



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

**BIDS AND AWARDS COMMITTEE**

**Resolution No. 2023-93**

**WHEREAS**, the Department of Budget and Management-Bids and Awards Committee (DBM-BAC) conducted a Public Bidding for the Project, "Administration of Psychometric Exams for DBM Applicants and Employees for CYs 2024-2025," with an Approved Budget for the Contract of P6,000,000.00 for FYs 2024 and 2025, through the authorized appropriations under the FY 2024 General Appropriations Act (GAA) and Multi-Year Contractual Authority No. MYCA-BMB-C-23-0000111, as reflected in the Indicative Annual Procurement Plan, CY 2024;

**WHEREAS**, for the purpose of early procurement authorized under Section 7.6 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the proposed budget under the FY 2024 National Expenditure Program was used as basis;

**WHEREAS**, as a background, the Invitation to Bid for the Project was posted on the Philippine Government Electronic Procurement System (PhilGEPS) website, the DBM website, the official DBM Facebook page, and all DBM bulletin boards on October 17, 2023, but a failure of bidding was declared on November 17, 2023 under BAC Resolution No. 2023-65;

**WHEREAS**, on November 21, 2023, the second Invitation to Bid for the Project was posted on the PhilGEPS website, the DBM website, the official DBM Facebook page, and all DBM bulletin boards;

**WHEREAS**, three (3) prospective bidders, namely: (i) Asea Metrics HR Solutions, Inc.; (ii) People Dynamics, Inc.; and (iii) Profiles Asia Pacific, Inc. (Profiles Asia), attended the Pre-bid Conference on November 28, 2023;

**WHEREAS**, during the submission and opening of bids on December 12, 2023, only one (1) bidder, Profiles Asia, submitted a bid;

**WHEREAS**, after preliminary examination of the bid, the DBM-BAC, using non-discretionary "pass/fail" criteria, determined the submission of Profiles Asia as "passed" for complying with all the eligibility and technical requirements as stated in the Bidding Documents;

**WHEREAS**, after evaluation of the financial component of the bid of Profiles Asia, the DBM-BAC declared the submission of Profiles Asia as the Single Calculated Bid in the amount of P5,098,985.92;

**WHEREAS**, after verification, validation, and ascertainment of all statements made and documents submitted by Profiles Asia, using non-discretionary criteria, as stated in the Bidding Documents, it was determined that the submission of Profiles Asia passed all the criteria for post-qualification;

**WHEREAS**, Section 36 of the 2016 Revised IRR of RA No. 9184 provides, among others, that a single calculated and responsive bid shall be considered for award if only one bidder submits a bid, and its bid is found to be responsive to the bidding requirements.

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the DBM-BAC **RESOLVED**, as it is hereby **RESOLVED**, the following:

- 1) To declare the bid of Profiles Asia Pacific, Inc. for the Project, "Administration of Psychometric Exams for DBM Applicants and Employees for CYs 2024-2025," in the amount of P5,098,985.92 as the Single Calculated and Responsive Bid, in accordance with Section 34.4 in relation to Section 36 of the 2016 Revised IRR of RA No. 9184; and
- 2) To recommend to the DBM Secretary, as the Head of the Procuring Entity, that the contract for the Project be awarded to Profiles Asia Pacific, Inc. in the above-mentioned amount, in accordance with Section 37.1.1 of the same IRR; and
- 3) To transmit the Notice of Award to the Secretary and issue the same to Profiles Asia Pacific, Inc. upon the effectivity of the FY 2024 GAA, pursuant to Section 7.6 of the 2016 Revised IRR of RA No. 9184.

**ADOPTED**, this 22<sup>nd</sup> day of December 2023 at the Department of Budget and Management, General Solano St., San Miguel, Manila.

 Digitally signed  
by Rez C. Ruzgal

**REZ RUZGAL**  
End-user Representative

 Digitally signed by  
Dante B. De Chavez

**DANTE B. DE CHAVEZ**  
Member

not present  
**ANDREA CELENE M. MAGTALAS**  
Member

not present  
**SHERYLL GRACE AROMIN**  
B.U.D.G.E.T. Representative

 Digitally signed  
by Santos Mario  
Del Rosario

**MARIO D. SANTOS**  
Member

 Digitally signed by Ramon  
Vicente B. Asuncion  
**RAMON VICENTE B. ASUNCION**  
Vice Chairperson

not present  
**GODDES HOPE O. LIBIRAN**  
Chairperson



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

**NOTICE OF AWARD**

11:16 JAN 2024

**MS. JANINA ROSE Q. CORPUZ**

Profiles Asia Pacific, Inc.  
Unit 102 LG OMM-Citra Building  
39 San Miguel Avenue  
Ortigas Center, Pasig City

Dear **Ms. Corpuz**:

We are pleased to inform you that the contract for the Project, "Administration of Psychometric Exams for DBM Applicants and Employees for CYs 2024-2025," is hereby awarded to Profiles Asia Pacific, Inc. in the amount of P5,098,985.92.


In this regard, you are hereby required to post a performance security, which shall remain valid until the issuance of the Certificate of Final Acceptance by the Department of Budget and Management (DBM), in the amount and form prescribed in Section 39 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (the Government Procurement Reform Act).

Pursuant to Section 37.2.1 of the same IRR, you have ten (10) calendar days from receipt of this Notice to post the performance security and enter into a contract with the DBM.

Thank you and God Bless.

Very truly yours,

  
**AMENAH F. PANGANDAMAN**  
Secretary

  
ARNIEL STA ANA  
JAN. 18, 2024



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

**MS. JANINA ROSE Q. CORPUZ**

Profiles Asia Pacific, Inc.  
Unit 102 LG OMM-Citra Building  
39 San Miguel Avenue  
Ortigas Center, Pasig City

Dear **Ms. Corpuz**:

Pursuant to Section 37.2.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 and as provided in the Notice of Award (NOA) which you received on JAN. 18, 2024, 2024, you have ten (10) calendar days from receipt of the NOA to post the required performance security and enter into a contract with the Department of Budget and Management (DBM).

Further, as stated in Section 40.1<sup>1</sup> of the same IRR, failure to post the required performance security or enter into a contract with the DBM within the stipulated period shall cause the forfeiture of the bid security and the imposition of appropriate sanctions.

Relative to the foregoing, attached for your signature are eight (8) copies of the contract for the Project, "Administration of Psychometric Exams for DBM Applicants and Employees for CYs 2024-2025."

Please submit the signed contract, together with the performance security, on or before JAN. 18, 2024, 2024, 2:00 p.m., to the DBM-BAC Secretariat or through the Central Records Division, DBM Bldg. 3, Gen. Solano St., San Miguel Manila.

Thank you.

