



**CENTRAL NEGROS ELECTRIC COOPERATIVE, INC.
THIRD PARTY BIDS AND AWARDS COMMITTEE
(CENECO TPBAC)**

Corner Gonzaga – Mabini Streets, Bacolod City

REFERENCE : **Bid Bulletin No. 03**
Invitation to Bid No. 01, Series of 2023

ISSUE DATE : **February 6, 2023**

FOR : **ALL BIDDERS**

SUBJECT : **PRE-BID CONFERENCE PROTOCOL**

Attendees at the Pre-bid Conference on **February 8, 2023** from **9:00 AM onward** through Zoom (and Microsoft Teams) are reminded of the following:

Before the Pre-bid Conference

1. Attendance to the Pre-bid Conference by Bidders is optional, but Bidders are expected to know the changes and/or amendments to the Bid Documents as recorded in the Minutes of the Pre-bid Conference and the Bid Bulletin even if they were not able to attend the Pre-bid Conference. Non-attendance in the Pre-Bid Conference shall be deemed a waiver on the part of the absent Bidder to question any matter that was taken up and decided upon during the Pre-bid Conference.
2. Only those who have purchased the Bid Documents shall be allowed to participate in the Pre-bid Conference and raise or submit written queries or clarifications.
3. To facilitate the orderly conduct of the Pre-bid Conference, Bidders shall send their written queries to the CENECO TPBAC Secretariat before the scheduled Pre-bid Conference using the Matrix of Comments (*Annex S*).
4. Each Bidder is allowed a maximum of four (4) representatives during the Pre-bid Conference. Only one representative is allowed per Zoom (or Microsoft Teams) account.
5. Submit the following documents to the CENECO TPBAC's official electronic mail address, *cenecotpbac@gmail.com*, a day before the schedule of the Pre-bid Conference:

- a. Notarized authorization letter of all representatives who shall attend the Pre-bid Conference; and
 - b. Proof of identity of authorized representatives in the form of a government-issued identification card with the cardholder's picture.
6. Join the virtual meeting at least thirty (30) minutes before the start of the Pre-bid Conference. The following are the meeting details:
- a. Zoom Meeting ID: 818 5929 6888
Zoom Meeting Password: 776017
 - b. Microsoft Teams Meeting Link: <https://teams.live.com/meet/959188286016>
7. Test run audio and video settings before joining the virtual meeting.
8. Mute microphone upon joining the virtual meeting.
9. Check the positioning of camera and turn on video before joining the virtual meeting.
10. Change Zoom/Microsoft Teams user identification to the following format:

Company Name_Full Name

During the Pre-bid Conference

11. Type in the Zoom (or Microsoft Teams) chat box to ask for permission to address the CENECO TPBAC and wait to be recognized by the moderator before you unmute your microphone to raise your question or clarification.
12. Mute audio when it is not your turn to speak.
14. Be mindful of background noise.
15. Turn on video throughout the entire proceeding.
16. The Pre-bid Conference shall be recorded.
17. Synchronize your timepiece with the official Philippine time found in <http://bagong.pagasa.dost.gov.ph/lastronomy#-philippine-standardtime>.
18. There will be two (2) break periods during the Pre-bid Conference: 12:00 PM to 1:00 PM and 3:00 PM to 3:30 PM.

After the Pre-bid Conference

19. Read the Minutes of the Pre-bid Conference to be sent to the Bidders' official electronic mail address within seven (7) working days after the Pre-bid Conference.
20. Read the Bid Bulletin/s issued by the CENECO TPBAC, if any, which shall be sent to the Bidders' official electronic mail address up to at least seven (7) working days before the deadline for the submission of Bids. Posting of the Bid Bulletin to the websites of the National Electrification Administration and the Department of Energy shall also be considered sufficient notice.
21. Submit the electronic copy of the Acknowledgment of Amendment (*Annex C*) to the CENECO TPBAC before the schedule of Bid Opening. Non-submission of the Acknowledgment of Amendment shall be a ground for the disqualification of the Bidder.
22. Prepare Bid in accordance with the requirements of the Bid Documents and the Bid Bulletin/s.
23. Ensure that the hard copies of the Bid, Intent and Confidentiality Undertaking, Letters of Authorization (for attendance and representation to the Pre-bid Conference, and Submission of Bids and Bid Opening), and Acknowledgment of Amendment are submitted within seven (7) calendar days from the date of Bid Opening, otherwise the Bidder shall be disqualified, regardless whether the Bid submitted passed the CENECO TPBAC's evaluation.

For further queries, please refer to:

CENECO TPBAC Secretariat

Central Negros Electric Cooperative, Inc.
Comer Gonzaga-Mabini Streets
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ENGR. NORMAN A. POLLENTES, MBA
TPBAC Chairperson