



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

TESTING KITS OR TESTING MATERIALS

16 June 2022

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **TESTING KITS OR TESTING MATERIALS (APP 2021-0134)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **5:00 P.M., 20 June 2022**. The service providers/suppliers must also submit the following requirements:

1. Copy of the Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments¹;
4. Proof of eligibility requirements stated in the attached Technical Specifications (page 3), and
5. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to bacsecretariat@privacy.gov.ph or via mail or courier in a sealed envelope to:

BIDS AND AWARDS COMMITTEE
5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307

Sincerely,

ATTY. MA. FRANCES AIRA SY
BAC Secretariat Head
National Privacy Commission

¹ **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

NOTE: Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

The original of this document is in digital format
NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

Ref No.: RFQ-2021-0134

**TECHNICAL SPECIFICATION
TESTING KITS OR TESTING MATERIALS**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 150,000.00)		Compliance (Manifest your compliance by <u>writing "COMPLY" in every item</u>)										
				Unit Price	Total											
lot	1	<ul style="list-style-type: none"> Please refer to the "Technical Specification" for: <p style="text-align: center;">1. Technical Requirements</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Item Description</th> <th style="width: 15%;">No. of Set</th> <th style="width: 45%;">Inclusions</th> </tr> </thead> <tbody> <tr> <td>Personality Test (Manchester Personality Questionnaire) by A.P Cameron</td> <td style="text-align: center;">3 sets</td> <td> <ul style="list-style-type: none"> Technical Manual Reusable Booklets One Time use answer sheet One Time use profile sheets </td> </tr> <tr> <td>Aptitude Test: (Employee Aptitude Survey)</td> <td style="text-align: center;">3 sets</td> <td> <ul style="list-style-type: none"> Technical Manual Test Series (EAS 10 Subtest) Scoring Stencils for each 10 EAS Subtest </td> </tr> </tbody> </table> <p style="text-align: center;">2. Payment and Delivery</p>			Item Description	No. of Set	Inclusions	Personality Test (Manchester Personality Questionnaire) by A.P Cameron	3 sets	<ul style="list-style-type: none"> Technical Manual Reusable Booklets One Time use answer sheet One Time use profile sheets 	Aptitude Test: (Employee Aptitude Survey)	3 sets	<ul style="list-style-type: none"> Technical Manual Test Series (EAS 10 Subtest) Scoring Stencils for each 10 EAS Subtest 			- _____
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TOTAL						- _____										

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Delivery shall be made to NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
- VII. Delivery shall be completed within fifteen (15) calendar days from receipt of Purchase Order/NTP.

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)

Ref No.: RFQ-2021-0134

NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TECHNICAL SPECIFICATION

TESTING KITS OR TESTING MATERIALS
(APP Item No. 2021-0134)

I. BACKGROUND

Pre-employment assessment is one of the most important steps in the recruitment process because it assesses the applicant's job competency and job fit. In view of the continuous efforts of National Privacy Commission – Human Resource Development Division in the development of NPC recruitment process. HRDD identified the need of use of standardized pre-employment psychological tests to employ objectives means of assessing and gathering job-related information of candidates, while the minimizing the risk of subjectivity and biased and by dramatically reducing the time spent reading resumes and conducting interviews. Pre employment psychological tests usually consists of questions items that assess applicants in terms of wide range of aspects such as cognitive ability, critical thinking, personality test, preferences, and motivation.

II. OBJECTIVES

This project aims to enhance the recruitment process's efficiency and effectiveness in identifying the right candidate to the position using standardized pre-employment psychological test to assess the applicant's cognitive ability, behavioral characteristics, personality traits, and job fit.

- Pre-employment Testing and Assessment are more objective and minimizes the subjectivity in the recruitment process.
- Pre-employment Testing and Assessment Increased employee retention and reduction in costs associated with turnover (e.g., hiring and training costs)
- More efficient and streamline the hiring process
- Increased defensibility of the hiring process through the use of objective, validated metrics

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

The supplier should be able to provide the following psychological testing materials:

Personality Test (Manchester Personality Questionnaire) by A.P Cameron

- Personality test that is designed to provide a comprehensive assessment of those key personality traits that are likely to have a high impact on work success
- Manchester Personality Questionnaire must be a current version and suitable for adult age range - 18 years old and above.
- Supplier must provide 3 sets of Personality Test - Manchester Personality Questionnaire by A.P Cameron
- Each set shall have the following inclusions:
 - Technical Manual
 - Reusable Booklets
 - One Time use answer sheets
 - One Time use profile sheets

Aptitude Test: (Employee Aptitude Survey)

