

REQUEST FOR QUOTATION

REFERENCE NO.: **MR25-02-018**

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

1. 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, second level and managerial positions; and (2) objectively assess and evaluate the applicants'/candidates' competence and qualifications as well as suitability to the job applied for.

2. DURATION : 1 year

3. 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; and
- 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.

4. FEES:

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

| Level of Position | Estimated Rate per candidate | No. of vacant positions | Estimated No. of applicants | Total Cost |
|--------------------------------------|------------------------------|-------------------------|-----------------------------|-------------|
| Clerical and Services (Level A) | ₱ 2,700.00 | 2 | 20 | ₱ 54,000.00 |
| Technical and Professional (Level B) | 3,500.00 | 15 | 75 | 262,500.00 |
| Managerial (Level C) | 4,600.00 | 3 | 15 | 69,000.00 |

TOTAL ₱385,500.00

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

5. SCOPE OF WORK:

- a. The services include test administration, scoring/checking and interpretation of results; and
- 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 registered (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 within seven (7) calendar days from receipt of the Statement of Account and psychological report.

Approved Budget : ₱385,500.00 (VAT Inclusive)

Submission of Quotation and : February 21, 2025

Mode of Procurement : Small Value Procurement

Eligibility Requirements :

1. Valid or Current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. Omnibus Sworn Statement (Notarized and accordance with GPPB Circular 04-2020 dated September 16, 2020)

Note: In lieu of the Mayor's Permit and PhilGEPS Registration Number, you may submit a valid Certificate of PhilGEPS Registration (Platinum Membership).

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: MR25-02-018

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

1. Terms of Payment – Government Terms

(Originally signed)

AGM ALEWIJN AIDAN K. ONG

Chairperson, Bids and Awards Committee