

**REQUEST FOR QUOTATION
HEALTH PROMOTION CENTRE
MINISTRY OF HEALTH**

REFERENCE: MOH/HPC/QTN/25-26(04) GA

TITLE: "OUTSOURCING FOR WEIGHT MANAGEMENT PROGRAMME FOR HEALTH PROMOTION CENTRE – PHYSICAL ACTIVITY" - CLUSTERING

NO.	Please Submit	Submitted?	
		YES	NO
1	Registration of Company/ Business Name		
2	Latest Certificate of Tabung Amanah Pekerja (TAP)		
3	Latest Certificate of Tax Compliance (applicable for SDN BHD only)		
4	List of employee include employee TAP Percentage (%)		

**TAWARAN SEBUTHARGA
PUSAT PROMOSI KESIHATAN**

RUJUK SEBUTHARGA: MOH/HPC/QTN/25-26(04) GA

NAMA SEBUTHARGA: "OUTSOURCING FOR WEIGHT MANAGEMENT PROGRAMME FOR HEALTH PROMOTION CENTRE – PHYSICAL ACTIVITY" - CLUSTERING

NO.	ITEM/SPECIFICATION	TOTAL QUANTITY IN SESSIONS	TOTAL COHORT	PRICE PER SESSION	TOTAL PRICE OFFERED FOR 2 COHORT
	1. EXERCISE SESSION				
	1.1 Conduct physical activity (exercise session) for each cohort of the weight Management programme during the "Active Phase" of the programme.				
	1.2 Have capacity for 2 small groups (per cohort): a) No. of instructor: Total 2-4 pax (at least 1 pax per group) b) No. of participants per group: 20-25 pax c) No. of total participants: 40-50 pax				
	1.3 Session details: • Each session: 20-25 pax • Duration: 1 hour per session • Session schedule: Every Tuesday and Saturday at 4:30pm or 5:00pm onwards. Subject to change, depending on internal discussion. • Venue: ○ 2 different venues for each small group of participants • Frequency: ○ 1 day, 2 sessions taking place at the same time but different venue ○ Total of 4 sessions per week ○ Total Duration: 12 weeks.	48 SESSIONS per cohort, with each cohort estimated to run for approximately 6 months	2 COHORTS		
	1.4 Attendance requirement • Service provider shall ensure a minimum attendance rate of 50% of registered participants for every session. • If attendance falls below 50%, the session shall be rearranged/rescheduled in consultation with the Programme Manager.				

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NO.	ITEM/SPECIFICATION	TOTAL QUANTITY IN SESSIONS	TOTAL COHORT	PRICE PER SESSION	TOTAL PRICE OFFERED FOR 2 COHORT
	2. VENDORS REQUIREMENTS				
	2.1 Instructors who will be involved are encouraged to attend educational health talks/ training/ workshop by Health Promotion Centre for every cohort of the weight management programme (total of 2 cohort): 2.1.1 One (1) session during the capacity training 2.1.2 One (1) session during the bootcamp 2.1.3 Each session may take about 60-90 minutes			Inclusive in price offered	
	2.2 Venue provision: 2.2.1 Vendor is required to source, provide, arrange and bear the cost of the venue(s) for all sessions, subject to the Programme Manager's approval on suitability, safety, and accessibility for participants. 2.2.2 Venue must be well-ventilated and adequately spaced 2.2.3 First Aid kit shall be available on-site for every session			Inclusive in price offered	
	2.3 To assist Programme Manager in every cohort (total 2 cohort): 2.3.1 Keeping attendance record of participants 2.3.2 Ensure participants gradual increase of intensity level from low, moderate to vigorous intensity based on the participants' levels of exercise intensity; 2.3.3 Monitor and track participant's progress; and 2.3.4 Provide further assistance and management of the participants on their physical activity needs or advice			Inclusive in price offered	
	2.4 Minimum qualifications for each instructor: 2.4.1 Certification (any exercise / sports / physical activity qualification) 2.4.2 First Aid or Basic Life Support (BLS)			Inclusive in price offered	
	2.5 Attend MDT (Multi-Disciplinary Meeting) meetings arranged by Programme Manager			Inclusive in price offered	
	2.6 Vendor to provide programme schedule prior to "Active Phase" of the programme with goal to achieve gradual increase of intensity and aiming for weight loss towards the end of the programme			Inclusive in price offered	

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NO.	ITEM/SPECIFICATION	TOTAL QUANTITY IN SESSIONS	TOTAL COHORT	PRICE PER SESSION	TOTAL PRICE OFFERED FOR 2 COHORT
	3. SERVICE PROVIDER ACKNOWLEDGEMENT				
	3.1 Health Promotion Centre through the Programme Manager may collect and assimilate feedbacks from the participants (as a means of evaluation for the next phase of the programme): Service provider to assist in facilitating the information collection.	Inclusive in price offered			
	3.2 Service provider is allowed to collect an additional fee (of one-time upfront cash payment) from participants prior to start of the programme: \$48.00 from each participant per cohort - In case of disputes arising from the collection of the additional fee (if any), it is to be settled between Service provider and participants.	Inclusive in price offered			
	3.3 Service provider are allowed to provide supplementary exercise sessions at discounted price for interested programme participants throughout the programme ("Active" to "Maintenance" phase) which includes, but is not limited to: - Zumba - K-Pop fitness - HIIT - Pound fitness - Rebounding fitness	Inclusive in price offered			

Please State:

- Unit Price
- Total Price
- Price validity
- Delivery Period
- First Aid or BLS Certification
- Sample/ Brochure (if any)

If any query please contact **Dr Norhanani Nadzirah binti Haji Md Taib**, Medical Officer, Health Promotion Centre at 2385800 or 2384442 or email at finance.hpc@moh.gov.bn.

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NO.	SPECIFICATION	TOTAL QUANTITY IN SESSIONS	TOTAL COHORT	STATE COMPLY/ NOT COMPLY	IF 'NO' PLEASE STATE ALTERNATI VE OFFER
	1. EXERCISE INFORMATION				
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2. VENDORS REQUIREMENTS				
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	Procurement Requirement
Total Price:	
Price Validity:	
Delivery Period:	
Sample / Brochure:	
Certification and First Aid (if any)	

The company understood that Ministry of Health reserves the right to appoint different vendor(s) for each of the item stated above, if required.

Company Name				Company Chop
Contact Person		Contact Number		

If any query please contact **Dr Norhanani Nadzirah binti Haji Md Taib**, Medical Officer, Health Promotion Centre at **2385800** or **2384442** or email at finance.hpc@moh.gov.bn.