



A D V I S O R Y

ATTENDEES FOR THE SUBMISSION AND OPENING OF BIDS FOR THE CONSTRUCTION OF SPECIAL AND TECHNICAL STAFF BUILDING FOR SPECIAL SERVICE CENTER (SCC) AND DIVISION ADMINISTRATIVE COMMAND (DACC) AT FORT BONIFACIO, TAGUIG CITY PB No. 21-023-3

The Procurement Service, in line with guidelines of the Inter-Agency Task Force on Emerging Infectious Disease and 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 Submission and Opening of Bids for the above mentioned project on April 19, 2021. 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 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 bidders/representatives with a Survey 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 bidders/representatives shall be required to present a medical certificate with a negative RT-PCR or rapid test result.
- h. Finally, prospective bidders/representatives shall bring their own 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 four (4) 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 Bids and Awards Committee Support Staff to the venue for attendance compliance.
- f. The client agency is likewise expected to bring their own 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: [\[REDACTED\]](#). In relation thereto, once you entered the on-line meeting room, kindly rename your account with your name and the respective agency or company you are representing.

SIGNATURE REDACTED

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