

Request for Proposal

10 January 2022

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

Quotation No. **TPB-RFP 2022-01-013**

PR No. 1.002

Project Title: 2022 Online Competency-Based Examination/Assessment for TPB Candidates

Requirement: Services of a Consulting Agency

Unit	Particulars	Total Cost																																							
Lot 1	<p>Service Provider for 2022 Online Competency-Based Examination/Assessment for TPB Candidates for Hiring and Promotion</p> <p>Objective:</p> <p>To engage the services of a psychological assessment firm that can conduct online competency-based assessment to candidates for TPB vacant positions.</p> <p>Scope of Services/Deliverables:</p> <p>1. Provision of online competency-based assessment for candidates for hiring and promotion:</p> <table border="1"> <thead> <tr> <th>Level</th> <th>SG</th> <th>No. of Vacancies</th> <th>Estimated No. of Candidates per Position</th> <th>Total No. of Estimated Candidates</th> </tr> </thead> <tbody> <tr> <td>Clerical</td> <td>7-14</td> <td>2</td> <td>5</td> <td>10</td> </tr> <tr> <td rowspan="2">Technical</td> <td>15-17</td> <td>24</td> <td>5</td> <td>120</td> </tr> <tr> <td>18-20</td> <td>11</td> <td>5</td> <td>55</td> </tr> <tr> <td>Supervisory</td> <td>22-24</td> <td>8</td> <td>5</td> <td>40</td> </tr> <tr> <td>Managerial</td> <td>26</td> <td>2</td> <td>5</td> <td>10</td> </tr> <tr> <td>Executive</td> <td>28</td> <td>1</td> <td>5</td> <td>5</td> </tr> <tr> <td colspan="2">TOTAL</td> <td>48</td> <td></td> <td>245</td> </tr> </tbody> </table> <p><i>Note: TPB has the option to add/ increase the estimated number of candidates based on its need provided the total amount will not exceed the ABC.</i></p> <p>2. Provide online competency-based assessment based on the following levels:</p> <ul style="list-style-type: none"> • Clerical level • Technical level • Supervisory level • Managerial and Executive level <p>3. The full battery of tests must consist of the following:</p> <ul style="list-style-type: none"> • Aptitude/Ability Test 	Level	SG	No. of Vacancies	Estimated No. of Candidates per Position	Total No. of Estimated Candidates	Clerical	7-14	2	5	10	Technical	15-17	24	5	120	18-20	11	5	55	Supervisory	22-24	8	5	40	Managerial	26	2	5	10	Executive	28	1	5	5	TOTAL		48		245	<p>Php464,500.00</p>
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- Behavioral/Personality Test
- Cognitive/Intelligence Test
- Competency Assessment Test
- Managerial Skill Test

4. Prepare and submit copy of the full report and comparative matrix for candidates applying for the same positions based on the results of the aptitude, behavioral/personality, cognitive/intelligence ability, competencies, and managerial skills assessment within five (5) to eight (8) calendar days from the date of administration of online assessment.

Eligibility Requirements:

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.

The following documents must be submitted along with the legal and financial proposals, to wit as follows:

- Submit Articles of Incorporation
- Submit a 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 a copy of the 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 and should submit the following supporting documents:

- Submit a list of the 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).
- Submit one (1) complete process cycle with identified number of days to determine turnaround time for submission of report (ex: day 1 -online exam, day 2 – validation interview, day 5 – report writing, day 6 – approval, day 7 – submission of report)

All the above-mentioned reports must be submitted as part of the evaluation of proposal.

3. The firm should submit a list of its personnel with a copy of their valid and respective licenses who shall administer and interpret the psychological tests, and write and submit the equivalent report/s.

4. Psychologists and Psychometricians should have experienced in the following work assignments for the past 3 years:

- Test Administration
- Result Interpretation
- Validation of Initial interpretation

- Provision of Appropriate Recommendation
- Full Report Writing

5. Submit Curriculum Vitae of the key personnel using the TPF6 form.

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. Conduct interview to validate the results of the online assessment. If there are pre-requisite tests/ questionnaires prior to the validation interview, the administration shall be proctored.

3. The firm must provide briefer training to at least two (2) TPB Recruitment Personnel on the following upon receipt of Notice to Proceed (NTP):

- a. How to administer/ disseminate the online assessment
- b. To run through the online assessment
- c. To provide assessment descriptions with raw score, percentile and adjectival interpretation for validation purposes

4. The TPB will endorse candidates for examination through email.

5. Preferred schedule of activities are as follows:

Mondays and Tuesdays	Examination Schedules	Current Week
Wednesdays and Thursdays	Interview Schedules	Current Week
Fridays	Endorsement of applicants for assessment the following week	Current Week
Tuesdays to Thursdays	Submission of Full Reports	Following Week

6. 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.


7. The firm should submit to TPB PHRDD copy of the full report and comparative matrix (for same positions) of the assessment within five (5) to eight (8) calendar days after the conduct of the assessment.

	<p>Evaluation of the Proposal/s:</p> <p>Bidder is expected to submit technical and financial proposals which shall be evaluated using the Quality Cost Based Evaluation (QCBE). The winning bidder must attain a hurdle rate of 80% based on the following weight assignments:</p> <table border="1" data-bbox="475 389 1091 501"> <thead> <tr> <th>Proposals</th> <th>Rating</th> </tr> </thead> <tbody> <tr> <td>Technical</td> <td>80%</td> </tr> <tr> <td>Financial</td> <td>20%</td> </tr> </tbody> </table> <p>Passing Rate: 80%</p> <p>Cost:</p> <p>Total approved budget for this is P464,500.00 inclusive of all applicable taxes.</p> <p>Payment to the firm shall be based on the actual number of applicants administered with submission of full report on a per month basis.</p> <p>Duration:</p> <p>This project will be implemented from February to December of 2022, commencing on the receipt of the Notice to Proceed.</p> <p style="text-align: center;">*** Nothing Follows ***</p>	Proposals	Rating	Technical	80%	Financial	20%	
Proposals	Rating							
Technical	80%							
Financial	20%							
Terms	30 Days upon receipt of the Sales Invoice/SOA.							
Delivery	February – December 2022							
ABC	PhP464,500.00 inclusive of all applicable charges and taxes							

The last day for submission of **quotation** is not later than 05:00 p.m. on **14 January 2022, thru e-mail at farhan_ambiong@tpb.gov.ph** for the advance copy of the bid documents and the original copy to the address provided below, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery 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)525-9318local 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. *Business or Mayor`s Permit/Certification (as of 2022)*
2. *Tax Clearance Certificate*

3. *Company Profile (latest and updated)*
4. *PhilGEPS Certificate/Membership (latest)*
5. *Notarized Omnibus Sworn Statement (NOSS)*
6. *TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff*

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] Day/Month/Year

Full name of staff member: _____
Full name of authorized representative: _____

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. _____.

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 ____.