



Republic of the Philippines
Department of Agriculture
BUREAU OF SOILS AND WATER MANAGEMENT
SRDC Bldg., Elliptical Road corner Visayas Avenue,
Diliman, Quezon City 1101

REQUEST FOR QUOTATION

INSTRUCTIONS:

- 1. Bidder shall read the instructions and fill all the blanks properly.
- 2. Prospective Bidder shall submit its bid proposal using this form or official quotation with Company's letterhead.
- 3. Any specifications other than required/stated in this form shall not be considered in the evaluation of bid.
- 4. Quotation must be the lowest and responsive price, taxes included for the item/services listed hereunder, including delivery charges unless otherwise specified.
- 5. If applicable, offered brand name and model shall be specified.
- 6. Bid proposal shall be valid for one hundred twenty (120) calendar days from the date submitted.
- 7. Bid proposal shall be **submitted manually on or before the deadline to the Bids and Awards Committee Secretariat office at BSWM, SRDC Bldg., Elliptical Road corner Visayas Avenue., Quezon City or elctronically through procurement@bswm.da.gov.ph.**
- 8. Late Bids will not be accepted.
- 9. **Please be informed that all Documentary requirements must be submitted and attached to the quotation. Non-compliance to the requirements will be automatically disqualified.**

FOR SMALL VALUE PROCUREMENT:

- ☐ PhilGEPS registration number or Certificate
- ☐ Mayor's Permit (Line of business should at the very least be similar to the project to be Bid)
- ☐ Revised Notarized Omnibus Sworn Statement (for total ABC above Php50K) validity within 3 months upon submission
- ☐ Latest ITR (for total ABC above Php500K)
- ☐ PCAB License (for Infrastructure Project)
- ☐ Curriculum Vitae and Professional Licenses (for Consulting Services)
- ☐ Copy of LTFRB (Franchise) for Vehicle Rental
- ☐ NFCC (Infra)

TERMS OF REFERENCE:							
Type of Procurement: Goods/Services							
Mode of Procurement: Small Value							
Deadline for Submission of Bids (Date and Time): August 15, 2023 at 12:00PM							
PR No. : 2023-07- 1200				End-User: Personnel		Total ABC: 356,907.00	
Source of Fund: Regular				Term of Payment: Upon completion of delivery and submission of documentary requirement per accounting and auditing rules.			
NOTE: Please fill-out all fields.				Delivery Requirements: 30 Calendar Days upon receipts of PO			
Qty	Unit	Item (Description and Specification)	ABC	Offered Brand	Statement of Compliance (Comply/ Not Comply)	Bid	
			Unit Cost			Unit Price	Total Price
150	pax/assessment	Technical Services to provide Pre-Employment Test, the Promotional Test and the Ethics-Oriented Personality Test (EOPT) for the BSWM	2,379.38/pax				
		Good for at least 150 pax					
		Can Provide multiple type of test:					
		Cognitive Skills/Ability Test-measure general mental ability					
		Personality Test					
		For rank & file and supervisory					
		Inclusive of VAT					
NOTE:							
Awarding: Awarding is per Line item							
NOTE: ALL PRICES ARE INCLUSIVE OF VAT AND CHARGES							
NOTE:		ACCOMPLISHED REQUEST FOR QUOTATION (RFQ) SHOULD BE SUBMITTED TO THE BAC SECRETARIAT'S OFFICE ON OR BEFORE THE DEADLINE FOR SUBMISSION OF BIDS. RFQ's SUBMITTED AFTER THE DEADLINE FOR SUBMISSION OF BIDS SHALL NO LONGER BE ACCEPTED.					

Reviewed by: _____
Procurement Coordinator
Signature Over Printed Name

For the Bids and Awards Committee:

(Sgd) MARIA PERPETUA P. OCAMPO
Head, BAC Secretariat

Canvasser (Signature over Printed Name)

DBM-PhilGEPS Posted

Date of canvass: _____

Posted by:

(Sgd) GINA M. ALBERTO
DBM-PhilGEPS Posted

To: The BSWM Bids and Awards Committee (BAC)

Sir/Madam:

We, hereby certify that we will abide and comply with the technical specifications and delivery requirements stated above.

Signature over Printer Name	Name of Company	TIN Number
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Telephone Number(s)	Address	Date Accomplished
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Please check the box for your mode of submission:

<input type="checkbox"/>	Manual submission (through BSWM canvasser)
<input type="checkbox"/>	Email/ BSWM Drop Box

The BSWM strictly adheres to the policies stated under the Data Privacy Act 10173 of 2021.

