



REQUEST FOR QUOTATION

Name of Project : **Provisions for PPA Online Pre-Placement and Promotional Examination**

Approved Budget for the Contract : **P300,000.00**

Deadline for Submission : **February 27, 2019**

Please quote your best quotation in line with the attached Terms of Reference. Suppliers are required to submit their valid and current Mayor's/ Business Permit, PhilGeps Registration Number and Omnibus Sworn Statement.

Quotations shall be submitted in person to the Property Management Division, Administrative Services Department, Mezzanine Floor, PPA Head Office, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone/Fax No. 527-4735
954-88-00 loc. 539
PPA Website: www.ppa.com.ph

Very Truly Yours,


MARK JON S. PALOMAR
Chairperson, Bids and Awards Committee
Procurement of Goods and Consultancy Services

TERMS OF REFERENCE

BIDDING FOR THE PROVISION OF PPA ON-LINE PRE-PLACEMENT AND PROMOTIONAL EXAMINATION

The contract subject of this bid shall be the provision of PPA On-line Pre-placement and Promotional Examination, use of Testing Center and access to Assessment Site, with the following specifications and requirements:

1. Online pre-placement examinations consisting, but not limited, of the following:
 1. An assessment instrument which measures job-related abilities like
 - Verbal Ability
 - Arithmetic Reasoning
 - Computation
 - Clerical Perception
 - Form Perception
 - Special Ability
 2. An instrument which determines behavioral tendencies and personality profile based on the Big 5 Personality Traits:
 - Openness to Experience
 - Conscientiousness
 - Extraversion
 - Agreeableness
 - Emotional Stability
 3. An instrument which measures essential supervisory behaviors, which are as follows:
 - Management of Performance
 - Problem Analysis/Resolution Quality
 - Staffing/Personnel Actions
 - Communications
 - Project Planning
 - Direct Supervision
 - Interpersonal Relations
 4. An instrument which measures knowledge and understanding of general principles of management and organization:
 - Decision Making and Critical Thinking
 - Strategic Thinking and Planning
 - Entrepreneurship
 - Knowledge of Management Concepts and Applications

2. Online promotional examinations consisting, but not limited, of the following:

A situational judgement test that measures a person's competency level used for performance reviews, salary determination and rewards administration. It can also be used to identify the individual's specific competency in areas of interest which are considered important for the individual's success. Based and augmented from the competencies that are deemed important in the industry: Seven (7) from the following list of competency could be included per examination:

CORE COMPETENCIES	MANAGERIAL COMPETENCIES
<ul style="list-style-type: none"> •Adaptability and Flexibility •Basic Leadership •Commercial Awareness •Communicating Effectively/Efficiently •Customer Service •Fostering Creativity •Information Monitoring •Integrity •Managing Team Diversity •Planning and Organizing •Results Orientation •Stress Tolerance •Upholding Commitment to Continuous Learning 	<ul style="list-style-type: none"> •Business Acumen •Coaching, Developing and Empowering •Decision Making •Leadership and Management Responsibility •Linking, Partnering •Managing Results-Based Performance •Personal and Collective Accountability •Strategic Thinking and Planning •Vision and Goal Setting

3. Testing Center
4. Online Assessment Portals
5. Alternative Paper & Pencil Tests

TERMS AND CONDITIONS

1. The bidders shall submit a proposal for the provision of online examinations, access to testing facilities, such as online assessment portals, testing center and alternative paper & pencil tests.
2. The contract is for one (1) year. The starting date shall be based on the first meter usage.
3. There should be free five (5) meters for PPA personnel trial.
4. There should be free assessment orientation for PPA personnel.

5. A monthly update of the running meter balance shall be provided to PPA.
6. Billing shall be one-time only.



MARK JON S. PALOMAR
Manager
Human Resource Management Department