



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
Elliptical Road, Diliman, Quezon City 1101 Philippines
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<http://www.pca.da.gov.ph>

February 1, 2023

REQUEST FOR QUOTATION

The Philippine Coconut Authority (PCA), through its General Services Division, will undertake a Small Value Procurement posted in PhilGEPS with DBM REF#9442289 for the "TRAINING PROVIDER FOR THE ADMINISTRATION, SCORING, INTERPRETATION AND REPORT WRITING OF EXAMINATION RESULTS in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
TRAINING PROVIDER FOR THE ADMINISTRATION, SCORING, INTERPRETATION AND REPORT WRITING OF EXAMINATION RESULTS	Php. 50,000.00

The prospective bidders shall submit the following in a sealed envelope.

- SEC or DTI Registration Certificate
- Mayor's Permit or Business Permit
- PhilGEPS Registration
- Prescribed Omnibus Sworn Statement (10 items)


Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from February 1 to February 6, 2023, 1:00pm.

- Manual/physical submission in a sealed envelope at the General Services Division's office, 5th floor, PCA R&D Bldg., Diliman, Quezon City
- Via online or electronic submission at pcaqc@yahoo.com

Attached is the Terms of Reference as Annex "A".

For inquiries, you may contact us at telephone no. 8-928-4501 loc. 406/408 or email us at pcaqc@yahoo.com

Very Truly Yours,


EDSEL B. PABELLANO
Division Chief III, GSD

"A food-secure Philippines with prosperous farmers and fisherfolk"



TERMS OF REFERENCE

PROJECT: PROCUREMENT OF TRAINING PROVIDER FOR THE ADMINISTRATION, SCORING, INTERPRETATION AND REPORT WRITING OF EXAMINATION RESULTS

I. INTRODUCTION

The Philippine Coconut Authority (PCA) in compliance with the approved CSC Merit Selection Plan (MSP), specifically on the screening stage through the conduct of an examination to qualified applicants only provides examinations that have passed through research, studies and norming from selected group of employees in PCA.

In order to have a valid and reliable results, all PCA examinations shall only be administered, scored and interpreted by a licensed Psychometrician who have undergone extensive training in the administration, scoring and evaluation of a number of intelligence, aptitude and personality exams.

II. OBJECTIVE/S

These Terms of Reference are intended to be used as reference by the Human Resource Division (HRD) in procuring a Training Provider that offers training on the proper administration, scoring, interpretation, evaluation and report writing with regard to standardized tests administered in-house by HRD.

III. TECHNICAL REQUIREMENTS

1. The training provider can be an Individual Consultant or an organization with at least (10) years of experience in providing the required training;
2. It has conducted this training to both private and government offices/agencies;
3. The trainer/s should have a Doctorate Degree in the field of industrial Psychology and possesses at least five (5) years experience of conducting training on administration, scoring and interpretation of standardized tests;
4. The training provider must provide an appropriate training venue within Metro Manila.

IV. TRAINING CONTENT

- a. The training should accommodate at least five (5) participants nominated by PCA;
- b. The training should include lunch, snacks, handouts and certificates;
- c. The training provider should be able to assist PCA in the development of PCA norms for its use;
- d. After the training, the training provider should be able to recommend the appropriate tests/examination for Rank & File, Supervisory, Managerial positions using the established norms.

V. TRAINING SCHEDULE

The training must be conducted not later than February 2023.

VI. BUDGETARY REQUIREMENT

The cost of the training should not exceed Php 50,000.00 inclusive of Tax.

OTHER TERMS AND CONDITIONS

1. The prospective bidders may bid for any lot or all of the lots mentioned above and shall submit the following in a sealed envelope.

- a. SEC or DTI Registration Certificate
 - b. Mayor's Permit or Business Permit
 - c. PhilGEPS Registration
 - d. Prescribed Omnibus Sworn Statement (10 items)
2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from February 6, 2023, 10:00am.
- a. Manual/physical submission in a sealed envelope at the General Services Division's office, 5th floor, PCA R&D Bldg., Diliman, Quezon City
 - b. Via online or electronic submission at pcaqc@yahoo.com