

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue



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JO Number: 025-0001-EPA 01/03/2025 PR Date: PR No.: 025-0001-EPA 11/18/2024

1/4 CONTRACTOR/SUPPLIER PEOPLE DYNAMICS INC. DELIVERY TERM. ADDRESS U502 OMM CITRA BLDG., SAN MIGUEL AVENUE, ORTIGAS PAYMENT TERM. CENTER, PASIG CITY PLACE OF DELIVERY MODE OF PROCUREMENT Small Value Procurement DATE OF DELIVERY Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM). DESCRIPTION QTY/UNIT UNIT PRICE **AMOUNT OUTSOURCING OF PSYCHOLOGICAL EXAMINATION** 1 lot Php256,000.00 FACILITY FOR CLERICAL, TECHNICAL, SUPERVISORY **AND MANAGERIAL POSITIONS FOR CY 2025** I. 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. Provide assessment services and testing based on standardized tests with updated norms. c. Assess the candidates/applicants for hiring and promotion through psychological appraisal. d. Conduct the full battery of test on their own testing facility or through online method within three (3) days after notice from CITEM-HRMD. e. 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. f. Observe confidentiality of the assessment and its result based on the Data Privacy Act of 2012. II. QUALIFICATIONS OF THE PSYCHOLOGICAL APPRAISAL FIRM oThe firm should have licensed Psychometricians and Psychologists to engage in the use, administration, and interpretation of various psychological tests through a secured online method. The firm should have its own or licensed/authorized psychological IQ & EQ test that is appropriate for evaluating competency and job TOTAL AMOUNT IN WORDS: Php This order is placed subject to the following terms and conditions:

specified. Delivery is subject to the accep	tance of CITEM's duly authorized representative/official and
Audit. Rejected deliveries are to be with	drawn and/or replaced immediately. Delay in the delivery is the contractor/supplier does not deliver within the due date,
MAGES in the amount of	of the TOTAL AMOUNT unless the contractor/supplier
CITEM to deduct the amount of undelivers	d portion and to deduct the penalty and liquidated damages
Delivery Receipt and Invoice or Official Re	aceipt with the Purchase Order upon delivery.
JRNO. HOK- 25010722	Recommended by:
ATE JAN 27, 2225	FLORENCE PEARLY. BUENSALID
1	Audit. Rejected deliveries are to be with IDER for EACH DAY OF DELAY. In case MAGES in the amount of

CONFORME: JANINA RÖSE Q. CORPUZ **HR Solutions Director** 

Dista

Chief Controllership

FLORENCE EARL M. BUENSALIDO

Approved by: LEAH PULIDO OCAMPO

**EXECUTIVE DIRECTOR** 



CITEM.STR.FR.006

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS



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G 632	1300 Pasay City, Metro Manila, Philippines ) 831-2201 to 09 ext. 218 : ☐ (632) 831-1368, 832 ☑ info@citem.com.ph			25-000 25-000	.	PR Date: 11/18/2024	2/4
CONTRACTOR/SUPPLIER	PEOPLE DYNAMICS INC.		DELIVERY TE	ERM			
	RA BLDG., SAN MIGUEL AVENUE, ORT	TIGAS					
CENTER, PASIG CITY	Small Value Breeumment						
MODE OF PROCUREMENT	Small Value Procurement		DATE OF DEL	_IVERY	***************************************		
Please provide/furnish this office International Trade Expositions	te the requirements listed below subject to the and Missions (CITEM).	e terms and condition	ons contained he	rein. Addres:	all corresp	ondence to the Center	for
THE STATE OF THE S	DESCRIPTION		QTY/UNIT	UN	IT PRICE	AMOUN	Т
assess the traits and co to apply to clerical, tech oThe firm should have sassessment psychologis under the Professional I undergone formal training administration, interpret results and who are cap appraisal requirements o The firm should be in five (5) years.  The firm should use to (Annex I) of each job levuse of CITEM.	e battery of tests should be apprenent of applicants/candid nical, supervisory, and managerisufficient and competent staff consts and psychometricians who are Regulation Commission (PRC) was as well as practical experience ation, integration, and communicable of handling the quality and of CITEM.  The Assessment/Testing industry the classification and should be formally the control of the cont	ates aspiring ial positions.  mposed of re licensed tho have e in the cation of test quantity  for at least					
CLERICAL	TECHNICAL	SUPERV	ISORY		MAN	AGERIAL	
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 nor verbal test of intelligence		non-
TOTAL AMOUNT IN WORD	S:					Php	
	e following terms and conditions:					***************************************	
	ly during office hours to CITEM or as may be spe						
	nt Inspection Team and/or the Commission on At						
	Of 1% of the TOTAL VALUE of this ORD it and will be liable to pay LIQUIDATED DAMA						
	แ and will be liable to pay LiquiDATED DAMA: extension. The contractor/supplier authorizes CIT					T unless the contractor/s	
	TEM. The contractor/supplier must present a De						mayes
	3	A017-1	5010122				
Very truly yours,	BUR	No. //	5-1-1	Recom	mended hy	ρ	

