



LANDBANK

SERVING THE NATION

**SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20220623-02**

PROJECT : Drug Testing Services for LBP Plaza-based LANDBANK Employees

IMPLEMENTOR : HOBAC Secretariat Unit

DATE : November 11, 2022

This Supplemental/Bid Bulletin is issued to modify, amend and/or clarify certain items in the Bid Documents. This shall form an integral part of the Bid Documents.

Modifications, amendments and/or clarifications:

- 1) The bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The the Terms of Reference (Annexes D-1 to D-3), Technical Specifications (Section VII) and Checklist of Bidding Documents (Item 12 of Technical Documents and Item 14 of Other Documents to Support Compliance with Technical Specifications) have been revised. Please see attached revised Annexes D-1 to D-3 and specific sections of the Bidding Documents.


ATTY. HONORIO T. DIAZ, JR.
Head, HOBAC Secretariat

**TERMS OF REFERENCE
FOR DRUG TESTING SERVICES
FOR LBP PLAZA-BASED LANDBANK EMPLOYEES**

I. NATURE OF SERVICES TO BE PROVIDED:

Service provider shall conduct drug screening tests to randomly selected LANDBANK Head Office-based employees using qualitative immunoassay drug testing kits for *amphetamine/methamphetamine* and *tetrahydrocannabinol/cannabinoids* to maintain a work environment free from the use of dangerous drugs and comply with the following laws:

- **Republic Act 9165** *Comprehensive Dangerous Drugs Act of 2002*;
- **Malacañang Memorandum Circular No. 89 Series of 2015** *Implementation and Institutionalization of the National Anti-Drug Action Plan*;
- **Dangerous Drugs Board (DDB) Regulation No. 2 Series of 2004** *Guidelines for the Formulation and Implementation of a Drug-Free Workplace Program and The Conduct of Authorized Drug Testing By All Offices, Bureaus and Agencies of the National and Local Governments, Government-Owned and Controlled Corporations and Other Institutes of Learning Including State Colleges and Universities*;
- **Civil Service Commission (CSC) Memorandum Circular No. 13 Series of 2010** *Guidelines for a Drug-Free Workplace in the Bureaucracy*; and
- **CSC Memorandum Circular No. 13 Series of 2017** *Guidelines in the Mandatory Random Drug Test for Public Officials and Employees and for Other Purposes*.

II. SCOPE OF RESPONSIBILITIES

1. Conduct of (2)-panel drug screening tests using qualitative immunoassay drug testing kits for <i>amphetamine/methamphetamine</i> and <i>tetrahydrocannabinol/cannabinoids</i>	4,225 employees (<i>number of head office-based employees</i>) plus a buffer of 211 employees (5% of 4,225)
2. Set up of Random Drug Test site at the LANDBANK Plaza (<i>with the necessary DOH permits on an agreed upon schedule</i>) or at the drug testing laboratory for referred cases of employees	Estimate of forty-eight (48) runs for two (2) years
3. Process confirmatory tests conducted by an independent Department of Health (DOH)-accredited confirmatory laboratory using gas chromatography/mass spectrometry for <i>tetrahydrocannabinol</i> and <i>methamphetamine</i> for positive drug screening test results	Estimate of 127 pax for confirmatory testing in excess of the first six (6) free analytes
4. Adjustment of quantities of cost components may be allowed, when need arises, provided that the total contract price is not exceeded	
5. Conduct of Drug Dependency Assessment (DDA) for those with positive confirmatory drug tests by a medical practitioner accredited by the DDB/ DOH	Estimate of 127 hours for DDA
6. Conduct of Drug Abuse Awareness and Prevention Lectures/Drug Test Orientations to be conducted at worksite or via online platform	Two (2) Sessions

REVISED ANNEX D-1

Submittals:

- a. Deployment of authorized specimen collectors/specimen custodians to supervise collection of drug testing specimens at LBP Plaza;
- b. Provision of DOH-prescribed specimen bottles with sticker labels, security seals, thermal scanner and Drug Testing Custody and Control Forms;
- c. Use of DOH-DDB (Dangerous Drugs Board) Integrated Drug Test Operations Management Information System (IDTOMIS) for data encoding, biometrics and report generation;
- d. Computerized random generation of employees' names for drug testing;
- e. Clinical correlation of all drug testing results by a DDB/DOH-accredited physician;
- f. E-mail soft copies of IDTOMIS results with original signature of the authorized signatory/Head of Laboratory within seven (7) working days from date of testing;
- g. Issuance of referrals to DOH-accredited treatment and rehabilitation centers; and
- h. Maintain records/results of employees and ensues privacy and confidentiality

