

## ENGAGEMENT OF SERVICE PROVIDER FOR THE PCC ASSESSMENT OF APPLICANTS

P.R. No./Date Received: **2020-11-0139 / 23 November 2020**

RFQ/P No. / Date: **2020-12-0152 / 17 December 2020**

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
- Originally Signed Curriculum Vitae
- Certificate of Satisfactory Services Rendered / Certificate of Completion
- DTI/SEC Registration
- List of Ongoing and Completed Contracts within the last five years
- List of client references with contact details
- Proposed Plan of Approach and Methodology
- Company Profile and Comments/Suggestions on TOR
- Notarized Omnibus Sworn Statement
- Signed Terms of Reference / Technical Specifications Sheet (if applicable)
- Financial Proposal with cost breakdown

This pro-forma quotation may be 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](mailto:procurement@phcc.gov.ph) or [mrfajutnao@phcc.gov.ph](mailto:mrfajutnao@phcc.gov.ph) on or before **22 December 2020, 2:00PM** 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,

  
**ATTY. JOSEPH MELVIN B. BASAS**  
PBAC Chairperson

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	1	₱ 300,000.00	Engagement of service provider for the PCC Assessment of Applicants			
			(Please see attached Terms of Reference)			
<b>Total Lot ABC</b>		<b>₱ 300,000.00</b>	<b>TOTAL Amount:</b>			
<b>Delivery Instructions:</b>			<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

Signature over Printed Name : \_\_\_\_\_

Designation/Position : \_\_\_\_\_

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

Address : \_\_\_\_\_

Telephone / Fax : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Company Tax Identification Number : \_\_\_\_\_

## TERMS OF REFERENCE Procurement of Testing Services

### 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 are 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 of PCC.

### III. Scope of Work

The service provider shall undertake the following testing services from the receipt of notice to proceed until May 31, 2021 to the applicants referred by PCC, to wit:

1. Administer pre-employment assessment or promotional assessment to **85 examinees** with the following breakdown:
  - a. Executive/Managerial – 10 examinees
  - b. Supervisory – 25 examinees
  - c. Professional/Technical – 40 examinees
  - d. Administrative (JG 4 and below) – 10 examinees

Slots may be reallocated based on PCC’s need at the given period.

2. Administer battery tests based on the competency requirements of the position covering the assessment of the following areas:
  - a. Pre-employment
    - Mental ability
    - Aptitude (at least 3 sets appropriate to the position level)
    - Personality test

- Emotional intelligence tests
  - Supervisory test (for supervisory/managerial/executive positions)
- b. Promotion
- Personality test
  - Emotional intelligence tests
  - Supervisory test (for supervisory/managerial/executive positions)
3. The service provider shall:
- a. provide the testing venue;
  - b. be responsible in notifying the schedule of examination to the referred applicant/s;
  - c. implement control to ensure that the test taker is the examinee referred by PCC; and
  - d. ensure compliance with the Data Privacy Act.
4. The test batteries shall be based on the following position levels:
- e. Executive (JG 14 and above)
  - f. Managerial (JG 13)
  - g. Supervisory (JG 11-12)
  - h. Professional/Technical (JG 5-10)
  - i. Administrative (JG 4 and below)
5. 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 and a signed hardcopy one (1) working day after the examination. 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
6. Conduct orientation on the test batteries to the PCC-HCMD;
7. Conduct free technical training on psychological testing (i.e. test development, administration of assessment, scoring and interpretation, report writing, etc.) to the PCC-HCMD and provide training certificate;

#### IV. Deliverables and Timelines

Below is list of deliverables with corresponding timeline:

<b>Deliverable</b>	<b>Target Timeline</b>
Conduct of orientation on the test batteries to PCC HRMOs	Within three (3) working days after the issuance of Notice to Proceed
Conduct of training on assessment 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. Test

	administration is within the receipt of notice to proceed until May 31, 2021.
Submission of a comprehensive individual test result and profile	E-copy – Within the day after the conduct of tests.  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. 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. 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. 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. 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 assessment services for the last five (5) years;
- g. Has previous or ongoing engagement with at least five (5) institutions, at least two (2) of which were engagements with public/government sector;
- h. Test administration must be conducted by a licensed Psychometrician with at least two (2) years experience in test administration;

