



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



REQUEST FOR QUOTATION

The Insurance Commission (IC), through its Bids and Awards Committee, invites all interested Philippine Government Electronic Procurement System (PhilGEPS) registered suppliers and/or service providers to submit their lowest price quotations/bid proposals on the item listed below, subject to attached Terms of Reference (TOR):

Talent Assessment Tool		
<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract in PhP</i>
One (1) Year Subscription to Online Talent Assessment Tool with Support Services (with minimum of 2,500 assessment credits) 1. <u>Cognitive/Mental Ability Assessments;</u> 2. <u>Personality and/or Behavioral Assessments;</u> 3. <u>Competency Assessments</u>	One (1) Lot	Five Hundred Fourteen Thousand Pesos (Php 514,000.00)

Please use the attached **Reply Slip Form** together with copies of the Request for Quotation (RFQ) and TOR with signature of the supplier/authorized representative on every page, in submitting price quotation to the IC Office physically or through email at the contact information indicated below. The deadline of submission of quotations is at **12:00 NN of 01 December 2023**:

Contact person : Mr. Tranquilino E. Espejon
Position : IC Supervising Administrative Officer
Office Address : 1st Floor, Insurance Commission Bldg., 1071 United Nations Ave., Ermita, Manila
Telephone Nos. : 8523-8461 loc. 106
E-mail : te.espejon@insurance.gov.ph and hr@insurance.gov.ph


REVELYN R. MOJICA
IC Division Manager
Human Resource Division



TERMS OF REFERENCE

One (1) Year Subscription to Online Talent Assessment Tool with Support Services (2,500 minimum assessment credits) (Reference No./P.R. No. 2023-11-400)

I. Approved Budget for the Contract

No quotation shall be accepted if it exceeds the Approved Budget for Contract (ABC) for the project, and it must be inclusive of 12% VAT and all other applicable charges and taxes:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract in PhP</i>
One (1) Year Subscription to Online Talent Assessment Tool with Support Services (2,500 minimum assessment credits) <ol style="list-style-type: none"><u>Cognitive/Mental Ability Assessments</u><u>Personality and/or Behavioral Assessments</u><u>Competency Assessments</u> <ul style="list-style-type: none">Tests should be applicable for selection, promotion, learning and personnel development, and succession planning.With Computer Adaptive Testing capacity on - Competency assessments; and,Able to produce online results preferably with percentile scores and standard interpretation immediately after taking the exam.The tool should facilitate no repetition of test items.	One (1) Lot	Five Hundred Fourteen Thousand Pesos (Php 514,000.00)

Bids received in excess of the ABCs shall be automatically disqualified during bid evaluation.

Bids must be valid for thirty (30) days upon submission and should not be subject to change/increase during contract implementation.

II. Mode of Procurement

The mode shall be Negotiated Procurement – Small Value Procurement as provided under Section 53.9 and Annex “H” of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, otherwise known as the *Government Procurement Reform Act*.

III. Technical Specifications

At the minimum, the assessment tool should be designed to measure cognitive/mental ability, personality and/or behaviour; job-related skills and competency; supervisory and/or managerial skills; and, tendencies to exemplify values/integrity. The tool should be capable of measuring and displaying results indicative of applicant fitness and/or competency, and their potential for personal growth and career development for future roles.

The product should have the following features:

Cognitive/Mental Ability Assessments

Sub-Category	Descriptions of Scales Measured
Basic Mental Ability	Timed assessment that measures ability on: <ul style="list-style-type: none">• Word use and vocabulary skills• Numerical skills• Abstract skills
Job-Related Mental Abilities	Timed assessment that measures the following abilities: <ul style="list-style-type: none">• Verbal Ability• Arithmetic Reasoning• Computation• Clerical Perception• Form Perception• Spatial Ability
Critical Thinking	Timed tests which measure ability to demonstrate the following thinking and reasoning skills: <ul style="list-style-type: none">• Situations involving Analytical, Inferential, Deductive, and Inductive Reasoning• Logical Reasoning• Reasoning and Comprehension
Abstract Reasoning	Timed culture-free intelligence test which measures ability to recognize shapes and figures and to determine their relationships to one another. The cognitive test controls bias of language/education that gives one an advantage over others.

