

TERMS OF REFERENCE

Procurement of a Service Provider to Conduct Pre-Employment and Promotional Tests

I. OBJECTIVE

To engage a service provider that has a facility and technical capability to administer a battery of tests for applicants for various vacant positions of PhilGuarantee.

II. SCOPE

- a. Provide and administer, under its own facility, a full battery of computer-assisted pre-employment and promotional tests for PhilGuarantee-endorsed applicants for various Clerical/General, Professional and Supervisory, and Executive/Managerial positions.
- b. Score and interpret test results.
- c. Provide full reports on the results of the tests within three (3) calendar days from the date of test administration

III. QUALIFICATIONS OF THE SERVICE PROVIDER

- a. The firm should have a conducive testing facility or appropriate digital platform that can accommodate at least ten (10) examinees at a given time.
- b. The firm must have a battery of tests which is appropriate to assess the general ability and personality traits of applicants to the above-mentioned categories of positions.
- c. The firm must have been in the employment assessment services industry for at least three (3) years.
- d. The firm should have a Psychometrician or Psychologist certified by the Professional Regulatory Commission (PRC) with at least two (2) years of practical experience in the administration, interpretation, integration, and communication of test results.

IV. DOCUMENTARY REQUIREMENTS

- a. Company profile indicating the following:
 - i. Statement on the capacity of its facilities (testing rooms, number of available computers);
 - ii. List of battery of tests being offered; and
 - iii. Curriculum Vitae of the company's Psychometrician or Psychologist with a copy of the valid PRC ID.
- b. Copy of the SEC Registration
- c. Copy of the Articles of Incorporation

V. **TEST BATTERIES**

Level/ Category	Battery of Test
<u>Second Level</u> Executive/ Managerial and Division Chiefs	<ul style="list-style-type: none">• General Mental Ability which measures verbal, analytical and numerical abilities• Personality Test which assesses the following behavioral tendencies: (1) Conscientiousness; (2) Agreeableness; (3) Emotional Stability; (4) Extraversion; and (5) Openness to Experience.
<u>First Level and</u> <u>Second Level</u> <u>Rank-and-File</u>	<ul style="list-style-type: none">• General Mental Ability which measures verbal, analytical and numerical abilities• Personality Test which assesses the following behavioral tendencies: (1) Conscientiousness; (2) Agreeableness; (3) Emotional Stability; (4) Extraversion; and (5) Openness to Experience.

Different sets of General Mental Ability Tests shall be given to professional and executive/managerial positions.

VI. **OUTPUT**

All assessment reports shall outline the candidate's numerical scores with adjectival ratings, the interpretation/description of behavioral indicators that the applicant obtained from each test, and recommendation with summary.

All assessment reports or access thereof shall be given only to authorized personnel of the PhilGuarantee Human Resource and Organizational Development Department.

VII. **BUDGET**

The estimated budget for the contract, which includes test administration, scoring, reports, and use of facilities, is Four Hundred Seventy Seven Thousand Pesos (P477,000.00), inclusive of all applicable taxes, broken down as follows:

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Category	Number of Positions (projected)	Maximum Number of Examinees per Position (estimated)	Total Number of Examinees (projected)	Fee per Examinee	Total Cost
Second Level					
Executive/ Managerial	6	5	30	P1,500.00	P 105,000.00
Supervisory	8		40		
First and Second Level					
Professional/ Technical, and Clerical	62	5	310	P 1,200.00	P 372,000.00
Total	76		380		P 477,000.00

The service provider shall indicate in its offer the rate per examinee per category, which shall not exceed the amount indicated above.

Payment shall be based on actual services rendered which shall be on Job Order basis, as the need arises.

VIII. DURATION OF CONTRACT

One (1) year from receipt of Notice to Proceed.