



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

**REQUEST FOR QUOTATION**

The Department of Budget and Management (DBM), through its Bids and Awards Committee (BAC), will engage a Consulting Firm for the "Provision of Consulting Services for the Administration of Psychometric Examinations for DBM Applicants" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Provision of Consulting Services for the Administration of Psychometric Examinations for DBM Applicants

Location : Administrative Service - Human Resource Development Division,  
Ground Floor, DBM Bldg. III,  
General Solano St., San Miguel, Manila

DBM Regional Office VII  
Sudlon (near Eco-Tech Center), Lahug City, Cebu

DBM Regional Office XI  
McArthur Highway, Matina, Davao City

Brief Description : 1. Administration of employment testing programs using paper and pencil examinations on a need basis, for the following:  
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

2. Provision of test results within seven (7) working days from the conduct of examinations.

Attached is the Terms of Reference (Annex "A") for the above-mentioned project.

Approved Budget for : Three Hundred Sixty Thousand Pesos (P360,000.00), VAT  
the Contract inclusive

Contract Duration : One (1) year from receipt of the Notice to Proceed

The DBM will hold a Pre-Bid Conference on October 9, 2013, 11:00 a.m. at the BAC Room, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila, which shall be open to all interested parties.

Prospective Firms shall accomplish, provide correct and accurate information, and submit the following:

1. Duly signed Quotation Form (Annex "B").
2. Company Profile
  - a. The Firm must be in the field of industrial psychological testing for at least five (5) years;
  - b. 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;
  - c. The Firm must be a licensed distributor of standardized and quality psychological testing materials. The Firm shall submit a license/ certificate of distributorship;
  - d. 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; and
  - e. 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.
3. Curriculum Vitae of the psychologist/s in its roster.

Interested Firms shall also submit the following eligibility documents:

- (i) SEC Registration Certificate;
- (ii) Valid Mayor's Permit;
- (iii) Statement of all ongoing government and private contracts within five (5) years from the date of submission and receipt of bids (Refer to Annex "C");
- (iv) Statement of all completed government and private contracts within five (5) years from the date of submission and receipt of proposal (Refer to Annex "D"), which shall include a Single Largest Completed Contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC (Similar contract refers to project for the provision of consulting services for the administration of psychometric examinations, including provision and interpretation of test results);
- (v) A photocopy of the Single Largest Completed Contract similar to this Project;
- (vi) Audited financial statements for the preceding two (2) calendar years and stamped received by the Bureau of Internal Revenue;
- (vii) Secretary's Certificate; and
- (viii) Omnibus Sworn Statement (Refer to Annex "E").

For authentication purposes, all pages of the proposal should be initialed by the authorized signatory.

Quotation must be valid for a period of thirty (30) calendar days from the date of submission of quotation.

Proposals must be submitted to the DBM-BAC Secretariat, BAC Conference Room, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila, on or before October 16, 2013, 10:00 a.m. Each Firm shall submit one (1) original and two (2) copies of the required documents. The Quotation Form should be submitted in a separate envelope from the other requirements.

Opening of the quotations shall also be held on October 16, 2013, 10:00 a.m. at the BAC Conference Room, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila right after the submission of proposals. Proposals will be opened in the presence of the authorized representative/s of the Firm/s who choose to attend. Late proposals shall not be accepted.

The Highest Rated Bid (HRB) shall be determined based on the listed criteria in Annex F.

The prospective Firm with the HRB is required to submit the following documentary requirements within a non-extendible period of three (3) calendar days the following: (i) Tax Clearance issued by the Bureau of Internal Revenue (BIR) – National Office per Executive Order No. 398, s. 2005 and its Implementing Rules and Regulations filed and paid through the Electronic Filing and Payments System (EFPS); (ii) Proof of payment, which is the confirmation number issued by the authorized agent bank or the acknowledgment number issued by the BIR, for the Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS): (a) Latest Annual Income Tax Return; and (b) March 2013 to August 2013 Business Tax Returns; and (iii) Certificate of PhilGEPS Registration.

Award of contract shall be made to the Firm with the Highest Rated Responsive Bid which complies with the minimum qualifications and other terms and conditions stated in the ToR.

The DBM reserves the right to accept or reject any or all proposals and to impose additional terms and conditions as it may deem proper.

Very truly yours,

**ATTY. JANET B. ABUEL**

*Chairperson*

DBM - Bids and Awards Committee

## **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.

## QUOTATION FORM

\_\_\_\_\_  
Date

The Bids and Awards Committee  
Department of Budget and Management  
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 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		
40		ii. Visayas/Mindanao		
		b. Supervisory/Managerial/ Executive Positions		
15		i. Luzon		
3		2. Travel Expense **	10,000.00	30,000.00
<b>GRAND TOTAL</b>				

(Amount in Words) \_\_\_\_\_

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.**

**\*\* Payment shall be based on actual travels and allowable expenses.**

Very truly yours,

\_\_\_\_\_  
*[signature]*

**Annex “C”**

**Statement of all Government & Private Contracts completed  
*which are similar in nature***

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

<b>Name of Contract</b>	<b>Date of the Contract</b>	<b>Kinds of Goods</b>	<b>Amount of Contract</b>	<b>Date of Delivery</b>	<b>End User’s Acceptance or Official Receipt(s) Issued for the Contract</b>
<u>Government</u>					
<u>Private</u>					

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

**Instructions:**

- a) Cut-off date October 9, 2013.
- b) Subject completed contract:
  - (i) If there are more than twenty (20) completed contracts in a year, state at least 20 completed contracts for said year. Contracts that are similar to the project being bid in terms of nature and amount shall be prioritized in inclusion in the list.
  - (ii) If there are 20 or less completed contracts in a year, state all completed contracts for said year (government and private contracts which may be similar or not similar to the project being bid).
  - (iii) If there is no completed contract in a year, state none or equivalent term. This shall not be a basis for disqualification.
- c) Single Largest Similar Contract must be a part of the list.
- d) Similar Contract refers to project for the provision of consulting services for the administration of psychometric examinations, including provision and interpretation of test results.



***List of all Ongoing Government & Private Contracts including  
Contracts awarded but not yet started***

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Contract	Date of the Contract	Kinds of Goods	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>				
<u>Private</u>				

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

**Instructions:**

- i. State all ongoing contracts including those awarded but not yet started within two (2) years (government and private contracts which may be similar or not similar to the project being bidded) prior to October 9, 2013.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

## Omnibus Sworn Statement

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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:

2. ***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]*;

3. ***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)]*;

4. *[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;
5. 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;
6. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

7. **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;

8. [Name of Bidder] complies with existing labor laws and standards; and
9. [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].

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 2013 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN TO BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, 2013 in the City of \_\_\_\_\_ . Affiant exhibiting to me his/her Valid Identification \_\_\_\_\_, Number \_\_\_\_\_.

Notary Public

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Series of 2013

**Criteria for Evaluating the Highest Rated Bid (HRB)**

<b>Particulars</b>		<b>Max Points</b>
<b>A. Company</b>		<b><u>55</u></b>
1.	Years in Administering Personnel Tests	10
2.	No. of projects handled in the last five years in government (National Government Agencies/Government-Owned and Controlled Corporations/Government Financial Institutions) and private sector, with a minimum of at least one year/project duration	20
3.	No. of Psychologists in its roster	25
<b>B. Psychologist/s in the roster</b>		<b><u>45</u></b>
1.	Educational Background	25
2.	No. of years evaluating psychometric tests	10
3.	No. of projects handled - evaluating psychometric tests	10
<b>TOTAL</b>		<b><u>100</u></b>