

April 26, 2023

REQUEST FOR QUOTATIONS

The Philippine Council for Health Research and Development (PCHRD), through its Bids and Awards Committee (BAC), requests PhilGEPS registered suppliers to submit **quotations for the one (1) lot Consulting Services for the Training Workshop on Effective and Sensitive Communication Skills with a total approved budget for the contract (ABC) in the amount of Eighty Thousand Pesos (P 80,000.00).**

Outputs and Deliverables:

- See attached **Terms of Reference (TOR)**

Qualified bidders should submit their quotations to the address below **on or before May 03, 2023 (Wednesday), 10:00 AM.** Failure to strictly comply with the deadline and general conditions shall automatically disqualify the bidder/s from the bidding process. Winning bidder will be required to submit additional requirements as stipulated in the IRR of RA 9184.

PCHRD reserves the right to reject any or all quotations, to waive formality therein and to accept offers that may be considered most advantageous to the government.

For further information, please refer to:

Mr. Cirio D. Pangan Jr.

Secretariat, Bids and Awards Committee
Philippine Council for Health Research and Development
PCHRD Saliksik Building, Sikap Street,
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City
Email: procurement@pchrd.dost.gov.ph
Tel. Nos. 8837-2931 or 8837-2924 loc. 504 or 506
Fax No. 8837-7536 or 8837-2924

(sgd.)

MARIA VIOLETA G. INTIA
Chair, BAC

TERMS OF REFERENCE

Consultancy Services for the Training Workshop on Effective and Sensitive Communication Skills

I. Background/Rationale

The Philippine Council for Health Research and Development is one of the three sectoral councils of the Department of Science and Technology (DOST). Being a forward-looking, partnership-based national body responsible for coordinating and monitoring research activities in the country.

PCHRD is mandated to perform the following functions:

- Formulate agenda, plans, policies, and strategies for health Research;
- Mobilize Resources to support health research;
- Develop and strengthen capacity for health research;
- Program and allocate government and external funds for R&D, and
- Monitor and Evaluate Health research activities.

PCHRD is also the focal point for health research and development (R&D) in the country whose functions, among others, include: providing leadership and direction in health and related R&D activities; developing human and infrastructure resources of health research network; and implementing research utilization program to ensure research products are properly disseminated among and utilized by their intended users.

The Council's function on conducting research and development activities requires continual development of its staff in communicating effectively. By communicating effectively, PCHRD personnel were able to receive and convey information and ideas using various media when engaging with individuals and groups in an appropriate manner to facilitate and/or aid in correct understanding and appropriate action.

The **Training Workshop on Effective and Sensitive Communication Skills** will provide the PCHRD staff of the Council with the skills in public speaking, creating good and effective presentations, and handling difficult personalities and questions during presentations. This will also provide the staff with appropriate skill on effective technical business writing and communicating sensitively and professionally.

II. Objectives

This Online Training Course aims to provide the following to the DOST-PCHRD Employees:

- Demonstrate how to overcome anxiety in making a presentation and speaking.
- Enumerate and demonstrate the steps in planning a presentation and preparing for it.
- Discuss the different speaking styles and presentation tools and techniques.
- Use visual aids properly to support their presentations.

- Describe difficult personalities, questions and situations and show effective ways of handling them.
- Demonstrate in practice sessions the different presentation tools/techniques and speaking style with sensitivity in nature.
- Have an understanding of their personality style.
- Be able to recognize their own personality type and culture preference as well as those of others.
- Understand what it takes to influence their teams.
- Have the ability to build their credibility and gain the trust of the people they lead.

III. Expected Outputs / Deliverables

1. Conduct the Program courses in accordance with the implementation schedules agreed;
2. Source, select and manage the subject matter experts who shall serve as the facilitator for the program;
3. Provide technical staff to establish and maintain a learning environment and support the facilitator during the conduct of the program;
4. Provide detailed training activity plan before the actual implementation of the program;
5. Provide each registered participant with appropriate learning materials needed for the conduct of the program/course;
6. Submit a terminal Report with documentation of the highlights of the proceedings of the program/course and evaluation of its conduct.

IV. Scope of work

Training Provider shall:

1. Design the program/course/modules/detailed training activity plan for the conduct of Effective and Sensitive Communication Skills Training;
2. Identify, analyze and validate the learning and development needs of the **DOST-PCHRD** in relation to the specific program/course to be conducted under this Agreement;
3. Propose a customized design that will specifically address the **DOST-PCHRD's** learning and development needs in the form of a Program/Course Brief consisting of the Performance Objectives, Enabling Objectives, Target Participants and Course Content. As may be required, **the provider** shall provide a copy of the detailed Design Matrix. The Design Matrix shall consist of Module Objectives, Module Title, Module Outputs, Module Topics, Learning Methodologies and Resource Requirements;
4. Conduct the training workshop on the following topics with engaging lectures, activities, and exercises :

- a. **Module 1: Communicating through Technical Business Writing (4 hours)**
 - b. **Module 2: Communicating sensitively and professionally (4 hours)**
 - c. **Module 3: Communicating through public speaking and effective presentation (8 hours)**
5. Accommodate up to a maximum of 50 Participants from the DOST-PCHR provided that the list and profile of said participants are submitted three (3) working days prior to the conduct of the program/course;
 6. Conduct pre-test/post-test/post-training evaluation;
 7. Perform and complete the scope, expected output/deliverables and services contemplated under the terms of reference and contract with the highest standards of professionalism and ethical competence and integrity;
 8. Protect confidential information disclosed during the discussions; and
 9. Provide all certificates of completion within 10 days after the completion of the training as a requirement for the release of the payment.

V. Desired Qualifications of Service Provider

Prospective Consultants should possess the following:

1. Has educational background or area of specialization in the training conducted;
2. Expertise in English, Public Speaking, and creation of Business Presentations;
3. Excellent facilitation, program/activity management, and oral communication skills;
4. Absence of critical incidents that might otherwise tarnish or put to question his/her credibility, character, ethical behavior or intellectual integrity as a learning service provider.
5. Experienced in consultancy work for training/workshop involving public speaking and preparing presentations;
6. Tactful and respectful to participants; and
7. Has substantial and reputable existing clients (provide proofs of certificate of satisfactory)


VI. Duration of the Training

The Provider must conduct the training in **June 2023. Total of 16 training hours.** (Module 1: 4 hours / Half Day; Module 2: 4 hours / Half Day; Module 3: 8 Hours / 1 Day)


VII. Cost of the Training

Total amount of **Eighty Thousand Pesos Only (Php 80,000.00)** which will cover the program / course design and delivery including the provision of learning materials, certificate of completion, honoraria of Subject Matter Expert / Co-facilitator and submission of a Terminal Report.


Prepared by:


EARVIN JAMES P. MILANTE
Administrative Officer V (HRMO)
FAD-PCHRD

Noted by:


MICHELLE V. ATIENZA
Chief Administrative Officer
FAD-PCHRD

Approved by:


JAIME C. MONTOYA, MD, MSc, PhD, CESO II
Executive Director III