



Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8156127
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Service Provider for the Online Psychological Tests
Area of Delivery

Solicitation Number:	RFQ No. 2021 - 11 - 0160	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Services	Date Published	05/11/2021
Approved Budget for the Contract:	PHP 154,500.00	Last Updated / Time	04/11/2021 20:41 PM
Delivery Period:		Closing Date / Time	08/11/2021 14:00 PM
Client Agency:			
Contact Person:	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

Description

TERMS OF REFERENCE

PROJECT NAME : PROCUREMENT OF ONLINE PSYCHOLOGICAL TESTS

MODE OF PROCUREMENT : SMALL VALUE PROCUREMENT

I. OBJECTIVES :

The procurement of online psychological tests in order to ensure contactless job application processing, improve efficiency in the screening of applicants and further professionalize the system of recruitment, selection, and placement in the Department. This innovative program shall also be one of the evidence requirements for the indicators in achieving higher level maturity under the CSC Program to Institutionalize Meritocracy and Excellence in the Human Resource Management (PRIME-HRM) and also in pursuance of CSC Memorandum Circular No. 14, s. 2020 adopting Interim Guidelines on Appointments and Other Human Resource Actions for the Period of State of Calamity Due to COVID-19 Pandemic.

Specifically, the conduct of Online Psychological Tests aims:

1. To speed up the DOT recruitment process;
2. To establish flexible examination schedule for applicants;
3. To reduce physical contact between recruitment staff and applicants; and
4. To expedite the release of applicants' psychological test results.

II. CONTRACT DURATION

The contract for the conduct of online psychological tests shall be from the date stipulated in the Notice to Proceed up to 4 months (November 2021 to February 2022)

III. MINIMUM ELIGIBILITY REQUIREMENTS:

The provider should have the following qualifications and experience:

1. At least 3 years of experience in the field;
2. Proof of ability to deliver scope of work by presenting certificates of completion with other affiliations ; and
3. PHILGEPS-registered supplier/provider.

IV. SPECIFICATIONS/INCLUSIONS/DELIVERABLES:

The interested bidder shall undertake the following tasks:

1. Identify and administer the battery of appropriate tests based on the following categories vis-à-vis the levels of positions for filling up:

a. IQ TEST - measures the general intelligence of applicant. It involves various numerical, non-verbal and spatial problems, as well as some problem recognition.

b. APTITUDE TEST - measures the various separate intelligences, such as space relations, verbal reasoning, numerical reasoning, mechanical reasoning, etc.

For Administrative Aides/Assistants - measures clerical abilities such as checking, encoding and filing.

* For Officer/Technical Staffs — measures verbal, numerical and analytical skills.

* For Supervisory positions and above — measures strategical thinking and creativity, skills in performance management and coaching, skills in building collaborative and inclusive working relationship and other leadership competency.

c. ETHICS-ORIENTED PERSONALITY TEST - determines behavioral tendencies and personality profiles of the applicant.

2. Provide 580 meters or units of battery of psychological tests as indicated on item 1; readily accessible anytime, after the issuance of Notice to Proceed;

3. Allow the DOT to consume any remaining meters beyond the contract period ending February 2022 without additional cost;

4. Submit the psychological/assessment reports within the timetable agreed upon;

5. Other responsibilities:

5.1 Ensure the confidentiality of the relevant data/information forwarded by the DOT;

5.2 Submit all required outputs including terminal reports within the timetable to be agreed during the project inception; and

5.3 Promptly communicate with the DOT on the occurrence of any event or condition which might delay or prevent the timely completion of the services stated above

Note: The winning bidder shall be determined based on the best offer that will be most beneficial to the Department.

v. EXPECTED OUTPUTS:

1. Conduct of online psychological testing within the agreed timetable;

2. Applicants' psychological test/assessment results.

APPROVED BUDGET FOR CONTRACT (ABC) .

One Hundred Fifty-Four Thousand Five Hundred Pesos (Php 154,500.00), inclusive of all applicable taxes, chargeable against the FY 2021 Maintenance and Other Operating Expenses (MOOE) of the ASPM-HRD.

Vii. TERMS OF PAYMENT:

Government Procedure.

Viii. CONTACT PERSON:

SOFIA C. PAGSUYUIN

Chief, Human Resource Division Mobile No.: 09985925789

Email: scpagsuyuin@tourism.gov.ph

Submitted by:

SOFIA C. PASUYUIN

Chief, Human Resource Division

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Service Provider	Procurement of Service Provider for the Online Psychologicam Tests	1	Lot	154,500.00

Other Information

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above Php500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 08 November 2021 at 2:00 pm. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco
Date Created 04/11/2021

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.