



The New Development Bank

Request for Proposal

(This is not a Purchase Order)

1. Introduction

The New Development Bank (NDB) is issuing a Request for Proposal (RFP) to invite qualified suppliers to provide proposals to NDB's **S-AD-2021-00411 Corporate Fitness Management Services project**. Please refer to the following information or attached TOR (Service Scope) for detailed requirements.

Those interested and qualified companies please register into NDB's [e-procurement system \(EPS\)](#) to be **NDB's registered suppliers** and participate in the bidding process (**please be noted the contact information provided in registration especially email address must be correct as all communications regarding the bid including RFP distribution and award notice will be sent through it**). NDB will choose the most suitable one(s) from the shortlisted suppliers. NDB at its sole discretion reserves the right to reject all proposals in accordance with its internal policy and guidelines.

2. RFP Schedule

Please be noted the following activities could take place in the RFP process. NDB will inform the specific arrangements in advance and the suppliers are requested to respond timely.

Activity	Date
Distribution of RFP	Nov.2 nd , 2021
On-site inspection	Nov.3 rd – 5 th , 2021
Bidder's Customer Site Visit	Nov, 8 th - 12 th , 2021
Deadline for Questions	Nov. 12 th , 2021
Proposal Response Due	November, 14 th , 2021
Proposal Presentations	November, 15 th , 2021
Negotiation of Contract	November 22 nd , 2021
Project Kick Off	Nov, TBD
Signing Contract	Nov, TBD

** Proposed timeline is tentative and can be changed depends on other steps execution.
Decision about second round can be done based on the results of first proposals review.

3. Instruction to bidders

3.1 Contact Information

Please use the following contact information for all correspondence with NDB concerning this RFP. **Suppliers who solicit information about this RFP either directly or indirectly from other sources will be disqualified.**

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3.2 Submission of Proposals

Proposals shall be prepared in English. Both hard copy and electronic version is acceptable. Hard copy (6copies at least) is **optional** and shall be sent in sealed covers. Electronic version is **obligatory** and shall be submitted online via Electronic Procurement System.

For submission of proposal, the qualified suppliers should register to NDB's e-procurement system to be **NDB registered suppliers** (subject to NDB's internal approval) in advance. Then registered suppliers need to **ENROLL** in the procurement notice (for open competitive bidding) or **ACCEPT** the invitation (for limited competitive bidding) before submitting proposal online according to the timeline. (<https://www.ndb.int/data-and-documents/corporate-procurements/>)

The mentioning of deadline, due time, closing date, etc. herein means Beijing time; and NDB's business time is from 9:00AM to 5:15PM in working days.

3.3 Questions

Please submit questions in writing by e-mail. Vendors should refer to the specific RFP paragraph number and page and should quote the questioned passage. NDB will be prompt in responding to questions. All questions will be responded to as a group and sent to all vendors.

3.4 Ownership of Materials

All materials submitted in response to this RFP become the property of NDB. Proposals and supporting materials will not be returned to vendors.

3.5 Proposal Costs

NDB is not responsible for any costs incurred by the vendor in the preparation of the proposal or the site visit.

3.6 Proposal Format (if applicable)

NDB recommends that the proposal should contain two parts as follows. **The vendor may choose other format if you desires so.**

Volume 1 – Main Proposal

Section 1	Executive Summary
Section 2	Functional Section
Section 3	Technical Section
Section 4	Project Management Section
Section 5	Support Section

The above format is only a recommendation. Suppliers could use other formats if you desire so.

Volume 2 – Price Proposal – Should be separate but integral part of the proposal. The currency is USD; if quoting in other currencies, the exchange rate should be clearly defined. **The price shall be inclusive of applicable taxes (if not, please specify)**; and other charges shall also be clearly defined. Note: The payment will be done by international wire transfer, then NDB recommends that the tax fee must be included in the proposal, with respective details. Payment terms applicable - not less than 30 days.

