



REQUEST FOR QUOTATION

Date	:	04 September 2024
Project Title	:	SUPPLY AND DELIVERY OF NEW STANDARDIZED PSYCHOLOGICAL TEST MATERIALS
Method of Procurement	:	Negotiated Procurement – Two Failed Biddings (Section 53.1 of the 2016 revised IRR of RA No. 9184)
RFQ No.	:	RFQ-0924-207
Brief Description	:	<ul style="list-style-type: none"> Acquisition of these New Standardized Psychological Test Materials is essential in rendering high standards NP evaluations to all PCG Personnel and Applicants Aims to improve the accuracy, reliability, and validity of Neuro-Psychological assessments conducted by CGMED, Neuro-Psychological Assessment Department (NPAD)
Delivery Schedule	:	Delivery of the Goods is required within forty-five (45) calendar days upon receipt by the winning supplier of the Notice to Proceed (NTP) with warranty of two (2) years upon acceptance.
Approved Budget for the Contract (ABC)	:	Two Million Thirteen Thousand Two Hundred Thirty-Three Pesos and 33/100 Only (Php2,013,233.33)
Fee for the Sale of Request for Quotation (RFQ)	:	Complete details of the project are indicated in the RFQ which will be available to prospective bidders at the Headquarters Support Group – Bids and Awards Committee upon payment of the applicable fee for the sale of RFQ, pursuant to the latest Guidelines issued by the GPPB in the amount of Five Thousand Pesos (Php 5,000.00).
Schedule for Negotiations	:	September 09, 2024 (Friday) 10:00 A.M. Venue: National Headquarters Philippine Coast Guard Function Hall 139 25th St Port Area, Manila, 1018 Manila
Deadline for the Submission and Receipt of the RFQ/s	:	September 12, 2024, 9:00 A.M. (Sealed Quotation) Venue: National Headquarters Philippine Coast Guard Function Hall 139 25th St Port Area, Manila, 1018 Manila
Opening and Preliminary Examination of the RFQ/s	:	September 12, 2024, 10:00 A.M. onwards Venue: National Headquarters Philippine Coast Guard Function Hall 139 25th St Port Area, Manila, 1018 Manila
Please submit the envelope containing the accomplished RFQ form and required documents to the Headquarters Service Support Group - Bids and Awards Committee (HSSG-BAC) Office, National Headquarters Philippine Coast Guard 139 25th St Port Area, Manila, 1018 Manila		

The envelope shall bear the following information in capital letters:

1. Title and reference number of the project; and
2. Name, address, and contact details (telephone/cellphone numbers and/or e-mail address) of the Bidder.

Sir / Madam:

In accordance with the Technical Specifications and General Conditions for the aforementioned project stated herewith, kindly fill up and submit your lowest quotation.

For any inquiries or clarifications, please contact the Headquarters Service Support Group Office at 09632230665 with e-mail address hsgbac@gmail.com and look for P/ENS DONNA CAMILLE M RUBIA PCG, Head, BAC Secretariat.

Thank you.



LTJG ZAIRA MARGARETTE R DE CHAVEZ PCG
Chairman Bids and Awards Committee

Dear Mr. Sir/Ma'am:

In accordance with your request, the following is our quotation for your requirement:

I. TECHNICAL SPECIFICATIONS

Name of Project: SUPPLY AND DELIVERY OF NEW STANDARDIZED PSYCHOLOGICAL TEST MATERIALS				
ITEMS	Unit	Qty	Statement of Compliance <i>(Please fill up each row with either: "Comply" or "Not Comply")</i>	Brand Offered <i>(Please indicate the brand to be offered)</i>
<p>1. NEO PI-R</p> <ul style="list-style-type: none">● This test measures five dimensions of personality: Agreeableness (A), Conscientiousness (C), Neuroticism (N), Extraversion (E), and Openness to Experience (O).● A 240-item questionnaire.● Should be suitable for clients ages 17 and over.● Author: Paul T. Costa, Jr PhD, and Robert R McCrae, PhD● Includes:<ul style="list-style-type: none">1) NEO Inventories Professional Manual for the NEO-PI-3, NEO-FFI-3, NEO PI-R;2) NEO PI-R Form HS (Hand-Scorable) Answer Sheets (pkg/25);3) NEO PI-R Form S Adult Profile Forms (pad/25);4) NEO PI-R College Student Profile Forms (pad/25) For use with Form S or Form R Item Booklets5) NEO PI-R Form R Adult Profile Forms (pad/25) For use with Form R Item Booklets;6) Your NEO Summary Feedback Sheets (pkg/25);7) NEO Inventories Style Graph Booklets (pkg/25);8) NEO Inventories Problems in Living Checklists (pkg/25);9) NEO Job Profiler Booklets (pkg/25)● Sold in set and vacuum sealed.	Set	5		

