

TERMS OF REFERENCE

PROCUREMENT OF SERVICES FOR THE CONDUCT OF MANDATORY DRUG TESTING FOR PPA-PMO NCR REGULAR AND CONTRACT OF SERVICE (COS) EMPLOYEES

1. INTRODUCTION

- 1.1 Pursuant to **Republic Act No. 9165**, otherwise known as the **“Comprehensive Dangerous Drugs Act of 2002”**, the Dangerous Drugs Board (DDB) as the primary agency responsible for formulating policies and programs on drug prevention and control, recommended the adoption 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 in support to the goal of achieving the national vision of a drug-free society, the Philippine Ports Authority-Port Management Office of NCR North (PPA-PMO NCR North) will be conducting a Mandatory Drug Screening/Test.
- 1.3 This 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 two (2) months with the following participants:

RESPONSIBILITY CENTER	TARGET PARTICIPANTS
PPA-PMO NCR North	
a. Regular Employees	61
b. Contracts of Service (COS) Employees	140
TOTAL	201

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 workplace 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 / methamphetamines hydrochloride (shabu) and cannabinoids / tetrahydrocannabinol (THC) or marijuana, and the confirmatory test which shall confirm a positive screening test.
- 4.2 This program shall cover all PPA-PMO NCR North employees (regular and COS).
- 4.3 The schedule of the drug test shall be anytime within the date of the effectivity of the contract/agreement with the Service Provider and PPA-PMO NCR North.
- 4.4 The Service Provider engaged to perform the drug test must meet the following requirements:
 - 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 a functional facility located in Metro Manila,
 - 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 within Metro Manila 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. TERMS OF PAYMENT

- 5.1 Payment shall be based on the actual number of employees who have undergone the drug test and through sending bill arrangements.
- 5.2 Process the claims for the reimbursable expenses and professional fees upon presentation of the complete liquidation of documents to be submitted by the Service Provider and after the verification and review by PPA, and subject to the conditions of the approved contract between PPA and Service Provider.
- 5.3 All payments shall be in accordance with the existing budgeting, accounting and auditing rules and regulations of PPA.

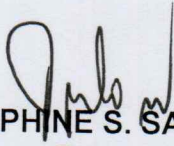
6. CONFIDENTIALITY

All drug test results, data and information collected and related to this project shall be treated with strict confidentiality.

7. APPROVED BUDGET FOR THE CONTRACT

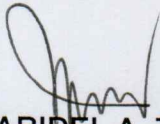
The approved budget for the contract shall be in the amount of **ONE HUNDRED SEVEN THOUSAND PESOS ONLY (Php 107,000.00), inclusive of 12% VAT.**

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