

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2020-120
Posting Date: August 5, 2020

The Office of the Vice President (OVP), through its Administrative Division, will undertake a Small Value Procurement for the "*Provision of Services for the Administration of Online Psychometric Exams for Candidates for Appointment/Promotion*" 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 Online Psychometric Exams for Candidates
for Appointment/Promotion

Approved Budget : Thirty Thousand Pesos (P30,000.00)
for the Contract

Specifications : Please see attached Annex "A"

Delivery Address : 7th Floor, Ben-Lor Building
1184 Quezon Avenue, Quezon City

Delivery Schedule : To be determined upon project implementation

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor's/Business Permit;
2. PhilGEPS Registration Certificate;
3. Compliance to the Technical Specifications (Annex "A"); and
4. Accomplished Price Quotation Form (Annex "B").

Use of forms other than the attached OVP prescribed Price Quotation Form and Technical Specifications is not acceptable.

Submission of quotation and eligibility documents is on or before 1:00 p.m. of August 7, 2020 at the Property and Procurement Unit, 7th Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Open submission may be done manually, through facsimile at telefax no. 370-1716 local 129 or via e-mail at bacsecretariat@ovp.gov.ph.

The OVP reserves the right to accept or reject any price quotation, to annul the procurement process, and to reject all price quotation at any time prior to contract award, without thereby incurring any liability to affected bidder/s or any person.

For inquiries, you may contact us at telephone number 370-1716 local 128 to 129.


SOFIA C. YANTO-ABAD
BAC Chairperson

TECHNICAL SPECIFICATIONS

Instruction: Bidder must state "Comply" in the column "Statement of Compliance" against each of the individual parameter of each "Requirement". Please do not just place check in the bidder's statement of compliance.

SPECIFICATION	STATEMENT OF COMPLIANCE
<p>I. BACKGROUND To ensure a recruitment and selection process anchored on the principles of merit and fitness, the Office of the Vice President (OVP) shall engage a Service Provider that will administer employment testing programs on a need basis.</p>	
<p>II. SCOPE OF WORK AND DELIVERABLES</p> <ol style="list-style-type: none"> 1. Provision of standardized and quality testing materials to determine the level of competencies per position level (i.e., Entry Level for Technical Positions and Managerial/Supervisory Positions) covering the following minimum areas: <ol style="list-style-type: none"> a. Intelligence quotient/cognitive abilities b. Personality/behavioral style c. Professional aptitude 2. Administration of online examinations within five (5) working days from receipt of letter request from the Human Resource Management Unit. 3. Submission of test results, supplemented by a full report on the interpretation of test result for each examinee, within five (5) working days from the conduct of the examination. 	
<p>III. DESIRED QUALIFICATIONS</p> <ol style="list-style-type: none"> 1. The Service Provider must be in the field of industrial psychological testing for at least five (5) years. 2. The Service Provider must have provided psychological testing programs to national government agencies/government financial institutions/government owned and/or controlled corporations, for at least one (1) year, within the last five (5) years. 3. The Service Provider must be a licensed distributor of standardized and quality psychological testing materials. 4. The Service Provider must have in its roster a certified psychologist and/or licensed psychologist who is a member of the Psychological Association of the Philippines. 5. The Service Provider must have at least one (1) dedicated testing room within its premises. 6. The Service Provider must be able to provide auxiliary aids and assistive devices to PWD (Persons with Disability) test takers, if necessary. 	

SPECIFICATION	STATEMENT OF COMPLIANCE
<p>7. The Service Provider must ensure that appropriate measures are in place to preserve the integrity of the administration of test through online platforms, while maintaining a sound health and safety protocols.</p>	
<p>IV. BUDGET AND TERMS OF PAYMENT</p> <ol style="list-style-type: none"> 1. The Service Provider shall be paid an amount not to exceed Thirty Thousand Pesos (P30,000.00), as the proposed Approved Budget of the Contract (ABC), inclusive of taxes and other charges. 2. Payment shall be within fifteen (15) days from submission by the Service Provider of complete billing documents. Claim for fee per examinee shall be supported by the written request by the HRMU Head stating the names of applicants being referred to for examination; and the attendance of applicants who took the examination. 3. Billing of the Service Provider shall be based on actual number of candidates who took the examination and the accepted bid unit price per position level. 	
<p>V. CONFIDENTIALITY</p> <ol style="list-style-type: none"> 1. The Service Provider or anyone/any entity operating on its behalf shall disclose the test results and evaluation thereof to the OVP-HRMU authorized personnel only. 2. The Service Provider, within fifteen (15) days from the end of contract, shall turn over to the OVP-HRMU authorized personnel all documents pertaining to the implementation of this 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. 	

I hereby certify to comply and deliver all the above Technical Specification.

Name of Company/Bidder

Signature over Printed Name

Date

PRICE QUOTATION FORM

Date

The Administrative Division

Office of the Vice President
7th Floor, Ben-Lor Building
1184 Quezon Avenue, Quezon City

Sir/Madam:

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

Project	Item Description	Quantity	Unit	Unit Cost	Total Price
Provision of Services for the Administration of Online Psychometric Exams for Candidates for Appointment/Promotion	Administration of online examination	12			
	Entry level – Technical positions				
	Supervisory and Managerial	2			
	Total (inclusive of VAT)				

- (2) We undertake to deliver above services per technical specifications; and
- (3) We agree to abide by this quotation/bid for a period of sixty (60) days after the date of deadline of submission specified in your RFQ.
- (4) 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.
- (5) The above quoted price is inclusive of all costs and applicable taxes.

(Amount in Words)

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company

Contact Number