

18 January 2021

REQUEST FOR PROPOSAL (RFP)

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

RFP No. TPB-PR 2021.01.031

Requirement: Authorized Service Provider to Conduct Online Competency-Based Assessment for TPB’s Hiring, Promotion, and Reassessment of Incumbent Personnel

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 Lot	PR No. 1.001 Lot 1 Online Competency-based Assessment of Candidates for Hiring and Promotion	464,500.00	464,500.00
1 Lot	Lot 2 Online Competency-based Reassessment of Incumbent and Probationary TPB Employees and Personnel	180,000.00	180,000.00
	<p>Scope of Work/Deliverables for Lots 1 and 2</p> <p>1. Provide competency-based assessment for the following:</p> <ul style="list-style-type: none"> • Clerical level • Technical level • Supervisory level • Managerial and Executive level <p>2. Conduct full battery test including 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 full report</p>		

Eligibility Requirements for Lots 1 and 2

1. Firm must be in operation for the last five (5) years conducting online assessment.
 - Submit Articles of Incorporation
 - Submit Submit list of ongoing and completed government and private contracts for the past five (5) years whether similar or not similar in nature to the project (for completed projects, submit copy of Notice of Award, Notice to Proceed or contract, which ever is applicable)

2. Firm must have the authority 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. Submit proof of authorization.

3. Firm has administered online assessment for a maximum of ten (10) applicants per day for the last five (5) years.
 - Submit a list of battery of tests for various levels/positions (clerical, technical, supervisory and managerial/ executive) administered online for the past 5 years.
 - Submit one (1) sample full report per level/position (Clerical, Technical, Supervisory, Managerial and Executive).

4. 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.
 - Psychologists and Psychometricians should have experience in the following work assignments for the past 5 years:
 - Test Administration
 - Result Interpretation
 - Validation of Initial interpretation
 - Provision of Appropriate Recommendation
 - Full Report Writing


	<ul style="list-style-type: none"> • Submit Curriculum Vitae of the key personnel using the TPF6 form. Notarized submission of the CV is not required. <p>CRITERIA FOR EVALUATION</p> <table border="1" data-bbox="446 441 1047 640"> <thead> <tr> <th>Proposal</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>A. Technical Proposal</td> <td>85%</td> </tr> <tr> <td>B. Financial Proposal</td> <td>15%</td> </tr> </tbody> </table> <p>Technical and Financial Proposals Criteria and Rating (80% Passing Score)</p> <p>Qualified Bidders shall be required to present their technical proposal (maximum of 15 minutes), the date of the presentation will be on short notice.</p> <p>Please see attached Terms of Reference for the detailed scope of works, rating criteria for the technical proposal, methodology and expected output and other details.</p>	Proposal	Weight	A. Technical Proposal	85%	B. Financial Proposal	15%		
Proposal	Weight								
A. Technical Proposal	85%								
B. Financial Proposal	15%								
Terms	As stated								
Delivery	As stated								
ABC	PhP644,500.00 inclusive of applicable taxes								

Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis.

Please submit your **proposal and legal documents** duly signed by your representative to email address *janet_villafranca@tpb.gov.ph* not later than **25 January 2021, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.

For easy identification of emails, the subject of your email shall be in this format: **HR Online Assessment_ <company name>**

Thank you very much.


ELCISA A. ROMERO
 Head, Procurement and General Services Division

Contact Person
Email:

JANET G. VILLAFRANCA
janet_villafranca@tpb.gov.ph

Note:

- 1. All entries must be typewritten in your company letterhead.**
- 2. Price Validity shall be for a period of thirty (30) calendar days.**
- 3. Suppliers must submit the following legal documents to be eligible to participate in the bidding:**
 - PhilGEPS Registration Certificate
 - Mayor/Business Permit
 - Latest Income Tax Return Certificate
 - Omnibus Sworn Statement
 - Company Profile