

## REQUEST FOR QUOTATION

January 24, 2024

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

**Quotation No.** TPB-PR.2024.01.021

**PR No.** 01.005

**REQUIREMENTS: SERVICE PROVIDER FOR 2024 ONLINE COMPETENCY-BASED ASSESSMENT**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount																																
1 LOT	<p><b>I. <u>OBJECTIVE</u></b></p> <p>To engage the services of a psychological assessment firm that can conduct online competency-based assessment to candidates for TPB vacant positions.</p> <p><b>II. <u>SCOPE OF SERVICES/ DELIVERABLES</u></b></p> <p>1. Provision of online competency-based assessment for candidates for hiring and promotion:</p> <table border="1"> <thead> <tr> <th>Level</th> <th>SG</th> <th>No. of Vacancies</th> <th>Estimated No. of Candidates per Position</th> <th>Total No. of Estimated Candidates</th> </tr> </thead> <tbody> <tr> <td>Clerical</td> <td>7-14</td> <td>6</td> <td>5</td> <td>30</td> </tr> <tr> <td rowspan="2">Technical</td> <td>15-17</td> <td rowspan="2">29</td> <td>5</td> <td rowspan="2">290</td> </tr> <tr> <td>18-20</td> <td>5</td> </tr> <tr> <td>Supervisory</td> <td>22-24</td> <td>9</td> <td>5</td> <td>45</td> </tr> <tr> <td>Managerial</td> <td>26</td> <td>6</td> <td>5</td> <td>30</td> </tr> <tr> <td colspan="2"><b>TOTAL</b></td> <td><b>50</b></td> <td></td> <td><b>395</b></td> </tr> </tbody> </table> <p>Note: TPB has the option to add/ increase the estimated number of candidates based on its need provided the total amount will not exceed the ABC.</p> <p>2. Provide online competency-based assessment based on the following levels:</p> <ul style="list-style-type: none"> <li>● Clerical level</li> <li>● Technical level</li> </ul>	Level	SG	No. of Vacancies	Estimated No. of Candidates per Position	Total No. of Estimated Candidates	Clerical	7-14	6	5	30	Technical	15-17	29	5	290	18-20	5	Supervisory	22-24	9	5	45	Managerial	26	6	5	30	<b>TOTAL</b>		<b>50</b>		<b>395</b>	PhP500,000.00	PhP500,000.00
Level	SG	No. of Vacancies	Estimated No. of Candidates per Position	Total No. of Estimated Candidates																															
Clerical	7-14	6	5	30																															
Technical	15-17	29	5	290																															
	18-20		5																																
Supervisory	22-24	9	5	45																															
Managerial	26	6	5	30																															
<b>TOTAL</b>		<b>50</b>		<b>395</b>																															

- Supervisory level
- Managerial and Executive level

3. The full battery of tests must consist of the following:

- Aptitude/Ability Test
- Behavioral/Personality Test
- Cognitive/Intelligence Test
- Competency Assessment Test
- Managerial Skill Test

4. Accommodate maximum of ten (10) applicants per day for administration of online assessment.

5. Conduct validation interview to at least five (5) candidates per day with the endorsed candidates within 3 days from the completion of the online assessment.

6. Prepare and submit the following based on the results of the aptitude, behavioral/personality, cognitive/intelligence ability, competencies, and managerial skills assessment within five (5) to eight (8) calendar days from the date of validation interview:

- 6.1 copy of the validated full assessment report
- 6.2 comparative matrix for candidates applying for the same positions

III. ELIGIBILITY REQUIREMENTS

1. The firm must be in operation for the past three (3) years and is using industry standard psychological tests appropriate in assessing the aptitude, behavioral/personality, cognitive/intelligence ability, competencies, and managerial skills of candidates to the vacant positions in the TPB.

The following documents must be submitted along with the legal and financial proposals, to wit as follows:

- Submit Articles of Incorporation (SEC)

- Submit a list of ongoing and completed government and private contracts for the past three (3) years whether similar or not similar in nature to the project (for completed projects, submit a copy of the Notice of Award, Notice to Proceed, or contract, whichever is applicable).

2. The firm has administered online assessment for at least ten (10) applicants per day for the past three (3) years and should submit the following supporting documents:

- Submit a list of the average number of candidates administered with online assessment per day for the past 3 years (average per day per year)

- Submit a list of battery of tests for various levels/positions (clerical, technical, supervisory and managerial/ executive) administered online for the past 3 years.