3.7 Validity Period

The proposal including pricing quotation shall be valid at least for 120 days.

3.8 RFP Amendments

New Development Bank reserves the right to amend this RFP any time prior to the closing date. Amendments will be issued only to vendors who are going to complete a proposal.

3.9 Sub-contractor

NDB expects to negotiate and sign contract with one winning vendor. NDB will accept only complete solutions from a primary vendor, and will not accept any proposals that are on only one item or a combination of items from the RFP. The prime vendor will be responsible for the management of all subcontractors. NDB will not accept any invoices from subcontractors or become part of any negotiations between a prime vendor and a subcontractor.

3.10 Award Notification

NDB could negotiate with all shortlisted suppliers before deciding the winning vendor. And NDB reserves the right to negotiate further with the winning supplier before and in the contracting process. The remaining vendors will be notified in writing of their selection status.

4. Evaluation Criteria

The proposals will be reviewed and evaluated by NDB's team in accordance with the related policy and guidelines, especially the six principles (Economy, Efficiency, Competition, Transparency, Value for Money, Fit for Purpose) contained in NDB's corporate procurement policy. NDB is interested in obtaining a complete solution to the requirements contained in this RFP. Proposals that meet the proposal instructions and requirements will be given a thorough and objective review. Proposals that are late, or do not comply with proposal instructions, or take exceptions to mandatory requirements will be eliminated without further consideration. The following are the key factors that would be taken into consideration for evaluating the proposals.

i. Technical Approach and Methodology or Software Solution

Primary consideration will be given to meet the mandatory requirements as listed in this RFP.

The following are factors in the evaluation.

1. Meeting the requirements as stated in this RFP;
2. Understanding of the work to be performed;
3. Technical approach and methodology to accomplish the work;
4. Completeness and competence in addressing the scope of work.

ii. Project Management

NDB also believes that effective project management is essential for a successful implementation. Vendors will be evaluated on the completeness and responsiveness of their project management plans and the project team assigned.

As part of the project management plan, vendors must demonstrate adequate experience in developing and implementing the requested project. NDB's confidence in the vendors' ability to meet deadlines and successfully manage similar projects will be a primary consideration.

Special consideration is given to vendors who propose a detailed project plan with sufficient breakdown of tasks and steps to demonstrate a complete understanding of the project.

iii. Pricing

NDB will consider pricing as part of the evaluation criteria. **Lowest price is not essential to win**; however, large pricing differentials between vendors will be carefully examined. Price will be used as a final indicator for determining the vendor finalists when all other criteria have been normalized.

iv. Presentation and Demonstration

The results of Presentation and Demo will be evaluation factors.

v. Support and Maintenance

NDB believes the ability to perform timely support is also an important factor for the success of this project. Therefore, vendors should provide adequate information to demonstrate their capabilities to fulfill this task.

5. Contract

The participant shall review the service agreement template provided by NDB in advance. The use of NDB's version of the agreement is preferable. Template agreement and general terms and conditions can be found on the NDB's official web-site <https://www.ndb.int/data-and-documents/corporate-procurements/>

6. Annexes

Annex 1 – Questions

Annex 2 – Scope of Services

Annex 3 – Financial Proposal template

ANNEX 1 – Questions

Introduction

NDB is a multilateral development bank with its headquarters in Shanghai, China, established by the Federative Republic of Brazil, the Russian Federation, the Republic of India, the People’s Republic of China and the Republic of South Africa (“**BRICS**”) in accordance with the Agreement on the New Development Bank dated 15 July 2014.¹ The purpose of NDB is to mobilize resources for infrastructure and sustainable development projects in the BRICS and other emerging economies and developing countries.

