



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

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 2

This SBB No. 2 dated May 7, 2019 for the Project, “Consultancy Services for the Administration of Psychometric Exams for DBM Applicants and Employees (Part II),” is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of said Documents.

PARTICULARS		AMENDMENTS/CLARIFICATIONS	
Section VI. Terms of Reference		Section VI. Terms of Reference	
Clause No.		Clause No.	
3.1.1	xxxx a. Competency assessment (measurable knowledge, skills and attitude) which may include identified core, organizational, technical and leadership competencies per position b. Cognitive abilities; c. Personality/behavioral style; d. Interest profile; e. Counterproductive tendencies	3.1.1	xxxx a. Competency assessment (measurable knowledge, skills and attitude) which may include identified core, organizational, technical and leadership competencies per position b. Cognitive abilities; c. Personality/behavioral style; d. Interest profile; e. Counterproductive tendencies A. ENTRY - COGNITIVE ABILITY, PERSONALITY TEST, COUNTERPRODUCTIVITY ASSESSMENT, COMPETENCY ASSESSMENT (ACCORDING TO THE REQUIRED COMPETENCY PER POSITION); B. NON-ENTRY - COMPETENCY ASSESSMENT,

PARTICULARS		AMENDMENTS/CLARIFICATIONS	
			<p>COUNTERPRODUCTIVITY ASSESSMENT, PERSONALITY TEST; AND</p> <p>C. SUPERVISORY/MANAGERIAL - COMPETENCY ASSESSMENT, COUNTERPRODUCTIVITY ASSESSMENT, PERSONALITY TEST, SUPERVISORY/MANAGERIAL SKILLS</p>
3.1.3	<p>Administration of the test for at least ten (10) candidates per scheduled examination in the following geographic areas:</p> <p>xxxx</p>	3.1.3	<p>Administration of the test for APPLICANTS SHALL BE DETERMINED BY THE DBM-HRMD for at least ten (10) candidates per scheduled examination in the following geographic areas:</p> <p>xxxx</p>
3.3	<p>xxxx</p> <p>Key Staff: Psychometrician No. of Personnel: 1</p>	3.3	<p>xxxx</p> <p>Key Staff: Psychometrician No. of Personnel: 1 TO 3, IF APPLICABLE</p>
4.1		4.1	<p>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 HAVE UNDERGONE PAPER AND</p>

PARTICULARS		AMENDMENTS/CLARIFICATIONS	
			<p>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.</p>
4.2.2		4.2.2	<p>xxxx</p> <p>d. In no case shall the reimbursable travel expenses exceed Ten Thousand pesos (P10,000.00) for each travel, subject to the bid amount in FPF 5. Reimbursables per Activity (Bidding Documents Part 2).</p> <p>THE REIMBURSABLE TRAVEL EXPENSES WHICH SHALL COVER TAXI FARE, MEALS, ACCOMMODATION SHALL NOT EXCEED THE RATES SPECIFIED UNDER EO 77, SERIES OF 2019 (PRESCRIBING RULES AND REGULATIONS AND RATES OF EXPENSES AND ALLOWANCES FOR OFFICIAL LOCAL AND FOREIGN TRAVELS OF GOVERNMENT PERSONNEL). IN ADDITION, REIMURSABLE AIRFARE EXPENSES SHALL ALSO BE ALLOWED. THE TOTAL REIMBURSABLE EXPENSE SHALL NOT</p>

PARTICULARS		AMENDMENTS/CLARIFICATIONS	
			<p>EXCEED TEN THOUSAND PESOS (P10,000.00) OR THE BID AMOUNT, WHICHEVER IS LOWER, PER TRAVEL OUTSIDE METRO MANILA, WHERE APPLICABLE.</p> <p>LIQUIDATION SHALL BE SUPPORTED BY RECEIPTS.</p> <p>i. Taxi Fare: not more than Two Hundred Fifty Pesos (P250.00) for one (1) way taxi fare in the examination venue in Visayas and Mindanao;</p> <p>ii. Meals: not more than the government rate of Two Hundred Forty Pesos (P240.00) a day;</p> <p>iii. Roundtrip airfare from and to Metro Manila, where applicable.</p>

Section VII. Bidding Forms

Submission of Eligibility Documents Submission Form

Technical Proposal Forms

TPF No.	
2. Consultant's References	Approx. Value of Services (in Current US\$):
4. Description of the Methodology and Work Plan for Performing the Project	

Section VII. Bidding Forms

Submission of ~~No need to submit~~ Eligibility Documents Submission Form

Technical Proposal Forms

TPF No.	
2. Consultant's References	Approx. Value of Services (in Current US\$ PhP):
4. Description of the Methodology and Work Plan for Performing the Project	*AS PART OF THE RATING MATRIX IN THE COMPUTATION FOR THE TECHNICAL SCORE, INDICATE TESTS AND SUB-TESTS AVAILABLE IN REGARDS TO THE REQUIREMENTS STATED UNDER CLAUSE 3.1.1,

