







## TERMS OF REFERENCE

### PROCUREMENT OF SERVICES OF ONLINE TESTING AND ASSESSMENT PROVIDER FOR THE DOE QUALIFYING EXAMINATION AND PSYCHOLOGICAL EVALUATION FOR APPLICANTS FOR HIRING AND PROMOTION

#### **BACKGROUND**

The procurement of services of Online Testing and Assessment Provider for the DOE Qualifying Examination for applicants for hiring and promotion is generally anchored to the Civil Service Commission (CSC) Memorandum Circular (MC) No. 06, series of 2017 entitled *"Incorporating the Pre-Employment Test, the Promotional Test, and the Ethics-Oriented Personality Test (EOPT) as Part of Recruitment, Placement, and Promotion in the Civil Service."*

In compliance with the said CSC MC No. 06, s. 2017, the Department of Energy (DOE) - Human Resource Management Division (HRMD) commits itself to engage in a contract of service with an Online Testing and Assessment Provider, which will provide the required DOE Qualifying Examination and Psychological Evaluation in order to ensure fairness, uniformity, equality, objectivity, and consistency in the selection of the most qualified employees for placement to 1<sup>st</sup> and 2<sup>nd</sup> level positions in DOE.

The services to be provided by the Online Testing and Assessment Provider shall constitute the administration, scoring, and evaluation of a battery of tests for DOE applicants. The final output shall be a full Psychological Evaluation Report that covers a comprehensive interpretation of test results of each applicant in the DOE, with possible recommendations for mentoring and coaching.

Having availed of an Online Testing and Assessment Provider did not only streamline the tedious manual administration, scoring, and evaluation of qualifying examinations, but had also proven to be a reliable tool which enabled the DOE HRMD Recruitment Unit to continually deliver its mandate, while being compliant with the DOE Public Service Continuity Plan during these trying times.

#### **I. SCOPE OF WORK**

##### **A. Battery of Tests**

1. Pre-Employment Test – provide, administer, and evaluate Pre-Employment Test composed of a minimum of 100-item<sup>1</sup> general ability test for 1<sup>st</sup> and 2<sup>nd</sup> level positions, to comprise the following factors to be measured:

## Cognitive & Aptitude

- a. Intelligence Quotient (IQ)
  - b. Analytical Skills<sup>1</sup> (Evaluative and Inferential Reasoning, Deductive and Inductive Reasoning, Logical Reasoning, Judgment and Comprehension)
  - c. Verbal Skills<sup>1</sup> (Word Use and Vocabulary Skill)
  - d. Numerical Skills<sup>1</sup> (Computation and Arithmetic Reasoning)
  - e. Abstract Skills
  - f. Learning Index
  - g. Secretarial and Clerical Skills
  - h. Engineering Skills
  - i. IT Skills
  - j. Accounting Skills
2. Ethics-Oriented Personality Test (EOPT) - provide, administer, and evaluate EOPT composed of a minimum of 210-item<sup>1</sup> test, which determines behavioral tendencies, to comprise the following factors to be measured:

## Behavioral & Personality

- a. Conscientiousness<sup>1</sup> (helpfulness, responsibility or commitment to service, self-discipline, orderliness)
  - b. Agreeableness<sup>1</sup> (integrity or honesty, humility or self-effacement, understanding, respect to people)
  - c. Emotional Stability<sup>1</sup> (composure or calmness, emotional maturity, capacity to withstand stress, professionalism)
  - d. Extraversion<sup>1</sup> (alertness, cheerfulness, gregariousness, teamwork, sociability)
  - e. Openness to Experience<sup>1</sup> (openness to creativity or fantasy, openness to aesthetics or beauty, openness to ideas, and openness to values)
  - f. DISC (Dominant, Influencer, Steady and Compliant)
  - g. Personal Integrity and Honesty
  - h. Work/Business Ethics
  - i. Aggression Index
  - j. Attitude and Tendency towards Substance Abuse
  - k. Attitude and Tendency towards Sexual Harassment
  - l. Emotional Quotient (EQ) Profile (Self-esteem, Cheerfulness, Anxiety, Obsessiveness, Autonomy, Hypochondriasis and Guilt)
  - m. Myers-Briggs Type Indicator (MBTI) or similar
3. Promotional Test - provide, administer, and evaluate promotional tests composed of a minimum of 100-item<sup>1</sup> test for the 1<sup>st</sup> and 2<sup>nd</sup> level positions, both technical and supervisory/managerial, to comprise the following factors to be measured:

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<sup>2</sup> CSC MC 05, 2016, or the Revised Qualification Standards for Division Chief and Executive/Managerial Positions in the Second Level

## Supervisory & Managerial

- a. Supervisory Skills
- b. Managerial Skills
- c. Building Collaborative, Inclusive Working Relationships<sup>2</sup>
- d. Managing Performance and Coaching for Results<sup>2</sup>
- e. Leading Change<sup>2</sup>
- f. Thinking Strategically and Creatively<sup>2</sup>
- g. Creating and Nurturing High Performing Organization<sup>2</sup>
- h. Personal Interests Index

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

### B. Positions

The Battery of Tests to be provided, administered, and evaluated by the Online Testing and Assessment Provider shall cater to the following positions in the DOE:

1. Trades and Crafts positions;
2. Clerical positions;
3. Secretarial positions;
4. Technical positions;
5. Support to technical positions;
6. Supervisory positions;
7. Managerial positions;
8. Executive or 3<sup>rd</sup> level positions, if requested by the DOE Management

### C. Psychological Evaluation Report

The Online Testing and Assessment Provider shall provide a full Psychological Evaluation Report (PER) of each applicant, within the day or date of conduct of examination. The said report shall include the following:

1. Graphical representation of the factors measured, with the required norms;
2. Written report of the factors measured;
3. Job Match percentage of the applicant to the position being applied for or being considered;
4. Highlights of the applicant's strengths;
5. Coaching or mentoring suggestions for the applicant's areas for improvement;
6. 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)

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## II. TEST ADMINISTRATION, DELIVERIES AND IMPLEMENTATION ARRANGEMENTS

### A. Online Portal or Platform

1. The Online Testing and Assessment Provider shall provide the DOE with an online portal or platform which will be made accessible to the DOE HRMD 24/7, and shall be made available for a maximum of three (3) years..
2. Said online portal or platform shall constitute, but not limited to, all deliverables of the Online Testing and Assessment Provider such as the list of applicants, test results and evaluation, monitor the candidate test status and regenerate test reports when needed, among others.
3. The Online Testing and Assessment Provider shall conduct appropriate End-user Training to the representative/s of the DOE-HRMD and the DOE-ITMS in the use of the online portal or platform, and in navigating and monitoring the assessment platform, how to schedule candidates for testing, monitoring of test status, resending and regeneration of reports.
4. The Online Testing and Assessment Provider shall conduct appropriate Product training to the representative/s of the DOE-HRMD and DOE-End-User Evaluating (EUE) committee representatives in the interpretation and evaluation of the Psychological Evaluation Report, and to better understand the use and benefits of the assessments to be used.

### B. Conventional Medium of Taking the Examination

1. The Online Testing and Assessment Provider shall provide the DOE at least one (1) operational and conducive Testing Center within Metro Manila, and in the DOE Field Offices that is fully equipped with available Testing Terminals for referred DOE applicants.
2. Said Testing Center must be able to accommodate at least ten (10) applicants, based on the provided list of examinees by the DOE-HRMD per scheduled examination.
3. Administration of qualifying examinations stated in Item I.A. "Battery of Tests" for various DOE positions stated in Item I.B. "Positions" shall be conducted by within five (5) working days, subject to the availability of the applicant/s, after a Written Request coming from the Division Chief of the DOE-HRMD or his/her representative has been received by the Online Testing and Assessment Provider through its official email address or that of its representative/s.
4. 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.
5. A full Psychological Evaluation Report (PER) of each applicant shall be submitted to the Division Chief of the DOE-HRMD or his/her representative, within the day or date of examination.

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### **C. Remote Medium of Taking the Examination**

1. The Online Testing and Assessment Provider shall provide the DOE with Test Links to be accessed by DOE applicants, who will remotely take the qualifying examination.
2. Security measures shall be properly installed and implemented by the Online Testing and Assessment Provider in order to ensure the reliability and veracity of the test results, such as activation of webcam security feature to randomly capture photos of the candidates while taking the assessment.
3. A full Psychological Evaluation Report (PER) of each applicant shall be submitted to the Division Chief of the DOE-HRMD or his/her representative, within the day or date of examination.
4. The Online Testing and Assessment Provider may implement virtual testing, as requested by DOE, wherein monitoring / proctoring by our Assessment specialist / Psychometricians through a video conference platform such as Zoom or Google Meet.

### **D. TEST UNITS/METERS**

1. Battery of Tests to be administered to one (1) applicant shall be called one (1) unit or meter, or any equivalent measure.
2. The units/meters to be provided by the Online Testing and Assessment Provider shall have no expiration date.
3. The Online Testing and Assessment Provider shall only deduct the number of units required by DOE-HRMD per applicant or examinee.
4. A monthly report of usage of test units/meters shall be generated and communicated by the Online Testing and Assessment Provider to the DOE HRMD.

## **III. QUALIFICATIONS OF ONLINE TESTING AND ASSESSMENT PROVIDER**

1. To guarantee quality results, the provider must be an ISO 9001:2015-certified service provider for online psychological examination services;
2. Must be in the field of industrial psychological testing for at least ten (10) years;
3. Must have provided online testing and assessment to National Government Agencies (NGAs), Government Financial Institutions (GFIs), and Government-Owned and Controlled Corporations (GOCCs) for at least one (1) year within the last five (5) years;
4. Must have in its roster a Licensed Psychologist and Psychometrician who are bonafide members of the Psychological Association of the Philippines (PAP); and
5. Must be a licensed distributor of valid, standard, and quality psychological testing materials; and
6. Through its qualified Statistician, Psychologists and Psychometricians shall conduct creation of Norms / Benchmarks, Re-norming, and

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Group Profiling, as requested, which shall enhance the recruitment, selection, and placement process of DOE.


#### IV. BUDGET APPROPRIATION

The HRMD-DOE shall order 3,900 test units/meters or any equivalent measure of Online Assessment, with a budget appropriation amounting to PhP 950,000.00. The said 3,900 units shall have no expiration date, and is inclusive of annual maintenance fee and use of the assessment platform for three (3) years.

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## Omnibus Sworn Statement (Revised)

*[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]*