



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

*A modernized and credible customs administration that upholds good governance and is among the world's best*

**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Conduct of Random Drug Testing for POM and OCOM Personnel”** in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project: **Conduct of Random Drug Testing for POM and OCOM Personnel**

Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **One Hundred Eighty-Nine Thousand Four Hundred Twenty Pesos (Php189,420.00) - inclusive of tax**

Specifications:

**LOT 1**

Unit	Specifications
	<p>Pax: 574 Employees</p> <p>The service provider engaged to perform the drug test must meet the following requirements:</p> <ul style="list-style-type: none"> <li>• a government owned or a drug testing laboratory duly authorized and accredited and monitored by the Department of Health (DOH);</li> <li>• has as a stand-alone clinic/facility located within the NCR;</li> <li>• has duly trained personnel to safely perform the drug test and specimen collection (urine);</li> <li>• shall employ two (2) testing methods: the screening and confirmatory tests, if necessary;</li> <li>• capable of conducting test for Methamphetamine Hydrochloride (SHABU) and Tetrahydrocannabinol (MARIJUANA);</li> <li>• capable of conducting on-site specimen collection at Bureau of Customs, Gate 3, Port Area, Manila on agreed upon schedule;</li> <li>• 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 is included in the approved budget;</li> <li>• shall submit a checklist or preparatory requirements to general Services Division (GSD) and Customs Anti-Illegal Drugs Task Force (CAIDTF) – ESS prior to the conduct of the on-site drug testing;</li> <li>• has a track record of completed projects similar to this service;</li> <li>• shall provide the list of personnel who will be on-duty during the scheduled on-site drug testing.</li> <li>• shall not use or disclose such confidential information, or any part thereof, in any manner that what is/are necessary to perform its services under this Agreement or as required by law.</li> </ul>



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| <ul style="list-style-type: none"><li>• Specimen will be collected within 1 day on the agreed date;</li><li>• The individual and summarized tests results shall be delivered to Enforcement Group, Enforcement and Security Services within 3-5 working days upon specimen collection.</li></ul> |
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Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original duly signed Omnibus Sworn Statement (OSS) and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex "A"). **All must be properly signed and sealed. Must be submitted in hard copy. In case of goods kindly indicate the brand being offered in your price quotation form (Annex "A")**

Submission of quotation and eligibility documents is on or before **November 12, 2024, 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.**

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

The BOC reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may contact us at Telefax no. 8526-6571 or email us at [boc-svp@customs.gov.ph](mailto:boc-svp@customs.gov.ph).

Very truly yours,

  
**ISAGAN D. GALSIM**  
Head, BAC Secretariat/  
Chief Administrative Officer  
General Services Division





**PRICE QUOTATION FORM**

Date

The Bids and Awards Committee  
Bureau of Customs  
Port Area, Manila

Project Title: **Conduct of Random Drug Testing for POM and OCOM Personnel**

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

Unit	Description/Specifications	Total Price
<b>LOT 1</b>	<p>Pax: 574 Employees</p> <p>The service provider engaged to perform the drug test must meet the following requirements:</p> <ul style="list-style-type: none"> <li>• a government owned or a drug testing laboratory duly authorized and accredited and monitored by the Department of Health (DOH);</li> <li>• has as a stand-alone clinic/facility located within the NCR;</li> <li>• has duly trained personnel to safely perform the drug test and specimen collection (urine);</li> <li>• shall employ two (2) testing methods: the screening and confirmatory tests, if necessary;</li> <li>• capable of conducting test for Methamphetamine Hydrochloride (SHABU) and Tetrahydrocannabinol (MARIJUANA);</li> <li>• capable of conducting on-site specimen collection at Bureau of Customs, Gate 3, Port Area, Manila on agreed upon schedule;</li> <li>• 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 is included in the approved budget;</li> <li>• shall submit a checklist or preparatory requirements to general Services Division (GSD) and Customs Anti-Illegal Drugs Task Force (CAIDTF) – ESS prior to the conduct of the on-site drug testing;</li> <li>• has a track record of completed projects similar to this service;</li> <li>• shall provide the list of personnel who will be on-duty during the scheduled on-site drug testing.</li> </ul>	



	<ul style="list-style-type: none"> <li>• shall not use or disclose such confidential information, or any part thereof, in any manner that what is/are necessary to perform its services under this Agreement or as required by law.</li> <li>• Specimen will be collected within 1 day on the agreed date;</li> <li>• The individual and summarized tests results shall be delivered to Enforcement Group, Enforcement and Security Services within 3-5 working days upon specimen collection.</li> </ul>	
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Total amount in words:

**The above-quoted prices are inclusive of all costs and applicable taxes.**

Very truly yours,

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Name/ Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Phone/Contact Number

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

(Please submit the photocopies of the above documents upon submission of quotation)

