



REQUEST FOR QUOTATION

MANDATORY DRUG TESTING (APP Item No. 2024-0073)

23 July 2024

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **Mandatory Drug Testing (APP Item No. 2024-0073)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **12:00 NN., July 30 2024**.

The service providers/suppliers must also submit the following requirements:

1. Copy of the current Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. Current PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments¹; and
4. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to bacsecretariat@privacy.gov.ph or via mail or courier in a sealed envelope to:

BIDS AND AWARDS COMMITTEE
5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307

Sincerely,

Digitally signed
by Mendoza
Ma. Josefina
Eusebio

ATTY. MA. JOSEFINA E. MENDOZA
BAC Secretariat Head
National Privacy Commission

¹ **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

NOTE: Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

**TECHNICAL SPECIFICATION
MANDATORY DRUG TESTING
(APP Item No. 2024-0073)**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 164,500.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)	
				Unit Price	Total		
1	Lot	1	<i>"Please refer to the "Scope of Work for description"</i>				
			1. Scope of Work				
			Drug test	Quantity			
			<ul style="list-style-type: none"> Methamphetamine (shabu), Tetrahydrocannabinol (Marijuana), Cocaine, Ecstasy and Opium. 	235 pax			
			<ul style="list-style-type: none"> The schedule for the drug test shall be any time within the date of effectivity of the contract/ agreement with the service provider and NPC 				
			<ul style="list-style-type: none"> Scheduled days 	2days			
			2. Qualification of Service provider <i>"See attached Scope of Work for the description"</i>				
3. Contract Duration <ul style="list-style-type: none"> The contract period will be until 15 December 2024 <i>"See attached Scope of Work for the description"</i>							
4. Payment and Delivery <i>"See attached Scope of Work for the description"</i>							
TOTAL							

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.

- III. Present the original Mayor's permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the schedule signing of Notice to Award for inspection and verification.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Delivery shall be made to NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307.

CONFORME:

(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards

Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]



SCOPE OF WORK SERVICE

MANDATORY DRUG TESTING (APP Item No. 2024 - 0073)

I. BACKGROUND

In accordance with Civil Service Commission Memorandum Circular No. 13 s. 2017, "Guidelines in the Mandatory Random Drug Test for Public Officials and Employees and for other purposes", the National Privacy Commission (NPC) previously conducted mandatory drug testing for its personnel in 2022. All Officials and employees including the Contract of Service Personnel of NPC shall undergo a mandatory, random and suspicion-less drug testing as a condition for retention in the government service.

To promote a safe and healthy workplace, the HRDD will be implementing a mandatory drug testing for all personnel of NPC in November 2024. The unannounced onsite drug testing will occur over a two-day period.

II. OBJECTIVES

To ensure that the National Privacy Commission (NPC), continue to be a drug-free workplace, the mandatory drug testing for all employees will be conducted.

III. SCOPE OF WORK

1. Conduct of onsite Mandatory Drug Testing for **235 pax**, located at the NPC Office, 5/F Delegation Bldg., PICC, Pasay City on an agreed upon schedule;
2. Drugs tests shall include testing for Methamphetamine (shabu), Tetrahydrocannabinol (Marijuana), cocaine, ecstasy and opium;
3. The schedule of the drug test shall be anytime within the date of effectivity of the contract/agreement with the service provider and NPC. The agreed schedule shall be disclosed and coordinated to NPC-HRDD only.
4. For easier facilitation and so as not to hamper the regular office operations, the testing will be for two (2) days within the contract period. The schedule of which shall be coordinated with the end-user.

IV. QUALIFICATION OF SERVICE PROVIDER

The service provider engaged to perform the drug test must meet the following requirements:

- a. a government owned OR a drug testing laboratory duly authorized and accredited by the DOH;
- b. has a stand-alone clinic/facility located within the NCR;
- c. has duly trained personnel to safely perform the drug test and specimen collection;
- d. can accommodate walk-in NPC employees in their clinic from 7:30AM up to 5:00 PM (Monday to Friday) for the whole duration of the contract, with prior arrangements in coordination with NPC-HRDD;
- e. capable of providing confirmatory test services which shall validate and confirm the positive results found on the sample during the screening tests; **the cost of which shall be deductible from contract rate**;
- f. shall submit a checklist or preparatory requirements to the NPC-HRDD prior to the conduct of the on-site drug testing;
- g. shall provide a Consent Form to be accomplished by NPC employees who will undergo drug testing;
- h. has a track record of completed projects similar to this service;
- i. shall provide the list of personnel who will be on-duty during the scheduled on-site drug testing.

V. CONTRACT DURATION

The engagement is for two (2) days within the contract period, which shall commence at least 15 days from the issuance Work Order. The schedule shall be arranged with the HRDD as end-user.

The contract period will be until **15 December 2024**.

VI. PAYMENT AND DELIVERY

- a. The results of the drug test shall be forwarded to the NPC thru the HRDD in a sealed envelope within 3 working days after the collection of specimens.
- b. Payment shall be based on the **ACTUAL NUMBER** of employees who have undergone the drug test and through send-bill arrangement.
- c. The NPC-HRDD shall process payment upon receipt of the following documents submitted by the Service Provider:
 1. Statement of Account or Billing Statement
 2. Drug test results
- d. All payments shall be subject to existing budgeting, accounting and auditing laws, rules and regulations.

VII. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Service.

The mode of procurement shall be: *Alternative Mode through Negotiated Procurement – Small Value Procurement*

VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund : FY 2024 General Appropriations
NPC Annual Procurement Plan FY 2024 (APP Item No. 2024-0073)

Approved Budget for the Contract : One Hundred Sixty-Four Thousand Five Hundred Pesos Only (Php 164,500.00).

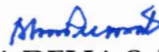
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