



**PHILIPPINE INTERNATIONAL TRADING CORPORATION**  
5/F NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

## **PROCUREMENT OF SERVICE PROVIDER TO CONDUCT PSYCHOLOGICAL APPRAISAL SERVICES FOR PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC) – One (1) Lot**

**Approved Budget for the Contract – P419,000.00 (VAT INCLUSIVE)**

### **I. Objective**

The Philippine International Trading Corporation (PITC) will procure and engage the services of an organization with expertise in providing psychological appraisal services for all position levels.

### **II. Qualifications of the Service Provider**

- A. The Provider must be in the business of providing psychological appraisal services for at least three (3) years.
- B. The Provider should have its own intelligence test and administers a battery of tests which is appropriate to assess the traits and competencies of applicants/candidates aspiring to assume clerical, technical, supervisory, and executive/managerial positions.
- C. The Provider should have sufficient and competent staff composed of Registered Psychometricians and Registered Psychologists who have formal training and with at least three (3) years experience in the administration, interpretation, integration of test results.

### **III. Scope of Work**

- A. Provide psychological testing and assessment of candidates/applicants for hiring, lateral transfer and promotion;
- B. Submit a full report on the results of the Psychological Assessment. A full report from the Provider of all the candidates/applicants who undertook the assessment should be submitted within five (5) working days after the conduct of the assessment. The Report shall include the following:
  - 1. Behavioral Tendencies and Personality Profile
  - 2. Intellectual Functioning (Verbal, Analytical and Numerical Abilities)
  - 3. Leadership Profile (if applicable)
  - 4. Summary and Recommendation
- C. Conduct the full battery of test in its own facilities or through on-line assessment within two (2) working days after receipt of notice from PITC.

**IV.** The estimated cost for Testing and Evaluation, which include Testing Administration (and Interview), Scoring, Analysis of Results and Write-up and other use of facilities will be as follows:

<b>Level of Position</b>	<b>Rate per Candidate (Php)</b>	<b>Projected No. of Applicants</b>	<b>Estimated Total Cost (Php)</b>
Level A (Clerical positions)	3,000.00	3	9,000.00
Level B (Technical & Professional Positions)	4,000.00	50	200,000.00
Level C (Supervisory Positions)	5,000.00	20	100,000.00
Level D (Executive/Managerial positions)	5,500.00	20	110,000.00
<b>Total</b>			<b>419,000.00</b>

**NOTE: Number of applicants may increase or decrease depending on the number of qualified applicants who will be endorsed for assessment.**

**V.** The duration of the project will be from January 2021 to December 2021, commencing on the completion of the Contract Agreement between the PITC and the winning Provider.

**VI.** Interested Provider may obtain further information from **Irene G. Alayon** at the 3<sup>rd</sup> Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City or at telephone no. 88189801 local 310, from 9:00 am to 4:00 pm only, Mondays to Fridays starting 06 January 2021.

**VII.** This Request for Proposal includes the following documents:

**A. Eligibility Documents**

1. Registration Certificate from the Securities and Exchange Commission (SEC) for Corporations or from Department of Trade and Industry (DTI) for sole proprietor;
2. Business/Mayor's Permit for year 2021 issued by the city or municipality where the principal place of business of prospective consultant is located; **OR** in case the 2021 Mayor's Permit is not yet available, a copy of the 2020 Mayor's Permit and Application for 2021 Mayor's Permit with Official Receipt;
3. Y2019 Annual Income Tax Return submitted through BIR's Electronic Filing and Payment System (EFPS);
4. PhilGEPS Registration Number

**OR**

Submission of Valid and Current Certificate of PhilGEPS Registration (Platinum Membership).

5. Statement of all its Ongoing Contracts, including contracts awarded but not yet started, if any; and Completed Contracts (Sample Form attached as Annex "A");
  - 5.1 For list of all ongoing contracts, a copy of Contract for each listed similar Ongoing Contract must be attached;
  - 5.2 For the List of Completed contracts, a copy of the following documents must be attached for each listed similar completed Contract/s:
    - a) Copy of contract showing the terms and conditions and scope of works;
    - b) Copy of End-User's Acceptance, or Copy of Official receipt/s
6. Omnibus Sworn Statements (Annex "B")

### **Technical Documents**

1. Technical Proposal Form per Annex "C";
2. Terms of Reference per Annex "D";
3. Company Profile;
4. Curriculum Vitae (CV) and copy of PRC License of at least two (2) In-House Psychologists and two (2) Psychometricians who will be assigned to the PITC Project;
5. Test Battery List per Level;
6. Sample Assessment Report.


