



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
KEDUTAAN BESAR REPUBLIK
JAKARTA

REQUEST FOR QUOTATION
Expert Physical Fitness Instructors

In line with its 2021 Annual Procurement Plan, the Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to procure the services of Expert Physical Fitness Instructors to conduct a lecture and fitness demonstration for Embassy personnel.

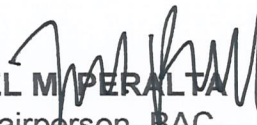
Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is **USD 900.00** or **IDR 12,832,200.00** with fixed rate at USD1=IDR 14,258.00 (as of 23 November 2021).

The Embassy invites all interested companies/individuals who are technically and legally capable to submit their respective proposal for the procurement not later than **1 December 2021**. The Embassy accepts open quotations submitted directly, through facsimile or email at the address and fax number given below:

Mr. JULIUS P. CALISIN
Property Officer and Attaché
Jl. Imam Bonjol 8, Menteng, Jakarta Pusat, Indonesia 10310
Tel. No. : 3100334
Fax No. : 3151167
Email : jakarta.pe@dfa.gov.ph

24 November 2021, Jakarta

By Authority of the Bids and Awards Committee (BAC)


JOEL M. PERALTA
Chairperson, BAC

No. 8 Jl. Imam Bonjol, Menteng, Jakarta 10310
Tel. No. (+62-21) 310-0334, Fax No. (+62-21) 315-1167
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TERMS OF REFERENCE

Expert Physical Fitness Instructors

1. The Approved Budget for Contract (ABC) is **USD 900.00** or **IDR 12,832,200.00** with fixed rate at USD1=IDR 14,258.00 (as of 23 November 2021).
2. The quotation must be in IDR and for all of the items listed herein.
3. The prices quoted must not be subject to any changes.
4. The quotation must include documents showing that the service provider is technically and legally capable to fulfill the contract.

Technical Specifications / Scope of Service Requirements:

Scope of Lecture	The Expert Physical Fitness Instructors will provide : <ul style="list-style-type: none">• a lecture on physical activity (in English) and its link to overall well-being. This talk may be guided by, among others, the data provided by Embassy personnel prior to the activity;• practical tips and demonstrations of the different physical exercises according to the sex and age groups, as well as medical conditions, of the participants;• answers to any questions the participants' may have with regard to their own particular circumstances.
Work Experience	The Expert Physical Fitness Instructors shall: <ul style="list-style-type: none">• be of reputable characters and have a proven expertise in the practice of physical fitness;• have a working knowledge of English;• have experience in conducting a similar event with foreign missions, embassies; and• submit a Company Profile and/or Curriculum Vitae.
Additional Requirement/s	The Expert Physical Instructors shall be a team of 2 (one male, one female).
Duration	Date: 17 December 2021 No. of hours: 2 hours
Venue	Multi-Purpose Hall of the Embassy
Equipment	The Expert Physical Fitness Instructors must provide all the materials and equipment to be used during the demonstration.
Health Protocols	The Expert Physical Fitness Instructors must include in their quotation PCR or Antigen tests for the instructors.
Payment terms	Payment shall be made within ten (10) days after the event and receipt of invoice.