

TERMS OF REFERENCE
CONDUCT OF WELLNESS SEMINARS/WORKSHOPS/TRAININGS UNDER “PROJECT CRAFTING” C.Y. 2024
Approved Budget for Contract (ABC): Php 200,000.00

I.	Background	
	The Human Resources Management Office (HRMO) intends to Conduct Wellness Seminars/Workshops/Trainings under Project Crafting for FY 2024. This program is designed as a series of four (4) virtual workshops to promote an inclusive working environment and ensure the wellbeing and welfare of DFA personnel.	
II.	Objective	
	The main objective of the Wellness Seminars/Workshops/Trainings under Project Crafting is to help personnel to de-stress and improve their mental health and wellbeing with the help of different crafting activities offered. Personnel will be enrolled through a series of virtual trainings/webinars and be provided craft kits depending on their chosen workshop.	
III.	Technical Specifications	Statement of Compliance
	Particulars	Qty (participants and crafting kits)
	Acrylic Painting	30
	Custom Paint-by-Numbers	30
	Make Your Own Slides Workshop	30
	Taka Painting	20
IV.	Service Provider Responsibilities:	
	<ol style="list-style-type: none"> 1. The provider must develop and conduct the following four (4) virtual trainings/webinars and provide craft kits. 2. The provider shall handle the shipping of craft kits to the DFA Office (Main or Temporary Location) as identified by the end-user. 3. The provider shall provide sufficient modules needed for the entirety of the virtual workshop. The resource speaker/s should have the necessary credentials as an Art/Craft Teacher. 4. The provider shall prepare a Summary Report containing the necessary post-training evaluations and recommendations required by DFA. 5. The provider shall ensure that it has ownership of the content available in the workshop. 	

Service Provider Qualifications:	
<p>1. The provider must have at least five years of experience in providing art/crafting workshops</p> <p>2. The provider must have the capability, resources and experience in partnering with private/government corporations (The provider must submit a company profile as a basis).</p> <p>3. The service provider must be registered with PhilGEPS in compliance with the government's procurement regulations.</p>	
V. Payment	
<p>1. Payment shall be made through a send bill arrangement through the bank account of the chosen supplier.</p> <p>2. All payments shall be inclusive of all taxes and other government/lawful charges.</p>	
COMPANY NAME/SUPPLIER:	
COMPANY ADDRESS:	
CONTACT PERSON:	
CONTACT DETAILS:	