



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11545370
Procuring Entity BASES CONVERSION AND DEVELOPMENT AUTHORITY - MAIN
Title Procurement of Services of Fitness Firm for the BCDA Sports and Fitness Program CY 2024-2025 under PR0001006
Area of Delivery Metro Manila

Solicitation Number:	BG2024-143-1576	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Services	Document Request List	0
Approved Budget for the Contract:	PHP 600,000.00		
Delivery Period:	12 Month/s		
Client Agency:			
Contact Person:	Stefany A Mateo Sr. Administrative Assistant BCDA Corporate Center 2nd Floor, Bonifacio Technology Center, 31st St., 2nd Ave. Bonifacio Global City Taguig City Metro Manila Philippines 1634 63-2-5751782 63-2-5751785 samateo@bcda.gov.ph	Date Published	29/11/2024
		Last Updated / Time	28/11/2024 11:23 AM
		Closing Date / Time	05/12/2024 09:00 AM

Description

Procurement of Services of Fitness Firm for the BCDA Sports and Fitness Program CY 2024-2025

12 MONTH FITNESS FIRM for the BCDA Sports and Fitness Program 2024-2025

Details: (See Attached Terms of Reference for complete details)

A. The total cost of the services rendered for a period of twelve (12) months by the fitness firm should not exceed Six Hundred Thousand Pesos (Php600,000.00), inclusive of all applicable taxes and other charges.

B. The fitness firm shall provide the following services:

- i. A dedicated Sports and Wellness manager assigned to BCDA who shall organize and supervise the sports and fitness activities in close coordination with the BCDA Wellness Committee
- ii. At least thirty (30) on-site face-to-face group exercise classes in 12 months. A face-to-face 1-hour weekly class alternating between BTC and Clark offices. Unless circumstances do not permit, virtual classes are allowed.
 - a. A wide selection of group exercise classes including dance-inspired, cardiovascular, strength, flexibility, and restorative classes (e.g. Zumba, Yoga, Pilates, Cardioibox, HIIT, etc.)
 - b. The roster of fitness instructors should have at least 1-year experience in their field of expertise with an engaging personality, a positive attitude, and the ability to motivate employees.
- iii. At least two (2) webinars on fitness and wellness
- iv. At least two (2) wellness activities/workshops each in Clark and BTC offices, inclusive of materials and equipment.
- v. Two (2) sports clinics, either in Manila or Clark, for various sports activities, such as basketball, volleyball, badminton, running, etc.
 - a. at least 2 hours/session
 - b. inclusive of venue and rental of sports equipment

- vi. One-day corporate-wide sports fest for 400++ participants inclusive of
 - a. coaches, referees, and facilitators for different sports and fitness activities such as obstacle relay, Palarong Pinoy, basketball, volleyball, Zumba, etc.
 - b. venue - indoor sports facility with aircon
 - c. ambulance and paramedics
- vii. If any of the activities above are not delivered due to unavoidable circumstances, they may be converted to other wellness activities as long as they are within the contract price
- C. The service provider shall have the following minimum qualifications:
 - i. At least two (2) years in the fitness and wellness industry
 - ii. Duly registered with the Security and Exchange Commission (SEC)
 - iii. Registered with PhilGEPS.
- D. Requirements to be submitted by the fitness firm:
 - i. PhilGEPS registration;
 - ii. Income/Business Tax Return and/or Tax Clearance
 - iii. Updated Mayor's/ Business Permit
 - iv. Omnibus Sworn Statement
- v. A catalogue of fitness classes, webinars, workshops, and clinics available
- vi. A collection of 2-3 minute original workout videos from the instructors showcasing a variety of exercises
- vii. The unit cost of each of the following: group exercise class, workshops, webinars, sportsfest activities, and other services mentioned above
- E. The payment terms are monthly through a check payable to the fitness firm based on the number of group exercise classes conducted and the additional services rendered within a month. The fitness firm shall submit the following:
 - i. Accomplishment report
 - ii. Attendance of participants per session

Documentary Requirements upon submission of quotation:

- 1) Valid Mayor's/Business Permit
 - 2) PhilGEPS Registration No.
 - 3) BIR Certificate of Registration (BIR Form 2303)
 - 4) Income/Business Tax Return if the ABC is above 500k
 - 5) Omnibus Sworn Statement and Proof of Authorization
- (Upon notification of Notice of Award-winning bidder must submit within 5 working days the duly NOTARIZED OSS and Proof of Authorization e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)

Other Information

Please email the quotation together with your PhilGEPS Registration, BIR Registration, Mayor's Permit, and Omnibus Sworn Statement to samateo@bcda.gov.ph or submit it to BCDA Reception Area, 2/F Bonifacio Technology Center, 31st St. corner 2nd Ave. Bonifacio Global City, Taguig City.

Bids should be inclusive of all applicable taxes and any other fees.

Bids over the approved budget for the contract shall be automatically disqualified.

The contract shall be awarded to the supplier with the Lowest Calculated Bid during the evaluation procedure.

(You may use the attached Pro-forma RFQ-Request for Quotation and Omnibus Sworn Statement found in Associated Components)

BCDA reserves the right to accept and reject any or all of the quotations received formally, waive minor defects in forms and requirements, or to accept quotations/s as may be considered most advantageous to the government or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

TERMS AND CONDITIONS:

Payment: Thirty (30) working days
 Delivery: _____ calendar days (please specify)
 Validity of price: One (1) month

Look for Ms. Stefany Mateo for inquiries email at samateo@bcda.gov.ph.

Created by Stefany A Mateo

Date Created 28/11/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.