



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

REQUEST FOR QUOTATION
No. 23-078

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Administration of Psychometric Exams for the DBM Applicants and Employees for FY 2023**" for FY 2023 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)**, provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **no later than November 28, 2023, 2:00 p.m.** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through the email address indicated below.

A copy of your 2023 **Business/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated** PhilGEPS Registration Certificate (Platinum Membership) (**all pages**) may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB-prescribed forms), Income/Business Tax Return¹ (for ABC's above Php 500k)** within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation.²

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at **eestipona@dbm.gov.ph**.

AARON ALBERTO A. ESCALONA
Chief Administrative Officer

¹Manually filed tax returns or filed through the EFPS

²Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.

If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.

- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

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

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate **"0"** if the item being offered is for free.
2. Bidders must state **"Comply"** or any equivalent term in the column **"Bidder's Statement of Compliance"** against each of the individual parameters of each Specification.

| Item | Description | Total Quantity | Bidder's Statement of Compliance | Unit Cost (Vat Inclusive) | Total Cost (Vat Inclusive) |
|------|---|----------------|----------------------------------|---------------------------|----------------------------|
| A. | Administration of Psychometric Exams for the DBM Applicants and Employees for FY 2023 - See attached terms of reference | 1 lot | | | |

*The above-quoted prices are inclusive of all costs and applicable taxes.

| <u>SCHEDULE OF REQUIREMENTS</u> | | <u>Bidder's Statement of Compliance</u> |
|--|---|--|
| A. | Administration of Psychometric Exams for the DBM Applicants and Employees for FY 2023 - See attached terms of reference | |

| <u>FINANCIAL OFFER</u> | |
|--|--|
| Approved Budget for the Contract | Total Offered Quotation |
| Five Hundred Ten Thousand Pesos Only (Php 510,000.00) | In words: _____ _____ _____ In figures: _____ _____ _____ |

| <u>Payment Details:</u> | |
|--------------------------------|--|
| <u>Payment Terms:</u> | Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice an upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ. |
| Banking Institution | |
| Account Number | |
| Account Name | |
| Branch | |

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *sixty (60) calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of the contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
12. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM **may** rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

13. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the DBM shall publish in its official website and social media platform the following post-award information:

- a) Project name;
- b) Approved budget for the contract;
- c) Contract period;
- d) Name of the winning bidder and its official business address;
- e) Amount of contract awarded;
- f) Date of Award and Acceptance;
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

CONFORME:

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es



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TERMS OF REFERENCE

Project: **Administration of Psychometric Exams for DBM Applicants and Employees for CY 2023**

1.0 Project Title

Administration of Psychometric Exams for DBM Applicants and Employees for CY 2023

2.0 Project Background/Rationale

Sections 1 and 2 of Rule I of the Omnibus Rules on Appointment and Other Human Resource Actions, as amended, provide that appointment in the Civil Service shall be made only according to merit and fitness, and merit and fitness shall be determined, as far as practicable, by competitive examinations.

In this regard and consistent with the policies on selection and hiring of personnel in the Department that are also geared towards the establishment of a competency-based Human Resource Management and Development systems as required under the Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (CSC PRIME-HRM), it is essential to employ assessment strategies that can effectively determine and objectively gauge 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 Provision of standardized testing materials and administration of paper and pencil or online Psychometric examinations covering all or any of the following areas for an applicable position level as determined by the Administrative Service-Human Resource Management Division (AS-HRMD) within three (3) working days, or as agreed upon, from receipt of a letter request/online endorsement from the AS-Director:

- a. Entry level positions (Administrative or Technical) – Cognitive Ability, Skills, Personality, Counterproductivity, and Competencies based on the requirements of the position ;

- b. Non-entry level positions (Administrative or Technical) - Cognitive Ability, Skills, Personality/Behavior, Occupational Interests, and Competencies that are all evaluated based on the requirements of the position; and Counterproductivity.
- c. Supervisory/Managerial level positions - Cognitive Ability, Personality/Behavior, Occupational Interests, and Competencies that are all evaluated based on the requirements of the position, Supervisory Skills, and Counterproductivity..

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

3.1.2 Administration of the test for applicants shall be determined by the AS-HRMD per scheduled examination through online assessments.

3.1.3 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 Firm

3.2.1 The firm must be in the field of industrial psychological testing and have provided psychological testing programs for at least five (5) years.

3.2.2 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 | 2 | 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

number of examinees who have undergone paper and pencil or online examinations, and the 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) working days from submission by the firm of complete billing documents covering the examination fee per head chargeable against the DBM Central Office funds, supported by a written request by the AS Director stating the names of applicants being referred to for examination, and the attendance of applicants who actually took the examination.

5.0 Tentative Number of Examinees

| Particulars | Quantity* |
|----------------------------------|------------------|
| Entry level | 132 |
| Non-Entry Level | 60 |
| Supervisory and Managerial Level | 3 |

Notes:

Indicative numbers and for bidding purposes only. The DBM-AS may increase or decrease the required quantities depending on the number of actual examinees, and in such case, there shall be a corresponding downward or upward adjustment in the cost per level provided that the resulting change in the total cost due per level shall not exceed the Contract Price.

6.0 Project Timeline

The contract implementation for the project shall be for November 2023 to January 2024.

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 Contracts of the Bidding Documents and the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Submitted by:


REZ C. RUZGAL
CAO, AS-HRMD