

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-2025-0001-EPA

REQUEST FOR QUOTATION  
(NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT)

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for **Early Procurement Activity (EPA)** of:

**OUTSOURCING OF PSYCHOLOGICAL EXAMINATION FACILITY FOR CLERICAL, TECHNICAL, SUPERVISORY AND MANAGERIAL POSITIONS FOR CY 2025**

*(Please see attached Request for Quotation Form and Terms of Reference for more details.)*

Approved Budget for the Contract	: <b>PHP280,000.00</b>
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: <b>25 November 2024, 05:00PM</b>
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: <b>26 November 2024, 02:00PM</b>

Conduct of Opening of Bids shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at [citembac@citem.com.ph](mailto:citembac@citem.com.ph). The link will be released on the actual day of the procurement activity.

The *Notice of Award* shall only be issued to the lowest calculated and responsive bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

*Eligibility Documents (1st Envelope / Compressed Folder)*

- Mayor's Permit for the current year or for individuals exercising a profession, BIR Certificate of Registration**  
*Expired Mayor's permit with Official Receipt of renewal application shall be accepted provided that the renewed permit shall be submitted before the award of the contract.*
- 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.*
- Notarized Omnibus Sworn Statement**
- 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 (2nd Envelope / Compressed Folder)*

- 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, extendible upon request of CITEM.**

*Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)*

- PRC License of Psychologists and Psychometricians**
- List of Clientele**
- Background of the Consultancy Firm**
- Sample test battery reports for clerical, technical supervisory, and managerial**
- Summary of psychological test per test battery including the approximate time to take the test.**

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- Online submission to the BAC Secretariat through email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph). A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed on or before the date and time of the Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

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. (02) 8-831-2201 local 309/294 or email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

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



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
 Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City  
 Tel.: (632) 8-831-2201 local 309/294 E-mail: [citembac@citem.com.ph](mailto:citembac@citem.com.ph)

CITEM.BAC.FR.009  
 REV 1



## 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: \_\_\_\_\_

Date: 21 November 2024  
 RFQ No.: 2025-0001-EPA

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

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

Contact No.: \_\_\_\_\_

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 or compressed folder and submitted to CITEM BAC / [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

Deadline of Submission of Eligibility Documents, Financial Bid, and Qualification Documents: <b>25 November 2024</b>	Time: <b>05:00PM</b>
Schedule of Opening of Eligibility Documents, Financial Bid, and Qualification Documents: <b>26 November 2024</b>	Time: <b>02:00PM</b> Venue: <b>Zoom</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p><b>OUTSOURCING OF PSYCHOLOGICAL EXAMINATION FACILITY FOR CLERICAL, TECHNICAL, SUPERVISORY AND MANAGERIAL POSITIONS FOR CY 2025</b></p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 280,000.00</u></p> <p>Date Needed / Delivery Date: <u>January 2025</u></p> <p><b><i>(Please see attached Terms of Reference for more details.)</i></b></p>		

**Terms and Conditions:**

- 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 overwriting 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.
- 6) This requirement is an Early Procurement Activity (EPA), the following rules shall apply:
  - Price escalation is generally not allowed. The Price is considered fixed price for the given scope of work as awarded;
  - Bid validity shall be 120 calendar days extendible upon request of CITEM;
  - Notice of Award shall ONLY be released upon approval and effectivity of GAA 2025 or the reenactment of the 2024 budget.

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).: \_\_\_\_\_  
 Email: \_\_\_\_\_

## **TERMS OF REFERENCE**

Outsourcing of Psychological Examination Facility for Clerical, Technical, Supervisory and Managerial positions for 2025

### **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. 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 results based on the Data Privacy Act of 2012.

### **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 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 fitness of applicants. The battery of tests should be 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 (Annex I) of each job level classification and should be for exclusive use of CITEM.

