



**PALAWAN ELECTRIC COOPERATIVE
QUALIFIED THIRD PARTY BIDS AND AWARDS COMMITTEE (QTPBAC)**
Kilometer 3.35 North National Highway, Barangay Tiniguiban, Puerto Princesa City
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**RULES IN THE CONDUCT OF VIRTUAL COMPETITIVE SELECTION PROCESS (CSP) FOR
PROVISION OF QUALIFIED THIRD PARTY SERVICES FOR THE CONSTRUCTION, OPERATION
AND MAINTENANCE OF GENERATION AND DISTRIBUTION SYSTEM AND BILLING AND
COLLECTION FOR THE QTP SERVICE AREAS OF PALECO**

For the efficient conduct of the Competitive Selection Process (CSP) during a State of Calamity, or implementation of community quarantine or similar restrictions, the following guidelines shall be observed by the bidders:

I. General Rules:

A. Virtual Platforms:

1. In lieu of face-to-face meeting, the PALECO Qualified Third Party Bids and Awards Committee (QTPBAC) shall utilize Zoom Application as the official virtual platform for all the activities relative to the conduct of the Competitive Selection Process (CSP).
2. The QTPBAC Secretariat will provide the Meeting ID and password to all registered bidders at least one day before the scheduled activity. Only two accounts will be provided to each bidder or his authorized representative.
3. All announcements of the Committee shall be through PALECO's official website, www.paleco.net, and QTPBAC's designated e-mail address, qtp.paleco@gmail.com.
4. The e-mail address, qtp.paleco@gmail.com, shall serve as the medium for the electronic submission and receipt of bids.
5. Only queries from bidders sent through QTPBAC's e-mail address shall be considered as official. Bidders may already e-mail their inquiries/clarifications upon receipt of the bid documents.
6. Dissemination of Supplemental Bid Bulletins shall be through www.paleco.net – Bid Announcements and e-mail address, qtp.paleco@gmail.com. The Supplemental Bid Bulletin shall be issued at least seven (7) working days before the deadline for the submission and receipt of bids.
7. The QTPBAC reserves the right to change the date, time and venue for the submission, opening and/or evaluation of Bidding Documents.
8. Bidders are required to fully comply with the requirements below. The QTPBAC reserves the right to accept or reject any document/submission for non-compliance with this Section.
9. All Proposals, documents, specifications, and all other information pertinent thereto shall be prepared and submitted in the English language.
10. Documents provided by non-Filipino affiliate for consortium members may be submitted in a language other than English accompanied by their official English translations.
11. Should a Bidder's affiliate or member of consortium does not have a Philippine address, it shall designate, under oath, a resident agent in the Philippines authorized to receive communications, correspondences, notices and legal processes. Post office box as an address shall not be allowed.
12. The designated resident agent shall present an authorization specifying his term of authority (i.e. during Bid Opening, Proposal Validity Period, or up to the end of the Commercial Operations Period, or other period) and the extent of his authority to act on behalf of his principal (i.e. to attend meetings, to receive and/or submit documents under these Bidding Procedures or otherwise).

B. House Rules:

1. Upon joining the virtual platform, participants should ensure that the bidder's name and the name of its authorized representative are properly reflected on their respective videos.
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. Permission to leave shall be required before any participant is allowed to be excused.
4. 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 Raise Hand features provided in the platform for that purpose. When permitted to speak, the participant shall first state his/her name and the company/organization which he/she is representing.
5. The virtual meeting shall be recorded by the QTPBAC through the features provided in the designated platform or by any other means as it may deem appropriate. Any recording of the virtual meeting, without prior leave of the QTPBAC, shall be prohibited.
6. 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 QTPBAC shall be at a designated venue as stated in the schedule of CSP activities.
2. The Conference is one day activity where bidders will be allotted 45 minutes to clarify and discuss all their concerns regarding the issued Bid Documents. The order of meeting shall be based on the time of registration.
3. The attendance of the bidder at the Zoom meeting is optional.
4. Any representations made during the Conference shall not modify the terms of the Bid Documents unless adopted by the QTPBAC and published as Supplemental Bid Bulletin.
5. Minutes of the pre-bid meeting, including the text of the questions raised without identifying the source, and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Bidders who have acquired the Bidding Document. Any modification to the Bidding Document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum and not through the minutes of the pre-bid meeting.

