

TERMS OF REFERENCE
SERVICE PROVIDER FOR 2023 TPB TEAM BUILDING ACTIVITY

I. BACKGROUND

As part of its Employee Engagement Program, the Tourism Promotions Board (TPB) desires to conduct a team building activity to reassemble / reunify its personnel to promote healthy behavior, teamwork and productivity.

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 have a break from work and have fun.

III. SCOPE OF WORK

1. Details:
 - Engagement Activity : TPB 2023 Team Building Activity
 - Concept : Wellness Activity
 - No. of Participants : 170 pax
 - Venue : Batangas, Subic or Bataan
2. Provision of Resource Speaker/ Program Facilitator based on the topic provided by TPB with the following qualifications:
 - Knowledgeable in any type of wellness interventions
 - Have conducted at least 5 similar interventions for the past 5 years
 - With relevant certifications/ license in wellness
3. Provision of the following:
 - Dedicated Program Coordinator/ Program Assistant that will assist during the session
 - Session supplies and materials
4. Deliverables:
 - Pre-Session:
 1. Submit Customized Program Outline subject for approval;
 2. Submit Poster Announcement or Teaser video via google drive for review and approval
 - In-Session:
 1. Program facilitation;
 2. Synthesization of the result of the activity/program before the end of the session

- Post-session (10 working days after the session for facilitation of payment):
 - a. Provide soft copies of certificates signed by the Resource Speaker via google drive
 - b. Submit Post-program/ terminal reports via email to TPB Project Officer for review and approval
 - c. Submit raw and edited file recordings of the whole session via google drive
 - d. Submit 1-2 minute video highlights of the session via google drive

IV. PROJECT IMPLEMENTATION

Indicative dates: 01-03 June 2023

V. ADDITIONAL TECHNICAL 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. Firm/ Company has been involved in providing employee engagement activities in government and private offices for at least three (3) years.
- 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. Submit 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.
- e. 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);
- f. Submit list with Curriculum Viate of Resource Speaker/ Program Facilitator and assistants who will synthesize the activities.
- g. Statement of acceptability of the schedule of the Scope of Deliverables.

CRITERIA FOR EVALUATION

Proposal	Weight
Technical Proposal	85%
Financial Proposal	15%

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

VI. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is **ONE HUNDRED FIFTY THOUSAND PESOS (Php 150,000.00)** 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

1. Send bill arrangement-payment to the TPB within 30 days upon full completion of the services with deliverables and submission of the invoice/ billing/ statement of account.
2. No down payment should be required in its proposal.
3. Preferrably with Landbank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.

VIII. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

IX. PROJECT OFFICERS CONTACT INFORMATION

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RATING SHEET

CRITERIA		Score	Rating
I.	Qualification of Resource Speaker/ Program Facilitator who will be assigned to the Project	30 points	
	<ol style="list-style-type: none"> Relevant Experience <ul style="list-style-type: none"> Above 5 years of relevant experience (20) More than 3 years but less than 5 years of relevant experience (10) 3 years of relevant experience (5) Conducted wellness interventions in the past 3 years: <ul style="list-style-type: none"> More than 10 sessions (30) Above 3 but less than 10 sessions (20) Minimum of 3 sessions (15) Relevant certifications/ license in wellness <ul style="list-style-type: none"> More than 2 relevant licenses/ certifications (10) 1-2 relevant licenses/ certifications (5) 		
II.	Firm Experience and Capability	45 points	
	<ol style="list-style-type: none"> 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) Conducted team building activities in the past 3 years: <ul style="list-style-type: none"> More than 10 sessions (30) Above 5 but less than 10 sessions (20) Minimum of 3 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"> Bidder's proposal of the activity outline; new strategies/ideas/activities during the actual session (20) Applicability to TPB (5) 		
TOTAL		100 points	