

## REQUEST FOR QUOTATION

Date: April 1, 2019

RFQ No. 2019-110, 2019-111

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Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure the **SUPPLY AND DELIVERY OF PSYCHOLOGICAL TESTING MATERIALS - JOB SUITABILITY AND WORKPLACE PERSONALITY TEST PACKAGE**, with an **Approved Budget for Contract (ABC) of One Hundred Ten Thousand Seven Hundred Twenty Six Pesos (Php 110,726.00), VAT Inclusive**, which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms of Reference provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **5:00 p.m. of April 8, 2019**. A copy of the following shall be submitted along with your quotation/offer:

- a. **2018 Mayor's/Business Permit**
- b. **BIR Registration Certificate**
- c. **PhilGEPS Registration Number**
- d. **Omnibus Sworn Statement. (To be submitted by the lowest complying and responsive offeror prior to issuance of Notice of Award to the winning bidder/supplier)**

Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarifications, you may contact **Ms. Cathy D. Esteban** at telephone no. **(02) 789-4761** or email address at [cdesteban@picc.gov.ph](mailto:cdesteban@picc.gov.ph) or [cathydesteban17@gmail.com](mailto:cathydesteban17@gmail.com).



**ENGR. ALBERTO C. GONZALES**  
OIC, Procurement Unit

## TERMS OF REFERENCE

**I. PROJECT TITLE:**

Supply and Delivery of Psychological Testing Materials - Job Suitability and Workplace Personality Test Package

**II. APPROVED BUDGET FOR CONTRACT (ABC):**

1. Job Suitability Test Package – Php 83,776.00
2. Workplace Personality Test Package – Php 26,950.00

**III. SPECIFICATIONS:**

**1. JOB SUITABILITY TEST PACKAGE**

a. To include the following features:

- Software Program and Installation for Computerized Test Administration.
- Assessment Profile/Report generation for ten (10) individual applicants.
- Accreditation /Training for HRMDD personnel test administrator/user

b. Used for the following purposes:

- Testing and evaluating applicants using character profiles which approximate the ideal character traits for each respective vacant positions.
- Measuring the suitability of the applicant's character with the vacancy.
- Producing detailed profiles of each applicant and provides a comprehensive and exhaustive analysis of the applicant's personality.
- Assessing applicants to supervisory and managerial positions.

**2. WORKPLACE PERSONALITY TEST**

a. To include the following features:

- Test Manual, Questionnaires and forty (40) Answer Sheets for Pen and Paper Test Administration and Scoring.

b. Used for the following purposes:

- Obtaining opinion of applicants on groups of workplace behaviors to determine and predict their tendencies when faced with actual situations.



- Determining applicants who may have the potential to endanger, put at risk or threaten themselves, their colleagues and the organization.

**IV. SCHEDULE OF REQUIREMENT:**

Complete delivery shall be within thirty (30) calendar days after receipt of the Notice to Proceed.

**V. TERMS OF PAYMENT:**

Payment shall be released within ten (10) working days after submission of the following:

- a. Billing Invoice
- b. Notice of Award
- c. Purchase Order
- d. Notice to Proceed
- e. Certificate of Completion and Acceptance

**VI. GENERAL CONDITIONS OF THE CONTRACT:**

1. All prices quoted herein are valid, binding and effective at least One Hundred Twenty (120) calendar days from date of quotation.
2. AWARDEE shall be responsible for the source(s) of supplies and make deliveries in accordance with the schedule and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.
3. AWARDEE shall pick up PO issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email shall constitute an official notice to the AWARDEE. Thereafter, if the PO remain unclaimed, the said PO shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a NTP but fails to deliver the required product/s within the time called for in the same order, shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his delivery.
5. All deliveries by the suppliers shall be subject to inspection and acceptance by the PICC.
6. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages.

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7. Supplier shall guarantee that all deliveries shall be free from defects. Any defective item(s)/product(s), therefore which may be discovered by the PICC within three (3) months after acceptance of the same, shall be replaced by the supplier with seven (7) calendar days upon receipt of a written notice to that effect.
8. A penalty of one tenth (1/10) of one percent (1%) of the total value of the product(s)/goods purchased shall be deducted for each day of delay in the delivery of the product(s)/goods ordered.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

# REQUEST FOR QUOTATION

Date:  
RFQ No. 2019-101

**TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER  
ROXAS BLVD., 1307 PASAY CITY**

Sir/Madam:

After having carefully read and accepted the Terms of Reference, I/we submit our documentary requirements and quotation/offer as follows:

ITEM	DESCRIPTION	AMOUNT
1	JOB SUITABILITY TEST PACKAGE	P _____
2	WORKPLACE PERSONALITY TEST PACKAGE	P _____
<b>TOTAL</b>		P _____

***Note: Partial offer is allowed. Offerors shall have the option of submitting proposal on any or all of the lot. Evaluation and award shall be undertaken on a per lot basis.***

We undertake, if our quotation is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

The PICC-BAC reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Office Telephone No./s: \_\_\_\_\_

Fax No: \_\_\_\_\_

Email Address/es: \_\_\_\_\_

Mobile No.: \_\_\_\_\_