- Submit one (1) sample full report per level/position (Clerical, Technical, Supervisory, Managerial and Executive).

- Submit one (1) complete process cycle with identified number of days to determine turnaround time for submission of report:

Example:

<b>No. of Days</b>	<b>Activity</b>
day 1-3	online exam
day 3-6	validation interview
day 7-11	report writing
day 12-13	validation
day 14	submission of report

All the above-mentioned reports must be submitted as part of the evaluation of proposal.

3. The firm should submit a list of its personnel with a copy of their valid and respective licenses who shall administer and interpret the psychological tests, and write and submit the equivalent report/s.

4. Psychologists and Psychometricians should have experience in the following work assignments for the past 3 years:

- Test Administration
- Result Interpretation
- Validation of Initial interpretation
- Provision of Appropriate Recommendation
- Full Report Writing

5. Submit Curriculum Vitae of the key personnel using the TPF6 form

**IV. METHODOLOGY AND EXPECTED OUTPUTS**

1. The firm must identify the battery of tests to be administered that would provide TPB an output/report on, among other things, the aptitude, behavioral/personality, cognitive/intelligence ability, competencies, and managerial skills of candidates to the position being applied to which are classified below:

Battery of Tests	Output
Appropriate for Clerical Positions	<ul style="list-style-type: none"> <li>• Summary of results</li> <li>• Interpretation (with strengths and weaknesses)</li> <li>• Recommendation</li> </ul>
Appropriate for Technical Positions	
Appropriate for Supervisory Positions	
Appropriate for Managerial and Executive Positions	

2. Conduct interview to validate the results of the online assessment. If there are pre-requisite tests/ questionnaires prior to the validation interview, the administration shall be proctored.

3. The firm must provide brief training to at least two (2) TPB Recruitment Personnel on the following within 5 working days upon receipt of Notice to Proceed (NTP):

- a. Administration and dissemination of the online assessment
- b. Run through the online assessment

c. Assessment descriptions with raw score, percentile, and adjectival interpretation for validation purposes

4. The TPB will endorse candidates for examination through email.

5. Preferred schedule of activities are as follows:

Day	Activity	No. of Day	Week
Thursdays and Fridays	Endorsement of applicants for assessment the following week		Prior week of assessment schedule
Saturday to Monday	Examination Schedules	day 1-3	Current Week to Following Week
Tuesday to Thursday	Interview Schedules	day 3-6	Current Week
Friday to Thursday	Report Writing and validation	day 7-13	Current Week to Following Week
Fridays	Submission of Full Reports and Matrices	day 14	Following Week

Approximately two (2) weeks or 14 calendar days turnaround time for the completion of online assessment with submission of full reports and comparative matrix of assessment based on indicative turnaround time as stated in item no. 2 bullet no. 4 of the Eligibility Requirements.

6. The firm must notify the TPB PHRDD if the candidates have already taken the test for status update and to monitor the release of the report.

7. The firm should submit to TPB PHRDD copy of the full report and comparative matrix (for same positions) of the assessment within five (5) to eight (8) calendar days from the conduct of the validation interview (day 14).

8. TPB will have the exclusive rights over the individual assessment results and full report validated by the Registered Psychologist/s. Distribution, dissemination and/ or any form of sharing of the results is not allowed without prior approval of the TPB.

V. Bidder is expected to submit technical and financial

proposals which shall be evaluated using the Quality Cost Based Evaluation (QCBE). The winning bidder must attain a hurdle rate of 80% based on the following weight assignments:

Proposals	Rating
Technical	80%
Financial	20%

**Passing Rate: 80%**

VI. COST

Total approved budget for this is P500,000.00 inclusive of all applicable taxes.

Payment to the firm shall be based on the actual number of applicants administered with submission of full report on a per month basis.

VII. DURATION

This project will be implemented from April 2024 to March of 2025, commencing on the receipt of the Notice to Proceed.

Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP500,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph) not later than **05 February 2024 on or before 5:00 P.M.** subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)

Thank you very much.

