



Request for Quotation (RFQ)

Date: August 16, 2021
 Quotation No. RFQ2021-08-090 GAA

REQUISITIONING OFFICE/END USER	CHED-AFMS-HRDD
APPROVED BUDGET FOR THE CONTRACT (ABC)	Three Hundred Sixty Thousand Pesos (P360,000.00)
FUNDING SOURCE	GAA FUNDED
COMPANY NAME: ADDRESS: TEL NO. / FAX NO: CONTACT PERSON:	
<p>Please quote your lowest government price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your SEALED quotation duly signed by your representative not later than August 20, 2021 at 12:00 PM at the Bids and Awards Committee, G/F Higher Education Development Center (HEDC) Bldg., C.P. Garcia Avenue, U.P. Diliman, Quezon City. For more information please call the BAC Secretariat at telephone no:8 441-1171/8441-8910.</p>	

TERMS AND CONDITIONS:

1. All Entries must be typewritten or legibly written.
2. Delivery Date within **7 days** upon receipt of the approved funded Catering Agreement/Purchase Order/Job Order Contract/Contract whichever is applicable.
3. Statement of Compliance (RFQ Form) must be accomplished and duly signed by the bidder.
4. Price validity shall be for a period of sixty (60) calendar days.
5. **Supplier must have a Bank Account for the payment**
6. **Supplier shall submit together with the RFQ the following:**
 - 6.1 **PhilGEPS Registration No./Organization No.**
 - 6.2 **Mayor's/Business Permit (Complete Set)**
 - 6.3 **Omnibus Sworn Statement (Amended per GPPB Resolution No. 16-2020, dated 16 September 2020)**

Unit	ITEMS AND DESCRIPTION	QTY	Statement of Compliance (State "Comply" or "Not Comply")	UNIT PRICE	TOTAL AMOUNT
Lot	Procurement of service provider for the Human Resource Assessment Tool to be used for Recruitment, Placement, Promotion and Other HR Related System				
	Specifications:				
	1. Provide Online Competency Assessment of the following:				
	I. Core Competency				
	a. Communication				
	b. Ethics and Integrity				
	c. Professionalism				
	d. Stress Management				
	e. Teamwork				
	II. Staff Level Competencies				
	a. Adaptability and Flexibility				
	b. Creativity and innovation				
	c. Initiative and Resourcefulness				
	d. Service Orientation				
	III. Supervisory level Competencies				
	a. Critical Thinking and Decision-Making				
	b. Innovation and Change				
	c. Networking and Collaboration				

	d. People Management and Development				
	e. Planning, Leading, Organizing and Controlling				
	IV. Executive Level Competencies				
	a. Passion for Excellence				
	b. Visionary and Strategic Thinking				
	V. 100-item general ability test which measures verbal, analytical and numerical abilities				
	VI. 100-item on verbal, analytical and numerical tests to be used on second level positions for promotions				
	VII. An Ethics-Oriented personality Test which determines behavioral tendencies and personality profile of the applicants which includes: 1. Conscientiousness (helpfulness, responsibility, self-discipline, orderliness), 2. Agreeableness (honesty, humility, understanding); 3. Emotional Stability (calmness, emotional maturity, capacity to withstand stress); 4. Extraversion (alertness, cheerfulness, gregariousness, novelty seeking); 5. Openness to Experience (openness to fantasy or creativity, openness to aesthetics, openness to ideas, openness to values)				
	2. Required Reports:				
	a. Cognitive (Basic and Advance) (with recommendation based on selected norms)				
	b. Competency Profile Report				
	c. Detailed Competency Report				
	d. Interview Guide				
	e. Developmental Guide				
	f. Personality Feedback				
	3. Technical Assistance:				
	a. Provide online testing portal for Assessment management, monitoring and retrieval for the end-user				
	b. Provide guidance on the selection of the appropriate tools and continuing validation of test batteries				
	c. Provide orientation to HRDD Staff who will administer and use the online assessment system				
	d. Assign a dedicated registered psychometrician to whom we can coordinate our request pertaining to the On-Line Assessment,				
	4. Unlimited number of Administrators				
	5. Unlimited Use of On-Line Talent Screening Assessment (or based on the actual usage of the previous years)				
	6. One (1) year Coverage Period				
	7. Proof of concept (at least ten (10) applicants)				
	PLEASE DOWNLOAD THE ATTACHED ASSOCIATED COMPONENT (REQUEST FOR QUOTATION FORM)				
	Mode of Payment: Send Bill				

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After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices note above.

Signature over Printed Name / Date

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of submission
2. Compliance with Technical Specifications
3. Price

The supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order (P.O.) after evaluation by the Bids and Awards Committee (BAC).

PhilGEPS INFORMATION:

PhilGEPS Solicitation No. **RFQ2021-08-090 GAA**

Reference No.

Published Date: **August 16, 2021**

Closing Date: **August 20, 2021 –12:00 PM**

Omnibus Sworn Statement

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;

[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 following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

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 delivery 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

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]