



## REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for the **PROCUREMENT OF SERVICES FOR THE CONDUCT OF THE 2025 DBP WELLNESS CHALLENGE**

SVP-2025-26

**Approved Budget for the Contract: 400,000.00 inclusive of all applicable tax**

1. Please quote your lowest price based on the attached specifications per Terms of Reference.
2. **Quotations must be inclusive of all taxes and other charges, and must be duly signed by the vendor's duly authorized representative.**
3. **Submission of Quotations to the BAC Secretariat or Employee Relations Department not later than 5:00 PM, 27 August 2025**
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;
    - **Mayor's/Business Permit**
    - **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 TS/TOR/SOW: 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 <b>Sole Proprietorship</b> )	(if the supplier/vendor is a <b>Corporation</b> )
Duly notarized Special Power of Attorney <u>AND</u> Duly notarized Omnibus Sworn Statement	Duly notarized Secretary's Certificate <u>AND</u> 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](mailto: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/>

**Development Bank of the Philippines**

**Terms of Reference for the Procurement of Services  
for the Conduct of the 2025 DBP Wellness Challenge**

Event Title	<b>DBP SlimPossible: Commit to be Fit!</b>			
Approved Budget for the Contract	<b>P400,000.00</b> (inclusive of VAT/applicable taxes and other charges)			
Requirements or Scope of Services	<div>1. Implementation of a 5-month weight loss challenge for a maximum of 60 participants at the DBP Head Office, which shall include conduct or provision of the following:</div> <div><ul style="list-style-type: none"><li>• Opening (start of the challenge) and Closing Programs (at the end of the challenge).</li><li>• Progress photos during the 1<sup>st</sup> month, mid and at the end of the challenge.</li><li>• Postural Assessment during the 1<sup>st</sup> month, mid and at the end of the challenge.</li><li>• Fitness/Nutrition Assessment and Consultation at least three (3) times for the duration of the program. Additional online consults, as needed for 4 participants per hour for at least 8 hours.</li><li>• Body composition assessments using the Tanita Scale at least three (3) times throughout the duration of the program.</li><li>• At least three (3) wellness workshops on topics such as fitness fundamentals, mental strength for weight loss, habit formation, etc., for the duration of the program.</li><li>• Welcome kits to all 60 participants during the opening program, which contains nutritional supplement drinks (at least 10 sachets).</li><li>• At least 12 Weekly Shoutouts for milestones achieved for the duration of the program<ul style="list-style-type: none"><li>◦ Send out weekly communication via email or chat to inspire participants and reinforce their commitment to the weight loss challenge.</li></ul></li><li>• Prizes for the top 3 winners, which shall include the following:</li></ul></div> <table><tr><td><b>1st Prize</b></td><td>Customized Fitness and Nutrition Program for 90 days 1-on-1 onsite fitness training</td></tr></table>		<b>1st Prize</b>	Customized Fitness and Nutrition Program for 90 days 1-on-1 onsite fitness training
<b>1st Prize</b>	Customized Fitness and Nutrition Program for 90 days 1-on-1 onsite fitness training			

1

<p>Conforme:</p> <p>_____</p> <p>Vendor's Company Name</p> <p>_____</p> <p>Name &amp; Signature of Authorized Representative</p> <p>_____</p> <p>Designation</p> <p>_____</p> <p>Date</p>
---