Personality and/or Behavioural Assessments

Sub-Category	Descriptions of Scales Measured
Test for Counter Productive Behavior	Provides essential information about candidates' tendencies in terms of the following: <ul style="list-style-type: none">• Business Ethics• Dependability• Aggression• Substance Abuse• Integrity• Sexual Harassment
Emotional Stability	Measures an individual's emotional stability and helps to identify which factors the candidate needs support in: <ul style="list-style-type: none">• Self-Esteem: Self-appraisal and Social Interaction• Positive Well-Being: Collective Contentment and Optimistic Attitude• Stress Management: Resilience and Stress Tolerance• Personal Autonomy: Self-reliance and Assertive Expression of Ideas• Health Anxiety: Reaction to Physical Symptoms and Pessimistic View of one's health• Perfectionistic Ideals: Self-oriented Perfectionism and Other-oriented Perfectionism
"DISC" Personality Profile	Assessment based on the four behavioral styles outlined in the DiSC model of personalities: Dominant or Driver; Influencer or Inducer; Steady or Stable; and, Compliant or Conventional
"DISC" Flow	The assessment should be capable of: <ol style="list-style-type: none">1. Providing comprehensive understanding of the person's behavioral style and tendencies by identifying the DISC type and emotional intelligence of the person.2. Reflects the usual pattern of thoughts and behavior that the test-taker often exhibits, and gives a general description of how the test-taker understands oneself and relates to other people.3. Providing insights on how to manage a team member based on their different DISC styles.
Profiles Ethics-Oriented Personality Assessment	This should be able to examine the person's Big 5 Personality with available reports on different subcategories on each trait. Ethics-oriented test items should give a picture of the moral principles that govern a person's behavior, particularly:

	<ol style="list-style-type: none"> 1. Openness to Experience - Adventurousness, Openness to Aesthetics, Emotionality, Openness to Fantasy, Openness to Ideas, and Openness to Values 2. Conscientiousness - Achievement Striving, Cautiousness, Responsibility, Orderliness, Self-Discipline, And Self-Efficacy 3. Extraversion - Alertness, Assertiveness, Cheerfulness, Novelty Seeking, Friendliness, And Gregariousness 4. Agreeableness - Helpfulness, Humility, Honesty, Understanding, and Trust 5. Emotional Stability - Capacity to Withstand Stress, Calmness, Depression, Self-consciousness, Immoderation, Vulnerability, and Emotional Maturity
Tenacity Assessment	<p>Measures a person's ability to persevere as well as his/her passion for long-term goals. It measures the following, in particular:</p> <ol style="list-style-type: none"> 1. Resilience - The extent to which a person interprets and responds to adversity or challenges. 2. Perseverance - The extent to which a person is committed in achieving a long-term goal. 3. Optimism - The extent to which a person sees good outcomes on their experiences and perceives adversity positively.

Competency Assessments

Sub-Category	Descriptions of Scales Measured
Managerial Skills Test	<p>This assessment should be able to measure knowledge and understanding of the general principles of management and organization. It determines extent of competencies in a wide range of organizations and settings, as follows:</p> <ol style="list-style-type: none"> 1. Decision Making and Critical Thinking 2. Strategic Thinking and Planning 3. Entrepreneurship 4. Knowledge of Management Concepts/Applications
Supervisory Skills Test	<p>This should be able to measure the following essential supervisory behaviors:</p> <ol style="list-style-type: none"> 1. Management of Performance 2. Problem Analysis/Resolution Quality 3. Staffing/Personnel Actions 4. Communications 5. Project Planning 6. Direct Supervision

	7. Interpersonal Relations
Competency Assessment	<p>The tool should also include a situational judgment test for use in hiring and promotions, performance management, compensation studies, rewards and recognition, and learning and development. The test should be able to provide results about individual's specific competencies in the following areas:</p> <p>Core Competencies:</p> <ol style="list-style-type: none"> 1. Communicating Effectively and Efficiently 2. Fostering Creativity 3. Client Satisfaction-Based Service 4. Integrity 5. Information Monitoring 6. Basic Leadership 7. Commercial Awareness 8. Adaptability and Flexibility 9. Results Orientation 10. Stress-Management 11. Upholding Commitment to Continuous Learning 12. Teamwork and Collaboration 13. Planning and Organizing 14. Resourcefulness <p>Managerial Competencies:</p> <ol style="list-style-type: none"> 1. Leadership and Management Responsibility 2. Managing Results-Based Performance 3. Business Acumen 4. Making Decisions and Solving Problems 5. Vision and Goal Setting 6. Personal and Collective Accountability

Platform features	
1	The assessment tool should be provided as a web-based platform. Aside from desktop computers, assessments should be mobile friendly and can be accessed and taken via laptop, mobile phones and tablets.
2	It should be compatible with the widely used current/latest operating systems and web browser in the industry, including those found in Windows 10 and 11, macOS, and Android 12/13.
3	The tool must have high security measures, with audit trail features which include availability of information and report about the time spent by a user taking the assessment.
4	Access to administrative and user functions and privileges can be selectively assigned.

