

REQUEST FOR PROPOSAL

Engagement of Service Provider for PCC Online Assessment

P.R. No./Date Received: **2021-09-0122 / 29 September 2021**

RFQ/P No. / Date: **2021-10-0119 / 08 October 2021**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference / Technical Specifications Sheet** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Latest Income/ Business Tax Return
- Notarized Omnibus Sworn Statement
- Originally Signed Curriculum Vitae
- List of Ongoing projects (including awarded by not yet started contracts)
- Proposed Plan of Approach / Methodology
- Company Profile
- Signed Terms of Reference / Technical Specifications Sheet (if applicable)
- Other Requirements listed in the Annex of the TOR

This pro-forma quotation maybe submitted through registered or electronic mail to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to **procurement@phcc.gov.ph** or **mbnunez@phcc.gov.ph** on or before **13 October 2021, 5:00 PM** subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference / Technical Specifications Sheet**.

Very truly yours,



JESON Q. DE LA TORRE
PBAC Chairperson



Item	QTY	ABC	Technical Specifications	Total Amount		
				(To be filled-up by the supplier)		
1		P 417,000.00	Engagement of Service Provider for PCC Online Assessment			
			(Please see attached Terms of Reference)			
Total Lot ABC		P 417,000.00	TOTAL Amount :			
Delivery Instructions:			<i>Please see attached Terms of Reference</i>			

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____



TERMS OF REFERENCE

Engagement of Service Provider for the PCC Assessment of Applicants

I. Background and Objective

The Philippine Competition Commission (PCC) is an independent quasi-judicial body mandated to implement Republic Act No. 10667 or the Philippine Competition Act (PCA). The PCA prohibits anti-competitive agreements, abuses of dominant position and anti-competitive mergers and acquisitions, as the law aims to enhance market competition for the benefit of consumers and businesses.

To support this mandate, the Human Capital Management Division (HCMD) adheres to the application of merit and fitness principle as provided under Section 2 (2), Article IX-B of the 1987 Constitution, which states that “*appointments in the civil service shall be made only according to merit and fitness to be determined, as far as practicable, and except to positions which are policy determining, primarily confidential or highly technical, by competitive examination*”. Hence, the initiative to improve PCC screening and assessment process aims to institutionalize selection process by conducting pre-employment and promotional tests to the shortlisted candidates. These tests will serve as additional human resource tools — aside from the Civil Service Examinations — to strengthen the overall recruitment, placement, and promotion in PCC to ensure the right employee to the right position.

Hence, a service provider shall be procured to carry out the pre-employment and promotional assessments to the applicants, and mental health assessment of the employees of PCC.

III. Scope of Work

The service provider shall undertake the following testing services from the receipt of notice to December 31, 2021 or until the slots are fully consumed, whichever comes first, to wit:

1. Administer pre-employment assessment or promotional assessment to the **examinees** with the following breakdown of positions:

Position	Number of examinees	Average quote per assessment
Executive/Managerial	30	3,701.00
Supervisory	10	3,501.00
Professional/Technical	100	2,602.67
Administrative	10	1,996.00
Total Estimate	150	416,938.67 <i>(with 12% VAT)</i>

The total estimate of 150 examinees is for bidding purposes only. The payment shall be based on the actual assessments delivered.

The slots may be reallocated as needed, and in the case that PCC may need additional slots for the assessment, the amount will be based on the agreed rates.

2. Administer of battery of tests based on the competency requirements of the position covering the assessment of the following areas:
 - a. Pre-employment and Promotion
 - Mental Ability/Intelligence Test
 - Aptitude Test (at least 3 sets appropriate to the position level)
 - Personality Test
 - Emotional Intelligence tests

3. The test batteries shall be based on the following position levels:
 - a. Executive (JG 14 above)
 - b. Managerial (JG 13)
 - c. Supervisory (JG 11-12)
 - d. Professional/Technical (JG 5-10)
 - e. Administrative (JG 4 and below)

4. Provide a Narrative Test Report/Individual test profile to be provided in scanned copy to be sent through email within the day of the examination date. The result of the assessment must be based on the following remarks or other similar assessment scale:
 - a. Highly recommended/Excellent
 - b. Moderately recommended/Very Good
 - c. Recommended/Good
 - d. Not recommended/Fair

5. Conduct orientation on the test batteries to the PCC-HCMD

IV. Deliverables and Timelines

Below is list of deliverables with corresponding timeline:

Deliverable	Target Timeline
Conduct of orientation on the test batteries to PCC HRMOs	Within Five (5) working days after the issuance of Notice to Proceed
Test administration	Within Two (2) working days from the referral of the PCC HRMO.
Submission of a comprehensive individual test result and profile	E-copy - Within the day of the assessment. Original copy – Within one (1) working day after the conduct of tests.

