

TERMS OF REFERENCE

I. PROJECT/ACTIVITY:

Procurement of a reputable training provider for the conduct of the COMPETENCY BUILDING PROGRAM TIER II for DOT employees.

III. SPECIFIC REQUIREMENTS:

- ✓ Training Provider must have current ISO certification and Civil Service Commission accreditation
- ✓ Must have at least 10 years of experience as a training provider
- ✓ Experience in delivery of similar and related training to reputable companies, government agencies, and international organizations.
- ✓ Must have a minimum of 3 resource speakers per run.
- ✓ Can conduct training on the following dates:
 - December 3-7, 2018
 - December 10-14, 2018
 - January 7 – 11, 2019
 - January 14 – 18, 2019

IV. SCOPE OF DELIVERABLES:

- ✓ 5-day training for a group of **30 employees per run, for 6 runs**
- ✓ Submission of training modules on the opening of bids.
- ✓ Submission of training reports upon payment.
- ✓ Minimum course content:

Day 1- Communicating with Impact <ul style="list-style-type: none"> • The Executive Presence • The Art of Storytelling • Presentation Mastery • Audience Analysis 	Day 3- The Language of Business <ul style="list-style-type: none"> • Technical Writing • Media Training 101 • Business Communication • Customer Service Etiquette
Day 2- Global Language Excellence <ul style="list-style-type: none"> • Grammar Mastery • Email Etiquette • Assertiveness and Sensibility • Communication Frameworks 	Day 4- Leadership Training <ul style="list-style-type: none"> • Personality Profiling • Handling Diversity • Crisis Management • Problem Solving and Decision Making
Day 5 –Personality Development <ul style="list-style-type: none"> • Image Enhancement and Make-Over • Time and Stress Management • Diplomacy and Protocol Training • Social Graces and Fine Dining Etiquette 	


- ✓ Pre and Post-tests/assessment.

- V. APPROVED BUDGET FOR CONTRACT : P 1,680,000.00**
(Inclusive of VAT)
- VI. TERMS OF PAYMENT : Government Procedure**
- VII. CONTACT PERSON : Jerlie S. Ganiga**
- VIII. CONTACT NUMBER : 459-5200 Local 114**

RECOMMENDING APPROVAL:

APPROVED/DISAPPROVED:


VERNIE VELARDE-MORALES
 Director, Administrative Service


ATTY. REYNALDO L. CHING
 OIC-Undersecretary for Administration