



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



09 June 2025

Dear Sir/Madam,

The Human Resources Management Office (HRMO) of the Department of Foreign Affairs (DFA) intends to engage the services of a service provider for the conduct of the pre-employment examination for the competitive examinations for Foreign Service Staff Officer IV and Foreign Service Staff Employee III. Our approved budget for this procurement is **Php 350,000.00** for 750 applicants on 25 August 2025.

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 13 June 2025 at 12:00 noon.**

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 4884 or email address at hrmo.recruitment@dfa.gov.ph.

Thank you.

Very truly yours,

CHRISTOPHER B. MONTERO
Assistant Secretary



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TERMS OF REFERENCE

**Procurement of Service Provider for the Competitive Examinations for
Foreign Service Staff Officer IV and Foreign Service Staff Employee III**

I.	<p>BACKGROUND</p> <p>Section 19 of the Republic Act No. 7157 or the “Philippine Foreign Service Act of 1991” states that recruitment for the Foreign Service Staff Officer IV (FSSO IV) and Foreign Service Staff Employee III (FSSE III) levels shall be made through a competitive examination, open to personnel of the Department and outsiders. Accordingly, their appointment shall be in accordance with Civil Service rules and regulations.</p> <p>The competitive examination shall be a three-stage assessment to properly gauge the readiness and fitness of a candidate to assume the FSSO IV or FSSE III positions, respectively.</p>
II.	<p>SCOPE OF WORK</p> <ul style="list-style-type: none">• Provision of the assessment tool with functions for pen and paper administration, scoring, and interpretation of the pre-employment assessment;• Immediate scoring and reporting must be available. The results shall be provided to HRMO not more than fifteen (15) working days after the completion of the examination. The Service Provider shall not directly issue/provide the test result to the applicants;• Must maintain all test results and other information in strict confidence. The Service Provider must have sufficient security measures in place to ensure that test results are stored and handled in such a way as to prevent any unauthorized use, access or disclosure.• The Service Provider must comply with the applicable laws including the Data Privacy Act of 2012, as amended, when processing the personal data and will ensure all its employees, beneficiaries and consultants, subcontractors and / or advisors, including those involved in any subsequent data analysis shall do likewise
III.	<p>QUALIFICATIONS</p> <p>The service provider shall have the following minimum qualifications:</p> <ol style="list-style-type: none">1. The Company must be registered with PHILGEPS and can accommodate Send Bill arrangement as terms of payment2. Has completed at least three (3) years in the field of industrial / pre-employment assessments;3. Holder of a valid business license from relevant government agencies; and4. The Company should have flexibility and responsiveness to changing events requirements (i.e., number of applicants, change in date/venue).



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IV.	<p>TECHNICAL SPECIFICATIONS AND OTHER REQUIREMENTS</p> <ol style="list-style-type: none">1. Administer the pre-employment examination via pen and paper on the scheduled date, score, and interpret the pre-employment assessment;2. Immediate scoring and reporting must be available. The results shall be provided to HRMO not more than fifteen (15) working days after the completion of the examination. The Service Provider shall not directly issue/provide the test result to the applicants; <p>Note: The projected applicant is seven hundred fifty (750) only, the numbers may increase or decrease depending on the number of qualified applicants who will be shortlisted by HRMO. The resulting cost of said increase or decrease should not exceed the Contract Price.</p>
VI.	<p>DOCUMENTARY REQUIREMENTS</p> <p>Interested service providers are requested to submit the following documentary requirements:</p> <ol style="list-style-type: none">1. Proposal with price quotation2. PhilGEPS registration3. Valid Business Permit / Mayor's Permit4. Latest Income Tax Return5. Omnibus Sworn Statement
VII.	<p>TERMS OF PAYMENT</p> <ol style="list-style-type: none">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).3. All payments shall be inclusive of all applicable taxes, bank charges and other lawful charges.

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 350,000.00**, 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.