



TERMS OF REFERENCE

Procurement of Training Provider/ Professional Services

I. **PROJECT TITLE :** Business and Technical Writing Workshop

II. **DATE/VENUE :** October 21 - 24, 2022 / Online Platform

III. BACKGROUND/RATIONALE

As the nation maintains to be at par with the rest of the world, embracing the convenience of the ever growing technology especially now that the world is adjusting to the demands of the new normal, the mode of communication also takes a new form. The digital world introduces new information and processes that are complex. To convey complex information and specifications to readers in a way the readers can understand and apply is the main purpose of Technical Writing.

It requires adequate knowledge and skills to write technical communications and documents that will explain processes and specifications, inform, instruct, or persuade a particular audience or readers.

This workshop is designed to capacitate the participants with the key steps in effective technical writing.

Course Objectives:

1. Enable the participants to develop the right kind of technical writing in any format and for any medium.
2. Develop skills in structuring information and articulating subject matter.
3. Provide a framework for producing technical documents and specifications.

IV. SCOPE OF WORK/ ITEMS/ DELIVERABLES

The Training and Development Division is looking for a professional services/training provider intended for the DOT Employees for the said program.

PROGRAM	KEY CONTENTS	TARGET DATES	TARGET PAX
Business and Technical Writing	Kinds of Business Writing The Purpose of Technical Writing Structuring Information and Articulating Subject Matter Writing Reports, Proposals and Plans	October 21 & 24, 2022	30 pax

V. MINIMUM REQUIREMENTS FOR THE TRAINING PROVIDER

- Must be a recognized learning and development institution/trainer by Civil Service Commission;
- Must be amenable to government pay procedure

The Business and Technical Workshop incorporated in this Terms of Reference shall be implemented in the Calendar Year 2022. The training provider shall perform the following deliverables:

ACTIVITIES	DELIVERABLES	QUANTITY
1. Design of the Program Introduction to Business and Technical Writing	Program design and course content submitted	1 day
2. Purpose of Technical Writing		
3. Structuring Information and Articulating Subject Matter		1 day
4. Writing Reports, Proposals and Plans		

VI. PROJECT COST


One Hundred Twenty Thousand Pesos (Php120,000.00) inclusive of applicable taxes. Expenses shall be charged to the Training and Development Division (TDD) Internal Training Programs for FY 2022.

VII. TERMS OF PAYMENT
Government Procedure


VIII. CONTACT DETAILS

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