



Republic of the Philippines
Department of Health

CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

Name of the Procuring Entity: Department of Health

Name of the Project: Procurement of Online Battery of Psychometric Tests (DOH-CO Qualifying Examinations)

Delivery Site: Department of Health, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila
SVP No. 2023-022

Name of Company

Address

Please submit your lowest price quotation on the lot listed below duly signed by your representative not later **24 July 2023; 9:00 A.M.** at Ground Floor, Building No. 6, Department of Health, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila:

Lot No.	Description	Qty.	Unit	Total Approved Budget for the Contract (ABC) (PhP)
1	Online Battery of Psychometric Tests (DOH-CO Qualifying Examinations)	1	Lot	800,000.00

Your quotation is subject to the following General Conditions:

- Price validity shall be for a period of Ninety (90) calendar days.**
- Delivery Period:** Shall commence immediately upon receipt of approved Contract or Purchase Order (PO). The maximum duration of the project is twelve (12) months or until the contract amount is consumed, whichever comes first.
- Delivery Site:** Department of Health, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila
- Bidders are entitled to one (1) bid only, otherwise, all bids made shall automatically be rejected.**
- Proposed Terms of Payment:**

For services rendered, the Online Testing Service Provider shall be paid an amount not to exceed the Contract Price. Said amount is inclusive of tax obligations.

Activities/Documents	Mode	Percentage
Monthly report of usage of test units/meters	Four (4) quarterly	80%

Comprehensive PER for each applicant/examinee	payments	
Administration of Psychometric Tests		
Conduct of End-User Training for DOH-PAD, and DOH-KMITS	Upon completion of the activity	10%
Conduct of Product Training for DOH-PAD and HRMPSB		10%
	TOTAL	100%

6. The prospective bidder shall submit three (3) sets of true copies of the original certified as such by the bidder or his duly authorized signatory each of the following requirements in one envelope:

- a. Duly accomplished and signed Price Quotation inclusive of all taxes;
- b. Duly accomplished and signed Technical Specifications using the attached form;

NOTE: *In case of award, kindly send a soft copy of technical specifications being offered (word & pdf format) to this e-mail address: cobacc@doh.gov.ph;*

- c. Duly signed Schedule of Requirements using the attached form;
- d. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Executive Economic zones or are as together with the corresponding copy of the receipt of payment for the said permit;

In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, Acceptability of the recently expired Mayor's or Business permits and the Official Receipt as proof that the Bidder has applied and paid for the renewal of the permit; Provided that, the current and valid Mayor's or Business Permit as renewed, will be submitted by the bidder with the LRCB after the award of contract but before payment (GPPB Circular No. 09-2020)

- e. PhilGEPS Registration Number;
- f. Latest Annual Income Tax / Business Tax Return also refers to Value Added Tax or Percentage Tax Return covering the previous six (6) months (per Revenue Regulation 3-2015), if applicable;
- g. Omnibus Sworn Statement using the attached form; and
- h. Duly notarized authority of the signatory:
 1. Secretary's Certificate (i.e. corporation; joint venture agreement); or
 2. Special Power of Attorney (i.e. sole proprietor, partnership); or
 3. In case the signatory is the sole proprietor, copy of the DTI Registration Certificate or PhilGEPS Registration (Platinum Membership)

NOTE: Bidders may submit their bid proposal on or before **24 July 2023; 9:00 A.M.** to the COBAC-C Secretariat through any of the following options:

1. In printed copy to be submitted at the *Ground Floor, Building No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila*; or
2. In soft copy via e-mail to **cobacc@doh.gov.ph** provided that it complies with the following condition:
 - i. It should be in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format, and shall be in password protected Bidding Documents in compressed archive folders *pursuant to GPPB Resolution No. 09-2020 and Section 25.1 of the 2016 Revised IRR of RA No. 9184*;
 - ii. A generated bid receipt page or email acknowledgement indicating the time of submission must be secured and printed as a reference;
 - iii. The documentary requirements are arranged accordingly based on the Eligibility Checklist using the standard file name indicated therein.
 - iv. *For electronic bid submission, the password for accessing the Bidding Documents will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology. (GPPB Resolution No. 09-2020 and Section 29 of the 2016 Revised IRR of RA No. 9184)*

The BAC shall open the bid envelopes using a non-discretionary “pass/fail” criterion. *In case of electronic bid submission, Bidding Documents not in compressed archive folders and are not password protected, shall be rejected. However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required in the Request for Quotation, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or improperly compressed or password-protected folder, or for its premature opening. (GPPB Resolution No. 09-2020 and Section 25.9 of the 2016 Revised IRR of RA No. 9184)*

Further, once the Bidder is determined as the Single/Lowest Calculated and Responsive Quotation, the Bidder shall submit three (3) sets of printed copies of the eligibility documents, certified as such by the bidder or his duly authorized representative.