Very truly yours,

**AARON ALBERTO A. ESCALONA**  
Head, DBM-BAC Secretariat

ARNIEL STA. ANA  
JAN 18, 2024

<sup>1</sup> 40.1. If the bidder with the LCRB, HRRB, SCRB or SRRB fails, refuses or is unable to submit the documents required under Section 37.1 of this IRR or to make good its bid by entering into a contract with the Procuring Entity or post the required Performance Security within the period stipulated in this IRR or in the Bidding Documents, the bid security shall be forfeited and the appropriate sanctions provided in this IRR and existing laws shall be imposed, except where such failure, refusal or inability is through no fault of the said bidder.





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

**NOTICE TO PROCEED**

0.2 FEB 2024

**MS. JANINA ROSE Q. CORPUZ**

Profiles Asia Pacific, Inc.  
Unit 102 LG OMM-Citra Building  
39 San Miguel Avenue  
Ortigas Center, Pasig City

Dear **Ms. Corpuz**:

This is to inform your company that performance of the obligations specified in the attached Contract for the Project, "Administration of Psychometric Exams for DBM Applicants and Employees for CYs 2024-2025," shall commence upon receipt of this Notice to Proceed in accordance with Section 37.4 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (The Government Procurement Reform Act).

Thank you and God Bless.

Very truly yours,

  
**AMENAH F. PANGANDAMAN**  
*Secretary*

I acknowledge receipt and acceptance of this Notice on FEB. 05. 2024

Name of Authorized Representative: ARNIEZ STA-ANA

Signature: 

**CONTRACT No. 2024-17**  
**ADMINISTRATION OF PSYCHOMETRIC EXAMS FOR DBM**  
**APPLICANTS AND EMPLOYEES FOR CYS 2024-2025**

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**CONTRACT AGREEMENT**

FEB 05 2024


THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between the **DEPARTMENT OF BUDGET AND MANAGEMENT** of the Philippines (hereinafter called "the Entity") of the one part and **PROFILES ASIA PACIFIC, INC.** of Pasig City, Philippines (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly Administration of Psychometric Exams for DBM Applicants and Employees for CYs 2024-2025, and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of Five Million Ninety-Eight Thousand Nine Hundred Eighty-Five Pesos and 92/100 (P5,098,985.92) (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:

- i. Philippine Bidding Documents (PBDs);
  - i. Schedule of Requirements;
  - ii. Technical Specifications;
  - iii. General and Special Conditions of Contract; and
  - iv. Supplemental or Bid Bulletins, if any
- ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

 Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

- iii. Performance Security;
- iv. Notice of Award of Contract and the Bidder's conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation**







**Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of Five Million Ninety-Eight Thousand Nine Hundred Eighty-Five Pesos and 92/100 (P5,098,985.92) or such other sums as may be ascertained, **PROFILES ASIA PACIFIC, INC.** agrees to deliver the Administration of Psychometric Exams for DBM Applicants and Employees for CYs 2024-2025 in accordance with its Bid.
4. The **DEPARTMENT OF BUDGET AND MANAGEMENT** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.
5. The period for the performance of the obligations under this Contract shall not go beyond the validity of the corresponding appropriations for this Project.
6. In compliance with item 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. 2020 (Directing Strict Compliance By All Agencies and Instrumentalities of the Executive Department with Transparency, Accountability and Good Governance Policies and Measures in the Procurement Process), 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; and
  - (g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

 <b>AMENAH F. PANGANDAMAN</b> <i>Secretary</i>  <i>for:</i>  <b>DEPARTMENT OF BUDGET AND MANAGEMENT</b>	 <b>JANINA ROSE Q. CORPUZ</b> <i>Authorized Representative</i>  <i>for:</i>  <b>PROFILES ASIA PACIFIC, INC.</b>
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## ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES )  
CITY OF Mandaluyong City ) S.S.

Mandaluyong City

FEB 05 2024

**BEFORE ME**, a Notary Public for and in the City of \_\_\_\_\_, Philippines on this \_\_\_\_\_ day of \_\_\_\_\_, 2024 personally appeared the following:

NAME	VALID ID	VALID UNTIL
<b>AMENAH F. PANGANDAMAN</b>	DBM ID No. <u>4136</u>	<u>12/2024</u>
<b>JANINA ROSE Q. CORPUZ</b>	PASSPORT No. <u>P1249176C</u>	<u>Aug. 9, 2032</u>

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 Administration of Psychometric Exams for DBM Applicants and Employees for CYs 2024-2025 was signed by the parties on each and every page thereof.

WITNESS MY HAND AND SEAL this \_\_\_\_ day of FEB 05 2024, 2024.

Doc. No 89 ;  
Page No 19 ;  
Book No 122 ;  
Series of 2024.



**ATTY. JAMES K. ABUGAN**  
Notary Public  
APPT. NO. 0442-23 Until 12-31, 2024  
IBP No. 400022 Jan. 04, 2024 Rizal Chapter  
Roll No. 26890 Lifetime  
MCLE No. VB-0020184 until 4/14/2025  
TIN No. 116-239-956  
PTR No. 5420882 01/03/2024  
Rm. 314 J&B Bldg., 251 EDSA,  
Mandaluyong City Tel. No. (02) 854-523-21





## ***Section VI. Schedule of Requirements***

The delivery schedule stipulates hereafter the date of delivery to the project site.

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Schedule</b>
1	<b>Provision of standardized testing materials and administration of psychometric examinations,</b> in accordance with Section VII. Technical Specifications.	In accordance with Section VII. Technical Specifications	Within three (3) working days, or as agreed upon, from receipt of a letter request/online endorsement from the Administrative Service Director.
2	<b>Provision of test results, supplemented by a full report on the interpretation of test result for each examinee,</b> in accordance with Section VII. Technical Specifications	In accordance with Section VII. Technical Specifications	Within three (3) working days from the conduct of examinations.

\* The period for the performance of the obligations under the Contract shall not be beyond the validity of the corresponding appropriations for the Project.

**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date

## ***Section VII. Technical Specifications***

Bidders must state here either “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each “Specification.”

