

**TERMS OF REFERENCE**  
**Conduct of a Wellness Workshop Under Wellness/Fitness Initiative C.Y. 2025**  
**Approved Budget for Contract (ABC): Php 280,000.00**

I.	<b>Background</b> Aligned with RA 11036, CSC Memorandum Circular No. 04, s. 2020, and the 2024 DFA Wellness Survey results, the Wellness/Fitness Initiative addresses key health challenges among DFA personnel, including low physical activity, poor sleep, and high stress. In response, HRMO proposes to conduct a Fitness Program that will provide practical knowledge, fitness strategies, and wellness activities to support long-term health, productivity, and resilience.		
II.	<b>Objective</b>  This initiative aims to: <ul style="list-style-type: none"><li>• Provide DFA personnel with essential health insights and practical fitness strategies.</li><li>• Enhance employee well-being and productivity.</li><li>• Promote a balanced and active lifestyle through engaging wellness activities.</li></ul>		
III.	<b>Technical Specifications</b>		<b>STATEMENT OF COMPLIANCE</b>
	<b>Particulars</b>	<b>No. of Pax</b>	
	1. Two (2) fitness-related webinars	100	
	2. Two (2) online fitness exercises	100	
	3. Two (2) runs of onsite physical wellness fair [Office Rest & Restoration Program with Theragun Massage, Fitness Consultations, Postural Analysis, and 30min session of <b>Therapeutic Yoga and Nirvana Fitness Yoga.</b>	150	
	<b>SERVICE PROVIDER RESPONSIBILITIES:</b> <ul style="list-style-type: none"><li>• The provider shall develop and conduct the following wellness programs specifically designed for DFA personnel.</li><li>• The provider shall design all the modules/training outline needed to accomplish the objectives of the workshops.</li><li>• The provider shall prepare a Summary Report of the program containing the necessary post-program evaluations, recommendations, and policy recommendations required by DFA.</li></ul>		
IV.	<b>SERVICE PROVIDER QUALIFICATIONS</b> <ul style="list-style-type: none"><li>• The provider must have at least three years of relevant competencies to run a wellness program for DFA personnel.</li><li>• 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).</li><li>• The service provider must be registered with PhilGEPS in compliance with the government's procurement regulations.</li></ul>		
V.	<b>Payment</b> <ul style="list-style-type: none"><li>• Payment shall be made through a <b>send bill arrangement</b> through the bank account of the chosen supplier.</li><li>• All payments shall be inclusive of all taxes and other government/lawful charges.</li></ul>		

**COMPANY NAME/SUPPLIER:**

**COMPANY ADDRESS:**

**CONTACT PERSON:**

**CONTACT DETAILS:**