V. Minimum Qualifications and Requirements

- a. Duly licensed Filipino citizens/sole proprietorships;
- b. For Partnerships, duly organized under the laws of the Philippines of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- c. For Corporations, duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;

- d. For Cooperatives, duly organized under the laws of the Philippines, and of which at least sixty percent (60%) belongs to citizens of the Philippines; or
- e. For Persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract. Provided, however, that Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA;
- f. Engaged in providing screening and assessment services for the last fifteen (15) years;
- g. Has previous or ongoing engagement with at least ten (10) institutions, at least five (5) of which were engagements with public/government sector;
- h. Test administration must be conducted by a licensed Psychometrician with at least three (3) years experience in test administration;
- i. The service provider shall have a virtual testing center;
- j. Virtual testing center should be compatible to any Windows/MacOS device; and
- k. Timely provision of individual test profile and interpretation.

Qualifications of the bidder will be evaluated based on the original signed extensive curriculum vitae submitted by the bidder. Also, for partnerships and corporations, bids will be evaluated based on the submitted: (a) DTI or SEC registration submitted indicating the year of registration and/or other relevant documents; (b) list of completed and on-going contracts; (c) copies of Certificates of Satisfactory Service Rendered / Certificates of Completion; and (d) original signed extensive curriculum vitae of the designated Psychometrician with copy of its license as Psychometrician

VI. Selection Criteria

The PCC shall select the most qualified service provider using the quality-cost based evaluation pursuant to the pertinent provisions of R.A. No. 9184 or the Government Procurement Reform Act. The 75% - 25% quality to cost ratio shall be used for this purpose allocated as follows:

Evaluation Criteria	Weight
1. Technical Proposal	
<i>a. Availability of required assessment tools – 30%</i>	
<i>i. For external applicants (Mental Ability/Intelligence Test; Aptitude Test; Personality Test; Emotional Intelligence Test; Supervisory Tests, if applicable)</i>	
<i>ii. For internal applicants for promotion (Personality Test; Emotional Intelligence Test; Supervisory Tests, if applicable)</i>	75%
<i>b. Availability of designated Psychometrician as PCC's focal person – 30%</i>	
<i>c. Plan of approach and methodology, i.e., clarity, feasibility, innovativeness and comprehensiveness of the proposal – 15%</i>	
2. Financial Proposal	25%
Total	100%

The hurdle score for this project to pass in the evaluation is 80 percent.

VII. Approved Budget for the Contract and Mode of Procurement

The Approved Budget for the Contract (ABC) for this engagement is **Four Hundred Seventeen Thousand Pesos (Php417,000.00)**, inclusive of all applicable government taxes and service charges.

The procurement of the Services shall be undertaken through Negotiated Procurement – Small Value Procurement pursuant to RA No. 9184 and its revised Implementing Rules and Regulations (IRR).

VIII. Mode of Payment

- IX. Payment shall be endorsed to the Director of Administrative Office;
- X. Payment shall be based on actual assessments administered; and
- XI. Payment shall be released within twenty (20) days upon receipt of the billing statement supported by a Certificate of Satisfactory Service Rendered, and the PCC's acceptance of the deliverables listed above.

VIII. Confidentiality of Data and Information

The Consultant that will be engaged by the PCC shall submit outputs directly to the designated project manager within PCC for review and endorsement for payment. All the materials, data and information used and generated through this project will be the sole property of PCC. The consultant shall neither use nor disseminate these documents for their own research purposes without the written consent of the PCC.

IX. Liquidated Damages

If the LSP fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. Pursuant to Section 68 of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

X. Dispute Resolution

Should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

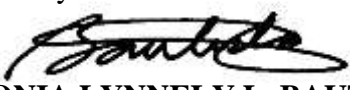
In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

Any amendments and additional terms and conditions of the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:


MICAELLA SHAIRA R. JAVIER
PCC HRMO II, AO-HCMD

Reviewed by:


ANTONIA LYNNELY L. BAUTISTA
PCC CAO, AO-HCMD

Approved by:


JESON Q. DE LA TORRE
Director IV, Administrative Office (AO)

CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date

**FAQs: Submission of Proposal
Engagement of Service Provider for the PCC Assessment of Applicants**

Procuring Entity	Philippine Competition Commission
Address	25/F Vertis North Corporate Center 1, North Avenue, Quezon City 1105
Project Name	Engagement of Service Provider for the PCC Assessment of Applicants
Project Details	As indicated in the Terms of Reference
Approved Budget for the Contract	PhP 417,000.00 (inclusive of all applicable government taxes)
Whom to Address the Proposal	JESON Q. DE LA TORRE Chairperson, Bids and Awards Committee Philippine Competition Commission Thru: THE SECRETARIAT Bids and Awards Committee Administrative Office – General Services Division
Documents to be Submitted	Eligibility Documents (to be submitted after review and evaluation of proposals) - PhilGEPS Registration Number - Mayor's/Business Permit in case of firm - BIR Certificate of Registration in case of individual - Latest Business Tax Return in case of firm - Latest Income Tax Return in case of individual - Accomplished Omnibus Sworn Statement - Original Signed Curriculum Vitae
	Technical Proposal Company/Business Profile a. Cover Letter b. Company Profile c. List of client references with contact details d. List of all on-going and completed government and private contracts, including contract/s awarded but not yet started, if any which is/are similar to the project to be bid e. Comments and suggestions of offeror on the TOR f. Description of the methodology and work plan for performing the project
	Financial Proposal a. Financial Proposal with cost breakdown

