



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
CONDUCT OF MANDATORY DRUG TESTING

16 August 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends the **CONDUCT OF MANDATORY DRUG TESTING (APP 2021-0142)**.

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 **4:00 P.M., 20 August 2021**.


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

1. Copy of the Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. 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:

5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307

Attention to: **ATTY. KRISHNA AIRA TANA-CAGUIA**
BAC Secretariat Head


Digitally signed by Tana-
Cagua Krishna Aira Angeles
Date: 2021.08.16 14:38:08
+08'00'

ATTY. KRISHNA AIRA TANA-CAGUIA
BAC Secretariat Head
bacsecretariat@privacy.gov.ph

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.

Ref No.: RFQ-2021-0142

NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

**TECHNICAL SPECIFICATION
CONDUCT OF MANDATORY DRUG TESTING**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 70,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in EVERY item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the attached Terms of Reference (TOR) for: <ol style="list-style-type: none"> 1. Technical Requirements/ Specifications <ul style="list-style-type: none"> • Five (5) sets of first aid kits • One (1) standard wheelchair and one (1) stretcher 2. Payment and Delivery 			
TOTAL						

Instruction to bidders:

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor's or Business Permit and submit the original notarized Omnibus Sworn Statement (with attachments) and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Terms of Reference.
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.
- VIII. Delivery shall be made within fifteen (15) working days from receipt of the Purchase Order, Work Order, NTP or from date of contract unless a different delivery term is provided in the Terms of Reference.

CONFORME: _____
(Name of Supplier/Provider/Date)

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

Ref No.: RFQ-2021-0142

NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

Conduct of Mandatory Drug Testing

I. BACKGROUND

Pursuant to 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", **all Officials and employees as well as the Contract of Service Personnel** as stated in their contract shall undergo a mandatory, random and suspicion-less drug testing as a condition for retention in the government service. The subsequent random testing shall be periodically conducted in an interval not to exceed two (2) years, in which case, the last drug testing conducted in the National Privacy Commission was last 2019. Furthermore, the drug test shall only be conducted by a government drug testing laboratory, or a drug testing laboratory duly authorized and accredited by the Department of Health (DOH).

The program shall be spearheaded by the Human Resource Development Division (HRDD).

II. OBJECTIVES

To ensure that the National Privacy Commission (NPC), continue to be a drug-free workplace.

III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

1. The NPC Mandatory Drug Test will cover a total of **150 pax** and the duration of the program will be **until December 2021**.
2. In compliance to the COVID-19 Inter-Agency Task Force (IATF) for the management of emerging infectious disease to observe minimum health and safety protocols during the pandemic, the conduct of the testing shall be for two (2) consecutive days.
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. 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. capable of conducting test for Methamphetamine (shabu) and Tetrahydrocannabinol (Marijuana);
 - e. capable of conducting on-site specimen collection located at the NPC Office, 5/F Delegation Bldg., PICC, Pasay City on an agreed upon schedule;
 - f. can accommodate walk-in NPC employees in their clinic from 7:30AM up to 5:00 PM (Monday to Saturday) for the whole duration of the contract, with prior arrangements in coordination with NPC-HRDD;
 - g. 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;
 - h. shall submit a checklist or preparatory requirements to the NPC-HRDD prior to the conduct of the on-site drug testing;
 - i. shall provide a Consent Form to be accomplished by NPC employees who will undergo drug testing;
 - j. has a track record of completed projects similar to this service;
 - k. shall provide the list of personnel who will be on-duty during the scheduled on-site drug testing, as part of standard safety protocols for the prevention of COVID-19 transmission; the same shall likewise be required to accomplish the Daily Health Assessment Survey/Questionnaire of the NPC;
5. The NPC-HRDD shall provide list of employees and other information required for the conduct of the Drug Test;
6. The NPC has the right to deny entry of any personnel from the service provider manifesting COVID-19 symptoms on the scheduled on-site drug test as well as issue stoppage order of the conduct of testing, if needed, at no additional cost for any expenses incurred related to the re-scheduling of on-site drug testing;
7. The service provider shall not use or disclose such confidential information, or any part thereof, in any manner other than what is/are necessary to perform its services under this Agreement or as required by law;

8. Notwithstanding any provisions to the contrary, the NPC shall have the right, power, and privilege to terminate the services of the service provider for any unjustifiable cause.

IV. 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.

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

- Total ABC: Php 70,000, inclusive of all taxes and additional charges for confirmatory tests
- Fund Source: HRDD Budget FY 2021 - NPC APP FY 2021 Item Code: 2021-0142
- Mode of Procurement: Small Value Procurement

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, 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, 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, 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]