5	The tool must be accessible through an online facility within the IC premises and guaranteed 100% cloud-based by its creator, owner, and/or publisher.
6	There is a function for the monitoring of candidate's progress in accomplishing the assessment, wherein test report can be generated and regenerated as necessary.
7	There must be an available webcam security feature (to least one device) that will enable the assessment platform to randomly capture photos of the test takers while taking the test using laptops or desktop computer with webcam.

General Functions	
1	Provision of assessment center platform with functions for administration, scoring, and interpretation of extensive range of occupational assessments.
2	The platform shall cover a minimum of Two Thousand Five Hundred (2,500) assessment credits which shall be available for use for a period of at least one (1) year from the date the assessment tool is fully delivered and accepted by the IC.
3	The platform must allow the administrator to access data and reports anywhere, including data on completed assessments from the start of IC's use of the tool.
4	Immediate scoring and reporting must be available for all assessments. The results shall be provided to the IC immediately after completion of examinations.
5	Usage monitoring summary shall be sent monthly for tracking.
6	Candidate data accessed and saved through the assessment platform should be available for at least thirty (30) days after the end of the contract duration for purposes of archiving.
7	The assessment platform can be integrated to other Human Resource (HR) solutions/systems, including, but not limited to, job portals, HRIS, and performance management system.
8	The supplier must provide constant updates on the development of new assessments and reports through research ensuring high standards, reliability, validity, and fairness.
10	The assessment platform must have a mass scheduling feature. The support must be available from 8:00 AM to 5:00 PM, Mondays through Fridays. If IC requires additional support beyond the usual office hours, other communication channels with designated support personnel should be provided.
11	One-time training on the administration and/or use of the system must be available, free of charge. Supplemental training sessions on end-user/site navigation may be requested by IC.
12	On-site and off-site technical support must be available.

13	The IC shall have sole access to the assessment data. Any information that IC furnishes to the supplier and/or service provider must be guaranteed confidential and shall not be disclosed in any manner and to any person without IC's prior consent.
14	Access links and generated reports shall only be sent to the designated IC contact person(s).
15	Whenever necessary, the supplier shall aid in matching/mapping out IC's existing competencies versus the supplier's framework for each position or position level without additional cost. Moreover, the supplier shall provide the IC a complimentary return-on-investment study which shall include an analysis on the impact of utilizing job-matching assessment tools in human resource activities and correlation of job match percentages to the actual performance of the candidates.
16	The supplier must be able to provide IC with the following assessment reports needed from the initial assessment, on-boarding, self-awareness, coaching and mentoring, and learning and development activities.

Qualifications of Supplier and/or Service Provider	
1	Duly registered with PhilGEPS
2	Holder of a valid business license from relevant government agencies
3	At least five (5) years in the field of industrial psychological testing
4	Has provided psychological testing programs to national government agencies for at least five (5) successive years immediately prior to the deadline of submission of quotation.
5	Certification for ISO 9001:2015 or later.
6	Proof and/or Certification that the assessment is supervised by a Licensed Psychologist accredited by the Psychological Association of the Philippines
7	Proof/Certification that at least two (2) Psychometricians involved have updated licensed from the Professional Regulation Commission
8	With Certification of Accreditation from the National Privacy Commission

Required Technical Supporting Documents	
1	The supplier and/or service provider must be able to attach certification or any proof issued by the creator, owner, and/or publisher showing that the tool is cloud-based.
2	The supplier and/or service provider must be able to provide a certification or written proof from the creator, owner, and/or publisher of the tool stating that the competency assessment tool component is a form of computer-based test that adapts to the examinee's ability level, i.e. the next item or set of items selected to be administered depends on the correctness of the test taker's responses to the most recent items administered.

IV. Schedule of Requirements

Delivery shall be made within fifteen (15) calendar days upon receipt of the Notice to Proceed.

V. Other Documents Required for Awarding of Contract

The bidder with the Lowest Calculated Responsive Quotation (LCRQ) shall be required to submit and present the following documents, for verification/validation:

1. Proof of PhilGEPS Registration Number (1 Certified True Photocopy);
2. Business Registration Certificate from Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA), whichever is applicable (1 Certified True Photocopy);
3. Mayor's Business Permit (1 Certified True Photocopy);
4. Certificate of Tax Registration issued by the Bureau of Internal Revenue (1 Certified True Photocopy);
5. Latest Income/Business Tax Return (1 Certified True Photocopy);
6. Notarized Omnibus Sworn Statement (**template attached**).

