

# REQUEST FOR PROPOSAL

## 2017 AP Team Building Retreat

December 7 - 9, 2017

Habitat for Humanity International

Representative and Contact:

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## 1. INTRODUCTION & BACKGROUND

Habitat for Humanity International (HFHI) is an international NGO with a vision for a world where everyone has a decent place to live. The HFHI Regional Headquarters in Manila is seeking proposals from training consultants to provide team building activities for our 2017 staff retreat. Our goal with the staff retreat is to:

1. Foster inter-departmental interactions in a fun and relaxing way.
2. Celebrate our accomplishments from the past year.
3. Foster cross-cultural appreciation and communication.

The objective of this Request for Proposal is to locate a source that will provide the best overall value to HFHI. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

Summary of our need:

Our staff works very hard throughout the year to impact the housing sector in 18 Asia-Pacific national programs (17 countries and 1 special administrative region). We are an international group representing 13 different countries and working across 8 different departments, so we are a diverse group of people. This retreat provides a rich opportunity **for learning about one another's' cultures** and to reward our staff for a year of hard work. We envision having 10 hours of team building activities on sessions on a variety of useful topics, listed below. We seek a consultant to organize and facilitate the team building activities.

Dates of the trainings:

- Thursday, December 7 from 1 pm to 5 pm (total four hours)
- Friday, December 8 from 9 am to 12 pm and 1 pm to 4 pm (total six hours)

Location of the Trainings:

The trainings will take place at a retreat center within a 3 hour bus ride from Manila. Venue is to be determined. (Venues will be sought that provide opportunities for both indoor and outdoor activities to account for weather.)

Desired topics include the following:

- Building a sense of unity - having a common vision and purpose.
- Cross-cultural appreciation.
- A more adaptive and flexible staff.
- Celebration and recognition of work well done.
- The team is rested, energized and bonded.

## 2. SUBMISSION GUIDELINES & REQUIREMENTS

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than October 12.
3. This price proposal should indicate the overall fixed price for the project, including applicable tax, if any.
4. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
5. Proposals must be received prior to October 23 to be considered.
6. HFHI anticipates selecting at least two individuals or firms to have more in-depth discussions with, and will make an award to one of these short-listed individuals or firms.

### 3. PROJECT SCOPE

The successful bidder will be responsible for organizing the team building activities and providing the facilitators for 10 hours of team building activities.

The criteria set forth below should be met to achieve successful completion of the project:

1. The successful bidder will provide facilitators for the full 10 hours of the planned team-building activities.
2. Preference will be given to the bidder who provides participatory training in accordance with adult learning methodologies.
3. Indoor and outdoor activities are desired.

### 4. BUDGET

The successful bidder will offer the proposal that best meets our needs at the lowest cost.

### 5. EVALUATION FACTORS

HFHI will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience (reference checks from existing clients)
3. Cost
4. **Technical expertise/experience of bidder and bidder's staff**

HFHI reserves the right to award to the bidder that presents the best value to HFHI as determined solely by HFHI in its absolute discretion.