



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

**SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1**

This SBB No. 1 dated November 10, 2020 for the Project, “Administration of Psychometric Exams for DBM Applicants and Employees,” is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of said Documents.

PARTICULARS	CLARIFICATION/AMENDMENTS
<p><b>Section I. Invitation to Bid</b></p> <p>9. Bid opening shall be on November 17, 2020, 10:30 a.m., at the given address below and/or via <a href="https://meet.google.com/jnv-qhfc-pwa">https://meet.google.com/jnv-qhfc-pwa</a>. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity. <u>Authorized attendees, including representatives of bidders, who are physically present</u> at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila shall likewise join the meeting via videoconferencing.</p> <p>Before the start of the meeting, bidders are advised to log in the waiting room, <a href="https://meet.google.com/hma-jmco-dbx">https://meet.google.com/hma-jmco-dbx</a> and wait for the instruction of the BAC Secretariat to join the BAC meeting link.</p> <p style="text-align: center;">XXXX</p> <p><b>Section III. Bid Data Sheet</b></p> <p style="text-align: center;">XXXX</p> <p>20. The Lowest Calculated Bid shall submit ALL of the following post-qualification requirements:</p> <p>1. Photocopy of Single Largest Completed Contract or Purchase Order</p> <p>2. The corresponding proof of completion, which could either be:</p>	<p><b>Section I. Invitation to Bid</b></p> <p>9. Bid opening shall be on November 17, 2020, 10:30 a.m., at the given address below <b>and</b> via video conferencing. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila shall likewise join the meeting via video conferencing.</p> <p><b>Bidders are advised to first log in the BAC waiting room, <a href="https://meet.google.com/hma-jmco-dbx">https://meet.google.com/hma-jmco-dbx</a>, and wait for further advice to join the BAC meeting room, the link of which shall be provided to the bidders before the start of bid opening.</b></p> <p style="text-align: center;">XXXX</p> <p><b>Section III. Bid Data Sheet</b></p> <p style="text-align: center;">XXXX</p> <p>20. The Lowest Calculated Bid shall submit ALL of the following post-qualification requirements:</p> <p>1. Photocopy of Single Largest Completed Contract or Purchase Order</p> <p>2. The corresponding proof of completion, which could either be:</p>

<p>i. Certificate of Final Acceptance/Completion from the bidder's client; or</p> <p>ii. Official Receipt or Sales Invoice of the bidder covering the full amount of the contract</p> <p>3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following:</p> <p>i. 2019 Income Tax Return with proof of payment; and</p> <p>ii. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from April 2020 to September 2020.</p> <p>* Failure to submit a copy of the Single Largest Completed Contract with proof of completion is a valid ground for disqualification of the bidder.</p> <p>**In case the PhilGEPS Platinum Certificate of Registration is not available during bid submission, it shall be submitted as a post-qualification requirement, in accordance with Section 34.2 of the 2016 Revised IRR of R.A. No. 9184.</p> <p>*** In case the valid Mayor's Permit is not available during bid submission, it shall be submitted after award of contract but before payment in accordance with item 6.2 of GPPB Resolution No. 09-2020.</p>	<p>i. Certificate of Final Acceptance/Completion from the bidder's client; or</p> <p>ii. Official Receipt or Sales Invoice of the bidder covering the full amount of the contract</p> <p><b>3. Proof of the following qualifications:</b></p> <p><b>i. Firm has been in the field of industrial psychological testing and have provided testing programs for at least five (5) years;</b></p> <p><b>ii. Firm employs the following key personnel:</b></p> <p><b>a. A 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; and</b></p> <p><b>b. One to three registered Psychometricians with at least three (3) years of experience in industrial psychological testing</b></p> <p>3. 4. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following:</p> <p>i. 2019 Income Tax Return with proof of payment; and</p> <p>ii. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from April 2020 to September 2020.</p> <p>* Failure to submit a copy of the Single Largest Completed Contract with proof of completion is a valid ground for disqualification of the bidder.</p> <p>**In case the PhilGEPS Platinum Certificate of Registration is <b>was</b> not available during bid submission, it shall be submitted as a post-qualification requirement, in accordance with Section 34.2 of the 2016 Revised IRR of R.A. No. 9184.</p> <p>*** In case the valid Mayor's Permit <b>is was</b> not available during bid submission, it shall be submitted after award of contract but before payment in accordance with item 6.2 of GPPB Resolution No. 09-2020.</p>
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VII. Technical Specifications		VII. Technical Specifications	
xxx		xxx	
Specifications	Bidder's Statement of Compliance	Specifications	Bidder's Statement of Compliance
<b>1. Scope of Work</b> Xxx		<b>1. Scope of Work</b> Xxx	
1.2 Qualifications of the Consulting Firm 1.2.1 The firm must be in the field of industrial psychological testing and have provided testing programs for at least five (5) years. 1.2.2 The firm must be a licensed distributor of standard and quality testing materials 1.2.3 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. xxx		1.2 Qualifications of the Consulting Firm 1.2.1 The firm must be in the field of industrial psychological testing and have provided testing programs for at least five (5) years. <del>1.2.2 The firm must be a licensed distributor of standard and quality testing materials</del> 1.2.2 <del>3</del> 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. xxx	
		<b>Attached are the Revised Section VII. Technical Specifications.</b>	
		<b><u>On the submission of the Audited Financial Statements:</u></b>  <b>Please be reminded that the Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission, shall be submitted as part of the Financial Documents as identified in item (k) of Section VIII. Checklist of Technical and Financial Documents.</b>	

**Other matters:**

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to call or talk to any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective November 17, 2020 right after the opening of bids.
  
