

16 March 2021

REQUEST FOR PROPOSAL (RFP)

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

RFP No. TPB-PR 2021.03.112

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	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>		

	<p>Eligibility Requirements for Lots 1 and 2</p> <ol style="list-style-type: none"> 1. The firm must be in operation for the past three (3) years and is 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, DTI CDA registration, whichever is applicable • Submit list of ongoing and completed government and private contracts for the past three (3) 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, whichever is applicable) 2. The firm has administered online assessment for a maximum of ten (10) applicants per day for the past three (3) years. <ul style="list-style-type: none"> • Submit average number of candidates administered with online assessment per day for the past 3 years (average per day per year) • Submit a list of battery of tests for various levels/positions (clerical, technical, supervisory and managerial/ executive) administered online for the past 3 years. • Submit one (1) sample full report per level/position (Clerical, Technical, Supervisory, Managerial and Executive). 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. <p>Psychologists and Psychometricians should have experience in the following work assignments for the past 3 years:</p> <ul style="list-style-type: none"> - Test Administration - Result Interpretation - Validation of Initial interpretation - Provision of Appropriate Recommendation - Full Report Writing 		
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	<p>Submit Curriculum Vitae of the key personnel Using the TPF6 form, the submission of the document need not be notarized.</p> <p>CRITERIA FOR EVALUATION</p> <table border="1" data-bbox="448 450 1002 658"> <thead> <tr> <th data-bbox="448 450 852 517">Proposal</th> <th data-bbox="852 450 1002 517">Weight</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 517 852 584">A. Technical Proposal</td> <td data-bbox="852 517 1002 584">85%</td> </tr> <tr> <td data-bbox="448 584 852 658">B. Financial Proposal</td> <td data-bbox="852 584 1002 658">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 on the TOR								
Delivery	As stated on the TOR								
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 **23 March 2021, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.

The **submission of the proposal and other documents shall be in one (1) compressed file folder, any submission not in this format will not be considered.** For easy identification of email, the subject shall be in this format: **<Lot No.>_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