



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRICULTURE

PHILIPPINE COCONUT AUTHORITY

Regional Government Center, Brgy. Balintawak, Pagadian City, Zamboanga del Sur

Telefax No.: (062) 925-1918

regionix@pca.gov.ph

Bids and Awards Committee

The Philippine Coconut Authority (PCA), through its Bids and Awards Committee (BAC), as duly authorized to conduct **Small Value Procurement (SVP)** for the items stated below, in accordance with **Section 53.9 Small Value Procurement** of the Revised Implementing Rules and Regulations of the Republic Act. No. 9184, hereby invites all interested suppliers/bidders to offer their lowest government price.

The PCA, hereinafter referred to as “the Purchaser”, now requests submission of a price quotation for the subject below:

Item No.	Article and Descriptions	Quantity	Unit Price (PhP)	Approved Budget for the Contract (ABC) – (PhP)	Bid Docs Fee (PhP)
01	Outsourcing of Psychometric and Competency Assessment Exam <ul style="list-style-type: none">- Intelligence Test- Personality Assessment- Competency Assessment (Assessment to prescribe competencies of each position)- Terms of Reference (attachment 3)	Thirty One (31) set	7,200.00	223,200.00	100.00

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return
4. Omnibus Sworn Statement (attachment 2)

PCA Condition of Sale:

1. Delivery Schedule: 7 calendars days from the receipt of the approved PO/NTP
2. Bid Validity: 60 calendar days from the submission of bids
3. Delivery site as follows: **Philippine Coconut Authority Regional Office IX, Regional Government center, Balintawak, Pagadian City, Zamboanga del Sur.**

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

Any alteration, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

A complete set of Bidding Documents may be purchased by interested Bidders on from the address below and upon payment of a non-refundable fee as indicated above, pursuant to the latest guidelines issued by the GPPB. It may also be downloaded free of charge from the website of PhilGEPS provided that bidders shall pay the non-refundable price.

The complete schedule of bidding activities is as follows:

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Sale and Issuance of Bid Documents	- December 05 –December 09, 2022
Submission of Price Quotation	- December 12, 2022; 2:30 PM
Opening of Bids/Bid Evaluation	- December 12, 2022; 3:00 PM

Submission of duly signed price quotation form (attachment 1) and eligibility documents is not later than 2:30pm of December 12, 2022 at the PCA Regional Office IX, Regional Government Center, Brgy. Balintawak, Pagadian City. Open submission may be done manually, email (regionix@pca.gov.ph) or thru Facsimile No. (062) 925-1918.

The penalty for the late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of the liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The PCA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 or RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

JUNRIE B. BERADIO

BAC Secretariat
PCA Region IX
Pagadian City, Zamboanga del Sur
Mobile No. 0997-654-9395
Tel. No. (062) 925-1918

BIHILDIS A. QUEZON

BAC Chairwoman
PCA Region IX
Sta. Isabel, Dipolog City
Tel. No. (065) 908-0922

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Attachment 1

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee

Philippine Coconut Authority

Regional Government Center

Balintawak, Pagadian City

Zamboanga del Sur

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price quotation for the item/s identified below:

ItemNo.	Article and Descriptions	Quantity	Unit Price	Total Price (VAT Inclusive)
1	Outsourcing of Psychometric and Competency Assessment Exam <ul style="list-style-type: none">- Intelligence Test- Personality Assessment- Competency Assessment (Assessment to prescribe competencies of each position)	Thirty One (31) sets	P _____	P _____

AMOUNT IN WORDS: _____

The above-quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature : _____
Printed Name : _____
Company Name : _____
Contact No : _____

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Omnibus Sworn Statement

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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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;
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. 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;
7. *[Name of Bidder]* complies with existing labor laws and standards; and

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8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - 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.