1. Purpose

- 1.1. The Bank has developed this Request for Proposal (RFP) to select a qualified **Corporate Fitness Management Company, to provide internal gym management services, at the New NDB HQ**, for staff and family members, **aligned with local safety regulations and rules**. The NDB requires a high-quality service with large experience in such services also that can provide innovative solutions for day-to-day operation services as well as to data management and reporting capabilities at competitive prices.
- 1.2. This RFP is intended to provide interested **Corporate Fitness Management Company** with sufficient understanding of the Bank and its operation to enable the **Corporate Fitness Management Company** to submit a proposal and provides the basis upon which the service offers will be evaluated. The RFP and supporting servicing and financial templates require a Business Plan approach and **Corporate Fitness Management Company** are encouraged to respond to the NDB’s overall services requirements, in Shanghai in a strategic outsourced services management manner.
- 1.3. The Bank intends **to award a (2) two-years** contract with the option to extend the contract to the selected firm.
- 1.4. The **official NDB language is English**, the contract, as well as all communication regarding the contract the contract signed will be done in English. In addition, the manager, and the staff located at the NDB **must be fluent in English (speaking, reading and writing)**.

2. Responses

To ensure that all proposals are evaluated in an equivalent fashion, each Bidder must submit a proposal that corresponds to the sequence and format of this Section. Bidder's responses should be carefully considered, as they are critical to the evaluation process. While the Bank appreciates a concise, straightforward reply, the Bidder must understand that its response to each item below will be the basis for the Bank's understanding and evaluation of the proposal response. The Bidder should ensure that its proposal clearly explains all issues addressed in this ANNEX. In responding, it is at the discretion of the Bidder to expand upon topics. Proposal should not **exceed 30 pages**. Financial proposal could be provided in following pages.

EACH PROPOSAL SHALL CONTAIN THE FOLLOWING RESPONSE SECTIONS IN THE ORDER ASKED.

2.1. Basic Information

- 2.1.1. Name, email address, phone numbers and office address (es) of the key contact that Bidder proposes to support this sourcing effort and to service the Bank if awarded.
- 2.1.2. Name and contact information for corporate office and/or parent company if the above is a branch office.

¹ A copy of the “*Agreement on the New Development Bank – Fortaleza, July 15*” is accessible on <https://www.ndb.int/wp-content/themes/ndb/pdf/Agreement-on-the-New-Development-Bank.pdf>.

2.2. Background and Capabilities

- 2.2.1. Provide a brief description and history of your company. **(Max. 1 page)**
- 2.2.2. Describe your company's organizational goals, business philosophy, and mission, including corporate vision and growth strategy. **(Max. 1. Page)**
- 2.2.3. Provide evidence of similar Services rendered in Shanghai, China for a minimum of five (5) years by presenting **at least three (3) current client references** whose service encompass approximately the same service scope contained in this RFP:
- Company Name:
 - Contact Name:
 - E-mail:
 - Telephone number:
 - Amount of the contract:
 - Start and finish date of the contract:
 - Description of Services:
 - Number of staff on site:

Provision of references constitutes permission to the Bank to contact them.

- 2.2.4. The Bidder is to provide a brief executive summary of its understanding of the Bank's requirements as set forth in this RFP, along with an overall description of how the Bidder will meet the requirements of the Bank in providing this service.
- 2.2.5. Based on the requirements of this RFP and on the Scope of Services included in **ANNEX 2 – Scope of Services**, Bidder is to describe in detail its work approach, for each type of service, specific tasks, services, frequency, and quality measure, and must submit proposed staffing plan for all aspects of the provided to NDB.
- 2.2.6. The bidder must send all certificates that prove the capacity, as well as the authorization to provide corporate fitness services.
- 2.2.7. Self-inspection program: describe your company's self-inspection program to include the frequency of the manager's visits; communication of action plans and monitoring results.
- 2.2.8. Problem resolution process: describe your company's problem resolution process. How do you deal with customer complaints and responsiveness to address non-performance or unsatisfactory performance? How is this documented and reported to the client?
- 2.2.9. Provide a detailed escalation path including whom the NDB will contact in the event that performance standards are not met or need to be modified.
- 2.2.10. Identify any Subcontractors or teaming partnerships required to support the Bank's requirements. In the event that Subcontractors or teaming partners are required, identify in detail the relationship and role.
- 2.2.11. Indicate the impact of any relevant contracts that your firm is engaged in, including the duration of the contract, required number of personnel and separate location requirements that could affect your staffing or ability to perform all Bank requirements.
- 2.2.12. List details for all past (within the last 5 years) or present litigation between the company and any client. If there has been none, please so indicate.

