Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	HRDD PSD-2024-03-02
Date	06 March 2024

REQUEST FOR QUOTATION
Alternative-Small Value Procurement

The Philippine Economic Zone Authority (PEZA) intends to undertake **Alternative / 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 for the Provision and Administration of Psychological Exam for PEZA Employees and Qualified Candidates**
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	**PHP 400,000.00**
Deadline of Submission of Bid:	**March 15, 2024 3:00 PM**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Human Resource Development Department, 9th Floor 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. 2318 or send us an email at hrd@peza.gov.ph

VIVIAN C. TOLEDO
GM – PASG

RFQ No.	HRDD PSD-2024-03-02

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

MS. VIVIAN C. TOLEDO
Group Manager
Personnel and Administrative Services Group (PASG)
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 for the Provision and Administration of Psychological Exam for PEZA Employees and Qualified Candidates** Please refer to Annex B for the complete specifications/ reference *(Bid Price must be inclusive of VAT and other charges)*	
	Total	

BUSINESS NAME : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____

BIR TIN No. : _____

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

CONTACT NO. : _____

EMAIL ADDRESS: : _____

INSTRUCTIONS:

(1) Accomplish this RFQ 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.
(5) Bids exceeding the ABC shall be automatically disqualified

Annex "B"

TERMS OF REFERENCE

"Procurement for the Provision and Administration of Psychological Exam for PEZA Employees and Qualified Candidates"

I. RATIONALE

Provision and administration of psychological examinations for PEZA's recruitment, selection and promotion process and mental health program for CY 2024. The Service Provider will also process and provide test results, supplemented by a full report on the interpretation of test results, for each examinee.

II. APPROVED BUDGET FOR THE CONTRACT

The approved annual budget for the contract is Four Hundred Thousand Pesos Only (P400,000.00)

Instructions: *Bidders must indicate whether they "Comply" or "Not Comply" with each specification's requirements, along with the page number of the relevant document.*

III.	**SCOPE OF WORK**	Statement of Compliance *(State whether "COMPLY" or "NOT COMPLY"*
	Administration of electronic or paper and pencil examinations on a need basis for PEZA's mental health assessment and for the following positions with candidates belonging to the special needs group (i.e. visually or hearing impaired and the like) under the recruitment, selection and promotion process: 1. Clerical, trade and craft positions 2. Technical positions 3. Supervisory positions 4. Managerial positions	
IV.	**TERMS AND CONDITIONS** 1. The Service Provider must be in the field of industrial psychological testing for at least ten (10) years; 2. The Service Provider must have provided psychological testing programs to national government agencies/government financial institutions/ government owned and/or controlled corporations, for the last twelve (12) months within the last five (5) years. The following shall be provided to PEZA Human Resource Development Department (HRDD) a. Certificates of satisfactory completion of psychological testing within the past twelve (12) months from at least three (3)	

	companies, one of which is from a government agency b. Contact information of past government clients shall be provided 3. The Service Provider must be a licensed distributor of standardized and quality psychological testing material; 4. The Service Provider must have in its roster a certified psychologist and/or licensed psychologist who is a member of the Psychological Association of the Philippines; 5. The Service Provider shall conduct the assessment of applicants/candidates being considered for various first, second, and executive / managerial level positions in PEZA, through a battery of psychological tests; 6. The Service Provider must be able to administer testing services in a testing center and through an online platform; 7. The Service Provider, after the completion of tests, shall prepare the individual psychological report and submit the same to PEZA through electronic, regular mail, or courier services within one (1) to five (5) working days after the testing date; 8. If Service Provider fails to satisfactorily deliver/perform the services within the period of five (5) days after the applicant takes the examination, PEZA shall impose liquidated damages at least equal to one-tenth of one percent (.001) of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, PEZA may rescind the contract without prejudice to other courses of action and remedies open to it; 9. The Service Provider shall provide PEZA with the Statement of Account for purposes of payment of fees for the psychological appraisal of applicants/candidates; 10. The Service Provider shall not charge an additional fee if examinations are conducted in-house in PEZA Head Office at Double Dragon; and 11. The Service Provider must have at least one (1) fully operational testing center within Metro Manila and can conduct on-site examinations in Visayas and Mindanao areas as needed.	

V.	**CONTRACT DURATION**	
	1. The contract shall be effective for a period of one (1) year from January to December 2024 subject to extension depending on the number of applicants. The same may be renewed for similar term upon mutual and written agreement by both parties. 2. Notwithstanding any provisions to the contrary, PEZA shall have the right, power and privilege to terminate the services of the Service Provider pursuant to Annex "I" of the 2016 revised implementing rules and regulations (IRR) of RA 9184 and related issuances	
VI	**TERMS OF PAYMENT** 1. Payment shall be based on the actual cost of the specific procedures availed of by PEZA. 2. The Service Provider shall forward the Statement of Account (SOA) and other pertinent documents especially the consolidated report for the services rendered within ten (10) working days from the last scheduled testing/screening date. 3. The HRDD shall review and validate the above-mentioned documents within three (3) working days after the receipt of the said documents for queries and/or clarifications. In case of errors (e.g., double billing, erroneous entries, etc.) the documents shall be endorsed and returned to the Service Provider for appropriate action. 4. The end-user shall have a period of fifteen (15) working days to process payment that shall commence after completion of the review and validation of the following documents submitted by the Service Provider: a. Statement of Account b. Transmittal list that shall contain the following information-name of employee, date of examination, types of examination and payment due for each employee. 5. All payments shall be subject to existing government accounting and auditing rules.	
VII	**CONFIDENTIALITY** 1. The service provider or anyone/any entity operating on its behalf shall disclose the test results and evaluation thereof to HRDD at Head Office authorized personnel only.	

	2. The Service Provider shall have measures in place in compliance with the Data Privacy Act to protect the rights of PEZA employees this shall include: a) Securing of written consent to collect personal information relevant to the psychological examination; and, b) Safeguarding the privacy and security of personal data collected	
VIII	**PENALTY CLAUSES** 1. In case the Service Provider fails to render the examination as scheduled for any reason whatsoever, the Service Provider shall be liable for damages pursuant to Section 68 of the 2016 revised IRR of RA 9184 and associated issuances. 2. The Service Provider shall not assign or sub-contract the services or any portion thereof without the prior written approval of PEZA. Violation of this condition may be a ground for the cancellation of the Contract by PEZA.	

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

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) manually or at the following address;

  Manually : Human Resource Development Department, 9th floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City

- Delivery Period: **15 days** upon receipt of NTP/ Contract/ PO

- Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales Invoice / Billing Statement or please refer to Annex B for the specific details.

- Winning Bidder must deliver the items/services to the following address:
  - 9th floor, PEZA Head Office, DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay or as stated in the Annex B of this RFQ.