RATING SHEET

RE: Engagement of Service Provider for the PCC Assessment of Applicants

EVALUATION CRITERIA	CRITERIA	WEIGHT (%)	RATING	FACTOR VALUE
Availability of required assessment tools (30%)	i. For external and internal applicants (Mental Ability/Intelligence Test; Aptitude Test; Personality Test; Emotional Intelligence Test; Supervisory Tests, if applicable)	30%		
	30%			
Quality of Personnel /Agency (30%)	Availability of designated Psychometrician as PCC's focal person	10%		
	Engaged in providing assessment services for the last fifteen (15) years	10%		
	Has previous or ongoing engagement with at least ten (10) institutions, at least five (5) of which were engagements with public/government sector	10%		
	30%			
Plan of approach and methodology (15%)	Work Plan	50%		
	75%			
Availability of required assessment tools		<i>x (0.30)</i>		
Quality of Personnel		<i>x (0.30)</i>		
Plan of approach and methodology		<i>x (0.15)</i>		
Technical Proposal (Total)		<i>x (0.75)</i>		
Financial Proposal		<i>x (0.25)</i>		
TOTAL				

Rating Criteria

CRITERIA	PARAMETERS	RATING SYSTEM		WEIGHT (%)
TECHNICAL PROPOSAL (75%)				
Availability of required	For external applicants (1 Intelligence test; 3 Aptitude tests; 1	100	With complete set of test battery	15%
		0	Incomplete set of test battery	

assessment tools (30%)	Personality test; and 1 emotional intelligence test)			
	For internal applicants for promotion (1 personality test, 1 emotional intelligence test; and 1 supervisory/managerial test, if applicable)	100	With complete set of test battery	15%
		0	Incomplete set of test battery	
Quality of Personnel /Agency (30%)	Availability of designated Psychometrician as PCC's focal person	100	Availability of Psychometrician who meets the ff. Criteria: <ul style="list-style-type: none"> • Education: Graduate of AB/BS in Psychology • Experience: With 3 years of experience in test administration • Training: With 8 hours of training in conduct of test administration, report writing, test development, scoring and interpretation, and other relevant trainings 	10%
		90	Availability of Psychometrician who meets the ff. Criteria: <ul style="list-style-type: none"> • Education: Graduate of AB/BS in Psychology • Experience: With 2 years of experience in test administration • Training: With 4 hours of training in conduct of test administration, report writing, test development, scoring and interpretation, and other relevant trainings 	
		0	Availability of Psychometrician with no experience and training	
	Engaged in providing assessment services for the last five (5) years	100	With more than fifteen (15) years	10%
		90	With ten (10) to fifteen (15) years	
		80	With at least five (5) years	
		0	With less than three (3) years	
	Has previous or ongoing engagement with at least five (5) institutions, at least two (2) of which were engagements with public/government sector	100	With at least ten (10) institutions, at least five (5) are public/government sector	10%
		90	With at least five (5) institutions, at least two (3) are public/government sector	
		80	With at least three (3) institutions, at least one (1) are public/government sector	

		0	With less than two (2) institution and none are public/government sector	
Plan of approach and methodology (15%)	Work Plan	100	Very Good Characteristics under “good” are present. Decision points and the sequence and timing of activities are very well defined, indicating that the offeror has optimized the use of resources. The work plan is explained in relation to the proposed approach and permits flexibility to accommodate contingencies.	10%
		90	Good The work plan fits the TOR well; all important activities are indicated in the activity schedule and their timing is appropriate and consistent with the assignment outputs; and the interrelation between the various activities is realistic and consistent with the proposed approach. There is a fair degree of detail that facilitates understanding of the proposed work plan.	
		80	Satisfactory All key activities are included in the activity plan, but they are not detailed. There are minor inconsistencies between timing, assignment outputs, and proposed approach.	
		0	Poor Not all key activities are included in the activity plan, and their major inconsistencies between timing, delivery of outputs, and proposed approach.	
FINANCIAL PROPOSAL (25%)				
Financial Proposal	Bid amount	$= (LAP / AOP) \times \% \text{ Allocation}$ <p>Where: AOP = amount of offer in the financial proposal LAP = lowest amount offered among offerors % Allocation = percentage assigned to the financial proposal</p>		100%