



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

### REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "Provision of Services for the Administration of Psychometric Exams for DBM Applicants," in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Provision of Services for the Administration of Psychometric Exams for DBM Applicants

Approved Budget for the Contract : Four Hundred Ninety Seven Thousand Seventy Pesos (P497,070.00)

Specifications : See attached Annexes "A" and "B" for specifications

Location : G/F DBM Building III, General Solano Street, San Miguel, Manila

Delivery Date : Five (5) calendar days upon receipt of Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor's Permit and PhilGeps Registration Certificate, License to distribute/administer standard psychological testing materials, roster of certified/licensed psychologist/s and price quotation (Annex "B").

Submission of quotation and eligibility documents is on or before 4:00 p.m. of April 11, 2016 at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-4979.

For inquiry, you may contact us at tel. nos. 735-4979 or 791-2000 locals 3114, 3115 & 3117.

Very truly yours,

  
**ATTY. ANDREA CELENE M. MAGTALAS**  
Director, Administrative Service

**TERMS OF REFERENCE  
for the  
PROVISION OF SERVICES FOR THE ADMINISTRATION OF PSYCHOMETRIC EXAMS FOR THE  
DEPARTMENT OF BUDGET AND MANAGEMENT APPLICANTS AND EMPLOYEES**

**I. Rationale**

To allow its Administrative Service - Human Resource Development Division (AS-HRDD) to focus on and strengthen its core business process relating to human resource management and development, the Department of Budget and Management (DBM) shall hire a Consulting Firm to administer psychometric examinations on a need basis and provide results thereof.

**II. Scope of Work and Deliverables**

1. Preparation of standardized and quality testing materials covering all or any competencies for the following areas for an applicable position level for all those levels stated in item 2 hereof:
  - a. Intelligence/Cognitive Abilities;
  - b. Personality/Behavioral; and
  - c. Professional Aptitude.
  
2. Administration of paper and pencil and/or on-line examinations to measure varying competency requirements for the following positions, as needed and within seven (7) working days upon receipt of a letter request from the DBM-Administrative Service (AS) Director:
  - a. Administrative and Technical positions
    - i. Entry level
    - ii. Non-entry staff level
  - b. Supervisory positions
  - c. Managerial level positions
  - d. Executive level positions
  
3. Accommodation of at least eight (8) people per scheduled examination in the following geographic areas:
  - a. Luzon: A testing center within Metro Manila or any of the DBM offices in Luzon;
  - b. Visayas: A testing center in Cebu City or any of the DBM Offices in Visayas;
  - c. Mindanao: A testing center within Davao City or any of the DBM Offices in Mindanao
  
4. Provision of test results, supplemented by a full report on the interpretation of test result for each examinee, within seven (7) working days from the conduct of examinations.

**III. Qualification of the Consulting Firm**

1. The Firm must be in the field of industrial psychological testing for at least five (5) years.
  
2. The Firm must have provided psychological testing programs to national government agencies/government financial institutions. Government owned or controlled corporations, for at least one (1) year, within the past five (5) years.

3. The Firm must be a licensed distributor of standard and quality psychological testing materials.
4. The Firm must have in its roster a certified psychologist and/or a licensed psychologist who is a member of the Psychological Association of the Philippines.

#### **IV. Budget and Terms of Payment**

1. For services rendered, the Consulting Firm shall be paid an amount not to exceed Four Hundred Ninety Seven Thousand Seventy Pesos (P497,070.00). This amount is inclusive of tax obligations that may be imposed on the Consultant Firm and provision for travel expenses, subject to actual travels at specified rates.
2. Payment of services is within fifteen (15) working days from submission by the Consulting Firm of complete billing documents covering the following costs:
  - a. Examination fee per head chargeable against the DBM Central Office funds, claim of payment of which shall be supported by the written request by the DBM-AS Director stating the names of applicants being referred to for examination and the attendance of applicants who actually took the examination.
  - b. For requested on-site examinations, travel related expenses for one (1) examination facilitator:
    - i. Each travel shall be covered by a letter request from the DBM-AS Director and shall be for a maximum of two (2) calendar days, inclusive of travel time;
    - ii. Travel expenses include two-way trip fare, land transportation fare, terminal fees, meals, and re-booking fees which shall be supported by justification and certification from the DBM-AS Director;
    - iii. All travel expenses shall be reimbursable and shall be supported by the original copies of the DBM Regional Office's (RO's) issued Certificate of Appearance and all travel-related documents, including itinerary of travel and proof of expenses, e.g. tickets, boarding passes, official receipts and certifications;
    - iv. In no case shall the reimbursable travel expenses exceed Ten Thousand pesos (P10,000.00) for each travel.
      1. Taxi Fare: not more than Two Hundred Fifty Pesos (P250.00) for (1) way taxi fare in the examination venue in Visayas and Mindanao;
      2. Meals: not more than the government rate of Two Hundred Forty Pesos (P240.00) a day
      3. Roundtrip airfare from and to Metro Manila
    - v. Lodging shall be in the dormitory/staff house of the DBM RO. However, should the examiner decide to stay elsewhere, the cost shall be on the account of the Consulting Firm.

#### **V. Confidentiality**

1. The Consulting Firm or anyone/any entity operating on its behalf shall disclose the test results and evaluation thereof to the DBM-AS HRDD authorized personnel only.

2. The consulting firm, within fifteen (15) days from the end of contract, shall turn over to the DBM-ASS HRDD authorized personnel all documents pertaining to the implementation of the project, such as, but not limited to, answer sheets, pending documentary requests, within its custody or control, or within the custody or control of anyone/any entity operating on its behalf.

#### **VI. Dispute Resolution**

Any dispute resolution arising out of the Contract which cannot be amicably settled between DBM and the Consulting Firm shall be referred to adjudication/arbitration in accordance with the laws of the Republic of the Philippines.

#### **VII. Liability**

In case the Consulting Firm fails to satisfactorily complete the services required under the contract, the Firm shall be liable for damages for the delay. Consequently, it will have to pay DBM liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of unperformed portion for every day of delay but not more than ten percent (10%) of the contract amount.

#### **VIII. Termination**

The DBM or the Consulting Firm may extra-judicially terminate the Contract for any reason by notifying the other party in writing, at least one (1) month prior to intended date of termination of contract.

## PRICE QUOTATION FORM

\_\_\_\_\_  
Date

The Administrative Service  
Department of Budget and Management  
Ground Floor, DBM Bldg. III, Gen. Solano St.  
San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Qty	Description	Scope of Work	Unit Cost (Inclusive of VAT)	Total Cost
	Provision of Services for the Administration of Psychometric Exams for DBM Applicants and Employees	Conduct of paper and pencil and/or online examination		
130		Entry Level		
57		Supervisory Level		
23		Executive Level		
2		Travel Expenses***	10,000.00	20,000.00
		<b>GRAND TOTAL</b>		

(Amount in Words) \_\_\_\_\_

Note:

1. The quantity/units are for bidding purpose only. In the actual implementation of the Contract, the quantity/units that may be required may increase/decrease as the need arises provided it will not exceed the ABC.
2. \*\*\*Payment shall be based on actual travels and allowable expenses.
3. The above quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact No.