III. Qualifications and Documentary Requirement

Qualification Requirement	Documentary Requirement
1. Drug testing laboratory duly authorized and accredited by the Department of Health (DOH);	1.1 Certification of accreditation as drug testing laboratory duly authorized and accredited by the Department of Health (DOH). In case of near expiry of the current certification of accreditation, this shall be accepted together with the official receipt as a proof that the service provider has applied for its renewal.
	1.2 Certification by the Dangerous Drugs Board/Dept. of Health as a medical practitioner accredited to conduct Drug Dependency Examination.
2. Operating for at least five (5) years	2. Business permit or any equivalent documents reflecting at least five (5) years of operations prior to the opening of bids.
3. With at least five (5) current corporate clients	3. List of at least five (5) current corporate clients with contact person and contact details.
4. Other documents as may be required under RA 9184	

IV. Working Arrangements

- 1. Conduct of periodic/random drug testing at LBP Plaza (or at drug testing laboratory premises) for referred cases on schedules to be agreed upon until all LBP regular employees are covered
- 2. Duration of contract is two (2) years, to commence upon the first conduct of RDT.

V. Delivery Site: LBP Plaza, 1589 M.H. Del Pilar corner Dr. J. Quintos Sts., Malate Manila

Contact Person: ADRIAN JOSEPH B. ALBANO
Human Resource Management Analyst

REVISED ANNEX 0-2

VI. Manner of Payment:

Payment shall be made based on actual services rendered by the provider subject to submission of Certificate of Satisfactory Services rendered by the provider as attested by the Employee Relations Department.

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Technical Specifications

Specification	Statement of Compliance
<p data-bbox="231 1265 837 1332">Drug Testing Services for LBP Plaza-based LANDBANK Employees</p> <ol data-bbox="231 1400 853 1713" style="list-style-type: none"><li data-bbox="231 1400 853 1489">1. Scope of works and other requirements per attached Revised Terms of Reference (Annexes D-1 to D-3)<li data-bbox="231 1523 853 1713">2. The documentary requirements enumerated in Section III (Annex D-2) of the Revised Terms of Reference shall be submitted in support of the compliance of the Bid to the Technical Specifications and other requirements. <p data-bbox="287 1747 853 1848">Non-submission of the documents/requirements may result in bidder's post-disqualification.</p>	<p data-bbox="869 436 1412 593">Bidders must state below either "Comply" or "Not Comply" against each of the individual parameters of each Specification preferably stating the corresponding performance parameter of the product offered</p> <p data-bbox="869 627 1420 1198">Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</p> <p data-bbox="989 1265 1300 1332">Please state here either "Comply" or "Not Comply"</p>

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Checklist of Bidding Documents for Procurement of Goods and Services

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

Eligibility and Technical Components (PDF File)

- The Eligibility and Technical Component shall contain documents sequentially arranged as follows:

- Eligibility Documents – Class “A”

Legal Eligibility Documents

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages).

Technical Eligibility Documents

2. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture 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. (sample form - Form No. 7).
3. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).
4. Statement of the prospective bidder identifying its Single Largest Completed Contract (SLCC) similar to the contract to be bid within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the sample form (Form No. 4).

Financial Eligibility Documents

5. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

6. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
- Eligibility Documents – Class “B”
7. Duly signed valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.
 8. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
 9. Certification from the DTI if the Bidder claims preference as a Domestic Bidder, if applicable.
- Technical Documents
10. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 11. Section VI – Schedule of Requirements with signature of bidder's authorized representative.
 - 12. Revised Section VII – Specifications with response on compliance and signature of bidder's authorized representative.**
 13. Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).

Note: During the opening of the first bid envelopes (Eligibility and Technical Components) only the above documents will be checked by the BAC if they are all present using a non-discretionary “pass/fail” criterion to determine each bidder's compliance with the documents required to be submitted for eligibility and the technical requirements.

- Other Documents to Support Compliance with Technical Specifications [must be submitted inside the first bid envelope (Eligibility and Technical Components)
 - 14. Certification of accreditation as drug testing laboratory duly authorized and accredited by the Department of Health (DOH). In case of near expiry of the current certification of accreditation, this shall be accepted together with the official receipt as a proof that the service provider has applied for its renewal.**
 15. Certification by the Dangerous Drugs Board/Department of Health as a medical practitioner accredited to conduct Drug Dependency Examination.
 16. Business permit reflecting at least five (5) years of operations prior to the opening of bids.
 17. List of at least five (5) current corporate clients with contact person and contact details.
- Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:
 1. Business Tax Returns per Revenue Regulations 3-2005 (BIR No.2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through EFPS.
 2. Latest Income Tax Return filed manually or through EFPS.
 3. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 4. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
 5. Duly notarized Secretary's Certificate designating the authorized signatory in the Contract Agreement if the same is other than the bidder's authorized signatory in the bidding (sample form – Form No. 7).

Financial Component (PDF File)

- The Financial Component shall contain the documents sequentially arranged as follows:
 1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form - Form No.1).
 2. Duly filled out Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2).

Note: The forms attached to the Bidding Documents may be reproduced or reformatted provided the information required in the original forms and other requirements like signatures, if applicable, are complied with in the submittal.