TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE 2023 TPB MENTAL FITNESS SURVEY

I. BACKGROUND

Mental health in the workplace is top of mind for everyone these days. It's no secret that work-related risk factors can negatively affect mental health such that improving the mental health of the workforce is no longer a nice-to-have but a necessity.

In February 2022, an online Mental Health Survey was conducted for TPB personnel. Based on the result, 61% of the total number have low intention of staying due to Work Resources Support, Work Load, Supervisor Support, Teamwork, Voice, Empowerment, and Top Management Concern as flag-up areas of concern.

This year, TPB desires to conduct an overall Mental Fitness Survey of all personnel to identify the results and if TPB was able to address the concerns in the previous survey in consideration of the implemented programs and activities as well as the current situation after the pandemic.

II. OBJECTIVES

TPB desires to engage with a service provider that can administer an online Mental Fitness Survey with the following objectives:

- 1. to identify the current status of the TPB population in terms of employee engagement, employee job satisfaction, turnover intention, etc.
- 2. to establish a baseline and track key HR metrics such as employee engagement, employee job satisfaction, turnover intention, etc.
- 3. to generate predictive analytics for the key HR metrics.
- 4. to identify drivers/ factors that affect the result of the survey as a reference for future personnel planning and decision-making.

III. SCOPE OF WORK/SERVICES

- 1. Provision of the online platform/system and the mental fitness survey to be administered to all TPB personnel to measure the following areas:
 - Mental Health (stress, anxiety, depression and burnout)
 - Employee Engagement
 - Job Satisfaction
 - Intention to stay; and
 - Other related areas
- 2. Coverage is the actual number of TPB personnel who are in TPB as of 30 October 2023 (estimated at 160 personnel).
- 3. Send out links to all TPB personnel upon finalization of the questionnaire with TPB's approval and provision of TPB personnel email addresses.
- 4. The link to the survey shall be open for seven (7) working days.
- 5. Send email reminders within 3 days of sending out the links.

- 6. Submit and present the initial report to the Administrative Manager and PHRDD concerned personnel ten (10) working days after the online survey is closed.
- 7. Assess previous TPB Mental Health Survey results vis-à-vis the generated result, if applicable, to be included in the final report.
- 8. Submit and present the final report to TPB Management upon confirmation of the available schedule.
- 9. Reports shall be submitted to PHRDD in soft and hard copies as well as a copy of the deck for presentation purposes.

IV. ADDITIONAL TECHNICAL REQUIREMENTS

- 1. Bidder must have at least five (5) years of experience conducting organizational survey tools in government and private sectors. (SEC/DTI Registration Certificate)
- 2. Bidder must submit a list of clients for the past 5 years.
- 3. Bidder must submit at least three (3) sample reports from a similar survey conducted
- 4. Bidder must submit a proposal based on the above deliverables with a price quotation.

V. PROJECT IMPLEMENTATION SCHEDULE

Survey administration shall commence within November/December 2023. (*Indicative date*)

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **ONE HUNDRED THOUSAND PESOS ONLY** (**PhP100,000.00**) inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

Send a bill to the Tourism Promotions Board. Final payment upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents. The following documents should be submitted by the winning bidder for the processing of payment:

1. Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

KAREN A. PADOLINA

Acting Head
Personnel and Human Resources Development Division
Tourism Promotions Board Philippines
4/F Legaspi Towers 300, Roxas Blvd., Manila 1100

An original copy of the Statement of Account / Billing Statement shall be personally brought to the TPB Office. Otherwise, the delivery fee will be shouldered by the supplier.

2. Copy of Official Receipt

Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.

An original copy of the Official Receipt shall be personally brought to the TPB Office. Otherwise, the delivery fee will be shouldered by the supplier.

VIII. PROJECT OFFICERS CONTACT INFORMATION

For particulars, please contact:

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