




REQUEST FOR QUOTATION

- Company** : **Philippine Ports Authority**
Bonifacio Drive, South Harbor, Port Area, Manila
- Event** : **Mandatory Drug Testing of Manila Based PPA Employees**
- Date** : August 15, 2018
- Venue** : PPA Corporate Bldg, 7th floor Bonifacio Drive, South Harbor Port Area, Manila
- Scope & Coverage** : The Mandatory tests shall include the screening test, which shall determine the result as well as the type of drug used in case of positive result, (Methamphetamine and Tetrahydrocannabinol) and a Confirmatory test in case of positive result in the Screening Test.
- Number of Employees** : Five Hundred Eleven (511) employees.
- Project Duration** : The project shall be conducted within the maximum period of two (2) months.
- Approved Budget for the Contract** :
One Hundred Fifty Three Thousand Three Hundred Pesos
(**P153,300.00**) inclusive of taxes.

All quotations to be submitted must be duly-signed and must be accompanied with the following documents: PhilGEPS Registration (Platinum Membership) or in the absence thereof, DTI or SEC Registration as the case maybe, Mayor's Permit and Tax Clearance.

Quotations shall be submitted to Head Office BAC, 5th floor PPA Building, Bonifacio Drive, South Harbor, Port Area, Manila or emailed to mjspalomar@ppa.com.ph on or before 5:00 p.m. of August 9, 2018.

For further information, you may contact Ms. Cristina G. Anggay at 5274842.


MARK JON S. PALOMAR
Chairperson
HO-BAC-PGCS
Philippine Port Authority



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 Drug Act of 2002***", the Dangerous Drug Board (DDB) as the premier agency responsible for formulating policies and programs on drug prevention and control, recommended the adoption its 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 keeping to be a model corporate agency of the government, and to support 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 government agencies remain 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 two (2) 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, 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 and completion of the training delivery.

6. BUDGET

The Budget estimates for the procurement of an accredited service provider for the conduct of the program on **Mandatory Drug Testing** shall be **One Hundred Fifty Three Thousand Three Hundred Pesos (P153,300.00)** inclusive of taxes.

Funding shall be chargeable against CY 2018 HRDEV Funds.



MARK JON S. PALOMAR

Manager

Human Resource Management Department