



Republic of the Philippines

Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



Project Title : **Contract of Service for the Drug Testing of All City Employees for the year 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Human Resource Management Office**

Company Name

Address

Date : **Jun 27, 2024**

PR No. : **2024-06-01123**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, July 4, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Lorraine Kate M. Escoto


Engr. Michael N. Quizon, Jr.
BAC Chairperson

- NOTE:
1. ALL ENTRIES MUST BE READABLE
 2. DELIVERY PERIOD WITHIN _____ CALENDAR DAYS
 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	2000	pax	Drug Test			
Total Amount:						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

Printed Name/ Signature

Tel No./ Cellphone No.

Date

TERMS OF REFERENCE

CONTRACT OF SERVICE FOR THE DRUG TESTING OF ALL CITY EMPLOYEES FOR THE YEAR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The Local Government Unit of San Fernando, Pampanga shall establish a Drug Free Workplace Program for its employees as well as its elected officials through the provision of Drug Testing and referral assistance program with the goal of promoting a healthy and drug-free environment for the well-being of all employees.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Contract of Service for the Drug Testing of All City Employees for the year 2024 in the City of San Fernando, Pampanga shall be charged to the City Mayor's Office Peace and Order Funds PPMP with Code No. 2024-2528 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SIX HUNDRED THOUSAND PESOS (P600,000.00)**.

III. OBJECTIVE

The conduct of Drug testing for employees of the City Government is an initial and critical step in ensuring that the workplace is safe from the threat of dangerous drugs. Also, to identify employees who are already under the influence of dangerous drugs and provide the necessary assistance for rehabilitation and emotional support.

IV. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end-user and the supplier/ contractor shall follow the product specification below:

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
2000	Employees	Cost of Drug Testing	July to September	City of San Fernando, Pampanga

b. Procurement Process

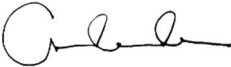
1. RA 9165, Article III, Section 36: d), e) and g). Authorized Drug Testing – Authorized drug testing shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited by the DOH to safeguard the quality of test results. The DOH shall take steps in setting the price of the drug test with DOH accredited drug testing centers to further reduce the cost of such drug

test. The drug test shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of 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:

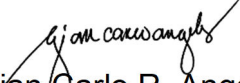
2. RA 9165, Article II, Section 46: (d) states that “Officers and employees of public and private offices, whether domestic or overseas, shall be subjected to undergo a random drug test as contained in the company’s work rules and regulations, which shall be borne by the employer for purposes of reducing 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.”
3. As per the Dangerous Drug Board Regulation No.9 Series of 2007: Fees per person shall be:
 - i. For government-owned drug testing laboratories – not more than 250 pesos.
 - ii. For PRIVATE owned drug testing laboratories – not more than 300 pesos.
 - iii. Both fees shall include cost of screening and confirmatory tests when needed.
4. As per the Dangerous Drug Board Regulation No.2 Series of 2004: Conduct of random drug test:
 - i. Without prior notice of the date and venue of the drug test.
 - ii. On selected employees chosen by the Drug Free Workplace Assessment Committee until all officials and employees have undergone the test.
 - iii. Random selection process or procedure.
 - iv. “For cause” or “probable cause” – when there is a reasonable ground to believe. The following shall be taken into account:
 - 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, increased difficulty in handling assignment, 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.
5. 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:

- i. 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;
 - ii. The randomly selected public officials and employees will fill out and sign a chain of custody form issued to them;
 - iii. The specimen bottles must be properly labelled. Also, taking of specimen samples for screening test must be done in an area where manipulation (e.g. adding of water) is not possible; and
 - iv. Specimen samples found positive in the screening test shall be submitted for confirmatory testing within the same day.
6. The DOH accredited laboratory that will perform the drug testing for the employees, must be situated within the City of San Fernando, Pampanga.
 7. The supplier shall also shoulder the cost of the confirmatory testing for positive employees.
 8. The supplier shall maintain confidentiality of results.

Prepared and submitted by:


 Laurence Andrade
 Procurement Officer- CHRMO

Approved by:


 Gian Carlo R. Angeles
 Acting CHRM Officer

CONFORME:
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signature over Printed Name
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Date

Note: The TOR shall form part of the Contract and should be strictly followed by both parties otherwise, the implementation of the project/ program might be affected as well as the performance of the supplier/ contractor.