Please use the attached Price Quotation, Terms of Reference, Technical Specifications, Schedule of Requirements, Omnibus Sworn Statement and Authority of the Signatory Forms.

sgd
ANNETTE B. TAN, CE, RN, MPH, PSMFPM, CESE
COBAC-C Vice-Chairperson

ELIGIBILITY REQUIREMENTS CHECKLIST

PROCUREMENT OF ONLINE BATTERY FOR PSYCHOMETRIC TESTS (DOH-CO QUALIFYING EXAMINATIONS) SVP NO. 2023-022

ITEM NO.	REQUIREMENTS
A.	Duly accomplished and signed Price Quotation inclusive of all taxes;
B.	Duly accomplished and signed Technical Specifications using the attached form B.1 Company Profile. B.2 Curriculum Vitae (CV) of the Team with addresses and contract numbers who will be assigned to the project B.3 Performance Evaluation of at least satisfactory rating from the previous work B.4 Draft Service Legal Agreement
C.	Duly signed Schedule of Requirements using the attached form;
D.	Mayor's / Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Executive Economic zones or areas (2016 Revised IRR of RA No. 9184) together with corresponding copy of the receipt of payment of the said permit;
E.	PhilGEPS Registration Number.
F.	Latest Annual Income Tax / Business Tax Return also refers to Value Added Tax or Percentage Tax Return covering the previous six (6) months (if applicable).
G.	Omnibus Sworn Statement.
H.	Duly notarized authority of the signatory using the attached form, whichever is applicable: <ol style="list-style-type: none"> 1. Secretary's Certificate (i.e. corporation; joint venture agreement); or 2. Special Power of Attorney (i.e. sole proprietor, partnership); or 3. In case the signatory is the sole proprietor, copy of the DTI Registration Certificate or PhilGEPS Registration (Platinum Membership)

PRICE QUOTATION

PROCUREMENT OF ONLINE BATTERY FOR PSYCHOMETRIC TESTS (DOH-CO QUALIFYING EXAMINATIONS) SVP NO. 2023-022

Lot No.	Description	Qty.	Unit	Total Cost (PhP)
1	Online Battery of Psychometric Tests (DOH-CO Qualifying Examinations)	1	Lot	

- All price offered (price per item and total bid price) must be type or written in indelible ink.
- Price validity shall be for a period of Ninety (90) calendar days.

After having carefully read and accepted your conditions, I / We quote you on the item/s at prices noted above.

Signature over Printed Name
[date of signing]

In the capacity of:
Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]
[Name of Company]
[Complete office address]
[Contact No./ Fax No.]
[Email Address]

TERMS OF REFERENCE

I.	Proposed Procurement Project Name	Procurement of Online Battery of Psychometric Tests (DOH-CO Qualifying Examinations)
II.	Type of Service	Goods-General Support Services
III.	ABC	The Funding Source shall be through the Government of the Philippines (GOP) through the General Appropriations Act for CY 2023 in the amount of P 800,000.00 inclusive of tax.
IV.	Background and Rationale	<p>Psychometric tests are assessment tools used to objectively measure an individual’s personality traits, aptitude, intelligence, abilities and behavioral style. It is widely used in employment to match a person’s abilities and personality to a suitable career or role.</p> <p>Currently, the Department of Health – Central Office (DOH-CO) provides psychometric tests using the pen and paper method. With this, it consumes time in reproducing the tests as well as waste of paper. Thus, there is a need to procure an online battery of psychometric tests which can appropriately screen applicants based on the needs of the Department. Aside from providing accurate and precise evaluation of the applicants said tools will be more accessible, comprehensible, appropriately administered and evaluated.</p> <p>Further, the DOH-CO through its Health Human Resource Development Bureau (HHRDB) – Personnel Administration Division (PAD) is looking for an Online Testing Service Provider who will provide the required DOH-CO qualifying examination and psychological evaluation for applicants for hiring and promotion aligned to the Civil Service Commission (CSC) Memorandum Circular No. 06, s. 2017 entitled “Incorporating the Pre-Employment Test, the Promotional Test and Ethics-Oriented Personality Test (EOPT) as Part of Recruitment, Placement, and Promotion in the Civil Service.”</p> <p>The final output shall be a full Psychological Evaluation Report that covers a comprehensive interpretation of test results of each applicant in the DOH.</p>
V.	Objectives	<ul style="list-style-type: none"> ▪ To strengthen the overall recruitment, placement and promotion in the Department of Health – Central Office. Psychometric tests are used to screen or assess applicants vying for vacant positions. ▪ To assess applicants in an objective and accurate method thus, ensuring fairness, equality and consistency in the selection of the most qualified employees to the positions.
VI.	Scope of Work	<p>The Online Testing Service Provider shall report directly to the Chief Administrative Officer (CAO) of the Personnel Administration Division on the entire duration of the project</p> <p>A. Battery of Psychometric Tests</p> <ol style="list-style-type: none"> 1. <u>Pre-employment Test</u> – provide, administer, and evaluate Pre-Employment Test composed of a minimum of 100-item general ability test for 1st and 2nd level positions, to comprise

