



BASES CONVERSION and DEVELOPMENT AUTHORITY

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Fax No. : 8575-1785

Email: samateo@bcda.gov.ph

REQUEST FOR QUOTATION

(Company Name):

Date: **29 November 2024**

PR #: **PR0001006**

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **05 Devenber 2024**
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the gov't., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

STEFANY A. MATEO
Canvasser

ALMIRA S. CLARIANES
Chief Administrative Officer

TO: **BCDA HEAD OF PROCUREMENT**

Per request, below is/are the price(s) of the article(s)/service(s) as indicated under Unit Price:

QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (A x D)
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, Cardiobox, 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				



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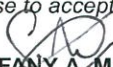
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		a. coaches, referees, and facilitators for different sports and fitness activities such as obstacle relay, Palarong Pinoy, basketball, volleyball, Zumba, etc. b. venue - indoor sports facility with aircon c. ambulance and paramedics vii. If any of 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				
TOTAL AMOUNT						₱



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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)*

Terms and conditions:

- Price:** Inclusive of all applicable taxes
- Payment:** NET Thirty (30) working days
- Delivery:** _____ day/s (upon conforme of P.O.)
- Validity of price:** one (1) month
- WARRANTY:** at least one (1) year

We hereby certify, that we have prepared, checked and reviewed this quotation.

This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

Printed Name/Signature/DATE

Immediate Supervisor

Telephone / Fax Number