PARTICULARS		AMENDMENTS/CLARIFICATIONS	
			SECTION VI. TERMS OF REFERENCE. METHODOLOGY: WORK PLAN:
8. Activity (Work) Schedule	A. Field Investigation and Study Items B. Completion and Submission of Report	8. Activity (Work) Schedule	A. Field Investigation and Study Items PROVISION AND ADMINISTRATION OF STANDARDIZED TESTING MATERIALS <ul style="list-style-type: none"> <input type="radio"/> ENTRY LEVEL <input type="radio"/> MIDDLE LEVEL <input type="radio"/> SUPERVISORY/MANAGERIAL LEVEL B. Completion and Submission of Report TEST RESULTS AND INTERPRETATION <ul style="list-style-type: none"> <input type="radio"/> ENTRY LEVEL <input type="radio"/> MIDDLE LEVEL <input type="radio"/> SUPERVISORY/MANAGERIAL LEVEL

Attached are the revised TPF Nos. 2, 4 and 8

Financial Proposal Forms

FPF No.	
2. Summary of Costs	

Financial Proposal Forms

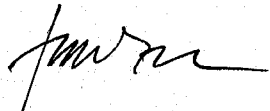
FPF No.	
2. Summary of Costs	ACTIVITY 1* ACTIVITY 2* ACTIVITY 3* ACTIVITY 4** Subtotal Local Taxes*** Currency(ies) *EQUIVALENT TO RENUMERATION AND MISCELLANEOUS EXPENSES REFLECTED IN FPF NO. 3 (ALL NET OF TAXES)

PARTICULARS		AMENDMENTS/CLARIFICATIONS	
			** EQUIVALENT TO REIMBURSABLES REFLECTED IN FPF NO. 3 (NET OF TAXES) *** EQUIVALENT TO TAXES FOR RENUMERATION, REIMBURSABLES AND MISCELLANEOUS EXPENSES
3. Breakdown of Price per Activity	Activity No: _____ Activity No: _____ Description: _____	3. Breakdown of Price per Activity	Activity No: _____ Activity No: _____ Description: _____ Currency(ies)
4. Breakdown of Remunerat ion per Activity	Activity No: _____ Name: _____ Names Regular Staff Local Staff Consultants Grand Total Position Input Remuneration Currency(ies) Rate	4. Breakdown of Remunerat ion per Activity	Activity No: _____ Name DESCRIPTION: _____ Names Regular Staff Local Staff Consultants Grand Total Position PSYCHOLOGIST PSYCHOMETRICIAN* Input NO. OF PERSONNEL NO. OF EXAMINEES Remuneration Currency(ies) Rate** *FOR PURPOSES OF COMPUTING FOR THE COST OF THE PROJECT, ONLY ONE PSYCHOMETRICIAN SHALL BE COMPUTED BASED ON OUTPUT. **INCLUSIVE OF VI.1.2 (I.-VI.) OF SECTION VIII. APPENDICES IN THE COMPUTATION PER EXAMINEE


PARTICULARS		AMENDMENTS/CLARIFICATIONS	
5. Reimbursables per Activity	1. International flights 2. Miscellaneous travel expenses 3. Subsistence Allowance 4. Local Transportation Cost 5. Office rent/accommodation/clerical assistance	5. Reimbursables per Activity	1. International flights 2. Miscellaneous travel expenses 3. Subsistence Allowance 4. Local Transportation Cost 5. Office rent/accommodation/clerical assistance 1. TRAVEL EXPENSES SPECIFIED UNDER EO 77, SERIES OF 2019, AND AIRFARE EXPENSES
6. Miscellaneous Expense	Activity No: _____ Activity Name: _____ 1. Communication costs between _____ and _____ (telephone, telegram, telex) 2. Drafting, reproduction of reports 3. Equipment: vehicles, computers, etc. 4. Software	6. Miscellaneous Expense	Activity No: _____ Activity Name DESCRIPTION: _____ 1. Communication costs between _____ and _____ (telephone, telegram, telex) 1. Drafting, reproduction of reports 3. Equipment: vehicles, computers, etc. 4. Software
		Attached are the revised FPF Nos. 2 to 6	

Other matters:

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to call or talk to any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective May 14, 2019 right after the opening of bids.
- For guidance and information of all concerned.



ACHILLES GERARD C. BRAVO
Assistant Secretary
Chairperson, DBM-BAC

RHO 

TPF 2. CONSULTANT'S REFERENCES
(REVISED)

**Relevant Services Carried Out in the Last Five Years
That Best Illustrate Qualifications**

Using the format below, provide information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Project Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		N ^o of Staff:
Address:		N ^o of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current PhP):
Name of Associated Consultants, if any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: _____

**TPF 4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR
PERFORMING THE PROJECT
(REVISED)**

*As part of the rating matrix in the computation for the technical score, indicate tests and sub-tests available in regards to the requirements stated under Clause 3.1.1, Section VI. Terms of Reference.