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ITEMS	Unit	Qty	Statement of Compliance (Please fill up each row with either: "Comply" or "Not Comply")	Brand Offered (Please indicate the brand to be offered)
<ul style="list-style-type: none"> ● Forms should be in A-4-page layout, preferably. ● Should have Filipino translation, optional. ● Should have electronic software, optional. 				
<p>2. NEO Personality Inventory 3 (NEO PI-3)</p> <ul style="list-style-type: none"> ● This test measures five dimensions of personality: Agreeableness (A), Conscientiousness (C), Neuroticism (N), Extraversion (E), and Openness to Experience (O). ● A 240-item questionnaire. ● Should be suitable for clients ages 1 and over. ● Author: Paul T. Costa, Jr PhD, and Robert R McCrae, PhD ● A set should be Adult Comprehensive Kit - includes: <ol style="list-style-type: none"> 1) NEO Inventories Professional Manual; 2) 10 Reusable Form S [5 Male and 5 Female]; 3) 10 Reusable Form R Item Booklets [5 Male and 5 Female]; 4) 25 Hand-Scorable Answer Sheets; 5) 25 Form S and 25 Form R Adult Profile Forms; 6) 25 Adult Combined-Gender Profile Forms [Form S /Form R]; 7) 25 Your NEO Summary Feedback Sheets ● Sold in set and vacuum sealed. ● Forms should be in A-4-page layout, preferably. ● Should have Filipino translation, optional. ● Should have electronic software, optional. 	Set	5		

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3. Personality Assessment Inventory <ul style="list-style-type: none"> Assesses psychopathological syndromes, providing easy-to-interpret information that's useful in screening and treatment planning for psychopathology. Author: Leslie C Morey, PhD Test has 344 items with 22 scales that are non-overlapping. Includes PAI Professional Manual, 2nd Ed.; 2 Hardcover Reusable Item Booklets; 2 Administration Folios; 25 Form HS Answer Sheets, 25 Profile Forms Adults–Revised, and 25 Critical Items Forms–Revised Sold in set and vacuum sealed. Forms should be in A-4 page layout, preferably. Should have Filipino translation, optional. Should have electronic software, optional. 	Set	5		
4. Millon™ Clinical Multiaxial Inventory-III (MCMI-III™) <ul style="list-style-type: none"> It is a self-report assessment tool used to help diagnosed and treat personality disorders aligned with DSM-5-TR and ICD-10 codes for personality disorder. Measures the three levels of personality functioning: typical functioning, abnormal types/traits, disordered. 195 Test-items of true or false questions and measures 25 scales. Author: Theodore Millon, PhD, DSc, Seth Grossman, PsyD, Carrie Millon, PhD. Includes Third Edition Manual (Print), Handscore User's Guide (Print), 10 	Set	5		

