PHILIPPINE PORTS AUTHORITY
Port Management Office – NCR South

INVITATION TO BID
for
PROCUREMENT OF SERVICES FOR THE CONDUCT OF MANDATORY DRUG TESTING

1. The PPA PMO NCR-South, through the PPA Corporate Funds intends to apply the sum of Ninety-Seven Thousand Five Hundred Pesos (Php 97,500.00) being the ABC to payments under the contract for Procurement of Services for the Conduct of Mandatory Drug Testing. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The PPA PMO NCR-South now invites bids for the above Procurement Project. Provision of the Service is required within the schedule stated in the Terms of Reference (TOR). The description of an eligible bidder is contained in the Bidding Documents, particularly, in Annex A (Instructions to the Suppliers).

3. Bidding will be conducted through Alternative Mode of Procurement-Small Value Procurement (SVP) 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.

   a. 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. A complete set of Bidding Documents may be acquired by interested Bidders on 26 May 2025 to 03 June 2025 from the given address below and ***upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Hundred and Sixty Pesos (Php560.00).*** The Procuring Entity shall allow the bidder to present its proof of payment for the fees through electronic means.

   Bid documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and Philippine Ports Authority (PPA) provided that bidders shall pay the applicable fee for the Bidding Documents not later than June 3, 2025.

5. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before 10:00 A.M., 3 June 2025. Late bids shall not be accepted.

PORT MANAGEMENT OFFICE NCR- SOUTH
PMO-NCR South Administration Building South Harbor, Port Area, Manila 1018
Trunkline No. (+632) 525-5264 Fax No. (+632) 527-4424 Email: pmoncrsouth@ppa.com.ph
Website: www.ppa.com.ph

CIELITO M. CABARCO
Chairperson, Bids and Awards Committee
Port Management Office – NCR South Admin. Building
South Harbor, Port Area, Manila 1018 Philippines

6. Bid opening shall be on 2:00 P.M., 3 June 2025 at the Conference Room, PMO NCR-South Administration Building. Bids will be opened in the presence of the invited observers who choose to attend the activity.

7. The PPA PMO NCR-South 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 Section 52.1(b) of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

8. For further information, please refer to **Mr. Angelo S. Medrano**, **BAC Secretariat** at telephone no. **8525-5264** local **442** or email at ncrsouth_bac@ppa.com.ph.

22 May 2025

CIELITO M. CABARCO
Chairperson, Bids and Awards Committee

BAGONG PILIPINAS

PHILIPPINE PORTS AUTHORITY

REQUEST FOR QUOTATION (RFQ)
(SMALL VALUE PROCUREMENT)

Date: 22 May 2025
RFQ No.: 008-2025

Notice To All Prospective Suppliers/Service Provider:

The **Philippine Ports Authority - Port Management Office NCR South (PMO-NCS)**, through its Bids and Awards Committee (BAC), invites eligible service providers to submit quotations for the **Procurement of Services for the Conduct of Mandatory Drug Testing,** in accordance with **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of the 2016 revised implementing Rules and Regulations of Republic Act No. 9184.

You are invited to submit your quotations based on the specifications as outlined in **Annex "B"**. Kindly ensure submission of the accomplished and duly signed quotation using the format provided in **Annex "C".**

Approved Budget for the Contract (ABC): ***NINETY-SEVEN THOUSAND FIVE HUNDRED PESOS*** *(PHP97,500.00), inclusive of all applicable government taxes and other service charges.* Any bid exceeding the ABC will not be accepted.

Evaluation Criteria : The contract will be awarded to the Lowest Calculated and Responsive Quotation that meets the criteria provided in the bidding documents, subject to evaluation by the Technical Working Group (TWG), and the Bids and Awards Committee (BAC).

Submission Deadline: Sealed quotations must be delivered by mail, courier, or in person to the address below by **10:00 a.m.** on **June 3, 2025 (Tuesday).** The ***bids will be opened at 2:00 p.m***. on the same day.

Cielito M. Cabarco
Chairperson, Bids and Awards Committee
Port Management Office – NCR South Administrative Building
South Harbor, Port Area, Manila 1018 Philippines

This Request for Quotation (RFQ) is comprised of:

Instructions and Terms and Conditions:	Annex A
Technical Specifications	Annex B
Supplier's/ Price Quotation /Proposal	Annex C

TERMS AND CONDITIONS:

1. Bidders must provide accurate and correct information as required.
2. Price quotations must be valid for **sixty (60) calendar days** from the submission deadline.
3. All prices quoted must include applicable taxes and fees.
4. The Award will go to the lowest-priced offer that meets the technical specifications.
5. PPA PMO NCR South reserved the right to request additional information and reject any quotation that does not meet the requirements.
6. Delivery will be inspected, confirmed the compliance with the technical specifications, and payment made upon the submission of the required supporting document, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
7. Liquidated damages for late deliveries will be imposed at 0.1% of the contract value per day of delay.
8. Payment Terms: Via Government Servicing Bank (e.g. Land Bank of the Philippines) within 24-48 hours upon receipt of billing. Any transfer fees will be charged to the supplier.

