

Description:

Interested providers are invited to submit you proposal for the **Comprehensive Psychological Assessment for Executive Candidates**

Approved Budget for the Contract: Php 600,000.00 for 40 Applicants, inclusive of VAT

1. Please quote your lowest price based on the attached specifications per Terms of Reference.
2. **Submitted quotations must be duly signed by the firm's representative and must be sent to the BAC Secretariat not later than 05:00 P.M. of 01 September 2021**
3. All quotations must be Tax inclusive.
4. Kindly refer to the attached Terms of Reference (TOR).

TERMS AND CONDITIONS:

1. All entries must be type written.
2. All suppliers/vendors are mandated to register with the PhilGEPS and provide a PhilGEPS Registration number **as a condition for award of the contract.**
3. Other documentary requirements for each vendor shall be as follows;
 - Mayor's/Business Permit;
 - Income Tax Return for the current year/ Business Tax Returns for the past 6 months;

AND

 - (1) For suppliers/vendors whose representatives are the official signatory of the documents/requirements: **please submit a duly notarized Omnibus Sworn Statement**

OR

 - (2) For suppliers/vendors who will appoint or designate their duly authorized representative: **please submit the following notarized statements:**

(if the supplier/vendor is a Sole Proprietorship)	(if the supplier/vendor is a Corporation)
Duly notarized Special Power of Attorney	Duly notarized Secretary's Certificate
<u>AND</u>	<u>AND</u>
Duly notarized Omnibus Sworn Statement	Duly notarized Omnibus Sworn Statement

*For inquiries, you may reach the BAC Secretariat on the contact nos. provided below:

DBP Bids and Awards Committee Secretariat

6/F Operations Sector, DBP Head Office
Sen. Gil J. Puyat corner Makati Avenues, Makati City
(+632) 818-9511 to 20 local 2610 or 2606
email: bacsecretariat@dbp.ph

**TERMS OF REFERENCE
FOR OUTSOURCING THE COMPREHENSIVE PSYCHOLOGICAL ASSESSMENT
FOR EXECUTIVE CANDIDATES**

I. TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Total Number of Applicants	Total
40	P 600,000.00 (Inclusive of all applicable taxes)

II. RATIONALE

Pursuant to Board Resolution No. 0379, s. 2017 (Proposed Enhancement in the Selection of Senior Officers) and consistent with DBP Circular No. 12 s.2019 (DBP Merit Selection Plan), all internal and external candidates vying for positions with the corporate rank of Vice President (SL-16) and up shall undergo the comprehensive leadership and psychological assessment.

Accordingly, HRAD deems it necessary to re-procure the services of an outsourced agency for the conduct of leadership and psychological assessment of both internal and external candidates for executive level positions consistent with Board Resolution No. 0379, s. 2017 and DBP Circular No. 12, s. 2019.

III. OBJECTIVES

A. To assess potential candidates' strengths and developmental opportunities vis-à-vis the following dimensions:

1. Cognitive ability
2. Critical thinking
3. Ethical inclinations
4. Emotional stability, stress tolerance/resilience and adaptability in adverse circumstances/situations
5. Leadership competence and style
6. Personal values; and
7. Interpersonal skills

B. To prepare a narrative report that will summarize the strengths and developmental opportunities of candidates.

IV. MINIMUM QUALIFICATIONS OF THE SERVICE PROVIDER

A. Supplier/s Qualification / Documentary requirements

1. PhilGeps registration number or a valid Philgeps Registration Certificate;
2. SEC Registration or a Valid DTI registration;
3. Mayor's/Business Permit;
4. Income Tax Return for the current year/ Business Tax Returns for the last 6 months;
5. Proof of contract in the last two years of similar project with at least 50% of the ABC.

B. Company's experience in business

An institution's strong history of successful collaboration with its past and present clients is a strong indication of its credibility and reliability of service. As such, DBP's prospective test provider should have been in the service of conducting psychological assessment for at least ten (10) years.

C. Projective Tests

Projective tests purportedly reveal certain aspects of a candidate's personality that are generally difficult to measure by means of paper-and-pen personality tests, such as individual's motivation or drive, needs and/or fears. The projective tests will yield unbiased, uncalculated and free-willing responses from the candidates given that it is administered using ambiguous stimuli/materials or activities. As such, projective techniques are more reliable at uncovering unconscious personality traits or features. However, only highly trained individuals may administer projective tests to candidates.

The service provider should, thus, include in its test battery for Executive/Managerial positions at least two (2) sets of projective tests to substantiate, verify and/or validate findings indicated in the objective personality assessment. Likewise, the service provider should have in its permanent workforce licensed Psychometricians and Psychologists who can administer, interpret and provide a comprehensive, evaluation report and feedback about the candidate's projective tests.

D. Availability of Alternate Paper & Pencil Tests

The provider should have at least four (4) sets of alternate paper and pencil tests per dimension/competency that will assess a candidate's disqualification and/or significant finding/s, if necessary.

E. After Sales Assistance

The service provider should also be able to deliver and ensure after sales assistance in terms of professional/technical support, report analysis and availability of professionally qualified and experienced people who can provide

clarifications/feedback on ambiguous/highly technical personality assessments.

F. Deliverables of the Test Provider

1. Scheduling and administration of appropriate test battery for the executive candidate/s;
2. Scoring and interpretation of test results;
3. Preparation of comprehensive psychological evaluation per candidate;
4. Submission of the comprehensive assessment report to the DBP-Human Resource Management Group (HRMG) within 7 days from the date of examination

G. Terms and Conditions

1. Terms of Payment

- a. Payment shall be within fourteen (14) days from receipt of the statement of account/billing
- b. Payment shall be made through the service provider's DBP account number. The winning bidder/provider shall, thus, be required to open an account with DBP for payment
- c. All payments are subject to applicable withholding taxes

2. Responsibilities of the Procuring Entity

- a. HRMG-DBP shall provide the Job Description (JD) of the positions to which the candidate/s is being considered. The JD shall include the minimum qualification as well as the competency requirements of the role/positions
- b. For purposes of control, only the HRAD Head or the Head of Recruitment, Selection and Placement Unit shall schedule candidate/s to the Provider via email

3. Responsibilities of the Service Provider

- a. The Service Provider shall schedule the referred candidate/s within 1 week from receipt of the name/list of candidates from HRMG-DBP
- b. Generally, all information about the Bank's candidates shall be considered confidential. For purposes of control, the Provider shall inform only the HRAD Head or the Head of Recruitment, Selection and Placement Unit of any issues/concerns/information relevant to the candidate during and after the tests have been administered, if any.

4. Confidentiality Requirements

- a. The Service Provider shall acknowledge that any information which the Bank shall furnish are classified as confidential and will not be disclosed in any manner and to any person unless with prior written consent from the Head of DBP's Human Resource Management Group (HRMG).

- b. During the duration of agreement, the Provider is bound to strict code of professional ethics and confidentiality, as such, it shall not release the name or any commercial-in-confidence material to any person without DBP's permission
- c. The HRMG-DBP shall have exclusive use and ownership of the candidate/s' comprehensive assessment/profile.

5. Requirements for submission of quotations

In addition to the eligibility requirements, bidders must submit the following:

- a. Proposed assessment package/quotation and its corresponding details;
- b. At least 3 sample comprehensive assessment/evaluation. The name of the "sample" candidate may be deleted;
- c. List of proposed tests that may be administered to dimension/competency requirement.