- 2.2.13. Please provide your proposed measurable performance standards based on industry best practice that the Bank can consider integrating into a performance incentive structure.
- 2.2.14. Please propose any opportunities you may identify for cost savings with equipment, technology, or innovative ways in day-to-day of the services.
- 2.2.15. Please provide industry best practice service schedules for each of the services requested in this RFP. Also, indicate if this is the service schedule you will propose for the Bank, or if you believe the Bank will be better served to balance quality and cost under a different service delivery schedule, please provide that schedule and describe why it best fits the Bank's requirement.

2.3. Response to COVID-19 Pandemic: working under the "New Normal"

- 2.3.1. Please provide a real client business case with actions implemented during the COVID-19 Pandemic to attend the local requirements, as well as all measures regarding prevention cross-infection and adaption to the new normal: social-distance, disinfection, access control, internal campaigns communication and contact with local authorities.

2.4. New facilities

- 2.4.1. Please provide information whether your company had any experience with a contractor, which was setting in a new building and your company implemented Corporate Fitness services since the beginning of the office's operation. Please describe challenges faced, services, products and goods that must be implemented on first days or other relevant instruction that must be considered.

2.5. Key Personal

- 2.5.1. Identify by name and title all key personnel proposed for account management and on-site supervisory positions.
- 2.5.2. Provide resumes of key personnel proposed.
- 2.5.3. Provide current certifications for proposed key personnel as applicable.
- 2.5.4. Describe personnel-related functions designed to maintain compliance with all local laws and regulations including but not limited to:
 - Fair employment practices;
 - Lawful wage and hour practices;
 - Occupational safety and health.
- 2.5.5. Describe your ability to supply English-speaking personnel.
- 2.5.6. Describe in detail any career development opportunities provided by your firm.
- 2.5.7. How is absenteeism handled? Do you have back-up workers, supervisors, and lead workers available that may be quickly assigned to this contract to fill-in for absent employees or to meet temporary needs like events? Please explain.
- 2.5.8. Employee turnover: describe your company's policy regarding employee turnover. Identify and list your company's turnover rate on an annual basis.

2.6. Training

2.6.1. Please provide information regarding the training program that you currently have in place.

2.7. Compensation and Benefits Package

2.7.1. The benefits package offered by your firm is a major consideration of potential employees when deciding whether to seek employment with your firm. Please describe in detail the benefits package offered to your staff. Confirm that all personnel to be placed at the Bank are employees of your firm eligible for and participating in your benefits program and that they are not casual labor personnel. Provide the same information for any subcontract relationship you are proposing.

2.7.2. Please describe your benefits package to each job position that will be part of the scope of services.

2.7.3. Please describe why you believe your benefits package is appropriate and competitive in terms of attracting and retaining employees in the local marketplace

2.8. Service Level

Please provide an example of KPIs, Metrics, SLA you would adhere to with any incentives and/or penalties you consider appropriate.

2.9. Quality Assurance Plan

Please provide an example of QAP that you would put in place should you be awarded the contract.

2.10. Value Add

Please provide any other relevant information, which you feel, distinguish your firm from other competitors.

2.11. Exceptions

The Bank's Standard Terms and Conditions of Agreement (<https://www.ndb.int/data-and-documents/corporate-procurements/>), will be incorporated into the final Contract. If the company wishes to take exception to any of these terms and conditions, or needs to have any term clarified, it should so indicate in this section. Such items will be discussed during the Contract negotiations and any mutually acceptable modifications will be incorporated into the Contract. The Bidder shall note that if the selected institution did not identify exceptions in his proposal, the Terms and Conditions will be incorporated, unchanged, into the contract agreement without opportunity for the selected institution to negotiate.

