

November 12, 2021

## **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 Training Workshop on Effective Presentation Skills (for 40 participants) with a total approved budget for the contract (ABC) in the amount of Four Hundred Fifty Two Thousand Pesos (P 452,000.00).**

### **Outputs and Deliverables:**

- **Please see attached Terms of Reference (TOR)**

Qualified bidders should submit their quotations to the address below **on or before November 19, 2021 (Friday), 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  
2<sup>nd</sup> Floor, PCHRD Saliksik Building, Sikap Street,  
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City  
Email: [cdpangan@pchr.dost.gov.ph](mailto:cdpangan@pchr.dost.gov.ph)  
Tel. Nos. 837-7536 or 837-7537 loc. 504 or 506  
Fax No. 837-7536 or 837-2924

(sgd.)

**PAUL ERNEST N. DE LEON**  
Chair, BAC



## TERMS OF REFERENCE

### Consultancy Services for the Training Workshop on Effective Presentation Skills

#### BACKGROUND AND RATIONALE

The Philippine Council for Health Research and Development is one of the three sectoral councils of the Department of Science and Technology (DOST) created through Executive Order No. 784 in March 17, 1982 and was reaffirmed in 1987 through Executive Order No. 128.

PCHRD is mandated to perform the following functions:

- Formulate policies, plans, programs, projects, and strategies for health S&T development
- Program and allocate government and external funds for R&D
- Monitor R&D projects
- Generate external funds

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 dissemination activities requires continual development of its staff in public speaking and presentation skills. The **Training Workshop on Effective Presentation Skills** will provide the communications group and other select staff of the Council with the skills in public speaking, creating good and effective presentations, and handling difficult personalities and questions during presentations.

#### OBJECTIVES

After the program, the participants will be able to

1. Demonstrate how to overcome anxiety in making a presentation.
2. Enumerate and demonstrate the steps in planning a presentation and preparing for it.
3. Discuss the different presentation tools and techniques.
4. Use visual aids properly to support their presentations.
5. Describe difficult personalities, questions and situations and show effective ways of handling them.
6. Demonstrate in practice sessions the different presentation tools/techniques



## **EXPECTED OUTPUTS / DELIVERABLES**

The service provider shall conduct the training workshop on the following topics:

### **1. HOW TO HAVE THE RIGHT MINDSET AS A PRESENTER**

- Persuasiveness for audience buy-in
- Establishing credibility through effective presentations to get faster results
- Perceptions VS. Facts
- Motivating and activating your audience

### **2. HOW TO HANDLE FEAR AND ANXIETY**

- Confronting and getting over your stage fright
- Converting anxiety into productive energy
- Preparing in advance for confidence during presentation
- Exercise: Stress busting

### **3. HOW TO PREPARE FOR A GUARANTEED SUCCESS**

- The presenter as a strategist
- Starting with a clear objective
- Knowing audience needs and expectations
- Targeting their decision points
- Workshop: Presentation plan sheet

### **4. HOW TO PLAN THE PRESENTATION FLOW**

- Creative opening to get attention
- Shaping your ideas
- Smooth bridging / transitions
- Spicing up the presentation
- Ending/Closing on a high note
- Building down to the bottom line
- Exercise: Creative Opening and Closing

### **5. HOW TO USE VISUALS FOR INCREASED AUDIENCE IMPACT**

- Using visuals and not just texts to present a story or idea
- Avoiding data dump
- Showing numbers
- Knowing the do's and taboos in visuals
- Activity: Visual Design

### **6. HOW TO EXECUTE AND DELIVER**

- Rapport Building Techniques



- Sending positive body cues
- Knowing what you do with your hands
- Understanding how appearance and stance matter
- Knowing how to be heard and be understood
- Eliminating vocalized pauses
- Putting zest into your words
- Being spontaneous
- Is using cheat sheets relevant?
- Activities: Body Talk Vocal Drills

## **7. HOW TO CONTROL AND MANAGE UNEXPECTED THINGS AND PEOPLE**

- Managing/handling the unexpected
- Coping with Confrontation
- Handling questions you don't know the answer to
- Handling challenges from audience
- Avoiding dead air
- Workshop: Handling Objections

## **8. BE IN THE SPOTLIGHT**

- Individual presentations
- Critique peers' performances

## **TRAINING DURATION AND SCHEDULE**

The service provider must conduct the training workshop between November – December, 2021.

## **DESIRED QUALIFICATIONS OF SERVICE PROVIDER**

Prospective Consultants should possess the following:

1. Expertise in English, Public Speaking, and creation of Business Presentations;
2. Excellent facilitation, program/activity management, and oral communication skills;
3. Experienced in consultancy work for training/workshop involving public speaking and preparing presentations; and
4. Tactful and respectful to participants
5. Has good feedback from clients (provide proofs)



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



## APPROVED BUDGET

The consulting services for the Training Workshop has an Approved Budget for the Contract (ABC) of Four Hundred Fifty Two Thousand Pesos (452,000.00) (inclusive of applicable taxes and fees).

Prepared by:

**RENANTE G. BAHALA**  
Senior Science Research Specialist  
RICUD-PCHRD

Noted by:

**ULLYANN C. GARCIA**  
Officer In Charge  
RICUD-PCHRD

Approved by:

**JAIME C. MONTOYA, MD, MSc, PhD, CESO II**  
Executive Director III  
DOST-PCHRD