

# **A D V I S O R Y**

## **ATTENDEES FOR THE PREBID CONFERENCE UNDER PB NO. 20-022-3: CONSTRUCTION OF ASCOM FACILITIES AT CAMP AQUINO, TARLAC FOR THE BASES CONVERSION AND DEVELOPMENT AUTHORITY**

The Procurement Service, in line with guidelines of the Department of Health, would like to ensure that preventive efforts and measures are observed by the attendees and the responsible office who will undertake the Pre-bid Conference for the above mentioned project. Kindly be informed of the following arrangements for the activity:

### **1. For the Bidders**

- a. The Procurement Service shall limit the number of attendees to a maximum of two (2) representatives per organization.
- b. The prospective bidders/representatives with travel history from outside of the Philippines for the last three (3) weeks are advised not to attend the activity.
- c. The prospective bidders/representatives shall wear their face mask and/or face shield and shall also ensure that social distancing is maintained at all times
- d. PS security personnel shall conduct a non-contact temperature check on all prospective bidders/ representatives. Any person with a temperature of 37.5°C and above shall not be allowed to enter the premises.
- e. PS security personnel shall provide the prospective bidders/representatives with a Survey Form and shall be accomplished before logging-in on the entry logbook.
- f. The prospective bidders shall be ushered and assisted by the Bids and Awards Committee Support Staff to the 2<sup>nd</sup> floor conference room for the submission of their bid proposals.
- g. The bidders/representatives shall be guided further to the Conference Room A and separately witness the Pre-bid Conference.
- h. Finally, prospective bidders/ representatives shall bring their own ball pen for purposes of signing their attendance in the meeting.

### **2. For the Client Agency**

- a. The Procurement Service shall limit the number of attendees to a maximum of two (2) representatives per invited office/unit.

- b. The client agency representatives with travel history from outside of the Philippines for the last three (3) weeks are advised not to attend the activity.
- c. The client agency representatives shall wear their face mask/face shield at all times.
- d. PS security personnel shall conduct a non-contact temperature check on all client agency representatives. Any person with a temperature of 37.5°C and above shall not be allowed to enter the premises.
- e. PS security personnel shall provide the client agency representatives with a Survey Form and shall be accomplished before logging-in on the entry logbook.
- f. The client agency representatives shall be ushered and assisted by the Special Bids and Awards Committee Support Staff to the 2<sup>nd</sup> floor conference room for attendance compliance.
- g. The client agency is likewise expected to bring their own ball pen for purposes of signing their attendance in the meeting.

### **3. Provision of Video Conference Platform**

The Special Bids and Awards Committee shall provide the invitees a link, thru their email addresses, to join/view the video conference thru Google Meet platform.

**(SGD.)**

**ENGR. JAIME M. NAVARRETE JR.**

Chairperson, Special Bids and Awards Committee