		<p>the following factors to be measured:</p> <ul style="list-style-type: none"> ▪ Cognitive and Aptitude ▪ Intelligence Quotient (IQ) ▪ Analytical Skills (Evaluative and Inferential Reasoning, Deductive and Inductive Reasoning, Logical Reasoning, Judgment and Comprehension) ▪ Verbal Skills (Word Use and Vocabulary Skill) ▪ Numerical Skills (Computation and Arithmetic Reasoning) ▪ Abstract Skills ▪ Learning Index ▪ Secretarial and Clerical Skills ▪ IT Skills ▪ Accounting Skills <p>2. <u>Ethics-Oriented Personality Test (EOPT)</u> – provide, administer and evaluate EOPT composed of a minimum of 210-item test, which determines behavioral tendencies, to comprise the following factors to be measured:</p> <p>Behavioral and Personality</p> <ul style="list-style-type: none"> ▪ Conscientiousness (helpfulness, responsibility or commitment to service, self-discipline, orderliness) ▪ Agreeableness (integrity or honesty, humility or self-effacement, understanding, respect of people) ▪ Emotional Stability (composure or calmness, emotional maturity, capacity to withstand stress, professionalism) ▪ Extraversion (alertness, cheerfulness, gregariousness, teamwork, sociability) ▪ Openness to Experience (openness to creativity or fantasy, openness to aesthetics or beauty, openness to ideas, and openness to values) ▪ DISC (Dominant, Influence, Steady and Compliant) ▪ Personal Integrity and Honesty ▪ Work/Business Ethics ▪ Aggression Index ▪ Attitude and Tendency towards Substance Abuse ▪ Attitude and Tendency Sexual Harassment ▪ Emotional Quotient (EQ) Profile (Self-esteem, Cheerfulness, Anxiety, Obsessiveness, Autonomy, Hypochondriasis and Guilt) ▪ Myers-Briggs Type Indicator (MBTI) or similar <p>3. <u>Promotional Test</u> – provide, administer, and evaluate promotional tests composed of a minimum of 100-item test for the 1st and 2nd level positions, both technical and supervisor/managerial, to comprise the following factors to be measured:</p> <p>Supervisory and Managerial</p> <ul style="list-style-type: none"> ▪ Supervisory Skills ▪ Managerial Skills ▪ Building Collaborative, Inclusive Working Relationships ▪ Managing Performance and Coaching for Results
--	--	---

- Leading Change
- Thinking Strategically and Creatively
- Creating and Nurturing High Performing Organization
- Personal Interests Index

The Battery of Psychometric Tests to be administered shall depend on the positions to which the applicants are being considered.

B. Positions

It shall cater to the following positions of the DOH

- Trades and Crafts positions;
- Clerical positions;
- Secretarial positions;
- Technical positions;
- Support to technical positions
- Supervisory positions;
- Managerial positions
- Executive or 3rd level positions, as requested by the DOH Management

C. Psychological Evaluation Report (PER)

Each applicant shall have a full PER, within the day or date of conduct of examination. The said report shall contain the following:

- Graphical representation of the factors measured, with the required norms;
- Written report of the factors measured;
- Job Match percentage of the applicant to the position being applied for or being considered;
- Coaching or mentoring suggestions for the applicant’s areas for improvement;
- Group dynamics report (The applicant’s predisposition in terms of interacting and adjusting with the members of the division or unit where the applicant will be working with).

D. Online Portal or Platform

- The Online Testing Service Provider shall provide the DOH-CO with an online portal or platform which will be accessible to the DOH-PAD 24/7, and shall be available for the entire duration of the project.
- The said portal or platform shall contain list of applicants, test results and evaluation, monitor applicant test status and regenerate reports when needed.
- Conduct appropriate End-User Training to the representatives of the DOH-PAD and the DOH-KMITS in the use of the online portal or platform, navigating and monitoring the assessment platform, how to schedule candidates for testing, monitoring of tests status, resending and regeneration of reports.
- Conduct appropriate Product training to the representatives of DOH-PAD and HRMPSB in the interpretation and evaluation

		<p>of the Psychological Evaluation Report and to better understand the use and benefits of the assessments.</p> <p>E. Conventional Medium of Taking the Examination</p> <ul style="list-style-type: none"> ▪ Administration of qualifying examination for various DOH positions shall be conducted within five (5) working days, subject to the availability of the applicant/s, upon receipt of the Written Request from the CAO of DOH-PAD or his/her representatives by the Online Testing Service Provider ▪ The said Written Request shall include the List of Applicants for a particular schedule of examination, the positions applied for by each applicant, and the required Battery of Tests to be administered to the applicants. ▪ A full Psychological Evaluation Report (PER) per applicant shall be submitted to the CAO of the DOH-PAD or his/her representative, within the day or date of examination. <p>F. Remote Medium of Taking the Examination</p> <ul style="list-style-type: none"> ▪ The Online Testing Service Provider shall provide the DOH with Test Links to be accessed by the applicants, who will remotely take the qualifying examination. ▪ Security measures shall be properly installed and implemented by the Online Testing Service Provider to ensure reliability and veracity of the test results, such as activation of webcam security feature to randomly capture photos of the candidates while taking the examination. ▪ A full Psychological Evaluation Report (PER) per applicant shall be submitted to the CAO of the DOH-PAD or his/her representative, within the day or date of examination. ▪ The Online Testing Service Provider may implement virtual testing, as requested by DOH, wherein monitoring/proctoring shall be done by the Psychometricians through a video conference platform. <p>G. Test Units/Meters</p> <ul style="list-style-type: none"> ▪ The Battery of Tests to be administered to one (1) applicant shall be called one (1) unit of meter, or any equivalent measure. ▪ The units/meters to be provided by the Online Testing Service Provider shall have no expiration date. ▪ Deduction shall be done depending on the number of units required by the DOH-PAD per applicant or examinee. ▪ Monthly report of usage of test units/meters shall be generated, submitted and communicated by the Online Testing Service Provider to the DOH-PAD.
VII.	Deliverables/ Output	<p>The Online Testing Service Provider shall provide the following:</p> <ul style="list-style-type: none"> ▪ Online Portal or Platform ▪ Battery of Psychometric Tests appropriate to the positions ▪ Administration of the Psychometric Tests ▪ Comprehensive Psychological Evaluation Report per applicant

