p> <p>Key personnel involved in the project must have:</p> <p>Two (2) or more years of relevant experience (30%) One (1) or more years of relevant experience (20%) Less than One (1) year of relevant experience (10%) No relevant experience (0%)</p>		
II.	Firm Experience and Capability	25 points	
	<p>1. Learning sessions rendered in the previous completed projects in the past three (3) years with at least one (1) government project</p> <ul style="list-style-type: none"> ➤ Five or more learning sessions with at least one (1) government project implemented in the past three (3) years (25%) ➤ Three (3) – Four (4) learning sessions with at least one (1) government project implemented in the past three (3) years (20%) ➤ One (1) - Two (2) learning sessions with at least one (1) government project implemented in the past three (3) years (15%) ➤ No learning sessions implemented in the past three (3) years (0%) 		
III.	Plan of Approach and Methodology (45%)	45 points	
	<p>Functionality of the presented customized proposal tailor-fit to the organization’s needs and objectives—not generic, one-size-fits-all materials including:</p> <ul style="list-style-type: none"> ➤ Bidder’s proposal of the course outline; new strategies/ideas/activities during the actual learning session (20%) ➤ Relevance of the customized topics to the organization’s needs and objectives (20%) ➤ Proof of licensed zoom account that will host the entire online training (5%) 		
TOTAL		100 points	

VII. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is **TWENTY FIVE THOUSAND SIX HUNDRED TWENTY FIVE PESOS (Php 77,625.00)** inclusive of all applicable fees and taxes. The cost of items in the bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above mentioned approved budget. The deadline for submission of bids should be at a time and place specified in the request for quotation (RFQ).

- Lot 1 = P25,875.00 x 3 sessions = P77,625.00

VIII. Terms of Payment

- Payment within 30 days upon full completion of the services and submission of invoice (per lot).
- Payment based on the actual number of learning sessions conducted.