



## MEMO: COVID19 Prevention and Control Measures for Suppliers

Date: May 29, 2020

TO: ICTSI Accredited Suppliers

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Dear Valued Partners,

To safeguard the health and safety of our company and yours, we have established the following preventive measures against Coronavirus (COVID-19). This will be applicable to all suppliers/contractors who will be accessing all ICTSI workplace.

**Only suppliers/contractors with awarded projects/Purchase Orders will be allowed on-site.** Face-to-face meetings will be avoided at all possible instances. Teleconference and sharing of site pictures will be used instead of physical pre-bid meetings and site inspections. If site inspection cannot be avoided, suppliers/contractors must inform the corresponding ICTSI Project Owner of its personnel details prior to the schedule to get the necessary clearances.

For suppliers/contractors with awarded projects/Purchase Orders, all are required to submit the following prior to deployment/delivery:

1. Notarized Copy of **Vendor Certification on Compliance with COVID19 Protocol**;
2. Signed Copy of **Vendor's Checklist For Covid-19 Prevention And Control** and all applicable supporting documents;
  - Supplier/Contractor shall comply with the requirements based on their category defined as follows:
    - i. **Category A** – with multiple types of work within ICTSI-MICT premises or with close contact with ICTSI-MICT's employees, and with a project duration of 2 days or more.
    - ii. **Category B** – those which perform a single type of work within ICTSI-MICT premises with duration of one day or less.
    - iii. **Category C** – those which: (1) only deliver goods ordered by the Company; and (2) do not have any installation work or any work related to the delivered goods.
  - Category A shall submit hard copies and address it to: **Ma. Stephanie T. Tan, MICT HSE Coordinator, ICTSI HSE Department, Manila International Container Terminal, MICT South Access Road, Manila, Philippines 1012**
  - Categories B and C may e-mail electronic copies to [MICTHSETeam@ictsi.com](mailto:MICTHSETeam@ictsi.com), address as well to Ms. Tan.

- Categories A and B may leave response to item 3: HSE Induction, blank. Schedule of the in-person induction for Category A and the link for the electronic induction for Category B will be sent to your representative after documents submission. Category C shall familiarize themselves with the HSE Protocols available in this link: [https://ictsi-my.sharepoint.com/:f:/p/mictadvisoryadmin/EhOvOFbRGOLHp5uVufTK5jgBDX511kdO9CR0n7u5\\_tcHPQ?e=GjhR34](https://ictsi-my.sharepoint.com/:f:/p/mictadvisoryadmin/EhOvOFbRGOLHp5uVufTK5jgBDX511kdO9CR0n7u5_tcHPQ?e=GjhR34).

Once cleared by MICT HSE Team, Category A suppliers/ contractors will be issued with Contractors ID while a list of allowed personnel under Categories B and C will be provided to Security/ Reception/Pass Control.

**During deployment/delivery/site inspection**, PPA Entry Form must be regularly complied with.

**IMPORTANT NOTE:** The following will not be allowed entry to ICTSI:

1. Any non-compliant individual to **MICT Protocol for the Prevention and Control of COVID-19**.
2. No Contractors ID/ Not included in the list provide by HSE to Security/ Reception/ Pass Control.
3. All Safety Procedures and above-mentioned documents may be found in this link: [https://ictsi-my.sharepoint.com/:f:/p/mictadvisoryadmin/EhOvOFbRGOLHp5uVufTK5jgBDX511kdO9CR0n7u5\\_tcHPQ?e=GjhR34](https://ictsi-my.sharepoint.com/:f:/p/mictadvisoryadmin/EhOvOFbRGOLHp5uVufTK5jgBDX511kdO9CR0n7u5_tcHPQ?e=GjhR34).

Thank you and we look forward to your usual support and cooperation. Please feel free to get in touch with [globalprocurement@ictsi.com](mailto:globalprocurement@ictsi.com) for any clarifications.

Sincerely,

ICTSI Management