### **Financial Proposal Forms**

- Financial Proposal Form (Annex III) - Price must be TAX/VAT inclusive

### **Requirement if awarded the Contract**

- To guarantee the faithful performance by the winning Provider of its obligations under the Contract, it shall post a performance security within maximum period of ten (10) calendar days from the receipt of the Notice of Award (NOA) from PITC.

Interested Provider must submit their eligibility, technical and financial documents not later than **11 January 2021, 4:00 pm** at the 3<sup>rd</sup> Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City or email to Irene G. Alayon at [ialayon.ptd@pitc.gov.ph](mailto:ialayon.ptd@pitc.gov.ph). Eligibility, Technical and Financial documents shall be evaluated using the non-discretionary "pass/fail" criterion.

  
**ATTY. MARIA GUDELIA C. GUESE**  
O/C – Vice President  
Corporate Governance Group

Postings on 06 January 2021, PhilGEPS, PITC website ([www.pitc.gov.ph](http://www.pitc.gov.ph)) & PITC Bulletin Board

**PROCUREMENT OF SERVICE PROVIDER TO CONDUCT  
PSYCHOLOGICAL APPRAISAL SERVICES FOR  
PHILIPPINE INTERNATIONAL TRADING CORPORATION – One (1) Lot  
Approved Budget for the Contract – P419,000.00 (VAT Inclusive)  
Statement of All On-going Contracts and Completed Contracts**

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**I. All On-going Contracts  
(Including Contracts awarded but not yet started, if any)**

<b>Name of Client</b>	<b>Title of Contract</b>	<b>Date of Award</b>	<b>Type and Brief Description of the Project</b>	<b>Amount of Contract</b>	<b>Date of Completion</b>

**II. Completed Contracts in the last THREE (3) years**

<b>Name of Client</b>	<b>Title of Contract</b>	<b>Date of Award</b>	<b>Type and Brief Description of the Project</b>	<b>Amount of Contract</b>	<b>Duration of Contract</b>	<b>Date Of Completion</b>

CERTIFIED CORRECT:

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Designation (in print)

\_\_\_\_\_  
Date

## Omnibus Sworn Statement (Revised<sup>1</sup>)

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

<sup>1</sup> Pursuant to GPPB Resolution No. 16-2020 dated 16 September 2020

**Annex "B" (Page 2 of 3)**

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and Inquiring or securing Supplemental/Bid Bulletin(s) issued for the Procurement of Service Provider to Conduct Psychological Appraisal Services for PITC.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines, by the affiant/s himself/herself/themselves whom I was able to personally identify through his/her/their [*insert type of valid government identification card used*], which he/she/they has/have presented to me.

Witness my hand and seal this \_\_\_\_ day of [*month*] [*year*].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [*date issued*], [*place of issue*]

IBP No. \_\_\_\_\_ [*date issued*], [*place of issue*]

Doc No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

PLEASE USE THIS BID FORM DO NOT RETYPE OR ALTER

ANNEX "C"

PHILIPPINE INTERNATIONAL TRADING CORPORATION  
PROCUREMENT OF SERVICE PROVIDER TO CONDUCT  
PSYCHOLOGICAL APPRAISAL SERVICES FOR  
PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC) – One (1) Lot

Reference No.: CGG-RFQ-2021-01-001

TECHNICAL PROPOSAL FORM

~~PHILIPPINE INTERNATIONAL TRADING CORPORATION~~ PHILIPPINE INTERNATIONAL TRADING CORPORATION  
INSTRUCTION TO THE SUPPLIER: Indicate the word "COMPLY" under the corresponding column per line/item number if supplier can meet the technical specifications & other requirements. DO NOT LEAVE ANY BLANK. A "YES" or "NO" ENTRY WILL NOT BE ACCEPTED. FAILURE TO CONFORM WILL RESULT IN A RATING OF "FAILED".

