

11 February 2021

REQUEST FOR PROPOSAL (RFP)

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

RFP No. TPB-PR 2021.02.058

Requirement: 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
	Scope of Work/Deliverables for Lots 1 and 2 1. Provide competency-based assessment for the following: <ul style="list-style-type: none"> • Clerical level • Technical level • Supervisory level • Managerial and Executive level 2. Conduct full battery test including the following: <ul style="list-style-type: none"> • Aptitude/ Ability test • Behavioral/ Personality test • Cognitive/ Intelligence test • Competency assessment test • Managerial skill test 3. Submit full report		

	<p>Eligibility Requirements for Lots 1 and 2</p> <ol style="list-style-type: none"> 1. The firm must be in operation for the last five (5) years conducting an online assessment using 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. <ul style="list-style-type: none"> • Submit Articles of Incorporation • Submit a list of ongoing and completed government and private contracts for the past five (5) years, whether similar or not similar to the project (for completed projects, submit a copy of Notice of Award, Notice to Proceed, or contract, whichever is applicable) 2. The firm has administered online assessment for a maximum of ten (10) applicants per day for the last five (5) years. <ul style="list-style-type: none"> • Submit a list of a battery of tests for various levels/positions (clerical, technical, supervisory, and managerial/ executive) administered online for the past five (5) years. • Submit one (1) sample full report per level/position (Clerical, Technical, Supervisory, Managerial, and Executive). 3. The firm should submit a list of its personnel with copies of their respective licenses and validity who shall administer, interpret the psychological tests and write the required full report. <ul style="list-style-type: none"> • Psychologists and Psychometricians should have experience in the following work assignments for the past five (5) years: <ul style="list-style-type: none"> - Test Administration - Result Interpretation - Validation of Initial interpretation - Provision of Appropriate Recommendation - Full Report Writing • Submit the Curriculum Vitae of the key personnel using the TPF6 form. Notarized submission of the CV is not required. 		
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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. Bidders must specify in the proposal the lot they are bidding on. The evaluation of the proposal and the contract award will be on a per lot basis.

Please submit your **proposal and legal documents** duly signed by your representative to the email address *janet_villafranca@tpb.gov.ph* not later than **22 February 2021, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery. Thank you very much.

The proposal shall be in a **compressed file folder**, for easy identification of emails, the subject of your email shall be in this format: **HR Online Assessment_ <company name>**

Thank you very much.


ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Email:

janet_villafranca@tpb.gov.ph

Note:

- 1. All entries must be typewritten on your company letterhead.**
- 2. Price Validity shall be for 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