

**TECHNICAL SPECIFICATIONS**  
**SERVICE PROVIDER FOR THE RESOURCE/MOTIVATIONAL SPEAKER FOR THE TPB 2024 LEARNING**  
**OVER LUNCH (LOL)**  
**12 JANUARY 2024**

**I. BACKGROUND**

As part of its Employee Engagement Program, the Tourism Promotions Board (TPB) conducts an annual Learning Over Lunch (LOL) as a kickoff learning intervention to inspire and motivate TPB personnel to accomplish their target for the year.

Subsequently, the TPB desires to engage a Service Provider to provide a Resource/Motivational Speaker for the TPB 2024 Learning Over Lunch (LOL).

**II. OBJECTIVES**

The TPB desires to engage a Service Provider to provide a Resource/ Motivational Speaker for the above-mentioned activity with the following objectives:

1. To connect personnel with their respective purpose and contribution in the organization.
2. To inspire personnel to continue being productive, supportive and a blessing to others.
3. To let the personnel appreciate knowing themselves, mastering their strengths and maximizing their potential despite the challenges and difficulties encountered.

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

1. Provision of the following:
  - Resource/Motivational Speaker that is knowledgeable and can synthesize the session vis-à-vis the set objectives based on the topic “I L.E.A.P. – I Love, I Excel, I Achieve, I Prosper”
  - At least one (1) dedicated Program Coordinator/Program Assistant
  - Program supplies and materials
2. Other Requirements:
  - Price quotation is Inclusive of relevant fees such as transportation, parking, and other expenses to be incurred by the Service Provider, Resource Speaker, and their representatives.
  - 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)

**IV. PROJECT IMPLEMENTATION**

Engagement Activity	:	2024 TPB Learning Over Lunch (LOL)
Date	:	12 January 2024
Speaking Duration	:	at least 2 hours, 10:00am to 12:00nn
No. of Participants	:	180 pax
Venue	:	within Metro Manila Area

**V. ADDITIONAL TECHNICAL REQUIREMENTS**

1. Submit a proposed outline of the talk based on the topic provided by TPB.
2. Bidder should have been involved in at least three (3) engagement providing similar services in government and private offices within the last three (3) years:

- For Ongoing Project – submit any of the following: Notice of Award, Notice to Proceed, or Contract
  - For Completed Project – submit Certificate of Project Completion
3. Submit a list together with the Curriculum Vitae for the Resource Speaker who will synthesize the activities. The Resource Speaker should have conducted at least 5 similar engagements/interventions the within the last three (3) years
  4. Statement of acceptability of the schedule of the Scope of Deliverables.

## VI. RATING CRITERIA

RATING CRITERIA	%	Rating
<b>I. Qualification of Resource Speaker who will be assigned to the Project</b>	<b>40%</b>	
1. Relevant Experience <ul style="list-style-type: none"> <li>➤ More than three (3) years of relevant experience (15%)</li> <li>➤ At least three (3) years of relevant experience (10%)</li> </ul>	<b>15%</b>	
2. Conducted motivational sessions in the past three (3) years: <ul style="list-style-type: none"> <li>➤ More than five (5) sessions (15%)</li> <li>➤ At least five (5) session (10%)</li> </ul>	<b>15%</b>	
3. Relevant certifications/licenses in motivational/wellness development	<b>10%</b>	
<b>II. Firm Experience and Capability</b>	<b>40 %</b>	
1. Has been involved in providing similar services in government and private offices: <ul style="list-style-type: none"> <li>➤ More than three (3) years (20%)</li> <li>➤ At least three (3) years (15%)</li> </ul>	<b>20%</b>	
2. Conducted motivational sessions in the past 3 years: <ul style="list-style-type: none"> <li>➤ More than three (3) sessions (20%)</li> <li>➤ At least three (3) session (15%)</li> </ul>	<b>20%</b>	
<b>III. Plan of Approach and Methodology</b>	<b>20 %</b>	
The functionality of the presented customized proposal tailor-fit to the organization’s needs and objectives – not generic, one-size-fits-all materials including: <ol style="list-style-type: none"> <li>1. Bidder’s proposal of the activity outline; new strategies/ideas/activities during the actual session</li> <li>2. Applicability to TPB</li> </ol>	<b>10%</b>	
	<b>10%</b>	
<b>Passing Score: 85%</b>	<b>100%</b>	

## VII. CRITERIA FOR EVALUATION

The bidder is expected to submit technical and financial proposals which shall be evaluated based on the based on the set of selection criteria with their corresponding weight assignments below. The winning bidder must attain a hurdle rate of 85%.

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

## VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **TWO HUNDRED THOUSAND PESOS ONLY (PHP200,000.00)** inclusive of all applicable fees and taxes.

## VIII. TERMS OF PAYMENT

- Payment will be on a send bill arrangement to the Tourism Promotions Board.
- Payment term is 30 working days 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 relevant fee addressed to:  
KAREN A. PADOLINA  
Acting Head  
Personnel and Human Resources Development Division  
Tourism Promotions Board  
4/F Legaspi Towers 300, Roxas Blvd., Manila 1100  
***Note:** Submission of the original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, the delivery fee will be shouldered by the supplier.*
  2. Copy of Official Receipt  
***Note:** Submission of the Official Receipt shall be personally brought to TPB Office. Otherwise, the delivery fee will be shouldered by the supplier.*
- 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.

## 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](mailto:karen_padolina@tpb.gov.ph)

Diana B. Rosima  
Personnel and Human Resources Development Division  
[diana\\_rosima@tpb.gov.ph](mailto:diana_rosima@tpb.gov.ph)

Ada Josefina V. Cruz  
Personnel and Human Resources Development Division  
[ada\\_cruz@tpb.gov.ph](mailto:ada_cruz@tpb.gov.ph)

Bernadette Kalingag  
Personnel and Human Resources Development Division  
[bernadette\\_kalingag@tpb.gov.ph](mailto:bernadette_kalingag@tpb.gov.ph)