



REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for the ONLINE PRE-EMPLOYMENT TESTING

SVP-2025-46

Approved Budget for the Contract inclusive of all applicable tax: Php 1,000,000.00

1. Please quote your lowest price based on the attached specifications per Terms of Reference.
2. **Quotations must be inclusive of all taxes and other charges, and must be duly signed by the vendor's duly authorized representative.**
3. **Quotations must be submitted to the BAC Secretariat or Human Resource Management Group , until 05:00 P.M. of 29 October 2025.**
4. Kindly refer to the attached Terms of Reference (TOR)/Technical Specifications (TS)/ Scope of Services (SOW).

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;**
 - **Duly accomplished Data Privacy Consent Form;**
 - **Conformance to each and every page of the Technical Specifications, duly signed by the authorized representative;**
 - **All required documents stated in the Technical Specifications: 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 <u>AND</u>	Duly notarized Secretary's Certificate <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

You may visit the following websites:

For downloading of Request for Quotation: <https://www.dbp.ph/invitations-to-bid/>

For DBP Statement on Zero Tolerance for Fraud, Corruption and Malpractice: <https://www.dbp.ph/about-dbp/dbp-statement-on-zero-tolerance-for-fraud-corruption-and-malpractice/>

**TERMS OF REFERENCE
FOR OUTSOURCING THE ONLINE DBP PRE-EMPLOYMENT TESTING**

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

Total Number of Applicants	Total
1,000	Php 1,000,000.00*

**inclusive of tax*

II. RATIONALE

While the current face-to-face testing approach has ensured consistent evaluation standards, it also poses logistical challenges and delays — especially for regions with limited testing schedules or urgent hiring demands. The reliance on scheduled branch testing sessions in field offices can lead to bottlenecks, affecting the timely endorsement and onboarding of qualified candidates, particularly in critical units such as the Bank's Branch and Lending offices.

To address these limitations and enhance recruitment responsiveness, HRAD sees the procurement of an online pre-employment testing platform as a strategic necessity. This digital solution will serve as a complementary measure to ongoing scheduled field-based testing, enabling remote administration of assessments as needed. By allowing for on-demand testing regardless of geographic location, the platform can significantly accelerate the initial screening phase and support faster processing of applications.

III. OBJECTIVES

A. To assess and evaluate the prospective external candidates in accordance with the principle of merit and fitness.

Dimensions:

1. Cognitive ability
2. Work styles
3. Emotional stability & adjustment
4. Personal values that are related to success on the job (sense of responsibility, rule-orientation, emotional maturity, enthusiasm/vigor)
5. Interpersonal Skills
6. Leadership competence (higher order thinking or the ability to make sound evaluations) and style (supervisory-related traits)

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

- B. To prepare a narrative report that will summarize the strengths and weaknesses/ areas for improvement 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 with 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 online psychological assessment services for a minimum of five (5) years.

The service provider should have in its permanent workforce highly trained Psychometricians and Psychologists who can administer, interpret, and provide a comprehensive evaluation report and feedback about a candidate's profile.

C. Deliverables of the Service Provider

1. Immediate scheduling and administration of appropriate test battery for the candidate/s;
2. Scoring and interpretation of test results;
3. Comprehensive psychological evaluation per candidate;
4. Submission of the comprehensive assessment report to the DBP – HR Administration Department (HRAD) - Human Resources Management Group (HRMG) within three (3) days from the date of examination;

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

D. TERMS AND CONDITIONS

1. Terms of Payment

- a. Payment shall be made quarterly on a per capita basis within seven (7) days from receipt of the statement of account/billing, subject to compliance with all the deliverables of the service provider (per Section IV-C of Minimum Qualifications of the Service Provider)
- b. Payment shall be made through the DBP account number of the service provider. 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 Recruitment, Selection and Placement Unit (RSPU) - HRAD and/or the Head, HRAD of HRMG 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 one (1) week from receipt of the name/list of candidates from RSPU-HRAD, HRMG.
- b. All information about the Bank's candidates shall be considered confidential. For purposes of control, the Provider shall only inform the RSPU – HRAD, HRMG of any issues/concerns/information relevant to the candidate during and after the tests have been administered, if any.
- c. Ensure the virtual presence of at least one (1) RSPU-HRAD representative during the test administration.
- d. The Service Provider shall conduct training to RSPU – HRAD, HRMG on the online test administration and walkthrough of the testing platform / system.

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

- e. The Service Provider shall provide professional/ technical support, report analysis and availability of professionally qualified and experienced people who can extend assistance on system complexities and feedback on ambiguous/ highly technical personality assessment/reports.

4. Confidentiality Requirements

- a. The Service Provider shall acknowledge that any information which the Bank shall furnish are classified as confidential and shall not be disclosed in any manner to any person unless with prior written consent from the Head, HR Administration Department – HRMG and/or the Head, Human Resource Management Group.
- 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 the permission of HRMG-DBP.
- c. The HRMG-DBP shall have exclusive use and ownership of the candidate/s' comprehensive assessment/profile.

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date



DEVELOPMENT BANK OF THE PHILIPPINES

PRIVACY CONSENT FORM
Bids/Procurement

Name of Project

I, _____, (Address) _____
(Contact Number) _____, (Email Address) _____ hereby authorize/consent to the processing of personal and other related business information which I voluntarily provided to the **Development Bank of the Philippines (DBP)** and understand, acknowledge and agree to the following specific purposes and terms:

I authorize DBP for **processing**¹ and using my personal and other related business information, including but not limited to my name, address, contact details, and any other relevant information necessary for the evaluation process.

I understand that appropriate security measures shall be implemented by DBP for the protection of my personal and other related business information and shall be treated confidentially. Similarly, such information shall only be disclosed to authorized personnel involved in the bids and awards process of DBP.

I acknowledge that my personal and other related business information may be retained by DBP for as long as deemed necessary to fulfill the purposes specified/stated in this consent form, or as required by applicable policies, laws or regulations.

I understand that I have the right to access and request correction of my personal and other related business information held by DBP to correct any error and inaccuracy, in accordance with applicable data privacy laws.

I understand that I have the right to withdraw my consent, and request DBP to stop the **processing** of my personal and business information which may cease/ terminate/ discontinue the evaluation and other related procurement processes.

I agree that any confidential information obtained during my participation in the bid and procurement procedures shall not be disclosed to any third party other than its intended purpose.

By signing below, I acknowledge that I have read and understood the terms and purposes of this consent form and agree to the **processing** of my personal and other related business information as described.

Signature over Printed Name

Date Signed

ADDITIONAL INFORMATION

For inquiries or complaints, you may contact the Development Bank of the Philippines (DBP), Attention to: the **DBP Data Protection Officer or the DBP Customer Experience Management Department**, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City, Philippines, Telephone No. (02) 8818-9511 to 20/ (02) 8818-9611 to 20, email: info@dbp.ph.

¹**PROCESSING** - refers to any operation or any set of operations performed upon personal data including but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If 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]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;
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. *Select one, delete the others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the

Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.*
- *In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.*

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

9. *[Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:*

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10. *[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.*

11. *In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.*

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.