



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)
Energy Center, Rizal Drive Bonifacio
Global City, Taguig City, Philippines 1632



RFQ No.	RFQ-02-0101-2025-03-0104-0403-0033
Purchase Request No.:	02-0101-2025-03-0104

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF ONLINE TESTING AND ASSESSMENT PROVIDER FOR DOE EXAMINATION AND PSYCHOLOGICAL EVALUATION FOR APPLICANTS FOR HIRING AND PROMOTION/ AS-HRMD
Approved Budget for the Contract	: Php900,000.00
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: One (1) Lot
Delivery Terms/Schedule	: Thirty (30) days upon receipt of Purchase Order (PO)
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance.

SUBMISSION OF PROPOSALS/ QUOTATION and RELATED DOCUMENTS SHOULD BE COLLATED AND SUBMITTED IN A ONE (1) PDF FILE FORMAT

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **08 April 2025, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications	
I.	<p>BACKGROUND</p> <p>The Department of Energy (DOE) Human Resource Management Division (HRMD), hereunto referred to as the CLIENT, commits itself to engage in a Contract Agreement with an Online Testing and Assessment Provider, which will provide the required DOE Qualifying Examination and Psychological Evaluation in order to ensure fairness, uniformity, equality, objectivity, and consistency in the selection of the most suitable candidate/s for placement to 1st and 2nd level positions in the DOE.</p> <p>The procurement of services of Online Testing and Assessment Provider for the DOE Qualifying Examinations for applicants for hiring and promotion is generally anchored to the Civil Service Commission (CSC) Memorandum Circular (MC) No. 06, series of 2017 entitled “Incorporating the Pre-Employment Test, the Promotional Test, and the Ethics-Oriented Personality Test (EOPT) as Part of Recruitment, Placement, and Promotion in the Civil Service.”</p> <p>The services to be provided by the Online Testing and Assessment Provider shall constitute the administration, scoring, and evaluation of a battery of tests for DOE applicants. The final output shall be a full Psychological Evaluation Report that covers a comprehensive interpretation of the test results of each applicant in the DOE, with possible recommendations for mentoring and coaching.</p>

Having availed of an Online Testing and Assessment Provider not only streamlined the tedious manual administration, scoring, and evaluation of qualifying examinations but also proved to be a reliable tool that enabled the DOE HRMD Recruitment Unit to continually deliver its mandate while being compliant with the CSC Policy and Guidelines.

II. SCOPE OF WORK / BRIEF DESCRIPTION OF THE ASSIGNMENT

- a) The **Service Provider** will provide assessment tools that measure traits, skills, and behavioral competencies of candidates aspiring to assume positions ranging from trades and crafts, clerical, secretarial, technical, non-technical, supervisory, managerial, and executive positions, or 3rd level positions if requested by the DOE Management:

BATTERY OF TEST	
Pre-Employment Test (100 items)	Cognitive & Aptitude <ul style="list-style-type: none">a. Intelligence Quotient (IQ)b. Analytical/ Critical Thinking Skills (Evaluative/Inferential Reasoning, Deductive and Inductive Reasoning, Logic/Judgment and Comprehension)c. Verbal Skills/Abilityd. Numerical Skills/Ability (Arithmetic/Numerical Reasoning)e. Abstract Skills/Reasoningf. Technical/Engineering Skills/Ability or Any Equivalentg. Accounting Skills/Ability
Ethics-Oriented Personality Test (EOPT) (210 items)	Behavioral & Personality <ul style="list-style-type: none">a. Conscientiousness (helpfulness, sense of responsibility or commitment, dependability, self-discipline, orderliness, self-reliance)b. Agreeableness (integrity or honesty, humility, or self-effacement, understanding, respect to people)c. Emotional Stability (composure or calmness, emotional maturity, capacity to manage stress, resiliency)d. Extraversion (assertiveness, self-esteem, alertness, cheerfulness, teamwork, sociability)e. Openness to Experience (creativity, resourcefulness, optimism, positive outlook)f. DISC (Dominant, Influencer, Steady, and Compliant)g. Work/Business Ethicsh. Aggression Indexi. Attitude and Tendency towards Substance Abusej. Attitude and Tendency towards Sexual Harassmentk. Attitude and Tendency towards Personal Health and Well-being
Promotional Test (100 items)	Supervisory & Managerial <ul style="list-style-type: none">a. Building Collaborative, Inclusive Working Relationships, Communication, or Any Equivalentb. Managing Performance and Coaching for Results or Any Equivalentc. Leading Change, Decision-Making, and Problem-Solving Skills/Ability or Any Equivalentd. Thinking Strategically and Creativelye. Creating and Nurturing High Performing Organization or Any Equivalent

