



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

CONDUCT OF MANDATORY DRUG TESTING

29 July 2022

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **CONDUCT OF MANDATORY DRUG TESTING (APP 2022-0096)**. 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., August 3, 2022**.

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

1. Copy of the Mayor's/Business 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 attachments<sup>1</sup>;
4. Proof of eligibility / qualification enumerated in the Scope of Work, and
5. 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](mailto: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,

**ATTY. MA. FRANCES AIRA SY**  
BAC Secretariat Head  
National Privacy Commission

<sup>1</sup> **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.

*The original of this document is in digital format*  
NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

Ref No.: BAC-22-00129

**TECHNICAL SPECIFICATION  
CONDUCT OF MANDATORY DRUG TESTING**

| item                           | unit | QTY | Description/ Specifications  | Approved Budget of the Contract (P 86,500) |       | COMPLIANCE (Manifest your compliance by writing <b>"COMPLY"</b> in every item) |  |
|--------------------------------|------|-----|--|--|-------|--|--|
|                                |      |     |  | Unit Price                                 | Total |  |  |
|                                | lot  | 1   | <i>Please refer to the "Scope of Work" for:</i>  |  |       |  |  |
|                                |      |     | <b>1. Scope of Work</b>  |  |       |  |  |
|                                |      |     | <b>Drug Test</b>   | <b>Quantity</b>                            |       |  |  |
|                                |      |     | <i>Methamphetamine (shabu) and Tetrahydrocannabinol (Marijuana)</i>  | <b>210 pax</b>                             |       |  |  |
|                                |      |     | <b>Onsite Fee</b>  | <b>2 days</b>                              |       |  |  |
|                                |      |     | <b>Drug Testing Results shall be submitted in a sealed envelope to the NPC-HRDD only, at least five (5) days after the conduct of the testing.</b> |  |       |  |  |
|                                |      |     | <b>2. Supplier's Qualification</b><br><i>(see attached Scope of Work for further details)</i>  |  |       |  |  |
|                                |      |     | <b>3. Contract Duration</b><br><i>Engagement is for two (2) days in November.</i>  |  |       |  |  |
| <b>4. Payment and Delivery</b> |      |     |  |  |       |  |  |
| <b>TOTAL</b>                   |      |     |  |  |       |  |  |

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 scheduled signing of Notice of 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, 5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

- VI. Delivery shall be completed within fifteen (15) working days from receipt of Purchase Order/NTP.

CONFORME: \_\_\_\_\_  
(Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
(Name/Position/Signature of Representative/Date)



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

SCOPE OF WORK  
SERVICE

CONDUCT OF MANDATORY DRUG TESTING  
(APP Item No. 2022 - 0096)

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 Contract of Service or Job Order Employees as stated in their contract**, shall undergo a mandatory, random, and suspicion-less drug testing as a condition for retention in the government service. Subsequent random testing shall be periodically conducted in an interval not to exceed two (2) years. However, due to the restrictions set by the COVID-19 Inter-Agency Task Force (IATF) for Emerging Infectious Diseases in 2020-2021, the latest drug testing in the National Privacy Commission (NPC) was conducted at the NPC in 2019.

The Human Resources Development Division (HRDD) as the unit responsible for the implementation of the anti-drug-abuse policy and programs, overseeing the formulation and implementation of the drug-free workplace policy/programs in the National Privacy Commission (NPC); and in facilitating and coordinating the conduct of random drug testing, is proposing the procurement of Drug Testing Services.

II. OBJECTIVES

The conduct of drug testing aims to ensure that the NPC continue to be a drug-free workplace by preventing and deterring drug use among employees.

III. SCOPE OF WORK

1. The NPC Mandatory Drug Test will cover a total of **210 pax** on the second week of November (schedule to be finalized with the awarded supplier).
2. In compliance to the COVID-19 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) days at the NPC Office, 5F Delegation Bldg., PICC, Pasay City. The schedule shall be arranged with the service provider.

3. The service provider engaged to perform the drug test must meet the following requirements:
  - a. shall be responsible in securing the necessary permits and contracts from DOH for the conduct of off-site drug testing;
  - b. capable of conducting test for Methamphetamine (shabu) and Tetrahydrocannabinol (Marijuana);
  - c. capable of conducting on-site specimen collection located at the NPC Office, 5/F Delegation Bldg., PICC, Pasay City on an agreed upon schedule;
  - d. 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;
  - e. shall submit a checklist or preparatory requirements to the NPC-HRDD prior to the conduct of the on-site drug testing;
  - f. shall provide a Consent Form to be accomplished by NPC employees who will undergo drug testing;
  - g. 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;
4. The NPC-HRDD shall provide the list of employees and other information required for the conduct of the Drug Test;
5. One (1) copy of the drug testing results shall be submitted in a sealed envelope to NPC-HRDD only, at least five (5) days after the conduct of the testing.
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.

#### **IV. QUALIFICATION OF SERVICE PROVIDER**

The Supplier must have PHILGEPS registration, BIR or Mayor's permit, Omnibus sworn statement and other related documents as may be required by the Bids and Awards Committee.



In addition, the service provider must:

- a. be either 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; and
- c. has duly trained personnel to safely perform the drug test and specimen collection.

## V. CONTRACT DURATION

The engagement is for two (2) days in the month of November (exact date to be determined).

## VI. PAYMENT AND DELIVERY

1. Delivery of services will be in November, exact date to be determined and arranged with the winning provider. Likewise, the contract shall be completed on or before end of November FY2022
2. The NPC shall issue Notice of Award and Notice to Proceed to the winning supplier.
3. Payment shall be based on the actual number of employees who have undergone drug testing.
4. Payment documents shall be processed upon receipt of Statement of Account from the supplier and Issuance of Certificate of Acceptance of Output by the Inspection and Acceptance Committee upon the recommendation by the end-user.

## 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 : Maintenance and other operating expenses, NPC FY2022 Annual Procurement Plan (APP Item No. 2022- 0096)

Approved Budget for the Contract : Eighty-six Thousand Five Hundred Pesos Only (Php 86,500.00)

Prepared by:

  
**MARIA DONABELLA A. TAVORA**  
Supervising Administrative Officer

Noted by:

  
**ROSALY B. SANTOS**  
Chief Administrative Officer

Approved by:

  
**ATTY. MANUEL C. SATUITO**  
Director IV, FAO

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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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

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_, affiant having exhibited to me his/her \_\_\_\_\_ issued on/valid until \_\_\_\_\_.

Doc. No.: \_\_\_\_\_

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Series of 20\_\_\_\_\_