- Aptitude Test that purports to assess the applicants cognitive, perceptual, and psychomotor abilities.
- EAS must be a current version and suitable for adult age range - 18 years old and above.
- Supplier must provide 3 sets of Aptitude Test - Employee Aptitude Survey
- Includes the 10 Subtest components of the test such as:
 - EAS #1 Verbal Comprehension
 - EAS #2 Numerical Ability
 - EAS #3 Visual Pursuit
 - EAS #4 Visual Speed and Accuracy
 - EAS #5 Space Visualization
 - EAS #6 Numerical Reasoning
 - EAS #7 Verbal Reasoning
 - EAS #8 Word Fluency
 - EAS #9 Manual Speed and Accuracy
 - EAS #10 Symbolic Reasoning

- Each set shall have the following inclusions:
 - Technical Manual
 - Test Series (EAS 10 Subtest)
 - Scoring Stencils for each 10 EAS Subtest

Eligibility requirements:

- Must be Philgeps registered and/or meet the minimum requirements of Bids and Awards Committee
- Has years of experience in the field of Psychology and official distributor of psychological assessment tools/exam
- Can provide helpful reviews from previous clients
- Can provide psychological assessment tools/exam products catalog.
- Can provide test briefing to NPC psychometrician.

IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
Testing Kits or Testing Materials	1 Lot (3 sets of Personality Test (Manchester Personality Questionnaire by A.P Cameron) and 3 sets Aptitude Test (Employee Aptitude Survey))	Within fifteen (15) calendar days from the receipt by the Supplier of Notice to Proceed (NTP)/ PO	Technical Manual. Test Series, Scoring stencils

Place of Delivery: NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

Payment shall be made when the goods has been delivered in accordance with the signed contract and instructions and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee and Certificate of Acceptance by the End-User.

V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods. The mode of procurement shall be: Alternative Mode through Negotiated Procurement – Small Value Procurement

VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund : Continuing General Appropriations Act FY 2021 (RA 11640)
Continuing Annual Procurement Plan for FY 2021 (APP item no. 2021-0134)

Approved Budget : One Hundred Fifty Thousand Pesos Only (Php 150,000.00).
for the Contract

Prepared by:



CAILA EUNICE S. BAYRON

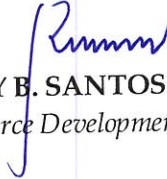
AOII, Human Resource Development Division



GIL ALBERT M. MAZO

AO V, Human Resource Development Division

Recommending Approval:



ROSALY B. SANTOS

Chief, Human Resource Development Division

Approved by:



ATTY. MANUEL C. SATUITO

Director IV, FAO

Manchester Personality Questionnaire 14.2

By: A. P. Cameron

Product Description

The MPQ is a multiple-choice questionnaire measuring 14 personality traits:

- Originality
- Rule consciousness
- Openness to change
- Assertiveness
- Social confidence
- Empathy
- Communicativeness
- Independence
- Rationality
- Competitiveness
- Conscientiousness
- Perfectionism
- Decisiveness
- Apprehension

The test has 120 items.

Duration: Untimed (approx 15 minutes)

Languages: English

Suitable For: All occupational levels.

Used For: Selection, training, team development, career counselling.

Qualification Levels: Level B

The MPQ is a multiple-choice questionnaire available in three forms. MPQ Factor Version 14.2 is the full questionnaire covering all the factors and dimensions measured by the instrument. MPQ Factor Version 5 is a shorter questionnaire that looks at the Big Five factors only. It has been specially designed for those who do not need the full set of information, but who require a simple, cost-effective global measure. MPQ Factor Version 7 is a unique questionnaire variant that looks carefully at Creativity and examines this crucial trait under 7 bi-polar headings.

The MPQ 14.2 is designed to identify and report on key personality traits likely to have a high impact on behaviour and success at work and to highlight individual strengths, weaknesses and areas of competence

MPQ Questionnaires are all untimed. The longest of the questionnaires is MPQ 14.2, which contains 90 multiple-choice items. It is, however, generally completed in under 25 minutes. The other questionnaires require less time. Test administrators plot the questionnaire results on to normed profile sheets to give an instant result.

The Technical Manual provides full interpretation information and the statistical background of the instrument. In addition a computer-based expert system is available which produces a comprehensive narrative report as well as providing on-screen administration for MPQ FV 14.2

Norms:

Manager and Professional (N= 554).

Reliability:

Internal consistency reliability shows coefficient alphas for the MPQ fall within the bench-mark range for psychometric test scales - that is, 0.6 - 0.8. Nine scales have values above 0.70 and the remaining five are above 0.60.

Standard Error of Measurement shows that on 68 per cent of occasions, the person's true score will lie within one SEM on either side of the obtained raw score. For the MPQ primary scales, the SEM is equivalent to one sten.

