

REQUEST FOR QUOTATION

REFERENCE NO.: **MR21-09-095**

We are inviting all interested contractors/suppliers to submit their best quotation for the **PROCUREMENT OF PSYCHOLOGICAL EXAM PROVIDER.**

The Psychological Test is intended for first and second level positions. It serves as a mechanism to gauge the competency of applicants for certain positions in NDC.

- 1. PROJECT TITLE** : Procurement of Psychological Test Service Provider
- 2. APPROVED BUDGET** : Three Hundred Fifty-Four Thousand Five Hundred Pesos (Php 354,500.00)
- 3. OBJECTIVE** : 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.
- 4. DURATION** : 1 year
- 5. 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.

6. FEES

- a. 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	15	40,500.00
Level B (Technical and Professional Positions)	3,500.00	70	245,000.00
Level D (Managerial Positions)	4,600.00	15	69,000.00
TOTAL			Php 354,500.00

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

7. 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

8. 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

9. OTHER TERMS AND CONDITIONS

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

Approved Budget : ₱ 354,500.00

Submission of Proposal : September 29, 2021

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. 2020 Income Tax Return or Latest Business Tax Return (certified true copy)
4. Notarized Omnibus Sworn Statement

Please submit your quotation 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: MR21-09-095

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

1. Terms of Payment – Government Terms
2. Delivery Period –One (1) year

(SIGNED)

AGM SATURNINO H. MEJIA

Chairman, Bids and Awards Committee