2.12. Pricing

2.12.1. The bidder should propose cost for services, inclusive of all expenses as detailed in **ANNEX 3 – Financial Proposal template**. The Bank is under no obligation to contract any of the services not included in such ANNEX, however the company can propose other additional supplies which it considers is important to keep the quality of services.

2.12.2. The bidder assumes responsibility for properly estimating the difficulties and the cost of performing the services. Failure to investigate the conditions or become acquainted with all the information concerning the services to be performed will not be considered as a reason for additional charges later.

ANNEX 2 – Scope of Services

I. GENERAL AND SPECIAL REQUIREMENTS

The New Development Bank (“Bank”) intends to contract with a single company for the provision of comprehensive **Corporate Fitness Services** at NDB Headquarters. The Bank wishes to receive proposals that represent Bidder’s understanding of an industry expertise in fulfilling this requirement. The Bank wishes to receive the optimum combination of service quality and cost for the standard specified. The contract awarded will be performance-based; therefore, the Bank will rely on measurable results to determine contract compliance and will expect Bidders to propose their most efficient and cost-effective approach to providing the services.

1. Special Requirements

In preparing their proposals, Bidders should be aware of the following general and special requirements:

- a) The selected Bidders (“Contractor”) is expected to provide all labor, management, and supervision necessary to perform all **Corporate Fitness Services** described in this RFP.
- b) The Contractor shall perform the bulk of this scope of services on a daily basis Monday through Friday (from 06:00 am to 09 pm) and Saturdays and Sundays (from 1 pm to 6 pm).
- c) The Bank observes the following holidays, on which the Bank is closed. If the Contractor determines that work must be accomplished on a Bank holiday for any reason, the company should pay all overtime work required by labor local laws:
 - New Year’s Day
 - Spring Festival
 - Tomb Sweeping Day
 - Labor Day
 - Dragon Boat Festival
 - Mid-Autumn Festival
 - National Day
- d) Contractor is expected to supply any computer/tablet equipment and software necessary for its work and will be responsible for coordinating with the Bank’s Information Technology Department to accomplish proper installation and connectivity that may be required for this equipment. The Bank will not be responsible for the operation of, or for any support, maintenance or repairs of Contractor’s computer hardware or software. Such instruction is regarding the supervision Contractor team assigned to the Bank.
- e) Contractor is expected to always provide on-site dedicated supervision during its work hours. The supervisory individual will be Contractor’s liaison to the Bank’s designated contract administrator and will be required to meet with him or her as needed to monitor performance, conduct performance reviews, and resolve any issues. The Bank will provide a designated adequate workspace for Contractor’s on-site supervisory staff (desk and telephone with local service).
- f) Contractor is expected to place only properly trained personnel at the Bank’s account and shall also ensure that all personnel are legally authorized to work in China. The Contractor shall be responsible for the conduct and performance of Contractor employees and shall maintain constant and effective supervision over Contractor staff.
- g) Contractor is expected to provide its employees with neat, identifiable uniforms or similar attire that clearly identifies them as Contractor’s employees. The Bank will provide each on-site Contractor employee with an Identification/Access badge that must be always worn. If access badge is damaged or lost, relevant cost will be borne by the contractor.

