

Posted Date : JUL 08 2022



### REQUEST FOR QUOTATION

Date : \_\_\_\_\_

RFQ No.: \_\_\_\_\_

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

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

Name of Store/Shop : \_\_\_\_\_

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

TIN : \_\_\_\_\_

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Conduct Psychological Appraisal Services for SB Corp** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **July 12, 2022 at 10:00am**. A copy of your **latest Business/Mayor's Permit and Philgeps Registration/BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734/1742 or email address at [blagazo@sbcorp.gov.ph](mailto:blagazo@sbcorp.gov.ph); [jbperez@sbcorp.gov.ph](mailto:jbperez@sbcorp.gov.ph)

  
**Ms. Rowena G. Betia**  
BAC Chairperson 

#### INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.



<p>5. Must have had at least five (5) clients from financing/banking and/or government sector.</p>	
<p>6. Must be in good standing and no records of violation with any regulatory agencies or past clients</p>	
<p>7. Must be a member of at least one related organization/association.</p>	
<p><b>3. SCOPE OF SERVICES</b></p> <p>Provide online and paper-and-pencil psychological test, educational assessment and evaluation based on applicant's written information to assess the traits and competencies of applicants/candidates aspiring to be part of SB Corp workforce regardless of position and category of employment which include among others the clerical, technical, supervisory and managerial/executive, and other positions in SB Corp</p>	
<p><b>TEST BATTERY</b></p> <p><b>1. Junior Staff (JG 10 and below)</b></p> <ul style="list-style-type: none"> <li>• Non-verbal aptitude</li> <li>• Verbal aptitude</li> <li>• Employee trait</li> <li>• Emotional intelligence</li> <li>• Integrity</li> </ul>	
<p><b>2. Senior Staff (JG 11)</b></p> <ul style="list-style-type: none"> <li>• Mental ability</li> <li>• Non-verbal aptitude</li> <li>• Verbal aptitude</li> <li>• Employee trait</li> <li>• Emotional intelligence Integrity</li> </ul>	
<p><b>3. Managerial/Executive (JG 13 and up)</b></p> <ul style="list-style-type: none"> <li>• Critical thinking</li> <li>• Management and leadership competency</li> <li>• Employee trait</li> <li>• Emotional intelligence</li> <li>• Integrity</li> </ul>	
<p><b>4. OUTPUT</b></p> <p><b>REPORT OUTLINE</b></p> <p>Report outlining the candidate's areas of strengths and weaknesses based on the prescribed components measured by the test battery per job/position level (such as but not limited to intellectual resources, critical thinking, work variables, risk profile, social and</p>	

emotional stability), and the recommendation of the vendor's psychologist.

**REPORT MATRIX**

- |  |  |
|--|--|
| <p><b>Mental Ability:</b></p> <ul style="list-style-type: none"> <li>• High</li> <li>• Above Average</li> <li>• High Average</li> <li>• Average</li> <li>• Low Average</li> <li>• Below Average</li> <li>• Poor</li> </ul> | <p><b>Integrity Test/Profile Overall Recommendation:</b></p> <ul style="list-style-type: none"> <li>• Recommended</li> <li>• Recommended with Reservations</li> <li>• Recommended with Strong Reservations</li> <li>• Not Recommended</li> </ul> |
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**5. COST AND MANNER OF PAYMENT**

5.1. Estimated cost for Testing and Evaluation which includes: Testing Administration, scoring, analysis of results and write-up and other use of facilities will be as follows:

5.2. Service fees net of applicable taxes shall be processed and paid within seven (7) calendar days upon receipt of Billing Statement.

5.3. Over-all, this project has an approved budget for the contract (ABC) of 453,800 inclusive of tax.

**Jr. Staff**

P1,400  
per applicant

**Sr. Staff I**

P1,500  
per applicant

**Supervisory**

P1,800  
per applicant

**Managerial/  
Executives**

P2,000  
per applicant

*\*inclusive of tax*



<p>The provider must be able to provide free consultation for Management as may be represented by HRMDG as well as feedback session with subject-examinee as may be requested.</p>	
<p><b>6. DURATION OF CONTRACT</b></p> <p>One (1) year unless terminated by Small Business Corporation with or without cause by giving a written notice thirty (30) days prior to the date of termination.</p>	
<p><b>7. DOCUMENTARY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Business Proposal</li> <li>• Membership of Psychologist/s and Psychometrician/s in Psychological Association of the Philippines</li> <li>• Copy of PRC license of in-house psychologists and psychometrician</li> <li>• Certificates of Registration duly issued by appropriate government agency</li> <li>• Company profile</li> <li>• List of at least 10 clients within the last 5 years including at least 5 from financing/ banking sector and at least 3 from government sector</li> </ul>	
<b>DELIVERY REQUIREMENT</b>	
<p>a) One (1) year unless terminated by Small Business Corporation with or without cause by giving a written notice thirty (30) days prior to the date of termination.</p>	
<p>b) 1 lot</p>	
<p><b>Terms of Payment:</b> Service fees net of applicable taxes shall be processed and paid within seven (7) calendar days upon receipt of Billing Statement.</p>	

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

<b>PROCUREMENT OF (name of item/s to be procured)</b>			
Approved Budget for the Contract (ABC)	Offered Price per Piece (A) Unit Cost	Quantity in Piece (B)	Total Offered Quotation (A x B)
<b>Php 453,800.00 Inclusive of Tax</b>			In words _____  In figures: _____

### TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.

12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No. \_\_\_\_\_

Signature over Printed Name

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

Position/Designation

Email address: \_\_\_\_\_