

**CONTRACT FOR PROVISION OF CONSULTING SERVICES FOR THE
ADMINISTRATION OF PSYCHOMETRIC EXAMINATIONS FOR DBM
APPLICANTS**

THIS CONTRACT made and entered into by and between the following:

DEPARTMENT OF BUDGET AND MANAGEMENT, a government agency created by virtue of the laws of the Philippines, with principal office located at Mabini Hall, Malacanang, Manila, represented herein by SEC. FLORENCIO B. ABAD (hereinafter called the "DBM");

- and -

PHILIPPINE PSYCHOLOGICAL CORPORATION, a corporation duly organized and existing under the laws of the Philippines, with principal office located at 9/F Prestige Tower, Emerald Avenue, Ortigas Center, Pasig City, represented herein by MS. RUBY A. BENITEZ (hereinafter called the "Supplier");

WITNESSETH:

WHEREAS, the DBM conducted a small value procurement for the provision of consulting services for the administration of psychometric examinations for DBM applicants (hereinafter, the "Goods and Services") and the offer of the Supplier in the total amount of Three Hundred Forty Five Thousand Pesos (P345,000.00) (hereinafter called the "Contract Price") was determined to be the highest rated responsive offer;

WHEREAS, the Notice of Award was issued to the Supplier last November 25, 2013.

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby mutually stipulate and agree as follows:

1. In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the Terms of Reference referred to in Annex B.
2. The following documents shall form and be read and construed as part of this Contract:

Annex A	-	Quotation Form;
B	-	Terms of Reference; and
C	-	Notice of Award.
3. In consideration of the payments to be made by the DBM to the Supplier, the Supplier hereby covenants with the DBM to provide the Goods and Services and to remedy defects therein in conformity with the provisions of the Contract.



4. The DBM hereby covenants to pay the Supplier, in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the Contract.

IN WITNESS WHEREOF, the parties hereto have signed this Contract on this ____ day of _____, 2013 at Malacanang, Manila, Philippines.

DEPARTMENT OF BUDGET
AND MANAGEMENT
By:

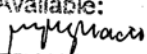

FLORENCIO B. ABAD
Secretary

PHILIPPINE PSYCHOLOGICAL
CORPORATION
By:


RUBY A. BENITEZ
Executive Vice President

SIGNED IN THE PRESENCE OF


SOFIA C. YANTO
Director, Administrative Service

Funds Available:

ESPERANZA Q. IGNACIO
Chief Accountant

DBM 2013-12-2141

12/6/2013



ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) S.S.
QUEZON CITY

BEFORE ME, a Notary Public for and in the City of Manila, Philippines, personally appeared the following:

<u>NAME</u>	<u>VALID ID</u>	<u>VALIDITY</u>
FLORENCIO B. ABAD	DBM ID No. 3706 CTC No. 300043118 issued on Jan. 23, 2013 at Basco, Batanes	Valid thru 2014 Dec. 31, 2013
RUBY A. BENITEZ	Passport No. EB2362941	

known to me to be the same persons who executed the foregoing Contract and who acknowledged to me that the same is their free and voluntary act and deed and of the entities they respectively represent.

This Contract for the provision of consulting services for the administration of psychometric examinations for DBM applicants was signed by the parties, and signed/initialed by their material witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL this DEC 18 2013 day of _____, 2013.

Doc. No. 179 ;
Page No. 26 ;
Book No. 323 ;
Series of 2013.

Tomás F. Dulay, Jr.
ATTY. TOMÁS F. DULAY, JR.
NOTARY PUBLIC
Until Dec. 31, 2013
ADM. MATTER# MP-061 2013-2014
PTR# 7612451 - 01/07/13 Q.C.
IBP# 842680-01/03/13 Q.C.
Roll # 16583 - 03/13/1961
TIN# 410-225-916
MCLE# 000838
#92 Legaspi St., Proj. 4, Q.C.

Ruby Benitez

QUOTATION FORM

OCTOBER 22, 2013
Date

The Bids and Awards Committee
Department of Budget and Management
Mabini Hall, Malacañang, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is my quotation for the services as follows:

Qty *	Description	Scope of Work	Unit Cost (inclusive of VAT)	Total Price
	1. Provision of Consulting Services for the Administration of Psychometric Exams for DBM Applicants	1. Conduct of paper and pencil examinations:		
		a. Entry-Level Position		
60		i. Luzon	P2,700.00	P162,000.00
40		ii. Visayas/Mindanao	P2,700.00	P108,000.00
		b. Supervisory/Managerial/ Executive Positions		
15		i. Luzon	P3,000.00	P45,000.00
3		2. Travel Expense **	10,000.00	30,000.00
		GRAND TOTAL		P345,000.00

(Amount in Words) THREE HUNDRED FORTY FIVE THOUSAND PESOS
for 115 DBM Applicants (100 Entry Level Applicants & 15 Supervisory/Managerial Executive Positions)
The above-quoted prices are inclusive of all costs and applicable taxes.

Note:

*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.

**The amount for travel expense is indicative only. Payment shall be based on actual travels and allowable expenses.

Very truly yours,


RUBY A. BENITEZ
[signature over printed name]

J

Terms of Reference

**Provision of Consulting Services for the Administration of Psychometric Exams
for the Department of Budget and Management**

I. BACKGROUND

To allow its Human Resource Development Division (HRDD) to focus on and strengthen its core business processes relating to Human Resource Management and Development, the Department of Budget and Management (DBM) shall hire a Consulting Firm to conduct the administration of its employment testing programs on a need basis. Moreover, the Firm will also process and provide test results, supplemented by a full report on the interpretation of test results, for each examinee within seven (7) working days from the conduct of the examinations.