Bidder's Representative/Authorized Signatory

Doc. No.
Page No.
Book No.
Series of 20_____

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TERMS OF REFERENCE (TOR)

ENGAGING THE SERVICES OF A SERVICE PROVIDER FOR C.Y 2022 PSYCHOMETRIC EXAMINATION AND COMPETENCY EXAMS FOR APPROVED PCA MERIT SELECTION PLAN

I. OBJECTIVE

To engage the services of a psychological assessment firm that can conduct psychometric and competency exam to candidates for PCA IX vacant positions.

II. SCOPE OF SERVICES / DELIVERABLES

1. Provision of Psychometric and Competency Exams for Candidates for hiring and promotion:

LEVEL	SG	NO. OF VACANT POSITIONS	NO. OF CANDIDATE/S
Project Development Officer IV	22	1	1
Project Development Officer III	18	1	1
Division Chief I	22	3	3
Senior Agriculturist	18	1	1
Agriculturist II	15	16	16
Agriculturist I	11	8	8
Administrative Officer II	11	1	1
TOTAL		31	31

2. Provide psychometric and competency exams based on the following levels:

- Administrative Level
- Technical Level
- Supervisory Level

3. The full battery of examinations must consist of the following:



- a. **Intelligence Test** – also refers to IQ (intelligence Quotient) test, which aims to measure the intellectual ability, capacity to make abstractions, to learn and to deal with novel situations and identify weaker areas in need of support. These tests will help understand the candidates' ability to perform tasks, solve problems or knowing how they will react to different situations.

The test should measure verbal, spatial, numerical and logical reasoning intelligence. The final report must be a percentile rank from 0-99+ with a brief discussion of the work-related implications of such rating.

- b. **Personality Assessment** – this aims to identify potential strengths and weakness of the candidate and work-related behavioral traits. Results will help predict candidate's working attitudes and tendencies.

The test should be based on the **Big Five Model** of personality assessment. It may use its own naming system for big five traits or dimensions, provided that said traits measured directly corresponds to the five (5) mandatory dimensions. The test may also exceed the number of measured traits as long as the big five are present.

The final report must be ratings of **LOW**, **MIDDLE**, and **HIGH** for each of the measured traits, with a detailed discussion of the scores and the impact of their interplay on the candidates' potential on the job performance, their strengths and weaknesses, and an overall **LOW**, **MIDDLE**, or **HIGH FIT** assessment of the candidates.

- c. **Competency Assessment** – this aims to assess the candidate's level of mastery (basic, intermediate, advance or expert) of identified competencies as provided under the approved PCA competency framework (please see attached).

The test or a combination of tests should measure the candidate's mastery of the mandatory competencies for the position for which they are being considered. The competencies should be based on what is provided for under the approved PCA Competency Framework. Flexibility is allowed as to the competency names used as long as the correlation is established. Said description must be in the technical documents of the test.

The final report should be rating of **BASIC**, **INTERMEDIATE**, **ADVANCE** or **EXPERT** mastery rating of each of the competencies. The ratings may also be presented as Level 1, Level 2, Level 3, or Level 4. The report should also include a brief description of each competency measured by the test and the implications of LOW and HIGH scores.

4. Prepare and submit copy of the full report and comparative matrix for candidates applying for the same positions based on the results of the intelligence, personality, competencies and supervisory skills assessment within one (1) day (if online) or two (2) days (if face-to-face) after the completion of the examination.



5. Report on the final results of assessment conducted should be prepared in a format agreed upon by the PCA Region IX and the service provider.
6. Copy of the report should be accessible or made available to PCA Region IX for a minimum period of six (6) months from the completion of the examinations.
7. The service provider must commit to protect, ensure and secure storage, not share or disclose, and destroy when required or appropriate any and all personal information including the identity of the candidates and their test results gathered via testing program, and at all times comply with the provisions of the Data Privacy Act of 2012 and its Implementing Rules and Regulations or IRR.
8. Any and all intellectual property, other than those already registered, that may be generated via the testing arrangement, including but not limited to the test results, reports, or interpretation pertaining to PCA candidates, shall be the property of PCA Region IX.

