

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

## **ATTENDEES FOR THE OPENING OF BIDS 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 Opening of Bids 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 one (1) representative per organization.
- b. The prospective bidder/representative with travel history from outside of the Philippines for the last three (3) weeks is advised not to attend the activity.
- c. The prospective bidder/representative shall wear his face mask and 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 the prospective bidder/representative. 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 bidder/representative with a Survey Form and shall be accomplished before logging-in on the entry logbook.
- f. The prospective bidder shall be ushered and assisted by the Special Bids and Awards Committee Support Staff to the 2<sup>nd</sup> floor conference room for the submission of their bid proposals.
- g. The bidder/representative shall be guided further to the Conference Room B and separately witness the Opening of Bids.
- h. The bidder/ representative shall be required to present a medical certificate with a negative RT-PCR or rapid test result.
- i. 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. 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.

- b. The client agency representatives shall wear their face mask and face shield at all times.
- c. 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.
- d. PS security personnel shall provide the client agency representatives with a Survey Form and shall be accomplished before logging-in on the entry logbook.
- e. 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.
- f. 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**

Pursuant to the General Community Quarantine and strict implementation of physical distancing due to the pandemic, the scheduled meeting may be accessed thru this link: [meet.google.com/aqy-xxdn-gno](https://meet.google.com/aqy-xxdn-gno) for online access via Google Meet. In relation thereto, once you entered the Google Meet room, kindly rename your account with your respective name and agency or company name.



**ENGR. JAIME M. NAVARRETE, JR**  
Chairperson, Special Bids and Awards Committee