



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8080161
Procuring Entity NATIONAL WAGES AND PRODUCTIVITY COMMISSION
Title Procurement of Consultant for the Conduct of the Basic Training of Trainers for New Employees
Area of Delivery Metro Manila

Solicitation Number:	SVP-2021-10-057	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Education and Training Services	Date Published	14/10/2021
Approved Budget for the Contract:	PHP 450,000.00	Last Updated / Time	14/10/2021 00:00 AM
Delivery Period:		Closing Date / Time	18/10/2021 12:00 PM
Client Agency:			
Contact Person:	Nelson Lerios Chief - Administrative Division 2/F DY International Bldg., San Marcelino St. cor. Gen. Malvar Sts., Malate Manila Metro Manila Philippines 1004 63-2-85275171 63-2-5275522 bac@produktiboatsahod.onmicrosoft.com		

Description

Total Approved Budget: PHP 450,000.00

One (1) lot Consultant for the Conduct of Basic Training of Trainers for New Employees in the Central Office and Regional Boards

Qualifications:

- With at least 15 years of work experience in the field of training management and facilitation
- Must be a member/accredited training institution locally
- Must be an accredited training provider of "Think on your Feet"
- Must provide at least 2 expert training facilitators and 1 training administration/staff

Scope of Work:

1. Design and conduct basic trainers training course with the following course outline:
 - A. Fundamentals of Giving Presentations
 - > Simon Sinek's Golden Circle: Why, How, What
 - > Virtual Image Platform Skills
 - B. Essentials of Training and Facilitating
 - > The Ladder of Influence
 - > The Process of Training "The ADDIE Cycle"
 - > 5Ws of Facilitation
 - "Think on Your Feet®"
 - Processing Skills
 - C. Critical Tools in Conducting Training
 - > Preparing your Presentation Deck
 - > Tips and Tricks of Zoom
 - > Virtual Training Tools
 - D. Practical Application for selected participants
2. Prepare and distribute training handouts
3. Submit a post report one week after the conduct of training
4. Provide and allow NWPC to use the checklist in evaluating presentations as revalida of trainees

One (1) Lot Only

Target No. Participants: at least 80 pax

Target Training Schedule: October 25-29, 2021 (5 half days)

Requirements:

1. Company Profile with list of clients with contact details
2. Resume of resource speakers/facilitators
3. Proposed course content/training methodologies
4. Proof of certifications/accreditation as a training institution

NOTE: FULL PAYMENT SHALL BE THRU BANK TRANSACTION. PREFERABLY WITH LANDBANK ACCOUNT, OTHERWISE BANK CHARGE SHALL BE FOR THE ACCOUNT OF THE WINNING BIDDER

Created by Nelson Lerios

Date Created 13/10/2021

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