  
1/24/2024  
**ROSELLE D. ROMERO**

Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**MR. SOCRATES G. TORRES**  
(8) 525-9318 local 266

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS  
REQUIREMENTS: SERVICE PROVIDER FOR 2024 ONLINE COMPETENCY-BASED ASSESSMENT**

Quotation No. TPB-PR.2024.01.021

[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification]

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)																																
1	<p>I. <b>OBJECTIVE</b></p> <p>To engage the services of a psychological assessment firm that can conduct online competency-based assessment to candidates for TPB vacant positions.</p>																																	
2	<p>I. <b>SCOPE OF SERVICES/ DELIVERABLES</b></p> <p>1. Provision of online competency-based assessment for candidates for hiring and promotion:</p> <table border="1" data-bbox="363 1375 1182 1921"> <thead> <tr> <th>Level</th> <th>SG</th> <th>No. of Vacancies</th> <th>Estimated No. of Candidates per Position</th> <th>Total No. of Estimated Candidates</th> </tr> </thead> <tbody> <tr> <td>Clerical</td> <td>7-14</td> <td>6</td> <td>5</td> <td>30</td> </tr> <tr> <td rowspan="2">Technical</td> <td>15-17</td> <td rowspan="2">29</td> <td>5</td> <td rowspan="2">290</td> </tr> <tr> <td>18-20</td> <td>5</td> </tr> <tr> <td>Supervisory</td> <td>22-24</td> <td>9</td> <td>5</td> <td>45</td> </tr> <tr> <td>Managerial</td> <td>26</td> <td>6</td> <td>5</td> <td>30</td> </tr> <tr> <td colspan="2"><b>TOTAL</b></td> <td><b>50</b></td> <td></td> <td><b>395</b></td> </tr> </tbody> </table>	Level	SG	No. of Vacancies	Estimated No. of Candidates per Position	Total No. of Estimated Candidates	Clerical	7-14	6	5	30	Technical	15-17	29	5	290	18-20	5	Supervisory	22-24	9	5	45	Managerial	26	6	5	30	<b>TOTAL</b>		<b>50</b>		<b>395</b>	
Level	SG	No. of Vacancies	Estimated No. of Candidates per Position	Total No. of Estimated Candidates																														
Clerical	7-14	6	5	30																														
Technical	15-17	29	5	290																														
	18-20		5																															
Supervisory	22-24	9	5	45																														
Managerial	26	6	5	30																														
<b>TOTAL</b>		<b>50</b>		<b>395</b>																														

	<p>Note: TPB has the option to add/ increase the estimated number of candidates based on its need provided the total amount will not exceed the ABC.</p>	
<p>3</p>	<p>2. Provide online competency-based assessment based on the following levels:</p> <ul style="list-style-type: none"> <li>● Clerical level</li> <li>● Technical level</li> <li>● Supervisory level</li> <li>● Managerial and Executive level</li> </ul> <p>3. The full battery of tests must consist of the following:</p> <ul style="list-style-type: none"> <li>● Aptitude/Ability Test</li> <li>● Behavioral/Personality Test</li> <li>● Cognitive/Intelligence Test</li> <li>● Competency Assessment Test</li> <li>● Managerial Skill Test</li> </ul> <p>4. Accommodate maximum of ten (10) applicants per day for administration of online assessment.</p> <p>5. Conduct validation interview to at least five (5) candidates per day with the endorsed candidates within 3 days from the completion of the online assessment.</p> <p>6. Prepare and submit the following based on the results of the aptitude, behavioral/personality, cognitive/intelligence ability, competencies, and managerial skills assessment within five (5) to eight (8) calendar days from the date of validation interview:</p> <p>6.1 copy of the validated full assessment report</p> <p>6.2 comparative matrix for candidates applying for the same positions</p>	



### III. ELIGIBILITY REQUIREMENTS

1. The firm must be in operation for the past three (3) years and is using industry standard psychological tests appropriate in assessing the aptitude, behavioral/personality, cognitive/intelligence ability, competencies, and managerial skills of candidates to the vacant positions in the TPB.

The following documents must be submitted along with the legal and financial proposals, to wit as follows:

- Submit Articles of Incorporation (SEC)
- Submit a list of ongoing and completed government and private contracts for the past three (3) years whether similar or not similar in nature to the project (for completed projects, submit a copy of the Notice of Award, Notice to Proceed, or contract, whichever is applicable).

