

TECHNICAL SPECIFICATIONS
SERVICE PROVIDER FOR LEARNING OVER LUNCH (LOL) RESOURCE PERSON
10 January 2025

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 2025 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 provide a holistic approach to self-care and personal development.

III. SCOPE OF WORK/ DELIVERABLES:

1. Details:

- Engagement Activity : 2025 TPB Learning Over Lunch (LOL)
- Speaking Duration : at least two (2) hours
- No. of Participants : 180 pax
- Venue : within Metro Manila Area

2. Provision of the following:

- a. Resource/ Motivational Speaker based on the topic provided by TPB who has conducted at least five (5) similar engagements/ interventions for the past three (3) years
- b. At least one (1) dedicated Program Coordinator/ Program Assistant
- c. Program supplies and materials

IV. PROJECT IMPLEMENTATION

- Date : 10 January 2025
- Speaking Duration : at least two (2) hours from 10:00 AM to 12:00 NN

V. TECHNICAL REQUIREMENTS

1. Bidder must have at least three (3) years of experience in providing training and learning sessions in government and private offices and submit the following:
 - For Ongoing Projects with government offices – submit any of the following: Notice of Award, Notice to Proceed, or Contract
 - For Completed Project – submit Certificate of Project Completion
2. Bidder must be able to provide qualified subject matter expert/s who can synthesize the session vis-à-vis the set objectives. Submit list with the Curriculum Vitae using the TPF6 Form of Resource Speaker/ Program Facilitator and assistants who will synthesize the activities.
3. 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).
4. Submit statement of acceptability of the schedule of the Scope of Deliverables.
5. 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.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **TWO HUNDRED FIFTY THOUSAND PESOS (Php 250,000.00)** 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 relevant fee addressed to:

ROSSANDRA AMYTHERA Q. CAYAGO
Acting Head
Personnel and Human Resources Development Division
Tourism Promotions Board
6/F, Five E-Com Center, Harbor Drive Mall of Asia Complex, Pasay City, 1300

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

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.

Submission of the Original copy of Statement of Account / Billing Statement and Official Receipt shall be c/o of 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

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