JANINA ROSE Q. CORPUZ

Date

CONFORME:

ATTY. ANNA GRACE I. MARPURI Department Manager, Corporate Services Dept.

HR Solutions Director
Name & Signature of Contractor/Supplies

Chief Controllership

Funds Available: North Marian Marian

AMOUNT ...

Recommended by:

FLORENCE PEARL M. BUENSALIDO Chief, HRMD

Approved by: LEAH PULIDO OCAMPO

**EXECUTIVE DIRECTOR** 



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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
1300 Pasay City, Metro Manila, Philippines
(\$, (632) 831-2201 to 09 ext. 218 (\$, (632) 831-1368, 832-3965)



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	Info@citem.com.ph		**********	2025-00	01-EPA	11/18/2024	
CONTRACTOR/SUPPLIER	PEOPLE DYNAMICS INC.		DELIVER	RY TERM			
ADDRESS U502 OMM CITR	RA BLDG., SAN MIGUEL AVENUE, OR	TIGAS				TT:	
CENTED DASIC CITY			PLACE (	OF DELIVERY	Y		
MODE OF PROCUREMENT	Small Value Procurement		DATE OF	DELIVERY	***************************************		
Please provide/furnish this office	e the requirements listed below subject to the	he terms and cond	itions contain	ed herein. Add	ress all corresp	condence to the Center	for
International Trade Expositions							
	DESCRIPTION		QTY/U		UNIT PRICE	AMOUNT	
Emotional Quotient (EQ) Tests: Emotional Reasoning/ Emotional Self-control/ Emotional Self-aware- ness etc.	Emotional Quotient (EQ)Tests: Emotional Reasoning/ Emotional Self-control/ Emotional Self-aware ness etc.	Emotional C Based on D Competend for the job	mension	s/	Based or	Quotient (EQ) To n Dimensions/ encies required fo	
-	Competencies based on or related to: 1.Driving Export Promotion 2.Communicating and Connecting 3.Delivering Excellent Results 4.Exemplifying Professionalism and Integrity 5.Personal Effectiveness 6.Service and Solutions Orientation	3.Building	Readiness competer Strategic eatively ng Perforn aching for Collabora Working	tests ncies) ally nance Results	Potentia compet 1.Thinki and 0 2.Manad and 0 Result 3.Buildin Inclusiv	erial/Leadership al/tests (based on tencies) ng Strategically creatively ging Performance baching for s ng Collaborative a we Working Relati ng Change	ind
	*See annex I for definition of	competencies	s as part o	f JO	lenzanion		
interpersonal fund 2. Summary of resu 2.For Supervisory Level 1. A report outlining	the candidate's areas of streng ctional, value orientation/oocupa its must follow the required CSC & Managerial Level the candidate's areas of streng ctioning, value orientation/occup	ational needs C matrix indic th and weakn	and aspin ated abov ess in inte	ations/com e. ellectual re	petencies,	plus recommend	ation.
This order is placed subject to the						Lib	
The delivery must be made only inspection by CITEM-Management subject to the PENALTY of 1/10 s/he shall be considered in default requested and CITEM granted and from any of its receivables from CITEM granted and CITEM granted and From any of its receivables from CITEM granted and From STATTY. ANNA GRACE IN Department Manager, Conconforme:	by during office hours to CITEM or as may be spet Inspection Team and/or the Commission on A D Of 1 % of the TOTAL VALUE of this ORD It and will be liable to pay LIQUIDATED DAMA extension. The contractor/supplier authorizes CITEM. The contractor/supplier must present a DeBURIL MARPURI	udit. Rejected delive ER for <b>EACH DAY</b> ( GES in the amount TEM to deduct the a	ories are to be OF DELAY. In original of undel	withdrawn and/icase the contraction of the contract	or replaced imm ctor/supplier doe TOTAL AMOUN nd to deduct the j the Purchase On ommended by	ediately. Delay in the deling a not deliver within the due T unless the contractor/supenalty and liquidated dar der upon delivery.	very is e date, upplier mages
JANINA RÖSE HR Solution: Name & Signature of t	E	Available: S LERNA C. BI	UVAO		LEAH PU	LIDO OCAMPO	

