



## INVITATION TO BID

The Western Mindanao State University, through its Bids and Awards Committee (BAC), is inviting PhilGEPS registered suppliers to apply for eligibility and to submit bids for the item mentioned hereunder:

Name of Project: **Procurement of Laboratory Services for the mandatory Randomized Drug Testing of College, Post-Graduate and Post-Baccalaureate**

Approved Budget Cost: **PHP 120,000.00**

Purchase Request No.: **PR 25-08-361**

Closing Date: **October 7, 2025 9:30 AM**

*1.) One (1) Lot of LABORATORY SERVICES FOR THE MANDATORY RANDOMIZED DRUG TESTING OF COLLEGE, POSTGRADUATE, AND POST BACCALAUREATE STUDENTS*

*200 STUDENTS (50/month from SEPTEMBER TO DECEMBER 2025)  
MUST INCLUDE COST OF CONFORMITY DRUG TEST SHOULD A SAMPLE YIELD POSITIVE RESULTS DURING THE SCREENING TEST*

### *General Requirements:*

*The University Health Services Center is procuring the services of a Department of Health (DOH)-accredited drug testing laboratory to perform mandatory randomized urine drug testing for college, post-baccalaureate, and post-graduate students. This shall be conducted annually as part of the university's commitment to maintaining a drug-free educational institution in accordance with:*

*?Commission on Higher Education Memorandum Order (CMO) No. 18, series of 2018*

*?Republic Act 9165: Comprehensive Dangerous Drugs Act of 2002, Article III, Section 36(c)*

### *Scope of Services:*

*?Provision of mobile laboratory services to facilitate on-site collection of urine specimens within the university premises.*

*?Provision of all supplies, equipment, and personnel necessary for the collection, handling, transport, and analysis of urine specimens.*

*?Capacity to conduct drug testing for 2-5% of the total student population per academic year or 1-2.5% per semester excluding first-year students and transferees who submitted drug test results upon enrollment (Estimated coverage: 400 - 1,000 students per academic year)*

### *Specific Requirements:*

*?Accreditation and Compliance*

*The laboratory must be DOH-accredited for drug testing*

*Must strictly adhere to CHED CMO No. 18, s. 2018 and DOH Guidelines for the conduct of drug testing in schools*

*Must comply with the chain of custody, confidentiality, and reporting protocols outlined in the CHED memorandum and the university's established guidelines*

*?Mobile Laboratory Capability*

*Must provide a mobile drug testing facility or establish temporary collection sites within the university that ensure:*

*-Privacy and safety for each student*

*-Proper sanitation and security of specimen collection*

*-Supervised collection as per DOH protocols to prevent tampering*

*-Must have the capacity to collect specimens from a minimum of 100 students per day*

*?Testing and Analysis*

*Must perform screening tests and confirmatory tests in accordance with DOH standards*

*Testing must include but is not limited to the following substances:*

*-Methamphetamine (Shabu)*

*-Tetrahydrocannabinol (Marijuana)*

*Must ensure turnaround time of results within 3-5 working days after specimen collection.*

*?Confidentiality and Data Protection*



*Must strictly ensure confidentiality of all test results*

*Must provide secured reports only to authorized university officials within the Drug-Free Committee.*

*Must follow data privacy protocols as per the Data Privacy Act of 2012.*

*?Reports and Documentation*

*Must provide:*

*-Master list of tested students (without test results indicated)*

*-Individual drug test results*

*-Summary report for submission to CHED and the Dangerous Drugs Board (DDB) if required*

*-Must comply with documentation and reporting protocols under CHED CMO No. 18, s. 2018.*

*?Cost*

*The cost per drug test should be within the estimated budget of PHP 150 - 300 per test, fully shouldered by the university as mandated by R.A. 9165.*

*Quotation must include all ancillary costs such as:*

*-Mobile laboratory deployment*

*-Medical supplies*

*-Laboratory fees*

*-Personnel costs*

*Other Requirements:*

*?Company Profile with proof of experience in school-based drug testing*

*?List of mobile laboratory equipment and proposed set-up to establish mobile collection sites*

*?Compliance statement with CHED CMO No. 18, s. 2018*

*?Valid Business Permit, PhilGEPS Registration Number, and other standard documentary requirements*

