



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



08 October 2024

Dear Sir/Madam,

The Human Resources Management Office (HRMO) of the Department of Foreign Affairs (DFA) intends to procure the following psychological test for the assessment of applicants and provide services in identifying the criterion and norm referenced and score description of each test:

Unit	ITEM / DESCRIPTION (Technical Specifications attached)	Quantity
set	Culture Fair Intelligence Test (with Manual, 25 Test Booklets (Form A), 50 Answer Sheets, and Scoring Template)	1
piece	Culture Fair Intelligence Test Booklets	20
piece	Culture Fair Intelligence Test Answer Sheets	1,200
set	Employee Aptitude Survey (EAS) (with 10 of Each Test Series, Scoring Keys for Each Test Series, and Manual)	1
piece	Employee Aptitude Survey- Verbal Comprehension Test	500
piece	Employee Aptitude Survey - Numerical Ability Test	500
piece	Employee Aptitude Survey -Visual Pursuit Test	100
piece	Employee Aptitude Survey - Visual Speed and Accuracy Test	100
piece	<i>Employee Aptitude Survey - Space Visualization Test</i>	100
piece	Employee Aptitude Survey - Numerical Reasoning Test	500
piece	Employee Aptitude Survey- Verbal Reasoning Test	200
piece	Employee Aptitude Survey- Word Fluency Test	200
piece	Employee Aptitude Survey- Manual Speed and Accuracy Test	100
piece	Employee Aptitude Survey- Symbolic Reasoning Test	200
set	Watson Glaser Critical Thinking Test (with Manual, 25 Test Booklets, 25 Answer Sheets, Scoring Template)	1
piece	Watson Glaser Critical Thinking Test Booklets	10
set	Raven's Standard Progressive Matrices (with Manual, 1 Reusable Test Booklet, Scoring Key, 50 All-Forms Answer Sheets)	1
piece	Raven's Standard Progressive Matrices Test Booklet	50
piece	Raven's Standard Progressive Matrices Answer Sheet	100
set	MD5 Mental Ability Test (1 Manual Scoring Key, 25 Non-reusable Test Forms)	1



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piece	MD5 Mental Ability Test Test Forms	200
set	Test of General Reasoning Ability Introductory Kit	1
pack	Test of General Reasoning Ability Item Booklets (Green)	5
pack	Test of General Reasoning Ability Answer Sheets	20
pack	Test of General Reasoning Ability Score Summary Forms	20

Our approved budget for this procurement is **Php 750,000.00**.

In this regard, you are kindly requested to provide a proposal and quotation of your best offer, subject to the Terms of Reference. You may submit said proposal and quotation, duly signed by you or your authorized representative, **on or before Friday, 11 October 2024 , at 12:00 NN**.

The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR of R.A. No. 9184), otherwise known as the Government Procurement Reform Act.

For submission of open quotations and/or further information, please contact Ms. Keith D. Dalere at telephone no. 8834-4000 local 3137 or email address at hrmo.recruitment@dfa.gov.ph.

Thank you.

Very truly yours,


CHRISTOPHER B. MONTERO
Assistant Secretary



TERMS OF REFERENCE

Replenishment of Psychological Test/Pre-employment examination for the recruitment of HBP, contractual and casual positions