Chief Controllership





CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS



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Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue 1300 Pasay City, Metro Manila, Philippines   ⟨ 632) 831-2201 to 09 ext. 218 (632) 831-1368, 832-3965    info@citem.com.ph (8) www.citem.com.ph	CTI	-	-0001-EPA PR No.: -0001-EPA	01/03/2025 PR Date: 11/18/2024	4/4
CONTRACTOR/SUPPLIER PEOPLE DYNAMICS INC.	DELIVER	Y TERM			
ADDRESS U502 OMM CITRA BLDG., SAN MIGUEL AVENUE, ORTIGAS					
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MODE OF PROCUREMENT Small Value Procurement	1				
MODE OF PROCUREMENT OFFICE VALUE 1 TOCATEMENT	DATE OF	DELIVE	кт		
Please provide/furnish this office the requirements listed below subject to the terms and con International Trade Expositions and Missions (CITEM).	nditions containe	ed herein.	Address all correspo	ondence to the Center	for
DESCRIPTION	QTY/U	NIT	UNIT PRICE	AMOUN	Т
A report outlining Supervisory/managerial capabilities/competence     Summary of results must follow the required CSC matrix indicate		n the te	sts administer	red.	
IV. REPORT MATRIX Psychological Assessment reports on IQ & EQ generated should be such as the matrix provided below:	e customize	d based	on the require	ed CSC standar	ds
Mental Ability: IQ Test Result  Superior					
Above Average     High Average			0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		
High Average     Average			6 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		
Low Average					
Psychosocial Attributes: EQ Test Result  Recommended					
<ul> <li>Recommended with Reservations</li> <li>Recommended with Strong Reservations</li> </ul>	#		# # # # # # # # # # # # # # # # # # #		
V. DURATION This project will be implemented within one-year period, commencir between CITEM and People Dynamics Inc.	ng on the co	mpletic	n of the contra	act agreement	
AWARDED AMOUNT			* # # # # # # # # # # # # # # # # # # #		
<ol> <li>The Awarded contract for the project is Two Hundred Fifty Six Pe inclusive of all applicable taxes, commissions, bank charges and</li> </ol>	esos Only (F I other fees	hp256, as may	000.00) be incurred in	the process.	
TOTAL AMOUNT IN WORDS: TWO HUNDRED FIFTY SIX THOUSA	ND PESO	S	i	Php256,000	000
This order is placed subject to the following terms and conditions:  The delivery must be made only during office hours to CITEM or as may be specified. Delivery is inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected delivery in the Commission on Audit.	s subject to the a	cceptance		nrized representative/offi	cial and
subject to the PENALTY of 1/10 Of 1% of the TOTAL VALUE of this ORDER for EACH DA					
s/he shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amou				T unless the contractor/	
requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the	e amount of undel	ivered port	ion and to deduct the p	penalty and liquidated d	amages
from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and	d Invoice or Offici	al Receipt	with the Purchase Ord	ier upan delivery.	
Very truly yours, BUR No. HO	16-50)	1/22	Donommondod by	12	
ATTY. ANNA GRACE I. MARPURIJ	127.2	ors	rtecummenaea by ∧		
Department Manager, Corpoyate Services Dept.	1 1 mo	> / FI	LORENCE	ter upon delivery. : ARL M. BUENS ef, HRMD	ALIDO
CONFORME AMOUNT	200,00		Chi	ef, HRMD	

JANINA ROSE Q. CORPUZ HR Solutions Director
Name & Signature of Contractor/Supplier

------ Date

CONFORME:

Fundy Available: MALERNA O. BU Chief Controllership Approved by: LEAH PULIDO OCAMPO

EXECUTIVE DIRECTOR