PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center 1,
North Avenue, Quezon City 1105
www.phcc.gov.ph
queries@phcc.gov.ph
(+632) 8771 9722

REQUEST FOR PROPOSAL

Provision of Service Provider for the conduct of Physical Fitness and Overall Wellness Program of the Philippine Competition Commission (PCC)

P.R. No./Date Received: **2025-08-0129 / 08 August 2025** RFQ/P No. / Date: **2025-10-0158 / 20 October 2025**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached ***Technical Specifications*** subject to the Terms and Conditions and within the **Approved Budget for the Contract.**

Required Documents/Information to be submitted as Attachments to the Proposal:

- **Valid Mayor's/Business Permit / BIR Certificate of Registration in case of individual**.
- **PhilGEPS Registration Number**
- **Notarized Omnibus Sworn Statement** and if applicable,Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney for sole proprietorship or all members of the joint venture or giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template may access in GPPB -TSO website or visit this link: https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.docx
- **Signed Technical Specifications (Please take note of the Additional Requirements as stated in the Technical Specifications)**
- **Signed Request for Proposal**

This pro-forma quotation maybe submitted through ***registered*** or ***electronic mail*** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to ***procurement@phcc.gov.ph*** or (assigned PBAC Sec email ***jsarevalo@phcc.gov.ph)*** on or before **24 October 2025, 12:00 NN** subject to the following *Terms and Conditions:*

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 12009: Section 71 - Liquidated Damages and Section 98 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 70 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed ***Technical Specifications.***
10. Please note that the award of the procurement is on a **per lot basis.**
11. This project adopts the Implementing Rules and Regulations of RA 12009.

Very truly yours,

[redacted]
Signed by Joseph Melvin B. Basas
ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item No.	QTY	Unit	ABC	Project Title	Total Amount (PhP) (To be filled out by the supplier)
1	1	Lot	₱ 115,500.00	Provision of Service Provider for the conduct of Physical Fitness and Overall Wellness Program of the Philippine Competition Commission (PCC)	
				(Please see attached Technical Specifications)	
Total ABC			**₱ 115,500.00**	**TOTAL Amount :**	
Delivery Instructions:				*(Please see attached Technical Specifications)*	

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____
Designation/Position : _____
Name of Company : _____
Address : _____
Telephone / Fax : _____
E-mail Address: _____
Company Tax Identification Number : _____

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DETAILED TECHNICAL SPECIFICATIONS

PROVISION OF SERVICE PROVIDER FOR THE CONDUCT OF THE PHYSICAL FITNESS AND OVERALL WELLNESS PROGRAM OF THE PHILIPPINE COMPETITION COMMISSION (PCC)

I. Background and Objective

PCC Office Circular No. 2020-001 (PCC Health and Wellness Program) serves as the main basis for implementing the agency's health and wellness initiatives and activities.

In view of this, the PCC aims to engage the services of a Service Provider (SP) that will conduct the Physical Fitness and Overall Wellness Program (PFOWP) to improve PCC personnel's well-being, reduce healthcare cost, and provide stress relief to help in managing workplace stress.

This document outlines PCC's requirements for the SP who will conduct the fitness and wellness programs for the PCC employees.

II. Participant

The PFOWP shall be open to all interested PCC personnel especially with the following conditions based on the Employee Health Profile (HP):

- Hypertensive
- Diabetic
- Obese or overweight
- Musculoskeletal disease (modified program)
- Underweight
- Hormonal imbalances;
- and other's based on doctor's recommendation

III. Specifications:

A. **Availability.** SP must be available from **September to December 2025 (Wednesdays and Fridays)** to conduct the PFOWP. Final schedule to be discussed with the SP.

a. **Location.** PFOWP shall be conducted within the PCC premises, preferably the 9th Floor Function Hall.

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Management System ISO 9001:2015
www.tuv.com ID 9108652446

b. **Minimum Requirements and Terms.**

The following provides the minimum requirements and terms of this engagement:

Description	**Minimum Requirements and Terms**
Structured Physical Activity	There must be at least four (4) structured activities, including but not limited to, or a combination of the following: 1. Tabata 2. Circuit Exercise (i.e. core and bodyweight exercises) 3. Group Dance Exercise 4. Piloxing The End-User (EU) has the option to change the activity schedule depending on the need and inform the SP within five (5) working days in advance. The SP must Monitor the rate of performance of the participants and may make adjustment in the exercise routines to fit with the capability or stamina of the participants. The SP must provide simplified instruction to ensure that participants follow through the course of the activity.
Nutrition Talks	The SP must conduct Nutrition Talks at least once a month with different topics and provide copy of the presentation materials to the End User.

	The SP must present the proposed schedule from September to December (every Wednesday). The SP may change the topic depending on the need and inform the EU within five (5) working days.
Diet Counselling	The SP must provide a one-on-one diet counselling to the participants of the Shed and Shred Challenge with a min. of 15 minutes and max. of 30 minutes duration per participant.
Weight Management	The SP must offer guidance on achieving and maintaining a healthy/ desirable weight of the PCC employees, and assist in the conduct of the Shed and Shred Challenge. The SP may be consulted by the participants of the Shed and Shred Challenge as well as the participants of the Physical Fitness and Overall Wellness Program during the Nutrition Talk or during the conduct of the programs.
Well-being Exercises	The SP must conduct well-being exercises that helps reduce stress, boost mood, and enhance productivity of the PCC personnel, including but not limited to, or a combination of the meditation or Yoga.
Initial Assessment	The SP will conduct the initial assessment of the employees who will sign-up for the PFOWP. This is to gather baseline data as basis for the monitoring and evaluation of the program.