<b>Specifications</b>	<b>Bidder’s Statement of Compliance</b>
<b>I. Scope of Work</b> <i>(see attached Annex “A” [Detailed Technical Specifications], item 3.0)</i>	
<b>II. Payment Details</b> <i>(see attached Annex “A” [Detailed Technical Specifications], item 4.0)</i>	
<b>III. Tentative Number of Examinees</b> <i>(see attached Annex “A” [Detailed Technical Specifications], item 5.0)</i>	
<b>IV. Project Timeline</b> <i>(see attached Annex “A” [Detailed Technical Specifications], item 6.0)</i>	
<b>V. Confidentiality</b> <i>(see attached Annex “A” [Detailed Technical Specifications], item 7.0)</i>	
<b>VI. Dispute Resolution, Liability and Termination</b> <i>(see attached Annex “A” [Detailed Technical Specifications], item 8.0)</i>	

**I hereby certify to comply with all the above Technical Specifications.**

\_\_\_\_\_  
**Name of Company/Bidder**

\_\_\_\_\_  
**Signature Over Printed Name of Representative**

\_\_\_\_\_  
**Date**

## DETAILED TECHNICAL SPECIFICATIONS

### 1.0 Project Title

Administration of Psychometric Exams for DBM Applicants and Employees for CYs 2024-2025

### 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 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 personal attributes and 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 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 from the AS Director:

Type of Examination	Administrative/Technical		Supervisory/ Managerial level positions
	Entry level positions	Non-entry level positions	
Cognitive Ability	✓	✓	✓
Skills Test	✓	✓	✓
Personality Test	✓	✓	✓
Counterproductivity	✓	✓	✓
Competencies based on the requirements of the position	✓	✓	✓
Occupational Interests	✗	✓	✓
Supervisory Skills	✗	✗	✓



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** The required assessments/test battery for each position shall be determined by the AS-HRMD in coordination with the Firm.
- 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***

<b>Key Staff</b>	<b>No. of Personnel</b>	<b>Qualifications</b>
Psychologist	One (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	Two (2)	Registered Psychometrician with at least three (3) years of experience in industrial psychological testing

Proof of employment of the key personnel with the corresponding qualifications shall be submitted during post-qualification.

## **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. Payment shall be made on the basis of the number of examinees who have undergone examinations, and the provision of test results, supplemented by a full report on the interpretation of results 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 copy of the 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**

<b>Particulars</b>	<b>Quantity*</b>	
	<b>CY 2024</b>	<b>CY 2025</b>
Entry level	<b>360</b>	<b>360</b>
Non-Entry Level	<b>283</b>	<b>283</b>
Supervisory and Managerial Level	<b>108</b>	<b>108</b>

Note:

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 shall not exceed the Contract Price.

## **6.0 Project Timeline**

The contract implementation for the project shall be from January 2024 to December 2025.

## **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 IRR of RA No. 9184.

## ***Section IV. General Conditions of Contract***



## **1. Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 Revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 Revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## **2. Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the 2016 Revised IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 Revised IRR of RA No. 9184.

## **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 Revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section V. Special Conditions of Contract***



## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to the Contract are DDP delivered Manila. In accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are to be delivered in Manila. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause, the Procuring Entity’s Representative at the Project Site is the Director of the Administrative Service.</p> <p><b>Incidental Services</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; and</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract.</li> </ol>

	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p><b>Packaging</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p>

	<p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be in accordance with item 4.0 of Annex “A” (Detailed Technical Specifications).</p>
4	<p>The inspection and approval as to the acceptability of the Goods vis-à-vis its compliance with the technical specifications will be done with prior written notice to the authorized representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier’s representative, if the latter was duly notified. In which case, the result of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.</p>

Republic of the Philippines  
Department of Budget and Management  
**PROCUREMENT SERVICE**  
**CERTIFICATE OF PHILGEPS REGISTRATION**  
(Platinum Membership)

THIS IS TO CERTIFY THAT

**PROFILES ASIA PACIFIC INC**

39 San Miguel Avenue,  
Pasig City, Metro Manila, NCR, Philippines

is registered in the *Philippine Government Electronic Procurement System (PhilGEPS)* on 11-Jan-2005 pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that **PROFILES ASIA PACIFIC INC** has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof.

For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective Bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.

By submitting this Certificate, the Bidder certifies:

1. the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;
2. the veracity of the statements and information contained therein;
3. that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it an evidence that the Bidder has passed the post-qualification stage; and
4. that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.

This Certificate is valid until 04-Dec-2024

Issued this 01st day of December 2023.

This is a system generated certificate. No signature is required.



## REMINDERS<sup>1</sup>

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*
- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*
- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

# List of Eligibility Documents

of  
**PROFILES ASIA PACIFIC INC**  
39 San Miguel Avenue,  
Pasig City, Metro Manila, NCR, Philippines

<b>SEC Certificate</b>	Registration Date : 08-Dec-1998 SEC Certificate Number : A199818316
<b>Mayors Permit</b>	Expiration Date : 31-Dec-2023 Permit Number : SER2303785 Place of Issue : Pasig City Issued By / Signatory : Melanie B. De Mesa Issuance Date : 19-Jan-2023
<b>Tax Clearance</b>	Expiration Date : 23-Feb-2024 TCC Number : 07B0430223R04652023M Issued By / Signatory : Albert Joy A. Arano Issuance date : 23-Feb-2023
<b>Audited Financial Statement</b>	Date of Filing : 14-Aug-2023 Current Asset : 32,655,575.00 Total Asset : 35,191,137.00 Current Liabilities : 28,012,772.00 Total Liabilities : 28,012,772.00 Name of Auditor : 'Endriga Manangu and Associates BIR RDO Code : 043
<b>PCAB License</b>	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :



**Statement of all Ongoing Government and Private Contracts**  
**Including Contracts Awarded but not yet Started**  
*[shall be submitted with the Bid]*

Business Name: PROFILES ASIA PACIFIC, INC.

Business Address: LG 102 OMM Citra Bldg., San Miguel Ave., Ortigas Center, Pasig City

Name of Client/Contact Person/Contact Number/Contact Email Address	Date of the Contract	Title of the Contract / Name of the Project	Kinds of Goods	Total Amount of Contract	Value of Outstanding Contract	Date of Delivery
<b>Government</b>						
<b>DEVELOPMENT BANK OF THE PHILIPPINES</b>  Ms. Roumayne Cosico 818-9511 loc. 6620/6622 racosico@dbp.ph	January 2022	Outsourcing of Comprehensive Psychological Assessment for Executive Candidates	Workforce Assessments / Psychological Tests	P507,360.00	P 25,368.00	Open Contract
<b>LAND BANK OF THE PHILIPPINES</b>  Blesilda Velasco 0920.923.7093 cruise.blechay@gmail.com / bcvelasco@landbank.com	July 2023 (based on NOA, NTP, PO)	One (1) Lot Online Competency Assessment	Psychological Test/Competency Assessment	P950,000.00	P 380,000.00	February 2024
<b>TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY (TIEZA)</b>  Ms. Goodi Peco 0917.534.1441 glory_hope.peco@tieza.gov.ph	April 2023	2023 Online Competency Re- Assessment on its Enhanced Competency Framework	Managing and Consulting Services	P874,608.00	P 437,304.00	December 2023
<b>Private</b>						
<b>PHILIPPINE INVESTMENT MANAGEMENT (PHINMA), INC.</b>  Bianca Jimenez (02) 8870 0100 dajimenez@phinma.com.ph	August 2019	Workforce Assessments / Psychological Tests	Workforce Assessments / Psychological Tests	P 75,000.00	P 27,000.00	Open Contract
<b>AVIDA LAND CORP. - ALI GROUP</b>  Dandrew Carlyle M. Gerona 0917.855.6407 gerona.dandrew@avidaland.com	September 2023	Workforce Assessments / Psychological Tests	Workforce Assessments / Psychological Tests	P455,168.00	P 377,789.44	August 2024
<b>DE LA SALLE UNIVERSITY- MANILA</b>  Mary Rose Macaraan 0998.443.7809 maryrose.macaraan@dlsu.edu.ph	June 2023	Psychological Tests	Psychological Tests	P120,000.00	P 22,800.00	June 2024
<b>DE LA SALLE UNIVERSITY- MANILA</b>  Rosette Morga 0927.725.1428 rosette.morga@dlsu.edu.ph	October 2023	Online Career Exploration Assessments	Online Career Exploration Assessments	P903,168.00	P 370,298.88	October 2024
<b>ATENEO DE MANILA UNIVERSITY - JHS</b>  Marites Veloso 0918.935.7906 mveloso@ateneo.edu	November 2023	Psychological Tests	Psychological Tests	P70,000.00	P 34,300.00	Open Contract