III. TECHNICAL REQUIREMENTS

Only tests whose technical documents are available should be considered. This may include technical manuals, technical analysis or reports, or other scholarly and empirical documents. These should indicate clearly the history, methods and bases of the test development and the identities and credentials of the developers. They should also present the statistical details on the following:

1. Reliability

All tests to be used must have meet the reliability standards, as follows:

- a. Test-retest reliability – Statistically significant positive correlation coefficient (with numerical computations/ results of statistical significance testing).
- b. Internal Consistency – Statistically significant positive correlation coefficient (with numerical computations/ results of statistical significance testing).

2. Validity

All tests must have been validated against multiple (more than one) recognized, established and similarly validated instruments measuring the same traits. Only tests demonstrating positive validity correlation coefficients that are statistically significant and whose computations/results of statistical significance testing are presented in the technical documents should be used.

3. Norms

Norming data must be available and presented. This should include identification of the population sampled, the size of the sample and the method of selection. Norms should be based on professional, organizational or industrial context. Norms based on school/educational or clinical context should not be used. The population sampled should ideally be Filipinos of working age. However, if developed based on foreign population, the samples should have been taken from global (multiple countries and must include Asian) population.



IV. ELIGIBILITY REQUIREMENTS

1. The firm must be in operation for the past three (3) years and is using industry standard psychological exams appropriate in assessing the cognitive/intelligence, personality/behavioral, competencies and supervisory skills of the candidates to the vacant position in Region IX.

The following document must be submitted along with the legal and financial proposals, as follows:

- Articles of Incorporation
 - List of ongoing and completed government and private contracts for the past three (3) years, most probably similar in nature to the project ***(for completed projects, submit a copy of notice of award, notice to proceed or contract, whichever is applicable)***
2. The firm has administered online or face to face assessment for a maximum of ten (10) applicants per day for the past three (3) years and should submit the following supporting documents:
 - List of the average number of candidates administered with online or face-to-face assessment per day for the past three (3) years (average per day per year)
 - List of battery tests for various levels/positions (administrative, technical, and supervisory) administered online and face to face for the past three (3) years
 - One (1) sample full report per level/position (administrative, technical, and supervisory)
 - One (1) complete process cycle with identified number of days to determine the turnaround time for submission of report

All the above-mentioned reports must be submitted as an integral part of the evaluation of proposal.

3. The firm should submit the list of its personnel with a copy of their valid and respective licenses who shall administer and interpret the psychological test, and write and submit the equivalent report/s.
4. Psychologists and Psychometricians should have experienced in the following work assignments for the past three (3) years:
 - Test Administration
 - Result Interpretation
 - Validation of initial interpretation
 - Provision of appropriate recommendation



- Full report writing

5. They should submit Curriculum Vitae of the key personnel.

V. METHODOLOGY AND EXPECTED OUTPUTS

1. The examination shall be conducted either online or face-to-face that shall be administered by a service provider.
2. The firm must identify the battery of tests to be administered that would provide PCA IX an output/report on, among other things, the intelligence/cognitive, personality/behavioral, competencies and supervisory skills of the candidates to the position being applied to which are classified below:

Battery Test	Output
Project Development Officer IV position	<ul style="list-style-type: none">• Summary of Results• Interpretation (with Strengths and Weaknesses)• Recommendation
Project Development Officer III position	
Division Chief I position	
Senior Agriculturist position	
Agriculturist II position	
Agriculturist I position	
Administrative Officer II position	

3. Conduct validation of results of the examinations. If there are pre-requisite tests/questionnaires prior to the validation, the administration shall be proctored.
4. The firm must provide briefer training to a least three (3) Administrative Unit personnel of the PCA Region IX on the following upon receipt of Purchase Order:
 - a. How to administer/disseminate the online and/or face to face examination
 - b. To run through the online and/or face to face examination
 - c. To provide assessment descriptions with raw score, percentile and adjectival interpretation for validation purposes.
5. The PCA Region IX shall endorse the candidates for each of the vacant positions for examination through electronic mail (e-mail).
6. The firm shall submit the Schedule of Examination to PCA Region IX upon the award of contract.
7. The firm must notify PCA Region IX if the candidates have already taken the examinations for status update and to monitor the release of the report.



