



BATANGAS II ELECTRIC COOPERATIVE, INC.

Antipolo del Norte, Lipa City

Tel.# 756-6337 • 756-1424 • 756-1021 • 756-1512

981-1865 • 981-1866 • 981-1867 • 981-1868

www.batelec2.com.ph

Guidelines for the Conduct of Competitive Selection Process (CSP) During the Implementation of Community Quarantine Due To COVID-19 Pandemic

In compliance with the safety protocols during the Community Quarantine (CQ) and NEA Regulatory Advisory 2020-003, the following procedures shall be followed in the conduct of CSP:

I. Conduct of Pre-bidding Conference

- a. Pre-bidding Conference shall be conducted online, thru Zoom Application or any other application thru Virtual means.
- b. Third Party Bid and Awards Committee (TPBAC), TPBAC-Technical Working Group (TPBAC-TWG), Observer and other entity as required to be present as per CSP Circular 2018-02-003 shall be on virtual/online session.
- c. Only those who have secured the bidding documents shall be invited in the Virtual Pre-Bidding Conference.
- d. Prospective bidders shall be required to have a stable internet connection during the conference and the TPBAC shall not be liable for any unexpected disruption due to poor/unstable signal which may cause prospective bidders' inability to catch up with the conference
- e. Conference proceedings shall be recorded. All video conferences shall be recorded and stored in a hard drive.
- f. All queries will be entertained as long as it is related to CSP to avoid confusion.
- g. Queries of bidders not raised during the Virtual Pre-Bid Conference can be coursed through TPBAC secretary.
- h. TPBAC shall issue supplemental bid bulletin to all the bidders to address such queries.

- i. Recording of Virtual conference is prohibited and shall be subject to disqualification.
- j. The recorded proceedings may be privately viewed by any Prospective bidders by securing a written consent from the TPBAC not later than three (3) business days after the scheduled Pre-Bid Conference.
- k. The recorded proceedings for the Pre-Bid Conference shall only be limited to the specific information of that requesting bidder and not to show all the information that are not related to the requesting bidder. This is to ensure the security of information among all bidders.

II. Conduct of Bid Opening Conference

- a. Batelec II will only require hardcopy submission of bid offer.
- b. If the delay is due to courier then the bidder is subject for disqualification. Likewise, if it is tampered it is still subject for disqualification.
- c. All bids submission will placed/stored on Batelec II's BAC room for security purposes.
- d. Bid Opening Conference shall be conducted Online, thru Zoom Application or any other application thru Virtual means.
- e. Third Party Bid and Awards Committee (TPBAC), TPBAC-Technical Working Group (TPBAC-TWG), Observer and other entity as required to be present as per CSP Circular 2018-02-003 shall be on virtual/online session.
- f. Only those who have secured the bidding documents shall be invited in the Virtual Bidding Conference.
- g. Prospective bidders shall be required to have a stable internet connection during the conference and the TPBAC shall not be liable for any unexpected disruption due to poor/unstable signal which may cause prospective bidders' inability to catch up with the conference
- h. Conference proceedings shall be recorded. All video conferences shall be recorded and stored in a hard drive.
- i. Recording of the proceedings are prohibited and shall be subject for disqualification.

j. The recorded proceedings may be privately viewed by any Prospective bidders by securing a written consent from the TPBAC not later than three (3) business days after the scheduled Opening of Bids.

k. The recorded proceedings for the Opening of Bids shall only be limited to the specific information of that requesting bidder and not to show all the information that are not related to the requesting bidder. This is to ensure the security of information among all bidders.

III. Post Qualification

a. Bidder subject to post qualification shall present the original copies of documents submitted in the bidding and other documents as may be required by the TPBAC/TPBAC-TWG at BATELEC II Office. Separate room shall be designated to bidder to avoid people interaction. TPBAC shall require the bidder to secure proof of negative result of covid-19 virus.

b. TPBAC-TWG shall evaluate the documents submitted with TPBAC member/s and/or IAD/Observer.

c. Batelec II will only consider post qualifications for bidder that is most responsive on their offer. If the bidder scheduled for post qualifications is not compliant then the next responsive bidder will be the next in line.

d. Conduct of post qualification shall be recorded.

e. Video recording performed by bidder is prohibited and shall be subject for disqualification.

f. The recorded proceedings may be privately viewed by any Prospective bidders by securing a written consent from the TPBAC not later than three (3) business days after the scheduled Opening of Bids.

g. The recorded proceedings for the Opening of Bids shall only be limited to the specific information of that requesting bidder and not to show all the information that are not related to the requesting bidder. This is to ensure the security of information among all bidders.

h. The schedule of Post Qualification shall be informed by TPBAC Secretary.

h. The schedule of Post Qualification shall be informed by TPBAC Secretary.

IV. Conduct of CSP in General

a. Batelec II shall provide the link at least three (3) days before every CSP activities and the TPBAC secretariat shall notify the prospective bidders and observers on the changes of virtual platform at least two (2) days before the proceedings.

b. 2 to 3 representatives/bidders will be allowed in the virtual room.

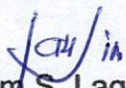
c. The format of participant's registration name in the virtual meeting room will be Company Name_Name of participant.

d. Before the start of the proceedings, audio and video will be checked for the clarity of the activity.

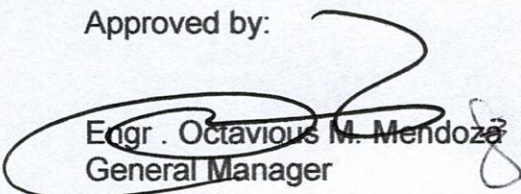
e. Formal letter or electronic mail shall be sent to CSP observers as per DC 2018-02-003

These guidelines shall be in effect until the community quarantine is lifted or a new set of guidelines has been released by the National Electrification Administration (NEA).

Prepared by:


Ian Jim S. Laqui
Corplan Manager/TPBAC-TWG

Approved by:


Engr. Octavious M. Mendoza
General Manager