



Republic of the Philippines
DEPARTMENT OF FINANCE
 Roxas Boulevard Corner Pablo Ocampo, Sr. Street
 Manila 1004

REQUEST FOR QUOTATION

RFQ No. : 2024-11-0161
 Date : November 28, 2024

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or thru the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.


ALVIN P. DIAZ, Director IV
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	lot	Procurement of Test Batteries <i>See attached Terms of Reference</i>	404,725.00	404,725.00
<p>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <p>1. Mayor's/Business Permit 2. PhilGEPS Registration Number</p> <p><small>**For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA 9184 shall remain current and updated.</small></p> <p>Additional required document to be submitted by the winning supplier before the issuance of Purchase Order (PO):</p> <p>3. Duly Notarized Omnibus Sworn Statement (OSS)</p>				
<i>(For HRMDD Use)</i>				404,725.00

After having carefully read and accepted your General conditions, I/We quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within _____ calendar days from receipt of your valid Job Order (JO). The quotations are good up to 60 days.

Canvassed by:

Supplier : _____
 By : _____
 Tel. No.: _____
 TIN No. : _____



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Supplier : _____
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GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceding paragraph, where awardee has accepted a Job Order (JO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject JO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.

TERMS OF REFERENCE

PROCUREMENT OF A SERVICE PROVIDER TO CONDUCT PRE-EMPLOYMENT AND PROMOTIONAL TESTS

Request for Quotation No. 2024-11-0161 dated November 28, 2024

	Quantity	Unit Cost	Total ABC
<u>Procurement of a Service Provider to Conduct Pre-Employment and Promotional Tests</u>	1 lot	₱404,725.00	₱404,725.00

Item Description	Statement of Compliance						
<p>A. OBJECTIVE To engage a service provider that has a facility and technical capability to administer a battery of tests for applicants for various vacant positions of the Department of Finance</p> <p>B. SCOPE</p> <ol style="list-style-type: none"> 1. Provide and administer, under its own facility, a full battery of computer assisted pre-employment and promotional tests for Department of Finance-endorsed applicants for various Clerical/General, Professional and Supervisory, and Executive/Managerial positions 2. Score and interpret test results 3. Provide full reports on the results of the tests within three (3) calendar days from the date of test administration <p>C. DOCUMENTARY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company profile indicating the following: <ol style="list-style-type: none"> 1.1. Statement on the capacity of its facilities (testing rooms, number of available computers); 1.2. List of battery of tests being offered; and 1.3. Curriculum Vitae of the company’s Psychometrician or Psychologist with a copy of the valid PRC ID. <p>D. TEST BATTERIES</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Level/ Category</th> <th>Battery of Test</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <u>Second Level</u> Executive/ Managerial and Division Chiefs </td> <td> <ul style="list-style-type: none"> • General Mental Ability which measures verbal, analytical and numerical abilities • Personality Test which assesses the following behavioral tendencies: (1) Conscientiousness; (2) Agreeableness; (3) Emotional Stability; (4) Extraversion; and (5) Openness to Experience </td> </tr> <tr> <td style="vertical-align: top;"><u>First Level and Second Level Rank-and-File</u></td> <td> <ul style="list-style-type: none"> • General Mental Ability which measures verbal, analytical and numerical abilities </td> </tr> </tbody> </table>	Level/ Category	Battery of Test	<u>Second Level</u> Executive/ Managerial and Division Chiefs	<ul style="list-style-type: none"> • General Mental Ability which measures verbal, analytical and numerical abilities • Personality Test which assesses the following behavioral tendencies: (1) Conscientiousness; (2) Agreeableness; (3) Emotional Stability; (4) Extraversion; and (5) Openness to Experience 	<u>First Level and Second Level Rank-and-File</u>	<ul style="list-style-type: none"> • General Mental Ability which measures verbal, analytical and numerical abilities 	
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<p>E. OUTPUT All assessment reports shall outline the candidate’s numerical scores with adjectival ratings, the interpretation/description of behavioral indicators that the applicant obtained from each test, and recommendation with summary.</p> <p>All assessment reports or access thereof shall be given only to authorized personnel of the Department of Finance Human Resource Management and Development Division.</p> <p>F. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT Shall follow the DOF Confidentiality and Non-Disclosure Agreement</p>	
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I hereby certify to comply and deliver all the above requirements.

Signature over Printed Name of the Representative

Company Name: _____

Date Signed : _____

Email/Phone No.: _____

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