



REQUEST FOR QUOTATION
(Small Value Procurement)
BAC-PGCS-006-2022

Name of Project : **PROCUREMENT OF SERVICES FOR THE
MANDATORY DRUG TESTING OF MANILA-
BASED PPA EMPLOYEES**

Approved Budget for the Contract : **700,897.14**

Deadline for Submission : **April 27, 2022**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number, Income Business Tax Return and Omnibus Sworn Statement with attached Secretary's Certificate or Special Power of Attorney.

Quotations shall be submitted in person to the Manager, Administrative Services Department, PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone/Fax No. 527-4735
954-88-00 loc. 539
PPA Website: www.ppa.com.ph

Very Truly Yours,


MARK JON S. PALOMAR
Chairperson, Bids and Awards Committee
Procurement of Goods and Consultancy Services

TERMS OF REFERENCE

PROCUREMENT OF SERVICES FOR THE MANDATORY DRUG TESTING OF MANILA-BASED PPA EMPLOYEES

1. INTRODUCTION

- 1.1. Pursuant to Republic Act No. 9165, otherwise known as the "**Comprehensive Dangerous Drugs Act of 2002**", the Dangerous Drugs Board (DDB) as the premier agency responsible for formulating policies and programs on drug prevention and control, recommended the adoption of the Drug-Free Workplace program or a similar program in all government agencies in order to achieve the vision of a national drug-free workplace.
- 1.2. In its pursuit of being a model corporate agency of the government and support to the goal of achieving the national vision of a drug-free society, the Philippine Ports Authority will be conducting a Mandatory Drug Screening/Test.
- 1.3. The program aims to ensure that the Authority remains drug-free by subjecting public officials and employees to a random drug test, as a condition for continuous employment.

2. PROJECT DESCRIPTION

2.1. Project Duration

The program shall cover a period of eight (8) months.

3. OBJECTIVE

To institutionalize a "Drug-Free Workplace Policy" by administering and evaluating programs for the retention and development of a qualified, competent and drug-free workforce in the public service, as well as maintaining a work environment that is healthy, safe and drug-free.

4. SCOPE AND COVERAGE

- 4.1. The mandatory drug test shall employ two (2) drug testing methods, the screening test, which shall determine the positive result as well as the type of drug used (Amphetamines/Methamphetamines (shabu) and cannabinoids/THC (marijuana), and the confirmatory test which shall confirm a positive screening test;
- 4.2. This program shall cover all PPA officials and employees;
- 4.3. Job order employees are not covered by the program. However, the agencies shall reflect a drug use policy clause in their contract of service.

5. PPA RESPONSIBILITIES

5.1. Process the claims for reimbursable expense, professional fees upon presentation of complete liquidation of documents after review and verification by PPA of the documents submitted; and subject to the conditions of the approved contract between PPA and the Contractor.

6. BUDGET

The Budget estimate for the procurement of an accredited service provider for the conduct of the program on Mandatory Drug Testing shall be **SEVEN HUNDRED SIXTY-TWO THOUSAND SIX HUNDRED FIFTY PESOS (Php 762,650.00)** inclusive of taxes.

Funding shall be chargeable against CY 2022 HRMD Funds under Medical, Dental and Laboratory Supplies.


PPSUPT GENARO P MANCIO, JR

↓