



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

BIDS AND AWARDS COMMITTEE  
Resolution No. 046-2022, Series of 2022

**RECOMMENDING THE AWARD OF THE CONTRACT FOR  
TESTING KITS OR TESTING MATERIALS (APP ITEM NO. 2021-0134)**

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**WHEREAS**, the National Privacy Commission (*NPC* or *Commission*) is an independent body mandated to administer and implement Republic Act No. 10173 of the Data Privacy Act of 2012 and to monitor and ensure compliance of the country with international standards set for data protection;

**WHEREAS**, the hiring of competent employees is in the best interest of the Commission;

**WHEREAS**, pre-employment assessment is one of the most important steps in the recruitment process;

**WHEREAS**, the procurement of pre-employment psychological tests (Testing Kits or Testing Materials) was identified as essential to pre-employment assessment. It is an objective means of assessing and gathering information of candidates, while minimizing the risk of subjectivity and bias;

**WHEREAS**, this procurement has a Certificate of Availability of Funds (CAF) and has been confirmed to be existing as APP Item No. 2021-0134 in the FY 2021 Continuing Annual Procurement Plan (2021 Continuing APP) and with an Approved Budget for the Contract (ABC) amounting to Php 150,000.00;

**WHEREAS**, Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act" (RA 9184), recognizes Small Value Procurement as a method of procuring goods where the amount involved does not exceed the threshold prescribed in Annex "H" of the IRR, provided, that in case of goods, the procurement does not fall under shopping in Section 52;

**WHEREAS**, a Request for Quotation (RFQ) was posted in PHILGEPS, the NPC website, and the NPC bulletin board and was likewise sent to three (3) suppliers, namely: V-Psych Innovative Solution Inc., Psychological Resources Center Inc. and Psy Systems and Innovations, OPC;

**WHEREAS**, the following two (2) entities submitted their quotations: Psychological Resources Center Inc. and Mindprofessionals Resource Center, Inc.;

**WHEREAS**, on 7 July 2022, the National Privacy Commission – Bids and Awards Committee (NPC-BAC) proceeded to evaluate all the submitted quotations and determined that **Psychological Resources Center Inc.** has passed the technical, legal, and financial

*The original of this document (containing only the BAC member's signature) is in digital format*  
Ref No.: BAC-22-00065 NPC\_BAC\_RESO-V1.0, R0.0, 05 May 2021

requirements mandated under RA 9184 and was determined to have submitted the single calculated and responsive bid with a bid price of Php 138,000.00;

**NOW, THEREFORE**, for and in consideration of the foregoing, **WE**, the members of the NPC Bids and Awards Committee (NPC-BAC), hereby **RESOLVE**, as it is hereby **RESOLVED**, to recommend the award of the contract for the procurement of Testing Kits or Testing Materials to **PSYCHOLOGICAL RESOURCES CENTER INC.** for having the lowest calculated and responsive quotation in the total amount of **One Hundred Thirty-Eight Thousand Pesos (Php 138,000.00)**, subject to the presentation of their original documentary requirements upon signing of the Notice of Award (NOA).


**RESOLVED** this 7<sup>th</sup> day of July 2022 via combination of on-site and videoconference meeting.

**ATTEST:**

  
Digitally signed by  
Milanes Rainier  
Anthony Mabias  
**ATTY. RAINIER ANTHONY M. MILANES**  
*Chief, CMD*  
*BAC Member*


*on leave*  
**ATTY. MA. JOSEFINA E. MENDOZA**  
*Attorney IV, LD*  
*BAC Member*

  
Digitally signed by  
Ragsag Jonathan  
Rudolph Yandan  
**JONATHAN RUDOLPH Y. RAGSAG**  
*OIC-Chief, DSTSD*  
*BAC Member*

  
Digitally signed by  
Ivy Grace T. Villasoto  
Date: 2022.07.11  
10:39:34 +08'00'  
**ATTY. IVY GRACE T. VILLASOTO**  
*Attorney V, PDD*  
*BAC Vice Chairperson*

  
Digitally signed by Patula  
Maria Theresita Elnar  
Date: 2022.07.12 05:50:57  
+08'00'  
**ATTY. MARIA THERESITA E. PATULA**  
*Director IV, LEO*  
*BAC Chairperson*

**Approved:**

  
**ATTY. JOHN HENRY D. NAGA**  
*Privacy Commissioner*  
*Head of the Procuring Entity*  
Date: JUL 14 2022

Ref No.: BAC-22-00065  
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NPC\_BAC\_RESO-V1.0, R0.0, 05 May 2021