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<ul style="list-style-type: none"> ● Test Booklets (Print), 50 Answer Sheets (Print), 50 Worksheets (Print), 50 ● Profile Sheets (Print), and set of 31 Answer Keys. ● Sold in set and vacuum sealed. ● Forms should be in A-4-page layout, preferably. ● Should have Filipino translation, optional. ● Should have electronic software, optional. 				
<p>5. OASIS: Occupational Aptitude Survey and Interest Schedule (Third Edition)</p> <ul style="list-style-type: none"> ● Measures 12 interest factors directly related to the occupations listed in the Guide of Occupational Exploration. The factors are Artistic, Scientific, Nature, Protective, Mechanical, Industrial, Business Detail, Selling, Accommodating, Humanitarian, Leading, Influencing, and Physical Performing. ● Consist of two related tests: OASIS-3 Aptitude Survey and the OASIS-3 Interest Schedule. ● Author: Randall M. Parker ● Includes: <ol style="list-style-type: none"> 1) Complete OASIS-3 Aptitude Survey Kit includes Examiner Manual, 2) 10 Student Test Booklets, 50 Hand-scorable Answer Sheets, 3) 50 Student Profiles, 4) Scoring Key Vocabulary and Computation Transparencies, 5) Interpretation Workbook ● Sold in set and should be stored in a sturdy storage box. 	Set	5		

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ITEMS	Unit	Qty	Statement of Compliance (Please fill up each row with either: "Comply" or "Not Comply")	Brand Offered (Please indicate the brand to be offered)
<ul style="list-style-type: none"> ● Forms should be in A-4-page layout, preferably. ● Should have Filipino translation, optional. ● Should have electronic software, optional. 				
<p>6. Test of General Reasoning Ability (TOGRA)</p> <ul style="list-style-type: none"> ● It is a timed power test that measures reasoning ability and problem-solving skills with individual or group administration. ● Consist of items that assess verbal, nonverbal, and quantitative reasoning and problem-solving skills through tasks that are inductive as well as deductive in nature. ● Author: Cecil R. Reynolds, PhD ● Includes TOGRA Professional Manual and Fast Guide, 10 Blue and 10 Green Reusable Item Booklets, 25 Answer Sheets, Set of 2 Scoring Keys, and 25 Score Summary Forms. ● Sold in set and vacuum sealed. ● Forms should be in A-4 page layout, preferably. ● Should have Filipino translation, optional. ● Should have electronic software, optional. 	Set	5		
Other Terms and Conditions:				
<p>During Conduct of Post-Qualification:</p> <ul style="list-style-type: none"> • TWG to conduct site inspection to ascertain the authenticity/existence of the store and supporting documents. • The bidder must present actual sample product or brochure for each item for pre-approval of the TWG to comply with acceptance parameters. • Presentation of sample of each of all offered items enumerated under technical specification and/or 				

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<p>Brochure, Pamphlets, Product Literature and/or any picture of the packaging of the offered brand of the requirement clearly showing the label and technical contents/composition of the items for the purpose of evaluation and determination of conformity with the technical specification</p> <ul style="list-style-type: none"> • Bidder must conduct free orientation and training to NPAD Personnel (End-User) for the purpose of utilizing the newly acquired psychological tests. A three (3) day training shall be provided by the bidder for each type of psychological test being procured. • The orientation and training shall be during weekdays excluding weekend and holidays. 				

Notes:

- 1) **No portion of the contract shall be sub-contracted ;**
- 2) **Project shall be awarded as One (1) Project having several items that shall be awarded as one contract; and**
- 3) **Price Quotation (unit and total prices) shall be rounded off up to two (2) decimal places**

II. FINANCIAL QUOTATION

SUPPLY AND DELIVERY OF NEW STANDARDIZED PSYCHOLOGICAL TEST MATERIALS				
TECHNICAL SPECIFICATIONS AND/OR SCOPE OF WORK			BEST OFFER/QUOTATION	
ITEMS	Qty	Unit	Unit Cost (VAT Exclusive, Zero-Rated Transaction)	Total Cost (VAT Exclusive, Zero-Rated Transaction)
1. NEO PI-R	Set	5		
2. NEO Personality Inventory 3 (NEO PI-3)	Set	5		
3. Personality Assessment Inventory	Set	5		
4. Millon TM Clinical Multiaxial Inventory-III (MCMI-III TM)	Set	5		
5. OASIS: Occupational Aptitude Survey and Interest Schedule (Third Edition)	Set	5		
6. Test of General Reasoning Ability (TOGRA)	Set	5		
Grand Total Cost for - (VAT Exclusive, Zero-Rated Transaction)	PhP _____ _____ _____ _____			
Amount in words of Grand Total Cost for (VAT Exclusive, Zero-Rated Transaction)	PhP _____ _____ _____ _____			

