Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	HRDD-PSD-2025-08-001
Date	August 6, 2025

REQUEST FOR QUOTATION
Alternative-Small Value Procurement

The Philippine Economic Zone Authority (PEZA) intends to undertake **Negotiated Procurement: Small Value Procurement** in accordance with **Sec. 53.9** of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Procurement Project	Procurement of Psychological Assessment Test for CY 2025-2026
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	**Php 400,000.00**
Deadline of Submission of Bid:	**August 12, 2025 / 8:00 AM**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **HRDD, 9hFloor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

Bidders must submit sealed quotation/s manually in the address given together with the following documentary requirements:

- ✓ Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
- ✓ Omnibus Sworn Statement (Notarized) for ABCs above 50K
  Note:
  - For sole proprietorship, please attach notarized Special Power of Attorney (SPA) for authorized representative;
  - For partnership, corporation, cooperative, or joint venture, please attach notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, whichever is applicable.
- ✓ PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*
- ✓ Annual Income Tax Return
  Note:
  - **Latest Income Tax Return filed via eFPS** (For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR) **or**
  - **Latest Business Tax Return filed via eFPS** (Refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six (6) months. For those with less than six (6) months operations, this refers to the monthly business tax returns filed to date)

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), Technical Specifications/Terms of Reference (Annex B) and Terms and Conditions (Annex C).

For any clarification, you may contact **Human Resource Development Department at 8551-3451 loc. 318 or email us at hrd@peza.gov.ph**

MS. VIVIAN C TOLEDO
Group Manager
Personnel Administrative Services Group

RFQ No.	HRDD-PSD-2025-08-001

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

MS. VIVIAN C TOLEDO
Group Manager
Personnel Administrative Services Group
9th Floor Double Dragon Center, West
Building, Macapagal Blvd.Pasay City

Dear Madam:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s (inclusive of VAT) for the following items:

No.	Description	Total Bid Price
1 Lot	Procurement of Psychological Assessment Test for CY 2025-2026 Please refer to Annex B for the complete specifications/ reference *(Bid Price must be inclusive of VAT and other charges)*	
	Total	

COMPANY/CLINIC NAME : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____

BIR TIN No. : _____

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

CONTACT NO. : _____

EMAIL ADDRESS: : _____

INSTRUCTIONS:

(1) Accomplish this Form correctly and accurately.
(2) Do not alter the contents of this form in any way.
(3) Failure to comply with any of the mandatory requirements will disqualify your quotation.
(4) Failure to follow these instructions will disqualify your entire quotation.

TERMS OF REFERENCE
Provision and Administration of Psychological Examinations

I. BACKGROUND

In line with the Philippine Economic Zone Authority's (PEZA) initiative to uphold a merit-based and evidence-driven human resource system, the Human Resource Development Department (HRDD) shall procure the services of a qualified psychological service provider to administer psychological assessments. These assessments will support the Recruitment, Selection, and Placement (RSP) system and the Performance Management (PM) system, both of which are critical components of PEZA's PRIME HRM framework and its commitment to excellence, integrity, and development.

II. APPROVED BUDGET FOR THE CONTRACT

The approved annual budget for the contract is **Four Hundred Thousand Pesos (₱400,000.00)** for a minimum of 500 examinees.

III. OBJECTIVES

1. Support the RSP system by providing insights into behavioral tendencies, cognitive abilities, and overall psychological fitness of candidates for various position levels.
2. Enhance the PM system by identifying potential performance gaps, behavioral concerns, or developmental needs among current employees.

IV. SCOPE OF WORK

- **Psychological Tests for Recruitment, Selection and Placement including Performance Management**
  - Assess applicants for clerical, trades and crafts, technical, supervisory, and managerial positions.
  - Provide comprehensive psychological reports.

V. TERMS AND CONDITIONS

1. Must have at least 10 years of experience in industrial psychological testing.
2. Must have rendered services to at least three (3) clients, including at least one government agency within the past 12 months.
3. Must be a licensed distributor of standardized psychological testing materials.
4. Must employ at least one licensed psychologist, member of the Psychological Association of the Philippines.
5. Must be able to conduct assessments in testing centers and online, and provide test results within 1–5 working days.
6. Must submit a Statement of Account for payment purposes.
7. No additional charge for tests conducted at the PEZA Head Office.
8. Must maintain at least one operational testing center in Metro Manila and be able to serve Visayas and Mindanao.
9. Must be capable of administering the following psychological assessments per category of candidates, based on the table shown below:

Candidate Category	Cognitive Test	Behavioral Test	Competency Test
Trades and Crafts (SG 10 and below)	Yes	Yes	No
Technical Positions (SG 11 to SG 18)	Yes	Yes	No
Supervisory Positions (SG 22 to SG 25)	Yes	Yes	Yes
Managerial Positions (SG 26 and above)	Yes	Yes	Yes

VI. CONTRACT DURATION

The contract shall be effective for a period of **one (1) year** from the receipt of the Notice to Proceed or contract or purchase order.

However, the subscription or remaining test credits may be extended for up to six (6) months beyond the original contract period until full utilization of the allocated subscription, without additional cost to PEZA.

PEZA reserves the right to terminate the contract in accordance with Annex "I" of the 2016 revised IRR of RA 9184 and related government procurement regulations.

VII. TERMS OF PAYMENT

- Payment shall be made based on the actual services rendered, upon submission of:
  - Statement of Account (SOA) detailing the names of examinees, type and date of exam, and corresponding charges;
  - Transmittal list; and
  - Consolidated report.
- The SOA shall be submitted within ten (10) working days from the last test date.
- PEZA shall review and validate submissions within three (3) working days.
- Payment processing will commence upon completion of validation and shall follow existing government accounting and auditing rules.
- PEZA reserves the right to exceed the initially subscribed number of tests. In such cases, a **preferential rate** shall be applied to any additional tests administered beyond the original allocation.

Note: Payment will only be processed upon submission of the SOA. Late, incomplete, or erroneous billings will be returned to the service provider for correction.

VIII. TESTING MODALITY AND DATA PRIVACY

- All results must be treated as strictly confidential.
- Adherence to RA 10173 (Data Privacy Act of 2012) is mandatory.
- Testing may be conducted in-person or online provided test integrity and examinee identity are secured.

IX. PENALTY CLAUSES

- Delays in submission of reports beyond five (5) working days shall incur liquidated damages equivalent to 0.001% of the cost of the unperformed portion per day of delay, up to a maximum of 10%.
- Unauthorized subcontracting or failure to deliver services as agreed shall be grounds for contract termination.

Annex "C"

Terms and Conditions

TERMS AND CONDITIONS

- Bidder shall type or write in "Ink" the following on the Price Quotation Form:
  - Name of Store
  - Address
  - PhilGEPS Registration No. / Organization No.
  - TIN
  - Authorized Signatory
  - Date
  - Contact Nos.
  - Email Address

- Submit the filled-up Forms (Annexes A and B) and sample exam manually or at the following email address;

  Manually: HRDD, 9th floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City
  Email Address: hrd@peza.gov.ph

- Delivery Period: August 15, 2025

- Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales Invoice / Billing Statement.

- Winning Bidder must deliver the items/services to the following address:
  - 9th floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City