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MEMORANDUM CIRCULAR NO. 12
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T O: All Concerned

R E: Guidelines Governing the Entry of Suppliers with Awarded Contracts into the VSU Campus for Transient Stay in Designated Accommodation

RATIONALE

Procurement and deliveries of needed supplies and equipment for the continued functioning of the government has not been suspended. Thus, all agencies have to ensure that services are fully delivered, and necessary supplies, goods and equipment must be procured. Rules under RA 9184 and its attending timelines have not been changed nor revoked, even with the issuance of Republic Act No. 11469 or the Bayanihan to Heal as One Act.

The Visayas State University has to continue its functions by disbursing allocated funds provided by the National Government in the fulfilment in its mandate. The 2020 GAA includes procurement of supplies, equipment and infrastructure that requires entry to the campus of non-VSU residents for proper spending. However, due to the restrictions brought about by the COVID-19 pandemic, deliveries of goods, equipment and services including subsequent payments are affected.

This Guidelines is issued to ensure that the Procurement Procedure of the University will not be hampered, particularly on the delivery of goods and construction of the different infrastructure.

Definition of Terms:

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| 1. Qualified Suppliers | - Suppliers who have been awarded with a contract to supply the goods and equipment. |
| 2. Qualified Contractors | - Bidders awarded to proceed with the construction. |
| 3. Liaison Officer | - A person from the contracting business, company, designated as such to ensure information are timely transmitted between responsible person in VSU and the qualified contractor. |
| 4. Transient Person(2) | - An individual who have been assigned by a contracting company to deliver the goods and to personally conduct the installation of the equipment or delivery of supplies, provide training on the use, testing and commissioning of the equipment. This shall also include individuals who will supervise the technicians from the contracting companies. |

5. End-user(s) - Requesting unit/department or person of supplies, equipment and goods.
6. Accommodations - Apartelle and the Core Value Cottages only.

PROCEDURE:

A. How to enter Baybay City

1. All qualified suppliers must first coordinate with the Office of the President of VSU through the VSU Procurement Units (Ms. Jessamine C. Ecleo) or to the Chairman of the BAC signifying their intention to enter VSU campus for the delivery, installation, testing and commissioning of supplies, goods and equipment.
2. All letters of intent must be referred to the USHER to evaluate compliance to health protocols.
3. With recommendations of the USHER and approval from the Office of the President, the same shall be referred to the BAC Chairman or Secretariat and the Supply and Property Unit for coordination.
4. Qualified contractors/suppliers or their representatives must also coordinate with the Baybay City Local IATF or the Baybay Emergency Rescue Unit (BERU) to ensure compliance to health protocols of the city specially on border requirements, stating therein the nature of their visit, place(s) of origin, expected dates of arrival and departure including their destination.
5. Once given the authority to enter to the city and in close coordination with the USHER for compliance to the University protocols, the President may now sign the authority to enter VSU Campus.
6. Upon receipt of the Certificate of Acceptance from Baybay LGU, qualified suppliers/contractors shall inform the USHER through email (elwinjay.yu@vsu.edu.ph or merrychristl.guinocor@vsu.edu.ph) copy furnished the BAC Secretariat with email address jecleo@vsu.edu.ph, dilberto.ferraren@vsu.edu.ph and Alicia.flores@vsu.edu.com regarding their arrival indicating the mode of transport, exact date of travel, expected time of arrival and departure.
7. **Qualified supplier must travel in coordination with Baybay City Local IATF or Baybay Emergency Rescue Unit (BERU) to avoid denial of entry to the City and ensure smooth transfer from the port of entry to the City/VSU. (Note carefully to avoid loss of time and waste of money).**
8. Qualified suppliers and their representatives must first pass through the COVID-19 Ligtas Center in the new WLPH for evaluation and issuance of certificate.

B. How to enter VSU Campus?

1. All transient/qualified suppliers must be transferred to VSU thru BERU with their corresponding certification that they are not required to undergo quarantine.
2. Before departing from the COVID-19 Ligtas Center, the arriving transient /qualified suppliers must call USHER staff (Ms. Jan Ana M. Salar – 09632656215

or Zarlín Jecel Z. Compendio – 09199063657) informing their transfer from COVID Ligas Center to VSU. Upon arrival at VSU, USHER must inform the Procurement Office. The Procurement Office or Supply Office must inform the IGP and Auxiliary Services Office regarding the arrival and start the monitoring of transient personnel of suppliers.

3. The Security personnel on duty shall be informed by USHER of their arrival. The Security personnel on duty directs the BERU to directly proceed to the assigned accommodation. Personnel from USHER will evaluate/examine these persons at the accommodation site.
4. Payment of lodging or accommodation should be shouldered by the company.


C. Conduct within the VSU Campus

1. Qualified suppliers and their personnel are not allowed to go out of the accommodation facility without prior clearance from the USHER.
2. A transport vehicle shall be provided to ferry them based on the set itinerary.
3. The itinerary will be provided to the personnel, and should be strictly followed.
4. Food must be served by the VSU Pavilion/Guesthouse through its Manager. (Reservations can be coursed through Ms. Arrah Mae C. Godoy – 09166210877).
5. Existing health protocols must be followed at all times including but not limited to:
 - a. Social distancing
 - b. Frequent handwashing / use of alcohol and other alcohol based sanitizers.
 - c. Wearing of face masks and face shields.

D. On the day of departure

1. Bills (accommodation and food) must be settled and must present official receipt as proof of payment.
2. Ensure that all personal belongings are intact and carried upon check out. Laundry is not allowed in the Apartelle or Core Value Cottages.

For information, guidance and compliance.


EDGARDO E. TULIN
President