

Request for Quotation

16 June 2020

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below:

Quotation No. **TPB-RFQ 2020-06-168**

PR No. **6.004**

Requirements: Service Provider for Online Competency-Based Assessment

Lot	Particulars	Unit Cost	Total Cost
1	<p>Services of a Service Provider for Online Competency-Based Assessment for Tourism Promotions Board (TPB) candidates for vacant positions</p> <p><u>OBJECTIVES:</u></p> <p>To engage the services of a psychological assessment firm that can conduct online competency-based assessment to candidates for the vacant positions in the Tourism Promotions Board (TPB).</p> <p><u>SCOPE:</u></p> <p>1. To provide online competency-based assessment for candidates for hiring and promotion for:</p> <ul style="list-style-type: none"> ● Clerical level ● Technical level ● Supervisory level ● Managerial and Executive level <p>2. The full battery of tests must consist of the following :</p> <ul style="list-style-type: none"> ● Aptitude/ Ability test ● Behavioral/ Personality test ● Cognitive/ Intelligence test ● Competency assessment test ● Managerial skill test <p>3. Submit copy of the full report on the results of the aptitude, behavioral/personality, cognitive/intelligence ability, competencies, and managerial skills assessment within three (3) to five (5) calendar days after the conduct of the assessment.</p>	<p>PhP561,000 .00</p>	<p>PhP561,000 .00</p>

ELIGIBILITY REQUIREMENTS:

1. The firm should submit certification as proof that they are authorized to use industry standard psychological tests appropriate in assessing the aptitude, behavioral/personality, cognitive/intelligence ability, competencies, and managerial skills of candidates to the vacant positions in the TPB.
2. The firm should submit list of test/ instruments with description, version number, and latest revision as proof that the instruments that they will use are based on the latest industry standard.
3. The firm should submit list of its personnel with copies of their respective licenses and validity who will administer, interpret the psychological tests and write the required full report.
4. The firm should submit list of on-going and completed projects for the past three (3) years. For projects engaged with government, submit copies of the Notice of Award and Notice to Proceed.

METHODOLOGY AND EXPECTED OUTPUTS:

1. The firm must identify the battery of tests to be administered that would provide TPB an output/report on, among other things, the aptitude, behavioral/personality, cognitive/intelligence ability, competencies, and managerial skills of candidates to the position being applied to which are classified below:

Battery of Tests	Output
Appropriate for Clerical Positions	<ul style="list-style-type: none"> ● Summary of results ● Interpretation (with strengths and weaknesses) ● Recommendation
Appropriate for Technical Positions	
Appropriate for Supervisory Positions	
Appropriate for Managerial and Executive Positions	

2. The firm must provide briefer training to at least two (2) TPB Recruitment Personnel on the following upon receipt of Notice of Award:
 - a. How to administer/ disseminate the online assessment;
 - b. Run through the online assessment; and
 - c. Provide assessment descriptions with raw score, percentile and adjectival interpretation for validation purposes.

	<p>3. The TPB will endorse candidates for examination through email.</p> <p>4. The firm must administer the test and conduct validation interview within three (3) days upon the endorsement of candidates.</p> <p>5. The firm must notify the TPB PHRDD if the candidates have already taken the test for status update and to monitor the release of the report.</p> <p>6. The firm should submit to TPB PHRDD copy of the full report of the assessment within three (3) to five (5) calendar days after the conduct of the assessment.</p> <p><u>COST:</u></p> <p>Total approved budget for this is P561,000.00. Payment to the firm shall be based on actual services rendered which will include: Testing Administration, Validation Interview, Scoring, Analysis of Results and Write-up, and other use of facilities.</p> <p><u>DURATION:</u></p> <p>This project will be implemented from July to December of 2020, commencing on the receipt of the approved Notice to Proceed.</p> <p>Note: The Eligibility Requirements must be submitted together with the Technical (Legal) Documents as required below. Absence of these documents will deem the proposal/quotation ineligible.</p> <p style="text-align: center;">*** Nothing Follows ***</p>		
Terms	30 days upon receipt of invoice		
Delivery	15 days or right after the receipt of the approved Purchase Order (P.O)		
ABC	PhP561,000.00 inclusive of all applicable taxes		

The last day for submission of **quotation** is not later than 03:00 p.m. on **22 June 2020, thru e-mail at farhan_ambiong@tpb.gov.ph**, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.



ELOISA A. ROMERO
 Administrative Officer V
 Procurement and General Services Division

Contact Person **FARHAN M. AMBIONG**
Contact No 8 525-9318 local 268

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. *SEC/DTI Certificates (valid)*
2. *Business or Mayor`s Permit/Certification (valid)*
3. *Tax Clearance/Annual Income Tax Return (2019)*
4. *Company Profile*
5. *PhilGEPS Certificate/Membership (valid)*
6. *Notarized Omnibus Sworn Statement*

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have 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 *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

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

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] 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.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were 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/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

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]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____