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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8737190
Procuring Entity NATIONAL MUSEUM - MANILA METRO MANILA
Title PROCUREMENT OF NMP MANDATORY DRUG TESTING FY 2022
Area of Delivery Metro Manila

Solicitation Number:	NMP-SMS-2022-06-0071	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 - General Support Services	Document Request List	0
Category:	Diagnostic and Laboratory Services	Date Published	09/06/2022
Approved Budget for the Contract:	PHP 132,500.00	Last Updated / Time	08/06/2022 08:36 AM
Delivery Period:	6 Month/s	Closing Date / Time	17/06/2022 10:00 AM
Client Agency:			
Contact Person:	Ana Concepcion Mallari Piang ADMINISTRATIVE OFFICER V R. Burgos St. Ermita Manila Metro Manila Philippines 1000 63-2-3316150 supply@nationalmuseum.gov.ph		

Description

The National Museum of the Philippines (NMP), through the Supply Management Section (SMS), Support Procurement Unit (SPU), invites all eligible suppliers/ merchants/ contractors to bid for the project mentioned above. Bids received in excess of the ABC shall be automatically rejected.

The procurement will be conducted through Alternative Mode of Procurement - Negotiated Procurement, Section 53.9 (Small Value Procurement) of the 2016 Revised IRR of R.A. 9184 otherwise known as the "Government Procurement Reform Act".

Approved Budget for the Contract (ABC): One Hundred Thirty-Two Thousand Five Hundred Pesos (Php 132,500.00).

Note: Please see attached Technical Specification.

Bids must be duly received by the BAC Secretariat SPU through manual submission at the office address indicated below. LATE BIDS SHALL NOT BE ACCEPTED.

In view thereof, the BAC Secretariat SPU requests the submission of your Price Quotation/Bid Proposal for the above project on or before June 17, 2022, not later than 10:00 A.M. Kindly place your quotation/bid proposal in a SEALED ENVELOPE together with three (3) copies the following documentary requirements:

- (a) PhilGEPS Registration Number;
- (b) Mayor's /Business Permit;
- (c) DTI Certificate/SEC Registration Certificate;
- (d) Latest Income Tax (paid through the BIR EFPS with BIR Stamp); and
- (e) Revised Omnibus Sworn Statement (duly Notarized with seal).

The envelope shall bear the following:

- (a) Title of the project to be bid,
- (b) PhilGEPS Posting Reference Number,
- (c) Name, Address and Contact Number of the bidder; and

(d) Addressed to the information indicated below.

The NMP 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

ANA CONCEPCION M. PIANG
Administrative Officer V - SMS
2/F, Supply Section, North Annex of the
National Museum of Fine Arts Building (Motorpool),
Padre Burgos Street, Manila 1000
Tel. No. 8298-1100 Local 1029

ANA CONCEPCION M. PIANG
Administrative Officer V - SMS

Created by	Ana Concepcion Mallari Piang
Date Created	08/06/2022

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**TERMS OF REFERENCE FY 2022
NATIONAL MUSEUM OF THE PHILIPPINES (NMP)
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. 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).

II. RATIONALE

The program shall be spearheaded by the Office of the Director-General (ODG) thru Security Management Section (SMS) in coordination with Human Resource Management Division (HRMD) to ensure that the National Museum of the Philippines (NMP) remain drug-free agency by subjecting public officials and employees to a random mandatory drug test, as a condition for continuous employment.

III. REQUIREMENTS/SPECIFICATIONS

1. The NMP Mandatory Drug Test will cover 75% of total employees in Central office and the duration of the program will be until December 2022.
2. In compliance to the COVID-19 Inter-Agency Task Force (IATF) for the management of emerging infectious disease, the minimum public health and safety protocols during the conduct of the testing must be strictly observed.
3. The schedule of the drug test shall be anytime within the date of effectivity of the contract/agreement with the service provider and NMP. The agreed schedule shall be disclosed and coordinated to NMP ODG-SMS in coordination with HRMD only.
4. The service provider engaged to perform the drug test must meet the following requirements:
 - a) The drug testing laboratory must be duly authorized and accredited by the DOH;
 - b) The service provider has operated for at least 5 years and must have functional/operational clinic/facility located in across NCR.
 - c) Must have personnel undergone and duly trained to safely perform the drug test and specimen collection; (submit proof documents e.g. certificates and licenses)
 - d) Capable of conducting test for Methamphetamine (shabu) and Tetrahydrocannabinol (Marijuana);
 - e) Capable of conducting on-site specimen collection located at the NMP Central Office on an agreed upon schedule;

- f) 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 at no additional cost on the part of NMP;
 - g) The service provider shall submit a checklist or preparatory requirements to the ODG-SMS and HRMD prior to the conduct of the on-site drug testing such as:
 - Pre-Collection Procedure
 - Actual Urine Collection Procedure
 - Data Profiling Procedure
 - Post Collection Procedure
 - h) The service provider shall submit record of completed projects similar to this service; and
 - i) 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
5. The HRMD shall provide list of employees and other information required for the conduct of the Drug Test;
6. The NMP 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. Any provisions to the contrary, the NMP shall have the right to terminate the contract and/or services of the service provider for any unjustifiable cause.

IV. PAYMENT AND DELIVERY

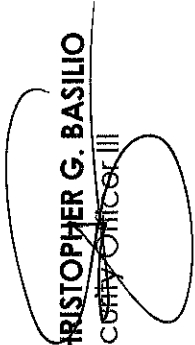
- a) The results of the drug test shall be forwarded to the NMP thru the ODG-SMS in a sealed envelope within 3 working days after the collection of specimens.
- b) Payment shall be based on the actual number of employees who have undergone the drug test and through send-bill arrangement.
- c) The NMP FSD 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. APPROVED BUDGET FOR THE CONTRACT (ABC)

- Total ABC: Php 132,500.00 inclusive of all taxes and additional charges for confirmatory tests
- Fund Source: FY 2022-NPC APP FY 2022

- Mode of Procurement: Small Value Procurement

Prepared by:

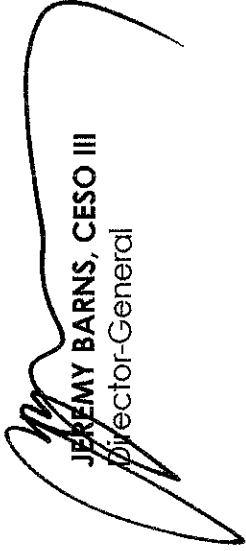

CHRISTOPHER G. BASILIO
Security Officer III

Recommending Approval:


ATTY. MA. ROSENNE M. FLORES-AVILA
Deputy Director-General for Administration


JORELL M. LEGASPI
Deputy Director-General for Museums

Approved:


JEREMY BARNs, CESO III
Director-General