

Republic of the Philippines  
Department of Trade and Industry  
**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2020-0011

**REQUEST FOR QUOTATION  
(SMALL VALUE PROCUREMENT)**

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

**OUTSOURCING OF PSYCHOLOGICAL EXAMINATION SERVICES  
FOR CLERICAL, TECHNICAL, SUPERVISORY AND  
MANAGERIAL POSITIONS FOR 2020**

*Please see attached Terms of Reference for more details of this requirement.*

Approved Budget	: PHP 310,000.00
Deadline of Submission of Eligibility Documents and Financial Bid and Documentary Requirements for Qualification	: 16 December 2019, 05:00PM
Opening of Bid	: 19 December 2019, 02:00PM

The Notice of Award shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below enclosed on a sealed and properly labeled envelope:

*Eligibility Documents (1<sup>st</sup> Envelope)*

1. Mayor's/Business Permit for the current year or for individuals, BIR Certificate of Registration
2. Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)

*PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.*

3. Notarized Omnibus Sworn Statement
4. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable

*Financial Bid (2<sup>nd</sup> Envelope)*

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative. Bids shall be valid for 120 calendar days from the date of the opening of bids.

*Qualification Requirements (3<sup>rd</sup> Envelope)*

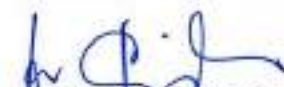
- PRC License of Psychologists and Psychometricians
- List of Clientele
- Background of the Consultancy Firm
- Business Proposal
- Sample test battery reports for clerical, technical, supervisory, and managerial

Kindly submit these documents to the BAC Secretariat, CITEM, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City on the above stated date and time.

**A payment of non-refundable fee of Two Hundred Pesos (Php 200.00) may also be paid at the CITEM Cashier Office for the bidding documents.**

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. 8312201 local 309/294 or e-mail at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).



**ATTY. ANNA GRACE I. MARPURI**  
Chairman, Bids and Awards Committee



## REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above     Small Value Procurement with ABC of Php 50,001 and above  
 Lease of Real Property and Venue     Others: \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_

Date: 10-Dec-19  
 RFQ No: 2020-0011

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed and stamped in an envelope and submitted to CITEM BAC.

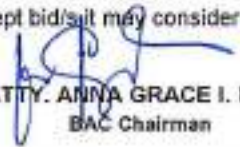
Schedule of Pre-Bid Conference: N/A    Time: N/A    Venue: N/A  
 Schedule of Opening of Bids: 19 December 2019    Time: 2:00PM    Venue: Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		OUTSOURCING OF PSYCHOLOGICAL EXAMINATION SERVICES FOR CLERICAL, TECHNICAL, SUPERVISORY AND MANAGERIAL POSITIONS FOR 2020		
		<i>Please see attached Terms of Reference for more details.</i>		
		Approved Budget : PHP 310,000.00		
		Deadline of Submission of Eligibility Documents & Financial Bid : : <u>16 December 2019, 05:00PM</u>		

### Terms and Condition:

- 1.) Delivery period: \_\_\_\_\_ working days upon acceptance of Purchase/Job Order.
- 2.) Bid price must be **Inclusive of Value Added Tax**.
- 3.) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4.) Any alterations, erasures or overwritings shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5.) Required documents, if any, must be submitted within 3 Days after receipt of notice.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.

  
 ATTY. ANNA GRACE I. MARPURI  
 BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/we have indicated the prices of the above mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood and shall conform with the terms and conditions of this requirement.

\_\_\_\_\_  
 Date Submitted

\_\_\_\_\_  
 Signature over printed name of the Authorized Company Representative  
 Designation: \_\_\_\_\_  
 Telephone no.(s) \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## TERMS OF REFERENCE

### Outsourcing of Psychological Examination Services for Clerical, Technical, Supervisory and Managerial positions for 2020

#### I. OBJECTIVE

To outsource a psychological appraisal firm that has an online testing facility for the Psychological Appraisal of CITEM applicants/candidates.

#### II. SCOPE

The scope of the Service of the Psychological Appraisal Firm will be as follows:

- a. Provide psychological testing, educational assessment, and test development and validation services
- b. Assess the candidates/applicants for hiring and promotion through psychological appraisal.
- c. Conduct the full battery of test in its own facilities within three (3) days after notice from CITEM-HRMD.
- d. Submit a full report on the results of the Psychological Assessment. A full report from the Service Provider of all the candidates/applicants who undertook the assessment should be submitted within three (3) days after the conduct of the assessment.

