

TERMS OF REFERENCE

SERVICE PROVIDER FOR AN INTERACTIVE VIRTUAL TPB TEAM BUILDING ACTIVITY

21 May 2021

As of 19 April 2021

I. RATIONALE

The physical distance of remote work can quickly turn into emotional distance which in turn, leads to isolation. More than ever, it is important to create a comfortable team environment that remote workers can rely on.

As part of its Employee Engagement Program, the Tourism Promotions Board (TPB) desires to conduct a virtual interactive activity for its personnel to promote belongingness amidst the current alternative work arrangement that limited physical interaction. During the long periods at home, our team was stretched to stay connected and engaged daily, and the conduct of a team activity, although virtual, can promote connectivity and motivation even while apart.

TPB desires to engage the services of a provider who can conduct an interactive virtual activity as follows:

- Engagement Activity : Interactive Virtual TPB Team Building Activity
- Schedule : 21 May 2021
With atleast 1 hour of virtual session
- No. of Participants : 170 pax
- Platform : Zoom

II. OBJECTIVES

At the end of the activity, participants are expected;

1. To improve connectivity across departments / offices.
2. To improve communication and collaboration among the personnel.
3. To improve innovation and creativity.
4. To improve team problem solving skills.
5. To have a break from work and have fun.

III. QUALIFICATIONS:

- A. Has been involved in providing interactive interventions in government and private offices for at least three (3) years.
- B. Has conducted at least 5 interactive virtual activities during the Community Quarantine period
- C. 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)
- D. Can provide a Program Facilitator who can synthesize the objective of each activities and its results.
- E. Has a licensed zoom account to host the entire virtual session.
- F. Can provide a moderator and program management team that will take care of the virtual program using zoom technology.

III. ELIGIBILITY REQUIREMENTS

A. Make a presentation (maximum of 15 minutes) of their Plan Approach / Methodology Specific theme for discussion with the end used once awarded.

B. Technical requirements:

1. List of programs conducted for the past 3 years with private and government offices with a brief description and amount of contract. Indicate 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 activity.
4. List with Curriculum Viata of Program Facilitator/s who will synthesize the activities.
5. Statement of acceptability of the schedule of the Scope of Deliverables.

C. Deliverables:

▪ Pre-Session:

1. Customized Program Outline subject for approval;
2. Poster Announcement or Teaser video

▪ In-Session:

1. Zoom moderator and program management team;
2. Program facilitation;
3. Synthesization of the result of the activity/program

▪ Post-session:

- a. Provision of certificates, post-program/terminal reports, and raw and edited filerecordings of the whole session
- b. 30 to 60 seconder video highlights of the 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 Program Facilitator who will be assigned to the Project	30 points	
	<ul style="list-style-type: none"> ➤ Above 5 years of relevant experience (30) ➤ More than 3 years but less than 5 years of relevant experience (20) ➤ 3 years of relevant experience (15) 		
II.	Firm Experience and Capability	45 points	
	<ol style="list-style-type: none"> 1. Has been involved in providing interactive activities in government and private offices: <ul style="list-style-type: none"> ➤ More than 3 years (15) ➤ Minimum 3 years (10) 2. Conducted virtual sessions using zoom platform in the past 6 months: <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	
	<p>The functionality of the presented customized proposal tailor-fit to the organization's needs and objectives – not generic, one-size-fits-all materials including:</p> <ol style="list-style-type: none"> 1. Bidder's proposal of the activity outline; new strategies/ideas/activities during the actual session (20) 2. 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 **SEVENTY FIVE THOUSAND PESOS (Php75,000.00)** 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 with deliverables and submission of the invoice.

***** Nothing Follows *****