

June 02, 2021

## REQUEST FOR QUOTATIONS

The Philippine Council for Health Research and Development (PCHRD), through its Bids and Awards Committee (BAC), requests PhilGEPS registered suppliers to submit **quotations for the Procurement of a Service Provider to Conduct Pre-employment and Promotional Tests (please see attached Terms of Reference) with a total approved budget for the contract (ABC) in the amount of Three Hundred Seventy-Five Thousand Pesos (P 375,000.00).**

### Outputs and Deliverables:

- All assessment reports shall outline the candidate's numerical scores with adjectival ratings, the interpretation/description of behavioral indicators that the applicant obtained from each test, and recommendation with summary.
- All assessment reports or access thereof shall be given only to authorized personnel of the DOST-Philippine Council for Health Research and Development Human Resources Management Section.
- See attached **Terms of Reference**

Qualified bidders should submit their quotations to the address below **on or before June 09, 2021 (Wednesday), 10:00 AM.** Failure to strictly comply with the deadline and general conditions shall automatically disqualify the bidder/s from the bidding process. Winning bidder will be required to submit additional requirements as stipulated in the IRR of RA 9184.

PCHRD reserves the right to reject any or all quotations, to waive formality therein and to accept offers that may be considered most advantageous to the government.

For further information, please refer to:

### **Mr. Cirio D. Pangan Jr.**

Secretariat, Bids and Awards Committee  
Philippine Council for Health Research and Development  
2<sup>nd</sup> Floor, PCHRD Saliksik Building, Sikap Street,  
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City  
Email: [cdpangan@pchrd.dost.gov.ph](mailto:cdpangan@pchrd.dost.gov.ph)  
Tel. Nos. 837-7536 or 837-7537 loc. 504 or 506  
Fax No. 837-7536 or 837-2924

(sgd.)

**ROSELLE L. MARTONITO**  
Chair, BAC



## **TERMS OF REFERENCE**

### **Procurement of a Service Provider to Conduct Pre-Employment and Promotional Tests**

#### **I. OBJECTIVE**

To hire a service provider that has a facility and technical capability to administer a battery of tests for applicants for various vacant positions of DOST-Philippine Council for Health Research and Development.

#### **II. SCOPE**

- a. Provide and administer, under its own facility, a full battery of computer-assisted pre-employment and promotional tests for DOST- Philippine Council for Health Research and Development-endorsed applicants for various Clerical/General, Professional and Supervisory, and Executive/Managerial positions.
- b. Score and interpret test results.
- c. Provide full reports on the results of the tests within three (3) calendar days from the date of test administration

#### **III. QUALIFICATIONS OF THE SERVICE PROVIDER**

- a. The firm should have a conducive testing facility or appropriate digital platform that can accommodate at least ten (10) examinees at a given time.
- b. The firm must have a battery of tests which is appropriate to assess the general ability and personality traits of applicants to the above-mentioned categories of positions.
- c. The firm must have been in the employment assessment services industry for at least five (5) years.
- d. The firm should have a Psychometrician or Psychologist certified by the Professional Regulatory Commission (PRC) with at least two (2) years of practical experience in the administration, interpretation, integration, and communication of test results.

#### **IV. DOCUMENTARY REQUIREMENTS**

- a. Company profile indicating the following:
  - i. Statement on the capacity of its facilities (testing rooms, number of available computers);
  - ii. List of battery of tests being offered; and
  - iii. Curriculum Vitae of the company's Psychometrician or Psychologist with a copy of the valid PRC ID.
- b. PhilGEPS Certification / Number
- c. Copy of the Mayor's / Business Permit (2021)
- d. Copy of the SEC Registration



- e. Copy of the Articles of Incorporation
- f. Copy of BIR 2303 (Certificate of Registration)
- g. Omnibus Sworn Statement

**V. TEST BATTERIES**

<b>Level/ Category</b>	<b>Battery of Test</b>
<u>Second Level</u>  Executive/ Managerial and Division Chiefs	<ul style="list-style-type: none"><li>• General Mental Ability which measures verbal, analytical and numerical abilities</li><li>• Personality Test which assesses the following behavioral tendencies: (1) Conscientiousness; (2) Agreeableness; (3) Emotional Stability; (4) Extraversion; and (5) Openness to Experience.</li></ul>
<u>First Level and</u> <u>Second Level</u> <u>Rank-and-File</u>	<ul style="list-style-type: none"><li>• General Mental Ability which measures verbal, analytical and numerical abilities</li><li>• Personality Test which assesses the following behavioral tendencies: (1) Conscientiousness; (2) Agreeableness; (3) Emotional Stability; (4) Extraversion; and (5) Openness to Experience.</li></ul>

Different sets of General Mental Ability Tests shall be given to professional and executive/managerial positions.

**VI. OUTPUT**

All assessment reports shall outline the candidate's numerical scores with adjectival ratings, the interpretation/description of behavioral indicators that the applicant obtained from each test, and recommendation with summary.

All assessment reports or access thereof shall be given only to authorized personnel of the DOST-Philippine Council for Health Research and Development Human Resources Management Section.

**VII. BUDGET**

The estimated budget for the contract, which includes test administration, scoring, reports, and use of facilities, is Three Hundred Seventy- Five-Thousand Pesos (P375,000.00), inclusive of all applicable taxes, broken down as follows:

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Category	Number of Positions (projected)	Maximum Number of Examinees per Position (estimated)	Total Number of Examinees (projected)	Fee per Examinee	Total Cost
<b>Second Level</b>					
Executive/ Managerial	2	5	10	P4000.00	P 60,000.00
Supervisory	2		10	P 2,000.00	
<b>First and Second Level</b>					
Professional/ Technical, and Clerical	35	6	210	P 1,500.00	P 315,000.00
<b>Total</b>	<b>39</b>		<b>380</b>		<b>P 375,000.00</b>

The service provider shall indicate in its offer the rate per examinee per category, which shall not exceed the amount indicated above.

**VIII. MODE OF PAYMENT**

1. Payment shall be endorsed to the OIC-Director of Administrative Office;
2. Payment shall be based in tranches and based on actual services rendered/tests conducted; and
3. Payment shall be released within fifteen (15) days upon receipt of the billing statement supported by a Certificate of Satisfactory Service Rendered, and the DOST-PCHR acceptance of the deliverables listed above.

**IX. DURATION OF CONTRACT**

Six (6) months from the signing of contract and receipt of Notice to Proceed.



## **X. CONFIDENTIALITY OF DATA AND INFORMATION**

The Service Provider that will be engaged by the DOST-PCHRD shall submit outputs directly to the designated project manager within DOST-PCHRD for review and endorsement for payment. All the materials, data and information used and generated through this project will be the sole property of DOST-PCHRD. The Service Provider shall neither use nor disseminate these documents for any other purposes without the written consent of the DOST-PCHRD.

## **XI. LIQUIDATED DAMAGES**

If the Service Provider fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. Pursuant to Section 68 of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

### **Prepared By:**

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Human Resources Management Officer II

### **Noted By:**

*Edgar F. Ortiz*  
Edgar F. Ortiz, CPA, MPM  
Chief Administrative Officer

### **Approved By:**

*Jaime C. Montoya*  
Dr. Jaime C. Montoya, MD, MSc, PhD, CESO II  
Executive Director