



# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037  
Email: [bac@prc.gov.ph](mailto:bac@prc.gov.ph)



## REGULAR MEMBERS:

  
**ARISTOGERSON T. GASMUNDO**  
Chairman

**OMAIMAH E. GANDAMRA**  
Vice-Chairperson

  
**WILMA T. UNANA**  
Member

  
**CRISANTO L. DECENA**  
Member

  
**CARLA ANGELINE B. UJANO**  
Member

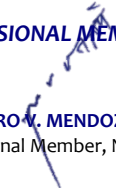
## ALTERNATE MEMBERS:

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Vice-Chairperson

**ARJAY R. ROSALES**  
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**HENRIETTA P. NARVAEZ**  
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Provisional Member, Non-IT Projects

**RICHARD M. ARANIEGO**  
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Secretary

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**JOEL P. IGNACIO**  
Member

## REQUEST FOR QUOTATION

(RFQ) No. 2021 – 36

(Negotiated Procurement – Small Value Procurement)

Date:

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:


The Bids and Awards Committee of the Professional Regulation Commission is inviting you to participate in the Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 Revised IRR of R.A. No. 9184 for the project: **PROCUREMENT OF STANDARDIZED COMPUTER-BASED PRE-EMPLOYMENT EXAMINATION-REBID.**

We are furnishing you herewith a copy of the posted Request for Quotation with Annexes "A-B" for your reference.

For inquiries, you may call the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph).

Thank you.

Very truly yours,

  
**ATTY. ARISTOGERSON T. GASMUNDO**  
Assistant Commissioner  
BAC Chairman



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## REQUEST FOR QUOTATION (Negotiated Procurement – Small Value Procurement)

The **PROFESSIONAL REGULATION COMMISSION (PRC)**, with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement for the Project: **Procurement of Standardized Computer-Based Pre-Employment Examination** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

<b>Name of Project :</b>	<b>Procurement of Standardized Computer-Based Pre-Employment Examination-Rebid</b>
<b>Approved Budget for the Contract :</b>	<b>Three Hundred Thousand Pesos (Php.300,000.00)</b>
<b>Location :</b>	<b>Professional Regulation Commission P. Paredes St., Sampaloc, Manila</b>
<b>Specification :</b>	<b>See attached Annex “A” for the Terms of Reference and Schedule of Delivery, and Annex “B” for Financial Bid.</b>

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (**Annex “B”**) personally, by mail/courier, through facsimile or via email, duly signed by the owner or his duly authorized representative using the “PRC Official Forms” provided herein **on or before 10:00 in the morning of October 6, 2021** at the BAC Office, 4<sup>th</sup> Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time, the quotation/proposal will be evaluated at the BAC Conference Room, 4<sup>th</sup> Floor, PRC Annex Building on **October 6, 2021**, at **1:30** in the afternoon. **Bidders/representatives who may wish to attend the opening of bids must submit a letter of intent to the BAC’s official email address.**

## TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex “A” & “B”)**.
3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
4. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
5. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.



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7. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.

8. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:

### 1. Valid Mayor's / Business Permit

*(In exceptional cases where the LGU concerned has not yet released the Mayor's Permit, Bidders, in lieu of the valid Mayor's Permit may submit a substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment)*

### 2. PhilGEPS Registration Number

### 3. Latest Income/Business Tax Return

*(for ABCs above P500,000.00)*

### 4. Omnibus Sworn Statement

*(Unnotarized Omnibus Sworn Statement may be accepted in compliance with the GPPB Resolution No. 09-2020, dated 7 May 2020, subject to compliance therewith after award of contract but before payment.)*

### 5. Secretary's Certificate / Authorization to sign as representative


- ❖ *For Individual (only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)*
- ❖ *For procurement requiring Mayor's Permit and PhilGEPS Registration Number, Certificate of Platinum membership may be submitted in lieu of the said documents.*

PRC assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.

PRC reserves the right to accept or reject any or all quotations, and to impose additional terms and conditions as it may deem proper.

For inquiries, you may contact the BAC Secretariat at facsimile No. (02) 5-310-0037.

Very truly yours,

  
**ATTY. ARISTOGERSON T. GISMUNDO**  
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ANNEX "A"

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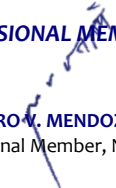
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## TERMS OF REFERENCE (TOR)

### PROCUREMENT OF STANDARDIZED COMPUTER-BASED PRE-EMPLOYMENT EXAMINATION-REBID

(Through Negotiated Procurement Pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184)

#### I. Approved Budget for the Contract

The supplier shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of Three Hundred Thousand Pesos (Php.300,000.00) inclusive of all applicable bank and government charges.

#### II. Background

The Professional Regulation Commission is currently filling up vacant positions under the new Organizational Structure and Staffing Pattern (OSSP). To ensure that the Human Resource Development Division can hire the most qualified ones even amid the approved alternative working arrangements, there is an urgent need to update the process and the administration of exams using the online system.

Online processing and administration of competency exams are used to screen job applicants and can include filtering of complete documents to become qualified applicants which includes the Qualification Standards (QS) from the Civil Service Commission (CSC), and testing of knowledge, work skills, language proficiency, and even integrity. It can also provide efficient and timely process of recruiting, selecting, hiring, and promoting qualified applicants.

Moreover, the unforeseen circumstances, such as the COVID-19 pandemic, established the significance of technological innovation in minimizing the disruption of work. Through its feature to provide HRDD the ability to work on tasks remotely, it guarantees the continuous delivery of results, particularly, in terms of recruitment, selection, and promotion.

As the online processing and administration of competency exam permits the streamlining of processes, it shall enable the HRDD to focus on other HR functions to provide better service and support to the employees, and seek for means and plans to assist in the development of other processes and systems in the organization.

