



REPUBLIC OF THE PHILIPPINES
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE –
INFRASTRUCTURE AND CONSULTANCY SERVICES



PHILIPPINE BIDDING DOCUMENTS

Procurement of CONSULTING SERVICES

Government of the Republic of the Philippines

***CONSULTING SERVICES FOR THE QUEZON CITY EXCEL
SCHOLARSHIP SUB-CATEGORY APTITUDE TEST AND
PSYCHOLOGICAL EXAM***

CONSUL-25-005

Approved Budget for the Contract:

***Six Hundred Twenty-Five Thousand Pesos and 00/100 Only
(Php 625,000.00).***

**Fifth Edition
August 2016**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Consulting Services through Competitive Bidding have been prepared by the Government of the Philippines (GoP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the Government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), local government units (LGUs), and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the GoP or the World Bank or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184).

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the minimum eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (c) the expected contract duration, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in Section II. Eligibility Documents of Part I; and Section II. Instruction to Bidders (ITB) and Section IV. General Conditions of Contract (GCC) of Part II. Data and provisions specific to each procurement and contract should be included in Section III. Eligibility Data Sheet (EDS) of Part I, Section III. Bid Data Sheet (BDS), and Section V. Special Conditions of Contract (SCC) of Part II. The forms to be used are provided in the attachments.

Care should be taken to check the relevance of the provisions of the Bidding Documents against the requirements of the specific Consulting Services to be procured. The following general directions should be observed when using the documents:

- (a) All the documents listed in the Table of Contents are normally required for the procurement of Consulting Services. However, they should be adapted as necessary to the circumstances of the particular Project.
- (b) These PBDs are divided into Part I and Part II, which shall be both made available from the time the Request for Expression of Interest is first advertised/posted until the deadline for the submission and receipt of bids
- (c) Specific details, such as the “name of the Procuring Entity” and “address for proposal submission,” should be furnished in the EDS, BDS, and SCC. The final documents should contain neither blank spaces nor options.
- (d) This Preface and the footnotes or notes in italics included in the Request for Expression of Interest, EDS, BDS, SCC, Terms of Reference, and Appendices are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should contain no footnotes except Section VII. Bidding Forms of Part II since these provide important guidance to Bidders.
- (e) The criteria for evaluation and the various methods of evaluation in the ITB should be carefully reviewed. Only those that are selected to be used for the procurement in question should be retained and expanded, as required in the BDS. The criteria that are not applicable should be deleted from the BDS.
- (f) The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

- (g) If modifications must be made to bidding procedures, they can be presented in the BDS. Modifications for specific Project or Contract should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the EDS, BDS, or SCC these terms shall be printed in bold type face on Section II. Eligibility Documents, Section I. Instructions to Bidders, and Section III. General Conditions of Contract, respectively.

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Section I. Request for Expression of Interest

Notes on Request for Expression of Interest

The Request for Expression of Interest provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Request for Expression of Interest shall be:

- (a) Posted continuously in the Philippine Government Electronic Procurement System (PhilGEPS) website and the website of the Procuring Entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, seven (7) calendar days starting on the date of advertisement; and
- (b) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for seven (7) calendar days, as certified by the head of the Bids and Awards Committee (BAC) Secretariat of the Procuring Entity concerned.
- (c) Advertised at least once in a newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement, subject to Sections 21.2.1(c) of the IRR of R.A. 9184¹;

Apart from the essential items listed in the Bidding Documents, the Request for Expression of Interest should also indicate the following:

- (a) The date of availability of the Bidding Documents, the place where it may be secured and the deadline for submission of the Expression of Interest (EOI) together with the application for eligibility;
- (b) The set of criteria and rating system for short listing of prospective bidders to be used for the particular contract to be Bid, which shall consider the following, among others:
 - (i) Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants;
 - (ii) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking; and
 - (iii) Current workload relative to capacity;

¹ Two years after effectivity of the 2016 Revised IRR of RA 9184 on **28 October 2016**, advertisement in a newspaper of general nationwide circulation shall no longer be required. However, a Procuring Entity that cannot post its opportunities in the PhilGEPS for justifiable reasons shall continue to publish its advertisements in a newspaper of general nationwide circulation.

