



PAMPANGA I ELECTRIC COOPERATIVE, INC.
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Third Party Bids and Awards Committee (TPBAC)

Online Competitive Selection Process (CSP) Guidelines

In compliance with the National Electrification Administration (NEA) Regulatory Advisory 2020-002 dated 14 July 2020, entitled "*The Conduct of Competitive Selection Process Under the State of Community Quarantine*", the following guidelines shall be followed in the conduct of PELCO 1's online CSP:

A. Conduct of Virtual Pre-bid Conference

1. Pre-bid Conference will be conducted virtually thru Zoom platform.
2. The TPBAC, Technical Working Group (TWG) and Secretariat will convene at PELCO 1 Main Office and shall observe at all time the minimum health and safety protocol.
3. All Bidders (maximum of 3 representatives) and invited Observers from DOE, NEA and PELCO 1 will attend the virtual conference.
4. Only those Bidders who have properly secured the bidding documents shall be allowed to attend, participate, and raise query/ies or clarification/s to the bidding documents during the virtual conference.
5. Bidders may type in their query/ies or clarification/s through the CHATBOX while the presentation of the TPBAC is still going on. The Secretariat shall collect all queries or clarifications in the CHATBOX.
6. During the open forum, the Secretariat will read each query or clarification in the same order how they appear in the CHATBOX. The TPBAC will try to respond to all queries or clarifications. For further clarification on each query, any Bidder may use the RAISE HAND function and wait until he/she is properly recognized by the TPBAC to speak. The Bidder must state his/her name and the company he/she represents before raising his/her query or clarification.
7. The TPBAC will also respond to all written queries or clarifications that were submitted to the TPBAC ahead of the pre-bid conference.
8. Maximum of two (2) hours is allotted to the open forum. All queries or clarifications that were left unanswered during the pre-bid conference will be responded by the TPBAC through the issuance of supplemental bulletin/s.
9. The TPBAC, using its official e-mail (tpbac@pelco1.org.ph), shall sent the copies of supplemental bulletin/s to all Bidders' official e-mail addresses. The same supplemental bulletin/s shall also be posted at DOE, NEA and PELCO 1 websites.
10. Bidders should have stable internet connection during the conference. PELCO1 shall not be liable for any unexpected disruption due to poor/unstable internet signal which may cause inability of the Bidders to follow the discussion or proceedings.
11. Conference proceedings shall be recorded by the TPBAC.

12. Recording of virtual conference by the Bidders is strictly prohibited and shall be a valid ground for their disqualification.
13. The recorded proceedings may be privately viewed by any Bidder by securing a written request from the TPBAC not later than three (3) working days after the issuance of the minutes of the proceedings. TPBAC may schedule the private viewing of the concerned Bidder. The viewing shall be limited only to the specific information requested by the Bidder.

B. Conduct of Due Diligence

1. Pre-bid Conference will be conducted virtually thru Zoom platform.
2. The TPBAC, TWG and Secretariat will convene at PELCO 1 Main Office and shall observe at all time the minimum health and safety protocol.
3. All Bidders (maximum of 3 representatives) and invited Observers from DOE, NEA and PELCO 1 will attend the virtual conference.
4. Only those Bidders who have properly secured the bidding documents shall be allowed to attend, participate, and raise query/ies or clarification/s to the due diligence presentation during the virtual conference.
5. Bidders should have stable internet connection during the conference. PELCO1 shall not be liable for any unexpected disruption due to poor/unstable internet signal which may cause inability of the Bidders to follow the discussion or proceedings.
6. Due diligence proceedings shall be recorded by the TPBAC.
7. Recording of virtual due diligence proceedings by the Bidders is strictly prohibited and shall be a valid ground for their disqualification.
8. The recorded proceedings may be privately viewed by any Bidder by securing a written request from the TPBAC not later than three (3) working days after the issuance of the minutes of the proceedings. TPBAC may schedule the private viewing of the concerned Bidder. The viewing shall be limited only to the specific information requested by the Bidder.