- For guidance and information of all concerned.

**JANET B. ABUEL**

*Undersecretary*

*Chairperson, DBM-BAC*

# Technical Specifications

## (Revised)

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.”

Specifications		Bidder's Statement of Compliance
<b>1.0</b>	<b>Scope of Work</b>	
	<p>1.1 Deliverables</p> <p>1.1.1 Preparation and provision of standardized testing materials covering all or any of the following areas for an applicable position level as determined by AS-HRMD:</p> <ul style="list-style-type: none"> <li>a. Entry – Cognitive Ability, Personality Test, Counterproductivity Assessment, Competency assessment (according to the required set of competencies per position);</li> <li>b. Non-entry – Competency assessment (according to the required set of competencies per position), Counterproductivity Assessment, Personality Test; and</li> <li>c. Supervisory/Managerial – Competency assessment (according to the required set of competencies per position), Counterproductivity Assessment, Personality Test, Supervisory/Managerial Skills</li> </ul> <p>1.1.2 Administration of paper and pencil or online examinations for the following positions within three (3) working days or as agreed upon from receipt of a letter request/online endorsement from the DBM-AS Director</p> <ul style="list-style-type: none"> <li>a. Entry level positions (Administrative/Technical);</li> <li>b. Non-entry level positions;</li> <li>c. Supervisory and managerial level positions (for SG-22 and above)</li> </ul> <p>The letter request/online endorsement should be acted upon on the specified schedule of examination of applicants as requested/determined by the AS-HRMD.</p> <p>1.1.3 Administration of the test for applicants shall be determined by the DBM AS-HRMD per scheduled examination in the following geographic areas:</p> <ul style="list-style-type: none"> <li>a. Luzon: A testing center within Metro Manila or any of the DBM offices in Luzon;</li> <li>b. Visayas: A testing center in Cebu City or any of the DBM Offices in Visayas;</li> <li>c. Mindanao: A testing center within Davao City or any of the DBM Offices in Mindanao</li> </ul> <p>1.1.4 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.</p> <p>1.2 Qualifications of the Consulting Firm</p> <p>1.2.1 The firm must be in the field of industrial psychological testing and have provided testing programs for at least five (5) years.</p> <p>1.2.2 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.</p>	

	<p>1.3 Key personnel</p> <table border="1" data-bbox="347 257 1181 734"> <thead> <tr> <th data-bbox="347 257 603 324">Key Staff</th> <th data-bbox="603 257 770 324">No. of Personnel</th> <th data-bbox="770 257 1181 324">Qualifications</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 324 603 566">Psychologist</td> <td data-bbox="603 324 770 566">1</td> <td data-bbox="770 324 1181 566">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</td> </tr> <tr> <td data-bbox="347 566 603 734">Psychometrician</td> <td data-bbox="603 566 770 734">1 to 3</td> <td data-bbox="770 566 1181 734">Registered Psychometrician with at least three (3) years of experience in industrial psychological testing</td> </tr> </tbody> </table>	Key Staff	No. of Personnel	Qualifications	Psychologist	1	Licensed and/or certified Psychologist who is a member of the Psychological Association of the Philippines with at least five (5) years of experience in industrial psychological testing	Psychometrician	1 to 3	Registered Psychometrician with at least three (3) years of experience in industrial psychological testing	
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Psychometrician	1 to 3	Registered Psychometrician with at least three (3) years of experience in industrial psychological testing									
<b>2.0</b>	<b>Payment Details</b>										
	<p>2.1 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 paper and pencil or online examinations and the provision of test results, supplemented by a full report on the interpretation of test result for each examinee signed by the psychologist and psychometrician identified by the firm.</p> <p>2.2 Payment of services is within fifteen (15) working days from submission by the firm of complete billing documents covering the following costs:</p> <p>2.2.1 Examination fee per head chargeable against the DBM Central Office funds, supported by a 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.</p>										
<b>3.0</b>	<b>Tentative Number of Examinees</b>										
	<table border="1" data-bbox="303 1386 1177 1514"> <thead> <tr> <th data-bbox="303 1386 866 1420">Particulars</th> <th data-bbox="866 1386 1177 1420">Quantity</th> </tr> </thead> <tbody> <tr> <td data-bbox="303 1420 866 1453">Entry Level</td> <td data-bbox="866 1420 1177 1453">240</td> </tr> <tr> <td data-bbox="303 1453 866 1487">Non-entry Level</td> <td data-bbox="866 1453 1177 1487">140</td> </tr> <tr> <td data-bbox="303 1487 866 1514">Supervisory and Managerial Level</td> <td data-bbox="866 1487 1177 1514">154</td> </tr> </tbody> </table> <p><b>Notes:</b>  Indicative numbers are for bidding purposes only. The DBM-AS Director may increase or decrease the required quantities for any reason, and in such event, there shall be a corresponding downward or upward adjustment in the consideration in such sum as may be agreed upon by the parties provided that the resulting cost of said increase or decrease shall not exceed the Contract Price.</p> <p>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.</p>	Particulars	Quantity	Entry Level	240	Non-entry Level	140	Supervisory and Managerial Level	154		
Particulars	Quantity										
Entry Level	240										
Non-entry Level	140										
Supervisory and Managerial Level	154										

<b>4.0</b>	<b>Tentative Project Timelines</b>												
<b>Project Deliverable</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
A. Provision and administration of standardized testing materials													
o entry level													
o middle level													
o supervisory/managerial level													
B. Test Results and Interpretation													
o entry level													
o middle level													
o supervisory/managerial level													
<b>5.0</b>	<b>Confidentiality</b>												
	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.												

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

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

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

\_\_\_\_\_  
Date