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:

<b>Evaluation Criteria</b>	<b>Weight</b>
<p><b>1. Technical Proposal</b></p> <p><i>a. Availability of required assessment tools – 30%</i></p> <p style="padding-left: 20px;"><i>i. For external applicants (1 Intelligence test; 3 Aptitude tests; 1 Personality test; and 1 emotional intelligence test)</i></p> <p style="padding-left: 20px;"><i>ii. For internal applicants for promotion (1 personality test, 1 emotional intelligence test; and 1 supervisory/managerial test, if applicable)</i></p> <p><i>b. Quality of Personnel/Agency - 35%</i></p> <ul style="list-style-type: none"> <li>• <i>Availability of designated Psychometrician as PCC's focal person</i></li> <li>• <i>Engaged in providing assessment services for the last five (5) years</i></li> <li>• <i>Has previous or ongoing engagement with at least five (5) institutions, at least two (2) of which were engagements with public/government sector</i></li> </ul> <p><i>c. Plan of approach and methodology, i.e., clarity, feasibility, innovativeness, and comprehensiveness of the proposal – 10%</i></p>	75%
<b>2. Financial Proposal</b>	25%
<b>Total</b>	<b>100%</b>

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 **Three Hundred Thousand Pesos (PhP300,000.00)**, 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**

1. Payment shall be endorsed to the OIC-Director of Administrative Office;
2. Payment shall be based in tranches and based on actual services rendered/tests conducted; and
3. Payment shall be released within fifteen (15) 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 any other purposes without the written consent of the PCC.

**IX. Liquidated Damages**

If the Consultant 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 if 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:

Reviewed by:

  
ANGELICA ELLAINE L. MERCADO  
PCC HRMO II, AO-HCMD

  
ANTONIA LYNNELLY L. BAUTISTA  
PCC CAO, AO-HCMD

Approved by:

  
JESONO DE LA TORRE  
Officer-In-Charge, Administrative Office (AO)

<b>CONFORME:</b>
_____
<b>Name and Signature of Authorized Representative</b>
_____
<b>Designation</b>
_____
<b>Name of Company</b>
_____
<b>Date</b>

**FAQs: Submission of Proposal**  
*Procurement of Testing Services*

<b>Procuring Entity</b>	Philippine Competition Commission
<b>Address</b>	25/F Vertis North Corporate Center 1, North Avenue, Quezon City 1105
<b>Project Name</b>	Subscription of Testing Services
<b>Project Details</b>	As indicated in the Terms of Reference
<b>Approved Budget for the Contract</b>	PhP 300,000.00 (inclusive of all applicable government taxes)
<b>Whom to Address the Proposal</b>	<p><b>ATTY. JOSEPH MELVIN B. BASAS</b>  Chairperson, Bids and Awards Committee  Philippine Competition Commission</p> <p><b>Thru: THE SECRETARIAT</b>  Bids and Awards Committee  Administrative Office – General Services  Division</p>
<b>Documents to be Submitted</b>	<p><b>Eligibility Documents</b>  <b>(to be submitted after review and evaluation of proposals)</b></p> <ul style="list-style-type: none"> <li>- PhilGEPS Registration Number</li> <li>- Mayor's/Business Permit in case of firm</li> <li>- BIR Certificate of Registration in case of individual</li> <li>- Latest Business Tax Return in case of firm</li> <li>- Latest Income Tax Return in case of individual</li> <li>- Accomplished Omnibus Sworn Statement</li> <li>- Original Signed Curriculum Vitae</li> </ul> <p><b>Technical Proposal</b></p> <p><b>For Firm</b></p> <ol style="list-style-type: none"> <li>a. Cover Letter</li> <li>b. Company Profile</li> <li>c. List of client references with contact details</li> <li>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</li> <li>e. Comments and suggestions of offeror on the TOR</li> <li>f. Description of the methodology and work plan for performing the project</li> </ol> <p><b>Financial Proposal</b></p> <ol style="list-style-type: none"> <li>a. Financial Proposal with cost breakdown</li> </ol>