C. Conduct of Virtual Opening of Bids

1. Opening of Bids will be conducted online thru Zoom platform.
2. The TPBAC, TWG and Secretariat will convene at PELCO 1 Main Office and shall observe at all time the minimum health and safety protocol.
3. All Bidders (maximum of 3 representatives) and invited Observers from DOE, NEA and PELCO 1 will attend the online bid opening.
4. Only those Bidders who have properly secured the bidding documents shall be allowed to attend and participate in the bid opening.
5. Bidders should have stable internet connection during the bid opening. PELCO1 shall not be liable for any unexpected disruption due to poor/unstable internet signal which may cause inability of the Bidders to follow the proceedings.
6. Proceedings shall be recorded by the TPBAC.
7. Recording of virtual bid opening by the Bidders is strictly prohibited and shall

be a valid ground for their disqualification.

8. The recorded proceedings may be privately viewed by any Bidder by securing a written request from the TPBAC not later than three (3) working days after the issuance of the minutes of the proceedings. TPBAC may schedule the private viewing of the concerned Bidder. The viewing shall be limited only to the specific information requested by the Bidder.

D. Conduct of Post-Qualification

1. The TPBAC, TWG and Secretariat will convene at PELCO 1 Main Office and shall observe at all time the minimum health and safety protocol.
2. Bidder subject to post-qualification shall present to the TPBAC the original copies of documents submitted in the bidding and other documents as may be required by the TPBAC at PELCO 1 Main Office.
3. Conduct of post-qualification shall be recorded by the TPBAC.
4. All invited Observers from DOE, NEA and PELCO 1 will attend the online post-qualification proceedings thru Zoom platform.

General Provisions on the Online CSP

1. PELCO 1 shall host the Zoom platform.
2. The TPBAC Secretariat shall provide the Zoom link (or meeting ID and passcode) to all Bidders and invited Observers at least three (3) days before every online CSP activity.
3. Maximum of three (3) representatives from each Bidder will be allowed to attend and participate in the online CSP activity.
4. The format of attendee/participant's name in the virtual meeting room will be the company name followed by the full name (Ex. PELCO1-Oliver Vergara).
5. Before the start of any proceedings, an audio and video check will be conducted to test the clarity of these features.
6. All attendees/participants' audio must be set to "mute mode" unless the participant is recognized to speak.
7. The Observers are allowed access to the following documents upon their request: (a) minutes of TPBAC meetings; (b) abstract of Bids; (c) post-qualification summary report; (d) video recording of CSP proceedings; (e) opened proposals; (f) Bid Documents and other related documents.

The foregoing guidelines shall be in effect until the community quarantine is enforced unless a new set of guidelines has been issued by the National Electrification Administration (NEA).

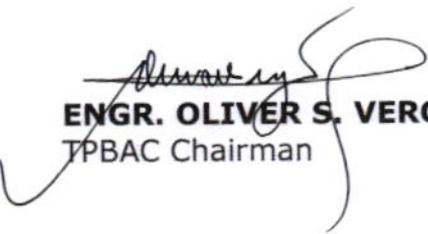
CSP References

The TPBAC shall comply with the general policy, rules and guidelines stated in the

Department of Energy (DOE) Department Circular No. DC 2018-02-0003 "Adopting and Prescribing the Policy for the Competitive Selection Process in the Procurement by the Distribution Utilities of Power Supply Agreement for the Captive Market", the National Electrification Administration (NEA) Memorandum No. 2019-007 "Adoption of the Implementing Rules and Regulation (IRR) of the Policy in the Conduct of the Competitive Selection Process of the Electric Cooperative's Power Supply Agreement", and the Bidding Documents (Instruction to Bidders) of PELCO I for the procurement of 36MW Baseload Requirement thru Power Supply Agreement (PSA).

The Third Party Bids and Awards Committee (TPBAC)

By:



ENGR. OLIVER S. VERGARA, MEM
TPBAC Chairman

Noted by:



ENGR. ALLAN E. DAVID
OIC-General Manager

CPG