For any questions/clarifications, related to this RFQ please contact **Mr. Angelo S. Medrano, BAC Secretariat** at telephone no. 8525-5264 local 442 or email at ncrsouth bac@ppa.com.ph

CIELITO M. CABARCO
Chairperson, Bids and Awards Committee

ANNEX "A"

Instructions to the Suppliers

a. Technical Specifications / Project Description	• See **Annex "B"** for detailed technical specifications of the project.
b. Deadline for submission of RFQ	The completed Request for Quotation (RFQ) must be submitted to the Philippine Ports Authority (PPA)-PMO NCR South Bids and Awards Committee by **10:00 A.M. on June 3, 2025 (Tuesday)** The ***bids will be opened at 2:00 P.M.*** on the same day.
c. General Terms and Conditions	• By submitting a quotation, the bidder agrees to the unconditional acceptance of PPA PMO NCR South General Terms and Conditions for the **Procurement of Services for the Conduct of Mandatory Drug Testing.** • Partial quotation **will not be permitted** (i.e., all items in the lot must be quoted as a whole)
d. Submission Instructions	• All quotations must be submitted in a **sealed envelope** that is properly bound using a fastener to ensure the integrity of the documents. Any bid submissions containing loose or improperly bound documents shall not be accepted. The bid shall be delivered either in person, by mail, or via courier service to the specified address: **Cielito M. Cabarco** *Chairperson, Bids and Awards Committee* Port Management Office – NCR South Admin. Building South Harbor, Port Area, Manila 1018 Philippines
e. Validity of Quotation	• The quotation must be valid for **60 calendar days** from submission deadline. • In exceptional cases, the PPA PMO NCR South may request and extension of the quotation validity period. If so, the bidder must confirm the extension in writing without any modifications to the proposal.
f. Delivery Schedule	• As stated in the Terms of Reference (TOR)
g. Place of Delivery	• PPA PMO NCR South, Administrative Building (Marsman Building), South Harbor, Port Area, Manila, NCR.
h. Currency of Quotation	• All prices must be quoted in **Philippine Peso (PHP)**
i. Required Documents (Submission in Two Envelopes)	• **Envelope 1: Technical Documents** ❖ DTI/SEC Certificate of Registration ❖ Latest or 2025 Mayor's/Business Permit *If not yet available, submit the expired 2024 permit with the Official Receipt of renewal application. The 2025 permit must be submitted after the award but before payment.* ❖ PhilGEPS Registration Number (mandatory) ❖ Income/Business Tax Return/Tax Clearance ❖ Notarized Omnibus Sworn Statement *[1]In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after the award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.* ❖ Technical Specifications as detailed in Annex "B" ❖ Certificate of Accreditation/Certification issued by the Department of Health (DOH) • **Envelope 2: Financial Proposal** ❖ **Annex C:** Price Quotation, duly signed by the bidder's authorized representative.

j. Award of Contract / Purchase Order	• The contract will be awarded to the lowest-priced, technically compliant bid. • Full submission of **Annex C** (Price Quotation) is required for consideration.
k. Contract Signing	• Within 10-calendar days upon receipt of the Notice of Award
l. Liquidated Damages	• Liquidated damages will be imposed for delayed service delivery at a rate of 0.1% of the contract value per day. Once the cumulative damages reach 10% of the contract amount, the PPA PMO NCR South may terminate the contract.
m. Payment Terms	• Payment will be made within fifteen (15) working days of the following month, subject to submission of the Billing Statement. • Payment will be made via the Government Servicing Bank (e.g., Land Bank of the Philippines), and any bank transfer fees will be charged to the supplier.

BAGONG PILIPINAS

PHILIPPINE PORTS AUTHORITY

TERMS OF REFERENCE

1. BACKGROUND

The Philippine Ports Authority (PPA) is committed to maintaining a drug-free workplace to ensure a safe, efficient, and professional work environment. In line with PPA Memorandum Circular 04-2016, the agency institutionalized its Drug-Free Workplace Policy, mandating measures such as mandatory drug testing for all employees and officials.

This initiative aligns with CSC Memorandum Circular No. 13, s. 2010, which requires government agencies to implement random and unannounced drug testing for all officials, employees, and contract personnel. Additionally, Dangerous Drugs Board (DDB) Regulation No. 13, s. 2018 reinforces the need for government offices to uphold drug-free policies through authorized drug testing of public officials.

By adhering to these regulations, the PPA ensures compliance with national policies, fosters workplace integrity, and enhances the efficiency of public service delivery.

In view thereof, a random testing shall be conducted at PPA Port Management Office - NCR South (PPA - PMO NCS) and shall be spearheaded by the Port Police Division (PMO NCS- PPD).

