



Request for Quotation (RFQ)

Date: **August 2, 2022**
 Quotation No. **RFQ2022-08-108 GAA**

REQUISITIONING OFFICE/END USER	CHED-AFMS-HRDD
APPROVED BUDGET FOR THE CONTRACT (ABC)	Three Hundred Eighty Thousand Pesos (P380,000.00)
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 8, 2022 at 10:00 AM 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: 8441-1171/8441-8910.</p>	

TERMS AND CONDITIONS:

1. All Entries must be typewritten or legibly written.
2. Provide or fill in all information required in this form.
3. **For Column D**, please indicate **“Comply”** or **“Not Comply”** for **every numbered item under technical specifications**.
4. Delivery Period within **7 days** upon receipt of the approved funded Catering Agreement/Purchase Order/Job Order Contract/Contract, whichever is applicable.
5. Statement of Compliance (RFQ Form) must be accomplished and duly signed by the bidder or authorized representative.
6. Price validity shall be for a period of sixty (60) calendar days.
7. The mode of payment is through send bill arrangement.
8. Prices should be inclusive of VAT and other government taxes.
9. Supplier must have a Bank Account for the payment.
10. **Supplier shall submit together with the RFQ the following:**
 - 10.1 **PhilGEPS Registration No./Organization No.**
 - 10.2 **Mayor’s/Business Permit (Complete Set)**
 - 10.3 **Omnibus Sworn Statement (Amended per GPPB Resolution No. 16-2020, dated 16 September 2020), with Secretary’s Certificate or Special Power of Attorney, if applicable**

A	B	C	D	E	F
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 Mechanism				

	Technical Specifications				
	1. Qty: 1 Lot				
	<p>2. Provide Online Competency Assessment of the following:</p> <p>I. Core competencies (Communication, Ethics and Integrity, Professionalism, Stress Management, Teamwork)</p> <p>II. Staff Level Competencies</p> <p>(a. Adaptability and Flexibility (b. Creativity and Innovation (c. Initiative and Resourcefulness (d. Service Orientation</p> <p>III. Supervisory Level Competencies</p> <p>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</p> <p>IV. Executive Level Competencies</p> <p>a. Passion for Excellence b. Visionary and Strategic Thinking</p> <p>V. 100-item general ability test which measures verbal, analytical and numerical abilities</p> <p>VI. 100-item on verbal, analytical and numerical tests to be used on second level positions for promotions</p>				

	<p>VII. An Ethics-Oriented personality Test which determines behavioral tendencies and personality profile of the applicants which includes:</p> <ol style="list-style-type: none"> 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) 				
	<p>3. Required Reports:</p> <ol style="list-style-type: none"> I. Cognitive (Basic and Advance) (with recommendation based on selected norms) II. Competency Profile Report III. Detailed Competency Report IV. Interview Guide V. Developmental Guide VI. Personality Feedback 				
	<p>4. Technical Assistance</p> <ol style="list-style-type: none"> I. Provide online testing portal for Assessment management, monitoring, and retrieval for the end-user 				

	<p>II. Provide guidance on the selection of the appropriate tools and continuing validation of test batteries</p> <p>III. Provide orientation to HRDD Staff who will administer and use the online assessment system</p>				
	5. Unlimited number of Administrators				
	6. Unlimited Use of On Line Talent Screening Assessment (or 2500 meter)				
	7. One (1) Year Coverage Period				
	8. Proof of concept (at least ten (10) applicants)				
	9. Delivery period 7 days upon receipt of Purchase Order				
	10. Total cost inclusive of VAT and other government taxes				
	PLEASE DOWNLOAD THE ATTACHED ASSOCIATED COMPONENT (REQUEST FOR QUOTATION FORM)				

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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. **RFQ2022-08-108 GAA**

Reference No.

Published Date: **August 2, 2022**

Closing Date: **August 8, 2022 – 10:00 AM**