		<ul style="list-style-type: none"> or examinee ▪ Monthly report of usage of test units/meters ▪ End-User Training for DOH-PAD and DOH-KMITS for the use of the online portal or platform, navigate and monitor the assessment platform, schedule of candidates for examination, monitor test status and resending and regeneration of reports. ▪ Product Training for the representatives of DOH-PAD and HRMPSB in the interpretation and evaluation of the PER ▪ Provision of test links with security measures installed and implemented. 																
VIII.	Proposed Terms of Payment	<ul style="list-style-type: none"> ▪ For services rendered, the Online Testing Service Provider shall be paid an amount not to exceed the Contract Price. Said amount is inclusive of tax obligations. <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Activities/Documents</th> <th>Mode</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Monthly report of usage of test units/meters</td> <td rowspan="3">Four (4) quarterly payments</td> <td rowspan="3">80%</td> </tr> <tr> <td>Comprehensive PER for each applicant/examinee</td> </tr> <tr> <td>Administration of Psychometric Tests</td> </tr> <tr> <td>Conduct of End-User Training for DOH-PAD, and DOH-KMITS</td> <td rowspan="2">Upon completion of the activity</td> <td>10%</td> </tr> <tr> <td>Conduct of Product Training for DOH-PAD and HRMPSB</td> <td>10%</td> </tr> <tr> <td></td> <td>TOTAL</td> <td>100%</td> </tr> </tbody> </table>	Activities/Documents	Mode	Percentage	Monthly report of usage of test units/meters	Four (4) quarterly payments	80%	Comprehensive PER for each applicant/examinee	Administration of Psychometric Tests	Conduct of End-User Training for DOH-PAD, and DOH-KMITS	Upon completion of the activity	10%	Conduct of Product Training for DOH-PAD and HRMPSB	10%		TOTAL	100%
Activities/Documents	Mode	Percentage																
Monthly report of usage of test units/meters	Four (4) quarterly payments	80%																
Comprehensive PER for each applicant/examinee																		
Administration of Psychometric Tests																		
Conduct of End-User Training for DOH-PAD, and DOH-KMITS	Upon completion of the activity	10%																
Conduct of Product Training for DOH-PAD and HRMPSB		10%																
	TOTAL	100%																

IX.	Service Standard Requirements	<table border="1"> <thead> <tr> <th>Requirements</th> <th>% level of acceptance</th> </tr> </thead> <tbody> <tr> <td>Online Portal or Platform (functional, accessible 24/7, shall contain list of applicants, test results and evaluation, test status of applicants and can generate reports)</td> <td>100%</td> </tr> <tr> <td>Administration of Psychometric Tests (conventional or remote medium with test links, active webcam security feature)</td> <td>100%</td> </tr> <tr> <td>Monthly report of usage of test units/meters submitted to DOH-PAD</td> <td>100%</td> </tr> <tr> <td>Comprehensive Psychological Evaluation Report (PER) for each applicant/examinee (shall contain graphical representation and written report of the factors measured with the required norms, job match percentage to the position applied for, coaching and mentoring suggestions for areas for improvement, group dynamics report)</td> <td>100%</td> </tr> <tr> <td>End-User Training for DOH-PAD and DOH-KMITS</td> <td>100%</td> </tr> <tr> <td>Product Training for DOH-PAD and HRMPSB</td> <td>100%</td> </tr> </tbody> </table>	Requirements	% level of acceptance	Online Portal or Platform (functional, accessible 24/7, shall contain list of applicants, test results and evaluation, test status of applicants and can generate reports)	100%	Administration of Psychometric Tests (conventional or remote medium with test links, active webcam security feature)	100%	Monthly report of usage of test units/meters submitted to DOH-PAD	100%	Comprehensive Psychological Evaluation Report (PER) for each applicant/examinee (shall contain graphical representation and written report of the factors measured with the required norms, job match percentage to the position applied for, coaching and mentoring suggestions for areas for improvement, group dynamics report)	100%	End-User Training for DOH-PAD and DOH-KMITS	100%	Product Training for DOH-PAD and HRMPSB	100%
		Requirements	% level of acceptance													
		Online Portal or Platform (functional, accessible 24/7, shall contain list of applicants, test results and evaluation, test status of applicants and can generate reports)	100%													
		Administration of Psychometric Tests (conventional or remote medium with test links, active webcam security feature)	100%													
		Monthly report of usage of test units/meters submitted to DOH-PAD	100%													
		Comprehensive Psychological Evaluation Report (PER) for each applicant/examinee (shall contain graphical representation and written report of the factors measured with the required norms, job match percentage to the position applied for, coaching and mentoring suggestions for areas for improvement, group dynamics report)	100%													
End-User Training for DOH-PAD and DOH-KMITS	100%															
Product Training for DOH-PAD and HRMPSB	100%															
X.	Project Duration	The maximum duration of the project is twelve (12) months or until the contract amount is consumed, whichever comes first.														
XI.	Proposed Start of Service	Shall commence immediately upon receipt of approved Notice to Proceed (NTP)														
XII.	Project Site/s	Department of Health San Lazaro Compound, Rizal Avenue Sta. Cruz, Manila														
XIII.	Implementation Arrangements	<p>This area of concern is the same as specified/indicated in the Scope of Work.</p> <p>All documents pertaining to this project shall be turnover to the DOH-PAD.</p> <p>ESPERANZA C. CARATING Chief Administrative Officer Personnel Administration Division Contact No. 8651-7800 loc. 4207 Email address: eccarating@doh.gov.ph</p> <p>SELSA MILDRED SELORIO Administrative Officer V Recruitment, Selection and Placement Unit Personnel Administration Division</p>														

