Republic of the Philippines OVERSEAS WORKERS WELFARE ADMINISTRATION OWWA Center Bldg., F.B. Harrison St., Cor. 7th St., Pasay City Tel# 833-0113 Telefax# 833-1010

P.R. No. 2024-04-0040 DATE: 12-Apr-24

REQUEST FOR QUOTATION / PROPOSAL

COMPANY NAME:

ADDRESS OF COMPANY:

To whom it may concern:

Please quote your lowest price/s (taxes included) on the lot or item/s below, subject to the General Conditions indicated herein, stating the shortest time of delivery and submit your quotation using your company letterhead or this form duly signed by your official representative to Overseas Workers Welfare Administration, Third Floor OWWA Center Building, 7th Street corner, FB Harrison, Pasay City not later than 19 April 2024 10:00 a.m.

MARIAN GABRIELLE F. PIZARRA Supply Officer

PROJECT	T TITLE/NAME: Proposal for the Purchase of 1,000 meters Online As		ment for Or	e (1) Year	DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	PURCHASE OF ONLINE ASSESSMENT	1000	meters	₱ 224,000.00		
	One (1) Lot Purchase of Assessment System for One (1) Year with the following type of assessments:					
	COGNITIVE/APTITUDE					
	Basic Mental Ability Assessment					
	Profiles Ability Profiler					
	Critical Thinking Assessment / Abstract Reasoning Assessment					
	Mechanical Understanding Test					
	PERSONALITY/BEHAVIORAL					
	Work Motivational Intensity					
	Counter Productive Work Behavior Profile Survey					
	Emotional Stability Profile					
	DISC Personality Profile / Personality Type Indicator					
	Tenacity Assessment					
	COMPETENCY					
	Learning Agility Assessment					
	Supervisory Skills Test / Managerial Skills Test					
	Clerical Perception Test					
	Accounting Skills Test					
	Basic English Test / Grammar Skills Test					
	Digital Literacy Test					
	Eskills Test (Subject and Job Based Test)					
	OTHER REQUIREMENTS:					
	Provider should be in operation in the field of industrial psychological testing for more than ten (10) years service provider proven by SEC Registration/DTI Registration					
	Have catered to at least ten (10) National Government Agencies and/or Government Institutions/Government owned corporations within the past three (3) years. As proof, service provider must provide any of the following: Notice to Proceed/Certificate of Completion/Contract/Client Satisfaction Rating					
	Has client satisfaction rating of at least satisfactory for more than five (5) years					
	wherein users with administrative access can schedule applicants for assessment, monitor completion of test status and generate/view reports		15			
	Has a screen capture feature for off-site assessment to validate that the applicant taking the exam is indeed the scheduled applicant validated during post qualification evaluation					
	Preferrably offers some battery test in Tagalog and Provides monthly report of meters used for proper					

_	TERMS OF PAYMENT:		
	Financial proposal shall be binding on the bidder for a bid validity of 120 days		
	OWWA shall not pay any additional charges/fees on top of the approved proposal amount/contract price		
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	Additional Documentary Requirements must be submitted upon submission of offer:		
	PhilGEPS Certificate or PhilGEPS Registration Number		
	2. Mayor's / Business Permit		
	Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.		
	Note: Bidders may also submit their bid proposal and supporting documents through email address: procurement@owwa.gov.ph		

GENERAL CONDITIONS

- 1. Entries must be typewritten / if handwritten, it must be clear and legible;
- 2. Bidders must submit certificate of PHILGEPS Registration;
- 3. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);
 4. All quotation can be submitted through the following means: a) in a SEALED ENVELOPE, or b) thru ELECTRONIC MAIL, or c) FACSIMILE. Label the envelope with

Bidder's Company Name PHILGEPS Reference No.

Project Title/Name

PR No.

- 5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- 6. Quoted prices must be inclusive of taxes and shall not exceed the Approved Budget for the Contract (ABC);
- 7. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted;
- 8. Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;
- 9. Price quoted/ submitted on the deadline shall be considered as final and unalterable;
- 10. Use of non-discretionary/non-discriminatory selection criteria as tie-breaking method in case of two or more bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB) in accordance with GPPB Circular No. 06-2005;
- 11. The OWWA reserves the right to accept or reject any bid, to annul the bidding process, and to reject at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

DELIVERY:	within 5 calendar	days upon	receipt o	of Contract/NTP

TERMS OF PAYMENT: one-time payment

PRICE VALIDITY: 60 days from date of quotation/proposal

Company Name		
Print Name and Signature of Autho	rizea	
Representative		
Designation		
Company Tel./Fax/Mobile No.		