



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 : Eight Hundred Seventy Seven Thousand Two Hundred Pesos (**P877,200.00**)
- Specifications : See the attached Annexes "A" and "B" for Terms of Reference/Specifications
- Location : G/F DBM Building III, Gen. Solano St., San Miguel, Manila
- Delivery Date : Five (5) calendar days from signing of Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor's Permit, Income/Business Tax Return, PhilGEPS Registration Certificate, License to Distribute/Administer Standard Psychological Testing Materials, Roster of Certified/Licensed Psychologist/s, Omnibus Sworn Statement, and price quotation form (Annex "B").

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **March 27, 2017** 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. 735-1957.

For inquiry, you may contact us at tel. nos. 735-4902 or 791-2000 local 3115.

Very truly yours,


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

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

I. Rationale

To allow its Administrative Service - Human Resources Management Division (AS-HRMD) 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 quotient/cognitive abilities;
 - b. Personality/behavioral style; and
 - c. Professional aptitude.
2. Administration of paper and pencil examinations for the following positions every working Friday and/or within seven (7) working days upon receipt of a letter request from the DBM-Administrative Service (AS) Director:
 - a. Entry level positions
 - b. Non-entry staff level positions
 - c. Supervisory and 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 and/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 Eight Hundred Seventy Seven Thousand Two Hundred Pesos (P877,200.00). 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 HRMD authorized personnel only.
2. The consulting firm, within fifteen (15) days from the end of contract, shall turn over to the DBM-AS HRMD 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 o 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:

Quantity	Description	Scope of Work	Unit Cost (Inclusive of VAT)	Total Cost
	Provision of Consulting Services for the Administration of Psychometric Exams for DBM Applicants	Conduct of Paper and Pencil Examination		
260		Entry Level		
60		Supervisory Level		
60		Executive Level		
5		Travel Expenses***	10,000.00	50,000.00
		GRAND TOTAL:		

(Amount in Words) _____

Note:

1. The quantity/units are for bidding purposes 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.

Omnibus Sworn Statement

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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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;
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: I am 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 following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure 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.

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

Bidder's Representative/Authorized Signatory

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. _____ and his/her _____ No. _____ issued on _____ at _____.

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 ____

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.