		<p>Contact No. 8651-7800 loc. 4212 and 4213 Email address: ssselorio.hhrdb.doh@gmail.com</p> <p>CARIDAD ASTILLA-ULANDAY Human Resource Management Officer III Employee Relations and Development Unit Personnel Administration Division Contact No. 8651-7800 loc. 4202 and 1240 Email address: caulanday@doh.gov.ph</p>
XIV.	Service Provider (SP)'s Capability/ Expertise	<p>To guarantee quality results, the service provider must be an ISO 9001-20015 certified service provider for online psychometric examination.</p> <p>Must possess the following:</p> <p>a. Years of Experience</p> <ul style="list-style-type: none"> ▪ must be in the field of industrial psychological testing and have provided testing programs for at least five (5) years; ▪ licensed distributor of valid, standard and quality psychological testing materials; ▪ must have provided online psychometric tests to national government agencies (NGAs), government financial institutions (GFIs), government-owned corporations (GOCCs) for at least one (1) within the last five (5) years; ▪ must have in its roster one (1) licensed psychologist who is a member of the Psychological Association of the Philippines with at least five (5) years of experience in industrial psychological testing; <p>b. Technical skills of staff</p> <ul style="list-style-type: none"> ▪ must have at least one (1) psychometrician with at least three (3) years of experience in industrial psychological testing ▪ must have a team of psychologist/s and psychometrician/s, possess the necessary license and certification to provide and utilize the psychological assessment and has the ability to upgrade/update the tools to ensure reliability and validity. ▪ psychometrician/s with supervision of the psychologist will administer the examination and interpret the results. ▪ psychologists will certify the results, conduct creation of Norms/Benchmarks, Re-norming and Group Profiling, as requested, which shall enhance the recruitment, selection and placement process of DOH.
XV.	Special Conditions of Contract Requirements	<p>a. Non-Disclosure Agreement</p> <ul style="list-style-type: none"> ▪ The winning online testing service provider shall not use nor disclose to any person, firm or corporation any information concerning the affairs of the DOH-CO employees. <p>b. Liability</p> <ul style="list-style-type: none"> ▪ If Service Provider fails to satisfactorily deliver/perform the service within the period of five (5) days after the applicant takes the examination, the DOH-CO shall impose liquidated damages at least one-tenth (001) of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount

		<p>of the contract. The DOH-CO may rescind the contract without prejudice to other courses of action.</p> <p>c. Termination of Contract</p> <ul style="list-style-type: none"> ▪ The DOH-CO reserves the right to terminate the Contract at any time for justifiable cause. Notice of termination shall be communicated in writing to the winning bidder/service provider. ▪ Within 15 working days from receipt of the Notice of Termination, the winning online testing service provider shall submit to DOH-CO a list of pending items for delivery. Further, any outstanding balance due to the winning online testing service provider shall only be settled by DOH-CO after requirements have been fully complied by the winning online testing service provider, as validated by the DOH-CO. <p>d. Data Privacy</p> <ul style="list-style-type: none"> ▪ The Online Testing Service Provider shall adhere to the rules and regulations set by the Data Privacy Act of 2012 and its implementing rules and regulations. ▪ The Online Testing Service Provider or any entity operating on its behalf shall disclose the test results and evaluation only to the DOH-PAD and its authorized personnel. ▪ All testing materials developed for DOH-CO shall be an exclusive property of the DOH-CO including test results and interpretations of all examinees who underwent the online examination.
<p>XVI.</p>	<p>Additional Documentary Requirements</p>	<p>For the Online Testing Service Provider to submit during opening and contract implementation:</p> <ul style="list-style-type: none"> ▪ Company Profile; ▪ Curriculum Vitae (CV) of the Team with addresses and contract numbers who will be assigned to the project; ▪ Performance Evaluation of at least satisfactory rating from the previous work; and ▪ Draft Service Legal Agreement

Signature over Printed Name

[date of signing]

In the capacity of

Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]

[Name of Company]

[Complete office address]

[Telephone No/Fax No.]

[Email Address]

Technical Specifications

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No.		Quantity	
ABC: 800,000.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
		<p>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. <u>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.</u> A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.</p>	

