

TERMS OF REFERENCE

Provision of Learning Service Provider for the Capacity Building on Presentation Skills

I. Background

The Philippine Competition Commission (PCC) is an independent, quasi-judicial body mandated to implement Republic Act No. 10667 or the Philippine Competition Act (PCA). The PCA prohibits anti-competitive agreements, abuses of dominant position, and anti-competitive mergers and acquisitions as the law aims to enhance market competition for the benefit of consumers and businesses.

Critical in achieving the organizational mandates of PCC is ensuring that its policies, programs, and initiatives are conveyed and presented clearly and comprehensively to its internal and external stakeholders. As PCC is a young government agency, building influence and delivering high-impact communications are necessary for effectively implementing the PCA and promoting a culture of competition in the country.

With the COVID-19 pandemic significantly affecting the way people work, PCC, like any organization, is also transitioning to virtual work arrangements and meetings. Despite the flexibility virtual meetings can offer, there are unforeseen external factors that may affect the quality of interpersonal connection and communication. This highlights the need for more effective and clearer delivery to ensure that employees, clients, and stakeholders understand the intent and purpose as they work towards the success of the agency's mandates.

II. Objective

The capacity building activity on Presentation Skills aims to help the participants become compelling and assertive communicators, especially in virtual platforms. It targets employees whose functions include conducting case/policy presentations, facilitating events, and other related functions requiring public speaking and presentation skills.

At the end of the capacity building program, the participants are expected to:

- a. Understand the essential role of the communication process in delivering an effective presentation;
- b. Identify the fundamental elements and principles of an engaging virtual presentation;
- c. Plan and design presentations that will create maximum impact;
- d. Demonstrate the use of appropriate presentation techniques, tools, and technologies; and
- e. Learn and apply best practices in communicating and delivering presentations virtually.

III. Scope of Works



The Learning Service Provider (LSP) will be engaged for a duration of one month for the delivery of the capacity building program, and is expected to do the following items:

1. Develop a course design setting out the course learning outcomes, online delivery strategy and course schedule. The course design should include various methodologies, such as lecture, workshop, role playing and other practical exercises with feedback and coaching on the relevant competencies;
2. Prepare online system to be used - preferably Microsoft Teams;
3. Coordinate with the Project Manager designated by PCC on the following requirements:
 - a) Online platform requirements
 - b) Registration
 - c) House rules
4. Conduct pre- and post-program competency assessment of participants against the learning objectives of the program;
5. Conduct four 4-hour sessions spread in two weeks and with recordings available online;
6. Include asynchronous assignment/s in the design that will require approximately two to four hours of the live webinar sessions to be attended;
7. Incorporate creative and engaging activities such as, but not limited to, case studies, small group and plenary discussions, polls or short quizzes, action planning, etc.
8. Provide digital copies of training and reading materials;
9. Administer post-program evaluation survey to participants;
10. Issue digital certificates to the participants upon completion of the program; and
11. Submit a Terminal Report on the course delivery and administration, individual pre- and post-competency assessments, course feedback from participants, analyses of issues, and recommendations.

IV. Deliverables and Timelines

Below is the proposed schedule for each deliverable of the project.

Deliverables	Timeline
(1) Original signed course design setting out the course learning outcomes, delivery strategy and course schedule, including various methodologies (2) Advance copy of presentation materials	At least seven business days after receipt of the Notice of Award
(3) Advance copies of the survey forms for: (1) pre- and post-competency assessment of participants; and (2) program evaluation for each synchronous and asynchronous session	At least two business days before the conduct of Session 1 of Program
(4) Digital copy of final presentation and reading materials	One business day after the conduct of the last session of the Program
(5) Complete set of certificates of participation/completion of qualified participants	Seven business days after the conduct of the last session of the Program
(6) Terminal Report on the course delivery and administration, individual pre and post competency assessments, course feedback from participants, analyses of issues, and recommendations.	Seven business days after conduct of the last session of the Program

The PCC Project Manager certifies the completion of each deliverable.

V. Minimum Qualifications and Requirements

- a. Duly licensed Filipino citizens/sole proprietorships;
- b. Partnerships duly organized under the laws of the Philippines of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- c. Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- d. Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) belongs to citizens of the Philippines; or
- e. Persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract. Provided, however, that Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA;
- f. Engaged in consulting and training services in organizational communication, public speaking, leadership and management, and/or other similar or related areas for at least five (5) years;
- g. Has previous or on-going engagement/s with at least five (5) institutions in a similar or related program, at least two (2) of which were engagements with public/government sector;
- h. Designated resource person and facilitator should be a graduate of a four-year degree course, with at least three (3) years of work experience in delivering programs of similar nature to public and/or private sector organizations.

