

September 24, 2024

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 Consulting Services for Speaking Coach for the 10th Balik Scientist Program (BSP) Annual Convention with a total approved budget for the contract (ABC) in the amount of One Hundred Fifty Thousand Pesos (P 150,000.00).**

Outputs and Deliverables:

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

Qualified bidders should submit their quotations to the address below **on or before October 1, 2024 (Tuesday), 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
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(sgd.)
MARIA VIOLETA G. INTIA
Chair, BAC

TERMS OF REFERENCE

Professional Services for the public speaking training of Resource Person of the 10th Balik Scientist Program (BSP) Annual Convention

I. Background/Rationale

The Balik Scientist Program (BSP), established in 1975, was strategically designed to respond to the pervasive concern of "brain drain" within the country. This program actively encourages Filipinos experts abroad to return to their home country and contribute their valuable knowledge and expertise to propel advancements in research and development while also addressing developmental disparities.

A pivotal moment for the program occurred in 2018 with the formalization of Republic Act 11035, which institutionalized the Balik Scientist Program. Since its inception, the BSP has facilitated the engagement of 627 recipients, who have shared their expertise in the areas of agriculture, industry, and health sectors under 811 engagements. Over the past decade, the BSP has played a critical role in bridging the gap between global talent and local innovation, thereby contributing significantly to national development.

Marking a decade of commemorating this annual convention, the forthcoming 10th Annual BSP Convention is scheduled to transpire at the Philippine International Convention Center (PICC) in Pasay City. The 10th Annual BSP Convention, themed "Global Talents, Local Innovations: A Decade of Balik Scientist Contributions," marks a significant milestone in the history of the program. This theme underscores the transformative impact that returning scientists have had on various sectors in the Philippines, including agriculture, health, energy, industry and emerging technologies. By leveraging their global experiences and networks, Balik Scientists have introduced cutting-edge technologies and methodologies, trained local scientists and engineers, and helped establish collaborations with international institutions.

The convention aims to celebrate the remarkable achievements of Balik Scientists and recognize their invaluable contributions to the nation, inspiring other overseas Filipino professionals to return and contribute to the country's progress. It will showcase innovative projects and research outcomes from Balik Scientists, highlighting the tangible benefits of the BSP and the potential for future advancements. By bringing together returning scientists, local researchers, industry leaders, and policymakers, the event will foster a collaborative environment for exchanging ideas and forming partnerships, essential for addressing national challenges and driving sustainable development.

Reflecting on a decade of accomplishments provides an opportunity to assess the program's impact and identify areas for improvement. The convention will facilitate strategic discussions aimed at refining the BSP, ensuring it remains responsive to the evolving needs of the country, and maximizing its impact in the future. It will also serve as a platform to reflect on the successes and challenges faced over the past decade and strategize for the future of the BSP in a rapidly changing global and local landscape.

One of the key segments of the upcoming convention is the TED Talk-style presentations, aimed at highlighting the groundbreaking ideas and innovations of Balik Scientists. In preparation for this activity, we will be engaging the services of a professional speaking coach to train the Balik Scientists on delivering their BSP accomplishments in this dynamic presentation format. A total of nine (9) individuals,

who will be presenting during the convention, will require public speaking training to ensure impactful and engaging presentations.

II. Objectives

The training will equip speakers with TED-style presentation skills, enabling them to effectively communicate their ideas and accomplishments in a compelling and impactful manner. This preparation ensures their presentations resonate with the audience and highlight the valuable contributions of our Balik Scientists.

III. Project Description

This project will feature speakers from the three Sectoral Councils of the Department of Science and Technology (DOST): PCAARRD, PCHRD, and PCIEERD. Each speaker will highlight their work as Balik Scientists, focusing on how their projects have contributed to the advancement of Science, Technology, and Innovation (STI) in the Philippines.

A total of nine Balik Scientists, three from each council, will be selected to give five-minute talks. These talks will showcase the research or technology they developed during their BSP engagement, as well as the impact of their contributions on the country's S&T landscape.

The presentations will take on a TED-style format, moving away from the usual PowerPoint-based talks in favor of a more engaging and storytelling approach. Given the limited time, each scientist will need to focus on delivering their message clearly and concisely. To help them with this, a speaking coach will be brought in to train the presenters, guiding them on how to capture the audience's attention, communicate their ideas effectively, and make a lasting impression.