2. Quality Assurance Plan (QAP)

- a) Contractor shall institute and maintain throughout the contract period a properly documented QAP designed to ensure that the services are always provided and in all respects in accordance with the contract.
- b) The QAP shall include, at a minimum, providing daily supervision and conducting frequent inspections, regular customer service and housekeeping surveys, work order completion goals, and quarterly QA inspection by an Administration Department or who will be nominated for such inspection. The Contractor shall ensure that accurate records are maintained describing the disposition of all complaints and issues resolution. The records so created shall be open to inspection by the Bank.
- c) The QAP is a living document and may be subject to change depending on the needs of the contract.
- d) The QAP shall include the following, as a minimum:
 - I. How the Contractor will control quality of services.
 - i. How project management, inspections, plan implementation, process improvement changes, correction of deficiencies, and compliance will be accomplished.
 - ii. An inspection plan or checklist tailored to the specific building(s) being cleaned and serviced under this contract. The inspection plan or checklist shall detail how services at the work site shall be inspected to ensure that the outcome of the work meets all the quality standards set forth in the Contract:
 - iii. A Contingency Plan for separation of employees and employee absence.
 - iv. How Contractor shall monitor deficiencies of work output in relation to the performance standards, methods of informing employees of deficiencies in their area(s) of responsibility, and a process to ensure that the deficiencies are corrected and do not reoccur.
 - v. This is a performance-based contract, which will be monitored by Service Level Agreement. Contractor is expected to propose industry best practice Key Performance Indicators (KPI).
 - vi. A Communication Plan for the Contractor to communicate with the Bank to receive and respond to service calls requests from Service Now and e-mails.

3. Communication Schedule and Reports

- a) The Contractor will be expected to meet regularly with the Bank's contract administrator (schedule to be defined) and to prepare quality assurance review reports and documentation that provide for monitoring of performance and costs.
- b) On a daily basis, Contractor shall report, in the format provided, any observed building maintenance and repair issues encountered during the course of their work. These may include but is not limited to the following:
 - i. Plumbing – malfunctioning or leaking sinks, faucets, drains, toilets, urinals
 - ii. Lighting – blinking or burnt-out lamps
 - iii. Electrical – no power to outlet, disabled door opener not functioning
 - iv. Finishes – damaged walls, furniture, ceiling tile, etc. Other maintenance/repair deficiencies observed by the contractor
 - v. Gym's Equipment
 - vi. Any unforeseen events related to operations and services provision including lack of supplies.

- c) In the event of an emergency or if a member of its personnel encounters anything suspicious (package, possible stolen item) as well as any potential risk (operational or safety) the Contractor shall contact the Administration Division focal point.

II. SCOPE OF SERVICES

NDB Population

Currently NDB population is around **200 staff (including outsourced employees)** with a growing perspective until December 2021 to 250.

In **2022** is estimated **300** staff, plus the possibility of family members being allowed to use the gym.

The Gym Area is **1120m²** and is located on the 4th floor of the NDB Headquarters. The gym's space is composed of equipment's to be used by users, as well as a yoga room and a spinning room.

Duties and Responsibilities

Under the overall supervision of the Administration Department, the Corporate Fitness Management Company should provide the below deliverables.

Deliverables for the Gym Management and Fitness Classes should include, but are not limited to:

- a) Maintaining optimal functioning of the NDB Gym (workout areas and changing rooms) and notify the Administration Department as necessary;
- b) Planning and managing the daily activities at the NDB Gym;
- c) Regularly inspecting all equipment and reporting all required maintenance and additional equipment needed, ensuring the Gym equipment is clean, safe, and in a workable condition;
- d) Ensuring that all equipment is always handled in a responsible manner through the briefing of new users on rules and regulations and proper use of fitness equipment;
- e) Ensuring all users are properly dressed for exercise and patiently advise those who are not wearing proper sportswear;
- f) Ensuring regular updates of incident reports and ensuring that copies are sent to the Administration Department;
- g) Interact and communicate with the Administration Department members in a way that will support all aspects of the health and fitness industry;
- h) Maintain a safe and healthy training environment and support good health practices;
- i) Ensuring that only qualified and certified trainers are appointed to render training services;
- j) Coordinate the scheduling of fitness classes offered by various instructors regarding time and room availability;
- k) Adding/adjusting classes and programmes based on the demand and interests of the fitness users;
- l) Supervise training activities within approved/ recommended standards and guidelines acceptable for the fitness training profession;
- m) Manage the contracts of all fitness instructors, ensuring that they are qualified to the local standards applicable, English speakers and deliver their classes in a safe and responsible manner;
- n) Provide monthly reports on usage of the facilities;
- o) Follow/meet any local or national regulations that apply as necessary;
- p) Ensure all instructors have their first aid training certificates;
- q) Organizing and executing tournaments, sports activities, ball games and wellness events.
- r) Soft decoration and safety notice design and production;
- s) Management system and service system setup with fitness class reservations, event promotions and reservations.