#### III. QUALIFICATIONS OF THE PSYCHOLOGICAL APPRAISAL FIRM

The firm should have licensed Psychometricians and Psychologists to engage in the use, administration, and interpretation of various psychological tests thru online method.

The firm should have its own intelligence test and administers a battery of tests which is appropriate to assess the traits and competencies of applicants/candidates aspiring to apply to clerical, technical, supervisory, and managerial positions.

The firm should have sufficient and competent staff composed of assessment psychologists and psychometricians who are licensed under the Professional Regulation Commission (PRC) who have undergone formal training as well as practical experience in the administration, interpretation, integration, and communication of test results and who are capable of handling the quality and quantity appraisal requirements of CITEM.

The firm should be in the Assessment / Testing industry for at least five (5) years.

The firm should use tools designed to measure the competencies (to be discussed) of each job level classification and should be for exclusive use of CITEM.

#### METHODOLOGY AND EXPECTED OUTPUTS

##### A. Test Battery

<u>CLERICAL</u>	<u>TECHNICAL</u>	<u>SUPERVISORY</u>	<u>MANAGERIAL</u>
Intelligence Quotient (IQ): General mental ability, clerical aptitude	Intelligence Quotient (IQ): Mental Ability, professional aptitude and analytical ability	Intelligence Quotient (IQ): Critical Thinking Ability (computer-based) and a non-verbal test of Intelligence	Intelligence Quotient (IQ): Critical Thinking Ability (computer-based) and a non-verbal test of Intelligence

Work attitudes and personality Inventories	Emotional Quotient (EQ) tests: Emotional Reasoning / Emotional Self-control / Emotional Self-awareness etc.	Emotional Quotient (EQ) tests: Based on Dimensions / competencies required for the job	Emotional Quotient (EQ) tests: Based on Dimensions / competencies required for the job
	<p>Competencies based on or related to:</p> <ol style="list-style-type: none"> <li>1. Driving Export Promotion</li> <li>2. Communicating and Connecting</li> <li>3. Delivering Excellent Results</li> <li>4. Exemplifying Professionalism and Integrity</li> <li>5. Personal Effectiveness</li> <li>6. Service and Solutions Orientation</li> </ol>	<p>Supervisory /Leadership potential/readiness tests (based on competencies)</p> <ol style="list-style-type: none"> <li>1. Thinking Strategically and Creatively</li> <li>2. Managing Performance and Coaching for Results</li> <li>3. Building Collaborative and Inclusive Working Relations</li> <li>4. Leading Change</li> </ol>	<p>Managerial /Leadership potential/ tests (based on competencies)</p> <ol style="list-style-type: none"> <li>1. Thinking Strategically and Creatively</li> <li>2. Managing Performance and Coaching for Results</li> <li>3. Building Collaborative and Inclusive Working Relations</li> <li>4. Leading Change</li> </ol>
<i>*See annex I for definition of competencies</i>			

## B. Outputs

### 1. *For Clerical Level & Technical Level*

1. A report outlining the candidate's areas of strength and weakness in intellectual resources, personal adjustment, interpersonal functioning, value orientation/occupational needs and aspirations/competencies, plus recommendation.

### 2. *For Supervisory Level & Managerial Level*

1. A report outlining the candidate's areas of strength and weakness in intellectual resources, personal adjustment, interpersonal functioning, value orientation/occupational needs and aspirations, plus recommendation.
2. A report outlining Supervisory/managerial capabilities/competencies based on the tests administered.

## IV. Report Matrix

Psychological Assessment reports on IQ & EQ generated should be customized to the CSC standards such as the matrix provided below:

### Mental Ability: IQ Test Result

- Superior
- Above Average
- High Average
- Average
- Low Average

### Psychosocial Attributes: EQ Test Result

- Recommended
- Recommended with Reservations
- Recommended with Strong Reservations

**V. Bidding Purposes**

Below is the estimated number of applicants per required position results;

Clerical Level	Technical Level	Supervisory Level	Managerial Level
4	44	33	25

The number above will be for bidding purposes only and actual number of examinees may vary depending on the need of the agency. Annual budget for the Psychological Examination Services contract (ABC) is Php310,000.00. Payment to the firm shall be based on actual number of test battery (per person) administered.

**VI. Duration**

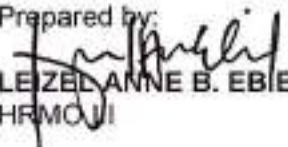
This project will be implemented within one-year period, commencing on the completion of the contract agreement between CITEM and the winning contracting firm.