I.	BACKGROUND and OBJECTIVE The Human Resource Management Office adheres to the principle of merit and fitness as provided under Section 2(2), Article IX-B of the 1987 Constitution, which states that <i>“appointments in the civil service shall be made only according to merit and fitness to be determined, as far as practicable, and except to positions which are policy determining, primarily confidential or highly technical, by competitive examination”</i> . Thus, HRMO is conducting a pre-employment assessment to qualified applicants for home based, contractual and casual positions and to make sure that appointments will be based on merit and fitness. The Approved Budget for the Contract (ABC) for the lease of venue is Seven Hundred Fifty Thousand Pesos (Php 750,000.00) , inclusive of taxes, bank transfer charges, and other lawful fees.
II.	SCOPE OF WORK 1. Provide the following standardized tests such as answer sheets, test manual, stencils and test booklets: <ul style="list-style-type: none">● Culture Fair Intelligence Test● Employee Aptitude Survey (EAS)● Watson Glaser Critical Thinking Test● Raven's Standard Progressive Matrices● MD5 Mental Ability Test● Test of General Reasoning Ability 2. Provide services in identifying the criterion and norm reference; and score description of each test
III.	QUALIFICATIONS The service provider shall have the following minimum qualifications: <ol style="list-style-type: none">1. The Company must have at least five (5) years of continuous experience in the industry;2. The Company must deliver the test materials within 30 days upon Notice of Award3. The Company must provide free training on the administration, checking, scoring and interpretation of the tests, if any; and



4. The Company must be **registered with PHILGEPS** and can accommodate **Send Bill arrangement** as terms of payment

IV. TECHNICAL SPECIFICATIONS AND OTHER REQUIREMENTS

The Company should provide the following:

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set	Culture Fair Intelligence Test (with Manual, 25 Test Booklets (Form A), 50 Answer Sheets, and Scoring Template)	1
piece	Culture Fair Intelligence Test Booklets	20
piece	Culture Fair Intelligence Test Answer Sheets	1,200
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piece	Employee Aptitude Survey- Verbal Comprehension Test	500
piece	Employee Aptitude Survey - Numerical Ability Test	500
piece	Employee Aptitude Survey -Visual Pursuit Test	100
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piece	<i>Employee Aptitude Survey - Space Visualization Test</i>	100
piece	Employee Aptitude Survey - Numerical Reasoning Test	500
piece	Employee Aptitude Survey- Verbal Reasoning Test	200
piece	Employee Aptitude Survey- Word Fluency Test	200
piece	Employee Aptitude Survey- Manual Speed and Accuracy Test	100
piece	Employee Aptitude Survey- Symbolic Reasoning Test	200



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set	Watson Glaser Critical Thinking Test (with Manual, 25 Test Booklets, 25 Answer Sheets, Scoring Template)	1
piece	Watson Glaser Critical Thinking Test Booklets	10
set	Raven's Standard Progressive Matrices (with Manual, 1 Reusable Test Booklet, Scoring Key, 50 All-Forms Answer Sheets)	1
piece	Raven's Standard Progressive Matrices Test Booklet	50
piece	Raven's Standard Progressive Matrices Answer Sheet	100
set	MD5 Mental Ability Test (1 Manual Scoring Key, 25 Non-reusable Test Forms)	1
piece	MD5 Mental Ability Test Test Forms	200
set	Test of General Reasoning Ability Introductory Kit	1
pack	Test of General Reasoning Ability Item Booklets (Green)	5
pack	Test of General Reasoning Ability Answer Sheets	20
pack	Test of General Reasoning Ability Score Summary Forms	20

Also, the Company shall provide services in identifying the criterion and norm reference; and score description of each test

VI. DOCUMENTARY REQUIREMENTS

Interested service providers are requested to submit the following documentary requirements:

1. Proposal and price quotation
2. PhilGEPS registration
3. Valid Business Permit / Mayor's Permit
4. Latest Income Tax Return

VII. TERMS OF PAYMENT

1. **Send Bill** arrangement based on government terms.
2. Payment shall be made **within sixty (60) working days upon the Service Provider's submission of the sales invoice and complete supporting documents**, and audited by the Office of Financial Management Services - Financial Resource Management Division (OFMS-FRMD), through a List of Due and Demandable Accounts Payable (LDDAP).



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| | <p>3. All payments shall be inclusive of all applicable taxes, bank charges and other lawful charges.</p> |
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TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, bank charges, and other applicable fees.
3. The **Approved Budget for the Contract (ABC) is Php 750,000.00**, inclusive of taxes and applicable fees.
4. Proposals/quotations **higher than the ABC will be automatically disqualified.**
5. Compliance with the requirements is requested for the Department to consider your offer.
6. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.