

TERMS OF REFERENCE

PROJECT MANAGEMENT COMPANY FOR 2023 TPB TEAM BUILDING AND YEAR-END ACTIVITIES

I. BACKGROUND

As part of its Employee Engagement Program, the Tourism Promotions Board (TPB) desires to merge the conduct of its team building and year-end activities to bring fun and engagement to its personnel.

II. OBJECTIVES

The TPB required the engagement of a program management company for the implementation of the above-mentioned activities with the following objectives:

1. To promote connectivity across departments/offices.
2. To improve communication and collaboration among the personnel.
3. To have a break from work, have fun, and celebrate the season.

III. SCOPE OF WORK/SERVICES/DELIVERABLES

1. Details:

- Engagement Activity : 2023 TPB Team Building and Year-End Activities
- Concept : Team Work and Wellness Activity
- No. of Participants : 180 pax
- Venue : Calatagan, Batangas

2. Provision of the following:

- a. To design a team building program / Plan Approach / Methodology based on the objectives and the theme "Pa BeBE – Be a Blessing to Everyone / Everywhere".
- b. Resource Speaker/ Program Facilitator based on the topic provided by TPB with the following qualifications:
 - Knowledgeable in any type of team work and wellness interventions
 - Have conducted at least 5 similar interventions for the past 5 years
 - With relevant certifications/licenses in wellness or team development
- c. At least 3 Marshalls that will assist during the session
- d. Dedicated Program Coordinator/ Program Assistant
- e. Session supplies and materials
- f. Awards, Prizes and/ or tokens (in kind or monetary)
- g. Photo and video coverage with highlights to be played on the 2nd night of the session for documentation:
 - 2 Photographers and 1 videographer
 - 150 color-enhanced photo
 - 5-10 minutes event highlight video/ Same Day Edit (SDE)
 - Submission of raw videos and photos
 - Must be submitted on a hard drive

3. Incidental, other miscellaneous and on-site related expenses amounting to PhP20,000.00.
4. Price quotation is Inclusive of transportation, accommodation, meals and other expenses of the PMC representatives.

IV. PROJECT IMPLEMENTATION

Indicative dates: 11- 13 December 2023
Program: 2 days / 6 hrs per day

V. ADDITIONAL TECHNICAL REQUIREMENTS

- a. Firm/ Company has been involved in providing similar services in government and private offices for at least three (3) years.
 - For Ongoing Project – submit any of the ff: Notice of Award, Notice to Proceed, or Contract
 - For Completed Project – submit Certificate of Project Completion
- b. 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)
- c. Submit list with the Curriculum Vitae using the TPF6 Form of Resource Speaker/ Program Facilitator and assistants/ marshalls who will synthesize the activities.
- d. Statement of acceptability of the schedule of the Scope of Deliverables.

VI. CRITERIA FOR EVALUATION

The firm/ company is expected to submit technical and financial proposals which shall be evaluated based on Quality Cost Based Evaluation (QCBE). The winning bidder must attain a hurdle rate of 85% based on the following set of selection criteria with their corresponding weight assignments:

CRITERIA FOR EVALUATION

Proposal	Weight
Technical Proposal	85%
Financial Proposal	15%
Total	100%

Bidders are required to present (maximum of 15 minutes) their plan approach for the project.

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

VI. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is **FOUR HUNDRED THOUSAND PESOS (Php 400,000.00)** inclusive of all applicable fees and taxes.

VII. Terms of Payment

1. Payment within 30 days upon full completion of the services with deliverables and submission of the invoice.
2. All incurred charges during the event proper will be settled thru send- bill arrangement
3. Supplier must submit a Statement of Account (SOA) or Billing Statement for processing of payment
4. Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have an account in LBP, bank charges to the preferred alternate bank will be shouldered by the bidder.

Note: Original copy of Statement of Account / Billing Statement and Official Receipt shall be personally brought to TPB Office. Otherwise, the delivery fee will be shouldered by the supplier.

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

Karen A. Padolina
Personnel and Human Resources Development Division
karen_padolina@tpb.gov.ph

Diana B. Rosima
Personnel and Human Resources Development Division
diana_rosima@tpb.gov.ph

Ada Josefina V. Cruz
Personnel and Human Resources Development Division
ada_cruz@tpb.gov.ph

Bernadette Kalingag
Personnel and Human Resources Development Division
bernadette_kalingag@tpb.gov.ph

RATING SHEET

CRITERIA		%	Rating
I.	Qualification of Resource Speaker/ Program Facilitator who will be assigned to the Project	40%	
	1. Relevant Experience <ul style="list-style-type: none"> ➤ More than five (5) years of relevant experience (15) ➤ At least five (5) years (10) 	15%	
	2. Conducted teamwork and wellness interventions in the past 5 years: <ul style="list-style-type: none"> ➤ More than five (5) sessions (15) ➤ At least five (5) sessions (10) 	15%	
	3. Relevant certifications/licenses in wellness or team development (10)	10%	
II.	Firm Experience and Capability	40 %	
	1. Has been involved in providing similar services in government and private offices: <ul style="list-style-type: none"> ➤ More than 3 years (20) ➤ At least 3 years (10) 	20%	
	2. Conducted team building activities in the past 3 years: <ul style="list-style-type: none"> ➤ More than 10 sessions (20) ➤ Above 5 but less than 10 sessions (15) ➤ Minimum of 3 sessions (10) 	20%	
III.	Plan of Approach and Methodology	20 %	
	The functionality of the presented customized proposal tailor-fit to the organization’s needs and objectives – not generic, one-size-fits-all materials including: <ul style="list-style-type: none"> 1. Bidder’s proposal of the activity outline; new strategies/ideas/activities during the actual session (10) 2. Applicability to TPB (10) 	10%	
		10%	
Passing Score: 80%			