II. SCOPE OF WORK

1. Preparation of the following types of standardized and quality testing materials for an applicable position level for all those levels stated in item 2 hereof:
 - a. Intelligence quotient/ cognitive abilities
 - b. Personality/ behavioral style
 - c. Professional aptitude
2. Administration of paper and pencil examinations on a need basis within seven (7) working days from receipt of request for the following positions:
 - a. Entry level for clerical and service/administrative position
 - b. Entry level for technical position
 - c. Entry level for IT position
 - d. Supervisory and managerial position
 - e. Executive position
3. Accommodation of at most twenty (20) people per scheduled examination in the following geographical areas:
 - a. Luzon: DBM Central Office in Manila or a testing center within Metro Manila
 - b. Visayas: DBM Regional Office VII in Cebu City or a testing center within Cebu City
 - c. Mindanao: DBM Regional Office XI in Davao City or a testing center within Davao City

III. DELIVERABLES AND IMPLEMENTATION ARRANGEMENTS

1. Administration of standardized tests stated in item 1 of the Scope of Work in this ToR for any of the position levels stated in item 2 thereof, within seven (7) days from the written request of the DBM- Administrative Service (AS) Director.



2. Within seven (7) working days from the conduct of the tests, provision of the following documents from all testing sites to be submitted to the DBM-AS HRDD authorized personnel:
 - a. test results; and
 - b. interpretation of test results.

IV. DESIRED QUALIFICATIONS

1. The Firm must be in the field of industrial psychological testing for at least five (5) years.
2. The Firm must have provided psychological testing programs to national government agencies/government financial institutions/government owned and/or controlled corporations, for at least one (1) year, within the last five (5) years.
3. The Firm must be a licensed distributor of standardized and quality psychological testing materials.
4. The Firm must have in its roster a certified psychologist and/or licensed psychologist who is a member of the Psychological Association of the Philippines.
5. The Firm must have at least one (1) fully operational testing center within Metro Manila and can conduct on-site examinations in Visayas and Mindanao.

V. BUDGET


The Approved Budget for the Contract is THREE HUNDRED SIXTY THOUSAND PESOS (P360,000.00). This amount is inclusive of VAT, and provision for travel expenses, subject to actual travels at allowable government rates.

VI. TERMS OF PAYMENT

1. Payment is within fifteen (15) days from submission by the Firm of complete billing documents covering the following costs:
 - a. Examination fee per head chargeable against the DBM Central Office;
 - i. Claim for fee per examinee shall be supported by the 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;
 - b. For requested on-site examinations (Visayas and Mindanao), travel-related expenses for only one (1) examination facilitator:
 - i. Each travel shall be covered by a letter request from the DBM-AS Director;
 - ii. All travel expenses shall be reimbursable and shall be supported by the original copies of the DBM 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;
 - iii. Travel expenses include two-way trip airfare, land transportation fare, terminal fees, re-booking fees and meals, with a maximum duration of two (2) calendar days, inclusive of travel time;

- iv. In no case shall the reimbursable travel expenses exceed ten thousand pesos (P10,000.00) for each travel.
 - 1. Taxi Fare: not more than Two Hundred Fifty Pesos (P250.00) for one (1) way taxi fare in Cebu City and Davao City
 - 2. Meals: not more than government rates of Two Hundred Forty Pesos (P240.00) per person per day
 - 3. Roundtrip airfare from and to Metro Manila
- v. Lodging shall be in the dormitory/staff house of the DBM Regional Office. However, should the examiner decide to stay elsewhere, the cost shall be for the account of the Firm;
- vi. Reimbursement for ticket re-booking fee(s) shall be supported by a justification and certification from the DBM-AS Director.

VII. CONFIDENTIALITY

- 1. The Consulting Firm or anyone/any entity operating on its behalf shall disclose the test results and evaluation thereof to the DBM-AS HRDD authorized personnel only.
 - 2. The Consulting Firm, within fifteen (15) days from the end of contract, shall turn over to the DBM-AS HRDD authorized personnel all documents pertaining to the implementation of this project, such as, but not limited to, answer sheets, pending documentary requests, within its custody or control, or within the custody or control of anyone/any entity operating on its behalf.
- 



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACAÑANG, MANILA

NOTICE OF AWARD

MS. RUBY A. BENITEZ
Executive Vice President
Philippine Psychological Corporation
9/F Prestige Tower
Emerald Avenue, Ortigas Center
Pasig City

Dear **Ms. Benitez:**

We are pleased to inform you that the contract for the Project, "Provision of Consulting Services for the Administration of Psychometric Examinations for DBM Applicants" is hereby awarded to your company in the amount of Three Hundred Forty Five Thousand Pesos (P345,000.00).

Very truly yours,


FLORENCIO B. ABAD
Secretary



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACAÑANG, MANILA

NOTICE TO PROCEED

December 16, 2013

MS. RUBY A. BENITEZ
Executive Vice President
Philippine Psychological Corporation
9th Floor Prestige Tower, Emerald Avenue
Ortigas Center, Pasig City

Dear **Ms. Benitez**:

This is to inform your company that performance of the obligations specified in the attached Contract for the Project, "Provision of Services for the Administration of Psychometric Examination for DBM Applicants" shall commence upon receipt of this Notice to Proceed.

Very truly yours,

FLORENCIO B. ABAD
Secretary

cc - Ruby Benitez 12/18/13