



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-002-2024

Name of Project: **Procurement of Services for the Mandatory Drug Testing of PPA Head Office Regular and Contract of Service (COS) Employees**

Approved Budget for the Contract : **P 277,450.00**

Deadline for Submission : **April 23, 2024**

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, Omnibus Sworn Statement, Secretary's Certificate/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,

fr: 
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 PPA HEAD OFFICE REGULAR AND CONTRACT OF SERVICE (COS) 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

The project shall cover a period of two (2) months with the following participants:

RESPONSIBILITY CENTER	TARGET PARTICIPANTS
Head Office	
Regular Employees	412
Contract of Services	518
TOTAL	930

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 workplace 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/ Methamphetamine Hydrochloride (Shabu) and cannabinoids/ Tetrahydrocannabinol (THC) or Marijuana, and the confirmatory test which shall confirm a positive screening test.

4.2 This program shall cover all PPA officials, employees including Contract of Service (COS).

5. PPA RESPONSIBILITIES

5.1 Process the claims for the reimbursable expenses, 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.

PPSSUPT GENARO P MANCIO JR
Manager, Port Police Department

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