



REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
General Solano Street, San Miguel, Manila

BIDDING DOCUMENTS

FOR THE

CONSULTANCY SERVICES FOR

THE ADMINISTRATION OF

PSYCHOMETRIC EXAMS FOR

DBM APPLICANTS AND

EMPLOYEES

(PART I)

PROJECT ID No.: DBM-2019-25

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

SECTION I. REQUEST FOR EXPRESSION OF INTEREST

ADMINISTRATION OF PSYCHOMETRIC EXAMS FOR DBM APPLICANTS AND EMPLOYEES

1. The Department of Budget and Management (DBM), through the authorized appropriations under the FY 2019 General Appropriations Act, intends to apply the sum of **One Million Seven Hundred Ninety Four Thousand Five Hundred Thirty Four Pesos (P1,794,534.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, "**Administration of Psychometric Exams for DBM Applicants and Employees.**" Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DBM now calls for the submission of eligibility documents for the above-mentioned Project. The Consultant is expected to meet the following objectives for the duration of the Project:
 - Preparation and provision of standardized testing materials which aim to assess: (i) Entry - Cognitive Ability, Personality Test, Counterproductivity Assessment, Competency Assessment (according to the required competency per position); (ii) Non-entry - Competency Assessment, Counterproductivity Assessment, Personality Test; and (iii) Supervisory/Managerial - Competency Assessment, Counterproductivity Assessment, Personality Test, Supervisory/Managerial Skills as determined by the Administrative Service-Human Resource Management Division;
 - Administration of paper and pencil/online examinations for the entry level positions (administrative/technical), non-entry staff level positions, and supervisory and managerial level positions at DBM offices and/or designated testing centers located in Luzon, Visayas and Mindanao; and
 - Provision of test results, supplemented by a full report on the interpretation of test results for each examinee.

Detailed service requirements are indicated in the Terms of Reference (TOR) of the Project (see Annex A).

3. The DBM will hold a meeting on the eligibility documents with the interested consultants (i.e., Consulting Firm/Group) on May 28, 2019, 9:00 a.m., at the Bids and Awards Committee (BAC) Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila, which shall be open to all interested parties.



4. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before June 4, 2019, 9:00 a.m., at the BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.
5. Interested bidders may obtain further information from the DBM-Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during office hours from 9:00 a.m. to 4:00 p.m.
6. A complete set of Bidding Documents may be acquired by interested Bidders on May 21, 2019 from the address below.

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity.

7. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
8. The BAC shall draw up the short list of consultants from those who have submitted Expressions of Interest and have been determined as eligible in accordance with the provisions of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act," and its Implementing Rules and Regulations (IRR). The short list shall consist of five (5) prospective bidders who will be entitled to submit bids. In accordance with Section 24 of R.A. No. 9184 and its IRR, the criteria and rating system for short listing are:
 - i. Applicable experience and capability of the consultant and members, in case of joint ventures, considering both the overall experience of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants (50 points);
 - ii. Qualification of personnel who may be assigned to the Project vis-à-vis extent and complexity of undertaking (30 points); and
 - iii. Current Workload Relative to Capacity (20 points).
9. The DBM shall evaluate bids using the Quality Cost Based Evaluation (QCBE). The criteria and rating system for the evaluation of bids shall be provided in detail in the Eligibility Data Sheet.
10. The contract shall be completed within eight (8) months from receipt of Notice to Proceed.
11. The DBM reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of R.A. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

DBM-BAC Secretariat
BAC Conference Room
Department of Budget and Management
Ground Floor, DBM Building III, General Solano St., San Miguel, Manila
Telefax No. 657-3300 local 3115
Email address: procurement@dbm.gov.ph


ACHILLES GERARD C. BRAVO
Chairperson, DBM-BAC 

SECTION II. ELIGIBILITY DOCUMENTS

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CHECKLIST OF ELIGIBILITY REQUIREMENTS

I. Class "A" Documents –

Legal Documents

1. PhilGEPS Registration Certificate (Platinum Membership with Annex A)

Note: If PhilGEPS Platinum Certificate of Registration is not available or the Annex A is not updated, the following shall be submitted, together with the PhilGEPS Certificate of Registration:

- a) SEC/DTI Registration Certificate
- b) Valid and Current Mayor's Permit*
- c) Tax Clearance Certificate
- d) Latest Audited Financial Statements stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year

* In cases of recently expired Mayor's/Business permits, they shall be accepted together with their respective official receipts as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of the IRR of R.A. No. 9184.