Line No.	TECHNICAL SPECIFICATION	SUPPLIER'S STATEMENT OF COMPLIANCE
1	Service Provider will conduct the full battery of test in its own facilities or on-line assessment within two (2) working days after receipt of notice from PITC.	
2	Service Provider will submit to PITC a full report on the results of assessment within five (5) working days after the conduct of assessment. The report shall include the following: a. Behavioral Tendencies and Personality Profile b. Intellectual Functioning (Verbal, Analytical and Numerical Abilities) c. Leadership Profile (if applicable) Summary and Recommendation	
3	Duration of Contract: January 2021 to December 2021	

REQUIREMENTS IF AWARDED THE CONTRACT

4	Service Provider shall post a Performance Security within maximum period of ten (10) calendar days from receipt of the Notice of Award (NOA) from PITC.	
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SUPPLIER'S UNDERTAKING

I/We, the undersigned Service Provider, after having examined the Proposal Documents including Bulletins, as applicable, hereby OFFER to supply/deliver/perform the above described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the proposal documents.

Until a formal contract is prepared and signed, this proposal is binding on us.

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Designation (in print)

\_\_\_\_\_  
Date



## **TERMS OF REFERENCE**

### **PROCUREMENT OF SERVICE PROVIDER TO CONDUCT PSYCHOLOGICAL APPRAISAL SERVICES FOR PITC – ONE (1) LOT**

#### **II. Scope**

The scope of the service will be as follows:

- A. Provide psychological testing and assessment of candidates/applicants for hiring, lateral transfer and promotion;
- B. Submit a full report on the results of the Psychological Assessment. A full report from the Provider of all the candidates/applicants who undertook the assessment should be submitted within five (5) working days after the conduct of the assessment. The Report shall include the following:
  - 1. Behavioral Tendencies and Personality Profile
  - 2. Intellectual Functioning (Verbal, Analytical and Numerical Abilities)
  - 3. Leadership Profile (if applicable)
  - 4. Summary and Recommendation
- C. Conduct the full battery of test in its own facilities or on-line assessment, within two (2) working days after receipt of notice from PITC.

#### **III. Qualification of Provider**

The Provider must be in the business of providing psychological appraisal services for at least three (3) years.

The Provider should have its own intelligence test and administers a battery of tests which is appropriate to assess the traits and competencies of applicants/candidates aspiring to assume clerical, technical, supervisory, and executive/managerial positions.

The Provider should have sufficient and competent staff composed of Registered Psychometricians and Psychologists who have undergone formal training as well as practical experience in the administration, interpretation, integration of test results and who are capable of handling the requirements of PITC.

#### **IV. Cost**

The estimated cost for Testing and Evaluation, which include Testing Administration (and Interview), Scoring, Analysis of Results and Write-up and other use of facilities will be as follows:

Level of Position	Rate per Candidate (Php)	Projected No. of Applicants	ABC (Estimated Total Cost) (Php)
Level A (Clerical positions)	3,000.00	3	9,000.00
Level B (Technical & Professional Positions)	4,000.00	50	200,000.00
Level C (Supervisory Positions)	5,000.00	20	100,000.00
Level D (Executive/Managerial positions)	5,500.00	20	110,000.00
Total			<b>419,000.00</b>

Approved Budget for the Contract (ABC): **FOUR HUNDRED NINETEEN PESOS only (Php419,000.00), inclusive of VAT.**

**NOTE: Number of applicants may increase or decrease depending on the number of qualified applicants who will be endorsed for assessment.**

#### **V. Duration**

This project will be implemented within January – December 2021, commencing on the final completion of the contract agreement between the PITC and the winning Provider.