VALIDITY OF OFFER:

One Hundred Twenty (120) calendar days from the date of Submission, Receipt, Opening and Preliminary Examination of Best Offer/Quotation

III. ADDITIONAL REQUIREMENTS:

TECHNICAL COMPONENT ENVELOPE

Legal Documents

☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
Technical Documents

☐ (b) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;	c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project
b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	[at least Five Percent (5%) of the ABC].
[at least Two Percent (2%) of the ABC]	
Php40,264.67	Php100,661.67

or

Original copy of Notarized Bid Securing Declaration; and

☐ (c) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable; and

Following requirements shall also be submitted as part of the technical specifications:

- Certificate of Dealership/Distributorship shall be submitted.
- The bidder shall provide corresponding whole product photo and close-up photo showing the technical contents/composition as labelled on the product packaging of the brand to be offered for each item to be bid for the purpose of evaluation and determination of conformity with the technical specification.

- Bidders must provide a valid PRC License of Company Psychiatrist and/or Psychologist and/or Psychometrician.
- Bidders must provide the Certificate of Employment of Company Psychiatrist and/or Psychologist and/or Psychometrician.
- Bidders must provide a Certified True Copy of Certificate of Good Standing from Psychological Association of the Philippines of Company Psychologist and/or Psychometrician.
- Dealership shall be established for at least five (5) years from the date of the deadline of submission of bids.

☐ (d) Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

FINANCIAL COMPONENT ENVELOPE

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; and
☐ (b) Original of duly signed and accomplished Price Schedule(s).

ADDITIONAL NOTES:

1. Bidders shall provide the correct and accurate information required in this form.
2. Offers/quotations submitted exceeding the Approved Budget for the Contract (ABC) shall be rejected.
3. The prices quoted are to be paid in Philippine Currency.
4. All prices quoted are INCLUSIVE of all applicable duties, government permits, fees, and other charges relative to the acquisition and delivery of items to PCG, but should be VAT-Exclusive, Zero-Rated.
5. For the purpose of standardization of offer/quotations, this RFQ Form will prevail over all kinds and forms of offer/quotation. In case of price discrepancy over the amounts in words and in figures, the amount in words will prevail.
6. Please be reminded that alternative best offers/quotations/proposals shall not be allowed. Alternative best offers/quotations/proposals are defined as an offer by the prospective supplier in addition or as a substitute to its original quotation. A quotation/best offer with options is also considered as alternative quotation.

7. Award of contract shall be made to the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Quotation (for goods and infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services).
8. Award of contract shall be made to the lowest calculated offer/quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
9. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
10. PCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. To guarantee the faithful performance of the winning bidder's obligations, it shall post a Performance Security prior to the signing of the contract, in accordance with any of the following schedule:

Form of Security	Amount in Percentage of Total Contract Price
Cash or cashier's/manager's check issued by a Universal or Commercial Bank;	Five Percent (5%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; or	
Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security specifically for the contract awarded.	Thirty Percent (30%)

The Performance Security shall remain valid until the issuance of a Certificate of Acceptance (issuance of the IAR); Provided that PCG has no claims filed against the contract awardee or the surety or insurance company.

12. The winning supplier agrees to pay a penalty of at least equal to one-tenth of one percent (1/10 of 1%) of the cost of the unperformed portion for every day of delay, including non-working days (i.e. Saturday and Sunday), legal holidays or special non-working holidays. PCG shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
13. In order to assure that patent or latent defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period one (1) year for non-expendable supplies or three (3) months for expendable supplies. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent

(1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total Contract Price. The said amounts shall only be released after the lapse of the warranty period; provided, however, that the Supplies/Equipment delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.