- (c) The number of consultants to be short listed and the procedure to be used in the evaluation of Bids of short listed consultants, *i.e.*, QBE or QCBE; and if QCBE, the weights to be allocated for Technical and Financial Proposals; and
- (d) The contract duration.

In the case of WB funded projects, the Request for Expression of Interest shall be sent to all who have expressed an interest in undertaking the services as a result of any General Procurement Notice issued. In addition, it shall also be sent to all heads of associations of consultants within the area where the project will be undertaken.



Republika ng Pilipinas
Lungsod Quezon

BIDS AND AWARDS COMMITTEE ON INFRASTRUCTURE & CONSULTANCY

Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City
8988-4242 local 8712 / 8710 / 8709
bacinfra.procurement@quezoncity.gov.ph



April 29, 2025

REQUEST FOR EXPRESSION OF INTEREST FOR
CONSULTING SERVICES FOR THE QUEZON CITY EXCEL SCHOLARSHIP
SUB-CATEGORY APTITUDE TEST AND PSYCHOLOGICAL EXAM

1. The *Quezon City Local Government*, through the 2025 General Fund intends, to apply the sum of *Six Hundred Twenty-Five Thousand Pesos and 00/100 Only (Php 625,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *project number CONSUL-25-005*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *Quezon City Local Government* now calls for the submission of eligibility documents for *Consulting Services for the Quezon City Excel Scholarship Sub-Category Aptitude Test and Psychological Exam*. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **May 08, 2025 – 9:00AM** at **2nd Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**.

Eligibility Check will be on **May 08, 2025 – 10:00AM** at **2nd Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**, simultaneously via Zoom (virtual platform). Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

Virtual Conference (ZOOM APP)
Meeting ID: 810 3646 5257
Password: 201522

3. Interested bidders may obtain further information from *Quezon City Local Government* and inspect the Bidding Documents at the address given below from **8:00 a.m. – 5:00 p.m.**
4. A complete set of Bidding Documents may be acquired by interested Bidders on **April 30, 2025** from the Procurement Department with address given below upon submission of the following:
 - 4.1 PhilGEPS Registration Certificate (Platinum – 3 Pages)
 - 4.2 Printed Document Request List (DRL) from the Philippine Government Electronic Procurement System (PhilGEPS) website
 - 4.3 Notarized Joint Venture Agreement (if applicable)
 - 4.4 Letter of Intent

It can also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The shortlist shall not exceed three (3) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listings are:

CRITERIA	RATING
Applicable experience of the consultant	40 %
Qualification of personnel	35 %
Current workload relative to capacity	25 %

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
7. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS). The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed in accordance with the Terms of Reference.
9. The **Quezon City Local Government** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

ATTY. DOMINIC B. GARCIA

OIC, Procurement Department

2nd Floor, Procurement Department,

Finance Building, Quezon City Hall Compound

Elliptical Road, Barangay Central Diliman, Quezon City.

Tel. No. (02)8988-4242 loc. 8506/8710

Email Add: bacinfra.procurement@quezoncity.gov.ph

Website: www.quezoncity.gov.ph

By:


MS. MARIAN C. ORAYANI
 Chairperson, BAC-Infrastructure and Consultancy

Section II. Eligibility Documents

Notes on the Eligibility Documents

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the EDS.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the EDS.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

- (a) Class “A” Documents –

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
 - (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

(b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. Each copy thereof shall be similarly sealed duly marking the envelopes as “COPY NO. ____ - ELIGIBILITY DOCUMENTS”. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;
 - (c) be addressed to the Procuring Entity’s BAC specified in the **EDS**;
 - (d) bear the specific identification of this Project indicated in the **EDS**; and
 - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared “Late” and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility

documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
 - (f) the name of the prospective bidder;
 - (g) whether there is a modification or substitution; and
 - (h) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Notes on the Eligibility Data Sheet

This Section is intended to assist the Procuring Entity in providing the specific information and requirements in relation to corresponding clauses in the Eligibility Documents, and has to be prepared for each specific procurement.

