

TERMS OF REFERENCE

PROCUREMENT OF PSYCHOMETRIC TEST KIT FOR THE DEPARTMENT OF JUSTICE

I. APPROVED BUDGET FOR THE CONTRACT:

**FOUR HUNDRED THIRTY SEVEN THOUSAND PESOS ONLY
(₱ 437,000.00), inclusive of all taxes**

II. MODE OF PROCUREMENT: Negotiated Procurement

III. SOURCE OF FUNDS: FY 2021 General Appropriations Act

IV. DELIVERY PERIOD:

Within thirty (30) calendar days upon receipt of the Notice to Proceed

V. SCOPE OF WORK:

a. Purchase of psychometric tests for the selection of qualified applicants for various positions in the Department including the National Prosecution Service. Test batteries include the following:

- Aptitude tests
- Critical thinking test
- Management competency test
- Personality test

b. Each set of psychometric test shall include reusable test booklets (if any), answer sheets/profile sheets, and scoring key/s, and manual.

VI. QUALIFICATIONS OF THE TEST DISTRIBUTOR/PROVIDER:

a. Distributor/Provider must be in the sales and test distribution services for at least five (5) years.

b. Distributor/Provider is an exclusive distributor or has the license to distribute psychometric tests in the Philippines.

c. Distributor/Provider must have a Registered Psychometrician (RPm) or Registered Psychologist (RPsy) who has the expertise to provide recommendations on which psychometric tests can be administered for employment purposes in consideration of the user's qualification for each psychometric test.

d. Distributor/Provider has sufficient logistics to deliver the test materials in good condition and on time.

VII. TECHNICAL SPECIFICATIONS OF THE TEST BATTERIES TO BE ADMINISTERED:

Salary Grade (SG)	Test Battery
SG 1-9	<ul style="list-style-type: none"> • Culture Fair Intelligence Test • *Employee Aptitude Survey – Subtests 2, 4, 7
SG 10-17	<ul style="list-style-type: none"> • Culture Fair Intelligence Test • *Employee Aptitude Survey – Subtests 1, 2, 6, 7
SG 18 & above	<ul style="list-style-type: none"> • Watson-Glaser Critical Thinking Appraisal • Management Development Questionnaire • Manchester Personality Questionnaire

***Employee Aptitude Survey Subtests:**

- 1 – Verbal Comprehension Ability
- 2 – Numerical Ability
- 4 – Visual Speed and Accuracy Ability
- 6 – Numerical Reasoning Ability
- 7 – Verbal Reasoning Ability

VIII. SUBMISSION OF DOCUMENTARY REQUIREMENTS:

The Distributor/Provider must submit bid quotation/proposal together with the following:

1. Company profile – describing the nature of business, field of expertise, certifications, and accreditations;
2. Business Licenses – Registration Papers, Mayor’s Permit, and other licenses applicable;
3. Income Business Tax Return;
4. PhilGEPS Registration;
5. Omnibus Sworn Statement;
6. Track Record – list of government clients for similar services indicating description of psychometric test sold (scope of contract), contract duration, contract value, and contract references;
7. Copy of valid PRC IDs of Registered Psychometricians/Registered Psychologists involved in sales and test distribution;
8. Warranty Security

IX. SPECIAL CONDITION:

Upon purchase of the psychometric tests, the test administrators (Registered Psychometricians) of the Department shall undergo trainings on the administration of the purchased psychometric tests to be provided by the Distributor/Provider.

X. TERMS OF PAYMENT:

Payment shall be made upon successful delivery of each set of tests and within fifteen (15) days upon receipt of Billing Invoice/Statement of Account.

XI. PENALTY:

If the Distributor/Provider fails to deliver the test materials on time, corresponding sanctions shall be meted out in accordance with Republic Act No. 9184 and its Implementing Rules and Regulations.

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