

**TERMS OF REFERENCE**  
**Service Provider for Learning Over Lunch (LOL)**  
**07 January 2022**

**I. RATIONALE**

The Tourism Promotions Board (TPB) is conducting the annual Learning Over Lunch (LOL) as a kick off learning intervention to inspire and motivate TPB personnel to accomplish their target for the year.

As part of its Employee Engagement Program, TPB desires to engage a Service Provider to provide a Resource/Motivational Speaker to conduct a virtual learning session as follows:

- Event : Learning Over Lunch (LOL)
- Theme : Born to Serve (BTS)
- Date : 07 January 2022
- Time : 1:30 pm – 3:30 pm
- No. of Participants : 180 participants

**II. OBJECTIVES**

1. To connect personnel with their respective purpose and contribution in the organization
2. To provide personnel with inspirations to continue being productive and support and blessing to others
3. To rediscover and appreciate everyone's purpose
4. To create TPB Purpose-driven Leaders

**III. ELIGIBILITY REQUIREMENTS**

- A. Bidder must have at least three (3) years of experience in providing training and learning sessions in government and private offices.
- B. Bidder must submit a customized proposal tailor-fit to the organization's needs and objectives not generic, one-size-fits-all materials including course outline
- C. Bidders must have completed at least 5 projects similar to the topic for the past 3 years in the private and government offices.
- D. Bidder must be able to provide qualified subject matter expert/s who can synthesize the session vis-à-vis with the set objectives:
  - at least 3 years conducting learning sessions
  - have conducted at least 5 relevant sessions about the topic
- E. Bidder must have conducted at least 10 virtual learning sessions using zoom platform in the past 12 months.
- 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:
- at least 3 years of experience in facilitating learning sessions
  - have facilitated learning sessions for the past 3 years virtual and face to face

#### IV. TECHNICAL REQUIREMENTS

1. Submit a customized proposal tailor-fit to the organization's needs and objectives—not generic, one-size-fits-all materials including:
  1. Course outline
  2. List of key persons involved with respective work assignments during preparation and actual learning session and curriculum vitae
2. Submit a list of qualified subject matter experts with their respective Curriculum Vitae based on the stated topics;
3. 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:
  - A. Notice of Award (NOA)
  - B. Purchase Order (P.O.)
  - C. Event Contract, and/or Notice to Proceed (NTP);
4. Submit proof of licensed zoom account that will host the entire online training;
5. Submit a statement of acceptability of the schedule of the abovementioned Scope of Deliverables.

##### Deliverables

- Pre-Session:
  1. Must submit a proposed course outline for approval of the end-user
  2. Poster Announcement or Teaser video
- In-Session:
  1. Administer pre-test and post-tests within the learning sessions, if applicable;
  2. Zoom moderator and program management committee
  3. Synthesis of the session with the set objectives
- Post-session:
  1. Provision of certificates, post-program/terminal reports, and raw and edited file recordings of the whole learning session
  2. 30 to 60 second video highlights of the session

## V. CRITERIA FOR EVALUATION

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

Proposal	Weight
Technical Proposal	85%
Financial Proposal	15%

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

#### RATING SHEET

CRITERIA		Score	Rating
<b>I.</b>	<b>Firm Experience and Capability</b>	<b>30 points</b>	
	<ol style="list-style-type: none"> <li>Completed at least 5 projects similar to the topic for the past 3 years in the private and government offices: <ul style="list-style-type: none"> <li>➤ 10 sessions and above (15)</li> <li>➤ More than 5 similar projects but less than 10 (12)</li> <li>➤ At least 5 similar projects (10)</li> </ul> </li> <li>Has been involved in providing training and learning interventions in government and private offices: <ul style="list-style-type: none"> <li>➤ More than 3 years (5)</li> <li>➤ At least 3 years (3)</li> </ul> </li> <li>Conducted at least 10 virtual learning sessions using zoom platform in the past 12 months: <ul style="list-style-type: none"> <li>➤ More than 10 sessions (10)</li> <li>➤ At least 10 sessions (7)</li> </ul> </li> </ol>		
<b>II.</b>	<b>Qualification of Subject Matter Expert who will be assigned to the Project</b>	<b>30 points</b>	
	<ol style="list-style-type: none"> <li>Experience in Conducting Learning Session <ul style="list-style-type: none"> <li>➤ 5 years and above conducting learning sessions (15)</li> <li>➤ More than 3 years but less than 5 years of conducting learning sessions (12)</li> <li>➤ At least 3 years conducting learning sessions (10)</li> </ul> </li> <li>Conduct of Learning Session about the topic <ul style="list-style-type: none"> <li>➤ Conducted more than 5 sessions (15)</li> <li>➤ Conducted at least 5 sessions (10)</li> </ul> </li> </ol>		
<b>III.</b>	<b>Plan of Approach and Methodology</b>	<b>40 points</b>	
	<ol style="list-style-type: none"> <li>Bidder's proposal of the course outline; new strategies/ideas/activities during the actual learning session (20)</li> </ol>		

	2. Relevance of the customized topics to the organization's needs and objectives (15)		
	3. Proof of licensed zoom account that will host the entire online training (5)		
	<b>TOTAL</b>	<b>100 points</b>	

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

The Approved Budget for the Contract is **SIXTY THOUSAND PESOS (Php60,000 .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.