

## Annex A: Specifications and Compliance Sheet

Vendors are required to fill in the 'For Vendors to complete' section

BDFA/Q/0019/2025

**Note: The Specifications and Compliance Sheet must be signed and stamped**

Item	Service Specifications		
	Features / Specifications	For Vendors to complete	
		Comply (Yes / No)	State Your Proposal
1	<b>TRAINING INFORMATION</b>		
	<b>Training Topic:</b> Leadership Training for Current and Emerging Leader		
	<b>Type of Training:</b> In-House		
	<b>Venue:</b> To be proposed by training provider		
	<b>Mode of Training:</b> Instructor-led (Lecture & Activity-based)		
	<b>Estimated Training Month:</b> January 2026 or Early February 2026		
	<b>Training Duration:</b> Two (2) – Three (3) Days		
	<b>Training Days and Time:</b> Preferred during working day and hour		
	<b>Expected No. of Participants:</b> 15 – 20 pax		
	<b>Refreshment:</b> Included (Breakfast, Lunch & Hi-Tea)		
	<b>Working Hours:</b> <i>Monday - Thursday</i> 8.00 AM – 12.15 PM 1.30 PM – 5.00 PM  <i>Friday</i> 8.00 AM – 12.00 PM 2.15 AM – 5.00 PM		
	<b>LEARNING OUTCOME</b>		
	<b><i>I. Foundations of Leadership &amp; Managerial Accountability</i></b>		
	Understand core leadership principles and what is expected of a manager in a regulatory/government-linked organization.		
	Transition from an “individual contributor” mindset to a “people leader” mindset.		
	Explain key governance foundations relevant to managers, including ethical conduct, accountability, and decision-making frameworks.		
	Apply basic HR and finance concepts necessary for managing teams, such as leave governance, appraisal responsibilities, performance management basics, budget awareness, and responsible use of organizational resources.		

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1	<b>II. Leading People: Communication, Coaching &amp; Team Dynamics</b>		
	Communicate clearly and confidently when assigning tasks, giving instructions, or addressing performance.		
	Use coaching and mentoring techniques to guide team members, especially juniors or new officers.		
	Provide constructive feedback, handle difficult conversations professionally, and manage conflict early.		
	Build psychologically safe environments that promote trust, engagement, and collaboration.		
	Apply interpersonal leadership skills to cultivate motivated, purpose-driven, and resilient teams.		
	<b>III. Leadership Mindset, Resilience &amp; Personal Effectiveness</b>		
	Demonstrate self-awareness and emotional intelligence in leadership situations.		
	Build resilience and model calm, solution-oriented behavior during periods of stress, heavy workload, or organizational change.		
	Prioritize tasks effectively, manage competing demands, and support team productivity.		
	Apply critical thinking and basic problem-solving tools to address day-to-day team challenges.		
	<b>IV. Organizational Development &amp; Introduction to Change Leadership</b>		
	Understand how BDFA's structure, strategy, and regulatory functions influence team roles and priorities.		
	Recognize how organizational culture and systems affect team performance and behavior.		
	Support change initiatives by communicating effectively, managing concerns, and aligning teams with new directions.		
	Contribute to building a culture of continuous improvement and learning.		
	<b>V. Practical Managerial Toolkit &amp; Post-Course Action Plan</b>		
	Apply simple, practical tools for planning, delegation, supervision, documentation, and performance tracking.		
	Develop a personal leadership action plan with clear milestones for growth over the next 3–6 months.		
	Commit to ongoing self-development, peer learning, and application of leadership behaviors at work.		

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1	<b>VENDOR PROPOSAL SHOULD INCLUDE</b>		
	<b>Company Profile</b> – Vendor must include details of past leadership or corporate training programs and client references		
	<b>Valid Business License</b> – Copy of License 16/17 or Form X or similar		
	<b>Trainer Profile and Background</b> – Vendor are required to provide credentials, experience, and sample programs delivered.		
	<b>Detailed Module Outline</b> – Vendor are required to provide a detail structure of their module and course slide		
	<b>Refreshment</b> – Vendor are required to organize refreshment for participant during the training. (Breakfast, Lunch & Hi Tea)- Menu choices must be included		
	<b>Quotation Breakdown</b> including:		
	Venue rental (if applicable)		
	Training Fee		
	Participants Certificates		
	Training Materials/ Slides / Activity Tools for participants		
	Refreshment		
	Optional: Value-added activities such as post-course evaluation, coaching session, or follow-up workshops		
	<b>Trainer Expenses:</b> Trainer's travel, accommodation, and insurance costs must be borne entirely by the Training Provider.		
	<b>Post-Session Refreshments:</b> Refreshments following the training session will not be provided by BDFA.		
	<b>Local Transportation (For International Vendor only):</b> Daily transport between the accommodation and the training venue will be provided by BDFA (Maximum 3 trainers). Airport transfers are expressly excluded.		
<b>PROCUREMENT REQUIREMENT</b>			
<b>Price Validity:</b> Minimum 3 months (state number of months)			
<b>Delivery Period:</b> January 2026 or Early February 2026			
<b>Split Procurement (Item-Based Award):</b> The Purchaser reserves the right to make partial or separate awards for individual item			
<b>Grand Total</b>			