



ADVISORY

ATTENDEES FOR THE OPENING OF BIDS FOR THE DESIGN AND BUILD CONTRACT FOR THE DAVAO HIGH PRIORITY BUS SYSTEM (HPBS) PROJECT - CONTRACT NO. 04 SASA DEPOT AND STO. NINO DEPOT OCB No. 22-003-5

The Procurement Service – Department of Budget of Management (PS-DBM), in line with IATF Guidelines on Covid-19 health protocols, 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 on September 21, 2022. Kindly be informed of the following arrangements for the activity:

1. For the Bidders

- a. 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 his/her face mask 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 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 Health Declaration Form and shall be accomplished before logging-in on the entry logbook.
- f. The prospective bidders/representatives shall be ushered and assisted by the Bids and Awards Committee Support Staff to the venue for the activity.
- g. The attendees shall be required to present their **COVID Vaccination ID indicating completion of vaccine doses**.
- h. No eating and drinking inside the conference room during the whole duration of the meeting.
- i. Finally, prospective bidders/representatives shall bring their own ball pen for purposes of signing their attendance in the meeting.

2. Provision of Video Conference Platform

The Scheduled meeting may be accessed via Zoom platform thru this link: <https://us02web.zoom.us/j/84745075429?pwd=VFFNK21sZ25FR3dTZU9ZS1g0dkVPZz09>. In relation thereto, all online attendees are also hereby instructed to pre-register via this Google Form link: https://docs.google.com/forms/d/e/1FAIpQLSfL3gcnJnBvUAWZH1NNdipFwSF22sag-FTtUSMhcNGYz_aLxQ/viewform

Further, upon joining the online meeting, attendees are expected to rename their account to this format: **Company/Organization_Name of Representative.**

Live streaming of the scheduled Opening of Bids may be accessed thru Procurement Service -PhilGEPS and Department of Transportation - Philippines Facebook pages.

To facilitate processing of the bid evaluation, bidders are kindly requested to follow the bid format submission instructions in addition to the requirements as per ITB and ITB 21. Please see attached **Annex "A"** for the Advisory on Bid Submission format.

For any clarifications in relation to this advisory, you may contact the BAC Secretariat through this email: bac5_dhpbscp04@ps-philgeps.gov.ph.

For your information and guidance.

SIGNATURE REDACTED

JULIUS M. SANTOS

Chairperson, Bids and Awards Committee V

Advisory on Bid Submission format

To facilitate processing of the bid evaluation, bidders are kindly requested to follow the bid format submission instructions below in addition to the requirements as per ITB 20 and ITB 21. :

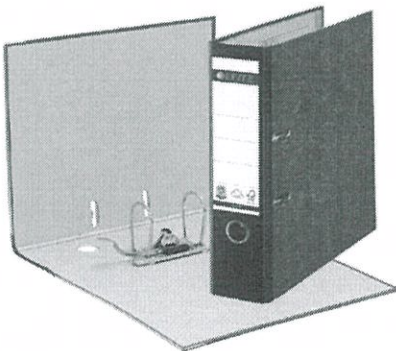
- All documents will have a header or footer clearly stating:
 - Bidder's name
 - OCB 22-003-5
 - Page number of total pages (Ex: page 1 of 15)

Example:

OCB 22-003-5, BIDDER'S NAME

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- The ORIGINAL will be submitted using an A4 size paper (210 × 297 mm / 8.3 × 11.7 inches). But for technical drawings and other applicable documents, bidders may use a different-sized (bigger) paper for clarity of bid submission.
- The ORIGINAL will be submitted in one or several **binders** (using a **lever arch file** that will fit **A4-sized paper**) clearly marked with its contents



- The bidders are reminded that as per ITB 21.3 that if bids are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the Bid.