



REQUEST FOR QUOTATION

(Direct Contracting)

ASD-066-2025

Name of Project

**: PROVISION OF PPA ONLINE
PRE-PLACEMENT AND PROMOTIONAL
EXAMINATION**

Approved Budget for the Contract

: PhP 702,912.00

Deadline for Submission

: April 24, 2025

Please quote your best quotation in line with the attached specifications. The service provider is required to submit their valid and current Mayor's/Business Permit, PhilGEPS Registration Number and Income/Business Tax Return.

Quotation shall be submitted in person to the Chairperson, Bids and Awards Committee, 5th Floor PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila. Quotation/document 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 Corporate Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone No. 7954-8800/8405-5500/
8527-8356 to 83 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 FOR THE PROVISION OF PPA ONLINE PRE-PLACEMENT AND PROMOTIONAL EXAMINATION

1. INTRODUCTION

The Human Resource Management Department, in compliance with the Civil Service Commission (CSC) laws, rules and regulations particularly CSC Memorandum Circular 06 s. 2017 which encourages government agencies to integrate the conduct of Pre-employment, Promotional Test and Ethics-Oriented Personality Test (EOPT) in the Agency's Merit Selection Plan (MSP) or internal rules and to adhere to the principles of transparency and fairness by ensuring that candidates for appointment are assessed/evaluated based on merit and fitness, wishes to continue the engagement of the services for the provision of PPA Online Examination.

The Agency started using the online assessment in April 2020 up to present as an additional HR assessment tool intended to strengthen the overall recruitment, placement, and promotion. It also aided the agency to provide fast and efficient generation of test results thru its automated scoring while ensuring the test reliability and validity with its up-to-date and customizable norming.

2. OBJECTIVES

- 2.1 To engage the services of a private firm that conducts the online competency-based assessment to candidates for the vacant position/s of the Agency for a period of one (1) year; *and*
- 2.2 To set out the guidelines, procedures and conditions for the provision of PPA Online Pre-placement and Promotional Examination through this Terms of Reference (TOR)

3. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **SEVEN HUNDRED TWO THOUSAND AND NINE HUNDRED TWELVE PESOS (Php 702,912.00)**

4. SCOPE OF CONTRACT

- 4.1 The service provider is expected provide continuous unimpeded access to online, web-based testing application/facility, for a period of one (1) year for the following assessment and dimensions:

Type of Test	Assessment
Cognitive Assessment	• Basic Mental Ability Assessment (BMAA) • Profiles Ability Profiler • Critical Thinking Assessment • Abstract Reasoning Assessment • Mechanical Understanding Test
Personality/Behavior Assessments	• Work Motivational Intensity • Counter Productive Work Behavior Profile Survey (CPWB) • Emotional Stability Profile • DISC Personality Profile • Personality Type Indicator • Occupational Interest Profiler and Career Interest Profiler
Competency/Skills Assessment	• Supervisory Skills Test • Managerial Skills Test • Profiles Service/Sales Competencies • Accounting Skills Test • Clerical Perception Test • Basic English Test • Grammar Skills Test • Digital Literacy
Other Assessment Solutions	• Profiles Tenacity Assessment (GRIT) • Profiles Learning Agility Assessment (PLAA) • Profiles Ethics Oriented Personality Assessment (PEOPA) • Profiles Video and Essay Interview • DISC Flow • eSkill (skills for recruitment and employee development) • Profiles Competency Assessment Tool (PCA) • 360 Plus Competency Feedback Survey • Carnegie Speech Assessment (CSA) • Profiles Job Fit Assessment (PFJA)

- 4.2 Testing Center
- 4.3 Assessment Portals
- 4.4 Alternative Paper & Pencil Tests

5. TERMS AND CONDITIONS

- 5.1 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.
- 5.2 The contract is for one (1) year. The starting date shall be based on the first meter usage.
- 5.3 There should be free five (5) meters for PPA personnel trial.
- 5.4 There should be free assessment orientation for PPA personnel.
- 5.5 A monthly update of the running meter balance shall be provided to PPA.
- 5.6 Billing shall be one-time only.
- 5.7 The amount of SEVEN HUNDRED TWO THOUSAND AND NINE HUNDRED TWELVE PESOS (Php 702,912.00) shall cover the payment for the following:
- 3,000 meters of assessment
 - Assessment Center Site
 - Online Assessment Portal
 - Testing Center
 - Alternative of Alternative Paper & Pencil Tests
- 5.8 The Service Provider shall agree that their performance shall be evaluated at the end of the contract. An unsatisfactory rating shall be ground for non-renewal of the contract with the provider.



VICTORIA P. GORRE

Manager

Human Resource Management Department

