

REQUEST FOR PROPOSAL

REFERENCE NO.: **MR23-05-066**

We are inviting all interested consultancy firms to submit their best proposal for the **PROCUREMENT OF FACILITATION SERVICES FOR THE TEAM ALIGNMENT ACTIVITY OF THE NATIONAL DEVELOPMENT COMPANY (NDC).**

THE TERMS OF REFERENCE (TOR) REFER TO THE REQUIREMENTS OF NOC FOR THE PROCUREMENT OF FACILITATION SERVICES FOR THE CONDUCT OF THE TEAM ALIGNMENT ACTIVITY.

I. CONCEPT

The team alignment activity aims to improve staff productivity and performance at the workplace by conducting various fun, challenging, and engaging activities to strengthen team spirit, trust, and collaboration among NDC officers and employees. It will also improve staff communication, conflict resolution, team morale, and adapting to the changes within the organization.

This is a timely activity since there are several new officers and employees in the company, including the General Manager. It is important to have a cohesive and harmonious working relationship to achieve organizational goals and objectives.

The facilitator will conduct different activities such as, but not limited to, structured learning exercises, activities, self-mastery, and interactive discussions to achieve the intended objective of the team alignment activity. The facilitator is likewise expected to capacitate and empower the organization's leaders on how they can effectively lead their subordinates and subsequently empower them to become potential leaders of NDC.

II. SCOPE OF WORK

The facilitator will be in charge of the following:

1. Preparation and conduct of fun and productive activities involving NDC Officers and employees that promote team spirit and encourage an understanding of the role of teams in the work environment;
2. Facilitation of discussions and formation of recommendations on improving interpersonal communication skills (internal communications, external communications, and confidentiality);
3. Capacitation of NDC officers and employees with suitable solutions to deal with organizational changes;
4. Enhancement of the morale of the NDC officers and employees for them to be efficient and effective in the performance of their duties and responsibilities; and,
5. Preparation and submission of an after-activity report with follow-up activities/recommendations

III. OUTPUT

1. Conduct of team alignment activities to help in the following:

- a. Assessment to discover team and personal strengths and areas for improvement.
 - b. Building of the foundation for change of mindset and attitude.
 - c. Thinking outside the box in achieving objectives.
 - d. Understanding, appreciating and adjusting to work and communication styles.
2. Alignment of NDC officers and employees to ensure harmonious and conducive work environment.

Eligibility Requirements shall include the following:

1. Valid and current Mayor's Permit (certified true copy), for Individuals, BIR Certificate of Registration (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. Omnibus Sworn Statement (Notarized and in accordance with GPPB Circular 04-2020 dated September 16, 2020) – For ABCs above 50k
4. Curriculum Vitae of facilitator(s)

Note: In lieu of the Mayor's Permit and PhilGEPS Registration Number, you may submit a valid Certificate of PhilGEPS Registration (Platinum Membership).

APPROVED BUDGET : ₱ 100,000.00

SUBMISSION OF PROPOSAL AND REQUIRED DOCUMENTS: May 23, 2023

MODE OF PROCUREMENT: Small Value Procurement

Please submit your **proposal with the required documents** in a sealed envelope at the address stated below:

Name of Bidder:

BIDS AND AWARDS COMMITTEE
National Development Company
7/F NDC Building, 116 Tordesillas St.
Salcedo Village, Makati City
Fax: 8840-4862
Attention: BAC Secretariat

Project Reference Number: MR23-05-066

All prices should be inclusive of VAT and other applicable government taxes. Further, please indicate in the proposal the following:

1. Terms of Payment – Government Terms
2. Delivery Period – One (1) day only

(SIGNED)

AGM SATURNINO H. MEJIA

Chairperson, Bids and Awards Committee