#### III. Objectives

1. Ensure the strict adherence to the merit principle in the Commission's human resource development such as recruitment, career advancement, promotion
2. Provide equal opportunities for advancement to all qualified and deserving employees
3. Conduct assessment in a platform that is more convenient to all applicants
4. Provide innovative approach as part of recruitment strategy.





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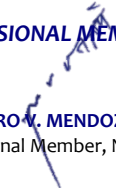
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## IV. Scope

- To provide a standardized computer-based pre-employment qualifying examination assessment for hiring and promotion for:
  - Rank and File Level
  - Supervisory Level
  - Executive/Managerial Level
  - Job Order worker level/Contract of Service
- To provide full standardized battery of test and must consist of the following:
  - Aptitude Test (Verbal and Non-verbal)
  - Personality Test
- The system shall cover the encoding and correction of test questions.

## V. Recruitment Overview

### A. Category of Positions

#### Rank and File

Refers to an employee in the public sector whose functions are neither managerial nor confidential. They are employees occupying positions in the first and second levels. The nature of the employees' functions as reflected in the approved position description form shall prevail.

**First Level** – shall include clerical, trades and crafts, and custodial service which involve sub-professional work in a non-supervisory or supervisory capacity (Salary Grade 1 to Salary Grade 9)

**Second Level** – involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent (Salary Grade 10 to Salary Grade 25)

#### Supervisory

This includes professional, technical and scientific positions in a department or agency or local government, which have the responsibility of overseeing the work of an organizational unit charged with a major and specialized activity.

#### Executive/Managerial

Refer to the position belongs to the 3rd level of hierarchy in the organization, but are not presidential appointees, in the career service and to those appointed to the non-career service. This includes professional, technical and scientific positions, the functions of which are managerial in character, exercising management over people, resource, and/or policy and exercising functions such as planning, organizing, directing, coordinating, controlling and overseeing the activities of an organization, a unit, thereof or of a group, requiring some degree of professional, technical or scientific knowledge and experience, application of managerial skills required to carry out basic duties and responsibilities involving leadership, functional guidance and control. These positions require intensive and thorough knowledge of a specialized field.



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## Job Order Worker/Contract of Service

Refers to employment as follows: 1. The contract covers lump sum work or services such as janitorial, security or consultancy services where no employee-employer relationship exist; 2. The job order covers piece work or intermittent job of short duration not exceeding six (6) months on a daily basis; 3. The contract of services and job orders are not covered by CSC Law rules and regulations but covered by COA Rule; 4. The employees involved in the contract or job orders do not enjoy the benefits enjoyed by government employees such as PERA, COLA or RATA; Those whose salaries are charged against the agency's Maintenance and Other Operating Expenses (MOOE)

## B. Type of Standardized Pre-Employment Examination

1. Aptitude Test (Verbal and Non-Verbal)
2. Personality Test (if applicable)

## C. Frequency/stages of Examination

Examinees will take series of exams as follows:

### For Plantilla Positions

1. Aptitude Tests (Verbal and Non-verbal)
2. Personality Test

### For Job Order:

1. Aptitude Tests (Verbal and Non-verbal)
2. Personality Test

## D. Duration of Examination per job applicant

1. The average length of Aptitude Tests (Verbal and Non-verbal) is typically forty-five (45) minutes to one (1) hour.
2. Personality Tests are untimed.

## E. Evaluation/Correction of Test/Examination Papers/Answer Sheets

Test/Examination Results are automatically yielded by the system.

## F. Integrity Mechanisms

Test materials and answer sheets are treated with strict confidentiality and only authorized staff/personnel are allowed to conduct and administer the standardized pre-employment examination.

## VI. Technical Requirements

1. System must be able to interface or consider all aspects and process of the conduct and administration of the standardized pre-employment examination herein provided;
2. Security on access and administration should be in place;



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3. Access to test questions in the system should only be done by the authorized HRDD personnel;
4. The system must be able to generate access code that is unique for each job applicants and for the members of the HRMPSB members;
5. Training shall be provided to the concerned HRDD personnel and HRMPSB members on the following:
  - 5.1 run through the standardized online/computer-based pre-employment examination
  - 5.2 administration of the CPE TQs
6. **The tests should be available immediately or within 60 days upon receipt of the contract.**

## VII. Approved Budget

The approved budget for the CPE is Three Hundred Thousand Pesos (PHP300, 000.00). This amount shall also be inclusive of all applicable bank and government charges.

## VIII. Payment Scheme

The payment for the test distributor shall be made within 15 - 30 days upon issuance of the Statement of Account (SOA) and on a bank-to-bank basis.

Failure to comply with the Terms and Conditions of the Contract will result in the payment of corresponding penalties/liquidated damages based on the Contract Price.

## IX. Duration

**The Computer-Based Pre-Employment Examination will be implemented for one (1) year and will be renewed in the succeeding years subject to the availability of funds.**

## ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF STANDARDIZED COMPUTER-BASED PRE-EMPLOYMENT EXAMINATION-REBID.

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE,  
DESIGNATION AND PRINTED NAME OF COMPANY



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## PRICE QUOTATION SHEET FINANCIAL BID

Having read, examined and accepted the Terms of Reference on the subject Request for Quotation (RFQ), I/We submit our quotation/s for the item/s as follows:

**Total Bid Price for the Project: (Inclusive of all taxes and bank charges)**

### PROCUREMENT OF STANDARDIZED COMPUTER-BASED PRE-EMPLOYMENT EXAMINATION-REBID

In Figures: \_\_\_\_\_

In Words: \_\_\_\_\_

\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT.

\_\_\_\_\_  
Bidder's authorized signature over printed name

Designation: \_\_\_\_\_

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

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

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