Technical Documents

2. Eligibility Documents Submission Form accompanied by the company's Secretary's Certificate or Special Power of Attorney (Use Annex B)
3. Statement of all Government and Private Contracts Completed which are Similar in Nature (Use Annex C)
4. Certificate of Good Standing and Satisfactory Completion or equivalent document (for Completed Contracts)
5. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Use Annex D)
6. Statement of the Consultant's Nationality (Use Annex E)
7. Curriculum Vitae for the Proposed Professional Staff (Use Annex F)

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

1. Diploma
2. Certificate of Employment
3. Professional Certifications and/or Licenses

II. Class "B" Document –

Legal Documents

8. Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.

Eligibility Documents

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

(a) Class "A" Documents –

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:

(ii.1) the name and location of the contract;

(ii.2) date of award of the contract;

(ii.3) type and brief description of consulting services;

(ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)

(ii.5) amount of contract;

(ii.6) contract duration; and

(ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;

- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

(b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in

foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (c) contain the name of the contract to be bid in capital letters;
 - (d) bear the name and address of the prospective bidder in capital letters;
 - (e) be addressed to the Procuring Entity's BAC specified in the **EDS**;
 - (f) bear the specific identification of this Project indicated in the **EDS**; and

- (g) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared “Late” and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder’s name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as “ELIGIBILITY MODIFICATION” and stamped “received” by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders’ representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective

bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
 - (h) the name of the prospective bidder;
 - (i) whether there is a modification or substitution; and
 - (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Eligibility Documents	
1.2	<i>No further instructions.</i>
1.3	<i>No further instructions.</i>
2.1(a)(ii)	<p>The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contracts prior to June 4, 2019 (see Annex D for format).</p> <p>Likewise, the Statement of all Government and Private Contracts Completed which are Similar in Nature shall be submitted (see Annex C for format).</p>
2.1(a)(ii.7)	Proponent must show certification or any equivalent document from each of their client, as stated in the Statement of Completed Contracts form, that they are in good standing and have implemented similar projects (clause 9.1) to their client's expectations. This particular requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.
4.1	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
4.3(e)	DBM-BAC Secretariat BAC Conference Room Department of Budget and Management Ground Floor, DBM Building III, General Solano St., San Miguel, Manila Telefax No. 657-3300 local 3115 Email address: procurement@dbm.gov.ph
4.3(f)	The name of the Project is "Administration of Psychometric Exams for DBM Applicants and Employees."
5	The address for submission of eligibility documents is BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.
8.1	<p>The place of opening of eligibility documents is the same with the above-mentioned address.</p> <p>The date and time of opening of eligibility documents is June 4, 2019, 9:00 a.m.</p>
9.1	Similar contracts shall refer to the <i>administration of psychometric exams and provision of test results for entry level and/or managerial/supervisory positions.</i>

9.2

The BAC shall rank the consultants in descending order based on their total scores considering the criteria presented below, and identify the top five (5) eligible consultants as short listed consultants. Should less than the required number apply for eligibility and short listing, pass the eligibility check, and/or pass the minimum score required in the short listing, the BAC shall consider the same.

Scoring shall be based on eligibility documents submitted, considering the following evaluation criteria:

- (i) Applicable experience and capability of the Consultant and members, in case of joint ventures, considering both the overall experience of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants (50 points);
- (ii) Qualification of personnel who may be assigned to the Project vis-à-vis extent and complexity of undertaking (30 points); and
- (iii) Current workload relative to capacity (20 points).

The minimum score required for each criterion is, as follows:

- (i) Applicable experience of the firm or firms in a joint venture (25 points);
- (ii) Qualification of personnel (15 points); and
- (iii) Current workload relative to capacity (10 points).

Short Listing Evaluation Criteria			
Criteria	Reference Guide Points		
	Percentage Equivalent	Equivalent Points (Maximum)	Equivalent Points (Minimum)
1. Applicable experience of the consultant and members in case of joint ventures, considering both overall experiences of the company		50.00	25.00
I. Firm's Qualification			
II. Work Experience			
2. Qualification of Key Personnel		30.00	15.00
I. Education			
II. Work Experience			
III. Trainings Attended			
IV. Certifications			

	3. Current Workload		20.00	10.00
	I. Current Project Workload (on-going projects)			
	II. Financial Capacity (FC): Current Asset (CA) less Current Liabilities (CL)			
	Total		100.00	50.00

SECTION IV. BIDDING FORMS

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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, Counterproductivity Assessment, Personality Test; and
- c. Supervisory/Managerial - Competency Assessment, 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; and
- 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-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) workdays 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 number of examinees who undergone paper and pencil/online examinations and provision of test results, supplemented 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) workdays 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. The reimbursable travel expenses which shall cover taxi fare, meals, accommodation shall not exceed the rates specified under EO 77, series of 2019 [Prescribing Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel]. In addition, reimbursable travel expenses shall also be allowed. The total reimbursable expense shall not exceed Ten Thousand Pesos (P10,000.00) or the bid amount, whichever is lower per travel outside metro manila, where applicable.

Liquidation shall be supported by receipts.

