



Construction Industry Authority of the Philippines  
**REQUEST FOR QUOTATION/PROPOSAL**

CIAP-F-PrM-03  
Rev. No.: 00

**Procurement of Learning Service Provider for the Conduct of Wellness Seminars**

P.R. No./Date: **25-05068 | 06 May 2025**

RFQ/P No. / Date: **2025-05-055 | 07 May 2025**

The **Construction Industry Authority of the Philippines (CIAP)** invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

**The following are the required document/s to be submitted as attachment/s to the quotation/proposal:**

*(Please submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)*

- 1 **Mayor's/Business Permit**
- 2 **PhilGEPS Registration Number**
- 3 **Notarized Omnibus Sworn Statement (original notarized copy to be submitted before issuance of PO/JO/Contract)**
- 4 **BIR Certificate of Registration (BIR Form No. 2303)**
- 5 **Signed Terms of Reference or Technical Specifications, if applicable**

This pro-forma quotation maybe submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to [bac\\_ciap@construction.gov.ph/johnvincentpeduche@construction.gov.ph](mailto:bac_ciap@construction.gov.ph/johnvincentpeduche@construction.gov.ph) on or before 13 May 2025, 10:00 AM, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence is required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: \_\_\_\_\_.

Very truly yours,

*(ORIGINAL Copy Signed)*

**John Vincent B. Peduche**

*Secretariat, Bids and Awards Committee*

**CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**

*4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City*

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| Item                             | QTY   | ABC          | Technical Specifications  | Brand/Model                        | Unit Price | Total Amount |
|----------------------------------|-------|--------------|---|------------------------------------|------------|--------------|
|                                  |       |              |   | (To be filled-out by the supplier) |            |              |
| 1                                | 1 lot | ₱ 100,800.00 | Procurement of Learning Service Provider for the Conduct of Wellness Seminars |                                    |            |              |
|                                  |       |              |   |                                    |            |              |
|                                  |       |              |   |                                    |            |              |
|                                  |       |              |   |                                    |            |              |
|                                  |       |              |   |                                    |            |              |
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|                                  |       |              |   |                                    |            |              |
|                                  |       |              |   |                                    |            |              |
|                                  |       |              |   |                                    |            |              |
| Total ABC                        |       | ₱ 100,800.00 |   |                                    |            |              |
| Delivery and Other Instructions: |       |              | See schedules indicated in the Terms of Reference                             |                                    |            |              |

*(Please provide **complete** information below)*

*We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.*

*We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.*

*Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.*

Signature over Printed Name : \_\_\_\_\_

Designation/Position : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone / Fax : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Company Tax Identification Number : \_\_\_\_\_

## TERMS OF REFERENCE

### Engagement of a Subject Matter Expert / Learning Service Provider for the Conduct of Series of Wellness Seminars for the Construction Industry Authority of the Philippines

#### I. BACKGROUND

Republic Act (R.A.) No. 11036, also known as the “Mental health Act”, and its Implementing Rules and Regulations (IRR) mandates the establishment of a comprehensive and integrated national mental health policy which would enhance the delivery of mental health service and the promotion and protection (covering both public and private) to develop appropriate policies and programs addressing mental health issues, correct stigma and provide support for individual suffering from mental health conditions.

Further, Civil Service Commission (CSC) Memorandum Circular No. 04, series of 2020 entitled Mental Health Program in the Public Sector mandates government agencies to establish their mental health program in accordance with guidelines for under CSC Resolution No. 1901265.

The CIAP Executive Office, through the AFMD/Human Resource Management and Development Section, plans to conduct series of ***in-house series of Wellness Seminars***. The primary objective of this endeavor is to enhance awareness of mental health and promote mental well-being.

A Subject Matter Expert/Learning Service Provider shall engage **a maximum of 35 participants** for each of the following wellness seminar and corresponding schedules:

| Seminar Programs                                      | Schedule     |
|---|--------------|
| Making Sense of Mental Health                         | 15 July 2025 |
| Understanding Financial Well-being                    | 17 July 2025 |
| The Art of Self-care: Spotting and preventing burnout | 22 July 2025 |

Presented in Annex “A” are the Rationale, Objectives, and Scope of Works for each module program.