The Procuring Entity should specify in this Section the information and requirements specific to the circumstances of the Procuring Entity, the processing of the eligibility, and the rules that will apply in the determination and evaluation of eligibility.

In preparing this Section, the following aspects should be checked:

- (a) Information that specifies and complements provisions of the Eligibility Documents must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of the Eligibility Documents as necessitated by the circumstances of the specific procurement, must also be incorporated.

Eligibility Data Sheet

Eligibility Documents	
1.2	<i>CONSULTING SERVICES FOR THE QUEZON CITY EXCEL SCHOLARSHIP SUB-CATEGORY APTITUDE TEST AND PSYCHOLOGICAL EXAM</i>
1.3	No further instructions.
2.1(a)(i)	<p>The Bidder shall also submit the following “Class A” documents with the Valid PhilGEPS Certificate of Registration:</p> <ol style="list-style-type: none"> 1. Valid DTI Registration Certificate or SEC Registration Certification 2. Valid Mayor’s/Business Permit or its Equivalent Document; 3. Valid Tax Clearance; 4. Audited Financial Statement for the last two (2) consecutive years
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <i>ten (10) years</i> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii. 7)	Certificate of Satisfactory Completion or equivalent document issued by the client, in case of a completed contract, shall be acceptable
4.2	Each prospective bidder shall submit one (1) original and one (1) copy of its eligibility documents.
4.3 (c)	<p><i>State the Bids and Awards Committee of the Procuring Entity concerned with the Project.</i></p> <p><i>Procurement Department 2nd Floor, Finance Building, Quezon City Hall Compound, Barangay Central, Quezon City</i></p>
4.3 (d)	<p><i>State specific details concerning the identification of the Project</i></p> <p><i>Request for Expression of Interest</i></p> <p><i>CONSUL-25-005 – CONSULTING SERVICES FOR THE QUEZON CITY EXCEL SCHOLARSHIP SUB-CATEGORY APTITUDE TEST AND PSYCHOLOGICAL EXAM</i></p>
5	<p>The address for submission of eligibility documents is:</p> <p><i>QUEZON CITY GOVERNMENT</i> Quezon City Hall Compound Barangay Central, Quezon City</p> <p><i>ATTY. DOMINIC B. GARCIA</i> <i>Procurement Department 2nd Floor, Finance Building, Quezon City Hall Compound, Barangay Central, Quezon City</i></p>



	<p>8988-4242 loc. 8709/8710 Email Add: bacinfra.procurement@quezoncity.gov.ph Website: www.quezoncity.gov.ph</p> <p>The deadline for submission of eligibility documents is on or before May 08, 2025 – 9:00AM.</p>
8.1	<p>The place of opening of eligibility documents is 2nd Floor, Finance Building, Quezon City Hall Compound, simultaneously via Zoom (virtual platform)</p> <p>Virtual Conference (ZOOM APP) Meeting ID: 810 3646 5257 Password: 201522</p> <p>The date and time of opening of eligibility documents is May 08, 2025 – 9:00 AM.</p>
9.1	<p>Similar contracts shall refer to the same nature as the project to be bid.</p>
9.2	<p>1. Set of Criteria</p> <p>Among others:</p> <p>1.1 Experience of the consultant – 40%</p> <p>1.2 Qualification of personnel to be assign – 35%</p> <p>1.3 Current work load in relations to capacity- 25%</p> <p>2. Rating System</p> <p>2.1 Shortlisted consultant must obtain a score of 70% or higher</p>

TERMS OF REFERENCE (TOR)
Quezon City Excel Scholarship Sub-Category
Aptitude Test and Psychological Exam

I. BACKGROUND / RATIONALE

Pursuant to Ordinance SP-3283, S-2024, also known as the Expanded Scholarship Code of Quezon City, a scholarship program with newly established subcategories for tertiary students has been introduced. Among these newly instituted subcategories is the Excel Scholarship, designed for students who demonstrate exceptional academic performance by maintaining the prescribed General Weighted Average (GWA) while actively engaging in volunteer work or participating in programs, projects, or activities of social significance. In accordance with the provisions of the ordinance, applicants must pass the aptitude and psychological assessments to be administered by the Quezon City Youth Development Office (QCYDO).

