

TECHNICAL SPECIFICATIONS FOR THE PROCUREMENT OF
TRAINING SERVICE PROVIDER

1. **Project Title : BUILDING EFFECTIVE TEAMS**
2. **Total Appoved Budget (based on the Approved Corporate Operating Budget and/or Indicative Annual Procurement Plan):**

Approved Budget for Contract (ABC) of Php 308,000.00

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

In this two (2)-day interactive program, the participants will learn how to build and lead teams, solve problems, make decisions, and optimize team performance to achieve team effectiveness. The *Building Effective Teams* (BET) training, the second phase of the Supervisory Development Program, aims to provide team leaders and supervisors (Division Chiefs) the basic competencies of Building Organizational Talent. It focuses on team formation, team roles, team effectiveness and managing team conflicts.

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

- a. Define team effectiveness;
- b. Identify common team challenges hindering effectiveness;
- c. Identify the dynamics of effective teams;
- d. Create an action plan to implement the tools within their respective OUCs.

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

This program will cover the following modules:

- a. Definition of Effectiveness;
- b. Challenges that hinder effectiveness;
- c. Dynamics of Effective Teams
 - c.1. Foster psychological safety. Team Members feel safe to take risks and be vulnerable in front of each other.
 - c.2. Develop dependability. Team members get things done on time and meet quality standards of the organization.
 - c.3. Reinforce Structure and Clarity. Team members have clear roles, plans, and goals.
 - c.4. Provide Meaning. Work is personally important to team members.
 - c.5. Create Impact. Team members think their work matters and creates change.¹
- d. Action Planning.

¹ Google. Retrieved 15 January 2020, from <https://rework.withgoogle.com/print/guides/5721312655835136/>

Methodology:

This program will use an interactive approach using adult learning principles, group activities with presentation, role-playing, mini case studies and group discussions.

Target Participants:

The target participants are employees with Salary Grades (SG) 19-20 performing as team leads, SG 21-25 or those with highly technical positions but have already completed Fundamentals of Leaderships training, division chiefs who have not yet taken any basic Supervisory Development course, and employees identified as part of the Leadership Development Program (LDP).

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
 - b. List of companies or organizations he/she has conducted the same or similar trainings

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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:

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

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	Tentative Dates of Conduct	Days
1	March 19-20, 2020	Thursday - Friday
2	March 26-27, 2020	Thursday - Friday

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
1st Payment	30% of the Contract Price	Upon submission of the Customized Program Design, Measurement and Evaluation Plan and conduct of the 1st Batch

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Milestone	Percentage	Description
2nd Payment	40% of the Contract Price	Upon completion of the 2nd batch and submission of other documentary requirements
3rd Payment	30% of the Contract Price	Upon completion of the 3rd batch and submission of terminal reports and reading materials and other documentary requirements

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

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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