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Wednesday, November 15, 2023 12:32 PM Carlo Eneria **DBP-LC** [» Log-out](#)

Bid Notice Abstract

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Request for Quotation (RFQ)

Reference Number 10313046
Procuring Entity DBP LEASING CORPORATION
Title Supply of Comprehensive Psychological Testing and Assessment Pre-Employment Requirements
Area of Delivery Metro Manila

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Solicitation Number: 2023-11-002 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Public Relations Programs or Services Approved Budget for the Contract: PHP 60,000.00 Delivery Period: 5 Day/s Client Agency:	Status Active Associated Components 1 Bid Supplements 0 Document Request List 0 Date Published 14/11/2023 Last Updated / Time 14/11/2023 12:00 AM Closing Date / Time 21/11/2023 1:00 AM
Contact Person: Carlo G. Eneria Assistant Inspector/BAC Secretariat 2nd Floor Pacific Star Building Sen. Gil J. Puyat Ave. cor. Makati Ave. Makati City Metro Manila Philippines 1200 63-2-09195699711 cgeneria@dbp-leasing.ph	

Description

A. PROJECT DESCRIPTION

To engage the service provider that has facility and technical capability to administer Psychological, Mental Aptitude and Assessment Test for applicants for various vacant positions of DBP Leasing Corporation.

B. SCOPE OF WORKS/TECHNICAL SPECIFICATIONS

1. Administration, Scoring, and Interpretation of the following Test Batteries:

Cognitive/Intelligence Test

- Designed to estimate applicants' potential to use mental processes to solve work-related problems or to acquire new job knowledge.

Psychomotor Ability Test

- Used for determining the precision, coordination, control, dexterity and reaction time for candidates in the hiring process.

Job Knowledge Test

- - Consist of questions designed to assess technical or professional expertise in specific knowledge areas.

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Work Sample Test

- To require applicants/candidates to perform tasks or work activities that mirror the tasks employees perform on the job.

• **Emotional Quotient Test**

- Designed to measure the ability to which an individual can recognize, understand and work with own as well as other people's emotions.

Personality Test

- It measures various aspects of a candidate's character and abilities, such as their communication, social skills and the way they handle stress.

Note: 60,000 per year

Ranges 1,700-1,800 per head/applicant

Sample computation

1700 per head x 30 (estimated no. of applicants) = 51, 000

1800 per head x 30 (estimated no. of applicants) = 54,000

2. Administer Battery Test based on the requirements of the position covering the assessment of the following areas:

A. External Applicants

i Cognitive/Intelligence Tests

ii Psychomotor Ability Tests

iii Job-knowledge tests

iv Work-sample tests

v Vocational interest tests

vi Emotional Quotient Tests

vii Personality test including Essays

B. Internal Applicants

i Cognitive/Intelligence Tests

ii Psychomotor Ability Tests

iii Job-knowledge tests

iv Work-sample tests

v Vocational interest tests

vi Emotional Quotient Tests

vii Personality test including Essays

3. The Service provider shall:

a. Provide the online platform

b. Responsible in notifying the schedule of examination to referred applicant/s

c. Implement Test control to ensure that the test takers is the examinee referred by DBPLC; and

d. Ensure compliance with the Data Privacy Act.

4. Provide assessment reports to be provided in scanned copy to be sent through email within the date of examination date and signed hard copy 3-5 working days after the examination. The assessment report shall outline the following:

a. candidates numerical scores with adjectival ratings.

b. Interpretation/Description of behavioral indicators that the applicant obtained from each test.

c. recommendation with summary must be based on the following remarks or similar assessment scale.

5. Conduct orientation on test batteries to DBPLC Human Resource Specialist

C. SCHEDULE OF EXPECTED DELIVERABLES

Below is the list of deliverables with the corresponding timeline:

Deliverables Timeline

Conduct of the orientation on the test batteries of DBPLC HRD Within (3) working days after the Notice of Award

Test Administration Within (3) working days from the referral of the DBPLC HRD

Submission of Assessment Report E-copy within the day after the conduct of tests.

Hardcopy 3-5 working days after the conduct of tests.

D. PLACE OF DELIVERY

2/F Pacific Star Building, Sen. Gil Puyat Avenue corner Makati Avenue, Makati City

E. SOURCE OF FUND

HR approved budget for Psychological Testing (COB FY 2023)

F. TERMS OF PAYMENT

1. Payment shall be made on the basis of the number of examinees who have undergone paper and pencil or online examinations, and provision of assessment results for each examinee signed by the Psychometrician identified by the service provider.

2. Payment shall be released within (7) working days upon receipt of the billing statement covering the examination fee per head supported by a written by the Human Resource Specialist stating the names of applicants being referred to for examination.

G. ELIGIBILITY REQUIREMENTS

Interested supplier/service provider is required to submit the following documents:

- Valid and current Mayor's Permit/Business Permit
- PhilGEPS Registration Number
- Tax Clearance or ITR from the BIR
- Tax Identification Number
- Omnibus Sworn Statement (OSS)
- Professional Certification/License of the Psychometrician and/or Psychologist.

Date Created

13/11/2023

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