Methodology:

Work Plan:

TPF 8. ACTIVITY (WORK) SCHEDULE
(REVISED)

A. Provision and Administration of Standardized Testing Materials

	<i>[1st, 2nd, etc. are months from the start of project.]</i>							
Activity	1st	2nd	3rd	4 th	5th	6th	7th	8 th
Entry Level								
Middle Level								
Supervisory/ Managerial Level								

B. Test Results and Interpretation

	<i>[1st, 2nd, etc. are months from the start of project.]</i>							
Activity	1st	2nd	3rd	4th	5th	6th	7 th	8 th
Entry Level								
Middle Level								
Supervisory/ Managerial Level								

FPF 2. SUMMARY OF COSTS
(REVISED)

Costs	Amount in Philippine Peso
Activity 1*	
Activity 2*	
Activity 3*	
Activity 4**	
Subtotal	
Local Taxes***	
Total Amount of Financial Proposal	

*Equivalent to Remuneration and Miscellaneous Expenses reflected in FPF No. 3 (all net of taxes)

** Equivalent to Reimbursables reflected in FPF No. 3 (net of taxes)

*** Equivalent to taxes for Remuneration, Reimbursables and Miscellaneous Expenses

**FPF 3. BREAKDOWN OF PRICE PER ACTIVITY
(REVISED)**

Activity No. 1	Description: Provision and Administration of Standardized Testing Materials, Test Results and Interpretation – Entry Level
Price Component	Amount in Philippine Peso
Remuneration	
Miscellaneous Expenses	
Subtotal	
Activity No. 2	Description: Provision and Administration of Standardized Testing Materials, Test Results and Interpretation – Non-Entry Level
Price Component	Amount in Philippine Peso
Remuneration	
Miscellaneous Expenses	
Subtotal	
Activity No. 3	Description: Provision and Administration of Standardized Testing Materials, Test Results and Interpretation – Supervisory/Managerial Level
Price Component	Amount in Philippine Peso
Remuneration	
Miscellaneous Expenses	
Subtotal	
Activity No. 4	Description: Provision and Administration of Standardized Testing Materials, Test Results and Interpretation – Entry, Non-Entry, and Supervisory/Managerial Levels
Price Component	Amount in Philippine Peso
Reimbursables	
Subtotal	

**FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY
(REVISED)**

Activity No. 1	Description: Provision and Administration of Standardized Testing Materials, Test Results and Interpretation – Entry Level			
Position	No. of Personnel	No. of Examinees	Remuneration Rate**	Amount
Psychologist	1	114		
Psychometrician*	1	114		
Grand Total				
Activity No. 2	Description: Provision and Administration of Standardized Testing Materials, Test Results and Interpretation – Non-Entry Level			
Position	No. of Personnel	No. of Examinees	Remuneration Rate**	Amount
Psychologist	1	318		
Psychometrician*	1	318		
Grand Total				
Activity No. 3	Description: Provision and Administration of Standardized Testing Materials, Test Results and Interpretation – Supervisory/Managerial Level			
Position	No. of Personnel	No. of Examinees	Remuneration Rate**	Amount
Psychologist	1	86		
Psychometrician*	1	86		
Grand Total				

*For purposes of computing for the cost of the project, only one psychometrician shall be computed based on output.

**Inclusive of VI.1.2 (i.-vi.) of Section VIII. Appendices in the computation per examinee

FPF 5. REIMBURSABLES PER ACTIVITY

(REVISED)

Activity No. 4

Description: Provision and Administration of Standardized Testing Materials, Test Results and Interpretation – Entry, Non-Entry, and Supervisory/Managerial Levels

No.	Description	Unit	Quantity	Unit Price	Total Amount
1	Travel Expenses specified under EO 77, series of 2019, and airfare expenses	Trip	13		
	Grand Total				

FPF 6. MISCELLANEOUS EXPENSES

Activity No. 1		Description: Provision and Administration of Standardized Testing Materials, Test Results and Interpretation – Entry Level			
Position		Unit	Quantity	Unit Price	Total Amount
1.	Reproduction of reports	Report	114		
Grand Total					
Activity No. 2		Description: Provision and Administration of Standardized Testing Materials, Test Results and Interpretation – Non-Entry Level			
Position		Unit	Quantity	Unit Price	Total Amount
1.	Reproduction of reports	Report	318		
Grand Total					
Activity No. 3		Description: Provision and Administration of Standardized Testing Materials, Test Results and Interpretation – Supervisory/Managerial Level			
Position		Unit	Quantity	Unit Price	Total Amount
1.	Reproduction of reports	Report	86		
Grand Total					