#### II. SCOPE OF WORKS

The resource person/subject matter experts shall:

1. Conduct the training within the agreed timeframe;
2. Prepare the Program and course design for the training;
3. Provide handouts for the participants;
4. Provide one (1) set of training materials for reference of CIAP;
5. Provide resource person/s facilitator;
6. Provide certificates of completion to the participants;
7. Treat all information provided by the CIAP, during the course of the project, with utmost confidentiality; and
8. Deliver the training programs on the following schedules:



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Telephone Number: + (632) 8895-6826



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| <b>Seminar Programs</b>                               | <b>Schedule</b> |
|---|-----------------|
| Making Sense of Mental Health                         | 15 July 2025    |
| Understanding Financial Well-being                    | 17 July 2025    |
| The Art of Self-care: Spotting and preventing burnout | 22 July 2025    |

The CIAP shall:

1. Designate a counterpart team that will work closely with the Consultant on the technical and administrative requirements of the project;
2. Provide logistical requirements for the seminar, to include training venue, equipment (projector with laptop), supplies, and meals for participants; and
3. Pay the project cost inclusive of mandatory taxes and in accordance with the set payment schedule

### **III. DELIVERABLES AND TIMELINES**

Reports and other relevant documents are to be submitted to and should be duly received and accepted by the CIAP Project Manager. Below is the summary of the deadline of submission of each deliverable:

| <b>Deliverables</b>  | <b>Timeline</b>  |
|--|--|
| (1) Original signed course design setting-out the course learning outcomes, delivery strategy and course scheduled including various methodologies such as workshops, role-plays, and/or other exercises to facilitate learning duly accepted by the end-user;<br><br>(2) Logistical requirement plans; and<br><br>(3) Advance copy of presentation materials (for soft copy presentations, a certification from the learning service provider that the complete set of soft copy of presentations are given and signed accepted by the end-user | Within ten (10) business days after the issuance of the Job Order                    |
| (5) Certification from the service provider that the complete set of certificates are provided to qualified participants, duly acknowledged by the CIAP Project Manager  | A day after the end of the training program  |
| Original signed Terminal Report on the course delivery and administration, individual pre- and post-competency assessments, course feedback from participants, analyses of issues, and recommendations   | Seven (7) business days after the end of conduct of the last day of Wellness Seminar |

### **IV. QUALIFICATIONS AND EVALUATION OF THE LEARNING SERVICE PROVIDER**

#### **A. Eligibility Requirements**

To determine if the prospective bidder is eligible to participate in this bidding, legal, technical and financial documents shall be submitted pursuant to Annex "H" of the 2016 Revised Implementing Rules and Regulations (RIRR) of R.A. No. 9184, which are as follows:

1. Mayor's/Business Permit, or BIR Certificate of Registration (BIR Form 2303) for individual consultants
2. Professional License of Curriculum Vitae
3. PhilGEPS Registration Number
4. Notarized Omnibus Sworn Statement (original copy to be submitted before the issuance of Job Order to the winning bidder)

**B. Preferred Qualifications and Selection Criteria**

1. The firm is engaged in consulting and training services on wellness seminars and/or coaching and mentoring for at least five (5) years; or if an individual consultant, engaged in consulting and training services on wellness seminars, and/or coaching and mentoring in the last three (3) years;
2. Has relevant previous or on-going engagements with at least five (5) institutions in a similar or related program, at least two (2) of which were engagements with the government/public sector; and
3. If a firm or an individual, designated lecturer and facilitator should be a graduate of a four-year degree course, and with at least three (3) years work experience as a lead consultant, lecturer or facilitator in similar programs/projects/seminars.

CIAP shall select the most qualified learning service provider using the Quality-Cost Based Evaluation pursuant to the pertinent provisions of the 2016 RIRR of R.A. No. 9184, and as amended by R.A. No. 12009. The 80%-20% quality-to-cost ratio shall be used for these purposes, allocated as follows:

| <b>TECHNICAL EVALUATION (80%)</b>   |   |               |
|---|---|---------------|
| <b>Evaluation Criteria</b>  | <b>Preferred Qualifications</b>   | <b>Weight</b> |
| <b>Applicable Experience</b>  | The firm is engaged in consulting and training services on wellness seminars and/or coaching and mentoring for at least five (5) years; or if an individual consultant, engaged in consulting and training services on wellness seminars, and/or coaching and mentoring in the last three (3) years | 30%           |
|   | Has relevant previous or on-going engagements with at least five (5) institutions in a similar or related program, at least two (2) of which were engagements with the government/public sector;  |               |
| <b>Quality of Project Personnel</b> , suitability of key staff to perform the project's scope of work, general classifications and competence including education and training background | If a firm or an individual, designated lecturer and facilitator should be a graduate of a four-year degree course   | 35%           |
|   | With at least three (3) years work experience as a lead consultant, lecturer or facilitator in similar programs/projects/seminars.  |               |
| <b>Plan of Approach and Methodology</b> , clarity, feasibility, innovativeness and comprehensiveness of the proposal  | Work Plan   | 35%           |
|   | Approach and methodology (training design and content)  |               |
| <b>TOTAL</b>  |   | 100%          |
| <b>FINANCIAL EVALUATION (20%)</b>   |   |               |

The hurdle score for this project to pass in the evaluation is 80 percent.