Validity:

Intercorrelations between the scales of the MPQ show that seventy eight per cent of the correlations are below the benchmark of .3.

Construct validity between the MPQ & OPQ show correlations between .47 & .78 for the 'Big-Five' factors.

Construct validity between the MPQ & NEO PI-R show correlations ranging between .29 & .53 for the Five factors.

Criterion validity between MPQ scales and job performance ratings show correlations between .15 and .19.

Employee Aptitude Survey Test Series: A Multi-Aptitude Test Battery (EAS)

by: Psychological Services, Inc.

Want to know how quickly an individual can learn and apply new skills? Need to compare individuals whose strengths may lie in different domains?...

PURPOSE: Assess cognitive, perceptual, and psychomotor abilities

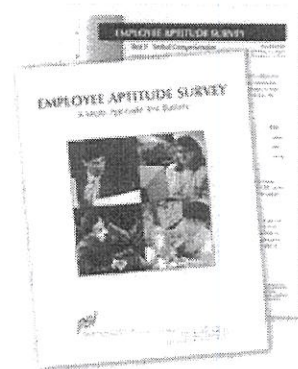
FOR: Adults

ADMINISTRATION: Individual or group

TIME: Varies depending on the test(s) selected

DESCRIPTION:

- Consists of 10 tests that measure cognitive, perceptual, and psychomotor abilities required for successful job performance in a wide variety of occupations
- Designed for flexibility--you can select from the series of 10 separate tests to assemble batteries customized to meet your needs
- A General Mental Ability (GMA) battery and other suggested test batteries developed for major occupational groups have been identified to maximize validity and utility
- Individual or group administration is fast and simple--most of the tests take only 5 minutes; each test is confined to a single sheet with clear instructions printed on the face of the test sheet
- Easy to score by hand--stencils are provided for both right and wrong responses
- Extensive normative data available--the Examiner's Manual provides the most commonly used norms for individual EAS tests and test batteries; the Supplemental Norms Report provides percentile norms for over 85 occupational and educational classifications based on over 210,000 test scores
- A wealth of research supports the validity of the EAS Test Series for predicting job performance and training success (160 criterion-related validity studies, including 725 validity coefficients)



INDIVIDUAL EAS TESTS:

Test 1 (Verbal Comprehension Test)--Measures ability to use words in oral and written communication and in planning. For executives, secretaries, professional personnel, high-level office workers. **Timed, 5 minutes.**

Test 2 (Numerical Ability Test)--Measures ability to analyze logical numerical relationships and discover underlying principles for executives, supervisors, engineers, accountants, sales and clerical workers. **Timed, 10 minutes.**

Test 3 (Visual Pursuit Test)--Measures speed and accuracy in visually tracing lines. For draftsmen, design engineers, checkers, technicians. **Timed, 5 minutes.**

Test 4 (Visual Speed and Accuracy Test)--Measures ability to see details quickly and accurately. For bookkeepers, accountants, general office clerks, stenographers, machine operators. Most sales supervisors and executives should be above average. **Timed, 5 minutes.**

Test 5 (Space Visualization Test)--Measures ability to visualize and manipulate objects mentally. Valuable for jobs that demand mechanical aptitude, such as draftsman, engineer, technician. **Timed, 5 minutes.**

Test 6 (Numerical Reasoning Test)--Measures ability to analyze generalizations and see relationships. For technical, supervisory, and executive positions. **Timed, 5 minutes.**

Test 7 (Verbal Reasoning Test)--Measures ability to analyze information and form conclusions based on that information. Valuable for jobs that require ability to organize, evaluate, and use information, such as administrative and technical decision making, supervisory, scientific, and accounting. **Timed, 5 minutes.**

Test 8 (Word Fluency Test)--Measures flexibility in communication by requiring the examinee to write as many words as possible beginning with a specific letter. For oral or written expression typically needed by salespersons, journalists, representatives, writers, receptionists, secretaries, and executives. No scoring key needed. **Timed, 5 minutes.**

Test 9 (Manual Speed and Accuracy Test)--Measures ability to make repetitive fine finger movements rapidly and accurately. For clerical workers, machine operators, technicians, and repairmen. No scoring key needed. **Timed, 5 minutes.**

Test 10 (Symbolic Reasoning Test)--Measures ability to manipulate abstract symbols mentally and to make judgements and valid decisions. For evaluating high level science and technology workers, troubleshooters, data programmers, accountants, engineers, scientific personnel. **Timed, 5 minutes.**

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling**

interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBE AND SWORN TO before me this ____ day of _____ 20__ at _____, affiant having exhibited to me his/her _____ issued on/valid until _____.

Doc. No.: _____

Page No. _____

Book No.: _____

Series of 20_____