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8. The firm should submit copy of the full report and comparative matrix (for same positions) of the assessment one (1) day (for online) or two (2) days (for face to face) after the conduct of the examinations or assessment, to PCA Region IX addressed to **Mr. FERDINAND D. ACAYLAR, Regional Manager III.**

VI. SUBMISSION OF BID DOCUMENTS

Bidder is expected to submit technical and financial proposals which shall be evaluated using the Non-Discretionary (Pass or Fail) Criteria. The winning bidder must pass all the criteria to be considered as Bidder with the **Single Calculated and Responsive Bidder (SCRB)** or **Lowest Calculated and Responsive Bidder (LCRB)**. They shall undergo post-qualification and upon passing the criteria for post-qualification shall be declared **Single Calculated and Responsive Bidder (SCRB)** or **Lowest Calculated and Responsive Bidder (LCRB)**.

VII. BUDGET

The total approved budget for this project is **Php223,200.00** inclusive of all applicable taxes.

Payment to the firm shall be based on the actual number of applicants administered with submission of full report.

VIII. DURATION

This project will be implemented in December 2022, commencing on the receipt of the Purchase Order.

Prepared by:



DELENTA A. ALBON

Administrative Officer V

Approved by:





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POSITION:

PROJECT DEVELOPMENT OFFICER IV

SENIOR TRADE INDUSTRY DEVELOPMENT SPECIALIST

COCONUT PRODUCTION AND REGULATIONS OFFICER III

SENIOR AGRICULTURIST

COMPETENCY	LEVEL	DESCRIPTION
Data Gathering and Interpretation	Level IV	Has the ability to gather and interpret data and information to integrate to project implementation.
Technical Writing Skill	Level IV	Has the ability to create complex strategic written communication for the organization that may have an impact for the organization.
Analytical Skills	Level IV	Has the capability to determine the level of influence to apply in each aspect of the analysis in relation to a more complex context.
Project Development Monitoring and Evaluation	Level IV	Demonstrates expert knowledge from diverse perspectives when evaluating programs and projects to develop skills in developing evaluation recommendations and applying them to key areas of the office's work in a practical, efficient and effective ways.
Interpersonal Skills	Level IV	Has the ability to give expert advises to other employees relative to the programs and projects of the agency by interacting with public interest groups with opposing viewpoints while conducting the organization's work
Extension and Communication	Level IV	Has the capability to present complex information articulately when meeting with the officers relative to sensitive information of broad organizational impact on topics without precedence
Community Organizing	Level IV	Has the knowledge to design, implement and communicate leadership development opportunities for staff at all levels in the organization
Project Development and Management	Level IV	Ability to identify projects that drive value creation and alignment to organizational strategies Leads, trains and motivates multiple levels of personnel to be excellent in project management

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POSITION:		
DIVISION CHIEF III		
DIVISION CHIEF I		
COMPETENCY	LEVEL	DESCRIPTION
Managing Change	Level II	Initiates new ways of doing things and supports the organization throughout the implementation of change
Directing Others	Level II	Sets clear directions in the execution of PCA plans and programs
Decision Making	Level II	Identifies causes/problems and coordinates with other officer/employee/agency if decisions are within policy guidelines
Strategic Thinking	Level II	Identifies implication of own decision/analysis
Risk Management	Level II	Apply relevant financial and/or administrative policies and procedures to avoid error or inaccuracy in data/report
Analytical Skills	Level II	Independently engages in tasks requiring interpretation of complex sets of information
Problem Solving	Level II	Capable of analysing problems and identifying the root causes in details to identify potential solutions
Oral Communication	Level III	Ability to present, explain and defend the agency positions and proposals to staff and stakeholders
Technical Writing	Level III	Tailors communication to the reader and to the context to positively influence policies, reforms and directions
		Edits work delegated to others

