



REQUEST FOR QUOTATION
(Small Value Procurement)

Name of Project : **Procurement of Services for the Conduct of Mandatory Drug Test**

Approved Budget for the Contract : **P155, 400.00**

Deadline for Submission : **10 December 2019**

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 and Omnibus Sworn Statement.

Quotations shall be submitted in person to the Property Management Division, 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 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 (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 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 Five Thousand Four Hundred Pesos (P155,400.00)** inclusive of taxes.

Funding shall be chargeable against CY 2019 HRMD Funds under Medical and Dental Supply.


MARK JON S. PALOMAR
Manager
Human Resource Management Department

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