PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center 1,
North Avenue, Quezon City 1105
www.phcc.gov.ph
queries@phcc.gov.ph
(+632) 8771 9722

REQUEST FOR PROPOSAL

Engagement of a Service Provider for the PCC Applicants Online Assessment for C.Y. 2025

P.R. No./Date Received: **2025-02-0039 / 18 February 2025**

RFQ/P No. / Date: **2025-07-0101 / 09 July 2025**

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 **Technical Specifications** subject to the Terms and Conditions and within the Approved Budget for the Contract.

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

- Valid Mayor's/Business Permit / BIR Cetificate of Registration in case of individual.
- PhilGEPS Registration Number
- Latest Income/Business Tax Return
- Notarized Omnibus Sworn Statement
- Signed Request for Proposal
- Signed Technical Specifications

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 ***arrebanal@phcc.gov.ph*** on or before **15 July 2025, 3:00 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 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 **Signed Technical Specifications**.
10. Please note that the **award of the procuement is on a lot basis.**
11. This procurement adopts Republic Act No. 9184 and its Revised Implementing Rules and Regulations.

Very truly yours,

[redacted]

ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

[redacted]

Item	QTY	Unit	Total ABC	Item/Description	Unit Cost (PhP)	Total Amount (PhP)
					(To be filled-out by the supplier)	
1	**1**	**lot**	**₱542,325.00**	**Engagement of a Service Provider for the PCC Applicants Online Assessment for C.Y. 2025**		
				(Please see attached Technical Specifications)		
Total ABC			**₱542,325.00**	**TOTAL Bid Amount**		
Delivery Instructions:				*(Please see attached Technical Specifications)*		

*(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 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 : _____

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BAGONG PILIPINAS

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TECHNICAL SPECIFICATIONS

Engagement of Service Provider for the PCC Applicants Online Assessment for C.Y. 2025

I. RATIONALE

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.

In order to uphold this mandate, the Human Capital Management Division (HCMD) adheres to implement a selection process following the 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". This, and the initiative of the HCMD to improve the screening and assessment process, aims to institutionalize the selection process by conducting pre-employment and promotional tests to 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 engaged to carry out the pre-employment and promotional assessments to the applicants of PCC.

II. QUALIFICATIONS OF THE SERVICE PROVIDER

The Service Provider shall have the following qualifications:

1. Engaged in providing assessment services for the last five (5) years;
2. Has previous and/or ongoing engagement with at least ten (10) institutions, at least five (5) of which were engagements with public and/or government sector; and
3. Has at least one (1) designated licensed Psychometrician with at least three (3) years' experience in psychological testing.

III. OTHER DOCUMENTARY REQUIREMENTS

The qualifications of the service provider will be evaluated based on the qualifications stated in Section II of this Technical Specifications, and the following documents to be submitted:

1. DTI or SEC registration indicating the year of registration and/or other relevant documents;
2. List of completed and on-going contracts with both private and public organizations;
3. Copies of Certificates of Satisfactory Service Rendered / Certificates of Completion at least five (5) each from both private and government organizations duly signed and issued by their authorized representative;
4. Photocopy of the valid Professional Identification Card (PRC ID)of the designated Psychometrician issued by the Professional Regulation Commission; and
5. Curriculum Vitae of the designated Psychometrician.

IV. SPECIFICATIONS

The required specifications are as follows:

1. The assessment must be conducted through an online interactive system;
2. The testing service shall cover the following positions:
   a. Executive/Managerial
   b. Supervisory
   c. Professional/Technical
   d. Administrative/Clerical

3. The testing service shall cover the battery of test as enumerated below:

TYPE OF TEST	POSITION LEVEL
Mental Ability/Intelligence/Cognitive	All levels Test appropriate to the position level
Aptitude	All levels Test appropriate to the position level
Big 5 OCEAN (Openness, Conscientiousness, Extroversion, Agreeableness, Neuroticism) Personality Test	For Executive and Managerial Assistant Division Chiefs
Supervisory Test	Assistant Division Chiefs
Managerial Test	For Executive and Managerial

4. The system shall include a validation that the actual examinee is the test taker;
5. The system should be compatible with any Windows, MacOS, or Android device;
6. The system shall generate a Narrative Test Report/Individual Assessment Profile to include the Individual Test Profile to be provided right after the examination to the PCC and the examinee.

V. SCOPE OF WORK/SERVICES

1. Conduct orientation to the HCMD personnel, within five (5) working days after receipt of the Job Order, on the how to administer the tests, test descriptions, test norms, scoring and interpretation;
2. Provide a manual/write-up covering description and interpretation of each test;
3. Conduct online assessment or testing service to the applicants endorsed by PCC until 31 December 2025, or until slots are fully consumed, whichever comes first ;
4. Ensure to administer the appropriate tests based on the position level applied for within two (2) working days from receipt of endorsement from PCC;
5. Provide the examinee and PCC with a copy of the individual test profile within two (2) working days after the completion of the assessment, copy furnished the PCC through email pccrecruitment@phcc.gov.ph.;
6. Resolve reported glitches and arising concerns within twenty-four (24) hours from receipt of report;
7. Make the services available 24/7;

8. Timely send the billing statement to the PCC within fifteen (15) working days from the end of the month; and
9. Assign a dedicated designated Psychometrician as PCC's focal person.