2. OBJECTIVE

The aim of this project is to ensure that the PPA - PMO NCS continues to provide an effective and efficient service environment and a drug-free workplace.

3. APPROVED BUDGET FOR THE CONTRACT

The service provider is expected to tender bids for the items outlined in this Terms of Reference, not exceeding the Approved Budget for the Contract (ABC) amounting to **Ninety-Seven Thousand Five Hundred Pesos and Zero Centavos (PhP97,500.00)**, covering all applicable bank and government charges or fees.

4. TECHNICAL SPECIFICATIONS

4.1. The PPA – PMO NCS's Mandatory Drug Test will cover a total of two hundred and eight (208) pax, and the duration of the project activity will be within Three (3) months period.

4.2. The schedule of the drug test shall be anytime within the date of effectivity of the contract/agreement between the service provider and PPA-PMO NCR South and may be conducted in two (2) batches. The agreed schedule shall be disclosed and coordinated to PMO only.

4.3. The service provider engaged to perform the drug test must meet the following requirements:

4.3.1. A government agency or a drug testing laboratory duly authorized and accredited by the Department of Health (DOH).

4.3.2. Has facility or clinic located in the National Capital Region (NCR).

4.3.3. Has duly trained personnel to safely perform the drug test and specimen collection.

4.3.4. Capable of conducting test for Amphetamines, Methamphetamines, (including Methamphetamine Hydrochloride or "shabu") and Cannabinoids (Tetrahydrocannabinol-THC) or Marijuana.

4.3.5. Capable of conducting on-site specimen collection located at the conference room, 2F PPA PMO NCR South Administration Building, Muelle del San Francisco, Gate 1, South Harbor Port Area, Manila, NCR.

4.3.6. Shall employ two (2) testing methods: (**a**) the screening test (with the specified **charge per pax**, which will determine the positive result as well as the type of drug used, (Amphetamines, Methamphetamines, (including Methamphetamine Hydrochloride or shabu) and Cannabinoids (Tetrahydrocannabinol-THC) or Marijuana, and (**b**) the confirmatory test (free of charge), which will confirm a positive screening test.

4.3.7. The service provider shall be amenable to any adjustment in the scheduled dates favorable to the client, provided there is prior information or notice given by the PMO NCS - PPD. Provided further, that the schedule as adjusted is within three (3) month contract effectivity.

4.3.8. Capable of providing confirmatory test services which shall validate and confirm the positive results found on the sample during the screening tests, the cost of which shall be included in the contract rate.

4.3.9. Shall conduct a short forum or orientation on the drug testing activity with the Port Police Division, at least a week before the start of the mandatory

drug testing, for the needed information about the drug substances to be tested.

4.3.10. Provide supplies, materials, and equipment necessary for the conduct of drug screening or testing at the venue best suitable for the examination.

4.3.11. Shall submit a checklist or preparatory requirements to the PPA, PMO NCR South-Port Police Division prior to the conduct of the on-site drug testing.

4.3.12. Shall provide a Consent Form to be accomplished by PMO NCR South Officers and employees, including contract of service (COS), who will undertake drug testing.

4.3.13. Has previous experience of completed projects similar to this service.

4.3.14. Shall submit the list of personnel who will be on duty during the conduct or schedule of on-site drug testing to the Port Police Division.

4.3.15. The service provider must designate personnel to ensure that proper housekeeping is observed before, during and after the conduct of on-site drug testing to maintain the cleanliness of the area. Furthermore, there must also be designated personnel to assist those lined up for drug testing.

4.4. The PMO NCS - PPD shall provide a list of employees and other information required for the conduct of the drug test.

4.5. The service provider shall not use or disclose such confidential information, or any part thereof, in any manner other than what is necessary to perform its obligations under this Agreement or as required by law.

4.6. Any provision to the contrary, the PPA – PMO NCS shall have the right, power, and privilege to terminate the services of the service provider for any unjustifiable cause.

5. PAYMENT AND DELIVERY

5.1. The result of the drug test shall be forwarded to the PMO NCR South through the Police Division in a sealed envelope within three (3) working days after the collection of specimens.

5.2. Payment shall be based on the actual number of employees who have undertaken the drug test and through send-bill arrangements.

5.3. The PMO NCS - PPD shall process payment upon receipt of the following documents submitted by the Service Provider:

5.3.1. Statement of Account of Billing Statement

5.3.2. Drug test final Report.
   a. Total Number of Employees
   b. Number of Personnel Tested
   c. Number of Personnel Tested Positive
   d. Substances Tested for Date of Testing

5.4. All payments shall be subject to existing accounting and auditing laws, rules, and regulations.

5.5. All transactions are subject to withholding of creditable value-added tax and/or expanded value-added tax in accordance with the revenue regulations of the Bureau of Internal Revenue (BIR).

Approved:

AMBROCIO O. ILAO
RMD, Manager