

TERMS OF REFERENCE
PROCUREMENT OF SERVICES FOR THE MANDATORY DRUG TESTING OF
PMO BATAAN/AURORA (PMOBNA) EMPLOYEES

1. INTRODUCTION

- 1.1. Pursuant to Republic Act No. 9165, otherwise known as the “Comprehensive Dangerous Drugs Act of 2022”, the Dangerous Drugs Board (DDB) as the premier agency responsible for the formulating policies and programs on drug prevention and control, recommended the adoption of the programs on drug prevention and control 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 one (1) week with the following participants:

Employees	Number
Regular	58
Contract of Service (COS)	51
Total	109

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 drug used (Amphetamines/Methamphetamines (shabu) and cannabinoids (marijuana) and the confirmatory test which shall confirm a positive screening test.
- 4.2. The schedule of the drug test shall be anytime within the date of the effectivity of the contract/agreement with the service provider and the PPA.

- 4.3. This program shall cover all PMO Bataan/Aurora officials and regular and Contract of Service (COS) personnel.
- 4.4. The service provider engaged to perform the drug test must meet the following requirement:
- a. The drug testing laboratory must be duly authorized and accredited by the Department of Health (DOH);
 - b. The service provider has operated for at least three (3) years and must have functional/operational clinic/facility located in the Province of Bataan.
 - c. Must have personnel undergone and duly trained to safely perform the drug test and specimen collection;
 - d. Capable of conducting test for Methamphetamine (shabu) and Tetrahydrocannabinol (Marijuana);
 - e. Capable of conducting on-site specimen collection located at the PMO Bataan/Aurora Baseport, Lamao, Limay, Bataan and on the agreed schedule; and
 - f. Capable of providing confirmatory test services which shall validate and confirm the positive results found on the same during the screening test.

5. PPA RESPONSIBILITIES

- 5.1. The PMOBNA Administrative Division shall provide the list of employees and other information required for the conduct of the Drug Test;
- 5.2. Payment shall be based on the actual number of employees who shall have undergone the drug test and through send-bill arrangement.
- 5.3. The PPA shall process payment upon receipt of the following documents submitted by the Service Provider:
- 5.4. All payments shall be subject to existing budgeting, accounting, and auditing rules and regulations.

6. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) shall be in the amount of **Fifty-Four Thousand Five Hundred Pesos (P54,500) inclusive of VAT.**


JENNELIZA D. REBONG
Acting Port Manager