POSITION:		
ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)		
ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)		
COMPETENCY	LEVEL	DESCRIPTION
Technical writing	Level I	Writes and presents factual materials in a concise manner
Analytical Skills	Level I	Gathers information from a variety of sources to reach a conclusion
Oral Communication	Level I	Communicates information regarding organizational changes to staff
Resourcefulness	Level I	Adopts own approach to suit circumstances
Resource Management	Level I	Plans, coordinates and manages internal and external resources to accomplish assignments within the given deadline
Interpersonal Skills	Level II	Able to show other employees empathy and respect
People Skills	Level I	Able to understand the basic business structures, operations and performances and includes the responsibility in implementing and achieving results through own actions rather than with the help of others

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POSITION: PROJECT DEVELOPMENT OFFICER II AGRICULTURIST I		
COMPETENCY	LEVEL	DESCRIPTION
Data Gathering and Interpretation	Level II	Ability to identify links between events and information through using various sources of evidences and information to support outputs
Technical Writing Skill	Level II	Ability to write and combine information coming from multiple sources in a logical and comprehensive yet concise and consistent manner
Analytical Skills	Level II	Ability to seek a wide range of sources of information and independently engages in tasks requiring interpretation of complex and often vague sets of information
Project Development Monitoring and Evaluation	Level II	Able to develop appropriate terms of reference for evaluation through demonstrating an awareness of data collection techniques and through assisting during the joint evaluation of projects and programs and working with others with more experience and knowledge,
Interpersonal Skills	Level II	Able to explain the agency programs, mandate, mission, vision and goals to new employees in an empathic and respectful way by welcoming questions and comments.
Extension and Communication	Level II	Has the ability to convey clear and concise information to the agency's stakeholders, officers and employees to ensure staff or team members remain focused on the agency's goals and objectives through instructional presentation (e.g. MS Powerpoint)
Community Organizing	Level II	Ability to assess and to work with the staff to provide timely and consistent feedback regarding technical proficiency and effectiveness that will help in identifying work goals and individual development plans
Project Development and Management	Level II	Capable of developing project plans and applying project development and management tools Ability to manage and monitor implementation of project plans and handles difficult situations effectively Ability to generally perform the task given independently from time to time

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POSITION: PROJECT DEVELOPMENT OFFICER III TRADE INDUSTRY DEVELOPMENT SPECIALIST COCONUT PRODUCTION AND REGULATIONS OFFICER II AGRICULTURIST II		
COMPETENCY	LEVEL	DESCRIPTION
Data Gathering and Interpretation	Level III	Interprets complex written information acquainted with the validity, relevance and limitations of different sources of evidence/proofs
Technical Writing Skill	Level III	Able to create written communication for the readers through simplifying complex information in such as concise and simple definition
Analytical Skills	Level III	Ability to draw sound conclusions based upon a mixture of analysis and experience through identifying the gaps in information and makes assumptions in order to continue analysis and/or take action
Project Development Monitoring and Evaluation	Level III	Familiar with and makes appropriate use of standard evaluation guidance criteria and understands the importance and relevance of mixed methods in evaluation and is able to bring a range of multi-disciplinary approaches to bear in evaluation design, depending on context.
Interpersonal Skills	Level III	Able to meet with the staff of the office and listens to their perspectives and comments on the organizational policies and procedures
Extension and Communication	Level III	Has the knowledge to explain and defend agency proposals, policies and procedures through instructional and informative presentations to officers, staff and other stakeholders
Community Organizing	Level III	Ability to work with staff individual development plans addressing employee needs and meeting organizational goals and recognizing staff potential and guides employees in developing skills by recommending appropriate training and sources of information
Project Development and Management	Level III	<p>Ability to identify new and innovative ways to achieve results of project planned</p> <p>Capable of leading in the development and implementation of complex project plans</p> <p>Able to answer difficult inquiries related to project management</p> <p>Usually performs the actions associated with project management without assistance.</p>

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