2. The firm has administered online assessment for at least ten (10) applicants per day for the past three (3) years and should submit the following supporting documents:

- Submit a list of the average number of candidates administered with online assessment per day for the past 3 years (average per day per year)
- Submit a list of battery of tests for various levels/positions (clerical, technical, supervisory and managerial/ executive) administered online for the past 3 years.
- Submit one (1) sample full report per level/position (Clerical, Technical, Supervisory, Managerial and Executive).
- Submit one (1) complete process cycle with identified number of days to determine turnaround time for submission of report:

Example:

No. of Days	Activity
day 1-3	online exam
day 3-6	validation interview
day 7-11	report writing
day 12-13	validation
day 14	submission of report

All the above-mentioned reports must be submitted as part of the evaluation of proposal.

3. The firm should submit a list of its personnel with a copy of their valid and respective licenses who shall administer and interpret the psychological tests, and write and submit the equivalent report/s.

4. Psychologists and Psychometricians should have experience in the following work assignments for the past 3 years:

- Test Administration
- Result Interpretation
- Validation of Initial interpretation
- Provision of Appropriate Recommendation
- Full Report Writing

5. Submit Curriculum Vitae of the key personnel using the TPF6 form

5 IV. METHODOLOGY AND EXPECTED OUTPUTS

1. The firm must identify the battery of tests to be administered that would provide TPB an output/report on, among other things, the aptitude, behavioral/personality, cognitive/intelligence ability, competencies, and managerial skills of candidates to the position being applied to which are classified below:

Battery of Tests	Output
Appropriate for Clerical Positions	<ul style="list-style-type: none"> <li>• Summary of results</li> <li>• Interpretation (with strengths and weaknesses)</li> <li>• Recommendation</li> </ul>
Appropriate for Technical Positions	
Appropriate for Supervisory Positions	
Appropriate for Managerial and Executive Positions	

2. Conduct interview to validate the results of the online assessment. If there are pre-requisite tests/ questionnaires prior to the validation interview, the administration shall be proctored.

3. The firm must provide briefer training to at least two (2) TPB Recruitment Personnel on the following within 5 working days upon receipt of Notice to Proceed (NTP):

- a. Administration and dissemination of the online assessment
- b. Run through the online assessment
- c. Assessment descriptions with raw score, percentile, and adjectival interpretation for validation purposes

4. The TPB will endorse candidates for examination through email.

5. Preferred schedule of activities are as follows:

Day	Activity	No. of Day	Week
Thursdays and Fridays	Endorsement of applicants for assessment the following week		Prior week of assessment schedule
Saturday to Monday	Examination Schedules	day 1-3	Current Week to Following Week
Tuesday to Thursday	Interview Schedules	day 3-6	Current Week
Friday to Thursday	Report Writing and validation	day 7-13	Current Week to Following Week
Fridays	Submission of Full Reports and Matrices	day 14	Following Week

Approximately two (2) weeks or 14 calendar days turnaround time for the completion of online assessment with submission of full reports and comparative matrix of assessment based on indicative turnaround time as stated in item no. 2 bullet no. 4 of the Eligibility Requirements.

6. The firm must notify the TPB PHRDD if the candidates have already taken the test for status update and to monitor the release of the report.

7. The firm should submit to TPB PHRDD copy of the full report and comparative matrix (for same positions) of the assessment within five (5) to eight (8) calendar days from the conduct of the validation interview (day 14).

8. TPB will have the exclusive rights over the individual assessment results and full report validated by the Registered Psychologist/s. Distribution, dissemination and/or any form of sharing of the results is not allowed without prior approval of the TPB.

6

V. Bidder is expected to submit technical and financial proposals which shall be evaluated using the Quality Cost Based Evaluation (QCBE). The winning bidder must attain a hurdle rate of 80% based on the following weight assignments:

**Passing Rate: 80%**

Proposals	Rating
Technical	80%
Financial	20%

7	<p>VI. COST</p> <p>Total approved budget for this is P500,000.00 inclusive of all applicable taxes.</p> <p>Payment to the firm shall be based on the actual number of applicants administered with submission of full report on a per month basis.</p>	
8	<p>VII. DURATION</p> <p>This project will be implemented from April 2024 to March of 2025, commencing on the receipt of the Notice to Proceed.</p>	

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date