PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

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

REQUEST FOR PROPOSAL

Engagement of Service Provider for the Applicants Online Assessment for C.Y. 2026

P.R. No./Date Received: **2026-02-0042 / 16 February 2026** RFQ/P No. / Date: **2026-03-0035 / 10 March 2026**

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 Tax Return
- Notarized Omnibus Sworn Statement and Secretary's Certificate
- Signed Request for Proposal
- Signed Detailed Technical Specifications
- Other Documentary Requirements listed in "Annex A" of the Detailed 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 ***mrfajutnao@phcc.gov.ph*** on or before **16 March 2026, 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 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 12009: Section 71 - Liquidated Damages and Section 98 - 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 70 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 **Technical Specifications**.
10. The award of the procurement is on a **per lot basis.**
11. This project adopts the Implementing Rules and Regulations of RA 12009.

Very truly yours,

ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item	QTY	Unit	Total ABC	Item/Description	Total Amount (PhP) *(To be filled-out by the supplier)*
1	1	Lot	₱ 555,755.00	Engagement of Service Provider for the Applicants Online Assessment for C.Y. 2026	
				(Please see attached Technical Specifications)	
Total ABC			**₱ 555,755.00**	**TOTAL 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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DETAILED TECHNICAL SPECIFICATIONS

Engagement of Service Provider for the Applicants Online Assessment for C.Y. 2026

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. To effectively carry out its quasi-judicial, investigative, and regulatory functions, the Commission requires highly competent legal, economic, and technical personnel.

In support of 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." In line with this, and HCMD's initiative to improve the screening and assessment process, the HCMD 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 that the right employee is matched 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 as endorsed by the HCMD.

II. QUALIFICATIONS OF THE SERVICE PROVIDER

The Service Provider shall have the following qualifications:

1. Has engaged with private and/or government organizations in providing assessment services within the last five (5) years;
2. Has previous and/or ongoing engagements with at least five (5) each from both private and public organizations within the last five (5) years; and

3. Has at least one (1) licensed Psychometrician with at least three (3) years' experience in psychological testing that will be designated for the Project.

III. DOCUMENTARY REQUIREMENTS

The qualifications of the service provider will be evaluated based on the qualifications stated in Section II of this Detailed 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 with contact person and contact numbers;
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 license card of the designated Psychometrician issued by the Professional Regulation Commission; and
5. Curriculum Vitae of the designated Psychometrician.
6. Manual or any documentation that includes the link to the working online interactive system and its features.

IV. SYSTEM SPECIFICATIONS

The Applicants Online Assessment System (System) shall have the following specifications:

1. The System shall be conducted through an online platform;
2. The System shall cover the following position levels:
   a. Division Chief/Executive/Managerial *(Job Grade 13 and above)*
   b. Supervisory *(Job Grade 11-12)*
   c. Professional/Technical *(Job Grade 4-10)*
   d. Administrative/Clerical *(Job Grade 1-3)*
3. The System shall have a testing service covering the battery of test as enumerated below:

NO.	TYPE OF TEST	POSITION LEVEL
1	Mental Ability / Intelligence / Cognitive Test appropriate to the position level	All levels
2	Big 5 OCEAN (Openness, Conscientiousness, Extroversion,	All levels

	Agreeableness, Neuroticism) Personality Test	
3	Supervisory Test	For Supervisory positions
4	Managerial Test	For Division Chiefs, Executive and Managerial positions

4. The battery of test shall include a Filipino translation option for use as needed;
5. The System shall include a validation that the actual examinee is the test taker;
6. The System should be compatible with any Windows, MacOS, or Android device; and
7. The System shall generate a Narrative Test Report/Individual Assessment Profile to be provided right after the examination to the PCC and the examinee. The report shall include a sample interview guide based on the results of the assessment. The service provider shall provide the PCC with a detailed comparative summary of applicants' assessment results, categorized by position and item number.

V. SCOPE OF WORK AND SERVICES

The Service Provider shall conduct the following works and services:

1. Conduct orientation for HCMD personnel within five (5) working days from the receipt and acceptance of the Job Order (Contract) by the Service Provider, covering the administration of tests, test descriptions, test norms, scoring and interpretation;
2. Conduct an orientation for the Internal Selection Committee and Human Resource Merit Promotion and Selection Board on test descriptions, test norms, scoring and interpretation, within five (5) working days upon request by the HCMD;
3. Provide PCC with a signed Non-Disclosure of Agreement within five (5) working days after receipt of the template from the authorized representative/s of PCC;
4. Provide a manual/write-up covering and detailing the description and interpretation of each test;
5. Conduct online assessments or testing services for applicants and employees endorsed by PCC until 31 December 2026, or until all slots are fully consumed, whichever comes first;
6. Ensure that appropriate tests are administered within two (2) working days from receipt of endorsement from the authorized representative/s PCC;
7. Provide the examinee with a copy of the individual test profile which includes the test description, score, and interpretation within two (2) working days after the completion of the assessment, copy furnished the

authorized representative/s of PCC through the email address to be provided;

