



**ORIENTAL MINDORO ELECTRIC COOPERATIVE, INC.
(ORMECO, Inc.)**

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BID BULLETIN NO. 1

23 March 2021

**RULES IN THE VIRTUAL CONDUCT OF ORMECO'S COMPETITIVE SELECTION PROCESS (CSP)
FOR THE 15MW GUARANTEED DEPENDABLE CAPACITY POWER PLANT
IN THE PROVINCE OF ORIENTAL MINDORO.**

For the effective conduct of the Competitive Selection Process (CSP) during Covid-19 Pandemic and implementation of community quarantine or similar restrictions, the following guidelines shall be observed by the bidders during Pre-Bid Conference:

I. General Rules:

a. Virtual Platforms

1. In lieu of face-to-face meeting the ORMECO Third Party Bids and Awards Committee (TPBAC) shall utilize Zoom Application as the official virtual platform for the conduct of Competitive Selection Process (CSP) which shall be limited only from the Invitation to Bid to Evaluation of Bids.
2. The TPBAC Secretariat will provide Meeting ID and password to all registered bidders at least one day before the scheduled activity. Only one account will be provided to each bidder or his/her authorized representative/s.
3. All instructions of the Committee shall be done through ORMECO's official website ormeco-inc.com, ORMECO Facebook account, and TPBAC's designated email address, ormeco.inc.tpbac@gmail.com.
4. The email address ormeco.inc.tpbac@gmail.com shall serve as the medium for the electronic submission and receipt of queries.
5. Only the queries from bidders sent through TPBAC's email address shall be considered as official. Bidders may already email their inquiries/clarifications upon receipt of the bid documents.
6. Dissemination of Supplemental Bid Bulletins shall be sent to registered bidder's email address from ormeco.inc.tpbac@gmail.com. The Supplemental Bid Bulletin shall be issued a day after Pre-Bid Conference.

b. House Rules:

1. Upon joining the virtual platform, participants should ensure that the name of the organization/company and the name of its authorized representative/s are properly reflected on their respective videos, e.g.:
Organization/Company_FullName
2. All participants shall be required to be in front of their respective laptop monitors, screens or cameras, at all times during the conduct of the activity.
3. For proper facilitation, participants are advised to always keep their microphones muted. The participants shall wait to be acknowledged before proceeding to speak or they may also utilize the Chat Box and/or Raised Hand features provided in the platform for the purpose. When permitted to speak the participant shall first state his/her name and the company/organization which he/she is representing.

4. The virtual meeting shall be recorded by the TPBAC through the features provided in the designated platform or by any other means as it may deem appropriate.
5. The participants shall maintain proper decorum at all times.

II. Pre-Bid Conference

1. The Conference will be held through a virtual meeting, where the Members of the TPBAC shall be at a designated venue, as stated in the schedule of CSP activities.
2. The Conference will start at nine o'clock in the morning (09:00am), where each Bidder will be allotted a maximum of fifteen (15) minutes to clarify and discuss all concerns regarding the issued Bid Documents. After accommodation of each Bidder's allowable time, each Bidder may ask a maximum of two (2) follow up questions.
3. The attendance of the Bidder at the Zoom meeting is a must.
4. Any representations made during the Conference shall not modify the Terms of the Bid Documents, unless adopted by the TPBAC and published as Supplemental Bid Bulletin.

III. Observers

1. The TPBAC shall invite Observers, five (5) working days before the date of this Pre-Bid Conference, to ensure to all parties of the CSP for power supply that the process employed will be conducted in an open, transparent, effective, efficient, and equitable manner.
2. The Observers shall be requested for a confirmation of attendance in order for the TPBAC Secretariat to provide necessary access.
3. Attendance of Observers will be through a registration link (Google Forms).
4. Observers are encouraged to have a maximum of two representatives in the virtual conduct of all CSP activities.

For your information and proper guidance.

ENGR. MICHAEL O. GUICO

Chairman

Third Party Bids and Awards Committee (TPBAC)