VI. TERMS AND CONDITIONS

1. The quantity of examinees for each position category with the estimated cost not exceeding as follows:

Position	Estimated Number of Examinees	Estimated Cost per assessment	Estimated total cost per Position Level
Executive/Managerial	35	PhP7,040.00	PhP246,400.00
Supervisory	15	PhP5,520.00	PhP82,800.00
Professional/Technical	45	PhP4,425.00	PhP199,125.0
Administrative/Clerical	5	PhP2,800.00	PhP14,000.00
Total Estimate	100	-	PhP542,325.00

2. The slots may be reallocated, as needed,provided that the total cost remains within the approved contract amount. Billing for reallocated slots shall be based on the actual applicable assessment rates specified in the contract.

VII. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **Five Hundred Forty-Two Thousand Three Hundred Twenty-Five Pesos (PhP542,325.00)**, inclusive of all applicable taxes, charges, and fees.

VIII. MODE OF PROCUREMENT

The mode of procurement shall be Negotiated Procurement - Small Value Procurement as provided under the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

IX. CONTRACT DURATION

The Contract shall commence upon receipt and acceptance of Notice to Proceed and until 31 December 2025 or until slots are consumed, whichever comes first.

X. BILLINGS AND PAYMENT SCHEME

1. The PCC shall pay the Service Provider upon submission of the Invoice with the corresponding usage report subject to existing government auditing and accounting rules and regulations. The usage report shall

include the breakdown of examinees, position level, date of completion of assessment, and date of email to the examinee and PCC re: his/her individual test profile;

2. The original Invoice together with the usage report shall be forwarded to the PCC within fifteen (15) working days from the end of the month;
3. Payment shall be endorsed to the Director of the Administrative Office;
4. Payment shall be based on actual assessments administered. The cost of each assessment per position level shall be based on Section VI of this Detailed Technical Specifications and bid priceand
5. Payment shall be released within twenty (20) working days upon receipt of the original Invoice together with the usage report, forwarded to the PCC at least fifteen (15) working days from the end of month, supported by a Certificate of Satisfactory Service Rendered issued by the Administrative Office.

XI. CONFIDENTIALITY CLAUSE

All information, data and documents concerning the business and affairs of the PCC which are classified as confidential shall be treated with extreme secrecy by the Service Provider shall not be communicated or disclosed to any person or entity without prior written clearance from the PCC. The Service Provider shall neither use nor disseminate these documents for their own research purposes without the written consent of the PCC.

In the event that the Service Provider fails to comply with this Confidentiality Clause, the PCC shall have the option to apply pertinent provisions of RA No. 11917 and other applicable charges without prejudice to the filing of criminal charges.

In the event that the disclosure of confidential information and on documents is made by the Service Provider to any person or entity after the termination of this contract with the PCC, the latter shall have the right to seek redress and compensation through legal proceedings in a court of law.

XII. INFORMATION SECURITY MANAGEMENT SYSTEM

To ensure the Philippine Competition Commission (PCC) maintains a high standard of information security when engaging with third-party providers, all suppliers are required to comply with the established PCC Information Security Management System (ISMS). These requirements are outlined in the Supplier Security Policy (POL-PCC-GSD 02-03) and related ISMS policies and procedures.

All data, documents, records, configuration files, and metadata (collectively referred to as "Information") provided to the supplier(s) for the purpose of delivering services are considered confidential and remain the exclusive

property of PCC. The supplier(s) shall recognize the critical importance of maintaining the security and confidentiality of the Information and agree to prevent its unauthorized transfer, disclosure, or use by any third party. The supplier(s) shall not use the Information for any purpose other than to perform the agreed-upon services. Furthermore, the supplier(s) shall ensure that, upon completion of the service, they will not retain any portion of the Information in any form whatsoever.

The following must be submitted after the issuance of Notice of Award or Purchase Order or Job Order:

- Notarized Non-Disclosure Agreement
- Notarized Data Sharing Agreement (if applicable)
- Project Risk Management Plan (if applicable)

The documents will be submitted to the ISMS Secretariat in compliance with the approved PCC Information Security Management System, and will not form part of the submission for payment processing.

XIII. LIQUIDATED DAMAGES

If the Service Provider fails to perform the services within the period specified in this contract, the PCC shall, without prejudice to other remedies available to it under this contract and applicable laws, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the PCC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XIV. DISPUTE RESOLUTION

a. 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.

b. 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

c. Any amendment or additional terms and conditions to the contract must be in writing, signed and acknowledged by the Parties.

Prepared by:

[redacted]

MICAELLA SHAIRA R. JAVIER
Human Resource Management Officer II, HCMD

Reviewed by:

[redacted]

ANTONIA LYNNELY L. BAUTISTA
Chief Administrative Officer, HCMD

[redacted]

Approved by:

[redacted]

JESON Q. DE LA TORRE
Director IV, Administrative Office

CONFORME:
_____
Name and Signature of Authorized Representative
_____
Designation
_____
Name of Company
_____
Date