



## ***Invitation to Bid***

### ***Procurement of Human Resource Assessment Tools for the OP-PMS Merit Promotion and Selection Process and Other Hiring Activities (Online Psychometric Tests/ Qualifying Exams and Psycho-Emotional Assessment)***

***PB No. PMSBAC-PB- 2024-042  
(Early Procurement Activity)***

1. The **Office of the President – Presidential Management Staff (OP-PMS)**, through the **National Expenditure Procurement (NEP)** for Fiscal Year 2025, intends to apply the sum of **Six Million Five Hundred Thousand Pesos (PhP6,500,000.00)**, which is the Approved Budget for the Contract (ABC) for the **Procurement of Human Resource Assessment Tools for the OP-PMS Merit Promotion and Selection Process and Other Hiring Activities (Online Psychometric Tests/ Qualifying Exams and Psycho-Emotional Assessment)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The award of the contract is based upon the enactment of the General Appropriations Act (GAA) for Fiscal Year 2025.

2. The **OP-PMS** now invites bids for the above Procurement Project. The delivery of goods is provided under Section VI. Schedule of Requirements. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project.

The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding shall be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from OP-PMS BAC Secretariat and inspect the Bidding Documents at the address given below from **10:00AM to 6:00PM**.
5. A complete set of Bidding Documents is downloadable, free of charge, from the given address and online platforms<sup>1</sup>, however, a participating bidder is required to pay the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **PhP10,000.00**.

The payment for the bidding documents shall be in:

- a. **Cash** through the OP-PMS Cashier located at the PMS Bldg., Arlegui St., San Miguel, Manila; or

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<sup>1</sup> PMS and PhilGEPS website

- b. **Over the counter payment** at any LandBank branch nationwide:
- Prospective bidder may request the account details via *bac@pms.gov.ph*
  - Prospective bidder must email the copy of the validated deposit slip to the BAC Secretariat at *bac@pms.gov.ph*, official receipt will be prepared by the OP-PMS cashier once confirmed that the deposit slip has been credited to the OP-PMS bank account.
6. The OP-PMS shall hold a **pre-bid conference** on **28 October at 2:00 PM** through video conferencing via Microsoft Teams, which shall be open to prospective bidders. Interested bidders must accomplish a form to be given a link to virtually join the Pre-bid conference. Kindly click this link: **<https://forms.office.com/r/56fdmUDdLK>**
7. Bids must be duly received by the OP-PMS BAC Secretariat through **online or electronic submission** via **[bac@pms.gov.ph](mailto:bac@pms.gov.ph)** on or before **11 November 2024 at 1:00 PM**. **Late bids shall not be accepted.**

The submission shall contain the following:

- a. Bidders shall submit their bid proposal in a clear **PDF format**: 1 zip folder (password protected) containing the First/Technical Component of the Bid; and 1 zip folder (password protected) containing the Second/Financial Component of the Bid.

In case the total file size of the bid proposal is more than the allowable size of email attachment, the bidder may upload the bid proposal in google drive and send the link to the BAC Secretariat.

**Bidders are strictly advised not to include the passwords in the emailed bid proposals. Passwords to access bid submissions shall be disclosed during the opening of bids. The BAC Secretariat shall access the bid submissions with a maximum of five attempts, after which, the inaccessible bid proposal shall no longer be considered.**

- b. All pages must be either digitally signed, or manually signed and scanned, and is arranged/ numbered accordingly based on the Eligibility Checklist using standard file name.

**Note:** It is the responsibility of the bidders to ensure that their respective submissions are fully compliant with all bid submission requirements and are duly received by the OP-PMS BAC Secretariat prior to the deadline of submission and receipt of their bids.

**Bid proposals submitted along with their corresponding passwords and/or not in compressed folders and not password protected, shall be rejected.**

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. The **bid opening** shall be on **11 November 2024 at 2:00 PM** through video conferencing via *Microsoft Teams*. Bids shall be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The OP-PMS reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

*The PMS BAC Secretariat*  
PMS Building, Arlegui St. cor. Aguado St.  
Malacañang Compound, San Miguel, Manila  
Contact No.: 0917 804 8069  
*bac@pms.gov.ph*  
<https://www.pms.gov.ph/>


12. You may visit the following websites:

For downloading of Bidding Documents:

- <https://www.pms.gov.ph/index.php/transseal/procurement/applan/40-app/2884-procurement-2>
- <https://notices.philgeps.gov.ph/>

For online bid submission: **[bac@pms.gov.ph](mailto:bac@pms.gov.ph)**

**21 October 2024**

  
**SIGNATURE REDACTED**

**WILBURN L. TAN, JR.**

*Chairperson, Bids and Awards Committee and  
Assistant Secretary for Legal Affairs*