- b) The Battery of Tests to be provided, administered, and evaluated by the **Service Provider** shall cater to the following positions in the DOE:

1. Trades and Crafts positions

2. Clerical/Secretarial positions
3. Technical positions
4. Non-Technical positions
5. Supervisory positions
6. Managerial positions
7. Executive or 3rd level positions, if requested by the DOE Management

c) The **Service Provider** shall provide a full Psychological Evaluation Report (PER) of each applicant, within the day or date of conduct of the examination. The said report shall include the following:

1. Graphical representation of the factors measured, with the required norms.
2. Score Interpretation
3. Written Narrative Report of the factors measured/scored.
4. Highlights of the applicant's strengths and areas for improvement.
5. Coaching or mentoring suggestions for the applicant's areas for improvement.
6. Group dynamics report (The applicant's predisposition in terms of interacting and adjusting with the members of the division or unit where the applicant will be working with)

III. TEST ADMINISTRATION, DELIVERIES, AND IMPLEMENTATION ARRANGEMENTS

A. Online Portal or Platform

1. The Online Testing and Assessment Provider shall provide the DOE with an online portal or platform which will be made accessible to the DOE HRMD 24/7 and shall be made available for a maximum of three (3) years.
2. Said online portal or platform shall constitute, but not limited to, all deliverables of the Online Testing and Assessment Provider such as the list of applicants, test results and evaluation, monitoring of candidates' test status, generation of test reports when needed, among others.
3. The Online Testing and Assessment Provider shall conduct appropriate End-user Training for the representative/s of the DOE-HRMD in the use of the online portal or platform, and in navigating and monitoring the assessment platform, how to schedule candidates for testing, monitoring of test status, resending and regeneration of reports, and other features of the online portal or platform.
4. The Online Testing and Assessment Provider shall conduct appropriate Product training for the representative/s of the DOE-HRMD and DOE End-User Evaluating (EUE) Committee representative/s in the interpretation and evaluation of the Psychological Evaluation Report, and to better understand the use and benefits of the assessments to be used.

B. Conventional Medium of Taking the Examination

1. The Online Testing and Assessment Provider shall provide the DOE with at least one (1) operational and conducive Testing Center within Metro Manila that are fully equipped with available Testing Terminals for referred DOE applicants.
2. Said Testing Center must be able to accommodate at least ten (10) applicants, based on the provided list of examinees by the DOE-HRMD per scheduled examination.
3. Administration of qualifying examinations stated in Item I.A. "Battery of Tests" for various DOE positions stated in Item I.B. "Positions" shall be conducted within five (5) working days, subject to the availability of the applicant/s, after a Written Request coming from the Division Chief of the DOE-HRMD or his/her representative has been received by the Online Testing and Assessment Provider through its official email address or that of its representative/s.

4. Said Written Request shall include the List of Applicants for a particular schedule of examination, the positions applied for by each applicant, and the required Battery of Tests to be administered to the applicants.
5. A full Psychological Evaluation Report (PER) of each applicant shall be submitted to the Division Chief of the DOE-HRMD or his/her representative, within the day or date of examination.

C. Remote Medium of Taking the Examination

1. The Online Testing and Assessment Provider shall provide the applicant/s with Test Links to be accessed by applicants, who will remotely take the qualifying examination.
2. Security measures shall be properly installed and implemented by the Online Testing and Assessment Provider in order to ensure the reliability and veracity of the test results, such as the activation of a webcam security feature to randomly capture photos of the candidate/s while taking the qualifying examination.
3. A full Psychological Evaluation Report (PER) of each applicant shall be submitted to the Division Chief of the DOE-HRMD or his/her representative, within the day or date of examination.