*JPV*

<b>ATENE0 DE MANILA UNIVERSITY - SHS</b>  Marites Veloso 0918.935.7906 mveloso@ateneo.edu	November 2023	Psychological Tests	Psychological Tests	₱84,000.00	₱ 41,160.00	Open Contract
<b>JFE TECHNO MANILA INC.</b>  Marivelle Francisco 0917.657.2721 marivelle.francisco@tm.jfe-eng.co.jp	February 2023	Workforce Assessments / Psychological Tests	Workforce Assessments / Psychological Tests	₱3,087,481.60	₱524,871.87	February 2024
<b>PETRON CORPORATION</b>  Katrina Mangilit 0917.567.2658 krmangilit@petron.com	July 2023	Workforce Assessments / Psychological Tests	Workforce Assessments / Psychological Tests	₱235,000.00	₱ 155,100.00	July 2024
<b>SUN LIFE OF CANADA (PHILIPPINES), INC</b>  Jeffrey C. Viri 0918.863.0075 jviri@sunlife.com	April 2023	Workforce Assessments / Psychological Tests	Workforce Assessments / Psychological Tests	₱200,000.00	₱ 84,000.00	April 2024
<b>A. MENARINI PHILIPPINES, INC.</b>  Kristine Sharon Taruc 0917.805.5672 kristinesharon.taruc@menariniapac.com	November 2023	Workforce Assessments / Psychological Tests	Workforce Assessments / Psychological Tests	₱193,250.00	₱ 177,790.00	Open Contract
<b>TRT Global Solutions</b>  Ms. Genesis Lopez 0908.160.6734 genesis.lopez@trt.com	June 2023	Workforce Assessments / Psychological Tests	Workforce Assessments / Psychological Tests	₱700,000.00	₱ 364,000.00	June 2024
<b>Staff Domain</b>  Nerhialyn Villanueva 0919.993.4284 nerhialynv@staffdomain.com	February 2023	Workforce Assessments / Psychological Tests	Workforce Assessments / Psychological Tests	₱280,000.00	₱ 190,400.00	August 2024
					<b>₱3,212,182.19</b>	

Submitted by : Janina Rose O. Corpuz

(Printed Name and Signature)

Designation : HR SOLUTIONS DIRECTOR


Date : December 6, 2023

**Instructions:**

- State **ALL** ongoing contracts including those awarded but not yet started (government **[including the DBM]** and private contracts which may be **similar or not similar** to the project being bidded) up to December 11, 2023.
- If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
- The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).
- Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of the submitted forms with**

the mandatory provisions stated above. **Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification.**"

Moreover, GPPB Non-Policy Matter Opinion No. 041-2014 dated October 9, 2014 partially states that **"even contracts that include non-disclosure agreements or confidentiality clauses are required to be disclosed.** It is likewise good to clarify that the requirement refers to a "statement" to be made by the bidder relative to all its ongoing and private contracts, and not the actual submission of the physical contracts."



**Statement of Single Largest Completed Contract**  
**which is Similar in Nature**  
*[shall be submitted with the Bid]*

Business Name: PROFILES ASIA PACIFIC, INC.

Business Address: Unit 102 LG OMM-Citra, San Miguel Avenue, Ortigas Center, Pasig City

Name of Client/Contact Person/Contact Number/Contact Email Address	Date of the Contract	Title of the Contract / Name of the Project	Kinds of Goods	Amount of Contract	Date of Acceptance*	End User's Acceptance or Official Receipt(s) Issued for the Contract
PJ LHUILLIER, INC.  Jomar N. Dela Torre (02) 759-9888 loc. 1626 <a href="mailto:indelatorre@pjluillier.com">indelatorre@pjluillier.com</a>	August 2021	Workforce Assessments	Online Psychometric Assessment Tools for entry, non-entry, & supervisory/managerial levels	P 1,932,000	August 2023	Certificate of Satisfactory Completion
ALVEO LAND CORP.  Karen Mora/France Samson 0905.448.0114 <a href="mailto:mora.karen@alveoland.com.ph">mora.karen@alveoland.com.ph</a>	September 2022	Workforce Assessments	Online Psychometric Assessment Tools for entry, non-entry, & supervisory/managerial levels	P 1,274,000	August 2023	Certificate of Satisfactory Completion

Submitted by : JANINA ROSE O. CORPUZ  
(Printed Name and Signature)

Designation : HR SOLUTIONS DIRECTOR

Date : DECEMBER 05, 2023

**Instructions:**

- a. Pursuant to Section 23.4.1.3 of the 2016 Revised IRR of RA No. 9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project, the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to the following requirements:
  - i. a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC; **OR**
  - ii. at least two (2) similar contracts:
    - (a) the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC for this Project; **AND**
    - (b) the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above (i.e., twenty-five percent [25%]).
- b. The SLCC should have been completed (i.e., accepted) within the period of **December 12, 2021 to December 11, 2023**.

- c. The similar contract for this Project shall refer to the administration of psychometric exams for entry level, non-entry level, and managerial/supervisory level. If the administration of psychometric exams for entry level, non-entry level, and managerial/supervisory level forms part of a bigger contract, only the cost component of the administration of psychometric exams for entry level, non-entry level, and managerial/supervisory level shall be considered for purposes of comparing the value thereof to at least fifty percent (50%) of the ABC.
- d. Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of the submitted forms with the mandatory provisions stated above. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification.**"

Moreover, GPPB Non-Policy Matter Opinion No. 041-2014 dated October 9, 2014 partially states that **"even contracts that include non-disclosure agreements or confidentiality clauses are required to be disclosed.** It is likewise good to clarify that the requirement refers to a "statement" to be made by the bidder relative to all its ongoing and private contracts, and not the actual submission of the physical contracts."

\*Date of Acceptance shall mean the date when the items delivered have **satisfactorily met** the requirements of the procuring entity, as evidenced by either a Certificate of Final Acceptance/Completion from the bidder's client, or an Official Receipt or a Sales Invoice (to be submitted during post-qualification).