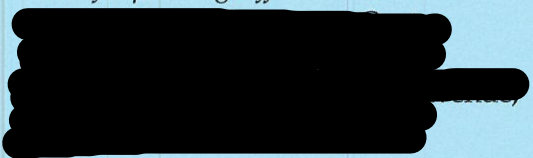


Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

NOTICE OF AWARD

JUL 14 2022

**JULIA CLAIRE R. MELLA**  
Chief Operating Officer



Dear MS. MELLA,

Please be advised that upon the recommendation of the NPC Bids and Awards Committee, per BAC Resolution No. 046-2022, series of 2022, the contract for the "Testing Kits or Testing Materials" amounting to **One Hundred Thirty-Eight Thousand Pesos (Php 138,000.00) VAT inclusive**, is awarded to the **Psychological Resources Center Inc.** consistent with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

Very truly yours,

**ATTY. JOHN HENRY D. NAGA**

Privacy Commissioner

Head of the Procuring Entity

Date: JUL 14 2022

Conforme:

**JULIA CLAIRE R. MELLA**  
Psychological Resources Center



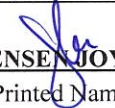
Date: JUL 14 2022

Ref. No.: BAC-22-00066

NPC\_BAC\_NOA-V1.0, R0.0, 05 May 2021

**PURCHASE ORDER**  
**NATIONAL PRIVACY COMMISSION**

Entity Name

Supplier : PSYCHOLOGICAL RESOURCES CENTER INC.		P.O. No. : 2022-07-0018												
Address : <span style="background-color: black; color: black;">[REDACTED]</span>		Date : JUL 18 2022												
TIN :		Mode of Procurement : Small Value Procurement												
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:														
Place of Delivery : NPC OFFICE		Delivery Term : Fifteen (15) calendar days from receipt of PO/NTP												
Date of Delivery : Fifteen (15) calendar days from receipt of PO/NTP		Payment Term : LDDAP-ADA												
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount									
	Lot	TESTING KITS OR TESTING MATERIALS	1	138,000.00	138,000.00									
		Specifications:												
		<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>3 sets</td> <td> <ul style="list-style-type: none"> <li>• Technical Manual</li> <li>• Reusable Test Booklets</li> <li>• One Time use answer sheet</li> <li>• One Time use profilesheets</li> </ul> </td> </tr> <tr> <td>Aptitude Test: (Employee Aptitude Survey)</td> <td>3 sets</td> <td> <ul style="list-style-type: none"> <li>• Technical Manual</li> <li>• Test Series (EAS 10 Subtest)</li> <li>• Scoring Stencils for each 10 EAS Subtest</li> </ul> </td> </tr> </tbody> </table>	Item Description	No. of Set	Inclusions	Personality Test (Manchester Personality Questionnaire by A.P. Cameron)	3 sets	<ul style="list-style-type: none"> <li>• Technical Manual</li> <li>• Reusable Test Booklets</li> <li>• One Time use answer sheet</li> <li>• One Time use profilesheets</li> </ul>	Aptitude Test: (Employee Aptitude Survey)	3 sets	<ul style="list-style-type: none"> <li>• Technical Manual</li> <li>• Test Series (EAS 10 Subtest)</li> <li>• Scoring Stencils for each 10 EAS Subtest</li> </ul>			
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<i>The specifications of each item/supply shall be in accordance with the attached Technical Requirements/ Specifications "Annex A"</i>														
		<b>Delivery:</b> Full delivery shall be completed within fifteen (15) calendar days from receipt of Purchase Order/Notice to Proceed by the supplier												
		<b>Payment:</b> 1. Payment shall be processed upon issuance of <i>Inspection and Acceptance Report (IAR)</i> by the Inspection and Acceptance Committee and issuance of <i>Certificate of Acceptance of Output (CAO)</i> by the end-user  2. Payment shall be made through send bill arrangement and shall be processed upon receipt of the Statement of Account/Billing statement/Invoice, Delivery Receipt issued by the supplier.												
<b>(Total Amount in Words)</b>		ONE HUNDRED THIRTY EIGHT THOUSAND PESOS ONLY												
<p>In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.</p> <p><b>NOTICE TO PROCEED:</b> Notice is hereby given that by conforming to this Purchase Order, the Service Provider/Supplier shall proceed with the delivery of the items in accordance with the terms and conditions specified herein to commence from the date of conformance hereunder indicated.</p> <p>Contact Mr. Joel Pagtulingan Jr. at (02)8234-2228 local 119 or email at <a href="mailto:asd@privacy.gov.ph">asd@privacy.gov.ph</a> for questions delivery and other concerns.</p>														
Conforme:		Very truly yours,												
 <b>MS. JULIA CLAIRE R. MELLA</b> Signature over Printed Name of Supplier <u>22 JULY 2022</u> Date		 <b>ATTY. MANUEL C. SATUITO</b> Signature over Printed Name of Authorized Official Director IV, FAO Designation												
Fund Cluster : 01		ORS/BURS No. : 02-102-2022-07-0062												
Funds Available : ₱ 138,000.00		Date of the ORS/BURS: 22 JUL 2022												
 <b>JENSEN JOY L. BALLICUD</b> Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit		Amount : ₱ 138,000.00												