Given the expertise needed to implement the Aptitude Test and Psychological Exam included in the selection process, it is imperative to acquire consultancy services to conduct the psychological testing of aspiring QC Excel scholars.

II. PROJECT DESCRIPTION AND OBJECTIVES

The primary objective of the project is to produce Quezon City scholars who are imbued with values and skills that are honed not only for their success as student and future professional, but also to equip them to become a leader and agent of positive change, serving fellow youth and residents of the city.

To accomplish the program's primary objective, the following specific objectives must be met:

- **To Ensure a Comprehensive and Standardized Evaluation Process** – Engage a qualified psychological testing center to administer, score, and interpret the Aptitude Test and Psychological Exam in accordance with established psychometric standards and best practices.
- **To Maintain Fairness and Objectivity in Scholar Selection** – Utilize a reliable third-party provider to ensure an unbiased assessment of applicants' cognitive abilities, personality traits, and psychological readiness for the Excel Scholarship.
- **To Identify High-Potential Scholars Aligned with Program Values** – Assess applicants' aptitude, emotional intelligence, and socio-civic orientation to select individuals who demonstrate academic excellence, leadership potential, and a commitment to community service.
- **To Ensure Data Accuracy and Confidentiality** – Implement secure protocols for administering, scoring, and interpreting test results while upholding ethical standards and protecting applicants' personal and psychological information.
- **To Optimize Efficiency in the Screening Process** – Streamline the testing and evaluation process by outsourcing to a specialized center, ensuring timely, accurate, and professional assessment of all scholarship applicants.
- **To Provide Evidence-Based Decision-Making Support** – Generate comprehensive psychological reports and insights to assist the Scholarship Screening Committee in making well-informed and data-driven selection decisions.

III. AREA OF COVERAGE

This program is intended for academically outstanding and socially engaged tertiary students (freshmen) residing in Quezon City. The scholarship will be open to applicants from all districts within the city, ensuring equitable access to educational support for deserving youth. Applicants will be sourced from diverse educational institutions within and beyond Quezon City, provided they meet eligibility criteria and requirements.

IV. PROJECT DURATION

The project must be completed in **FOUR (4) MONTHS** upon issuance of the Notice to Proceed (NTP). A detailed schedule of work and activity plan shall be prepared and submitted together with the Service Provider's Proposal.

V. PROJECT STANDARDS

All procedures in the Aptitude Test and Psychological Exam to be conducted by the Service Provider must adhere strictly to ethical and professional standards, in alignment with the Code of Ethics for Philippine Psychologists and Psychometricians and the APA Guidelines for Psychological Assessment and Evaluation.

VI. MINIMUM QUALIFICATIONS AND REQUIREMENTS

The service provider shall be eligible to participate in the bidding process, provided that they meet the following criteria:

Track Record

- 1. The Service Provider should be in the Psychological Assessment/Testing industry for at least three (3) years and is authorized with certification to use psychological tests appropriate for assessing the aptitude, personality traits, cognitive/intellectual abilities, and other competencies measured by the full test battery.
- 2. The Service Provider should have a single similar completed contract within the last three (3) years.

Personnel

- 1. The Service Provider should have sufficient and competent staff, including Psychometricians and Psychologists licensed under the Professional Regulation Commission (PRC) who can use, administer, and interpret various psychological paper-and-pen tests.
- 2. The Service Provider should have or be able to procure licensed/authorized psychological tests specified to be used in the Aptitude Test and Psychological Exam.

PERSONNEL	REQUIRED NO. OF PERSONNEL	PERSONNEL MINIMUM QUALIFICATIONS
Psychologist	1	<p>Must possess a PRC license, valid within the contract year, certifying that they are a Registered Psychologist.</p> <p>Must possess certification that the Psychologist has at least one (1) year experience in handling the instruments to be used in the Aptitude Test and Psychological Exam.</p> <p>Must have at least one (1) year experience in test administration, result interpretation, validation of interpretation, provision of recommendation, and creation of summary report of test results.</p>
Psychometrician	2	<p>Must possess a PRC license, valid within the contract year, certifying that they are a Registered Psychometrician.</p> <p>Must have at least one (1) year experience in test administration and creation of summary report of test results.</p>

VII. BID EVALUATION METHODOLOGY

For the purpose of procuring the services of Service Provider for this undertaking, the Revised IRR of the Republic Act 12009 shall govern.