## ***Bid Securing Declaration Form***

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

REPUBLIC OF THE PHILIPPINES)

CITY OF **Mandaluyong City** ) S.S.

### **BID SECURING DECLARATION**


**Project Identification No.: DBM-2024-34**

To: *Department of Budget and Management*  
*General Solano Street, San Miguel, Manila*

I, the undersigned, declare that:

1. I understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I accept that: (a) I will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I failed to timely file a request for reconsideration or (ii) I filed a waiver to avail of said right; and
  - c. I am declared the bidder with the Lowest Calculated Responsive Bid, and I have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I have hereunto set my hand this **DEC 06 2023** day of \_\_\_\_\_  
at **Mandaluyong City**

  
**JANINA ROSE Q. CORPUZ**  
*IRR Solutions Director*  
Affiant



SUBSCRIBED AND SWORN to before me in Mandaluyong City, Philippines on this DEC 06 2023, affiant exhibiting before me her competent evidence of identity Unified Multi-Purpose ID, with her photograph and signature appearing thereon, with no. CRN-0033-9181128-0.

**NOTARY PUBLIC**

Doc. No. 464;  
Page No. 94;  
Book No. 99;  
Series of 2023

**ATTY. JAMES K. ABUGAN**  
Notary Public  
APPT. NO. 0442-23 Until 12-31, 2024  
IBP No. 180334 Nov. 23, 2022 Rizal Chapter  
Roll No. 26890 Lifetime  
MCLE No. VII-0020184 until 4/14/2025  
TIN No. 116-239-956  
PTR No. 5105663 01/09/2023  
Rm. 314 J&B Bldg., 251 EDSA,  
Mandaluyong City Tel. No. (02)854-523-21

*[Handwritten signature]*

## ***Section VI. Schedule of Requirements***

The delivery schedule stipulates hereafter the date of delivery to the project site.

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Schedule</b>
1	Provision of standardized testing materials and administration of psychometric examinations, in accordance with Section VII. Technical Specifications.	In accordance with Section VII. Technical Specifications	Within three (3) working days, or as agreed upon, from receipt of a letter request/online endorsement from the Administrative Service Director.
2	Provision of test results, supplemented by a full report on the interpretation of test result for each examinee, in accordance with Section VII. Technical Specifications	In accordance with Section VII. Technical Specifications	Within three (3) working days from the conduct of examinations.

\* The period for the performance of the obligations under the Contract shall not be beyond the validity of the corresponding appropriations for the Project.

**I hereby certify to comply and deliver all the above requirements.**

PROFILES ASIA PACIFIC, INC.  
Name of Company/Bidder

JANINA ROSE CORPUZ  
Signature Over Printed Name of Representative

December 6, 2023  
Date

## ***Section VII. Technical Specifications***

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

<b>Specifications</b>	<b>Bidder's Statement of Compliance</b>
<b>I. Scope of Work</b> <i>(see attached Annex "A" [Detailed Technical Specifications], item 3.0)</i>	Comply
<b>II. Payment Details</b> <i>(see attached Annex "A" [Detailed Technical Specifications], item 4.0)</i>	Comply
<b>III. Tentative Number of Examinees</b> <i>(see attached Annex "A" [Detailed Technical Specifications], item 5.0)</i>	Comply
<b>IV. Project Timeline</b> <i>(see attached Annex "A" [Detailed Technical Specifications], item 6.0)</i>	Comply
<b>V. Confidentiality</b> <i>(see attached Annex "A" [Detailed Technical Specifications], item 7.0)</i>	Comply
<b>VI. Dispute Resolution, Liability and Termination</b> <i>(see attached Annex "A" [Detailed Technical Specifications], item 8.0)</i>	Comply

**I hereby certify to comply with all the above Technical Specifications.**

PROFILES ASIA PACIFIC, INC.  
Name of Company/Bidder

  
JANINA ROSE CORPUZ  
Signature Over Printed Name of Representative

December 6, 2023  
Date

## Omnibus Sworn Statement

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY Manila Mayon City

### AFFIDAVIT

I, *Janina Rose Q. Corpuz*, of legal age, married, Filipino, and residing at *2920 Cityland Megaplaza corner ADB Avenue, Ortigas Center, Pasig City*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of *Profiles Asia Pacific, Inc.* with office address at *Unit 102 LG OMM-Citra Building, San Miguel Avenue, Ortigas Center, San Antonio, Pasig City*;
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **Administration of Psychometric Exams for DBM Applicants and Employees for CYs 2024-2025** of the **Department of Budget and Management (DBM)** as shown in the attached *duly notarized Secretary's Certificate*;
3. *Profiles Asia Pacific, Inc.* 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, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. 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;
5. *Profiles Asia Pacific, Inc.* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of *Profiles Asia Pacific, Inc.* is related to the Head of the Procuring Entity, procurement agent if engaged, 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;
7. *Profiles Asia Pacific, Inc.* complies with existing labor laws and standards; and
8. *Profiles Asia Pacific, Inc.* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the



Contract;

- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the **Administration of Psychometric Exams for DBM Applicants and Employees for CYs 2024-2025.**

9. *Profiles Asia Pacific, Inc.* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

DEC 06 2023

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

  
JANINA ROSE Q. CORPUZ  
HR Solutions Director  
Affiant

Mandaluyong City

SUBSCRIBED AND SWORN to before me in \_\_\_\_\_, Philippines on this \_\_\_\_\_, affiant exhibiting before me her competent evidence of her **Unified Multi-Purpose ID**, with her photograph and signature appearing thereon, with no. **CRN-0033-9181128-0**.

DEC 06 2023

NOTARY PUBLIC

Doc. No. 463;  
Page No. 94;  
Book No. 99;  
Series of 2023.

ATTY. JAMES K. ABUGAN  
Notary Public  
APPT. NO. 0442-23 Until 12-31, 2024  
IBP No. 180334 Nov. 23, 2022 Rizal Chapter  
Roll No. 26890 Lifetime  
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TIN No. 116-239-956  
PTR No. 5105663 01/09/2023  
Rm. 314 J&B Bldg., 251 EDSA.  
Mandaluyong City Tel. No. (02) 854-523-21



**profiles**  
UNDERSTAND YOUR PEOPLE

ISO 9001: 2015 Certified

MANILA

Tel: (02) 8635-0016

Fax: (02) 8637-8769

CEBU

Tel: (032) 318-4935

(032) 406-4681

Email: solutions@profilesasiapacific.com

www.profilesasiapacific.com

## SECRETARY'S CERTIFICATE

I, DEXTER S. GRIARTE, a duly elected and qualified Corporate Secretary of PROFILES ASIA PACIFIC, INC., a corporation duly organized and existing under and by virtue of the law of the Republic of the Philippines, DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;