		Nutritional supplement drink (60 sachets) Tanita Scale Suspension Trainer Fitness Sliders Certificate																													
	<b>2<sup>nd</sup> Prize</b>	Customized Fitness and Nutrition Program for 90 days Nutritional supplement drink (30 sachets) Tanita Scale Certificate																													
	<b>3<sup>rd</sup> Prize</b>	Customized Fitness Program for 90 days Nutritional supplement drink (20 sachets) Gift Certificate worth Php500 Certificate																													
	<ul style="list-style-type: none"> <li>Provision of an electronic file template (e-template) for certificates of participation</li> </ul>																														
<b>Project Term</b>	The engagement will be for a period of 5 months, commencing on the issuance of the Notice to Proceed.																														
<b>Payment Terms</b>	<ul style="list-style-type: none"> <li>No down payment</li> <li>The total contract amount will be payable in three (3) tranches, net of all applicable tax and based on specific deliverables stipulated in this TOR.</li> <li>Each payment tranche will be released upon completion of the corresponding deliverables, milestones and/or activities and subject to the submission of complete supporting documents which may include, but are not limited to Sales Invoice or Statement of Account, Certificate of Completion, copies of participants' individual assessments (postural, nutrition, progress photo, workshop materials, weekly shout outs/emails, etc.</li> </ul>																														
	<table border="1"> <thead> <tr> <th>Deliverables/Milestone/Activities</th><th>No.</th><th>Timeline</th><th>% of payment</th></tr> </thead> <tbody> <tr> <td colspan="4"><b>1<sup>st</sup> Tranche</b></td></tr> <tr> <td>Opening Program</td><td>1</td><td rowspan="7">45 days after NTP</td><td rowspan="7">43% of the contract amount upon completion of the identified deliverables/milestones/activities</td></tr> <tr> <td>Progress Photo (start)</td><td>1</td></tr> <tr> <td>Postural Assessment (start)</td><td>1</td></tr> <tr> <td>Fitness/Nutrition Assessment</td><td>1</td></tr> <tr> <td>Tanita Scale Measurement</td><td>1</td></tr> <tr> <td>Workshop</td><td>1</td></tr> <tr> <td>Weekly Shoutouts</td><td>4</td></tr> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table>			Deliverables/Milestone/Activities	No.	Timeline	% of payment	<b>1<sup>st</sup> Tranche</b>				Opening Program	1	45 days after NTP	43% of the contract amount upon completion of the identified deliverables/milestones/activities	Progress Photo (start)	1	Postural Assessment (start)	1	Fitness/Nutrition Assessment	1	Tanita Scale Measurement	1	Workshop	1	Weekly Shoutouts	4				
Deliverables/Milestone/Activities	No.	Timeline	% of payment																												
<b>1<sup>st</sup> Tranche</b>																															
Opening Program	1	45 days after NTP	43% of the contract amount upon completion of the identified deliverables/milestones/activities																												
Progress Photo (start)	1																														
Postural Assessment (start)	1																														
Fitness/Nutrition Assessment	1																														
Tanita Scale Measurement	1																														
Workshop	1																														
Weekly Shoutouts	4																														

2

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

	<table><tr><th>Deliverables/Milestone/ Activities</th><th>No.</th><th>Timeline</th><th>% of payment</th></tr><tr><td><u>2<sup>nd</sup> Tranche</u></td><td></td><td></td><td></td></tr><tr><td>Fitness/Nutrition Assessment</td><td>1</td><td rowspan="6">90 days after NTP</td><td rowspan="6">19% of the contract amount upon completion of the identified deliverables/milestones/ activities</td></tr><tr><td>Tanita Scale Measurement</td><td>1</td></tr><tr><td>Workshop</td><td>1</td></tr><tr><td>Weekly Shoutouts</td><td>4</td></tr><tr><td>Progress Photo (mid)</td><td>1</td></tr><tr><td>Postural Assessment (mid)</td><td>1</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td><u>3<sup>rd</sup> Tranche</u></td><td></td><td></td><td></td></tr><tr><td>Closing Program</td><td>1</td><td rowspan="8">150 days after NTP</td><td rowspan="8">38% of the contract amount upon completion of the identified deliverables/milestones/ activities</td></tr><tr><td>Progress photo (conclusion of the program)</td><td>1</td></tr><tr><td>Postural Assessment (conclusion of the program)</td><td>1</td></tr><tr><td>Fitness/Nutrition Assessment</td><td>1</td></tr><tr><td>Tanita Scale Measurement</td><td>1</td></tr><tr><td>Workshop</td><td>4</td></tr><tr><td>Distribution of prizes (top 3 winners)</td><td>1</td></tr><tr><td>Weekly Shoutouts</td><td>4</td></tr></table>	Deliverables/Milestone/ Activities	No.	Timeline	% of payment	<u>2<sup>nd</sup> Tranche</u>				Fitness/Nutrition Assessment	1	90 days after NTP	19% of the contract amount upon completion of the identified deliverables/milestones/ activities	Tanita Scale Measurement	1	Workshop	1	Weekly Shoutouts	4	Progress Photo (mid)	1	Postural Assessment (mid)	1					<u>3<sup>rd</sup> Tranche</u>				Closing Program	1	150 days after NTP	38% of the contract amount upon completion of the identified deliverables/milestones/ activities	Progress photo (conclusion of the program)	1	Postural Assessment (conclusion of the program)	1	Fitness/Nutrition Assessment	1	Tanita Scale Measurement	1	Workshop	4	Distribution of prizes (top 3 winners)	1	Weekly Shoutouts	4
Deliverables/Milestone/ Activities	No.	Timeline	% of payment																																														
<u>2<sup>nd</sup> Tranche</u>																																																	
Fitness/Nutrition Assessment	1	90 days after NTP	19% of the contract amount upon completion of the identified deliverables/milestones/ activities																																														
Tanita Scale Measurement	1																																																
Workshop	1																																																
Weekly Shoutouts	4																																																
Progress Photo (mid)	1																																																
Postural Assessment (mid)	1																																																
<u>3<sup>rd</sup> Tranche</u>																																																	
Closing Program	1	150 days after NTP	38% of the contract amount upon completion of the identified deliverables/milestones/ activities																																														
Progress photo (conclusion of the program)	1																																																
Postural Assessment (conclusion of the program)	1																																																
Fitness/Nutrition Assessment	1																																																
Tanita Scale Measurement	1																																																
Workshop	4																																																
Distribution of prizes (top 3 winners)	1																																																
Weekly Shoutouts	4																																																
Documentary Requirements for Interested Supplier/s	<ul style="list-style-type: none"><li>• Quotation/Proposal</li><li>• 2025 Mayor's/Business Permit</li><li>• Proof of PhilGEPS Registration</li><li>• Omnibus Sworn Statement</li><li>• Secretary's Certificate (for supplier under partnership/corporation)</li><li>• DTI or SEC Registration or BIR Certificate of Registration</li><li>• Signed DBP Data Privacy Consent Form</li></ul>																																																
Evaluation of Proposal	<ul style="list-style-type: none"><li>• The technical evaluation of the service provider with complete requirements shall be facilitated by the Employee Relations Department.</li><li>• Proposals above the ABC shall automatically be disqualified</li></ul>																																																
Qualifications of Prospective Event Organizer	<ul style="list-style-type: none"><li>• Must be in the business for at least three (3) years</li></ul>																																																