- A. The evaluation of bids shall follow the Quality-Cost Based Evaluation Procedure where the merits of both the Technical and Financial Proposals of the bidders shall be considered, in accordance with Republic Act 12009 and its Revised IRR. The Technical and Financial Proposals shall be given the corresponding weights as follows:

Proposals	Perfect Score
Technical Proposal	70%
Financial Proposal	30%
TOTAL	100%

- B. Shortlisting:** Three (3) psychological testing centers shall be shortlisted based on the following:
- Applicable experience of the psychological testing center
 - Qualification of the key personnel assigned to the project
 - Job Capacity

C. Eligibility: Criteria for evaluation of eligibility for shortlisting:

Criteria	Percentage %
Applicable experience of the psychological testing center	40%
Qualification of the key personnel assigned to the project	35%
Current workload relative to Capacity	25%
TOTAL	100%

D. Technical: Criteria for evaluation of technical proposal:

Criteria	Percentage %
Experience and capability of the psychological testing center	40%
Quality of key personnel to be assigned to the project	35%
Plan of approach and methodology in delivering the services required	25%
TOTAL	100%

- E. Financial:** The lowest evaluated Financial Proposal is given the maximum financial score of 100%. Financial Proposals which exceed the Approved Budget for the Contract of this project shall automatically be disqualified.
- F.** To be shortlisted, prospective bidders must reach at least 70% of Eligibility Score. Failure to meet the specified requirement in the shortlisting would result in the ineligibility to proceed to the next step of the procurement process.
- G.** Shortlisted candidates must reach at least 70% Technical Score to proceed.

VIII. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is SIX HUNDRED TWENTY FIVE THOUSAND AND 0/100 PESOS ONLY (Php 625,000.00) inclusive of all applicable taxes, commissions, bank charges, remuneration, professional fee, and all incidental expenses such as printing of reports, deliverables, transportation, fuel, communications, etc. and other fees that may be incurred in the process.

IX. SCOPE OF WORK AND EXPECTED OUTPUTS

The Scope of Work for this Project is designed to achieve the project objectives. The following are the minimum activities that the Service Provider must undertake to fulfill this aim:

- A. Pre-Testing Coordination**
1. Coordinate with the Quezon City Youth Development Office on the planning and logistic management of the group psychological testing.
 2. Source and procure the necessary psychological tests to be administered.
 3. Prepare the testing materials (test booklets and answer sheets) to be used.
 4. Conduct ocular visit to the venue or testing facility together with the QCYDO.
 5. Provide formal orientation to the licensed psychometricians of the QCYDO on the following:
 - Administration of test battery of Aptitude Test and Psychological Exam;

- Aptitude Test and Psychological Exam descriptions with raw scores, percentile, and interpretation for validation purposes;
- Monitoring and record keeping.

B. Administration of Aptitude Test and Psychological Exam

1. Provide paper-and-pen assessment services and testing based on standardized tests with updated norms.
2. Administer the full test battery of the Aptitude Test and Psychological Exam on the testing facility.
3. Ensure proper test administration conditions, including security measures to prevent test irregularities.
4. Observe strict compliance with ethical and professional testing standards, in compliance with the Code of Ethics for Philippine Psychologists and Psychometricians and the APA Guidelines for Psychological Assessment and Evaluation.

C. Test Scoring and Interpretation

1. Utilize scientifically validated scoring procedures to ensure accuracy.
2. Interpret results based on established psychometric principles and in alignment with the scholarship program's selection criteria.
3. Analyze test outcomes to assess applicants' strengths and areas for development in intellectual resources, cognitive abilities, emotional intelligence, coping strategies, and resilience (grit).

D. Reporting and Documentation

1. Submit raw and processed test results within four (4) weeks after the testing period.
2. Submit a comprehensive report on the results of the Aptitude Test and Psychological Exam within eight (8) weeks after the testing date.
3. Provide individual psychological profiles detailing cognitive and emotional competencies, as well as appropriate recommendations based on the assessment results.
4. Generate a summary report outlining key findings, trends, and insights relevant to the scholarship selection process.

