



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC – Goods and Services
2nd floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
NEGOTIATED 53.9
SMALL VALUE PROCUREMENT

DATE : AUGUST 1, 2023

PROJECT NO. : QCU-23-SERVICES-0944C

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : ONLINE ASSESSMENT/PSYCHOLOGICAL TESTING SUBSCRIPTION FOR QUEZON CITY UNIVERSITY STUDENTS
Approved Budget of the Contract : Php350,000.00
End-User / Implementing Office : QUEZON CITY UNIVERSITY

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **AUGUST 4, 2023, 10:00 AM** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2023);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2022) (For ABCs above P500,000.00)
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** issued by **QC BAC- Goods and Services**.


ATTY. DOMINIC B. GARCIA
Officer-in-Charge / Head, BAC-Secretariat



TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
	<p>SCOPE OF WORK & DELIVERABLES</p> <p>The online assessment subscription will cover the following:</p> <ul style="list-style-type: none">• Administration, scoring and interpretation of psychological test (Mental Ability Test)• Test results of students• Test accounts that will be distributed to the students. <p>The deliverables expected from the service / program will entail:</p> <ul style="list-style-type: none">• Test results within 5 days• Fully automated psychological report that outline the students' numerical scores with adjectival ratings, the interpretation / description of behavioral indicators from each test, and recommendation with summary.• Client assistance on a working day. <p>Project Duration & Delivery:</p> <p>Project Duration shall be until December 31, 2023 and can be accessed within fifteen (15) calendar days upon issuance of Notice to Proceed (NTP)</p>				
1	Mental Ability Test	student	3,500		
	with attached Terms of Reference (TOR) which will form an integral part of this Request for Quotation				
TOTAL:					

Amount in Words: _____



Delivery Period : Fifteen (15) Calendar Days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

Other Requirements:	
1.	Copy of current and valid National Privacy Commission (NPC) Registration
2.	Notarized Affidavit of Undertaking stating compliance to the following: a. The service provider shall provide a digital platform for Remote Online Test Administration that can accommodate multiple test examinees. b. The service provider shall submit a fully automated psychological report that outline the students' numerical scores with adjectival ratings, the interpretation / description of behavioral indicators from each test, and recommendation with summary within 5 days. c. The service provider should be in the industry for at least five (5) years and can cater schools. d. The service provider has a designated relationship manager who will assist on call from Mondays to Fridays, 8:00 am to 5:00 pm. e. The service provider shall undertake any and all appropriate measures to ensure the confidentiality of all online assessment records and shall not disclose such records without the students' prior written consent. f. The service provider shall guarantee that the system shall abide with the DATA PRIVACY ACT of 2012 to ensure that the personal information is protected.
3.	Organizational Chart
4.	List of Licensed Psychologists and Psychometricians together with their Resume and PRC License.



TERMS OF REFERENCE

ONLINE ASSESSMENT / PSYCHOLOGICAL TESTING SUBSCRIPTION FOR QUEZON CITY UNIVERSITY STUDENTS

I. RATIONALE AND BRIEF BACKGROUND

The psychological testing helps to assess students' potential and helps them become aware of their personality and ability as part of discovering their strengths and weaknesses. The ratio of guidance counselors or staff to students can be a challenge in the administration, scoring, and interpretation of psychological tests. In addition, the quantity of original answer sheets could cause a storage issue and original booklets are wear-and-tear-prone. Thus, online testing can help to resolve this challenge. Online testing can provide the following benefits: flexibility of assessment scheduling, ease of administration, shorter assessment turn-around time, accuracy of scoring, standardized assessment reports, and online storage of psychometric data and reports.

Quezon City University was accredited by the Association of Local Colleges and Universities Commission on Accreditation (ALCUCA) in October 2022, and they provided their findings and recommendations. On January 25, 2023, the CHED - Regional Quality Assessment Team (RQAT) conducted an evaluation for the opening of new programs for the College of Computer Studies. Both the ALCUCA and the CHED-RQAT recommend having a psychological testing subscription to serve the student population.

II. SCOPE OF WORK & DELIVERABLES

The online assessment subscription will cover the following:

- Administration, scoring and interpretation of psychological test (Mental Ability Test)
- Test results of students
- Test accounts that will be distributed to the students.

The deliverables expected from the service / program will entail:

- Test results within 5 days
- Fully automated psychological report that outline the students' numerical scores with adjectival ratings, the interpretation / description of behavioral indicators from each test, and recommendation with summary.
- Client assistance on a working day.

III. PROJECT STANDARDS & REQUIREMENT

1. The provider shall provide a digital platform for Remote Online Test Administration that can accommodate multiple test examinees.
2. The service provider shall submit a fully automated psychological report that outline the students' numerical scores with adjectival ratings, the interpretation / description of behavioral indicators from each test, and recommendation with summary within 5 days.
3. The service provider should be in the industry for at least 5 years and can cater schools.
4. The service provider has PRC licensed psychologists and psychometricians.
5. The service provider has a designated relationship manager who will assist on call from Mondays to Fridays, 8:00 am to 5:00 pm.

IV. CONFIDENTIALITY

1. The service provider shall undertake any and all appropriate measures to ensure the confidentiality of all online assessment records and shall not disclose such records without the students' prior written consent.
2. The service provider must be duly registered under the National Privacy Commission.
3. The service provider shall guarantee that the system shall abide with the DATA PRIVACY ACT of 2012 to ensure that the personal information is protected.

V. PROJECT DURATION & DELIVERY

Project duration shall be until December 31, 2023 and can be accessed within 15 days upon issuance of the Notice to Proceed (NTP).

VI. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **THREE HUNDRED FIFTY THOUSAND PESOS and 00/100 only (Php 350,000.00).**

VII. TERMS OF PAYMENT

The procuring entity shall pay the provider every month based on actual services rendered.

VIII. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the project or services shall constitute an offense and shall subject the service provider to penalties and / or liquidated damage pursuant to RA 9184 and its revised implementing rules and regulation.

IX. CANCELATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 9184 and its revised implementation of the rule and regulations shall be followed in the termination of any services contract. In the event the City Government terminates the contract due to default, insolvency, or for any cause, it may enter into negotiated procurements pursuant to Section 53 (d) of RA 9184 and its IRR.

Prepared by:


RACHEL L. JUNGCO


Head, Guidance and Counseling Unit

Noted by:


MERLY P. DELA CRUZ

Director, Student Affairs and Services Division

Approved by:


THERESITA V. ATIENZA, DEM

University President