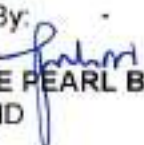
**VII. Requirement**

- PRC License of Psychologists and Psychometricians
- List of Clientele
- Background of the Consultancy Firm
- Business Proposal
- Sample test battery reports for clerical, technical supervisory, and managerial.
- Submission of mandatory documentary requirement to CITEM-Bid and Awards Committee

**VIII. Qualitative Evaluation**

- Interested bidders shall undergo qualitative evaluation based on the criteria & evaluation in Annex A (attached) and must meet the cut-off score of 80%.
- Bidders who passed the Qualitative Evaluation shall be required to submit their eligibility and financial requirements to Bids & Awards Committee (BAC).
- The lowest calculated and most responsive bid shall be selected for the requirement.

Prepared by:  
  
 LEZIEL ANNE B. EBIEL  
 HRMO/II

Reviewed By:  
  
 FLORENCE PEARL BUENSALIDO  
 Chief, HRMD

Approved by:  12.10  
 MA. LOURDES D. MEDIRAN  
 Deputy Executive Director

Annex I:

**CORE COMPETENCIES:**

<b>Competency</b>	<b>COMMUNICATING AND CONNECTING</b>
Definition	Listening actively and employing appropriate methods to convey messages, information and establish reliable contacts across the diverse environment of CITEM. This includes accessibility, information sharing and building a robust network that supports and fosters CITEM's strategic imperatives
Component Behaviors	<ul style="list-style-type: none"> <li>▪ Purposive communication and messaging</li> <li>▪ Accessibility</li> <li>▪ Information, expertise and resource sharing</li> <li>▪ Building allies, alliances and networks</li> </ul>
<b>Competency</b>	<b>DRIVING EXPORT PROMOTION</b>
Definition	Developing, organizing and implementing innovative programs to promote high-quality Philippine products and services in global markets through creative and innovative approaches responsive to the dynamic global trade environment.
Component Behaviors	<ul style="list-style-type: none"> <li>▪ Mandate, Mission Vision</li> <li>▪ Stakeholder Awareness</li> <li>▪ CITEM's Services</li> <li>▪ Entrepreneurial Thinking</li> <li>▪ Export Promotion Savvy (promotion platforms, tools, techniques, programming)</li> <li>▪ Export Market Information Handling/Analysis, Information-driven</li> <li>▪ Benchmarking and sensitivity to Best Practices in Export Promotion</li> </ul>
<b>Competency</b>	<b>DELIVERING EXCELLENT RESULTS</b>
Definition	Pursuing high standards of work execution and excellent quality of outputs arising from effective decision-making, efficient work processes and continuous improvement.
Component Behaviors	<ul style="list-style-type: none"> <li>▪ Attention to details</li> <li>▪ Planning and organizing skills; resource and time management</li> <li>▪ Results and quality orientation</li> <li>▪ Continuous learning and improvement</li> <li>▪ Information-driven, evidenced-based decision-making</li> </ul>
<b>Competency</b>	<b>EXEMPLIFYING PROFESSIONALISM AND INTEGRITY</b>
Definition	Conducting oneself in a manner consistent to the professional and ethical standards of public servants.
Component Behaviors	<ul style="list-style-type: none"> <li>▪ Above board transactions</li> <li>▪ Preventing conflict of interest</li> <li>▪ Moral courage, accountability</li> <li>▪ Objectiveness and impartiality</li> <li>▪ Respect for privacy and intellectual property rights</li> <li>▪ Stewardship of public resources</li> </ul>
<b>Competency</b>	<b>PERSONAL EFFECTIVENESS</b>
Definition	Recognizes one's own areas of personal and professional strength and weaknesses and

	ability to control one's self, maintaining momentum and emotional stability, even in the face of competing priorities, heavy workload, uncertainty, changes and even adversity.
Component Behaviors	<ul style="list-style-type: none"> <li>▪ Confidence</li> <li>▪ Stress tolerance</li> <li>▪ Grace under pressure</li> <li>▪ Resilience</li> <li>▪ Managing crisis situations,</li> <li>▪ Pursuing self-development, self-improvement.</li> <li>▪ Persistence, perseverance</li> <li>▪ Tenacity</li> </ul>
<b>Competency</b>	<b>SERVICE AND SOLUTIONS ORIENTATION</b>
Definition	Recognizing, discovering and discerning the needs and expectations of internal and external customers and developing, and implementing responsive actions, processes, systems, activities, programs, and services within CITEM's mandate. This includes a robust customer satisfaction feedback system
Component Behaviors	<ul style="list-style-type: none"> <li>▪ Defining stakeholder needs and expectations</li> <li>▪ Service orientation</li> <li>▪ Solutions orientation</li> <li>▪ Problem-solving skills</li> <li>▪ Quick thinking</li> <li>▪ Feedback, issues &amp; complaints management</li> </ul>