## RATING SHEET

RE: Procurement of Testing Services

EVALUATION CRITERIA	CRITERIA	WEIGHT (%)	RATING	FACTOR VALUE
<b>Availability of required assessment tools (30%)</b>	For external applicants (1 Intelligence test; 3 Aptitude tests; 1 Personality test; and 1 emotional intelligence test)	15%		
	For internal applicants for promotion (1 personality test, 1 emotional intelligence test; and 1 supervisory/managerial test, if applicable)	15%		
	<b>30%</b>			
<b>Quality of Personnel /Agency (20%)</b>	Availability of designated Psychometrician as PCC's focal person	25%		
	Engaged in providing assessment services for the last five (5) years	5%		
	Has previous or ongoing engagement with at least five (5) institutions, at least two (2) of which were engagements with public/government sector – 5%	5%		
	<b>35%</b>			
<b>Plan of approach and methodology (10%)</b>	Work Plan	10%		
	<b>100%</b>			
<b>Applicable Experience</b>		<i>x (0.20)</i>		
<b>Quality of Personnel</b>		<i>x (0.20)</i>		
<b>Plan of approach and methodology</b>		<i>x (0.60)</i>		
<b>Technical Proposal (Total)</b>		<i>x (0.75)</i>		
<b>Financial Proposal</b>		<i>x (0.25)</i>		
<b>TOTAL</b>				

### Rating Criteria

CRITERIA	PARAMETERS	RATING SYSTEM		WEIGHT (%)
<b>TECHNICAL PROPOSAL (75%)</b>				
		100	With complete set of test battery	15%



<b>Availability of required assessment tools (75%)</b>	For external applicants (1 Intelligence test; 3 Aptitude tests; 1 Personality test; and 1 emotional intelligence test)	0	Incomplete set of test battery	
	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	
<b>Quality of Personnel /Agency (20%)</b>	Availability of designated Psychometrician as PCC's focal person	100	Availability of Psychometrician who meets the ff. Criteria: <ul style="list-style-type: none"> <li>• Education: Graduate of AB/BS in Psychology</li> <li>• Experience: With 3 years of experience in test administration</li> <li>• Training: With 8 hours of training in conduct of test administration, report writing, test development, scoring and interpretation, and other relevant trainings</li> </ul>	25%
		90	Availability of Psychometrician who meets the ff. Criteria: <ul style="list-style-type: none"> <li>• Education: Graduate of AB/BS in Psychology</li> <li>• Experience: With 2 years of experience in test administration</li> <li>• Training: With 4 hours of training in conduct of test administration, report writing, test development, scoring and interpretation, and other relevant trainings</li> </ul>	
		0	Availability of Psychometrician with no experience and training	
	Engaged in providing assessment services for the last five (5) years	100	With more than five (5) years	5%
		90	With four (4) to five (5) years	
		80	With at least three (3) 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	100	With at least five (5) institutions, at least two (2) are public/government sector	5%
		90	With at least four (4) institutions, at least two (2) are public/government sector	

	with public/government sector	80	With at least three (3) institutions, at least two (2) are public/government sector	
		0	With less than two (2) institution and none are public/government sector	
<b>Plan of approach and methodology (10%)</b>	Work Plan	100	<b>Very Good</b> 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	<b>Good</b> 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	<b>Satisfactory</b> 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	<b>Poor</b> Not all key activities are included in the activity plan, and their major inconsistencies between timing, delivery of outputs, and proposed approach.	
<b>FINANCIAL PROPOSAL (25%)</b>				
<b>Financial Proposal</b>	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%