#### **VI. Requirements**

##### **Eligibility Documents**

1. Registration Certificate from the Securities and Exchange Commission (SEC) for Corporations or from Department of Trade and Industry (DTI) for sole proprietor;
2. Business/Mayor’s Permit for year 2020 issued by the city or municipality where the principal place of business of prospective consultant is located **AND** copy of Application for 2021 Mayor’s Permit **with** Official Receipt;
3. Y2019 Annual Income Tax Return submitted through BIR’s Electronic Filing and Payment System (EFPS);
4. PhilGEPS Registration Number

OR

Submission of Valid and Current Certificate of PhilGEPs Registration (Platinum Membership).

5. Statement of all its Ongoing Contracts, including contracts awarded but not yet started, if any; and Completed Contracts (**Annex “A”**);
  - 6.1 For list of all ongoing contracts, a copy of Contract for each listed similar Ongoing Contract must be attached;

- 6.2 For the List of Completed contracts, a copy of the following documents must be attached for each listed similar completed Contract/s:
- a) Copy of contract showing the terms and conditions and scope of works;
  - b) Copy of End-User's Acceptance, or Copy of Official receipt/s.

7. Omnibus Sworn Statements (**Annex "B"**)

**Technical Documents**

1. Technical Proposal Submission Form per **Annex "C"**;
2. Terms of Reference per **Annex "D"**;
3. Company Profile;
4. Curriculum Vitae (CV) and copy of PRC License of at least two (2) In-House Psychologists and two (2) Psychometricians who will be assigned to the PITC Project;
5. Test Battery List per Level;
6. Sample Assessment Report.

**Financial Proposal Forms**

- Financial Proposal Form (Annex E) - Price must be TAX/VAT inclusive

**Requirement if awarded the Contract**

- To guarantee the faithful performance by the winning Provider of its obligations under the Contract, it shall post a performance security within maximum period of ten (10) calendar days from the receipt of the Notice of Award (NOA) from PITC.

After having carefully read and accepted the Terms and Conditions,  
I/we submit our quotation for the **Procurement of Service Provider to Conduct Psychological Appraisal Services for Philippine International Trading Corporation – One (1) Lot**

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature Over Printed Name & Designation of Company Authorized Representative (in print)

\_\_\_\_\_  
Contact Details (Tel. No. , Fax No. & Email Address)

\_\_\_\_\_  
Date

PLEASE USE THIS BID FORM DO NOT RETYPE OR ALTER

**PHILIPPINE INTERNATIONAL TRADING CORPORATION  
PROCUREMENT OF SERVICE PROVIDER TO CONDUCT  
PSYCHOLOGICAL APPRAISAL SERVICES FOR  
PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC) – One (1) Lot  
Reference No.: CGG-RFQ-2021-01-001**

**FINANCIAL PROPOSAL FORM  
(VAT INCLUSIVE)  
BID PROPOSAL SHOULD NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT (ABC)  
PER LEVEL OF POSITION**

LEVEL OF POSITION	RATE per Candidate	Projected No. of Applicant	ABC per Level (Php) (Estimated Cost)	Supplier's Proposal (Php)
Level A (Clerical positions)	3,000.00	3	9,000.00	
Level B (Technical & Professional positions)	4,000.00	50	200,000.00	
Level C (Supervisory positions)	5,000.00	20	100,000.00	
Level D (Executive/ Managerial positions)	5,500.00	20	110,000.00	
<b>Total</b>			<b>419,000.00</b>	

**Total Bid Price (Amount in Words):** \_\_\_\_\_

**Notes:**

- The number of applicants may increase or decrease depending on the number of qualified applicants who will be endorsed for assessment.
- The Financial Bid includes all taxes and cost/expenses relative to the Procurement of Service Provider to Conduct Psychological Appraisal Services for PITC.
- The Price shall be subjected to applicable withholding taxes.
- The Price must be valid for the duration of the Contract.
- Terms of Payment: PITC will pay the amount of psychological assessment fee/s based on actual number of applicants assessed within fifteen (15) calendar days from receipt of the Statement of Account and Psychological Assessment Report.

**SERVICE PROVIDER'S UNDERTAKING**

I/We, the undersigned Service Provider, after having examined the Proposal Documents including Bulletins, as applicable, hereby OFFER to supply/deliver/perform the above described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the proposal documents.

Until a formal contract is prepared and signed, this proposal is binding on us.

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Designation (in print)

\_\_\_\_\_  
Date