	Baseline date such as: a. Body Mass Index (BMI) b. Weight c. Body fat percentage; d. Other factors applicable
Contract Duration and Activity Schedule	This engagement shall be valid from **September to December 2025**. For a total of **22 sessions.** **Activity Schedule:** Wednesdays from 4:00 PM to 5:30 PM Fridays from 4:30 PM to 6:00 PM **Warm-up:** 15 minutes **Cool-down:** 15 minutes **Reporting time:** at least 30 minutes prior the schedule time to the EU (ER & HW lead) The SP must perform the warm-up exercises before and after the activity. To reduce the risk of injury and mentally prepare for the activity. In the event of a cancellation of the scheduled activity due to valid reasons (i.e suspension of work, holiday, etc.), the EU must inform the SP and provide make-up sessions relative to the cancellation
Instructor	One (1) instructor and an alternate, with the same qualifications as stated below, shall be provided per activity. In case the designated instructor is unavailable in certain schedules, the alternate shall proceed with the activity. Such changes must be well coordinated with the HCMD.

	The instructor shall: 1. Promote healthy and active lifestyle among participants; and 2. Follow safety procedures in the conduct of the physical wellness activities and ensures minimal physical injuries for the participants
Free Trial Session	There shall be at least (1) free trial session to be provided before proceeding to the schedule proper. The EU shall choose the activity to be conducted for the free trial.

e. **Minimum Qualifications**

Criteria	Minimum Qualification	Bases
SERVICE PROVIDER		
Applicable experience	**Years of operation:** at least five (5) years of operation as service provider for fitness programs	Company profile
	Engagement: At least three (3) engagements with private or government sector	List of engagements and/or Certificate of Satisfactory Service issued by previous clients
INSTRUCTOR		
Quality of Personnel	**Educational Attainment:** at least a vocational degree graduate relevant to the program	Curriculum Vitae of the instructor
	Years of experience: at least three (3) trainings attended relevant to fitness program	Certificate of Participation/ Certificate of Attendance
	Engagement: have at least two (2) years of experience with conducting fitness programs.	Certificate of Acceptance/ Certificate of Trainings Conducted

The List of Documentary Requirements is provided in Annex A for reference and guidance.

IV. Information Security and Non – disclosure Agreement

To ensure the Philippine Competition Commission (PCC) maintains a high standard of information security when engaging with third-party providers, all suppliers are required to comply with the established PCC Information Security Management System (ISMS). These requirements are outlined in the Supplier Security Policy (POL-PCC-GSD 02-03) and related ISMS policies and procedures.

All data, documents, records, configuration files, and metadata (collectively referred to as "Information") provided to the supplier(s) for the purpose of delivering services are considered confidential and remain the exclusive property of PCC. The supplier(s) shall recognize the critical importance of maintaining the security and confidentiality of the Information and agree to prevent its unauthorized transfer, disclosure, or use by any third party. The supplier(s) shall not use the Information for any purpose other than to perform the agreed-upon services. Furthermore, the supplier(s) shall ensure that, upon completion of the service, they will not retain any portion of the Information in any form whatsoever.

The following must be submitted after the issuance of Notice of Award or Purchase or Job Order:

- Notarized Non-Disclosure Agreement
- Notarized Data Sharing Agreement (if applicable)
- Project Risk Management Plan (if applicable)

The documents will be submitted to the ISMS secretariat in compliance with the approved PCC Information Security Management System and will not form the part of the submission for payment processing.

V. Approved Budget for the Contract (ABC)

The ABC is **One Hundred Fifteen Thousand Five Hundred Pesos (PhP115,500.00)** inclusive of all applicable government taxes and service charges.

VI. Mode of Procurement

The mode of procurement shall be Small Value Procurement under Section 34 of the IRR of RA 12009.

VII. Payment Scheme

The payment of the services rendered shall be made every 28th day of the month, subject to completion and acceptance of satisfactory performance of services. The SP must issue a billing statement/ statement of account no later than 20th of the month. The actual amount to be paid shall be based on the actual number of sessions conducted in a month. The EU shall only pay the actual number of PFOWP sessions conducted. Supporting documents to be provided upon claim are as follows:

a. Monthly Billing statement by the SP; and
b. Certificate of Satisfactory Service Rendered issued by PCC.

Payment shall be released and collected within the PCC premises or be credited to the provider's bank account, net of applicable transfer charges.

The PCC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.

VIII. Liquidated Damages

In accordance with Section 71.1.4 of the IRR of RA 12009 states that if the SP fails to comply with the Terms and Conditions of the contract within the period specified, the PCC shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent of the cost of unperformed portion from every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%) of the total contract price, the PCC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

IX. Dispute Agreement/Resolution

Should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:

JEAN CHESKA C. SOLIVEN
HRMO I, AO-HCMD

Reviewed by:

ANTONIA LYNNELY L. BAUTISTA
CAO, AO-HCMD

Approved by:

JESON Q. DE LA TORRE
Director IV, Administrative Office

CONFORME:

_____
Name and Signature of Authorized Representative

_____
Designation

_____
Name of Company

_____
Date

Annex A

LIST OF DOCUMENTARY REQUIREMENTS

Bidders are requested to submit the following documents:

Documents to be Submitted (Together with the Request for Proposal Form)	• Company Profile • List of engagements and/or Certificate of Satisfactory Service issued by previous clients • Curriculum Vitae of the instructor • Certificate of Participation/ Certificate of Attendance • Certificate of Acceptance/ Certificate of Trainings Conducted Eligibility Documents: 1. Mayor's/ Business Permit 2. PhilGEPs Registration Number 3. Duly Notarized Omnibus Sworn Statement