Qualification of the bidder will be evaluated based on the extensive curriculum vitae submitted by the bidder, including copies of notices of awards or contract providing evidence of previous or ongoing engagements. Also, for partnerships and corporations, bids will be evaluated based on the submitted (a) DTI or SEC registration submitted indicating the year of registration and/or other relevant documents; (b) list of completed and o-going contracts; (c) copies of Certificates of Satisfactory Services Rendered / Certificates of Completion with copies of notices of awards and contracts providing evidence of previous or ongoing engagements; and (d) extensive curriculum vitae of the lead lecturer, facilitator, or learning service provider who will conduct/lead the training program.

## **V. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PROCUREMENT**

The Approved Budget for the Contract (BAC) is **One Hundred Thousand Eight Hundred Pesos (P100,800.00)**, inclusive of all applicable government taxes and service charges.

The procurement of the Consulting Service shall be undertaken through Negotiated Procurement – Small Value Procurement pursuant to R.A. No. 9184 and its 2016 RIRR, as amended by R.A. No. 12009.

### **I. MODE OF PAYMENT**

Payment shall be endorsed to the CIAP-AFMD/HRMDS; and the payment shall be released within thirty (30) days upon receipt of the billing statement supported by the Certificate of Satisfactory Services Rendered, and the CIAP's acceptance of the deliverables listed above.

### **II. CONFIDENTIALITY OF DATA AND INFORMATION**

The learning service provider that will be engaged by the CIAP shall submit outputs directly to the designated CIAP Project Manager within the CIAP Office for review and endorsement for approval, acceptance and/or payment. All materials, data and information used and generated through this project will be the sole property of the CIAP. The learning service provider shall neither use nor disseminate these documents for their own research purposes without the written consent of the CIAP.

### **III. LIQUIDATED DAMAGES**

If the learning service provider fails to deliver any or all of the goods and/or to perform the services within the period specified in this Terms of Reference, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the application rate of one-tenth (1/10) of one percent (1.00%) of the cost of the unperformed portion of every day of delay.

To be entitled to such liquidated damages, CIAP does not have to prove that it has incurred actual damages. Such amounts shall be deducted from any money due or which may become due to the events organizing from under the Job Order and the Terms of Reference.

#### **IV. DISPUTE RESOLUTION**

Should any dispute related to this Terms of Reference and Job Order and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in order of application. The venue of the proceedings shall be in Makati City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Makati City, to the exclusion of all other courts.

Any amendment or additional terms and conditions to the Terms of Reference must be in writing, signed and acknowledged by the Parties.

Prepared by:

(original copy signed)

**PRESCELA T. MARQUEZ**

Human Resource Management Officer II

AFMD/Human Resource Management and Development Section

Reviewed and Endorsed by:

(original copy signed)

**RUFINO H. TIVIDAD**

Chairperson, CIAP Personnel Development Committee

Chief Administrative Officer, AFMD

Approved by:

(original copy signed)

**ATTY. HERBERT DG. MATIENZO, LL.M., MPA**

Acting Executive Director, CIAP

## Annex "A"

### RATIONALE, OBJECTIVES AND SCOPE OF WORKS

#### **MAKING SENSE OF MENTAL HEALTH** **15 July 2025**

##### **Rationale**

The Construction Industry Authority of the Philippines (CIAP) emphasizes the importance of a balanced approach to an employee's overall health and wellness, incorporating physical, emotional, social, spiritual, and occupational well-being. As part of its initiative this year, CIAP has organized a series of workshops and seminars focused on raising awareness about mental health and mental well-being. One of these seminars is the ***Making Sense of Mental Health***. Mental health is a critical aspect of overall well-being, affecting how we think, feel, and behave. Yet, despite its profound influence on our lives, there remains a significant gap in understanding and addressing mental health issues across various contexts—be it in the workplace, educational settings, or within communities. The **Seminar on Making Sense of Mental Health** is designed to address this gap by providing an engaging platform for individuals from diverse backgrounds to explore and deepen their understanding of mental health.

In line with this, the CIAP Administrative Financial Management Division (AFMD) - Human Resources Management Division Section (HRMDS), will conduct the **Seminar on Making Sense of Mental Health** on a schedule identified within July 2025 within CIAP Office.