#### LEADERSHIP AND MANAGERIAL COMPETENCIES:

<b>COMPETENCY</b>	<b>THINKING STRATEGICALLY AND CREATIVELY</b>
Definition	"Seeing the big picture", thinking multi-dimensionally, recognizing connections between facts and situations that are not obvious and come up with strategies, new ideas and different ways to enhance organizational effectiveness and responsiveness towards a clearly defined and collectively aspired Strategic goals and objectives
Component Behaviors	<ul style="list-style-type: none"> <li>▪ Direction setting</li> <li>▪ Foresight, forward-looking</li> <li>▪ Strategic orientation</li> <li>▪ Environmental sensitivity</li> <li>▪ Seeing the big picture</li> <li>▪ Systems perspective</li> <li>▪ Organizational alignment</li> <li>▪ Thinking out of the box</li> <li>▪ Challenge the process</li> </ul>
<b>COMPETENCY</b>	<b>Managing performance and coaching for results</b>
Definition	Establishing challenging yet achievable performance goals and aligning systems and processes and providing resources and guidance to optimize individual performance and capabilities towards attaining CITEM's Strategic goals and objectives
Component Behaviors	<ul style="list-style-type: none"> <li>▪ Performance-based culture,</li> <li>▪ Performance targets and standards,</li> <li>▪ Decisiveness and evidence-based decision-making skills,</li> <li>▪ Performance monitoring and evaluation</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Feedback</li> <li>▪ Continuous learning and improvement</li> </ul>
<b>COMPETENCY</b>	<b>BUILDING COLLABORATIVE AND INCLUSIVE WORKING RELATIONS</b>
Definition	Works cooperatively with, and obtains buy-in, commitment and critical support from individuals, groups, and organizations to pursue and achieve favorable conditions to accomplish mutually beneficial goals. Forging connections with key industry stakeholders, cultivating win-win relationships and building coalitions in order to advance CITEM's strategic initiatives.
Component Behaviors	<ul style="list-style-type: none"> <li>▪ Building trust, credibility and positive working relations,</li> <li>▪ Pursuing partnerships,</li> <li>▪ Gaining commitments,</li> <li>▪ Managing conflict,</li> <li>▪ Clarification of goals, roles and responsibilities,</li> <li>▪ Delegation and distribution of work,</li> <li>▪ Rallying people,</li> <li>▪ Win-win approach</li> <li>▪ Negotiation and influencing</li> </ul>
<b>COMPETENCY</b>	<b>LEADING CHANGE</b>
Definition	Engaging and enabling individuals and groups to accept, support and commit to the change agenda, also, generating genuine enthusiasm and momentum for organizational change.
Component Behaviors	<ul style="list-style-type: none"> <li>▪ Agility</li> <li>▪ Sensitivity to change</li> <li>▪ Concern for change readiness</li> <li>▪ Managing resistance and overcoming barriers</li> <li>▪ Openness to change and paradigm shifts</li> <li>▪ Change Management</li> </ul>



PSYCHOLOGICAL TESTING FACILITY  
2020  
QUALITATIVE EVALUATION

DIMENSIONS	POINTS				
<b>Psychological Reports:</b> Comprehensive explanation/description of results gathered (IQ & EQ Test Results)	40				
Results showing significance of psychological evaluation to job related functions	10				
IQ & EQ results must be easily converted to the required matrix below: IQ •Superior •Above Average •High Average •Average •Low Average EQ •Recommended •Recommended with Reservations •Recommended with Strong Reservations	10				
Summary of Report shows brief but descriptive review of applicants: • Competency based skills (technical/supervisory/managerial) • Strengths & weaknesses • Summary/Recommendations	20				
Report is easily understood and words used are not too jargon and technical (including tables and graphs).	15				
<b>Plus points:</b> Competencies & EQ Dimensions can be customized. With variety of dimensions to chose from	5				
<b>TOTAL</b>	<b>100</b>				

**PASSING SCORE: 60%**

Evaluated By: \_\_\_\_\_

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

\_\_\_\_\_  
Signature over Printed Name of Rater