

**REQUEST FOR PROPOSAL**

**Procurement of Service Provider for the PCC Applicants Online Assessment**

P.R. No./Date Received: **2023-05-0093 / 12 May 2023**

RFQ/P No. / Date: **2023-06-0088 / 02 June 2023**

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** 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
- Omnibus Sworn Statement (For ABCs above Php50k, To be issued prior to issuance of Award)
- 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 [procurementunit@phcc.gov.ph](mailto:procurementunit@phcc.gov.ph) or (assigned PBAC Sec email [zdmorales@phcc.gov.ph](mailto:zdmorales@phcc.gov.ph)) on or before **13 June 2023, 10:00 AM** subject to the following **Terms and**

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**

Very truly yours,

  
**BIR. JESON Q. DE LA TORRE**  
PBAC Vice Chairperson

Item	Unit	ABC	Project Title	Total Amount
				(To be filled-up by the supplier)
1	lot	₱ 340,000.00	Procurement of Service Provider for the PCC Applicants Online Assessment	
			<i>(Please see attached Terms of Reference)</i>	
<b>Total Lot ABC</b>		<b>₱ 340,000.00</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 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 : \_\_\_\_\_



**Signature:** 

**Email:** [msdizon@phcc.gov.ph](mailto:msdizon@phcc.gov.ph)

## TERMS OF REFERENCE

### Engagement of Service Provider for the PCC Applicants Online Assessment

#### 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*”. This, and the initiative of the HCMD to improve the 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 engaged to carry out the pre-employment and promotional assessments to the applicants of PCC.

#### II. Scope of Work

The service provider shall undertake the following testing services to the applicants referred to by PCC, from the receipt of signed job order (JO) contract until slots are fully consumed, to wit:

1. Administer an online and interactive pre-employment assessment or promotional assessment to the **examinees**;
2. Testing service provided to PCC based on the estimated number of examinees detailed as follows:

Position	Number of examinees
Executive/Managerial	120
Supervisory	70
Professional/Technical	260
Administrative/Clerical	50
Total Estimate	500

3. Administer tests covering the battery of test as enumerated below:



- a. Mental Ability/Intelligence/Cognitive Test
  - b. Position/Job Specific Test (e.g. Accountant, Lawyer, Economist, etc.)
  - c. Personality Test
  - d. Emotional Quotient/Intelligence Test
  - e. Behavioral/Simulation Test
  - f. Written/Technical Assessment
4. Provide additional screening procedures:
    - a. Automated conduct of background checking/investigation
    - b. Online/live video interviews with recording
  5. Generate a Narrative Test Report/Individual assessment profile:
    - a. Individual Test Profile to be provided right after the examination.
    - b. Background check profile
    - c. Online/live video interviews recording
    - d. Written/Technical Assessment output
  6. Conduct orientation on the administration of tests, test descriptions, test scoring and interpretation to the PCC-HCMD
  7. Resolve reported glitches and arising concerns within 24 hours
  8. Make the services available 24/7; and
  9. Assign a dedicated coordinator for PCC.

### III. Deliverables and Timelines

Below is the list of deliverables with corresponding timeline:

<b>Deliverable</b>	<b>Target Timeline</b>
Conduct of online and interactive pre-employment assessment or promotional assessment	One (1) day after request/referral from PCC HCMD.
Generate results of Background checking/investigation and Online/live video interviews with recording	Two to three (2-3) working days after the conduct of assessment
Conduct orientation on the administration of tests, test descriptions, test scoring and interpretation to the PCC-HCMD	Five (5) working days after the issuance of Notice to Award
Resolve reported glitches and arising concerns, if any.	Within twenty-four (24) hours from the report

### IV. Minimum Qualifications and Requirements

#### Minimum Qualifications

- 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 ten (10) institutions, at least five (5) of which were engagements with public/government sector;
- h. Has at least one (1) licensed Psychometrician with at least three (3) years experience in psychological testing; and
- i. Virtual testing center should be compatible to any Windows/MacOS/Android device

### **Documentary Requirements**

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.

### **Technical Requirements**

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:

1. *Availability of required assessment tools (Battery of Tests, Background check, and Online/live video interviews with recording)*
2. *Availability of designated Psychometrician as PCC's focal person*
3. *Technology specifications (i.e. platform, reliability and availability of the site, online storage)*

## **V. Approved Budget for the Contract and Mode of Procurement**

The Approved Budget for the Contract (ABC) for this engagement is **Three Hundred Forty Thousand Pesos (PhP340,000.00)**, 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).