E. Compliance and Ethical Standards

1. Ensure strict confidentiality of all test results and applicant information in accordance with the Data Privacy Act of 2012 and other relevant laws.
2. Adhere to ethical guidelines set by the Psychological Association of the Philippines and other governing bodies.
3. Maintain objectivity, fairness, and non-discriminatory practices throughout the assessment process.

F. Coordination and Support

1. Work in close collaboration with QCYDO and the Excel Scholarship screening committee.
2. Provide technical support and assistance for any concerns related to test administration, scoring, or interpretation.
3. Participate in meetings, briefings, and consultations as necessary to ensure seamless execution of the assessment process.

Below is the list of exams to be conducted:

1. Aptitude Tests:
 - a. Raven's Advanced Progressive Matrices (APM)
 - b. Reading Comprehension Test
 - c. Differential Aptitude Tests (DAT)
2. Psychological Tests:
 - a. Trait Emotional Intelligence Questionnaire (TEIQue-SF)
 - b. Filipino Coping Strategies Scale
 - c. Grit Scale
 - d. Masaklaw na Panukat ng Loob (Mapa ng Loob)
 - e. DSM-5 Cross-cutting Symptom Measure

X. PROJECT TIMELINE AND TERMS OF PAYMENT

Deliverables	Description	Period	Payment Schedule
Pre-Testing Outputs	<ul style="list-style-type: none">• Testing Plan and Schedule – A detailed timeline outlining the administration of the exams, including logistics and assigned personnel.• Procured and Prepared Testing Materials – Securely sourced and prepared test booklets, answer sheets, and related materials.• Pre-Testing Orientation Report – Documentation of the orientation provided to Quezon City Youth Development Office (QCYDO) psychometricians regarding test administration, scoring, and interpretation.• Ocular Inspection Report – A report confirming the readiness of the testing venue after coordination with QCYDO.	Two (2) weeks from the issuance of Notice To Proceed	10%
Testing Administration Outputs	<ul style="list-style-type: none">• Successfully Conducted Aptitude and Psychological Exams – Execution of standardized tests for all eligible applicants based on the agreed-upon schedule.• Attendance and Monitoring Report – A record of all applicants who participated in the exams, including any irregularities or incidents during the testing process.	Three (3) weeks from the approval of the Testing Plan and Schedule	30%
Test Scoring and Interpretation Outputs	<ul style="list-style-type: none">• Raw and Processed Test Scores – Accurate computation and processing of all test results based on standardized psychometric principles.• Individual Psychological Profiles – A detailed report per applicant, including assessments of cognitive abilities, emotional intelligence, coping strategies, and other relevant psychological factors.	Four (4) weeks after the test administration	30%

Reporting and Documentation Outputs	<ul style="list-style-type: none"> • Comprehensive Test Result Report – A consolidated summary of all applicants' performance, trends, and key insights relevant to the scholarship selection process. • Recommendation Report – A formal document outlining the strengths and areas for development of applicants, along with suggested next steps based on their psychological evaluation. • Confidentiality and Data Privacy Compliance Report – Assurance that all test results and applicant information have been securely handled in compliance with the Data Privacy Act of 2012. 	Eight (8) weeks after the test administration	15%
Post-Testing Support Outputs	<ul style="list-style-type: none"> • Clarifications and Consultations – Availability for follow-up discussions with QCYDO and the Excel Scholarship Committee regarding test interpretations. • Final Project Completion Report – A summary of the entire engagement, including challenges encountered, resolutions, and recommendations for future assessments. 	Eleven (11) weeks after the test administration	15%
Total			100%

XI. CONFIDENTIALITY, INTELLECTUAL PROPERTY RIGHTS, AND NON-DISCLOSURE OF INFORMATION

The Service Provider for the Aptitude Test and Psychological Exam shall maintain strict confidentiality and shall not disclose any proprietary or confidential information related to the test materials used. The Service Provider is prohibited from disclosing the results of the QC Excel applicants or using their data without the prior written consent of the QCYDO.