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



DEVELOPMENT BANK OF THE PHILIPPINES

**PRIVACY CONSENT FORM**  
Bids/Procurement

Name of Project	
-----------------	--

I, \_\_\_\_\_, (Address) \_\_\_\_\_  
(Contact Number) \_\_\_\_\_, (Email Address) \_\_\_\_\_ hereby authorize/consent to the processing of personal and other related business information which I voluntarily provided to the **Development Bank of the Philippines (DBP)** and understand, acknowledge and agree to the following specific purposes and terms:

I authorize DBP for **processing**<sup>1</sup> and using my personal and other related business information, including but not limited to my name, address, contact details, and any other relevant information necessary for the evaluation process.

I understand that appropriate security measures shall be implemented by DBP for the protection of my personal and other related business information and shall be treated confidentially. Similarly, such information shall only be disclosed to authorized personnel involved in the bids and awards process of DBP.

I acknowledge that my personal and other related business information may be retained by DBP for as long as deemed necessary to fulfill the purposes specified/stated in this consent form, or as required by applicable policies, laws or regulations.

I understand that I have the right to access and request correction of my personal and other related business information held by DBP to correct any error and inaccuracy, in accordance with applicable data privacy laws.

I understand that I have the right to withdraw my consent, and request DBP to stop the **processing** of my personal and business information which may cease/ terminate/ discontinue the evaluation and other related procurement processes.

I agree that any confidential information obtained during my participation in the bid and procurement procedures shall not be disclosed to any third party other than its intended purpose.

By signing below, I acknowledge that I have read and understood the terms and purposes of this consent form and agree to the **processing** of my personal and other related business information as described.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date Signed

**ADDITIONAL INFORMATION**

For inquiries or complaints, you may contact the Development Bank of the Philippines (DBP), Attention to: the **DBP Data Protection Officer or the DBP Customer Experience Management Department**, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City, Philippines, Telephone No. (02) 8818-9511 to 20/ (02) 8818-9611 to 20, email: [info@dbp.ph](mailto:info@dbp.ph).

<sup>1</sup>**PROCESSING** - refers to any operation or any set of operations performed upon personal data including but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.

# OMNIBUS SWORN STATEMENT

*[shall be submitted with the Bid]*

---

REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

## AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or

representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_, *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_