

15 February 2023

REQUEST FOR QUOTATION (RFQ)

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

RFQ No. TPB-PR 2023.02.021

Requirement: SERVICE PROVIDER FOR RECRUITMENT: COMPETENCY-BASED ASSESSMENT FOR CANDIDATES TO VACANT POSITIONS IN TOURISM PROMOTIONS BOARD

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p>SCOPE OF DELIVERABLES</p> <ol style="list-style-type: none"> Provision of online competency-based assessment for candidates for hiring and promotion for Clerical, Technical, Supervisory, Managerial , and Executive positions Full battery tests with summary results, interpretations (strengths and weaknesses), recommendations: <ul style="list-style-type: none"> Aptitude/Ability Test Behavioral/Personality Test Cognitive/Intelligence Test Competency Assessment Test Managerial Skill Test Conduct validation interview Submission of Reports for: <ul style="list-style-type: none"> Validated full assessment report Comparative matrix per positions <p>ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> The bidder must be in operation for the last three (3) years, submit the following: <ul style="list-style-type: none"> Articles of Incorporation, SEC, DTI, CDI, registration certificate, whichever is applicable Company Profile List of ongoing and completed government and private contract for the last three (3) years whether similar or not similar in nature to the project. The format shall include the name of the client, title of the project, amount of the contract, and duration of the contract <ul style="list-style-type: none"> For Ongoing Project – submit any of the ff: Notice of Award, Notice to Proceed, or Contract 	464,500.00	464,500.00

	<ul style="list-style-type: none"> ○ For Completed Project – submit Certificate of Project Completion <p>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:</p> <ul style="list-style-type: none"> • 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 • Submit one (1) complete process cycle with identified number of days to determine turnaround time for submission of report <p>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. Any change in personnel after the contract award must be communicated with TPB for reference together with the qualification as required in Item III No. 4 and 5.</p> <p>4. Psychologists and Psychometricians should have experienced 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 <p>5. Submit Curriculum Vitae of the key personnel using the TPF6 form</p> <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Business/Income Tax Return Certificate 4. Omnibus Sworn Statement 		
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	Attachments: <ul style="list-style-type: none"> • Technical Specifications • Revised Omnibus Sworn Statement Note: <ul style="list-style-type: none"> • All entries must be typewritten in your company letterhead. • Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	As stated		
Delivery	As stated		
ABC	PhP464,500.00 inclusive of applicable taxes		

Please submit your **quotation** together with the **eligibility and legal documents** enumerated above to email address **bac_sec@tpb.gov.ph/janet_villafranca@tpb.gov.ph** not later than **21 February 2023, until 5:00pm**.

The **submission of the quotation and other documents shall be in one (1) compressed file folder, any submission not in this format shall not be considered**. For easy identification of email, the subject shall be in this format: **HROnlineAssessment <Company Name>**.

The Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.

ELOISA A. ROMERO

Head, Procurement and General Services Division
Administrative Department

TECHNICAL SPECIFICATIONS

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

Item	Specification	Statement of Compliance “Comply” or “Not Comply”							
1.	<p>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:</p> <table><tr><th>Battery of Tests</th><th>Output</th></tr><tr><td>Appropriate for Clerical Positions</td><td rowspan="4"><ul style="list-style-type: none">• Summary of results• Interpretation (with strengths and weaknesses)• Recommendation</td></tr><tr><td>Appropriate for Technical Positions</td></tr><tr><td>Appropriate for Supervisory Positions</td></tr><tr><td>Appropriate for Managerial and Executive Positions</td></tr></table>	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	
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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.	<p>The firm must provide briefer training to at least two (2) TPB Recruitment Personnel on the following upon receipt of Notice to Proceed (NTP):</p> <ul style="list-style-type: none">• How to administer/ disseminate the online assessment• To run through the online assessment								

	<ul style="list-style-type: none">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.	<p>Preferred schedule of activities are as follows:</p> <table><tr><th>Day</th><th>Activity</th><th>No. of Day</th><th>Week</th></tr><tr><td>Thursdays and Fridays</td><td>Endorsement of applicants for assessment the following week</td><td></td><td>Prior week of assessment schedule</td></tr><tr><td colspan="4"></td></tr><tr><td>Saturday to Monday</td><td>Examination Schedules</td><td>day 1-3</td><td>Current Week to Following Week</td></tr><tr><td>Tuesday to Thursday</td><td>Interview Schedules</td><td>day 3-6</td><td>Current Week</td></tr><tr><td>Friday to Thursday</td><td>Report Writing and validation</td><td>day 7-13</td><td>Current Week to Following Week</td></tr><tr><td>Fridays</td><td>Submission of Full Reports and Matrices</td><td>day 14</td><td>Following Week</td></tr></table> <p>Within two (2) weeks or 14 calendar days turnaround time for the completion of online assessment with submission of full reports and comparative matrix of assessment.</p>	Day	Activity	No. of Day	Week	Thursdays and Fridays	Endorsement of applicants for assessment the following week		Prior week of assessment schedule					Saturday to Monday	Examination Schedules	day 1-3	Current Week to Following Week	Tuesday to Thursday	Interview Schedules	day 3-6	Current Week	Friday to Thursday	Report Writing and validation	day 7-13	Current Week to Following Week	Fridays	Submission of Full Reports and Matrices	day 14	Following Week	
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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 <u>submit to TPB PHRDD</u> copy of the <u>full report and comparative matrix (for same positions) of the assessment</u> within <u>five (5) to eight (8) calendar days from the conduct of the validation interview (day 14).</u>																													

Conforme:

Name and Signature of the Authorized Representative/Date