



Republika ng Pilipinas
Lungsod Quezon



BIDS AND AWARDS COMMITTEE - INFRASTRUCTURE AND CONSULTANCY

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

**REQUEST FOR PROPOSAL
NEGOTIATED PROCUREMENT
SECTION 35.1**

DATE : June 23, 2025

PROJECT NO. : CONSUL-25-005

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **CONSULTING SERVICES FOR THE QUEZON CITY EXCEL SCHOLARSHIP SUB-CATEGORY APTITUDE TEST AND PSYCHOLOGICAL EXAM**
Approved Budget for Contract : **Php 625,000.00**
End-User / Implementing Office : **QUEZON CITY YOUTH DEVELOPMENT OFFICE**

Please quote your best offer for the project described below, subject to the Terms and Conditions provided. Submit your proposal duly signed by you or your duly authorized representative not later than **July 03, 2025, 09:00 AM**, Philippine Standard Time, together with the following documents of your company:

First Envelope shall contain the following:

- A. Eligibility Documents
1. PhilGEPS certificate (not expired at the time of opening of quotations);
 2. Business Registration (DTI/SEC);
 3. Mayor's/Business Permit (2025);
 4. Tax Clearance;
 5. Income/Business Tax Return (for FY 2024) (For ABCs above P500,000.00);
 6. 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; and
 7. 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.
 8. 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.



B. Technical Proposal Documents

1. Technical Proposal Submission Form (TPF 1);
2. Consultant’s References (TPF 2);
3. Comments and Suggestions of Consultant on the Terms of Reference and on data, services, and facilities to be provided by the Procuring Entity (TPF 3);
4. Description of the Methodology and work plan for performing the project (TPF 4);
5. Team composition and task projects (TPF 5);
6. Format of Curriculum Vitae (CV) for proposed professional staff (TPF 6);
7. Time Schedule for Professional Personnel (TPF 7);
8. Activity (Works) Schedule (TPF 8); and
9. Omnibus Sworn Statement prescribed by the **QC BAC- Infrastructure and Consultancy**.

Second Envelope shall contain the following:

A. Financial Proposal Documents

1. Financial Proposal Submission Form (FPF 1);
2. Summary of Costs (FPF 2);
3. Breakdown of Price per Activity (FPF 3);
4. Breakdown of Remuneration per Activity (FPF 4);
5. Reimbursables per Activity (FPF 5); and
6. Miscellaneous Expenses (FPF 6).

Both the original Eligibility Documents and Technical Documents shall be enclosed in one (1) **SEALED LONG BROWN ENVELOPE** marked “ELIGIBILITY DOCUMENTS AND TECHNICAL DOCUMENTS” and the original Financial Proposal shall be enclosed in another sealed envelope marked “FINANCIAL DOCUMENTS”, sealing them all in an outer envelope marked “PROPOSAL”.

The schedules of activities are as follows:

Activities	Date	Time	Venue
Issuance of Negotiation Documents	Starting June 23, 2025	8:00AM - 5:00 PM	Philgeps, QC Website and conspicuous places
Conduct of Pre-Bidding Conference/Negotiation	June 30, 2025	10:00 AM	2 nd Floor Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City and Zoom Meeting Meeting ID: 854 9489 0133 Password: 273320
Deadline for the Submission of Negotiation Documents/Proposal	July 03, 2025	09:00 AM	2 nd Floor Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City
Opening of Negotiation Documents/Proposal	July 10, 2025	10:00 AM	2 nd Floor Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City and Zoom Meeting Meeting ID: 810 3646 5257 Password: 201522

Proposals shall be evaluated using the **Quality-Cost Based Evaluation (QCBE)** procedure at a weight ratio of **70% for the Technical Proposal** and **30% for the Financial Proposal**. The criteria and rating system for the evaluation of proposals is provided in the Terms of Reference (TOR).

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 8506/871 0
Email Add: bacinfra.procurement@quezoncity.gov.ph
Website: www.quezoncity.gov.ph

By:

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

TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in the attached forms.
2. Proposal/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Proposal/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, services and infrastructure) 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 Quezon City Youth Development Office shall have the right to inspect and monitor the consulting services.
8. Non-submission of eligibility documents shall mean disqualification of Proposal.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Quezon City Youth Development Office 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 proposal.

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 in December 2025-April 2026.
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