##### **Objectives**

The objective of "Making Sense of Mental Health" is to enhance awareness and understanding of mental health issues, reduce stigma, and provide accessible resources to support individuals in recognizing, addressing, and managing mental health concerns. By fostering a more informed and empathetic approach, this initiative aims to empower individuals to seek help when needed, promote early intervention, and create supportive environments across communities, schools, and workplaces, ultimately improving mental well-being for all. The **Seminar on Making Sense of Mental Health** further seeks to equip participants with the tools to not only understand and support their own mental health but also become advocates for mental health within their communities. The seminar will challenge preconceived notions, inspire change, and create lasting impacts on how mental health is perceived and addressed in the workplace and in the society.

##### **Scope of Work**

The consultant is expected to do the following activities:

- a. Lectures: Involve several key components to ensure comprehensive coverage of the topic. First, it would begin with introducing the importance of mental health, discussing its



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significance in overall well-being, and highlighting common mental health challenges like anxiety, depression, and stress. The lecture would then explore the factors influencing mental health, such as biological, psychological, and social aspects, as well as the impact of culture, gender, and socioeconomic status

- b. Structured Learning Exercise: Involves planning, executing, and evaluating an interactive learning experience designed to help participants engage deeply with mental health concept;
- c. Conduct and facilitate the one-day Seminar on Making Sense of Mental Health;
- d. Provide a copy of the training material (e.g., presentation and handouts) to the AFMD-HRMDS prior to the conduct of the training; and
- e. Issue certificates to the participants upon completion of the training with the company logo (if a firm) and CIAP logo.

### **Training Description**

The program shall be a one (1) day activity scheduled on 15 July 2025, from 9:00 AM to 4:00 PM, at a venue to be identified by the Project Manager. It shall be attended by at most 35 participants.

### ***SEMINAR ON UNDERSTANDING FINANCIAL WELLBEING*** ***17 July 2025***

#### **Rationale**

The Construction Industry Authority of the Philippines (CIAP) emphasizes the importance of a balanced approach to an employee's overall health and wellness, incorporating physical, emotional, social, spiritual, and occupational well-being. As part of its initiative this year, CIAP has organized a series of workshops and seminars focused on raising awareness about mental health and mental well-being. A seminar on *Understanding Financial Wellbeing* is crucial in today's world where financial stress is on the rise due to inflation, debt, and increasing living costs. With financial literacy often lacking, especially among younger adults and lower-income groups, such a seminar would help bridge knowledge gaps and empower individuals to make informed decisions about budgeting, saving, and investing.

By focusing on long-term security, stress reduction, and personalized financial strategies, it can help participants manage their money effectively, alleviate stress, and improve overall well-being. This understanding not only fosters healthier financial habits but also contributes to stronger communities and more stable economies, benefiting individuals at every stage of life. Ultimately, understanding financial wellbeing explores our relationship with money, providing an overview of what financial wellbeing is, why it is important and how it links to our wider psychological wellbeing.

#### **Objectives**

The objectives of a Seminar on Financial Wellbeing are to enhance financial literacy by equipping participants with essential knowledge about budgeting, saving, investing, and debt management, while promoting informed decision-making aligned with personal values and goals. The seminar aims to reduce financial stress by offering strategies to manage anxiety and improve mental and physical health, and to empower participants with long-term planning tools for retirement, emergency savings, and insurance. It encourages healthy financial habits, personalized strategies, and increased confidence in managing finances, fostering long-term



financial stability. Ultimately, the seminar seeks to promote societal financial health by encouraging individuals to contribute to stronger, more resilient communities and economies.

### **Scope of Work**

The consultant is expected to do the following activities:

- a. Lectures: Comprised of presentation on the basic concepts and relevant topics on understanding financial wellbeing such as: In a seminar on *Understanding Financial Wellbeing*, topics would include an introduction to financial wellbeing, explaining its significance and impact on overall health. Key areas would cover financial literacy basics like budgeting, saving, managing credit, and debt; the psychology of money and its effect on decision-making and mental health; and strategies for building financial resilience and managing setbacks. Participants would also learn about saving and investing for the future, retirement planning, insurance, and risk management. Additionally, the seminar should focus on setting financial goals, mindful spending, and cultivating a healthy financial mindset, as well as creating a realistic and sustainable financial plan. This comprehensive approach ties together financial management skills with psychological wellbeing, empowering individuals to make informed, confident decisions about their finances with the ultimate goal of having a mindful spending and strong financial mindset.
- b. Structured Learning Exercise: In this activity, the participants will get to interact with one another to gain better appreciation of the concepts. These include games, film showing and sharing sessions;
- c. Conduct and facilitate the one-day Seminar on Understanding Financial Wellbeing;
- d. Provide a copy of the training material (e.g., presentation and handouts) to the AFMD-HRMD prior to the conduct of the training; and
- e. Issue certificates to the participants upon completion of the training with the company logo (if a firm) and CIAP logo.