**TECHNICAL SERVICES TO PROVIDE ONLINE AND INTERACTIVE PRE-EMPLOYMENT TEST, THE
PROMOTIONAL TEST AND THE ETHICS-ORIENTED PERSONALITY TEST (PEOPT)**

TERMS OF REFERENCE

1. 2ND PARTY

- A. 2ND Party shall develop and customize a suite of products and services which will bring together innovative personality, cognitive ability, psychomotor and skills tests in a single powerful yet easy to use system, that will allow the BSWM to identify the best potential performers from volumes of applicants.
- B. 2ND Party shall provide the assessment suite of products and services that include but are not limited to Personality Questionnaire, Reports generated by the Personality Questionnaire, Cognitive, Skills, Video Interview, Graduate Solution and Contact Center Solution. A detailed description of the functionalities of the solutions that will be provided to the BSWM during the term of this Agreement is listed in Annex "A" and is deemed an integral part hereof.
- C. 2ND Party shall provide the package by setting-up an account for the BSWM. Said account will enable the BSWM to enjoy virtually unlimited assessments per sitting at the stipulated fees set forth in Section 4 of this Agreement. The foregoing account which includes all 2ND Party Assessments is valid for 12 months upon signing of this contract. For purposes of this Agreement, a "Sitting" is defined as one completed test battery of a candidate.
- D. Provide all necessary technical support, maintenance and upgrade of the solutions.

2. TERM AND TERMINATION

- A. This Agreement shall take effect upon signing of the Parties and for a period of twelve (12) months, unless earlier terminated in accordance with the terms thereof or through termination of this Agreement in accordance herewith.
- B. If 2ND Party breaches any of its material obligations under this Agreement, which breach is not cured within thirty (30) days from the date of written notice from the BSWM, the BSWM shall be entitled to terminate this Agreement without prejudice to any other rights and remedies to which the BSWM may be entitled hereunder, or under applicable Philippine laws.
- C. The termination or expiration of this Agreement, will not prejudice or affect the accrued rights and liabilities of either of the Parties, or any right of action or remedy which has accrued to either Party prior to such termination or expiration.
- D. BSWM may, upon thirty (30) days advance written notice, in its sole discretion, terminate work covered by any work order issued hereunder. In such event, 2ND Party shall be paid at the applicable rates stipulated in Contractor's Rate Schedule.

3. PAYMENT AND FEES

- A. The BSWM may activate other services that would enhance its current recruitment process. Once these services have been selected, these will form part of the account setup that 2ND Party will perform to create and set-up the BSWM online account.

- B. Billing will be made upon set up of the online assessment account. 2ND Party will issue a sales invoice upon receipt of a copy of the signed contract for the service.

5. REPRESENTATIONS AND WARRANTIES

- A. Each party hereby represents and warrants to the other party that it:
1. Is a corporation duly organized, validly existing, and in good standing under and by virtue of the laws of the Philippines, has all the requisite power and authority to engage in its business and has the requisite corporate power and capacity to enter into, execute and deliver this Agreement and to consummate the transactions contemplated hereby, which will not result in any breach or violation of any existing charter documents, contracts, licenses, permits and authorizations.
- B. 2ND Party represents and warrants that it has an unrestricted ownership, right and authority to provide the package and all rights it is herein granting to the BSWM;
- C. 2ND Party represents and warrants that all materials produced by 2ND Party under this Agreement and the use or possession of the package, and services as provided under this Agreement does not and will not infringe any patent, copyright, trade secret and other proprietary rights of any third party.
- D. 2ND Party represents and warrants that the package and all materials it provides to the BSWM is compliant with international standards and best practices for recruitment processes and online professional assessments.

6. CONFIDENTIALITY AND NON-DISCLOSURE. The parties hereby agree to receive and retain other party's information in confidence and to use the other party's information only for purposes of effecting this Agreement. All parties further agree to make no other use of information as provided and defined herein, refrain from disclosing the same to third parties except to its officers, directors, employees or agents of the parties herein, only if needed to give effect to the provisions of this Agreement. Furthermore, the parties shall undertake to inform all such representatives of the confidential and propriety nature of the information. Such duty of confidentiality shall survive the termination of this Agreement.

7. SEVERABILITY. If any provision of this Agreement, or the application thereof to any Party hereto, is held illegal, null, void, unenforceable or otherwise invalid by any law, decree, ordinance or judicial or administrative decision, such holding shall not affect the other provisions of this Agreement which can be given effect without the invalid provision.

8. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement of the Parties and supersedes all prior agreements, understandings and negotiations, written or unwritten, as to such subject matter. No modification thereof shall be allowed without the prior written consent of both parties.