## **VI. Mode of Payment**

1. The service provider shall submit the usage report for the month to the HCMD at least (5) working days after the end of the previous month.

2. The original billing statement shall be forwarded to the PCC at least fifteen (15) working days after the end of the previous month
3. Payment shall be endorsed to the Director of Administrative Office;
4. Payment shall be based on actual assessments administered; and
5. Payment shall be released within twenty (20) days upon receipt of the original billing statement supported by a Certificate of Satisfactory Service Rendered issued by the Administrative Office.

## **VII. Confidentiality of Data and Information**

The Service Provider 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 Service Provider shall neither use nor disseminate these documents for their own research purposes without the written consent of the PCC.

## **VIII. Information Security and Non-Disclosure Agreement**

To ensure protection of PCC information and supporting assets, the Service Provider and members of its project team are expected to observe and abide by the established PCC Information Security Management System (PCC ISMS) and shall agree to sign a non-disclosure agreement.

All materials, data and information used and/or generated throughout the contract's duration shall remain the property of PCC. The Service Provider and any of its representatives shall not use nor disseminate these PCC-related materials, data, and information for any other purposes without the written consent and approval 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

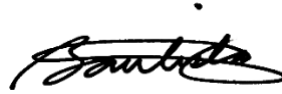
Any amendments and additional terms and conditions of the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:



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

Reviewed by:



**ANTONIA LYNNELY L. BAUTISTA**  
PCC CAO, AO-HCMD

Approved by:



**JESON O. DE LA TORRE**  
PCC 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 Applicants Online Assessment**

<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>	Engagement of Service Provider for the PCC Applicants Online Assessment
<b>Project Details</b>	As indicated in the Terms of Reference
<b>Approved Budget for the Contract</b>	PhP 340,000.00 (inclusive of all applicable government taxes)
<b>Whom to Address the Proposal</b>	<b>Jatty. JOSEPH MELVIN B. BASAS</b> Chairperson, Bids and Awards Committee Philippine Competition Commission  <b>Thru: THE SECRETARIAT</b> Bids and Awards Committee Administrative Office – General Services Division
<b>Documents to be Submitted</b>	<p><b>Eligibility Documents (to be submitted together with the 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>- Notarized Omnibus Sworn Statement (<i>may be submitted before issuance of NOA</i>)</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. 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: Engagement of Service Provider for the PCC Assessment of Applicants

EVALUATION CRITERIA	CRITERIA	WEIGHT (%)	RATING	FACTOR VALUE
<b>Availability of required assessment tools (30%)</b>	<i>Availability of required assessment tools (Battery of Tests, Background check, and Online/live video interviews with recording)</i>	30%		
	<b>30%</b>			
<b>Quality of Personnel /Agency (30%)</b>	Availability of designated Psychometrician as PCC's focal person	10%		
	Engaged in providing assessment services for the last five (5) 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%		
	<b>30%</b>			
<b>Technological Specifications (15%)</b>	User-friendly platform, reliability and availability of the site, and online storage	15%		
	<b>75%</b>			
<b>Availability of required assessment tools</b>		<i>x (0.30)</i>		
<b>Quality of Personnel</b>		<i>x (0.30)</i>		
<b>Plan of approach and methodology</b>		<i>x (0.15)</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>				
<b>Availability of required assessment tools (30%)</b>	<i>Availability of required assessment tools (Battery of Tests, Background check, and Online/live</i>	100	With complete set of assessment tools	30%
		0	Incomplete set of test battery	

	<i>video interviews with recording)</i>			
<b>Quality of Personnel /Agency (30%)</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>	10%
		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 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		
		100	<b>Very Good</b>	

<b>Technological Specifications (15%)</b>	User-friendly platform, reliability and availability of the site, and online storage		Submitted Very Satisfactory (VS) certifications on the system/server from at least 8-10 institutions	15%
		90	<b>Good</b> Submitted Very Satisfactory (VS) certifications on the system/server from at least 6-7 institutions	
		80	<b>Satisfactory</b> Submitted Satisfactory (S) certifications on the system/server from at least 5 institutions	
		0	<b>Poor</b> Submitted Satisfactory (S) certifications on the system/server from below 4 institutions	
<b>FINANCIAL PROPOSAL (25%)</b>				
<b>Financial Proposal</b>	Bid amount	$= (\text{LAP} / \text{AOP}) \times \% \text{ Allocation}$ <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%