



## REQUEST FOR QUOTATION

Date : \_\_\_\_\_

RFQ No.: \_\_\_\_\_

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

Address : \_\_\_\_\_

Name of Store/Shop : \_\_\_\_\_

Address : \_\_\_\_\_

TIN : \_\_\_\_\_

PhilGEPS Registration Number(requiredpriorito award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Vendor to Conduct Psychological Assessment Services for SBCorp** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **February 22, 2023 at 10:00am**. A copy of your **Latest Business/Mayor's Permit, Philgeps Registration and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734/1742 or email address at [blagazo@sbcorp.gov.ph](mailto:blagazo@sbcorp.gov.ph); [jbperez@sbcorp.gov.ph](mailto:jbperez@sbcorp.gov.ph).

  
**Rowena G. Betia**  
BAC Chairperson *OR*

### INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements. Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Item #	Item & Description	Qty.	Unit Price

Procurement of (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed)	REMARKS
<b>Applicability</b> <b>Qualification of vendor</b> <b>Scope of Services</b> <b>Output/Report outline</b> <b>Approved budget of the contract</b> <b>Duration of the contract</b> <b>Documentary requirements</b>	
PLEASE SEE ATTACHED TERMS OF REFERENCE FOR THE COMPLETE AND DETAILED SPECIFICATIONS	
<b>DELIVERY REQUIREMENT</b>	
a) Makati City	
b) 1 lot	
<b>Terms of Payment: Check payment, 15 days after delivery</b>	

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

PROCUREMENT OF (name of item/s to be procured)			
Approved Budget for the Contract (ABC)	Offered Price per Piece (A) Unit Cost	Quantity in Piece (B)	Total Offered Quotation (A x B)
<b>P 570,000.00</b> <b>Tax inclusive</b>			In words _____ _____ In figures: _____

## TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No. \_\_\_\_\_

Signature over Printed Name

Mobile No. \_\_\_\_\_

Position/Designation

Email address: \_\_\_\_\_

**SMALL BUSINESS CORPORATION****TERMS OF REFERENCE  
PROCUREMENT OF VENDOR TO CONDUCT COGNITIVE/PSYCHOLOGICAL  
ASSESSMENT SERVICES FOR SB CORP****1. APPLICABILITY**

The Terms of Reference (TOR) shall apply to services rendered by Service Provider (Psychological/Testing Agency) to determine and recommend the first line assessment of applicants through the conduct of written psychological test and other related requirements.

**2. SCOPE OF SERVICES**

Provide psychological tests, educational assessment and evaluation based on written information to assess the traits and competencies of applicants/candidates aspiring to be part of SB Corp workforce regardless of position and category of employment which include among others clerical, technical, supervisory and managerial/executive, and other positions in SB Corp.

The service provider must be able to provide free consultation to SB Corp as well as feedback session with subject-examinee as may be requested.

Presented below are type of test battery per category:

**2.1 Junior Staff (JG 10 and below)**

- Non-verbal aptitude
- Verbal aptitude
- Employee trait
- Emotional intelligence
- Integrity

**2.2 Senior Staff (JG 11)**

- Mental ability
- Non-verbal aptitude
- Verbal aptitude
- Employee trait
- Emotional intelligence
- Integrity

**2.3 Supervisory (JG 12)**

- Mental ability
- Abstract reasoning
- Critical thinking
- Leadership readiness
- Employee trait
- Emotional intelligence
- Integrity



## 2.4 Managerial/Executive (JG 13 and up)

- Critical thinking
- Management and leadership competency
- Employee trait
- Emotional intelligence
- Integrity

## 3. DURATION OF CONTRACT

Three (3) years subject to very satisfactory performance and unless terminated by Small Business Corporation with or without cause by giving a written notice thirty (30) days prior to the date of termination.

## 4. COST AND MANNER OF PAYMENT

- 4.1. Estimated cost for Testing and Evaluation which includes: Testing Administration, scoring, analysis of results, write-up and other use of facilities are as follows:

Jr. Staff	Sr. Staff	Supervisory	Managerial/ Executives
P1,600 per applicant	P2,000 per applicant	P2,400 per applicant	P2,700 per applicant

*\*inclusive of tax*

- 4.2. The budget of this project amounts to P570,000.00 to be charged against the 2023 COB (Regular and P3 Funds).
- 4.3. Service fees shall be processed and paid within seven (7) calendar days upon receipt of Billing Statement.

## 5. OUTPUT/DELIVERABLES

Report outlining the candidate's areas of strengths and weaknesses based on the prescribed components measured by the test battery per job/position level (such as but not limited to intellectual resources, critical thinking, work variables, risk profile, social and emotional stability), and the recommendation of the vendor's psychologist.

### Sample Report Matrix

#### 5.1 Mental Ability:

- High
  - Above Average
  - High Average
  - Average
  - Low Average
  - Below Average
  - Low
- or any available or equivalent rating

#### 5.2 Integrity Test/Profile with Conclusion

#### 5.3 Overall Recommendation:

- Recommended
  - Recommended with Reservations
  - Recommended with Strong Reservations
  - Not Recommended
- or any available rating options on the overall recommendation

## **6. QUALIFICATION OF VENDOR**

- 6.1 Must be in the business of psychological assessment and testing industry for at least five (5) years and with successful track records in the use, administration, and interpretation of various psychological tests through online testing software and paper-and-pencil examination
- 6.2 With at least two (2) or more psychologists and psychometricians duly certified by the Professional Regulatory Board of Psychology (PRBP) and the Professional Regulation Commission (PRC) pursuant to Section 3(c), Article III, of R.A. No. 10029.
- 6.3 Preferably with branches in Metro Manila, Baguio, Cebu, and Davao areas.
- 6.4 Must be a member of at least one related organization/association and in good standing and no records of violation with any regulatory agencies or past clients.
- 6.5 Preferably with at least five (5) clients from financing/banking and/or government sector.

## **7. OTHER DOCUMENTARY REQUIREMENTS**

- Business Proposal/Offer Letter;
- List of Psychologist/s and Psychometrician/s and proof of membership in Psychological Association of the Philippines;
- Copy of PRC license of in-house psychologists and psychometrician;
- Certificates of Business Registration duly issued by appropriate government agency;
- Company profile; and
- List of at least ten (10) clients within the last five (5) years preferably from financing/ banking sector and government sector