At the special virtual meeting of the Board of Directors of the said Corporation duly convened and held on January 11, 2023 at LG 102 OMM Citra Building, 39 San Miguel Avenue, Ortigas Center, Pasig City 1605 at which meeting a quorum was present and acting throughout, the following resolutions were unanimously approved and adopted through Board Resolution 2023-01, Series of 2023, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that PROFILES ASIA PACIFIC, INC. be, as it hereby is, authorized to participate in any bidding with any Procuring Entity and that if awarded the project shall enter into a contract with that Procuring Entity; and in connection therewith hereby appoint Janina Rose Q. Corpuz, acting as duly authorized and designated representative of Profiles Asia Pacific, Inc., and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent Profiles Asia Pacific, Inc. in the bidding as fully and effectively as the Profiles Asia Pacific, Inc. might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FURTHER THAT, the Profiles Asia Pacific, Inc. hereby authorizes its Corporate Secretary to:

- (1) execute a waiver of jurisdiction whereby the Profiles Asia Pacific, Inc. hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
- (2) execute a waiver that the Profiles Asia Pacific, Inc. shall not seek and obtain writ of injunctions or prohibition or restraining order against the Procuring Entity or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to a successful bidder, and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said corporation this JUN 05 2023 day of June, 2023.

  
DEXTER S. GRIARTE  
(Corporate Secretary)

Profiles Asia Pacific, Inc.

LG 102 OMM Citra Bldg, 39 San Miguel Ave,  
Ortigas Center, 1605 Pasig City, Philippines

5F Park Centrale Building, Jose Maria del Mar St,  
Cor Abad St, Cebu IT Park, Cebu City 6000

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Fax: (02) 8637-8769

CEBU

Tel: (032) 318-4935

(032) 406-4681

Email: solutions@profilesasiapacific.com

www.profilesasiapacific.com

**JUN 05 2023**

**SUBSCRIBED AND SWORN** to before me this 05 day of June, 2023 at Mandaluyong City, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his Unified Multi-Purpose ID, with his photograph and signature appearing thereon, with no. CRN-0111-0425858-2.

Witness my hand and seal this 05 day of June, 2023.

**JUN 05 2023**

NAME OF NOTARY PUBLIC

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

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Page No. 50  
Book No. 57  
Series of 2023

**ATTY. JAMES K. BUGAN**  
Notary Public  
APPT. NO. 0442-23 Until 12-31, 2024  
IBP No. 180334 Nov. 23, 2022 Rizal Chapter  
Roll No. 26890 Lifetime  
MCLE No. VII-0020184 until 4/14/2023  
TIN No. 116-239-956  
PTR No. 5105663 01/09/2023  
Rm. 314 L&B Bldg., 251 EDSA,  
Mandaluyong City Tel. No. (02) 854-523-21

Profiles Asia Pacific, Inc.

LG 102 OMM Cirra Bldg., 39 San Miguel Ave.,  
Ortigas Center, 1805 Pasig City, Philippines

5F Park Central Building, Jose Maria del Mar St.,  
cor. Abad St., Cebu IT Park, Cebu City 6000

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**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

**BID FORM**

Date : December 05, 2023

Project Identification No. : DBM-2024-34

To: *Department of Budget and Management*  
*General Solano Street, San Miguel, Manila*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *N/A*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer **Administration of Psychometric Exams for DBM Applicants and Employees for CYs 2024 and 2025** in conformity with the said PBDs for the sum of *Five Million Ninety-Eight Thousand Nine Hundred Eighty-Five pesos and Ninety-Two centavos (P5,098,985.92)* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the details provided herein and made part of this Bid. The total bid price includes the cost of all taxes.

Particulars	No. of Examinees (a)	Unit Cost (exclusive of VAT) (b)	Total Price (c) = (a) x (b)
I. CY 2024 Examinations for:			
Entry Level Positions	360	P 2,873	P 1,034,280
Non-entry Level Positions	283	P 3,107	P 879,281
Supervisory and Managerial Level Positions	108	P 3,359	P 362,772
<b>SUB-TOTAL</b>			<b>P 2,276,333</b>
II. CY 2025 Examinations for:			
Entry Level Positions	360	P 2,873	P 1,034,280
Non-entry Level Positions	283	P 3,107	P 879,281
Supervisory and Managerial Level Positions	108	P 3,359	P 362,772
<b>SUB-TOTAL</b>			<b>P 2,276,333</b>
<b>I. TOTAL (Exclusive of VAT) (I + II)</b>			<b>P 4,552,666</b>
II. Add: 12% VAT (III * 12%)			<b>P 546,319.92</b>
<b>III. TOTAL (Inclusive of VAT) (III + IV)</b>			<b>P 5,098,985.92</b>

*Note: The quantities, as detailed in the Section VII. Technical Specifications, are indicative numbers and for bidding purposes only. The Administrative Service may adjust the required quantities depending on the number of actual examinees, and in such case, the resulting change in the total cost due shall not exceed the Contract Price.*

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);

Signature of Authorized Signatory: \_\_\_\_\_

- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of PROFILES ASIA PACIFIC, INC. as evidenced by the attached duly notarized Secretary's Certificate.

We acknowledge that failure to sign each and every page of this Bid Form, shall be a ground for the rejection of our bid.

Name: JANINA ROSE Q. CORPUZ

Legal capacity: HR SOLUTIONS DIRECTOR

Signature: 

Duly authorized to sign the Bid for and behalf of: PROFILES ASIA PACIFIC, INC.

Date: DECEMBER 05, 2023





# BETHEL GENERAL INSURANCE AND SURETY CORPORATION

Unit 200 Valero Plaza 124 Valero Street, Salcedo Village, Makati City  
Marketing: (0929)3130246 \* Bonds: (0923)2332871 \* Tel. Nos. (02) 8817-2002 - 2005  
E-mail Address: info@bethelgen.com  
VAT Reg. TIN: 000-745-041-000

Premium :

Doc. Stamps :

Evat :

Not. Fees

LGT :

Others :

Total :

HEAD OFFICE

G(13)A-HO-0023249

## PERFORMANCE BOND

( SURETY BOND )

(Performance Security pursuant to Section 39 of the  
Implementing Rules and Regulation of R.A. No. 9184)

DOCUMENTARY STAMP  
PHP 2,103.50



### KNOW ALL MEN BY THESE PRESENTS:

That we, **PROFILES ASIA PACIFIC, INC.** of UNIT 102 LG OMM-CITRA BUILDING CENTER, PASIG CITY, METRO MANILA, as Principal, and **BETHEL GENERAL INSURANCE AND SURETY CORP.**, a corporation duly organized and existing under by virtue of the laws of the Republic of the Philippines, as Surety, are held and firmly bound unto the **DEPARTMENT OF BUDGET AND MANAGEMENT** as procuring entity/Obligee in the sum of **PESOS: ONE MILLION FIVE HUNDRED TWENTY-NINE THOUSAND SIX HUNDRED NINETY-FIVE & 78/100 ONLY (P1,529,695.78)** Philippine Currency, for the payment of which sum, well and truly be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Whereas, the above-bounden Principal entered into a contract with the obligee for the:

ADMINISTRATION OF PSYCHOMETRIC EXAMS FOR DBM APPLICANTS AND EMPLOYEES FOR CYS 2024-2025.