8. Provide the authorized representative/s of PCC with the individual test profile of applicants which includes the test description, score, interpretation, and interview guide within two (2) working days after the completion of the assessment
9. Provide the authorized representative/s of PCC with the detailed comparative summary of applicants' assessment results, categorized by position and item number, within five (5) working days after the completion of the assessment;
10. Resolve any reported glitches and arising concerns within twenty-four (24) hours upon receipt of the report from the System user;
11. Ensure that customer services are available 24/7;
12. Timely send the Invoice to the PCC within fifteen (15) working days from the end of the month; and
13. Designate a Psychometrician as PCC's focal person for coordination and inquiries during the contract period. In case of the resignation of the designated Psychometrician, The Service Provider shall notify the PCC fifteen (15) days prior the effectivity of the resignation, and designate a new Psychometrician within ten (10) working days after such notification.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **Five Hundred Fifty-Five Thousand Seven Hundred Fifty-Five Pesos (PhP555,755.00)**, inclusive of all applicable taxes, charges, and fees.

VII. TERMS AND CONDITIONS OF THE CONTRACT

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

Position Level	Estimated Number of Slots	Estimated Unit Cost per Position Level	Estimated Total Cost per Position Level
Executive / Managerial	35	PhP5,706.00	PhP199,710.00
Supervisory	25	PhP4,277.00	PhP106,925.00
Professional / Technical	45	PhP3,148.00	PhP141,660.00
Administrative / Clerical	45	PhP2,388.00	PhP107,460.00
Total Estimate	150		**PhP 555,755.00**

2. Slots may be reallocated to other position levels as necessary, provided that, the total cost remains within the approved Contract amount. Invoice for reallocated slots shall be computed based on the actual applicable assessment rates specified in the Contract.

3. The bid price shall include the details provided in Section VII.1. hereof and shall be reflected in the financial proposal with cost breakdown to be submitted by the bidder.

VIII. MODE OF PROCUREMENT AND AWARD OF CONTRACT

The mode of procurement shall be Small Value Procurement as provided under the New Government Procurement Act (NGPA) or Republic Act No. 12009.

The Project shall be awarded to the bidder with the Lowest Calculated and Responsive Bid.

IX. CONTRACT DURATION

The Contract shall commence upon receipt and acceptance of the Job Order and until 31 December 2026 or until the bid price indicated in Section VII.3 is maximized whichever comes first.

X. BILLINGS AND PAYMENT SCHEME

1. The Service Provider shall submit the original Invoice including the usage report to the PCC within fifteen (15) working days after the end of the month. 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 regarding the test profile of each individual;
2. The PCC shall process the payment upon receipt of the Invoice with the corresponding usage report subject to existing government auditing and accounting rules and regulations.
3. Payment shall be based on actual assessments administered. The cost of each assessment per position level shall be based on Section VII and submitted financial proposal with cost breakdown of the Service Provider; and
4. 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 Services Rendered issued by the authorized representative of the End-user.

5. Payment shall be released and claimed within the PCC premises or be credited to the Service Provider's bank account, net of applicable transfer charges.

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 and 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. 10173 otherwise known as "Data Privacy Act of 2012" 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 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 only, 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:

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

Reviewed by:

Signed by ALB
ANTONIA LYNNELY L. BAUTISTA
Chief Administrative Officer, HCMD

Approved by:

Signed by Jeson Q de la Torre

JESON Q. DE LA TORRE
Director IV, Administrative Office

CONFORME:

_____
Name and Signature of Authorized Representative

_____
Designation

_____
Name of Company

_____
Date

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Annex A

List of Information and Documentary Requirements

Engagement of Service Provider for the Applicants Online Assessment for C.Y. 2026

Procuring Entity	Philippine Competition Commission
Address	9/F and 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 Detailed Technical Specifications
Approved Budget for the Contract	PhP 555,755.00 (inclusive of all applicable government taxes)
Whom to Address the Proposal	**JOSEPH MELVIN B. BASAS** Chairperson, Bids and Awards Committee Philippine Competition Commission **Thru: THE SECRETARIAT** Bids and Awards Committee
Documents to be Submitted on or before the deadline of bid submission	**I. Eligibility Documents** a. PhilGEPS Registration Number b. Mayor's/Business Permit in case of firm c. BIR Certificate of Registration in case of individual d. Latest Quarterly Business Tax Return in case of firm e. Latest Income Tax Return in case of individual f. Accomplished Omnibus Sworn Statement g. Original Signed Curriculum Vitae h. Manual or any documentation that includes the link to the working online interactive system and its features.

	II. Technical Proposal 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 DTS f. Description of the methodology and work plan for performing the project
	III. Financial Proposal a. Financial Proposal with cost breakdown