### **Training Description**

The program shall be a one (1) day activity scheduled on 17 July 2025, from 9:00 AM to 4:00 PM, at a venue to be identified by the Project Manager. It shall be attended by at most 35 participants.

### **SEMINAR ON THE ART OF SELF- CARE: SPOTTING AND PREVENTING BURNOUT 22 July 2025**

### **Rationale**

The Construction Industry Authority of the Philippines (CIAP) emphasizes the importance of a balanced approach to an employee's overall health and wellness, incorporating physical, emotional, social, spiritual, and occupational well-being. As part of its initiative this year, CIAP has organized a series of workshops and seminars focused on raising awareness about mental health and mental well-being. One of these events is **The Art of Self-care: Spotting and Preventing Burnout**, which is deemed essential in equipping employees with the knowledge and skills to effectively manage self-care and also crucial in the office set-up as employees tend to work beyond their capacity, eventually neglecting their current wellbeing.

In today's fast-paced, high-pressure world, burnout has become an increasingly prevalent issue, impacting individuals across all sectors—whether in the workplace, academic environments, or personal lives. Burnout is characterized by chronic stress, emotional exhaustion, feelings of detachment, and a sense of ineffectiveness, often leading to a decline in both mental and physical health. Despite its growing presence, many people continue to overlook or misinterpret the signs of burnout, leading to severe consequences that affect not only the individual but also their families, colleagues, and communities. The **Seminar on The Art of Self-care: Spotting and Preventing Burnout** aims to address this critical issue by providing participants with the knowledge and tools to recognize early signs of burnout, implement effective prevention strategies, and build sustainable practices for mental and emotional well-being. It intends to equip the employees with the knowledge and skills needed to manage burnout effectively. This level of awareness helps the employees become self-sufficient and achieve burnout stability.

### **Objectives**

The primary goal of this seminar is to empower individuals to understand the complexities of burnout, develop strategies to prevent it, and create healthier, more productive environments both for themselves and those around them. The objective of "Spotting & Preventing Burnout" is to raise awareness about the signs and symptoms of burnout, enabling individuals to recognize early warning signs in themselves and others. By understanding the underlying causes, such as work-related stress, lack of support, and poor work-life balance, participants will be equipped with effective coping strategies and practical tools to manage stress and maintain mental well-being. The initiative aims to empower individuals to seek help early, reduce the stigma around mental health struggles, and create supportive environments both at work and home. Additionally, it emphasizes the importance of fostering a healthy work culture in organizations to prevent burnout and ensure long-term well-being for all individuals.

The **Seminar on The Art of Self-care: Spotting and Preventing Burnout** further seeks to equip participants with the tools, knowledge, and strategies to recognize burnout early, address its underlying causes, and create sustainable practices for mental and emotional well-being. This seminar will not only empower individuals to take proactive steps in protecting their health but will also contribute to the development of healthier, more supportive environments in workplaces.

### **Scope of Work**

The consultant is expected to do the following activities:

- a. Lectures: Involves designing, delivering, and evaluating a structured educational session aimed at increasing awareness, identifying burnout, and providing practical strategies to prevent it.
- b. Structured Learning Exercise: The purpose of this exercise is to help participants recognize the signs of burnout, understand its causes, and practice applying strategies to prevent and manage burnout in real-life situations. The exercise encourages self-awareness, collaboration, and reflection on how to implement practical tools for burnout prevention;
- c. Conduct and facilitate the one-day Seminar on The Art of Self-care: Spotting & Preventing Burnout;

- d. Provide a copy of the training material (e.g., presentation and handouts) to the AFMD-HRMDs prior to the conduct of the training; and
- e. Issue certificates to the participants upon completion of the training with the company logo (if a firm) and CIAP logo.

**CONFORME:**

*This is to certify that the undersigned, as an authorized representative of the Contractor, confirms and complies with all the requirements and deliverables needed for the **Engagement of a Subject Matter Expert / Learning Service Provider for the Conduct of Series of Wellness Seminars for the Construction Industry Authority of the Philippines***

---

Name and Signature of Authorized Representative of the Service Provider

---

Company Name and PhilGEPS Registration Number

---

Tax Identification Number

---

Date