

**TERMS OF REFERENCE**  
**SERVICE PROVIDER FOR AN INTERACTIVE VIRTUAL TPB YEAR-END ACTIVITY**  
**10 December 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 engage the services of a provider who can conduct an interactive virtual activity for its personnel to celebrate the season and the year's accomplishments, and recognize the contribution of each personnel in the achievement of Corporate objectives as follows:

- Engagement Activity : Interactive Virtual TPB Year-End Activity
- Schedule : 10 December 2021  
With at least 2 hours of virtual session
- No. of Participants : 180 pax
- Platform : Zoom

**II. OBJECTIVES**

1. To provide virtual interactive activities for TPB personnel to provide respite from work and enjoy and celebrate the season within the organization amidst the current alternative work arrangement that limited physical interaction.
2. To improve connectivity across departments / offices.
3. To improve communication and collaboration among the personnel.
4. To improve innovation and creativity.
5. To improve team problem solving skills.

**III. SCOPE OF WORK/ DELIVERABLES:**

1. Design a customized proposal with Course Outline of Virtual Games/ Activity tailor-fit to the organization's needs and objectives; not generic and one-size-fits-all materials.
2. Provide a Program Facilitator who can synthesize the objective of each activities and its results.
3. Provide a moderator and program management team that will take care of the virtual program using zoom technology.
4. Develop a TPB PPA Requirement Checklist for pre, during and post implementation.
5. Develop a contingency plan considering possible factors for continuity of TPB PPAs.
6. Enhance the staff capacity to manage and implement project activities.
7. Submit a statement of acceptability of the schedule of the abovementioned Scope of 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. Zoom moderator and program management team;
2. Program facilitation;
3. Synthesization of the result of the activity/program

▪ Post-session:

1. Provision of certificates, post-program/terminal reports, copy of presentations, and raw and edited file recordings of the whole learning session
2. 30 to 60 second video highlights of the session

**IV. ELIGIBILITY REQUIREMENTS:**

1. Submit a proposed course outline tailor-fit to the organization’s needs and activity objectives.
2. Bidder must have at least **three (3) years of experience in providing interactive virtual interventions** in government and private offices.
  - a. Submit SEC registration and Article of Incorporation, DTI or CDA registration, whichever is applicable.
  - b. Submit a list of ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid within the past 3 years. The list shall include the name of the contract and brief description of the consulting services, the client, date of award of contract, amount of contract, contract duration. The contract awarded must be supported with a copy of the contract/PO, Notice of Award, Notice to Proceed, or Certificate of project completion, whichever is applicable.
3. Bidder must have **conducted at least 5 Virtual Games/ Activities for large groups in single session during the Community Quarantine period.**
4. Bidder must be able to provide the following key personnel that will take care of the online training using zoom technology:
  - a. Key Personnel:
    - list of Program Facilitator/s, minimum of 1, with their respective Curriculum Vitae
    - should have at least 3 years of experience in conducting interactive virtual activities
    - conducted at least 10 interactive virtual interventions using zoom platform.
  - b. List of key persons involved:
    - project management team – minimum of 1 person as moderator, 1 program expert and 1 tech assistant, with respective work assignments during preparation and actual learning session and submit their curriculum vitae using the TPF6 Form. (pls. see attached)
    - must have at least 1 year of experience as facilitator/moderator for the face to face or virtual training.
5. Bidder must have Zoom account. Submit proof of licensed zoom account for use in this project that will host the entire online training.

**V. TECHNICAL CRITERIA**

Bidders are required to make a 15-minute presentation of their proposal. The proposal shall be rated based on the following criteria:

**RATING SHEET**

CRITERIA		Score	Rating
<b>I.</b>	<b>Firm Experience and Capability</b>	<b>30 points</b>	
	1. Has been involved in providing interactive activities in government and private offices: <ul style="list-style-type: none"> <li>➤ More than 3 years (15)</li> <li>➤ Minimum 3 years (10)</li> </ul> 2. Conducted virtual games/ activities with large groups in single session using zoom platform during the Community Quarantine period: <ul style="list-style-type: none"> <li>➤ More than 10 sessions (30)</li> <li>➤ Above 5 but less than 10 sessions (20)</li> <li>➤ Minimum of 5 sessions (15)</li> </ul>		
<b>II.</b>	<b>Qualification of Program Facilitator who will be assigned to the Project</b>	<b>30 points</b>	
	<ul style="list-style-type: none"> <li>➤ Above 5 years of relevant experience (30)</li> <li>➤ More than 3 years but less than 5 years of relevant experience (20)</li> <li>➤ 3 years of relevant experience (15)</li> </ul>		

III.	Plan of Approach and Methodology	40 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"> <li>1. Bidder’s proposal of the activity outline; new strategies/ideas/activities during the actual session (20)</li> <li>2. Relevance of the customized topics to the organization’s needs and objectives (15)</li> <li>3. Proof of licensed zoom account that will host the entire online training (5)</li> </ol>		
<b>TOTAL</b>		<b>100 points</b>	

The contract shall be awarded to the bidder with the Highest/Single Rated Responsive Bid (HRRB/SRRB) to be determined using the Quality Cost Based Evaluation.

The Technical and Financial Proposal is given the following percent weight:

Proposal	Weight
Technical Proposal	85%
Financial Proposal	15%

**Technical Bid/Proposal Rating (80% passing score)**

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

The Approved Budget for the Contract is **SEVENTY FIVE THOUSAND PESOS (P75,000.00)** inclusive of all applicable fees and taxes.

**VII. Terms of Payment**

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

**\*\*\* Nothing Follows \*\*\***