



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner San. Gil J. Puyat Avenue
 1300 Pasay City, Metro Manila, Philippines
 T: (832) 831-2501 to 831-2518 F: (832) 831-1388, 832-2685
 E: info@citem.com.ph @ www.citem.com.ph



JO Number:
2020-0001

JO Date:

PAGE

PR No.:

15 February 2020

2020-0020

12/04/2019 1/5

CONTRACTOR/SUPPLIER **PEOPLE DYNAMICS, INC.**

ADDRESS 502 OMM Citra Bldg., 39 San Miguel Avenue, Ortigas Center, Pasig City

MODE OF PROCUREMENT **SMALL VALUE PROCUREMENT**

DELIVERY TERM

PAYMENT TERM

PLACE OF DELIVERY **CITEM**

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
<p>Psychological Examination Services 2020 for Clerical, Technical, Supervisory and Managerial Positions</p> <p><i>Methodology and Expected Outputs</i></p> <p>A. Test Battery</p> <p>CLERICAL Intelligence Quotient (IQ): General mental ability, clerical aptitude</p> <p><i>Work Attitudes and personality inventories</i></p> <p>TECHNICAL Intelligence Quotient (IQ): Mental Ability, professional aptitude and analytical ability</p> <p><i>Emotional Quotient (EQ) tests: Emotional Reasoning/Emotional Self-control / Emotional Self-awareness, etc.</i></p> <p><i>Competencies based on or related to:</i></p> <ol style="list-style-type: none"> 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 			249,700.00

TOTAL AMOUNT IN WORDS:

Php

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 subject to the acceptance of CITEM's duly authorized representative/official and inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliveries are to be withdrawn and/or replaced immediately. Delay in the delivery is subject to the PENALTY of _____ of the TOTAL VALUE of this ORDER for EACH DAY OF DELAY. In case the contractor/supplier does not deliver within the due date, s/he shall be considered ~~liable to pay~~ liable to pay LIQUIDATED DAMAGES in the amount of _____ of the TOTAL AMOUNT unless the contractor/supplier requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the amount of undelivered portion and to deduct the penalty and liquidated damages from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Invoice or Official Receipt with the Job Order upon delivery.

Very truly yours,

Jaime Antonio S. Sandoval
JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Unit

CONFORME:

Ma. Lourdes D. Mediran
MA. LOURDES D. MEDIRAN
 Name & Signature of Contractor/Supplier

2/10/2020

BUR No. PRC-20010101

DATE 2/5/2020

AMOUNT 249,700

Funds Available:

Ma. Lourdes D. Mediran
MALERNA C. BUYAO

Chief, Controllership Division

Recommended by:

Florence Pearl M. Buensalido
FLORENCE PEARL M. BUENSALIDO
 Chief, HRM Division

Approved by:

Ma. Lourdes D. Mediran
MA. LOURDES D. MEDIRAN

Deputy Executive Director

OR

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Rowas Boulevard corner San. Gil J. Puyat Avenue
 1300 Pinyan City, Metro Manila, Philippines
 T. (832) 831-2201 to 09 ext. 218 F. (832) 831-1368, 832-3888
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JO Number:

JO Date:

PAGE

2020-001
PR No.:

15 February 2020
PR Date:

2020-0020

12/04/2019

2/5

CONTRACTOR/SUPPLIER **PEOPLE DYNAMICS, INC.**
 ADDRESS **502 ONM Citra Bldg., 39 San Miguel Avenue, Ortigas Center, Pasig City**

DELIVERY TERM

PAYMENT TERM

PLACE OF DELIVERY **CITEM**

DATE OF DELIVERY

MODE OF PROCUREMENT **SMALL VALUE PROCUREMENT**

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

**Psychological Examination Services 2020
 for Clerical, Technical, Supervisory and Managerial
 Positions**

Methodology and Expected Outputs

SUPERVISORY

**Intelligence Quotient (IQ): Critical Thinking Ability (computer-based)
 and a non-verbal test of intelligence**

**Emotional Quotient (EQ) tests: Based on Dimensions / competencies
 required for the job**

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

**Intelligence Quotient (IQ) : Critical Thinking Ability (computer-based) and
 a non-verbal test of intelligence**

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

Jaime Antonio S. Sandoval
JAIIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Unit

BUR No. AOE-20010101

DATE 2/5/2020

AMOUNT 249,700

Recommended by:

Florence Pearl M. Buensalido
FLORENCE PEARL M. BUENSALIDO
 Chief, HRM Division

Approved by:

Ma Lourdes D. Medirán
MA. LOURDES D. MEDIRAN
 Deputy Executive Director

CONFORME:

Jovina Rose Compuz
JAVINA ROSE COMPUZ
 Name & Signature of Contractor/Supplier

2/10/2020
 Date

Funds Available:

Malerna C. Buyao
MALERNA C. BUYAO
 Chief, Controllership Division

CITEM CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
 1300 Pasay City, Metro Manila, Philippines
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JO Number:	JO Date:	PAGE
2020-001 PR No.	15 January 2020 PR Date	
2020-0020	12/04/2019	3/5