Technical Specifications

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Procurement of Online Battery of Psychometric Tests (DOH-CO Qualifying Examinations)	Qty./Unit	1 Lot
ABC for the Lot: PhP800,000.00			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
<p>I. Detailed Technical Specifications:</p> <p>A. Scope of Work:</p> <p>The Online Testing Service Provider shall report directly to the Chief Administrative Officer (CAO) of the Personnel Administration Division on the entire duration of the project</p> <p>Battery of Psychometric Tests</p> <p>1. <u>Pre-employment Test</u> – provide, administer, and evaluate Pre-Employment Test composed of a minimum of 100-item general ability test for 1st and 2nd level positions, to comprise the following factors to be measured:</p> <ul style="list-style-type: none"> ▪ Cognitive and Aptitude ▪ Intelligence Quotient (IQ) ▪ Analytical Skills (Evaluative and Inferential Reasoning, Deductive and Inductive Reasoning, Logical Reasoning, Judgment and Comprehension) ▪ Verbal Skills (Word Use and Vocabulary Skill) ▪ Numerical Skills (Computation and Arithmetic Reasoning) ▪ Abstract Skills ▪ Learning Index ▪ Secretarial and Clerical Skills ▪ IT Skills ▪ Accounting Skills <p>2. <u>Ethics-Oriented Personality Test (EOPT)</u> – provide, administer and evaluate EOPT composed of a minimum of 210-item test, which determines behavioral tendencies, to comprise the following factors to be measured:</p> <p>Behavioral and Personality</p> <ul style="list-style-type: none"> ▪ Conscientiousness (helpfulness, responsibility or commitment to service, self-discipline, orderliness) 			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Procurement of Online Battery of Psychometric Tests (DOH-CO Qualifying Examinations)	Qty./Unit	1 Lot
ABC for the Lot: PhP800,000.00			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
<ul style="list-style-type: none"> ▪ Agreeableness (integrity or honesty, humility or self-effacement, understanding, respect of people) ▪ Emotional Stability (composure or calmness, emotional maturity, capacity to withstand stress, professionalism) ▪ Extraversion (alertness, cheerfulness, gregariousness, teamwork, sociability) ▪ Openness to Experience (openness to creativity or fantasy, openness to aesthetics or beauty, openness to ideas, and openness to values) ▪ DISC (Dominant, Influence, Steady and Compliant) ▪ Personal Integrity and Honesty ▪ Work/Business Ethics ▪ Aggression Index ▪ Attitude and Tendency towards Substance Abuse ▪ Attitude and Tendency Sexual Harassment ▪ Emotional Quotient (EQ) Profile (Self-esteem, Cheerfulness, Anxiety, Obsessiveness, Autonomy, Hypochondriasis and Guilt) ▪ Myers-Briggs Type Indicator (MBTI) or similar <p>3. <u>Promotional Test</u> – provide, administer, and evaluate promotional tests composed of a minimum of 100-item test for the 1st and 2nd level positions, both technical and supervisor/managerial, to comprise the following factors to be measured:</p> <p>Supervisory and Managerial</p> <ul style="list-style-type: none"> ▪ Supervisory Skills ▪ Managerial Skills ▪ Building Collaborative, Inclusive Working Relationships ▪ Managing Performance and Coaching for Results ▪ Leading Change ▪ Thinking Strategically and Creatively ▪ Creating and Nurturing High Performing Organization ▪ Personal Interests Index 			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Procurement of Online Battery of Psychometric Tests (DOH-CO Qualifying Examinations)	Qty./Unit	1 Lot
ABC for the Lot: PhP800,000.00			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
<p>The Battery of Psychometric Tests to be administered shall depend on the positions to which the applicants are being considered.</p> <p>Positions</p> <p>It shall cater to the following positions of the DOH</p> <ul style="list-style-type: none"> ▪ Trades and Crafts positions; ▪ Clerical positions; ▪ Secretarial positions; ▪ Technical positions; ▪ Support to technical positions ▪ Supervisory positions; ▪ Managerial positions ▪ Executive or 3rd level positions, as requested by the DOH Management <p>Psychological Evaluation Report (PER)</p> <p>Each applicant shall have a full PER, within the day or date of conduct of examination. The said report shall contain the following:</p> <ul style="list-style-type: none"> ▪ Graphical representation of the factors measured, with the required norms; ▪ Written report of the factors measured; ▪ Job Match percentage of the applicant to the position being applied for or being considered; ▪ Coaching or mentoring suggestions for the applicant's areas for improvement; ▪ Group dynamics report (The applicant's predisposition in terms of interacting and adjusting with the members of the division or unit where the applicant will be working with). <p>Online Portal or Platform</p> <ul style="list-style-type: none"> ▪ The Online Testing Service Provider shall provide the DOH-CO with an online portal or platform which will be accessible to the DOH-PAD 24/7, and shall be available for the entire duration of the project. ▪ The said portal or platform shall contain list of applicants, test results and evaluation, monitor 			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Procurement of Online Battery of Psychometric Tests (DOH-CO Qualifying Examinations)	Qty./Unit	1 Lot
ABC for the Lot: PhP800,000.00			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
<p>applicant test status and regenerate reports when needed.</p> <ul style="list-style-type: none"> ▪ Conduct appropriate End-User Training to the representatives of the DOH-PAD and the DOH-KMITS in the use of the online portal or platform, navigating and monitoring the assessment platform, how to schedule candidates for testing, monitoring of tests status, resending and regeneration of reports. ▪ Conduct appropriate Product training to the representatives of DOH-PAD and HRMPSB in the interpretation and evaluation of the Psychological Evaluation Report and to better understand the use and benefits of the assessments. <p>Conventional Medium of Taking the Examination</p> <ul style="list-style-type: none"> ▪ Administration of qualifying examination for various DOH positions shall be conducted within five (5) working days, subject to the availability of the applicant/s, upon receipt of the Written Request from the CAO of DOH-PAD or his/her representatives by the Online Testing Service Provider ▪ The said Written Request shall include the List of Applicants for a particular schedule of examination, the positions applied for by each applicant, and the required Battery of Tests to be administered to the applicants. ▪ A full Psychological Evaluation Report (PER) per applicant shall be submitted to the CAO of the DOH-PAD or his/her representative, within the day or date of examination. <p>Remote Medium of Taking the Examination</p> <ul style="list-style-type: none"> ▪ The Online Testing Service Provider shall provide the DOH with Test Links to be accessed by the applicants, who will remotely take the qualifying examination. ▪ Security measures shall be properly installed and implemented by the Online Testing Service Provider to ensure reliability and veracity of the test results, such as activation of webcam security 			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Procurement of Online Battery of Psychometric Tests (DOH-CO Qualifying Examinations)	Qty./Unit	1 Lot
ABC for the Lot: PhP800,000.00			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
<p>feature to randomly capture photos of the candidates while taking the examination.</p> <ul style="list-style-type: none"> ▪ A full Psychological Evaluation Report (PER) per applicant shall be submitted to the CAO of the DOH-PAD or his/her representative, within the day or date of examination. ▪ The Online Testing Service Provider may implement virtual testing, as requested by DOH, wherein monitoring/proctoring shall be done by the Psychometricians through a video conference platform. <p>Test Units/Meters</p> <ul style="list-style-type: none"> ▪ The Battery of Tests to be administered to one (1) applicant shall be called one (1) unit of meter, or any equivalent measure. ▪ The units/meters to be provided by the Online Testing Service Provider shall have no expiration date. ▪ Deduction shall be done depending on the number of units required by the DOH-PAD per applicant or examinee. ▪ Monthly report of usage of test units/meters shall be generated, submitted and communicated by the Online Testing Service Provider to the DOH-PAD. 			
<p>B. Deliverables/Output:</p> <p>The Online Testing Service Provider shall provide the following:</p> <ul style="list-style-type: none"> ▪ Online Portal or Platform ▪ Battery of Psychometric Tests appropriate to the positions ▪ Administration of the Psychometric Tests ▪ Comprehensive Psychological Evaluation Report per applicant or examinee ▪ Monthly report of usage of test units/meters ▪ End-User Training for DOH-PAD and DOH-KMITS for the use of the online portal or platform, navigate and monitor the assessment platform, schedule of candidates for examination, monitor test status and resending and regeneration of reports. 			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Procurement of Online Battery of Psychometric Tests (DOH-CO Qualifying Examinations)	Qty./Unit	1 Lot														
ABC for the Lot: PhP800,000.00																	
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE															
<ul style="list-style-type: none"> ▪ Product Training for the representatives of DOH-PAD and HRMPSB in the interpretation and evaluation of the PER ▪ Provision of test links with security measures installed and implemented. 																	
C. Service Standard Requirements:																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: center;">Requirements</th> <th style="width: 30%; text-align: center;">% level of acceptance</th> </tr> </thead> <tbody> <tr> <td>Online Portal or Platform (functional, accessible 24/7, shall contain list of applicants, test results and evaluation, test status of applicants and can generate reports)</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Administration of Psychometric Tests (conventional or remote medium with test links, active webcam security feature)</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Monthly report of usage of test units/meters submitted to DOH-PAD</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Comprehensive Psychological Evaluation Report (PER) for each applicant/examinee (shall contain graphical representation and written report of the factors measured with the required norms, job match percentage to the position applied for, coaching and mentoring suggestions for areas for improvement, group dynamics report)</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>End-User Training for DOH-PAD and DOH-KMITS</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Product Training for DOH-PAD and HRMPSB</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>		Requirements	% level of acceptance	Online Portal or Platform (functional, accessible 24/7, shall contain list of applicants, test results and evaluation, test status of applicants and can generate reports)	100%	Administration of Psychometric Tests (conventional or remote medium with test links, active webcam security feature)	100%	Monthly report of usage of test units/meters submitted to DOH-PAD	100%	Comprehensive Psychological Evaluation Report (PER) for each applicant/examinee (shall contain graphical representation and written report of the factors measured with the required norms, job match percentage to the position applied for, coaching and mentoring suggestions for areas for improvement, group dynamics report)	100%	End-User Training for DOH-PAD and DOH-KMITS	100%	Product Training for DOH-PAD and HRMPSB	100%		
Requirements	% level of acceptance																
Online Portal or Platform (functional, accessible 24/7, shall contain list of applicants, test results and evaluation, test status of applicants and can generate reports)	100%																
Administration of Psychometric Tests (conventional or remote medium with test links, active webcam security feature)	100%																
Monthly report of usage of test units/meters submitted to DOH-PAD	100%																
Comprehensive Psychological Evaluation Report (PER) for each applicant/examinee (shall contain graphical representation and written report of the factors measured with the required norms, job match percentage to the position applied for, coaching and mentoring suggestions for areas for improvement, group dynamics report)	100%																
End-User Training for DOH-PAD and DOH-KMITS	100%																
Product Training for DOH-PAD and HRMPSB	100%																