- e. Lodging shall be in the dormitory/staff house of the DBM RO. However, should the examiner decide to stay elsewhere, the cost shall be on the account of the firm and not part of the FPF 5. Reimbursables per Activity.

5.0 Tentative Number of Examinees

Particulars	Quantity*
Entry Level	114
Non-Entry Level	318
Supervisory and Managerial Level	86

Notes:

Indicative numbers are for bidding purposes only. The DBM Administrative Service (AS) Director may increase or decrease the required quantities for any reason, 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.

6.0 Tentative Project Timelines

Project Deliverable	1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month	7th Month	8th Month
A. Provision and administration of standardized testing materials								
○ entry level								
○ middle level								
○ supervisory/managerial level								
B. Test Results and Interpretation								
○ entry level								
○ middle level								
○ 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

Clauses on dispute resolution, liability, and termination are part of Section IV. General Conditions of the Contracts.

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

Department of Budget and Management
Bids and Awards Committee
Building III, Gen. Solano St.
San Miguel, Manila

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for Consultancy Services for the Administration of Psychometric Exams for DBM Applicants and Employees, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

**Statement of all Government and Private Contracts
Completed which are Similar in Nature**

Business Name: _____

Business Address: _____

Name of Client/Contact Person/Contact Number/Email Address	Date of the Contract	Kinds of Consulting Services	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
<u>Government</u>					
<u>Private</u>					

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- a) Projects should be completed within five (5) years immediately preceding June 4, 2019.
- b) Completed contract:
 - (i) Similar contracts shall refer to the *administration of psychometric exams and provision of test results for entry level and/or managerial/supervisory positions.*
 - (ii) If there is no similar completed contract in a year, state **none** or equivalent term. This shall not be a basis for disqualification.

**List of all Ongoing Government and Private Contracts Including
Contracts Awarded but not yet Started**

Business Name: _____

Business Address: _____

Name of Client/ Contact Person/ Contact Number/ Email Address	Date of the Contract	Kinds of Consulting Services	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>				
<u>Private</u>				

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to June 4, 2019.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

STATEMENT OF THE CONSULTANT'S NATIONALITY

Department of Budget and Management

Bids and Awards Committee
 Building III, Gen. Solano St.
 San Miguel, Manila

Ladies/Gentlemen:

In compliance with the requirements of the Department of Budget and Management – Bids and Awards Committee (DBM BAC) for the bidding of the Consultancy Services for the Administration of Psychometric Exams for DBM Applicants and Employees, I/we hereby declare the following:

1. [Select one and delete the rest].

[If domestic entity consultant] That (Name of the consultant) is a domestic sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the Philippines;

[If foreign entity consultant] That (Name of the consultant) is a foreign sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the (Name of the country);

[If foreign entity consultant] That (Name of the consultant) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are the proposed Personnel:

Name of Proposed Personnel	Proposed Position	Nationality	Proof of Identification
1.	Psychologist	Filipino	PRC License
2.	Psychometrician	Filipino	PRC License
3.	Psychometrician	Filipino	PRC License
4.	Psychometrician	Filipino	PRC License

3. That attached herewith are the Curriculum Vitae of the above-mentioned personnel (*Annex/es _____*); and
4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority.

Very truly yours,

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

Address: _____ Contact No/s. _____

(Note: Please attach the notarized authority of the consultant's representative for the public bidding for this project)

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

FIRM'S PROFILE

Name of Firm		
Form of Organization	Year Established	
Business Address		
Principal Contact Person		
Telephone Number	Fax Number	Email
General Description and Technical Capabilities		

Field of Specialization and Type of Services

Field	Service Provided	Experience (No. of Years)

Company Officers and Key Personnel

Name	Position	Education	Expertise	Years with Firm	Age

Current Number of Personnel

Position	Number		
	Full time	Part time	Total

Awards, Certifications, Relevant Distinctions		
Name	Given By	Date

Signature: _____
 Name and Title of Authorized Signatory: _____
 Name of Consultant/Company: _____

CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF

Proposed Team:		<i>Please check:</i>			
<input type="checkbox"/>		<input type="checkbox"/>			
Key Personnel		Staff			
Name of Position:					
Personal Information					
Name of Staff					
Address		Contact No.	Email Address		
Date of Birth		Citizenship	Civil Status		
Work Experience <i>(start from the current employment)</i>					
Company Name	Inclusive Dates		Total <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities
	From	To			

Current Workload *(include workload or projects from other companies, if any)*

Company Name	Inclusive Dates		Total <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities
	From	To			

Relevant Training *(start from the most recent)*

Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

Education *(start from the most recent)*

School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received
	From	To		

Certificates, Other Credentials

Title	Date Received

Note:

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

1. Diploma
2. Certificate of Employment
3. Professional Certifications and/or Licenses

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

Signature

Date: _____