

**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 (ALCUA) in November 2024, and they provided their findings and recommendations. They recommended to acquire an online assessment for fourth year students that will determine the work readiness capacity. Aside from continuing the online mental ability test for first year, EQ test for second year and personality test for third year students.

**II. OBJECTIVE AND SCOPE OF WORK**

The online assessment subscription will cover the following:

- Administration, scoring and interpretation of the following psychological test:
  - Mental Ability Test (Profiles Ability Profiler) for 2,000 students
  - EQ Test (Emotional Stability Profile) for 3, 000 students
  - Personality Test (Profiles Ethics Oriented Personality Assessment) for 3,000 students
  - Work Readiness Test (Profiles Competency Assessment) for 2,600 students
- 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 2 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
- Summary of results for each academic program or colleges
- 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, 2025 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 MILLION FIVE HUNDRED EIGHT THOUSAND ONE HUNDRED TWO PESOS only (Php 3,508,102.00)**.

**VII. TERMS OF PAYMENT**

The procuring entity shall pay the provider every month based on actual services rendered upon submission of Billing Statement.

**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 12009 and its implementing rules and regulation.

**IX. CANCELATION OR TERMINATION OF CONTRACT**

The guidelines contained in RA 12009 and its implementation of the rules 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 RA 12009 and its IRR.

Prepared by:

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Noted by:

**MERLY P. DELA CRUZ**  
Director, Student Affairs and Services Division

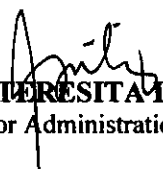
Approved by:

**THERESITA V. ATIENZA, DEM**  
University President

**COST DERIVATION**

<b>SUBSCRIPTION TO ONLINE ASSESSMENT/PSYCHOLOGICAL TESTING for QCU STUDENTS</b>				
<b>NO.</b>	<b>ITEM</b>	<b>QTY/UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
1	Mental Ability Test (Profiles Ability Profiler)	2,000 students		
2	EQ Test (Emotional Stability Profile)	3,000 students		
3	Personality Test (Profiles Ethics Oriented Personality Assessment)	3,000 students		
4	Work Readiness Test (Profiles Competency Assessment)	2,600 students		
<b>TOTAL AMOUNT</b>				<b>P 3,508,102.00</b>

By:

  
**MARIA TERESITA D.G. GUTIERREZ, MMPA**  
OIC, VP for Administration *mb*