

REQUEST FOR QUOTATION

REFERENCE NO.: MR19-07-114

We are inviting all interested suppliers to submit their best quotation for the **PROCUREMENT OF PSYCHOLOGICAL TEST SERVICE PROVIDER.**

Requirements:

1. Objectives:

To procure the services of an experienced organization with specialized and comprehensive expertise to: (1) undertake the administration of psychological appraisal of applicants/candidates for first and second level positions; and (2) objectively assess and evaluate the applicants'/candidates' competence and qualifications as well as suitability to the job applied for.

2. Qualifications

The Psychological Test provider should meet the following qualifications:

- a. Duly licensed to engage in the use, administration, and interpretation of various psychological tests.
- b. Should have its own test battery that can objectively and accurately measure the following: mental ability, aptitude and personality.
- c. Should have sufficient and competent staff composed of psychologists and psychometricians who have undergone formal training as well as practical experience in the administration and interpretation of test results and who are capable of handling the requirements of NDC.

3. Scope of Work:

- a. The services include test administration, scoring/checking and interpretation of results.
- b. Psychological Report

Submission of report shall be within seven (7) calendar days after administration of test. The report shall have the following:

- i. Background/History
- ii. Behavioral Tendencies and Personality Profile
- iii. Intellectual Functioning (Verbal, Analytical, and Numerical Abilities)
- iv. Leadership Profile (if applicable)
- v. Summary and Recommendation

4. Technical Requirements

- a. Test Battery List per level
- b. Sample Report
- c. List of current and previous clients for the past three (3) years
- d. License to operate/administer psychological tests
- e. List of at least two (2) psychologist and Psychometrician and their credentials

5. Fees

Proposed rates should be inclusive of all government taxes and should not exceed the following amount:

Level of Position	Rate Per Candidate	Projected No. of Applicants	Estimated Total Cost
Level A (Clerical and Service positions)	2,700.00	5	13,500.00
Level B (Technical and Professional Positions)	3,500.00	19	66,500.00
Level D (Managerial Positions)	4,600.00	15	69,000.00
TOTAL			Php 149,000.00

(Note: Given rates are provided for budget estimate purposes only)

6. Other Terms and Conditions

- Number of applicants may increase or decrease depending on the number of applicants who will pass the panel interview; and

Approved Budget : **₱ 149,000.00** (inclusive of taxes)

Submission of Quotation and Eligibility Requirements: July 22, 2019

Mode of Procurement : Small Value Procurement

Eligibility Requirements:

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. 2018 Income Tax Return or Latest Business Tax Return (certified true copy)
4. Omnibus Sworn Statement (Notarized)

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

Name of Bidder:

BIDS AND AWARDS COMMITTEE
National Development Company
7/F NDC Building, 116 Tordesillas St.
Salcedo Village, Makati City
Fax: 840-4862
Attention: BAC Secretariat

Reference Number: MR19-07-114

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment – NDC will pay in full the amount of fees charged within seven (7) calendar days from receipt of the Statement of Account and upon receipt by NDC of psychological report.
2. Delivery Period – One (1) year

(Sgd.) AGM SATURNINO H. MEJIA
Chairperson, Bids and Awards Committee