## **METHODOLOGY AND EXPECTED OUTPUTS**

### **A. Test Battery**

<b><u>CLERICAL</u></b>	<b><u>TECHNICAL</u></b>	<b><u>SUPERVISORY</u></b>	<b><u>MANAGERIAL</u></b>
<b>Intelligence Quotient (IQ):</b> General mental	<b>Intelligence Quotient (IQ):</b> Mental Ability,	<b>Intelligence Quotient (IQ):</b> Critical Thinking Ability (computer-	<b>Intelligence Quotient (IQ):</b> Critical Thinking Ability (computer-based)

ability, clerical aptitude	professional aptitude, and analytical ability	based) and a non-verbal test of intelligence	and a non-verbal test of intelligence
<b>Emotional Quotient (EQ) tests:</b> Emotional Reasoning / Emotional Self-control / Emotional Self-awareness etc.	<b>Emotional Quotient (EQ) tests:</b> Emotional Reasoning / Emotional Self-control / Emotional Self-awareness etc.	<b>Emotional Quotient (EQ) tests:</b> Based on Dimensions / competencies required for the job	<b>Emotional Quotient (EQ) tests:</b> Based on Dimensions / competencies required for the job
-	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	Supervisory /Leadership potential/readiness tests (based on competencies)  1. Thinking Strategically and Creatively 2. Managing Performance and Coaching for Results 3. Building Collaborative and Inclusive Working Relations 4. Leading Change	Managerial /Leadership potential/ tests (based on competencies)  1. Thinking Strategically and Creatively 2. Managing Performance and Coaching for Results 3. Building Collaborative and Inclusive Working Relations 4. Leading Change
<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. Summary of results must follow the required CSC matrix indicated above.

### 3. **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.
3. Summary of results must follow the required CSC matrix indicated above.

## IV. Report Matrix

Psychological Assessment reports on IQ & EQ generated should be customized based on the required 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:

<b>Clerical Level</b>	<b>Technical Level</b>	<b>Supervisory Level</b>	<b>Managerial Level</b>
5	30	25	30

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 Php280,000.00. 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. Requirements**

- a) PRC License of Psychologists and Psychometricians
- b) List of Clientele
- c) Background of the Consultancy Firm
- d) Sample test battery reports for clerical, technical supervisory, and managerial
- e) Summary of Psychological Tests per Test Battery. To include the following information:
  - Approximate time to take the test

Sample format:

Test Battery for Technical Position	Approximate time to take the test	Number of items		
Test 1 (Name of Test)	30 minutes	15 items		
Test 2 (Name of Test)	20 minutes	50 items		
Test 3 (Name of Test)	Untimed <i>Can be completed within 40 minutes</i>	80 items		

- f) Submission of mandatory documentary requirement to CITEM-Bid and Awards Committee

### **VIII. Qualitative Evaluation**

1. Interested bidders shall undergo qualitative evaluation based on the criteria & evaluation in Annex II (attached) and must meet the cut-off score of 80%.
2. The lowest calculated and most responsive bid shall be selected for the requirement.

Prepared by:

  
**JOANA MAE LOPEZ**  
HR Specialist

Reviewed By:

  
**FLORENCE PEARL BUENSALIDO**  
Chief, HRMD

Recommending Approval:

  
**ATTY. ANNA GRACE MARPURI**  
Department Manager, CS

Approved by:

  
**LEAH PULIDO OCAMPO**  
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> </ul>



- Performance monitoring and evaluation
- Feedback
- Continuous learning and improvement

**COMPETENCY BUILDING COLLABORATIVE AND INCLUSIVE WORKING RELATIONS**

**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**
- Building trust, credibility and positive working relations,
  - Pursuing partnerships,
  - Gaining commitments,
  - Managing conflict,
  - Clarification of goals, roles and responsibilities,
  - Delegation and distribution of work,
  - Rallying people,
  - Win-win approach
  - Negotiation and influencing

**COMPETENCY LEADING CHANGE**

**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**
- Agility
  - Sensitivity to change
  - Concern for change readiness
  - Managing resistance and overcoming barriers
  - Openness to change and paradigm shifts
  - Change Management

Annex II  
Qualitative Evaluation Sheet

PSYCHOLOGICAL TESTING FACILITY  
QUALITATIVE EVALUATION

DIMENSIONS	POINTS	Provider 1	Provider 2	Provider 3	Provider 4
<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 applicant's: •Competency-Based Skills (technical/supervisory/managerial) •Strengths and 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: 80%

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

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

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