The QCYDO shall not be liable for any infringement of intellectual property rights arising from the use of any materials in the conduct of the Aptitude Test and Psychological Exam by the Service Provider. In case there are third-party claims of such infringement of patent, trademark, copyright, or industrial design rights, the Service Provider must hold the QCYDO free and harmless against such claims.

The Service Provider must maintain all Aptitude Test and Psychological Exam results and other information in strict confidence. The Service Provider must have sufficient security measures in place to ensure that Aptitude Test and Psychological Exam test results are stored and handled in such a way as to prevent any unauthorized use, access, or disclosure. The Service Provider must not disclose documents and information to any third party unless authorized, in writing, by the QCYDO or the QC Excel applicant concerned.

XII. OTHER TERMS AND CONDITIONS

- QC LGU has two (2) weeks to comment on/approve the submitted preparatory documents/activities made by the service provider.
- QC LGU shall be allowed up to three (3) major revisions of the outputs, without any additional cost.
- The service provider shall hold Quezon City free and harmless of any liability arising from the intellectual property content not contributed by Quezon City.
- QC LGU owns the right to the copyright, reproduction, distribution, and other possible uses of the test results.

XIII. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver goods according to the standards and requirements set by the city shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages, pursuant to RA 12009 and its revised implementing rules and regulations.

XIV. CANCELLATION OR TERMINATION OF CONTRACT

This City may, without prejudice to other remedies against the Service Provider, unilaterally cancel or terminate the Contract, in whole or in part, due to default, insolvency or for justifiable cause or on any ground which it deems inimical to the City's public's interest, which includes but is not limited to the following:

1. Failure of the Service Provider to provide/meet the necessary requirements as stated in this TOR and in other bidding/contract documents;
2. Violation or non-performance of the other terms and conditions of the Contract; and
3. Other acts inimical to public interest.

The guidelines contained in RA 12009 and its revised IRR shall be followed in the termination of any contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into negotiated procurement pursuant to section 35 (d) of RA 12009 and its IRR.

Prepared by:



CLAIRE DENISE H. ARADA, Rpm
Scholarship Coordinator
Youth Welfare Programs and Operations Division

Recommending Approval by:



MARIELLE SIARNO-GAW, MBA
Youth Development Officer
Quezon City Youth Development Office

Noted by:



EDDILYN DC. DIVIDINA, DBA
Head
Quezon City Youth Development Office

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

“ANNEX B”

List of all Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Name : _____
Business Address : _____

Name and Location of Project	Description of the Project	Date of Award of the Contract	Consultant’s Role	Amount of Contract	Contract Duration
			Description		
<u>Government</u>					
<u>Private</u>					

Submitted by : _____
(Printed Name & Signature of Representative of Bidder)

Designation : _____

Date : _____

“ANNEX C”

List of Completed Government & Private Contracts within the last ten (10) years

Business Name : _____
 Business Address : _____

Name and Location of Project	Description of the Project	Date of Award of the Contract	Consultant's Role	Amount of Contract	Contract Duration
			Description		
<u>Government</u>					
<u>Private</u>					

Attachments:

1. Certificate of satisfactory completion issued by the client

Submitted by : _____
 (Printed Name & Signature of Representative of Bidder)

Designation : _____

Date : _____

“ANNEX D”

STATEMENT ON CITIZENSHIP & PROFESSIONAL REGISTRATION

Date of Issuance

Ma. Josefina G. Belmonte
Mayor
City of Quezon
Quezon City, Philippines

Attention : **The Chairperson**
Bids and Awards Committee

Dear Sir/Madame:

In compliance with the requirements of the (Name of the Procuring Entity) BAC for the bidding of the (Name of the Project), I hereby certify that:

- ☐ I am a (Nationality) citizen wishing to participate in the bidding.
- ☐ I have the technical and financial capabilities to satisfactorily render the required services.
- ☐ I possess the required professional license issued by the professional Regulation Commission or other appropriate regulatory body *(name of other regulatory body)*.

Very truly yours,

Name of Authorized Representative
Position
Name of the Bidder