

Republic of the Philippines  
Province of Pampanga  
**CITY OF SAN FERNANDO**  
**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

**Invitation to Bid for the Contract of Service for the Random Drug Testing of City Employees for a Drug Free Workplace in the Local Government of the City of San Fernando, Pampanga**

The City Government of San Fernando, Pampanga, through the **General Fund 2019** intends to apply the sum of **THREE HUNDRED THOUSAND PESOS ONLY (P300,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **S5-19-2340**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The City Government of San Fernando, Pampanga now invites bids for the **Contract of Service for the Random Drug Testing of City Employees for a Drug Free Workplace in the Local Government of the City of San Fernando, Pampanga**. Delivery of the Goods is required within **Twenty (20) days** upon receipt of Notice to Proceed (NTP). Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instruction to Bidders.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act".

Interested bidders may obtain further information from the City Government of San Fernando, Pampanga and inspect the Bidding Documents at the address given below during 8:00 a.m. to 5:00 p.m.

A complete set of Bidding Documents may be acquired by interested Bidders on **OCTOBER 04, 2019 (FRIDAY) until 1:00 p.m. of OCTOBER 15, 2019 (TUESDAY)** from the address below and upon payment of the applicable fee for the Bidding Documents in the amount of **FIVE HUNDRED PESOS ONLY (P500.00)**.

Bids must be duly received by the BAC Secretariat at the address below on or before **1:00 p.m. of OCTOBER 15, 2019 (TUESDAY) at CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in Instruction to Bidders (ITB) Clause 18.

Bid opening shall be on **OCTOBER 15, 2019 (TUESDAY) 1:30 p.m. at CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

The City Government of San Fernando reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

**JOSEPHINE S. BULANADI**

BAC Secretariat  
CGSO Building, New Public Market, Del Pilar,  
City of San Fernando, Pampanga  
(045) 961-4121  
[cgsoprocurementsection@gmail.com](mailto:cgsoprocurementsection@gmail.com)

Approved by:

**ENGR. MICHAEL N. QUIZON, JR.**  
BAC Chairman

**REQUIREMENTS IN THE ISSUANCE OF BIDDING DOCUMENTS**

1. Downloaded copy from PhilGEPS of the **Invitation to Bid** (for Goods and Services and Infrastructure Projects) or **Request for Expression of Interest** (for Consulting Services)
2. Accomplished Information Sheet
3. Duly Notarized Authorization Letter (if representative)
4. Certified True Copy of PCAB License (for infrastructure projects only)
5. Photocopy of Two (2) Valid ID's.

# TERMS OF REFERENCE FOR THE RANDOM DRUG TESTING OF THE LOCAL GOVERNMENT UNIT OF THE CITY OF SAN FERNANDO EMPLOYEES

The Local Government Unit of the City of San Fernando, Pampanga shall establish a Drug Free Workplace Program for its employees as well as its elected officials through provision of a Random Drug Testing and referral assistance if needed that aims to promote a healthy and illegal drug free environment for the wellbeing of its workforce.

## OBJECTIVES

To identify drug experimenters, occasional users and drug dependents and provide counseling and referral for rehabilitation if needed and to educate the "Person Who Use Drugs" or "PWUD" the benefits of living a healthy lifestyle and to assist them back to the healthy way of living.

The program aims to ensure that the Local Government of the City of San Fernando shall be drug free as provided by the Comprehensive Dangerous Act of 2002.

## SCOPE/COVERAGE OF SERVICE

- I. **R.A. 9165, Article III, Section 36: d), e) and g).** *Authorized Drug Testing. – Authorized drug testing shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard the quality of test results. The DOH shall take steps in setting the price of the drug test with DOH accredited drug testing centers to further reduce the cost of such drug test. The drug testing shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Drug test certificates issued by accredited drug testing centers shall be valid for a one-year period from the date of issue which may be used for other purposes. The following shall be subjected to undergo drug testing:*
- II. **R.A. 9165, Article II, Section 46, (d)** states that *"Officers and employees of public and private offices, whether domestic or overseas, shall be subjected to undergo a random drug test as contained in the company's work rules and regulations, which shall be borne by the employer, for purposes of reducing the risk in the workplace. Any officer or employee found positive for use of dangerous drugs shall be dealt with administratively which shall be a ground for suspension or termination, subject to the provisions of Article 282 of the Labor Code and pertinent provisions of the Civil Service Law."*
- III. As per Dangerous Drugs Board Regulation No. 9 series of 2007: Fees per person shall be:
  - 1) For government-owned drug testing laboratories – not more than P250
  - 2) For PRIVATE owned drug testing laboratories – not more than P300
  - 3) Both fees shall include the cost of screening and confirmatory tests when needed"
- IV. As per Dangerous Drugs Board Regulation No. 2 series of 2004: Conduct of random drug test:
  - a. Without prior notice of the date and venue of the drug test.
  - b. On selected employees chosen by the Drug Free Workplace or Assessment Committee until all officials and employees have undergone the test
  - c. Random selection process or procedure

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- d. "For cause" or "probable cause" – when there is a reasonable ground to believe that a random drug test is necessary, e.g.:
- Attendance – frequent unauthorized absences; repeated tardiness, truancy from the job
  - Personal appearance – slurred speech, bloodshot eyes, drastic change in appearance, etc.
  - Mental factor – hot-headedness, irritability, increase difficulty in handling assignments, etc.
  - General Performance – missed deadlines, low productivity, increase wastage, public complaints, frequent accidents, carelessness, etc.
  - Peer Relations – isolation, frequent quarrels with officemates, heavy borrowing, and frequent mood swings, etc.
- V. Based on CSC MC No. 13, s. 2017, agencies must observe the procedures prescribed by DDB in conducting the mandatory drug test, which shall include but are not limited to the following:
- a) The drug test shall only be conducted by a government drug testing laboratory or by a drug testing laboratory duly authorized and accredited by the DOH;
  - b) The randomly selected public officials and employees will fill out and sign a chain of custody form issued to them;
  - c) The specimen bottles must be properly labelled and taking of specimen samples for screening test must be done in an area where manipulation (e.g. adding of water) is not possible; and
  - d) Specimen samples found positive in the screening test shall be submitted for confirmatory testing within the same day.
- VI. The DOH accredited laboratory that will perform the random drug testing for the employees, either on site collection or remote collection must be situated with the City of San Fernando, Pampanga.

Prepared by:



**Jianne S. Navarro, RN**  
NCD Program Nurse Coordinator  
Nurse I

Noted by:



**Eloisa S. Aquino, MD, MPH**  
City Health Officer