



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the project "*Administration of Psychometric Exams for DBM Applicants and Employees*," in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : *Administration of Psychometric Exams for DBM Applicants and Employees*

Approved Budget for the Contract : Four Hundred Fifty Eight Thousand Three Hundred Thirty Four Pesos (P458,334.00)

Specifications : See the attached Annexes "B" and "C" for Terms of Reference/Specifications

Location : G/F DBM Building III, Gen. Solano St., San Miguel, Manila

Delivery Date : November 4, 2019 to December 31, 2019

Interested suppliers are required to submit their **valid and current Mayor's Permit, PhilGEPS Registration Number, License to Distribute/Administer Standard Psychological Testing Materials, Roster of Certified/Licensed Psychologist/s and proof of their qualifications, Omnibus Sworn Statement, Statement of Compliance (Annex "B"), and price quotation form (Annex "A")** upon submission of quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **September 24, 2019** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted manually or through facsimile at fax no. 735-1957.

For inquiry, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
Director IA, Administrative Service

PRICE QUOTATION FORM

Date

The Administrative Service
Department of Budget and Management
Ground Floor, DBM Bldg. III, Gen. Solano St.,
San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Quantity	Description	Terms of Reference/Scope of Work	Unit Cost (Inclusive of VAT)	Total Cost
	Provision of Services for the Administration of Psychometric Exams for DBM Applicants and Employees	Please see attached Annex "C" for the Terms of Reference/ Scope of Work		
40 pax		Entry Level Exams		
50 pax		Non-entry Level Exams		
80 pax		Supervisory/Managerial/Executive Level Exams		
5 pax		Travel Expenses***	10,000.00	50,000.00
		GRAND TOTAL:		

(Amount in Words):

Note:

1. The quantity/units are for bidding purposes only. In the actual implementation of the contract, the quantity/units that may be required may increase/decrease as the need arises provided it will not exceed the ABC.

2. *** Ceiling for each travel; Payment shall be based on actual travels and allowable expenses
3. The above quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company

Contact No.

TECHNICAL SPECIFICATIONS

Bidders must state either "Comply" or "Not Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each "Specification". Please do not just place check in the bidder's "Statement of Compliance".

ITEM NO.	DESCRIPTION	STATEMENT OF COMPLIANCE
1	Deliverables Please see No. 3.1 of the attached Terms of Reference	
2	Qualifications of the Consulting Firm Please see No. 3.2 of the attached Terms of Reference	
3	Key Personnel Qualifications Please see No. 3.3 of the attached Terms of Reference	
4	Payment Terms Please see No. 4.0 of the attached Terms of Reference	
5	Tentative Number of Examinees Please see No. 5.0 of the attached Terms of Reference	
6	Tentative Project Timelines Please see No. 6.0 of the attached Terms of Reference	
7	Confidentiality Please see No. 7.0 of the attached Terms of Reference	
8	Dispute Resolution, Liability, and Termination Please see No. 8.0 of the attached Terms of Reference	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of Representative

Date

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TERMS OF REFERENCE**1.0 Project Title**

Administration of Psychometric Exams for DBM Applicants and Employees

2.0 Project Background/Rationale

The Department of Budget and Management is currently in the process of establishing competency-based Human Resource Management and Development systems that are responsive to the needs of the Department and are consistent with the requirement of the Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (CSC PRIME-HRM). Accordingly, in order to establish Competency-based Recruitment and Selection, it is essential to employ assessment strategies that can effectively determine the behavioral and technical competencies of candidates vis-à-vis the requirements of the position to be filled.

3.0 Scope of Work**3.1 Deliverables**

3.1.1 Preparation and provision of standardized testing materials covering all or any of the following areas for an applicable position level as determined by AS-HRMD:

- a. Entry – Cognitive Ability, Personality Test, Counterproductivity Assessment, Competency assessment (according to the required competency per position);
- b. Non-entry - Competency assessment (according to the required competency per position), Counterproductivity Assessment, Personality Test; and
- c. Supervisory/Managerial - Competency assessment (according to the required competency per position), Counterproductivity Assessment, Personality Test, Supervisory/Managerial Skills

3.1.2 Administration of paper and pencil/online examinations for the following positions within three (3) working days or as agreed upon from receipt of a letter request/online endorsement from the DBM-Administrative Service (AS) Director:

- a. Entry level positions (Administrative/Technical);
- b. Non-entry staff level positions;
- c. Supervisory and managerial level positions (for SG-22 and above)

The letter request/online endorsement should be acted upon on the specified schedule of examination of applicants as requested/ determined by the AS-HRMD.

- 3.1.3** Administration of the test for applicants shall be determined by the DBM AS-HRMD per scheduled examination in the following geographic areas:
- a. Luzon: A testing center within Metro Manila or any of the DBM offices in Luzon;
 - b. Visayas: A testing center in Cebu City or any of the DBM Offices in Visayas;
 - c. Mindanao: A testing center within Davao City or any of the DBM Offices in Mindanao

Travel expenses shall be discussed in Item 4.2.2.

