

# TECHNICAL SPECIFICATIONS FOR THE PROCUREMENT OF TRAINING SERVICE PROVIDER

1. **Project Title : COMPLETED STAFF WORK (CSW)**
2. **Total Approved Budget (based on the Approved Corporate Operating Budget and/or Indicative Annual Procurement Plan):**

Approved Budget for the Contract (ABC) is PhP **462,000.00**

3. **Brief discussion why the goods and services to be procured are necessary**

Completed Staff Work (CSW) is a comprehensive and systematic process of analyzing a problem, recommending solution, and thoroughly presenting it to the supervisor to be either approved or disapproved. Employees are expected not only to present problems or concerns to their supervisors but most importantly to provide recommendations or proposed action for the supervisors to consider.

This workshop is intended to equip the GSIS employees with skills in the study, analysis, solution and presentation of issues, proposals, and recommendations to enable GSIS executives to make an immediate and intelligent decision.

In this training-workshop, participants will learn the essential components, processes, and techniques in preparing a CSW. This will also further enhance the research proficiency and analytical aptitude of the participants.

4. **Scope of the Project**  
**Program Objectives:**

1. Identify the concept of completed staff work;
2. Prepare a completed staff work;
3. Apply techniques in the preparation of completed staff work; and
4. Demonstrate research skills and analytical abilities.

5. **Detailed specifications of the items, materials, equipment/hardware/software, accessories and or services to be procured**

This program will cover the following modules:

- Module 1: Concept of Completed Staff Work
- Module 2: Completed Staff Work Process
- Module 3: Content and Format of the Completed Staff Work
- Module 4: Critiquing and Presentation of Completed Staff Work

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## **Completed Staff Work**

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## **Methodology:**

The program will employ different methodologies such as:

- Structured Learning Exercises (SLEs)
- Lectures and Discussion
- Case Study Approach
- Writing Exercises
- Group/Individual presentation

## **Target Participants:**

The target participants of this program are GSIS personnel who have already attended Business and Technical Report Writing workshop but have not yet attended any workshop on CSW.

## **Training Provider's Responsibilities:**

1. Customize and implement the training program with a training assistant in collaboration with the GSIS Training and Oversight Division (TOD).
2. Provide training manuals and hand-outs to each participant.
3. Provide other training materials, such as but not limited to:
  - a. Resource Speaker's laptop
  - b. Projector
  - c. Participants' IDs or nametags
  - d. Certificates of Completion with Class Picture for each participant
  - e. Pens, pencils, markers, easel sheets, cartolina, etc.
  - f. Prizes (if applicable)
4. Conduct of pre and post training assessment.
5. Document the program especially workshop outputs (*i.e., pictures, video recording, etc.*)
6. Submit Program Terminal Report (*TOD to provide format*), and Soft and Hard Copies of the Trainer's Manual. It shall be submitted one week after the completion of all the batches of the training program.
7. Provide a Company profile with list of companies where they have conducted the same or similar program.
8. Provide copies of the Resource Speaker/s resume or curriculum vitae which should reflect the following:
  - a. Minimum of three (3) years of experience in conducting similar trainings/seminars

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- b. List of companies or organizations he/she has conducted the same or similar trainings
9. Provide TOD a monitoring tool for the participants and their supervisors which will measure the application of learnings in the workplace and determine effectiveness of the program.
10. In the event of, but not limited to, any acts of God, government acts under its police power, war, terrorist attack, fire, flood, explosion, civil commotion and any other cause or causes beyond reasonable control, no party shall be liable to the other party for any delay or non-performance of its obligation.

## **6. Manpower requirements**

Resource Person/s with at least one (1) training assistant

## **7. Support service requirements**

Follow-through activity after the conduct of the training.

- a. Provide Training and Oversight Division (TOD) supplementary reading materials on the topic/s discussed that may be given to the participants after the conduct of the training.
- b. Partner with TOD in the monitoring and evaluation of the participants' application of learnings in the workplace and determine the effectiveness of the program.

## **8. Warranty and after-sales service requirements - Not Applicable**

## **9. Clear statement of the required standards of workmanship, materials and performance of the goods and services to be procured**

Proposals will be evaluated by the GSIS vis-à-vis Program Design and Terms of Reference. GSIS reserves the right to invite bidders to present the overview of the following:

- a. Program Design;
- b. Training Plan;
- c. Monitoring and Evaluation Plan (M & E);
- d. Course Outline; and
- e. Resource Speaker's Profile with only relevant/similar trainings included.

Only those with completely submitted documents will be invited for a presentation of the modules, training plan, etc.

During the presentation, it is expected that the actual Resource Speaker/s will do the presentation. Training proposals will be evaluated based on the following criteria:

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• <b>Financial Bid</b>	30%
- refers to amount of bid	
• <b>Program Design</b>	
- Framework/Program Content	30%
- Methodology and Technology	20%
• <b>Resource Speaker (RS)</b>	20%
- Presentation of Modules and Training Plan	
- Expertise	
- List of companies/agencies where RS has conducted similar programs	
<b>Total</b>	<b>100%</b>

**10. Brand and specifications of the existing items, materials, equipment/hardware/software and accessories, if the former are related to the goods and services to be procured - Not Applicable**

**11. Drawings/Plans and other necessary information - Not Applicable**

**12. Schedule and place of delivery**

The two (2)-day training will be conducted in two (2) batches with 25-30 participants per batch on the following dates:

BATCH	SCHEDULE
1	April 23-24, 2019
2	May 7-8, 2019

The training venue and meals will be provided by the GSIS.

**13. Terms of Payment**

Payments shall be made on the following schedule:

Milestone	Percentage	Description
<b>1<sup>st</sup> Payment</b>	50% of the Contract Price	Upon submission of the Customized Program Design and conduct of the 1 <sup>st</sup> Batch
<b>2<sup>nd</sup> Payment</b>	50% of the Contract Price	Upon completion of the 2 <sup>nd</sup> batch, submission of terminal reports, reading materials, and other documentary requirements

It is understood that all applicable taxes shall be borne by the **TRAINING PROVIDER**.

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#### **14. Responsibilities of the End-User during project implementation**

1. Customize and implement the training program in collaboration with the chosen training service provider.
2. Provide list of target participants for the preparation of nametags/ID, necessary documents/forms to be accomplished by the training service provider.
3. Work with the training service provider during pre and post-training activities.

**SUBMITTED BY:**

**NOTED BY:**

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