



TERMS OF REFERENCE Procurement of Services of a Wellness Center

I. REQUIREMENTS:

1. The Service Provider shall offer the following:
 - Free gym membership for six (6) months for ninety-one (91) HGC employees.
 - Free use of all gym facilities;
 - Access of members to at least three (3) of the gym's branches nationwide and international, if there is any;
 - Minimum operating hours from 6:00 AM – 12:00 MN from Monday to Friday, and 8:00 AM – 9:00 PM during weekends; and
 - Branch/branches in various NCR municipalities and nearby provinces.
2. The Service Provider must indicate the cost of registration fee per member per month.
3. Payment shall be based on the actual number of participants confirmed upon signing of contract.

II. CRITERIA FOR SELECTION

The proposals shall be evaluated based on the following criteria:

Criteria	Points
Technical Requirements	
1. Number of branches in Metro Manila and nearby provinces	40
31 or more (40 pts.)	
16 – 30 (27 pts.)	
3 – 15 (14 pts.)	
2. Variety of offered services	20
With 2 or more related services offered other than the above requirements (20 pts.)	
With at least one related services offered other than the above requirements (10 pts.)	
3. Safety and Aesthetics	20
Safety features of the facilities (max. of 10 pts.)	
Cleanliness & Aesthetics (max. of 10 pts.)	
Financial Requirements	
4. Cost	20
Total	100

The bidder with the highest points obtained shall be considered responsive.

III. APPROVED BUDGET FOR THE CONTRACT:

The approved budget for the contract is Nine Hundred Eighty-Eight Thousand Five Hundred Sixty Three and 33/100 Pesos (P 988,563.33) inclusive of applicable taxes.

ENGR. RAFAEL DELOS SANTOS

Chairperson

Bids and Awards Committee

"Fund Mobilizer and Indispensable Partner in Housing"