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Procurement of Online Battery of Psychometric Tests (DOH-CO Qualifying Examinations)	Qty./Unit	1 Lot
ABC for the Lot: PhP800,000.00			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
<p>D. Service Provider (SP)'s Capability/Expertise</p> <p>To guarantee quality results, the service provider must be an ISO 9001-20015 certified service provider for online psychometric examination.</p> <p>Must possess the following:</p> <p>a. Years of Experience</p> <ul style="list-style-type: none"> ▪ must be in the field of industrial psychological testing and have provided testing programs for at least five (5) years; ▪ licensed distributor of valid, standard and quality psychological testing materials; ▪ must have provided online psychometric tests to national government agencies (NGAs), government financial institutions (GFIs), government-owned corporations (GOCCs) for at least one (1) within the last five (5) years; ▪ must have in its roster one (1) licensed psychologist who is a member of the Psychological Association of the Philippines with at least five (5) years of experience in industrial psychological testing; <p>b. Technical skills of staff</p> <ul style="list-style-type: none"> ▪ must have at least one (1) psychometrician with at least three (3) years of experience in industrial psychological testing ▪ must have a team of psychologist/s and psychometrician/s, possess the necessary license and certification to provide and utilize the psychological assessment and has the ability to upgrade/update the tools to ensure reliability and validity. ▪ psychometrician/s with supervision of the psychologist will administer the examination and interpret the results. ▪ psychologists will certify the results, conduct creation of Norms/Benchmarks, Re-norming and Group Profiling, as requested, which shall enhance the recruitment, selection and placement process of DOH. 			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Procurement of Online Battery of Psychometric Tests (DOH-CO Qualifying Examinations)	Qty./Unit	1 Lot
ABC for the Lot: PhP800,000.00			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
<p>E. Special Conditions of Contract Requirements:</p> <p>a. Non-Disclosure Agreement</p> <ul style="list-style-type: none"> ▪ The winning online testing service provider shall not use nor disclose to any person, firm or corporation any information concerning the affairs of the DOH-CO employees. <p>b. Liability</p> <ul style="list-style-type: none"> ▪ If Service Provider fails to satisfactorily deliver/perform the service within the period of five (5) days after the applicant takes the examination, the DOH-CO shall impose liquidated damages at least one-tenth (001) of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract. The DOH-CO may rescind the contract without prejudice to other courses of action. <p>c. Termination of Contract</p> <ul style="list-style-type: none"> ▪ The DOH-CO reserves the right to terminate the Contract at any time for justifiable cause. Notice of termination shall be communicated in writing to the winning bidder/service provider. ▪ Within 15 working days from receipt of the Notice of Termination, the winning online testing service provider shall submit to DOH-CO a list of pending items for delivery. Further, any outstanding balance due to the winning online testing service provider shall only be settled by DOH-CO after requirements have been fully complied by the winning online testing service provider, as validated by the DOH-CO. <p>d. Data Privacy</p> <ul style="list-style-type: none"> ▪ The Online Testing Service Provider shall adhere to the rules and regulations set by the Data Privacy Act of 2012 and its implementing rules and regulations. ▪ The Online Testing Service Provider or any 			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Procurement of Online Battery of Psychometric Tests (DOH-CO Qualifying Examinations)	Qty./Unit	1 Lot
ABC for the Lot: PhP800,000.00			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
<p>entity operating on its behalf shall disclose the test results and evaluation only to the DOH-PAD and its authorized personnel.</p> <ul style="list-style-type: none"> ▪ All testing materials developed for DOH-CO shall be an exclusive property of the DOH-CO including test results and interpretations of all examinees who underwent the online examination. 			
<p>II. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:</p> <ol style="list-style-type: none"> 1. Company Profile; 2. Curriculum Vitae (CV) of the Team with addresses and contract numbers who will be assigned to the project; 3. Performance Evaluation of at least satisfactory rating from the previous work; and 4. Draft Service Legal Agreement 			

