



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

SUPPLEMENTAL BID BULLETIN No. 001
04 September 2020

PROCUREMENT OF 2020 FREEDOM OF INFORMATION (FOI)
COLLATERALS

(PROCUREMENT CONTRACT No. 2020-PCOO-I-002)

Guidelines on the Purchase
of Bidding Documents

Under Memorandum dated 14 August 2020 from the Presidential Security Group (Task Force) on the Mandatory RT-PCR Test for All Civilian Workers/Employees, “All personnel inside Malacañang Complex including all dependents, tenants or civilian workers must undergo RT-PCR test to detect all those infected with COVID 19”. As such, please be advised of the following guidelines on the purchase of bidding documents:

- I. In line with the resumption of on-site work by the PCOO Personnel on 07 September 2020, bidders may purchase the bidding documents between **07 September to 10 September 2020** from 9:00 AM to 3:00 PM only before the deadline for the submission of bids on 11 September 2020 at 9:00 A.M.
- II. Prospective bidders will have to present a PCR or swab test with a **NEGATIVE** result for Covid-19 in order to be allowed entry by the PSG into the Malacañang Complex, and consequently the New Executive Building, in order to purchase bidding documents;
- III. Bidders shall be required to have their temperature checked at the gate and to wear face mask and face shield on the premises at all times;
- IV. Prospective bidders who are not able to present a PCR or swab test with a negative result for Covid-19 can make prior arrangements with Ms. Mercelita H. Tambis or her representative from the PCOO’s Cash Section at **0917-1744509** or **cashsection@pco.gov.ph** to be able to purchase bidding documents at Gate 2, Malacañang Complex;
- V. Bidders should notify the Cash Personnel ahead of time before going to the Malacañang Complex should he intend to purchase the bidding documents. This is to ensure that the designated Cash

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Personnel is on stand-by at Gate 2 during the official business hours;

- VI. The Bidder shall accomplish the Bid Purchase Form and pay the required bidding fee of ***Five Thousand Pesos (Php 5,000.00)***. After payment, the Cash Personnel will issue the official receipt.
- VII. The official receipt shall be included as an attachment on the ***Eligibility Documents (First Envelope)*** and presented during the Opening and Evaluation of Bids on **11 September 2020, 10:00 A.M.**

For more information, interested suppliers are advised to send their written requests for clarifications to:

Atty. MARK ANTHONY C. DE LEON
Director for Procurement Management
Head – Bids and Awards Committee Secretariat
Presidential Communications Operations Office
Basement Level, New Executive Building
Malacañang Complex, Manila
Telefax No: (+632) 935-248-1213
Email: **bac1@pco.gov.ph**
Website: **<https://pcoo.gov.ph>**

(ORIGINAL SIGNED)
USec. MARVIN R. GATPAYAT
Chairperson
Bids and Awards Committee – I



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Bid Purchase Form

| | |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Procurement Project and Contract Number | PROCUREMENT OF 2020 FREEDOM OF INFORMATION (FOI) COLLATERALS (Procurement/Contract No. 2020-PCOO-I-002) |
| Company Name | |
| Company Address | |
| Representative | |
| Designation of the Representative | |
| Phone Number | |
| Email Address | |
| Bid Price | <u>PHP 5,000.00</u> |

**Please include this purchase form on the legal and technical documents to be submitted to the BAC along with the official receipt.*