CONTRACTOR/SUPPLIER **PEOPLE DYNAMICS, INC.**
 ADDRESS 502 OMM Citra Bldg., 39 San Miguel Avenue, Ortigas Center, Pasig City
 MODE OF PROCUREMENT **SMALL VALUE PROCUREMENT**

DELIVERY TERM _____
 PAYMENT TERM _____
 PLACE OF DELIVERY **CITEM**
 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
<p>Psychological Examination Services 2020 for Clerical, Technical, Supervisory and Managerial Positions</p> <p>Methodology and Expected Outputs</p> <p>MANAGERIAL Emotional Quotient (EQ) tests: Based on Dimensions/competencies required for the job</p> <p>Managerial/Leadership potential/tests (based on competencies)</p> <ol style="list-style-type: none"> Thinking Strategically and Creatively Managing Performance and Coaching for Results Building Collaborative and Inclusive Working Relations Leading Change <p>B. OUTPUTS</p> <ol style="list-style-type: none"> For Clerical Level and Technical Level <ol style="list-style-type: none"> A report outlining the candidate's area of strength and weakness in intellectual resources, personal adjustment, interpersonal functioning, value orientation/occupational needs and aspirations/competencies, plus recommendation. 			

TOTAL AMOUNT IN WORDS: _____ Php

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Very truly yours,
JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Unit

CONFORME:
JANINA ROSE COMPUZ
 Name & Signature of Contractor/Supplier
 2/10/2020
 Date

BUR No. AOE-20010101
 DATE 2/5/2020
 AMOUNT 249,700

Funds Available:
MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:
FLORENCE PEARL M. BUENSALIDO
 Chief, HRM Division

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



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JO Number:	JO Date:	PAGE
2020-001 PR No.:	15 January 2020 PR Date:	
2020-0020	12/04/2019	4/5

CONTRACTOR/SUPPLIER PEOPLE DYNAMICS, INC.	DELIVERY TERM
ADDRESS 502 OMM Citra Bldg., 39 San Miguel Avenue, Ortigas Center, Pasig City	PAYMENT TERM
MODE OF PROCUREMENT SMALL VALUE PROCUREMENT	PLACE OF DELIVERY CITEM
	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
<p>Psychological Examination Services 2020 for Clerical, Technical, Supervisory and Managerial Positions</p> <p>2 For Supervisory Level and Managerial Level</p> <p>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.</p> <p>2. A report outlining Supervisory/managerial capabilities/competencies based on the tests administered.</p> <p>C. REPORT MATRIX Psychological Assessment reports on IQ & EQ generated should be customized to the CSC standards such as the matrix provided below:</p> <p>Mental Ability : IQ Test Result</p> <ul style="list-style-type: none"> - Superior - Above Average - High Average - Average - Low Average 			

TOTAL AMOUNT IN WORDS: _____, Php

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDD & Procurement Unit

CONFORME:
JOVINA ROSE CAMPUZ
 Name & Signature of Contractor/Supplier
 2/10/2020
 Date

BUR No. ABE-20010101
 DATE 2/5/2020
 AMOUNT 249,700

Funds Available:

MALERNA C. BUTAO
 Chief, Controllershship Division

Recommended by:

FLORENCE PEARL M. BUENSALIDO
 Chief, HRM Division

Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director



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JO Number:	JO Date:	PAGE
2020-001 PR No.:	15 January 2020 PR Date:	
2020-0020	12/04/2019	5/5

CONTRACTOR/SUPPLIER PEOPLE DYNAMICS, INC.	DELIVERY TERM
ADDRESS 502 OMM Citra Bldg., 39 San Miguel Avenue, Ortigas Center, Pasig City	PAYMENT TERM
MODE OF PROCUREMENT SMALL VALUE PROCUREMENT	PLACE OF DELIVERY CITEM
	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
Psychological Examination Services 2020 for Clerical, Technical, Supervisory and Managerial Positions			
<i>Psychosocial Attributes : EQ Test Result</i>			
- Recommended			
- Recommended with Reservations			
- Recommended with Strong Reservations			
<i>Estimated Number of Applicants per required position results:</i>			
CLERICAL LEVEL	4 x	Php1,800.00	Php 7,200.00
TECHNICAL LEVEL	44 x	Php2,150.00	Php94,600.00
SUPERVISORY LEVEL	33 x	Php2,550.00	Php84,150.00
MANAGERIAL LEVEL	25 x	Php2,550.00	Php63,750.00
		Total	Php249,700.00
Duration			
The project will be implemented within one-year period, commencing on the completion of the contract agreement between CITEM and People Dynamics, Inc.			

TOTAL AMOUNT IN WORDS:	Php
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Two Hundred Forty Nine Thousand Seven Hundred Pesos **249,700.00**

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Very truly yours,

JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Unit
 CONFORME:

 Name & Signature of Contractor/Supplier

 Date

BUR No. ADP-2001001
 DATE 2/5/2020
 AMOUNT 249,700
 Funds Available:

MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

FLORENCIA PEARL M. BUENSALIDO
 Chief, HRM Division
 Approved by:

MA. LOURDES D. MEDIRAN
 Deputy Executive Director