III. KEY PERFORMANCE INDICATORS

Before the signature of the contract, the Bank and the Contractor will agree on Key Performance Indicators (KPI) to measure the delivery of the services under the contract. These KPIs will be integrated into a Service Level Agreement to be agreed upon at signing of the contract. The Contractor must be able to provide all measurements as requested by the Bank.

The Contractor will set up processes to monitor performance against the KPIs that are to be measured and will report on KPI performance.

The following KPIs are provided as samples, which may be included in the SLA. However, indicators **1, 3, and 6** should be **mandatories**.

Key Performance Indicators (Samples)

- **Indicator # 1 Indicator Name:** Customer Satisfaction

Definition: Customer satisfaction with the level of service provided shall not be lower than 80% of customer survey results.

- **Indicator # 2 Indicator Name:** Responsiveness

Definition: Work Orders and Service Requests are performed in a timely manner as defined in the SLA.

- **Indicator # 3 Indicator Name:** Complaints

Definition: Complaints received and resolved within the established rectification time.

- **Indicator # 4 Indicator Name:** Invoice Accuracy

Definition: Invoices received by the Bank are correct accurate and on time with full supporting documentation.

- **Indicator # 5 Indicator Name:** Staffing Levels

Definition: 95% of employees are available for their contracted hours of work.

- **Indicator #6 Indicator Name: Quality Assurance Audit (QAA) Reports and follow Up Corrective Actions**

Definition: Quality Assurance Audit (QAA) Reports are provided and follow up Corrective actions are executed in a timely manner (as defined in the SLA).

- **Indicator #7 Health Programs Implemented**

Definition: annual report containing all Health Programs implemented in a year and the results reached.

ANNEX 3 – Financial Proposal Instructions and Tentative Template:

The bidders should present the Financial Proposal with two finance models following the instructions below:

- a) **Cost Plus Model:** NDB pays 100% of the costs
- b) **Copay Model:** NDB pays management fee/subsidy to cover partially labor and overhead cost. Employees pay for a competitive price membership.

Note 1: in both cases, the bidder must provide the detailed values including all costs incurred in such contract.

Note 2: the proposal should include labor cost which including one-time investment such as business license application.

PRICE PROPOSAL TENTATIVE TEMPLATE

a) Cost Plus Model

	Position	Quantity	Monthly Costs	Total	Remarks
1.	Operational Management Fee				
2.	Liability Insurance				
3.	Gym Manager				
4.	Equipment Maintenance				
5.	Coach				
6.	Others				*Specify
Total Monthly					*Specify currency
Tax – VAT 6%					
Total Monthly with VAT					

b) Copay Model

	Position	Quantity	Monthly Costs	Total	Remarks
1.	Operational Management Fee				
2.	Liability Insurance				
3.	Gym Manager				
4.	Equipment Maintenance				
5.	Coach				
6.	Staff Membership				To be deducted from NDB costs

7.	Others				*Specify
Total Monthly					*Specify currency
Tax – VAT 6%					
Total Monthly with VAT					

c) Suggested training classes

	Training Classes	Quantity	Monthly Costs	Total	Remarks
1.	Yoga Classes				
2.	Spinning Classes				
3.	Others				*Specify
4.					
5.					
Total Monthly					*Specify currency
Tax – VAT 6%					
Total Monthly with VAT					