

10 February 2025

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2025.02.027**

PR No. **2025.02.006**

Requirements: Service Provider for the 2025 Online Competency-Based Assessment

Quantity	Particulars	Estimated Unit Price (PhP)	Total Amount (PhP)																																							
1 lot	<p>I. SCOPE OF SERVICES/ DELIVERABLES</p> <p>1. Provision of online competency-based assessment for candidates for hiring and promotion:</p> <table><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><tr><td>Clerical</td><td>7-14</td><td>6</td><td>4</td><td>24</td></tr><tr><td rowspan="2">Technical</td><td>15-17</td><td>15</td><td>4</td><td>60</td></tr><tr><td>18-20</td><td>8</td><td>4</td><td>32</td></tr><tr><td>Supervisory</td><td>22-24</td><td>20</td><td>4</td><td>80</td></tr><tr><td>Executive/</td><td>26</td><td>2</td><td>4</td><td>8</td></tr><tr><td>Managerial</td><td>28</td><td>1</td><td>4</td><td>4</td></tr><tr><td colspan="2">TOTAL</td><td>52</td><td>24</td><td>208</td></tr></table> <p><i>Note: The 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• Behavioral/Personality Test• Cognitive/Intelligence Test• Competency Assessment Test• Managerial Skill Test <p>4. Accommodate maximum of ten (10) applicants per day for administration of online assessment.</p> <p>5. Conduct validation interview to at least five (5) candidates for Supervisory and Executive/Managerial Level positions per day with the endorsed candidates within 3 calendar days from the completion of the online assessment.</p> <p>6. Prepare and submit a copy of the validated full assessment report 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 completion of the online assessment for Clerical and Technical Level positions</p>	Level	SG	No. of Vacancies	Estimated No. of Candidates per Position	Total No. of Estimated Candidates	Clerical	7-14	6	4	24	Technical	15-17	15	4	60	18-20	8	4	32	Supervisory	22-24	20	4	80	Executive/	26	2	4	8	Managerial	28	1	4	4	TOTAL		52	24	208		PhP500,000.00
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and within eight (8) calendar days from the date of validation interview for Supervisory and Executive/Managerial Level positions.

II. 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 for the vacant positions in the TPB.

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

- 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:

Example:

For Clerical and Technical Level:

No. of Days	Activity
Day 1	Endorsement of candidates
Day 2-4	Sending of assessment links and online exam
Day 5-9	Report writing
Day 10-11	Validation
Day 12	Submission of report

For Supervisory and Executive/Managerial Level:

No. of Days	Activity
Day 1	Endorsement of candidates
Day 2-4	Sending of assessment links and online exam
Day 5-7	Validation interview
Day 8-12	Report writing
Day 13-14	Validation
Day 15	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

<p>interpret the psychological tests, and write and submit the equivalent report/s.</p> <p>4. Psychologists and Psychometricians should have experienced in the following work assignments for the past three (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>III. METHODOLOGY AND EXPECTED OUTPUTS</p> <p>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:</p> <table border="1"><thead><tr><th>Battery of Tests</th><th>Output</th></tr></thead><tbody><tr><td>Appropriate for Clerical Positions</td><td rowspan="4"><ul style="list-style-type: none">• Summary of results• Interpretation per competency (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></tbody></table> <p>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.</p> <p>3. The firm must provide briefer training to at least two (2) TPB Recruitment Personnel on the following within 5 working days upon receipt of Notice to Proceed (NTP):</p> <ol style="list-style-type: none">a. How to administer/ disseminate the online assessmentb. To run through the online assessmentc. To provide assessment descriptions with raw score, percentile and adjectival interpretation for validation purposes <p>4. The TPB will endorse candidates for examination through email.</p> <p>5. Preferred schedule of activities are as follows: For Clerical and Technical Level:</p> <table border="1"><thead><tr><th>No. of Days</th><th>Activity</th></tr></thead><tbody><tr><td>Day 1</td><td>Endorsement of candidates</td></tr><tr><td>Day 2-4</td><td>Sending of assessment links and online exam</td></tr><tr><td>Day 5-9</td><td>Report writing</td></tr><tr><td>Day 10-11</td><td>Validation</td></tr><tr><td>Day 12</td><td>Submission of report</td></tr></tbody></table>	Battery of Tests	Output	Appropriate for Clerical Positions	<ul style="list-style-type: none">• Summary of results• Interpretation per competency (with strengths and weaknesses)• Recommendation	Appropriate for Technical Positions	Appropriate for Supervisory Positions	Appropriate for Managerial and Executive Positions	No. of Days	Activity	Day 1	Endorsement of candidates	Day 2-4	Sending of assessment links and online exam	Day 5-9	Report writing	Day 10-11	Validation	Day 12	Submission of report		
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	<p>ADDITIONAL TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none">1. Company Profile2. Accomplished Statement of Compliance to the Technical Specification Annex "A"3. SEC/DTI Certificate of Registration4. Duly Signed Bid Quotation/Proposal <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none">1. PhilGEPS Registration Certificate2. Business/Mayor's Permit3. Business/Income Tax Return Certificate4. Notarized Revised Omnibus Sworn Statement <p>NOTE:</p> <ol style="list-style-type: none">1. All entries must be typewritten in your company letterhead.															

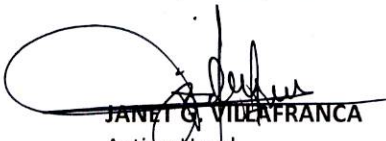
	2. Price validity shall be for a period of thirty (30) calendar days.		
Terms	Payment shall be based on the actual number of applicants administered with the submission of the full report on a monthly basis.		
ABC	Php500,000.00 inclusive of all applicable fees and taxes		

Please submit your **quotation** together with the **legal and eligibility documents** enumerated above to email address **bac_sec@tpb.gov.ph/kristine_aclan@tpb.gov.ph** not later than **17 February 2025 at 5:00 PM**.

The submission of the quotation and other documents shall be in one (1) compressed file folder. For easy identification of email, the subject shall be in this format: **2025 Online Competency-Based Assessment_<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.



JANET G. VILEAFANCA
Acting Head
Procurement Management Division
Finance Department

Contact person: Kristine Heizelle B. Aclan