D. Test Units/Meters

1. One (1) Test shall be called one (1) unit or meter, or any equivalent measure.
2. The units/meters provided by the Online Testing and Assessment Provider shall have no expiration date.
3. The Online Testing and Assessment Provider shall only deduct the number of units required by DOE-HRMD per applicant or examinee.
4. A Monthly Report of usage of test units/meters shall be generated and communicated by the Online Testing and Assessment Provider to the DOE HRMD.

E. Delivery Period

1. The delivery period for the Online Testing and Assessment Tool should be within 30 days upon receipt of Purchase Order (PO).
2. Any delays in delivery beyond this time frame shall constitute a penalty, subject to usual government accounting rules and regulations.

F. Payment Term

1. Payment shall be processed thirty (30) to sixty (60) days from the date of invoice submission and upon completion and acceptance of delivery of Online Assessment Tools by the end-user, subject to the government processing period.
2. The payment can be made either electronically or by List of Due and Demandable Accounts Payable (LDDAP).

IV. QUALIFICATIONS OF ONLINE TESTING AND ASSESSMENT PROVIDER

1. Must be an ISO 9001:2015 certified service provider for online psychological examination services.
2. Must be in the field of industrial psychological testing for at least ten (10) years.

3. Must have provided online testing and assessment to National Government Agencies (NGAs), Government Financial Institutions (GFIs), and Government-Owned and Controlled Corporations (GOCCs) for at least one (1) year within the last five (5) years.
4. Must have in its roster a Licensed Psychologist and Psychometrician who are bonafide members of the Psychological Association of the Philippines (PAP).
5. Must be a licensed distributor of valid, standard, and quality psychological testing materials.
6. Must be able to conduct the creation/benchmarking of norms, re-norming, and group profiling, as requested.

V. BUDGET APPROPRIATION

The HRMD-DOE shall order 2,790 test units/meters or any equivalent measure of Online Assessment, with a budget appropriation amounting to Php 900,000.00. The said 2,790 units shall have no expiration date and is inclusive of the annual maintenance fee and use of the assessment platform for three (3) years.

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. **(As stated in the Terms of Reference/ Specifications)**
3. The following documents shall be attached/included in the submission of proposal/quotation:
 - a) Mayor's / Business Permit
 - b) PhilGEPS Registration Number/Certificate
 - c) Income /Business Tax Return **(For ABCs above 500k)**
 - d) Omnibus sworn Statement (Annex C)
4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.
5. The Supplier shall clearly state the company name and account name for payment.
6. The price quoted is inclusive of all taxes and other charges.
7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.

Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. _____
Purchase Request No. _____

Please quote your lowest price on the item/s under the specific Request for Quotation, subject to the terms, conditions and specifications as stated in the RFQ. Submit the quotation following the format below in a sealed envelope duly signed by your representative not later than the time and date as indicated in the RFO at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City. LATE SUBMISSION WILL NOT BE ACCEPTED.

Company Logo/Letterhead

Date :
Company Name :
Procurement Title :
Delivery Date/Delivery Terms : [No. of Days] calendar days upon receipt of Purchase Order
Delivery Location : Department of Energy Main Office, BGC Taguig City
Payment Terms : Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user’s certificate acceptance

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total Bid
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
<p>General Conditions:</p> <p>1. Quotation shall be valid for sixty (60) days from submission</p> <p>2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. (As stated in the Terms of Reference/ Specifications)</p> <p>3. The following documents shall be attached/included in the submission of proposal/quotation:</p> <p> a) Mayor's / Business Permit</p> <p> b) PhilGEPS Registration Number</p> <p> c) Income / Business Tax Return</p>				

d) Omnibus sworn Statement (Annex C)

4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.

5. The Supplier shall clearly state the company name and account name for payment.

6. The price quoted is inclusive of all taxes and other charges.

7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184, otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.

The above quoted prices are inclusive of all cost and applicable taxes.

After having carefully read and accepted your Terms of Reference/Specification we are submitting our quotation/proposal on the items at prices indicated above.

Name and Signature of Authorize Representative

Company Name/Business Name and Address that will be used in the Notice of Award and Purchase Order/Notice to Proceed

Tel. No. / Cellphone No./ email address

Date

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making 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 deliver 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]