



Republika ng Pilipinas

Lungsod Quezon

BIDS AND AWARDS COMMITTEE – GOODS & SERVICES  
Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City  
8988-4242 local 8712 / 8710 / 8709  
bacgoods.procurement@quezoncity.gov.ph



BAGONG PILIPINAS

**REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 35.1**

DATE : NOVEMBER 20, 2025  
Project :  
No. : QCU-25-SERVICES-1225

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : ONLINE ASSESSMENT / PSYCHOLOGICAL TESTING SUBSCRIPTION FOR QUEZON CITY UNIVERSITY STUDENTS  
Approved Budget of the Contract : Php3,508,102.00  
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 **NOVEMBER 25, 2025, 10:00 A.M.** 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 (2025);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2024) (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**.

**NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the Long Brown Envelope.**

**MA. MARGARITA S. MEJIA, DPA**  
Chairperson, BAC- Goods and Services



QCG.PD.TSD.F.07

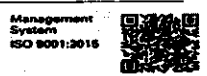
**TERMS AND CONDITIONS**

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
1	<p><b>Online Assessment/Psychological Testing Subscription for Quezon City University Students</b></p> <p><b>OBJECTIVE AND SCOPE OF WORK:</b>                      The online assessment subscription will cover the following:</p> <ul style="list-style-type: none"> <li>• Administration, scoring and interpretation of the following psychological test:                             <ul style="list-style-type: none"> <li>- Mental Ability Test (Profiles Ability Profiler) for 2,000 students.</li> <li>- EQ Test (Emotional Stability Profile) for 3,000 students.</li> <li>- Personality Test (Profiles Ethics Oriented Personality Assessment) for 3,000 students.</li> <li>- Work Readiness Test (Profiles Competency Assessment) for 2,600 students.</li> </ul> </li> <li>• Test results of students.</li> <li>• Test accounts that will be distributed to the students.</li> </ul> <p>The deliverables expected from the service / program will entail:</p> <ul style="list-style-type: none"> <li>• Test results within 2 days.</li> <li>• 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.</li> <li>• Summary of results for each academic program or colleges.</li> <li>• Client assistance on a working day.</li> </ul> <p><i>(with attached Terms of Reference, which will form an integral part of this Request for Quotation)</i></p>	Lot	1		

Amount in Words: \_\_\_\_\_



**Other requirements:**

- **Copy of Valid and Current Registration Certificate from the National Privacy Commission**
- **Affidavit of Undertaking with project number and project title stating compliance with the following:**
  - that the provider shall provide a digital platform for Remote Online Test Administration that can accommodate multiple test examinees;
  - that 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;
  - that the service provider has PRC-licensed psychologist and psychometricians;
  - that the service provider has a designated relationship manager who will assist on call from Mondays to Fridays, 8:00 am to 5:00 pm;
  - that 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;
  - that 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.

*(with attached Terms of Reference, which will form an integral part of this Bidding Document)*

Delivery Period : Upon request by the end-user until December 31, 2025

Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address



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