



## TERMS OF REFERENCE

### CONDUCT OF MANDATORY DRUG TESTING TO ALL PMO NCS ORGANIC AND CONTRACT OF SERVICE (COS) EMPLOYEES C.Y. 2026

#### 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 **One Hundred Thousand Pesos (PhP100, 000.00) Only**, 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 fifteen (215)** 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 Port Manager and/or authorized PPD personnel 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 a 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 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, 2 Floor, 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. The For or in cases of a "positive drug test result", the service provider will handle the processing cost and any other incidental

cost of the confirmatory test through a confirmatory laboratory duly accredited by the DOH.

- 4.3.9. Provide supplies, materials, and equipment necessary for the conduct of drug screening or testing at the venue best suitable for the examination.
- 4.3.10. 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.
- 4.3.11. 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.
- 4.3.12. Has previous experience of completed projects similar to this service.
- 4.3.13. 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.
- 4.3.14. 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
- e. Confirmatory tests, if any

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

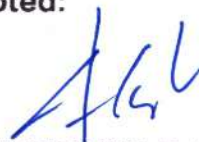
5.5. All transactions are subject to withholding of creditable value-added tax and/or expanded value-added tax in accordance with the revenue regulations of the Bureau of Internal Revenue (BIR).

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