The project will culminate at the 10th Annual Balik Scientist Program (BSP) Convention on October 28, 2024. Through this format, the Balik Scientists will be better equipped to share their stories, inspire the audience, and highlight the important role science and technology play in the country's progress.

IV. Responsibilities of Parties

DOST – PCHRD shall:

1. Facilitate scheduling of preliminary meetings and actual coaching sessions among the speakers and the identified speaking coaches.
2. Provide professional fee to the service provider for the entire coaching schedules:

Service Fee inclusive of Tax	P 150,000.00
No. of Coaches	Three (3)
No. of Sessions	Two (2) online sessions per speaker for content coaching.

	One (1) day face-to-face session for stage presence coaching. Total of three (3) sessions per speakers
Total	P 150,000.00

The Service Provider shall:

1. Develop and implement a comprehensive training program tailored for the BSP Convention speakers.
2. Effectively train the nine (9) speakers identified by DOST in delivering a TED-style talk through a series of coaching sessions.
3. Ensure that all presenters are well-prepared, have practiced sufficiently, and can confidently demonstrate the skills learned during the training.
4. Coordinate the delivery of each speaker's presentation, ensuring alignment with their prepared script and PowerPoint, where applicable.
5. Provide clear guidance on effective presentation delivery, following accepted best practices and guidelines.
6. Offer constructive feedback to the speakers to help refine and improve their presentations ahead of the BSP Convention.
7. Adapt the training program to meet the individual needs of each speaker, taking into account their varying levels of experience and confidence in public speaking.
8. Facilitate a rehearsal session prior to the event to simulate the actual presentation environment, ensuring the speakers are comfortable with the stage setup, timing, and audience interaction.
9. Monitor and support speakers during the convention, providing last-minute adjustments and technical advice to ensure smooth delivery.
10. Collaborate with event organizers to ensure that the technical requirements, such as audio-visual coordination, are seamlessly integrated into the presentations for optimal impact.

V. Duration

All deliverables shall be conducted and fulfilled from October 1 - 28, 2024.

VI. Anticipated Qualification of Speaking Coach

1. Excellent communication skills, with a strong command of English
2. A minimum of five (5) years of experience in communication, with a focus on public speaking and presentation skills.
3. Proven experience in conducting public speaking or communications training, particularly in coaching professionals for high-profile events or conferences.
4. Ability to adapt coaching methods to suit speakers of varying experience levels and ensure effective skill development.
5. Strong understanding of TED-style presentations and other engaging storytelling techniques.
6. Experience in working with technical professionals or scientists is preferred, to ensure alignment with the content and objectives of the event.

7. Excellent skills in providing constructive feedback and enhancing speaker performance through clear, actionable advice.
8. Familiarity with audio-visual presentation tools (e.g., PowerPoint) to support the seamless coordination between content and delivery.

VII. Payment Terms

Full payment (100%) to be released upon project completion.

VIII. General Terms and Conditions

a. Intellectual Property and Ownership of Project Outputs

All materials developed and produced for the project shall be submitted to DOST-PCHR, and the council has all perpetual rights to the finished products, including all the raw materials used to produce the finished products.

b. Confidentiality

Except with the prior Consent of DOST-PCHR, the Consultant or its Principals and Staff shall not at any time communicate to any persons or entity any information disclosed to them by DOST-PCHR for the purposes of this project, nor shall the consultant or its principals and staff make public any information as to the recommendations formulated during or as a result of the project.

c. Third Party Participation

Any activity during the implementation of the project assigned to or contributed by third parties including, but not limited to use of materials/samples, collaborative research, or use of facilities should be disclosed by the consultant to DOST-PCHR prior to engaging in said activity. Any agreement entered by the consultant without prior consent of DOST-PCHR will not be binding on the latter insofar as confidentiality, treatment, ownership, enforcement and disposition of intellectual property rights resulting from said activity is concerned. The DOST-PCHR reserves the right to withhold consent to such agreement upon determination that it is not to the best interest of the herein parties or gives undue advantage to said parties and for similar causes.

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