

TERMS OF REFERENCE
PROCUREMENT OF A SERVICE PROVIDER FOR THE
CONDUCT OF WELLNESS INITIATIVE C.Y. 2021
Approved Budget for Contract (ABC): Php 300,000.00

I.	Background The Human Resources Management Office (HRMO) intends to conduct a wellness initiative that will provide its personnel unlimited access to a virtual exercise platform; and therefore intends to hire a service provider.	
II.	Objective To enroll personnel to a virtual exercise platform for an unlimited access to health, fitness and wellness information for six (6) months in relation to the conduct of wellness initiative of the Department for C.Y. 2021.	
III.	Technical Specifications	STATEMENT OF COMPLIANCE
	Particulars	Qty
	Unlimited access to virtual exercise classes on strength and conditioning, yoga, cardio, and dance	160
	One (1) webinar on exercise exclusive to an unlimited number of DFA personnel	1
	Six (6) 5-minute video on office exercises	6
	Digital poster (on the Department’s Wellness Initiative)	1
IV.	PROVIDER RESPONSIBILITIES: <ul style="list-style-type: none"> ● The provider must enroll 160 personnel to a virtual exercise platform with unlimited access to health, fitness and wellness content for six (6) months. ● The provider must organize one (1) webinar on exercise exclusive to an unlimited number of DFA personnel which will serve as the launch of the Department’s wellness initiative. The resource speaker/s should have the necessary credentials as a physical therapist or fitness trainer. 	

	<ul style="list-style-type: none"> ● The provider must deliver the six (6) 5-minute video on office exercises. ● The provider must deliver a digital poster which will be used to invite personnel to enroll in the Department’s wellness initiative. ● The provider shall ensure that it has ownership on the content available in the virtual exercise platform. 	
V.	PROVIDER QUALIFICATIONS <ul style="list-style-type: none"> ● The provider must have three to five years of experience in providing physical or online exercise classes. ● The provider must have the capability, resources and experience in partnering with private/government corporations (The provider must submit a company profile as a basis). ● The service provider must be registered with PhilGEPS in compliance with the government’s procurement regulations. 	
VI.	Payment <ul style="list-style-type: none"> ● Payment shall be made through a <u>send bill arrangement</u> through the bank account of the chosen supplier. ● All payments shall be inclusive of all taxes and other government/lawful charges. 	

COMPANY NAME/SUPPLIER:

COMPANY ADDRESS:

CONTACT PERSON:

CONTACT DETAILS: