



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7927412

Procuring Entity DEPARTMENT OF TOURISM

Title Procurement of Service Provider for the Conduct of CY 2021 On-Site Mandatory Drug Testing Program for all Department of Tourism (DOT) Officials and Employees

Area of Delivery Metro Manila

Solicitation Number:	2021 - 08 - 0085	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Services	Date Published	17/08/2021
Approved Budget for the Contract:	PHP 392,430.00	Last Updated / Time	16/08/2021 18:25 PM
Delivery Period:		Closing Date / Time	20/08/2021 01:00 AM
Client Agency:			
Contact Person:	John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com		

Description

TERMS OF REFERENCE

CY 2021 ON-SITE MANDATORY DRUG TESTING PROGRAM
FOR ALL DEPARTMENT OF TOURISM (DOT) OFFICIALS AND EMPLOYEES (PERMANENT/JOB ORDER PERSONNEL)

I . INTRODUCTION

Pursuant to Republic Act No. 9165, otherwise known as the "Comprehensive Dangerous Act of 2002," the Dangerous Drug Board (DDB) as the premier agency responsible for formulating policies and programs on drug prevention and control, recommended the adoption of its DrugFree Workplace program or a similar program in all government agencies in order to achieve the vision of a national drug-free workplace.

As the Department of Tourism (DOT) support to the goal of achieving the national vision of a drug-free society, the DOT will procure the Drug Testing Services for the Mandatory Drug Testing of 635 personnel to include DOT Officials and Employees in the Central Office, Regions IVB and NCR.

II. OBJECTIVE

To ensure that DOT complies with the DDB recommendation and to remain a drug-free workplace by subjecting officials and employees to a mandatory drug testing.

III . ELIGIBILITY REQUIREMENTS

1. The Service Provider must be a Department of Health (DOH) and Food and Drug Administration (FDA) accredited Drug Testing Laboratory/Service Provider,
2. Must provide/use DOH and FDA approved Drug Testing Kits,
3. Must at least five (5) years in operation

4. Must have catered similar projects in the past with at least three (3) government or private company/institution, with certification of at least satisfactory performance,

5. Must be PhilGEPS registered.

IV. INCLUSIONS

Drug Test for Methamphetamine (Shabu) and Tetrahydrocannabinol (Marijuana)

Drug Test for Cocaine

Drug Test for Ecstasy

Confirmatory Tests for Methamphetamine (Shabu), Tetrahydrocannabinol (Marijuana), Cocaine, Ecstasy

V. NUMBER OF PERSONNEL TO BE TESTED:

635 personnel (Central Office, Region IV-B, and NCR)

VI. DELIVERABLES:

1. The Service Provider must ensure the provision of DOH accredited Specimen Collectors, who are Medical Technologist and/or Nurses, on the actual conduct of testing at DOT-Makati City Office,

2. The Service Provider must submit the list of Specimen Collectors team together with the photocopies of their PRC licenses and DOH certificates to the DOT Medical Clinic at least five (5) days before the administration of the Drug Test,

3. The Provider must ensure that all their clinic/laboratory personnel shall comply with the following:

a. Fully vaccinated against COVID-19 (e.g. two (2) doses for vaccine requiring 2 doses, plus 2 weeks duration after the last vaccine or one (1) dose of vaccine for vaccine requiring 1 dose, plus 2 weeks duration after the vaccination b Negative Antigen test results (nasal or throat swab) at the start of the onsite Drug Testing;

c. Medical certificate from their company physician attesting that the clinic/laboratory personnel is "COVID-19 free" based on their Health

Declaration Form (HDF); and d Must be in full PPE while performing the Drug Testing;

4. The implementation dates which will run for about six (6) working days for 110 pax/day, shall be set as agreed by the Service Provider and the DOT through the Human Resource Division (HRD), at least fifteen (15) days upon issuance of the Notice to Proceed (NTP),

5. The Service Provider must coordinate with the HRD five (5) days before the actual administration/testing date,

6. Officials/Employees who will NOT be tested onsite shall have their Drug Test done at the Provider's clinic/laboratory, the schedule shall be arranged by DOT and the Provider,

7. Consent Forms shall be available to the DOT personnel during the administration/testing date,

8. The Service Provider shall provide all the necessary supplies, materials, and equipment for the conduct/collection of specimen for Drug Testing,

9. The Service Provider shall be responsible for the disposal of all used supplies, materials for proper disposal in accordance with DOH Health Care Waste Management Manual,

10. A series of coordination meetings between the DOT-HRD Medical Officer and the Service Provider must be done before, during, and after the conduct/collection of specimen for Drug Testing,

11. The result, both in paper and electronic copy, must be made available/submitted to the DOT-HRD within five (5) days after completion, and

12. Non-Disclosure of Information —the Service Provider must maintain all the results and other information in strict confidence. The Service Provider must not disclose documents/results and information unless authorized by the DOT or the personnel concerned.

V. CONTRACT IMPLEMENTATION/DURATION:

One (1) Month (September 2021 or may be adjusted depending on DOT's schedule) VI. APPROVED BUDGET FOR THE CONTRACT (ABC) AND SOURCE OF FUND:

Three Hundred Ninety-Two Thousand Four Hundred Thirty Pesos only (Php392,430.00) inclusive of all applicable taxes, chargeable against FY 2021 ASPM-General Administration Expenses (GAE) Funds.

VI. PAYMENT PROCEDURE:

Government Procedure,

Payment for the drug test for Methamphetamine (Shabu), Tetrahydrocannabinol (Marijuana), Cocaine and Ecstasy shall be based on actual test conducted/administered but must not exceed the total contract price for this project. Payment for the confirmatory tests will be based on actual number of DOT personnel who have undergone the said tests.

VII. CONTACT PERSON.

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Department of Tourism

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SUBMITTED BY:

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Line Items

Item No.	Product/Service Name	Description	Quantity UOM	Budget (PHP)
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1	Service Provider	Procurement of Service Provider for the Conduct of CY 2021 On-Site Mandatory Drug Testing Program for all Department of Tourism (DOT) Officials and Employees	1	Lot	392,430.00
Other Information Eligibility Requirements 1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area, In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit. 2. PhilGEPS Registration Number 3. Latest Income/Business Tax Return (For ABC above PHP500, 000.00) 4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 20 August 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.					

Created by John Paulo Samonte Francisco

Date Created 16/08/2021

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