WHEREAS, the Obligee requires a performance security in the above stated sum to secure the full and faithful performance of the obligations of the principal under the contract within the period of **01/18/2024 TO 12/31/2025** as specified in the bidding documents/terms of reference pursuant to Section 39 of the Implementing Rules and Regulation of R.A. No. 9184 and an additional one year(1) coverage from date of completion up to final acceptance to guarantee that the above-bounden Principal shall undertake the repair works of any damage to the infrastructure on account of the use of materials of inferior quality discovered within the defects liability period pursuant to Section 62 of the Implementing Rules and Regulation (IRR) of R.A. 9184.

This bond is callable on demand. The Liability of the surety company shall in no case exceed the sum of **ONE MILLION FIVE HUNDRED TWENTY-NINE THOUSAND SIX HUNDRED NINETY-FIVE & 78/100 ONLY Php (P1,529,695.78)** Philippine Currency. In case of default or failure of the principal, the Obligee shall notify the Surety by sending the notice of claim with attached supporting documents to prove default or failure to comply by the Principal.

NOW THEREFORE, if the Principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements stipulated in said contract, R.A. No. 9184 and its Implementing Rules and Regulations, then the obligation shall be null and void; otherwise it shall remain in full force and effect.

The liability of the surety under this bond shall remain valid until issuance by the Obligee of the certificate of final acceptance pursuant to Section 39, IRR of R.A. No. 9184 and that the Surety does not assume responsibility for any liability incurred or created after the expiry date. It has been agreed that the Surety is released from liability after the issuance of the certificate of final acceptance. The Surety shall not be liable for extension of contract unless an endorsement has been issued consenting to such extension.

IN WITNESS WHEREOF, we have set our hands and signed our names on the 18th day of January, 2024 at MAKATI CITY, Philippines.

PROFILES ASIA PACIFIC, INC.

BETHEL GENERAL INSURANCE AND SURETY CORP.

JANINA ROSE Q. CORPUZ

HR Solutions Director

Principal

AGNES G. PALADIN

AVP - Surety

Surety

SIGNED IN THE PRESENCE OF:

KRIZEL ANN ACORDIL

HR Solutions Consultant

JOY ALBERT ASTROLOGO



Unit 200 Valero Plaza 124 Valero Street, Salcedo Village, Makati City  
Marketing: (0929)3130246 \* Bonds: (0929)2332871 \* Tel. Nos. (02) 8817-2002 - 2003  
E-mail Address: info@bethelgen.com  
VAT Reg. TIN: 000-745-041-000

HEAD OFFICE  
G(13)A-HO-0023249

## ACKNOWLEDGEMENT

Republic of the Philippines }  
MAKATI CITY}S.S.

G(13)A-HO-0023249

This is to certify that on this 18th day of January, 2024 before me, the undersigned authority, personally appeared:

NAME	Community Tax Cert. No.	ISSUED	
		At	On

**JANINA ROSE Q. CORPUZ**  
**AGNES G. PALADIN**

SSS# 03-9611796-6

MAKATI CITY

and **AGNES G. PALADIN, AVP - Surety**, representing **BETHEL GENERAL INSURANCE AND SURETY CORP.** the individuals named in and who executed the foregoing document and acknowledge to me that they executed the same as their free and voluntary act and deed of the company which they represents for the uses and purposes therein mentioned.

In WITNESS Whereof, I have hereunto set my hand and affixed my notarial seal this 18th day of January, 2024.

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Republic of the Philippines }  
MAKATI CITY}S.S.

**ATTY. DAVE JOHN T. HERNANDEZ**  
NOTARY PUBLIC FOR MAKATI CITY  
COMMISSION NO. M-080  
VALID UNTIL DECEMBER 31, 2025  
6TH/F-ZETA II ANNEX BUILDING  
191 SALCEDO STREET, LEGASPI VILLAGE  
MAKATI CITY, METRO MANILA  
ROLL OF ATTORNEYS NO. 59749  
IBP OR NO. 390531 / 01-03-2024 / MAKATI CHAPTER  
PTR NO. MKT-10077056 / 01-03-2024 / MAKATI  
MCLE COMPLIANCE NO. VII-0018958 / 04-14-2025

**AGNES G. PALADIN** of **BETHEL GENERAL INSURANCE AND SURETY CORP.**, having been duly sworn, states and deposes that the **BETHEL GENERAL INSURANCE AND SURETY CORP.** is a corporation duly organized and existing under and by virtue of the laws of the Philippines, with its principal office at Makati City and is duly authorized to execute and furnish surety bonds for all purposes within the Philippines; and that is actually worth the amount specified in the foregoing undertaking to wit: **ONE MILLION FIVE HUNDRED TWENTY-NINE THOUSAND SIX HUNDRED NINETY-FIVE & 78/100 Pesos, (P 1,529,695.78)** Philippine Currency, over and above all your debts and obligations and property exempt from execution.

**BETHEL GENERAL INSURANCE AND SURETY CORP.**

Company CTC: 00138170  
Issued at: City of Makati  
Issued on: 01/06/2023

By:   
**AGNES G. PALADIN**  
AVP - Surety

Subscribed and sworn to before me this 18th day of January, 2024 at MAKATI CITY, Philippines. Affiant exhibited to me his Comm. Tax Certificate and that the Corporation, as above mentioned.

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Book No. 21  
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**ATTY. DAVE JOHN T. HERNANDEZ**  
NOTARY PUBLIC FOR MAKATI CITY  
COMMISSION NO. M-080  
VALID UNTIL DECEMBER 31, 2025  
6TH/F-ZETA II ANNEX BUILDING  
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MCLE COMPLIANCE NO. VII-0018958 / 04-14-2025





# BETHEL

GENERAL INSURANCE  
AND SURETY CORPORATION

Unit 200, 2<sup>nd</sup> Floor, Valero Plaza, 124 Valero Street, Salcedo Village, Makati City 1227

(+632) 8817-2002 to 05  
[info@bethelgen.com](mailto:info@bethelgen.com)  
[www.bethelgen.com](http://www.bethelgen.com)

Marketing – 0929 313 0246  
Underwriting – 0956 175 3279  
Claims – 0907 087 4509 (Motor); 0946 590 6924 (Non Motor)

January 18, 2024

## DEPARTMENT OF BUDGET AND MANAGEMENT

Dear Sir/Madam:

This is to confirm the validity and authenticity of the **PERFORMANCE BOND (SURETY BOND)** with Bond No. **G(13)-A-HO-0023249** issued by our Company on January 18, 2024 in the amount of PESOS: **ONE MILLION FIVE HUNDRED TWENTY NINE THOUSAND SIX HUNDRED NINETY FIVE & 78/100 ONLY (P 1,529,695.78)** Philippine Currency, for the account **PROFILES ASIA PACIFIC, INC.** and in favor of **DEPARTMENT OF BUDGET AND MANAGEMENT** for the project: **ADMINISTRATION OF PSYCHOMETRIC EXAMS FOR DBM APPLICANTS AND EMPLOYEES FOR CYS 2024-2025** and that **Ms. Agnes G. Paladin**, AVP-Surety, is duly authorized to issue and sign **PERFORMANCE BONDS** for the company.