Qualifications of the bidder will be evaluated based on the original signed extensive curriculum vitae submitted by the bidder. Also, for partnerships and corporations, bids will be evaluated based on the submitted: (a) DTI or SEC registration submitted indicating the year of registration and/or other relevant documents; (b) list of completed and on-going contracts; (c) copies of Certificates of Satisfactory Service Rendered / Certificates of Completion; and (d) original signed extensive curriculum vitae of the lead lecturer / facilitator / learning service provider to conduct the training program.

VI. Selection Criteria

The PCC shall select the most qualified service provider using the quality-cost based evaluation pursuant to the pertinent provisions of R.A. No. 9184 or the Government Procurement Reform Act. The 75% - 25% quality to cost ratio shall be used for this purpose allocated as follows:

Evaluation Criteria	Weight
Technical Proposal <ul style="list-style-type: none"> ▪ <i>Applicable Experience</i> (20%) ▪ <i>Quality of project personnel</i>, i.e., suitability of key staff to perform the project's scope of work, general qualifications and competence including education and professional experience of key staff (20%) 	75%

▪ <i>Plan of approach and methodology</i> , i.e., clarity, feasibility, innovativeness and comprehensiveness of the proposal (60%)	
Financial Proposal	25%
Total	100%

The hurdle score for this project to pass in the evaluation is 80 percent.

VII. Approved Budget for the Contract and Mode of Procurement

The Approved Budget for the Contract (ABC) for this engagement is **One Hundred Twenty-Three Thousand Two Hundred Pesos (PhP123,200.00)**, inclusive of all applicable government taxes and service charges.

The procurement of the Consulting Services shall be undertaken through Negotiated Procurement – Small Value Procurement pursuant to RA No. 9184 and its revised Implementing Rules and Regulations (IRR).

VIII. Mode of Payment

Payment shall be endorsed to the Director of Administrative Office; and the payment shall be released within fifteen (15) days upon receipt of the billing statement supported by a Certificate of Satisfactory Service Rendered, and the PCC’s acceptance of the deliverables listed above.

IX. Confidentiality of Data and Information

The Consultant that will be engaged by the PCC shall submit outputs directly to the designated project manager within PCC for review and endorsement for payment. All the materials, data and information used and generated through this project will be the sole property of PCC. The consultant shall neither use nor disseminate these documents for their own research purposes without the written consent of the PCC.

X. Liquidated Damages

If the LSP fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. Pursuant to Section 68 of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XI. Dispute Resolution

Should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

Any amendments and additional terms and conditions of the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:

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Approved by:

JESON Q. DE LA TORRE
Director IV, Administrative Office

CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date

Bidders are requested to submit the following documents:

For individual

- a. Cover Letter
- b. Curriculum Vitae
- c. Copy of Diploma/Certificate of Graduation
- d. Certificate of Trainings/Seminar Programs Attended within the last 3 years
- e. List of client references with contact details
- f. List of all on-going and completed government and private contracts, including contract/s awarded but not yet started, if any, which is/are similar to the project to be bid
- g. Certificate of Satisfactory Services Rendered, or its equivalent, for completed government and private contracts
- h. Comments and suggestions of offeror on the TOR
- i. Description of the methodology and work plan for performing the project

For firm

- a. Cover Letter
- b. Company Profile
- c. List of client references with contact details
- d. List of all on-going and completed government and private contracts, including contract/s awarded but not yet started, if any which is/are similar to the project to be bid
- e. Certificate of Satisfactory Services Rendered, or its equivalent, for completed government and private contracts
- f. Comments and suggestions of offeror on the TOR
- g. Description of the methodology and work plan for performing the project
- h. Project Team composition and taskings
- i. Curriculum Vitae of Project Team members
- j. Certificate of Trainings/Seminar Programs Attended by the Lead Consultant/Project Lead within the last 3 years

Financial Proposal

Financial Proposal with cost breakdown

RATING SHEET

RE: **“Provision of Learning Service Provider for the Conduct of Capacity Building on Presentation Skills to Philippine Competition Commission”**

