



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Drug Testing Services** which shall be undertaken in accordance with **Section 53.9 (Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget of the Contract (ABC) in the amount of **Php 331,103.01** *Three Hundred Thirty One Thousand One Hundred Three Pesos and 1/100 Only*

Please quote your **best offer** for the **item/s described herein**, subject to the Terms and Conditions provided below. Submit your quotation duly signed by you or your duly authorized representative **not later than** MAY 20 2024 at 11:00 AM through email at bac-secretariat@psa.gov.ph and bacsecretariat.psa@gmail.com

For any clarification, you may contact us at telephone no. **(02) 8374-8263** or email address at gsdprocurement.psa@gmail.com

Minerva E. Esquivias
MINERVA ELOISA P. ESQUIVIAS
 Chairperson, Bids and Awards Committee

TERMS AND CONDITIONS

- 1 Bidders shall provide correct and accurate information required in this form.
- 2 Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- 3 Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- 4 Quotations exceeding the ABC shall be rejected.
- 5 Award of contract shall be made to the lowest calculated and responsive bid (LCRB).
- 6 Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
- 7 In case of two or more bidders are determined to have submitted the LCRB, the PSA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning bidder in accordance with GPPB Circular 06-2005.
- 8 The item/s shall be delivered according to the requirements specified in the Purchase Request (PR).
- 9 The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications.
- 10 Payment shall be made after delivery and upon submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier. Our Government Servicing Bank, **Land Bank of the Philippines**, shall credit the amount due to the identified bank of the supplier **not earlier than twenty four (24) hours, but not later than forty eight (48) hours**, upon receipt of our advice. Please note that the corresponding **bank transfer fee**, if any, shall be chargeable to the account of the supplier.
- 11 Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Documents to be submitted	Deadline	Remarks
Copy of the 2024 Mayor's/Business Permit and valid PhilGEPS Registration	not later than <u>MAY 20 2024</u> at <u>11:00 AM</u>	together with the quotation
Notarized Omnibus Sworn Statement (OSS)		



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
 Telephone: (632) 8938-5267
www.psa.gov.ph

REQUEST FOR QUOTATION

PR No. 24-05-0448

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Item(s) and Specification(s), minimum	Unit	Quantity	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
Drug Testing Services	1	Lot				
(On-site drug testing in the Philippine Statistics Authority Buildings in Quezon City)						
903 pax to be conducted from 17 to 28 June 2024						
Terms of Reference 1. Service provider must be a DOH accredited Drug-Testing laboratory/Service provider. 2. Must be PhilGEPS registered. 3. The service provider will secure the necessary permit form DOH to conduct on-site drug testing to designated PSA Building of the Central Office, at no cost to the procuring agency. 4. The service provider will provide two authorized specimen collectors one for male and one for female, and another two person for registration. 5. The service provider shall provide all the necessary supplies, materials and equipment for drug-testing, specially specimen labels. 6. The service provider shall be responsible for the proper disposal of all used supplies and materials in accordance with DOH Health Care Waste Management and existing LGU ordinance. 7. Drug Test is intended to detect Metamphetamine HCL (Shabu), and Tetrahydrocannabinol (Marijuana). 8. The service provider shall include in the agreemnet confirmatory tests (if needed), and will not incur any additional expense on the PSA. 9. The service provider shall provide drug test certificates, and summary of tested employees. 10. Chain of custody and other necessary forms will be provided by the service provider. 11. In the event that other PSA personnel were not able to attend the scheduled on-site drug test, the service provider shall continue to acceppt employees through walk-in at their establishment up to ten)10) calendar days after the scheduled on-site testing. 12. Payment shall be based on the actual number of personnel who have undergone the drug-test, and there will be no additional fees for walk-in or on-site testing.						
*Payment Procedure <i>Government Procedure.</i>						
Total amount in words:						

Printed name of the authorized representative: _____ Signature: _____

Name of Company: _____ Position: _____

Address: _____ Email address: _____

Fax No.: _____ Tel. No.: _____ Mobile No.: _____

Date: _____