

**TERMS OF REFERENCE
VIRTUAL TRAINING ON INNOVATION
3-4 November 2020**

I. RATIONALE

As part of its Learning and Development Program, the Tourism Promotions Board (TPB) desires to conduct a virtual training as follows:

- Learning Program : Virtual Training on Innovation
- Schedule : 3-4 November 2020
With at least 4 hours of virtual learning sessions per day
- No. of Participants : 40 pax
- Platform : Zoom

II. OBJECTIVES

- A. To understand the value of innovation to the organization, and improve the existing solutions and processes;
- B. To enhance the participant's ability to create fresh, unique and valuable ideas and to implement these into new methods or processes to further satisfy the needs and expectations of TPB and its stakeholders;
- C. Identify opportunities for innovation in the organization.

III. QUALIFICATIONS:

- A. Has been involved in providing training and learning interventions in government and private offices for at least three (3) years.
- B. Must be able to offer customized content and programs that are tailor-fit to TPB's needs and objectives (not generic, one-size-fits-all materials)
- C. Can provide qualified subject matter experts based on the stated specifications.
- D. Has a licensed zoom account to host the entire virtual training.
- E. Can provide a moderator and program management committee that will take care of the virtual training using zoom technology.

IV. 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. Make a presentation (maximum of 15 minutes) of their Plan Approach / Methodology.

C. Technical requirements:

1. List of learning sessions for the past 3 years in the private and government offices with a brief description and amount of contract. Identify whether face to face or virtual.
2. 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);
3. Proof of licensed zoom account that will host the entire virtual training.
4. List with curriculum vitae of personnel involved with respective work assignments during preparation and actual learning sessions such as but not limited to project management team and moderators
5. List of qualified subject matter experts with their respective Curriculum Vitae based on the stated topic;
6. Course outline of customized proposal tailor-fit to TPB's needs and objectives—
7. Statement of acceptability of the schedule of the abovementioned Scope of Deliverables.

D. Deliverables:

▪ In-Session:

1. Administer pre-test and post-tests within the learning sessions;
2. Zoom moderator and program management committee

▪ Post-session:

1. Provide evaluation instrument to be used by supervisors to measure the effectiveness of the training and improvement of the participant's in communication writing
2. Provision of certificates, post-program/terminal reports, and raw and edited file recordings of the whole learning session

V. CRITERIA FOR EVALUATION

Proposal	Weight
Technical Proposal	85%
Financial Proposal	15%

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

CRITERIA		Score	Rating
I.	Qualification of Subject Matter Expert who will be assigned to the Project	30 points	
	1 Experience in Conducting Learning Session <ul style="list-style-type: none"> ➤ Above 5 years of conducting learning sessions (10) ➤ More than 3 years but less than 5 years of conducting learning sessions (7) ➤ 3 years of conducting learning sessions (5) 2 Conduct of Learning Session about the topic <ul style="list-style-type: none"> ➤ More than 10 sessions conducted (20) ➤ Less than 10 sessions conducted (10) 		
II.	Firm Experience and Capability	45 points	
	1 Has been involved in providing training and learning interventions in government and private offices: <ul style="list-style-type: none"> ➤ More than 3 years (15) ➤ Minimum 3 years (10) 2 Conducted virtual learning sessions using zoom platform: <ul style="list-style-type: none"> ➤ More than 20 sessions (30) ➤ Above 10 but less than 20 sessions (20) ➤ Minimum of 10 sessions (15) 		
III.	Plan of Approach and Methodology	25 points	
	1. Bidder's proposal of the course outline; new strategies/ideas/activities during the actual learning session (10) 2. Relevance of the customized topics to the organization's needs and objectives (10) 3. Proof of licensed zoom account that will host the entire online training (5)		
TOTAL		100 points	

VI. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is **ONE HUNDRED TWENTY THOUSAND PESOS (Php 120,000.00)** inclusive of all applicable fees and taxes. 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).

VII. Terms of Payment

Payment within 30 days upon full completion of the services and submission of the invoice.