

**Procurement of Services of a Drug Testing Laboratory  
to Conduct Drug Testing for PHILGUARANTEE Personnel**

**TERMS OF REFERENCE**

**I. Services Required**

1. Conduct Drug Screening (shabu and marijuana) of PHILGUARANTEE personnel at a time and venue to be determined by PHILGUARANTEE; Date of conduct is 15-20 calendar days from receipt of Notice to Proceed.
2. Conduct Confirmatory Test immediately on the same date of drug screening, for specimen sample/s found positive in the screening test;
3. Provide properly labelled specimen bottles;
4. Ensure that the area where the taking of specimen samples is free from possible manipulation (e.g. adding of water);
5. Facilitate the filling-up and signing of a Chain of Custody Form by all personnel subject to drug testing;
6. Submit results to the PHILGUARANTEE within fifteen (15) working days from the conduct of drug testing;
7. Adopt appropriate measures to ensure confidentiality of the test results; and
8. Ensure compliance with all procedures required by regulatory bodies in the conduct of drug testing.

**II. Requirement**

Proof of DOH Accreditation as a Drug Testing Laboratory for non-government entities (please attach Certified True Copy).

**III. Budget**

The Approved Budget for the Contract is as follows:

<b>Test</b>	<b>Rate/No of Pax</b>	<b>Total</b>
Drug Screening (shabu and marijuana)	₱ 300.00 x 203	₱ 60,900.00
Confirmatory Test (as needed)	₱1,000.00 x 23	₱ 23,000.00
Onsite Fee for at least 3 days	₱ 4,400.00 x 3	₱ 13,200.00
<b>Total</b>		<b>₱ 97,100.00</b>

The above rates are VAT-inclusive.

Payment to the service provider shall be based on the actual number of tests conducted.



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