

**REQUEST FOR QUOTATION**

Date : 2/20/2020

PUERTO PRINCESA CITY

Please quote your lowest price on the item/s listed below, subject to the General Conditions below stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached herewith.

**ESSIE IVANA P. BACCHUS (SGD)**  
Procurement Officer B

- NOTE :
1. THE APPROVED BUDGET FOR THE CONTRACT IS PHP 810.00
  2. ALL ENTRIES MUST BE LEGIBLY WRITTEN
  3. DELIVERY PERIOD OF THIS CANVASS IS WITHIN SEVEN (7) CALENDAR DAYS.
  4. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE(1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
  5. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS
  6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT	Unit Price
1	Zumba Dance Instructor for Annual Health and Physical Fitness Program of PPA PMO-Palawan	1	lot	
Note:	We deduct 4% tax for goods and 5% tax for services for NON-VAT registered suppliers and 6% tax for goods and 7% tax for services for VAT-registered suppliers.			

Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

After having carefully read and accepted your General Conditions, I / We quote you on the item at prices noted above.

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tel. no. / Cellphone No. / e-mail address

# TERMS OF REFERENCE

## SERVICES OF ZUMBA DANCE INSTRUCTOR FOR ANNUAL HEALTH AND PHYSICAL FITNESS PROGRAM OF PPA PMO – PALAWAN YEAR 2020

### I. INTRODUCTION

For CY 2020, the Philippine Ports Authority, PMO-Palawan implemented a fitness program for the PMO Employees. One of these activities includes Zumba, a form of physical exercise that combines rhythmic dance exercise with the goal of improving all elements of fitness, which is performed with music in a group setting led by an instructor.

The activities are intended to develop healthy lifestyle and alert workforce for improved productivity of the PMO employees.

### II. SCOPE OF SERVICES

Zumba Dance Instructor

- A. Dance routines with varying intensity and difficulty, program plan and schedule for the duration of the Agreement.
- B. Stretching and breathing exercises.
- C. Music to be used during the sessions.

### III. TERMS AND CONDITIONS

- A. The Zumba Dance Instructor shall have the following qualifications:
  1. Provides a high level of energy and enthusiasm for an enjoyable workout;
  2. Knowledge of a wide variety of routines and programs, and the ability to demonstrate these varying routines to the participants;
  3. Equipped with good communication skill; and
  4. Should be able to assist participants in reaching their goals, and have the passion and desire for health, wellness and fitness.
- B. The duties and responsibilities of the Zumba Dance Instructor shall include the following:
  1. Performance Responsibilities
    - a. Prepare one (1) hour program / for every session, which includes preparatory activities such as warm up and cool down;
    - b. Choreograph routines using Zuma steps and formulas;
    - c. Lead / guide sessions every Tuesdays and Thursdays from 4:00 pm to 5:00 pm;
    - d. Assist and motivate participants in obtaining their goals of preventing illness, promote physical fitness and improve cardio respiratory endurance through dancing;
    - e. Be confident, enthusiastic to maintain a routine to gain full benefits of the exercise; and
    - f. Provide a substitute in case he/she will not be able to report to work.

#### IV. TERMS OF PAYMENT

A. The Zumba Dance Instructor will be paid by the end of the month and will be required to render two (2) sessions per week to ensure that all participants will be able to learn the proper way of exercising.

B. Number of sessions per month

MONTH	SESSIONS
MARCH	8
APRIL	8
MAY	8
JUNE	9
JULY	9
AUGUST	8
SEPTEMBER	9
OCTOBER	9
NOVEMBER	7

The above payment shall be proportionately reduced in the event that the Zumba Dance Instructor failed to render the required number of sessions.

#### V. DURATION PERIOD OF THE AGREEMENT

The Agreement shall cover the whole duration of the program effective upon issuance of the Contract Agreement until the completion of seventy-five (75) sessions. The activities schedule will be every ***Tuesdays and Thursdays from 4:00 pm to 5:00 pm of March 3, 2020 to November 24, 2020*** and/or upon termination of the contract for valid reason.

#### VI. TERMINATION

In case the Zumba Dance Instructor fails for any reason or whatsoever to render the required service as scheduled without prior approval of the Port Manager, the PPA shall have the right, power and privilege to terminate the services of the Zumba Dance Instructor for any cause or whatsoever without need of judicial action by giving three (3) working days Written Notice to that effect.

#### VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

DESCRIPTION	ABC
Services of Zumba Dance Instructor	810.00 / session

Recommending Approval:

**FRASY M. DE GUZMAN (SGD)**  
End-User / Administrative Division Manager

Approved:

**ELIZALDE M. ULSON (SGD)**  
Acting Port Manager