The Lowest Calculated Bidder (LCB) may be required to present the original copies of the document for verification/validation.

VI. Terms of Payment

The payment for the service rendered shall be made within thirty (30) days after the complete delivery and acceptance of the items and issuance of billing statement by the supplier.

The IC shall not be held liable for any delay in the payment under reasonable and acceptance circumstances.

VII. Limitation of Liability

Subject to the IC's obligation to pay the price due to the Supplier, either party's liability in contract, tort or otherwise (including negligence) arising directly out of or in connection with this Terms of Reference or the performance or observance of its obligations under this Terms of Reference and every applicable part of it shall be limited in aggregate to the Price.

VIII. Termination of Contract

- A. The agreement between the IC and the supplier/service provider shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date and completion of issues to be delivered.
- B. Either Party may terminate the agreement upon notice in writing if the other is in breach of any material obligation contained in this Terms of Reference, which is not remedied (if it is capable of being remedied) within five (5) days of written notice from the other Party so to do.
- C. Any termination of the agreement (howsoever occasioned) shall not affect any accrued rights or liabilities of either Party nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

IX. Liquidated Damages

Liquidated damages under Section 3, Annex "D", of the updated 2016 Revised Implementing Rules and Regulations (RIRR) of RA No. 9184 shall apply.

X. Guarantee

The supplier and/or service provider must guarantee 100% availability or accessibility of the assessment platform at all times through secured online facility. If the tool becomes unavailable for a minimum of two (2) successive days for unreasonable cause, IC shall have the option to cancel the contract with the supplier. In which case the IC shall be entitled to full refund, at its option, in the amount of the remaining assessment credits based on the credit unit price (total price quotation divided by 2,500).

As far as practicable, IC shall be notified one (1) day in advance should any problem and/or issue related to the inaccessibility of the tool occurs.


XI. Miscellaneous

- A. The failure of either party to enforce its rights based on the agreement under this TOR at any time for any period shall not be construed as a waiver of such rights.

- B. If any part, term or provision of this TOR is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
- C. Neither Party shall be liable for failure to perform or delay in performing any obligation under this TOR if the failure or delay is caused by any circumstances beyond its reasonable control, including but not limited to acts of God, war, civil commotion or industrial dispute. If such delay or failure continues for at least seven (7) days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by notice in writing to the other.
- D. It is understood that all the relevant provisions of the RA No. 9184 (Government Procurement Reform Act) and its updated 2016 RIRR shall apply, govern, and complement the agreement arrived at under this TOR.

XII. General Conditions of the Contract

- A. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.
- B. PHILGEPS Registration Certificate shall be attached to the quotation upon submission to the contact person provided in the RFQ.
- C. Price validity shall be for a period of thirty (30) days from submission of quotation.
- D. All bids shall include all applicable taxes, delivery charge and shall be considered as fixed prices. Same shall not be subjected to price escalation during contract implementation.
- E. For verification purposes, the bidder with the lowest bid shall be required to present the original copy of the required documents upon submission, specified in Item V of the TOR, as appropriate.
- F. The IC reserves the right to reject any or all Quotations/Bids, to annul the procurement process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.


REVELYN R. MOJICA
IC Division Manager
Human Resource Division

REPLY SLIP

Name of Supplier : _____
Address : _____
Business Registration No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

After having carefully read and accepted the provisions under the TOR for the **One (1) Year Subscription to Online Talent Assessment Tool with Support Services (2,500 minimum assessment credits)**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Total Cost</i>
One (1) Year Subscription to Online Talent Assessment Tool with Support Services (2,500 minimum assessment credits) 1. <u>Cognitive/Mental Ability Assessments</u> 2. <u>Personality and/or Behavioral Assessments</u> 3. <u>Competency Assessments</u> <ul style="list-style-type: none"> • Tests should be applicable for selection, promotion, learning and personnel development, and succession planning. • With Computer Adaptive Testing capacity on -Competency assessments; and, • Able to produce online results preferably with percentile scores and standard interpretation immediately after taking the exam. • The tool should facilitate no repetition of test items. 	One (1) Lot	

Note:

1. Total cost should not exceed ABC per lot inclusive of 12% VAT and all other applicable taxes and charges.
2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges, including delivery charges.
3. Attach the copy of the RFQ and TOR with signature of the supplier/authorized representative of in every page.

 Signature Over Printed Name of Supplier/
 Authorized Representative

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]