14. Other terms and conditions relative to the project are provided in the attached Purchase/Service Contract.

PROCEDURES:

1. Prospective bidders may download the Request for Quotations (RFQ) free of charge from the following websites: Philippine Coast Guard website (www.coastguard.gov.ph) and PhilGEPS website (www.philgeps.gov.ph) and may be allowed to submit their best offers/quotations provided that bidders shall pay the fee for the RFQ not later than the deadline for the Submission and Receipt of the Best Offers/Quotations.
2. Bidders, except those who have previously participated in the last two (2) failed biddings and Negotiated Procurement (Two-Failed Biddings), are required to pay the applicable fee for the sale of RFQ not later than the deadline for the Submission and Receipt of the Best Offers/Quotation. A copy of the PCG Official Receipt shall be presented as proof of payment.
3. The RFQ must be completed without any alterations to its format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
4. Any requirements, guidelines, documents, clarifications, or other information relative to the negotiations that are communicated by the BAC to a supplier, contractor, or consultant shall be communicated on an equal basis to all other suppliers, contractors, or consultants engaging in negotiations with the BAC relative to the procurement.
5. The prospective bidders shall be given equal time and opportunity to negotiate and discuss the technical and financial requirements of the project to be able to submit a responsive quotation or proposal.
6. Technical Specifications/Scope of Work and additional Terms and Conditions of the program/project/activity shall be fully discussed during Negotiations. In case there are changes in the requirements and/or technical specifications made after the consultations/negotiations, these shall be communicated on an equal basis.
7. Bidders should be responsible for securing copies of the Supplemental/Bid Bulletins at the website of the Philippine Coast Guard and/or the PhilGEPS.

8. Copies of the Supplemental Bid Bulletins shall also be issued either through fax or electronic mail to all prospective bidders who purchased the RFQ.
9. Following completion of the negotiations, the BAC shall request all suppliers, contractors, or consultants in the proceedings to submit, on a specified date, time, and venue, the best offer based on the final technical and financial requirements.
10. In all cases the best offer should be VAT Exclusive, Zero-Rated Transaction, and not exceed the ABC.
11. During the Submission, Receipt, Opening and Preliminary Examination of the Best Offer/s or Proposal/s, the BAC shall check the submitted best offer/s and other required documents using a non-discretionary pass/fail criteria. The BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, offer/s or proposal/s that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the best offer as "Passed".
12. All qualified bidders shall undergo detailed bid evaluation to check the completeness of their best offers/quotations/proposals and consider computational errors. During the detailed evaluation of the best offer, PCG-BAC shall identify the bidder having the Lowest or Single Calculated Quotation/Best Offer (for goods or infrastructure projects) or Highest or Single Rated Proposal (for consulting services).
13. PCG-BAC shall select the successful offer on the basis of the best offer/s submitted by the bidder having the Lowest or Single Calculated Quotation/Best Offer (for goods or infrastructure projects) or Highest or Single Rated Proposal (for consulting services) which complies with PCG's requirements.
14. The BAC shall recommend the award of contract to the Head of the Procuring Entity (HOPE) or its duly authorized representative in favor of the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Quotation (for goods or infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services) at the bidders calculated financial best offer or submitted the financial best offer, whichever is lower.
15. In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005 - Tie-Breaking Method, the BAC shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is "DRAW LOTS," in the event that two (2) or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated and Responsive Offer/Quotation (for goods and infrastructure projects) or Highest Rated and Responsive Proposal (for consulting services) to determine the final bidder having the Lowest Calculated and Responsive Offer/Quotation (for goods and infrastructure projects) or Highest Rated and Responsive Proposal (for consulting services), based on the following procedures:

- a) In alphabetical order, the bidders shall pick one rolled paper.
 - b) The lucky bidder who would pick the paper with a "CONGRATULATIONS" remark shall be declared as the winning bidder having the LCRB and recommended for award of the contract.
16. PCG reserves the right to accept or reject any offer/quotation, and to annul the procurement process and reject all offers/quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

BIDDER'S COMMITMENT:

We hereby agree and bind ourselves to the terms and conditions herein specified, to the manner of procurement and evaluation set up by the Bids and Awards Committee (BAC), to the provisions of the Purchase Order / Contract and to the rules and regulations of the Government and Philippine Coast Guard.

We understand that Philippine Coast Guard is not bound to accept the lowest or any offer/quotation it may receive.

Very truly yours,

Signature over Printed Name

TIN: _____

Position

Company Represented

TIN: _____

Address / Tel. No. / Fax No.