- 3.1.4** Provision of test results, supplemented by a full report on the interpretation of test result for each examinee, within three (3) working days from the conduct of examinations.

3.2 Qualifications of the Consulting Firm

- 3.2.1** The firm must be in the field of industrial and have provided psychological testing programs for at least five (5) years.
- 3.2.2** The firm must be a licensed distributor of standard and quality psychological testing materials.
- 3.2.3** The Firm must have in its roster a certified psychologist and/or a licensed psychologist who is a member of the Psychological Association of the Philippines.

3.3 Key Personnel

Key Staff	No. of Personnel	Qualifications
Psychologist	1	Licensed and/or certified Psychologist who is a member of the Psychological Association of the Philippines with at least five (5) years of experience in industrial psychological testing
Psychometrician	1 to 3, if applicable	Registered Psychometrician with at least three (3) years of experience in industrial psychological testing

4.0 Payment Details

- 4.1** For services rendered, the firm shall be paid an amount not to exceed the Contract Price. This amount is inclusive of the tax obligations that may be imposed on the firm, and the provision for travel expenses, subject to actual travels at allowable government rates as discussed in Item 4.2.2. Payment shall be made on the basis of the number of examinees who have undergone paper and pencil/online examinations and the provision of test results, supplemented

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by a full report on the interpretation of test result for each examinee signed by the psychologist and psychometrician identified by the firm.

4.2 Payment of services is within fifteen (15) working days from submission by the firm of complete billing documents covering the following costs:

4.2.1 Examination fee per head chargeable against the DBM Central Office funds, supported by a written request by the DBM-AS Director stating the names of applicants being referred to for examination, and the attendance of applicants who actually took the examination.

4.2.2 Requested on-site examinations shall be included in reimbursable costs, travel related expenses for one (1) examination facilitator:

- a. Each travel shall be covered by a letter request from the DBM-AS Director and shall be for a maximum of two (2) calendar days, inclusive of travel time;
- b. Travel expenses include two-way trip fare, land transportation fare, terminal fees, meals, and re-booking fees which shall be supported by justification and certification from the DBM-AS Director;
- c. All travel expenses shall be reimbursable and shall be supported by the original copies of the DBM Regional Office's (RO's) issued Certificate of Appearance and all travel-related documents, including itinerary of travel and proof of expenses, e.g. tickets, boarding passes, official receipts and certifications;
- d. It shall also cover taxi fare, meals, and accommodation at rates not to exceed those specified under EO 77, series of 2019 [Prescribing Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel].
- e. In no case shall the reimbursable travel expenses exceeded Ten Thousand Pesos (P10,000.00) for each travel.

5.0 Tentative Number of Examinees

Particulars	Quantity*
Entry level	40
Non-Entry Level	50
Supervisory and Managerial Level	80

Notes:

Indicative numbers are for bidding purposes only. The DBM Administrative Service (AS) Director may increase or decrease the required quantities for any reasons, and in such event, there shall be a corresponding downward or upward adjustment in the consideration in such sum as may be agreed upon by the parties provided that the resulting cost of said increase or decrease shall not exceed the Contract Price.

The firm or anyone/any entity operating on its behalf shall disclose the test results and evaluation thereof only to the AS- HRMD authorized personnel.

6.0 Tentative Project Timelines

Project Deliverable	November 2019	December 2019
A. Provision and administration of standardized testing materials		
o entry level		
o middle level		
o supervisory/managerial level		
B. Test Results and Interpretation		
o entry level		
o middle level		
o supervisory/managerial level		

7.0 Confidentiality

The firm or anyone/any entity operating on its behalf shall disclose the test results and evaluation thereof only to the AS-HRMD authorized personnel.

8.0 Dispute Resolution, Liability and Termination

Dispute Resolution

Any dispute resolution arising out of the contract which cannot be amicably settled between DBM and the firm, shall be referred to adjudication/arbitration in accordance with the laws of the Republic of the Philippines.

Liability

In case the firm fails to satisfactorily complete the services required under the contract, the same shall be liable for damages of the delay. Consequently, the firm will have to pay DBM liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of unperformed portion for every day of delay, but not more than ten percent (10%) of the contract amount.

Termination

The DBM or the firm may extra-judicially terminate the contract for any reason, by notifying the other party in writing, at least one (1) month prior to intended date of termination of contract.

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]*s authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder] complies with existing labor laws and standards; and*
8. *[Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:*
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.*

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her _____ No. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. ___, *[date issued]*, *[place issued]*

IBP No. ___, *[date issued]*, *[place issued]*

Doc. No. ____

Page No. ____

Book No. ____

Series of ____