Thank you.

Very truly yours,

  
**NESTOR B. LIWANAG, JR.**  
VP-Underwriting

SUBSCRIBED and SWORN to before me on this 18<sup>th</sup> day of January, 2024, at Makati City. Affiant exhibited to me his SSS No. 03-6780824-6, A competent evidence showing her photograph and signature to prove her identity.

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**ATTY. DAVE JOHN T. HERNANDEZ**  
NOTARY PUBLIC FOR MAKATI CITY  
COMMISSION NO. M-080  
VALID UNTIL DECEMBER 31 2025  
6<sup>th</sup>/F ZETA II ANNEX BUILDING  
191 SALCEDO STREET, LEGASPI VILLAGE  
MAKATI CITY, METRO MANILA  
ROLL OF ATTORNEYS NO. 59749  
IBP OR NO. 390531 / 01-03-2024 / MAKATI CHAPTER  
PTR NO. MKT-10077056 / 01-03-2024 / MAKATI  
MCLE COMPLIANCE NO VII-0018958 / 04-14-2025

*We Provide "THE INSURANCE THAT WORKS FOR YOU.*





Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue  
Manila



## CERTIFICATION

This is to certify that **BETHEL GENERAL INSURANCE AND SURETY CORPORATION** is licensed to transact non-life insurance business in the Philippines for **FIRE, MARINE, CASUALTY, SURETY** lines under **Certificate of Authority No. 2022/28-R** effective **1 January 2022** until **31 December 2024**, unless sooner revoked or suspended for cause.

It is certified, moreover, that **BETHEL GENERAL INSURANCE AND SURETY CORPORATION** is authorized under its license to issue surety bonds, required by the Implementing Rules and Regulations of R.A. No. 9184 and that the insurance company had issued **PERFORMANCE BOND (SURETY BOND)** with **BOND NO. HO/G(13)-A-0023249** which is **callable upon demand** together with the principal **PROFILES ASIA PACIFIC, INC.** in favor of the obligee **DEPARTMENT OF BUDGET AND MANAGEMENT** in the amount of **ONE MILLION FIVE HUNDRED TWENTY-NINE THOUSAND SIX HUNDRED NINETY-FIVE PESOS AND SEVENTY-EIGHT CENTAVOS ONLY (Php 1,529,695.78)** for the project: **ADMINISTRATION OF PSYCHOMETRIC EXAMS FOR DBM APPLICANTS AND EMPLOYEES FOR CYS 2024-2025**. Certified photocopy [or duplicate copy] of said bond was submitted by the company to the Insurance Commission.

This Certification is issued upon the request of **AGNES G. PALADIN, AVP-SURETY** of **BETHEL GENERAL INSURANCE AND SURETY CORPORATION**, pursuant to the Revised Implementing Rules and Regulations of R.A. No. 9184.

*Issued this 25th day of January, 2024.*

*City of Manila, Philippines.*

*For the Insurance Commissioner:*



G13A011-24010363

Scan the QR code to validate or  
visit <https://acs.insurance.gov.ph/bond/validate>

**IC-LRE-DP-001-F-15 Rev.2**

Thu, 25 Jan 2024 17:53:39 +0800

**JONALYN A. OQUIAS**

IC Senior Insurance Specialist  
In-Charge of Office of Suretyship Unit  
Office of the Insurance Commissioner

Paid under O.R. No. 0923170A



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

**NOTICE OF AWARD**

11:6 JAN 2024

**MS. JANINA ROSE Q. CORPUZ**

Profiles Asia Pacific, Inc.  
Unit 102 LG OMM-Citra Building  
39 San Miguel Avenue  
Ortigas Center, Pasig City

Dear **Ms. Corpuz**:

We are pleased to inform you that the contract for the Project, "Administration of Psychometric Exams for DBM Applicants and Employees for CYs 2024-2025," is hereby awarded to Profiles Asia Pacific, Inc. in the amount of P5,098,985.92.


In this regard, you are hereby required to post a performance security, which shall remain valid until the issuance of the Certificate of Final Acceptance by the Department of Budget and Management (DBM), in the amount and form prescribed in Section 39 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (the Government Procurement Reform Act).

Pursuant to Section 37.2.1 of the same IRR, you have ten (10) calendar days from receipt of this Notice to post the performance security and enter into a contract with the DBM.

Thank you and God Bless.

Very truly yours,

  
**AMENAH F. PANGANDAMAN**  
Secretary

  
ARNIEL STA ANA  
JAN. 18, 2024





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

**MS. JANINA ROSE Q. CORPUZ**

Profiles Asia Pacific, Inc.  
Unit 102 LG OMM-Citra Building  
39 San Miguel Avenue  
Ortigas Center, Pasig City

Dear **Ms. Corpuz**:

Pursuant to Section 37.2.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 and as provided in the Notice of Award (NOA) which you received on JAN. 18, 2024, 2024, you have ten (10) calendar days from receipt of the NOA to post the required performance security and enter into a contract with the Department of Budget and Management (DBM).

Further, as stated in Section 40.1<sup>1</sup> of the same IRR, failure to post the required performance security or enter into a contract with the DBM within the stipulated period shall cause the forfeiture of the bid security and the imposition of appropriate sanctions.

Relative to the foregoing, attached for your signature are eight (8) copies of the contract for the Project, "Administration of Psychometric Exams for DBM Applicants and Employees for CYs 2024-2025."

Please submit the signed contract, together with the performance security, on or before JAN. 18, 2024, 2024, 2:00 p.m., to the DBM-BAC Secretariat or through the Central Records Division, DBM Bldg. 3, Gen. Solano St., San Miguel Manila.

Thank you.

Very truly yours,

**AARON ALBERTO A. ESCALONA**  
Head, DBM-BAC Secretariat

ARNIEL STA. ANA  
JAN 18, 2024

<sup>1</sup> 40.1. If the bidder with the LCRB, HRRB, SCRB or SRRB fails, refuses or is unable to submit the documents required under Section 37.1 of this IRR or to make good its bid by entering into a contract with the Procuring Entity or post the required Performance Security within the period stipulated in this IRR or in the Bidding Documents, the bid security shall be forfeited and the appropriate sanctions provided in this IRR and existing laws shall be imposed, except where such failure, refusal or inability is through no fault of the said bidder.