EVALUATION CRITERIA	CRITERIA	WEIGHT (%)	RATING	FACTOR VALUE
Applicable Experience (20%)	Years of experience in providing consultancy and training services in organizational communication, public speaking, leadership and management, and/or other similar or related areas.	40%		
	Number of institutions engaged with in similar or related program/s	30%		
	Number of public/government institutions engaged as clients of similar programs	30%		
	100%			
Quality of Personnel (20%)	Educational attainment of the consultant (of lead consultant, if firm)	40%		
	Years of work experience of consultant (of lead consultant, if firm) in delivering programs of similar nature to public and/or private sector organizations	60%		
	100%			
Plan of approach and methodology (60%)	Work Plan	50%		
	Approach and methodology (Training Design and Content)	50%		
	100%			
Applicable Experience		<i>x (0.20)</i>		
Quality of Personnel		<i>x (0.20)</i>		
Plan of approach and methodology		<i>x (0.60)</i>		
Technical Proposal (Total)		<i>x (0.75)</i>		
Financial Proposal		<i>x (0.25)</i>		
TOTAL				

Rating Criteria

CRITERIA	PARAMETERS	RATING SYSTEM		WEIGHT (%)
TECHNICAL PROPOSAL (75%)				
Applicable Experience (20%)	Years of experience in providing consultancy and training services in organizational communication, public speaking, leadership, and management, and/or other similar or related areas.	100	With at least nine (9) years	40%
		90	With six (6) to eight (8) years	
		80	With five (5) years	
		0	With less than five (5) years	
	Number of institutions engaged with in similar or related program/s	100	More than six (6) institutions	30%
		90	Six (6) institutions	
		80	Five (5) institutions	
		0	Less than five (5) institutions	
	Number of public/government institutions engaged with in similar or related programs	100	More than three (3) public/government institutions	30%
		90	Three (3) public/government institutions	
		80	Two (2) public/government institutions	
		0	Less than two (2) public/government institutions	
Quality of Personnel (20%)	Educational attainment of the consultant (of lead consultant, if firm)	100	PhD holder	40%
		90	MS/MA holder	
		80	BS/BA holder	
		0	No BS/BA degree	
		0	Without certification	
	Years of work experience consultant (of lead consultant, if firm) in delivering programs of similar nature to public and/or private sector organizations	100	With more than eight (8) years	60%
		90	With four (4) to eight (8) years	
		80	With at least three (3) years	
0	With less than three (3) years			
Plan of approach and methodology (60%)	Work Plan	100	Very Good Characteristics under “good” are present. Decision points and the sequence and timing of activities are very well defined, indicating that the offeror has optimized the use of resources. The work	

CRITERIA	PARAMETERS	RATING SYSTEM		WEIGHT (%)
TECHNICAL PROPOSAL (75%)				
			plan is explained in relation to the proposed approach and permits flexibility to accommodate contingencies.	50%
		90	Good The work plan fits the TOR well; all important activities are indicated in the activity schedule and their timing is appropriate and consistent with the assignment outputs; and the interrelation between the various activities is realistic and consistent with the proposed approach. There is a fair degree of detail that facilitates understanding of the proposed work plan.	
		80	Satisfactory All key activities are included in the activity plan, but they are not detailed. There are minor inconsistencies between timing, assignment outputs, and proposed approach.	
		0	Poor Not all key activities are included in the activity plan, and their major inconsistencies between timing, delivery of outputs, and proposed approach.	
	Approach and Methodology	100	Very Good Characteristics under “good” are present with additional activities/recommendations that add value to the project. Important issues are approached in an innovative and efficient way, indicating that the offeror have understood the main issues of the assignment and have outstanding knowledge of new solutions. The proposal details ways to improve the results and the quality of the assignment by using various approaches, methodologies, and knowledge.	50%
		90	Good The proposed approach is discussed in full detail, and the	

CRITERIA	PARAMETERS	RATING SYSTEM		WEIGHT (%)
TECHNICAL PROPOSAL (75%)				
			methodology is specifically tailored to the characteristics of the assignment and flexible enough to allow its adaptation to change that may occur during project execution.	
		80	Satisfactory The steps to carry out the different activities of the TOR is discussed generically. The approach is standard and not specifically tailored to the assignment. Although the approach and methodology are suitable, they don't include a discussion on how the offeror proposes to deal with critical characteristics of the assignment.	
		0	Poor The approach is not appropriate or suitable to the assignment.	
FINANCIAL PROPOSAL (25%)				
Financial Proposal	Bid amount	$= (\text{LAP} / \text{AOP}) \times \% \text{ Allocation}$ <p>Where: AOP = amount of offer in the financial proposal LAP = lowest amount offered among offerors % Allocation = percentage assigned to the financial proposal</p>		100%


For Esig: Provision of a Learning Service Provider for Capacity Building on Presentation Skills (Online Course)


Final Audit Report


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