

TERMS OF REFERENCE

In-House Training on Critical Thinking Skills Enhancement

I. Objectives

The training aims to:

1. Enable participants to analyze, synthesize and evaluate data.
2. Provide techniques for identifying underlying causes behind situations and formulate possible courses of action to address situations.
3. Teach ways to achieve quality, accuracy, precision, consistency, relevance and existence of sound evidence.

II. Qualifications

Individual or Company are eligible to bid provided the following qualifications are met:

1. Presentation of a Training Module appropriate to HGC's requirements.
Requirement: Training Course Outline
2. The provider must have a roster of private and government clients given similar trainings.
Requirement: List of completed projects for similar trainings conducted
Company Profile
3. Assigned Speaker/s must have at least three (3) years of experience as Coach/Trainer/Speaker/Subject Matter Expert.
Requirement: Speaker's Profile
4. Must be included in the Civil Service Commission's List of Recognized Training / Learning and Development Institutions.

III. Services Required

1. Design the program/course/modules for the conduct of Critical Thinking Skills Enhancement training. Program/course/modules should include the following:
 - a. Introductions and Realities
 - b. Different Thinking Styles
 - c. Critical Thinking Skills Set
 - d. Thinking Tools and Techniques
 - Creativity and Innovation
 - Creating Explanations
 - Dealing with Assumptions
 - e. Application of Critical Thinking
 - f. Q&A

2. Conduct Critical Thinking Skills Enhancement training for at least two (2) days or sixteen (16 hours) for a maximum number of 38 participants on 26-27 October 2017 at HGC office;
3. Provide each participants with training kits, learning materials, and certificate of attendance; and
4. Submit a Terminal Report with a documentation of the highlights of the proceedings within thirty (30) calendar days from the conduct of the program/course.

IV. Criteria for Evaluation

The prospective bidders shall be evaluated based on the following criteria:

Criteria	Percentage
TECHNICAL PROPOSAL	70%
Program Design	Maximum of 40 points
Length of Experience as Consultant / Coach / Trainor / Lecturer/Subject Matter Expert	a. 3-5 years (10 points) b. 6-8 years (20 points) c. 9 years and above (30 points)
Number of Clients Given Similar Trainings	a. 3- 5 clients (10 points) b. 6-8 clients (20 points) c. 9 clients and above (30 points)
COST PROPOSAL	30%

The training provider with the highest points obtained will be considered as the winning bidder.

V. Budget

For and in consideration of the services of the training provider, the HGC shall pay the sum of **ONE HUNDRED TWENTY-NINE THOUSAND PESOS ONLY** (P129,000.00), VAT inclusive.


JIMMY B. SARONA
 Chairperson
 Bids and Awards Committee