



Development Bank of the Philippines

REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for the **Services of Program/Class Instructors for the DBP Hybrid Integrated Physical Fitness Program – Pilates and Hip Hop**

SVP-2025-06

**Approved Budget for the Contract: Hip Hop Dance – Php144,000.00
Pilates – Php168,000.00**

1. Please quote your lowest price based on the attached specifications per Terms of Reference.
2. **Submitted quotations must be duly signed by the vendor's representative and must be sent to the BAC Secretariat or Employee Relations Department not later than 05:00 P.M. of Monday 31 March 2025**
3. All quotations must be inclusive of all taxes and other charges.
4. Kindly refer to the attached Terms of Reference (TOR)/Technical Specifications (TS)/ Scope of Services (SOW).

TERMS AND CONDITIONS:

1. All entries must be type written.
2. **All suppliers/vendors are mandated to register with the PhilGEPS and provide a PhilGEPS Registration number as a condition for award of the contract.**
3. Other documentary requirements for each vendor shall be as follows;
 - **Duly accomplished Data Privacy Consent Form;**
 - **Conformance to each and every page of the Technical Specifications, duly signed by the authorized representative;**
 - **All required documents stated in the Technical Specifications: AND**
 - ☐ (1) For suppliers/vendors whose representatives are the official signatory of the documents/requirements: ***please submit a duly notarized Omnibus Sworn Statement OR***
 - (2) For suppliers/vendors who will appoint or designate their duly authorized representative: ***please submit the following notarized statements:***

(if the supplier/vendor is a Sole Proprietorship)	(if the supplier/vendor is a Corporation)
Duly notarized Special Power of Attorney AND Duly notarized Omnibus Sworn Statement	Duly notarized Secretary's Certificate AND Duly notarized Omnibus Sworn Statement

For inquiries, you may reach the BAC Secretariat on the contact nos. provided below:

DBP Bids and Awards Committee Secretariat

6/F Operations Sector, DBP Head Office
Sen. Gil J. Puyat corner Makati Avenues, Makati City
(+632) 818-9511 to 20 local 2610 or 2606
email: bacsecretariat@dbp.ph

You may visit the following websites:

For downloading of Request for Quotation: <https://www.dbp.ph/invitations-to-bid/>

For DBP Statement on Zero Tolerance for Fraud, Corruption and Malpractice:

<https://www.dbp.ph/about-dbp/dbp-statement-on-zero-tolerance-for-fraud-corruption-and-malpractice/>

TERMS OF REFERENCE

Negotiated Procurement of the Services of Program/Class Instructors for the DBP Hybrid Integrated Physical Fitness Program (HIPFP)

<p>I. Approved Budget for the Contract (ABC)</p>	<table border="1" data-bbox="836 447 1367 604"> <thead> <tr> <th>Program/Class</th><th>ABC</th></tr> </thead> <tbody> <tr> <td>HipHop Dance</td><td>P 144,000.00 (for 48 sessions)</td></tr> <tr> <td>Pilates</td><td>P 168,000.00 (for 48 sessions)</td></tr> </tbody> </table> <p>The bid price/s should not exceed the Approved Budget for Contract (ABC) per program/class inclusive of 12% VAT and all other applicable taxes and charges.</p> <p>Bids received more than the ABC shall be automatically disqualified during bid evaluation.</p> <p>Bids must be valid for thirty (30) days upon submission and should not be subject to change/increase during contract implementation.</p>	Program/Class	ABC	HipHop Dance	P 144,000.00 (for 48 sessions)	Pilates	P 168,000.00 (for 48 sessions)
Program/Class	ABC						
HipHop Dance	P 144,000.00 (for 48 sessions)						
Pilates	P 168,000.00 (for 48 sessions)						
<p>II. Mode of Procurement</p>	<p>The mode shall be via Negotiated Procurement as provided under the Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 12009, s. 2023.</p>						
<p>III. Qualification</p>	<p>With at least 5 years of relevant experience indicated in the submitted professional profile/resume and certificates of trainings attended or certification/s from previous/current clients or employer/s.</p>						
<p>IV. Other Eligibility Requirements Required for Awarding of Contract/s</p>	<p>All bidders shall be required to submit the following documents, together with their Reply Slip Form:</p> <ol style="list-style-type: none"> 1. Signed Request for Quotation 2. Proof of PhilGEPS Registration/Registration number 3. Tax Identification Number (TIN) or Certificate of Tax Registration from BIR (certified true copy)/Business Permit/Mayor's Permit 						

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

	<div>4. Updated resume/profile of bidder-instructor/s</div> <div>5. Omnibus Sworn Statement</div>									
V. General Conditions of the Contract	<div><div>1. Contract Duration: The contract for the service/s shall be valid for 12 months reckon from receipt of Notice to proceed (NTP);</div><div>2. The performance of the Instructor/s shall be evaluated by regular class/program participants every three (3) months reckon from the start of the program and based on the established criteria (Annex A);</div><div>3. Contracts of instructors whose performance ratings for two (2) consecutive quarters (6 months) are below satisfactory shall be terminated. In which case, ERD shall procure the services of new instructors for the identified classes.</div><div>4. The ABC for each program shall cover the number of sessions per year and hours per day specified below:</div><table><tr><th>Program/Class</th><th>No. of sessions per year</th><th>No. of hour/s per session</th></tr><tr><td>HipHop Dance</td><td>48 sessions/yr</td><td>1 hour/day</td></tr><tr><td>Pilates</td><td>48 sessions/yr</td><td>1 hr/day</td></tr></table></div> <div><div>5. HipHop and Pilates Instructors shall be willing to record the class or go online during each session for live or on-demand participation of branch/field office participants.</div></div>	Program/Class	No. of sessions per year	No. of hour/s per session	HipHop Dance	48 sessions/yr	1 hour/day	Pilates	48 sessions/yr	1 hr/day
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HipHop Dance	48 sessions/yr	1 hour/day								
Pilates	48 sessions/yr	1 hr/day								
VI. Termination of Contract	<div><div>1. The agreement between the DBP and the instructor/service provider shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless earlier terminated by either Party or until the completion date of the contract.</div><div>2. Either Party may terminate the agreement upon notice in writing within five (5) days of written notice.</div></div>									
VII. Payment Terms/Conditions	<div>1. Payment for the instructor/s shall be on a monthly basis, subject to submission of (a) consolidated employee-participants'</div>									

Conforme:
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	attendance per month and (b) instructors' record of attendance
	2. The Instructor/s shall clock in prior to the start of session and out after each session using the official record book at the Employee Relations Department (ERD) at the 5 th flr of the DBP Head Office.
	3. Final payment shall be subject to submission of updated and valid Tax Clearance pursuant to BIR RMO No. 002-2025.

<p align="center">Conforme:</p> <p align="center">_____</p> <p align="center">Vendor's Company Name</p> <p align="center">_____</p> <p align="center">Name & Signature of Authorized Representative</p> <p align="center">_____</p> <p align="center">Designation</p> <p align="center">_____</p> <p align="center">Date</p>