*?Proposed testing workflow and schedule*

*?Must have a designated point of contact or project manager for coordination with the university's Drug-Free Committee*

*?Must be available for orientation sessions or briefings with university officials and students as required*

*?Must accommodate adjustments based on the Drug-Free Committee's schedule, academic calendar, and university events*

*Duration of Engagement:*

*The contract shall be valid for one academic year, renewable subject to the performance evaluation and university procurement policies.*

*Payment Terms:*

*Payment shall be made per batch of tested students upon submission of billing statement, master list, and all required reports. Payment schedule to follow university disbursement protocols.*

*NOTE: Please see attached technical specifications as approved by the University President*

*The criteria to be used for the eligibility check of the prospective bidders, examination and evaluation of bids, post-qualification and all matters relevant to this procurement shall be in accordance with Republic Act. No. 9184 (The Government Procurement Reform Act) and its Implementing Rules and Regulations.*

*Pursuant to Annex "H" documentary requirements interested bidders are required to submit their valid and current Mayor's Permit, PhilGEPS Registration and other relevant documents (if necessary), upon the submission of quotation.*

*Award of contract shall be made to the lowest calculated and responsive bid, which complies with the necessary 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 initiated*



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**  
Normal Road, Baliwasan Zamboanga City  
www.wmsu.edu.ph  
Telephone: 062-991-1771 LOC 1003



*by the bidder or his/her duly authorized representative/s.*

*Submission of Quotation and eligibility documents is on or before October 7, 2025 9:30 AM at the BAC Office, 2nd Floor, Admin Building, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City. Open submission may be submitted manually, email (bac@wmsu.edu.ph) or through facsimile at (062) 991-1771 loc 1003*

*For inquiries, you may coordinate with the BAC Secretariat at telephone no. (062) 991-1771 loc 1003*

*The WESTERN MINDANAO STATE UNIVERSITY reserves the right to reject any or all Bids and to accept the bid most advantageous to the government, and to award the contract by lot, if warranted.*

REQUEST FOR QUOTATION
Western Mindanao State University

Quotation No.:

PR No.: 25-08-361

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than at 9:30 A.M. in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

JOSELITO D. MADROÑAL, DPA
BAC Chairperson for GOODS

- NOTE:
1 ALL ENTRIES MUST BE TYPEWRITTEN
2 DELIVERY PERIOD CALENDAR DAYS UPON RECEIPT OF THE PURCHASE ORDER.
3 WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES AND MATERIALS. ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY WESTERN MINDANAO STATE UNIVERSITY
4 PRICE VALIDITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPON RECEIPT OF THE PURCHASE ORDER
5 G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

Table with 6 columns: Item No., Qty, Unit, Item and Description, Approved Budget for the Contract (ABC), Unit Cost, Total Cost. Row 1: LABORATORY SERVICES FOR THE MANDATORY RANDMOIZED DRUG TESTING OF COLLEGE, POSTGRADUATE, AND POST BACCALAUREATE STUDENTS. 200 STUDENTS (50/month from SEPTEMBER TO DECEMBER 2025). MUST INCLUDE COST OF CONFORMITY DRUG TEST SHOULD A SAMPLE YIELD POSITIVE RESULTS DRING THE SCREENING TEST.

EPS Reference Number :
EPS Solicitation Number :
EPS Closing Date :

1 of 3

Brand & Model :
Delivery Period :
Warranty :
Price Validity :

After having carefully read and accepted your General Conditions, the foregoing are our price quotation for the items above indicated.

PhilGEPS Certificate No.:
Certificate Reference No.:

REY ESPIRITUSANTO / DANNI VINCENT VILLAREAL
Canvasser

Printed Name/Signature
Tel .No./Cellphone #
Date



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Table with 6 columns. The first column contains detailed requirements for drug testing services, including adherence to CHED CMO No. 18, s. 2018 and DOH Guidelines, mobile laboratory capabilities, confidentiality, and documentation requirements.

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Table with 6 columns. Row 1 contains detailed requirements for personnel costs, other requirements (company profile, mobile lab, compliance, etc.), duration of engagement, and payment terms. Row 2 contains a note for the Office of Student Affairs of the University.

Total:

EPS Reference Number :
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3 of 3

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