Signature over Printed Name

[date of signing]

In the capacity of

Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]

[Name of Company]

[Complete office address]

[Telephone No/Fax No.]

[Email Address]

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot No.	Particular	Qty./ Unit	Delivery Site	Delivery Schedule
1	Online Battery of Psychometric Tests (DOH-CO Qualifying Examinations)	1 Lot	Department of Health, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila	Shall commence immediately upon receipt of approved Contract or Purchase Order (PO). The maximum duration of the project is twelve (12) months or until the contract amount is consumed, whichever comes first.

***Please include the attached Terms of Reference with signature of the authorized representative as part of the submission of the bid proposal.**

Signature over Printed Name
[date of signing]

In the capacity of:

Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]

[Name of Company]

[Complete office address]

[Contact No./ Fax No]

[Email Address]

Omnibus Sworn Statement
[shall be submitted with the Bid]

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

AFFIDAVIT

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

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a 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];

2. *[Select one, delete the other:]*

[If a 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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 as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

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. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

_____ Witness my hand and seal this ____ day of [month] [year].

_____ **NAME OF NOTARY PUBLIC**
Serial No. of Commission _____
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 _____

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X-----X

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office and place of business at [complete office address], **DO HEREBY CERTIFY**, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the Regular/Special meeting of the Board of Directors of the said Corporation duly convened and held on [dd mm yy] at which meeting a quorum was present and acted throughout, the following resolution was unanimously approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

(Resolution No. _____)

RESOLVED, that _____ be, as it hereby is, authorized to participate in the bidding of the [Name of the Project and reference number] by the **DEPARTMENT OF HEALTH (DOH)**; and that if awarded the project shall enter into a contract with the **DOH**; and in connection therewith hereby appoint _____, acting as duly authorized and designated representatives of _____, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ in the bidding as fully and effectively as the _____ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

IN WITNESS WHEREOF, I/We have hereunto set my/our hands this ___ day of [month] [year] at [place of execution].

[Corporate Secretary]

~~**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. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
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 ____.

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

X-----X

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS that the undersigned [*name*], [*title*] of [*name of Company*], is lawfully authorized to represent and act on behalf of the [*name of company*], a company registered under the laws of the Republic of the Philippines with its registered office at [complete office address], do hereby APPOINT, NAME and CONSTITUTE, [*name*], [*title*] of [*name of company*] as my true and lawful attorney-in-fact to act for and in my name and stead, to do, execute and perform any and all acts necessary and/or represent in the bidding and perform the following acts:

1. To participate and submit a bid to the **DEPARTMENT OF HEALTH** for the Procurement of [Name of Project and reference number].
2. To make, sign, execute, deliver and receive contracts, agreements and any and all documents pertinent thereto, as may be necessary to carry into effect the foregoing authority and to bind myself with the DOH.

HEREBY GIVING AND GRANTING unto my said attorney-in-fact full power and authority to do and perform any and every act and thing whatsoever requisite or necessary or proper to be done in and about the premises as fully to all intents and purposes as I might or could lawfully do if personally present, with power of substitution and revocation, and hereby ratifying and confirming all that my said attorney-in-fact shall lawfully do or cause to done under and by virtue of these presents.

IN WITNESS WHEREOF, I/We have hereunto set my/our hands this ____ day of [*month*] [*year*] at [*place of execution*].

[Principal]

[Legal Representative/s]

Attorney-in-Fact SIGNED IN THE PRESENCE OF

~~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. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this __ day of [*month*] [*year*].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

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 ____