III. Submission and Opening of Bids

A. Preparation of Bids

1. The bidder shall prepare two hard copies and one soft copy in PDF file format of all required document. Each bid shall contain the prequalification requirements, technical proposals and financial proposals.
2. The hard copies shall be sent through a courier and must be received by the QTPBAC Secretariat at least a day before the schedule of the virtual Submission and Opening of Bids. As a proof, the waybill shall be electronically submitted to the QTPBAC Secretariat on the same day. **Absence of the waybill or acknowledgement receipt shall be a ground for disqualification.** Scanned soft copy in a pdf file format must be received by the QTPBAC Secretariat at least one day before the deadline of Submission and Opening of Bids.
3. For security purposes, the soft copy must be encrypted with password. It shall also follow the file name convention stated below:

Name of Bidder_Lot No., Palawan_BiddingDocuments_Date of Transmission
4. The documents must be arranged accordingly and properly labelled as stated in the bid documents.

5. If necessary, original copies of submitted documents should be presented during the virtual Submission and Opening of Bids for validation of its authenticity.

B. Opening of Proposals

1. Bidders or their duly authorized representative shall register online via Google Forms through a link to be provided by the QTPBAC Secretariat. They may be present during the Submission and Opening of Bids, however failure to be present shall be considered a waiver of the right to witness the opening and/or evaluation of their submitted proposals.
2. All bid proposals (scanned pdf) must be received by the QTPBAC Secretariat at least one day before the deadline of Submission and Opening of Bids. The order of opening of bids shall be based on the date and time of online submission. No online submission shall be entertained on the day of the opening of bids.
3. Upon declaration of the order of opening, the QTPBAC Chairperson shall instruct the bidder to provide the password to decode the submitted documents.
4. Connectivity failure shall not disrupt the Opening of the Bidding Documents except when QTPBAC finds no other means of connectivity.

C. Evaluation

1. Evaluation of bids shall be on a per lot basis
2. Opening, inventory and preliminary evaluation of the required documents will immediately follow after the declaration of the order of opening. Upon instruction of the QTPBAC Chairperson, the bidder shall provide the password.
3. The QTPBAC and the QTPTWG shall open and conduct a brief inventory and preliminary evaluation of the contents of the Pre-qualification Documents (Envelope 1) to determine whether all the documents and information required to be submitted are present and within the minimum requirements. If a bidder meets the minimum requirements, it shall be rated "passed". Hence, bids that fail to include any requirement or are incomplete or insufficient shall be considered "failed".
4. Only bidders whose pre-qualification requirements were rated "passed" shall proceed to the next round which is the evaluation of Technical and Financial Proposals (Envelope 2). All bidders whose pre-qualification envelopes were rated "failed" shall no longer be allowed to participate in the bidding and the QTPBAC shall return its Prequalification Documents and unopened Technical and Financial proposals.
5. The QTPBAC and the QTPTWG shall open and conduct a brief inventory and preliminary evaluation of the contents of the Technical Proposal (Folder 1 – under Envelope 2) to determine whether all the documents and information required to be submitted are present and within the minimum requirements. If a bidder meets the minimum requirements, it shall be rated "passed". Hence, bids that fail to include any requirement or are incomplete or insufficient shall be considered "failed".
6. Only bidders whose Technical Proposal were rated "passed" shall proceed to the next round which is the evaluation of Financial Documents (Folder 2– under Envelope 2). All bidders whose Technical Proposal were rated "failed" shall no longer be allowed to participate in the bidding and the QTPBAC shall return its Technical Proposal and unopened Financial proposal.
7. The QTPBAC and the QTPTWG shall open and conduct a brief inventory and preliminary evaluation of the contents of the Financial Proposal to determine whether all the documents and information required to be submitted are present and within the minimum requirements. If a bidder meets the minimum requirements, it shall be rated "passed". Hence, bids that fail to include any requirement or are incomplete or insufficient shall be considered "failed".
8. Bids shall then be tabulated and ranked in the ascending order of bidders' total calculated bid prices, as evaluated and corrected for computational errors, and other bid

modifications to identify the "Lowest Calculated Bid". The "Lowest Calculated Bid (LCB)" shall not automatically mean the winning bid.

9. After all bids have been received, opened, examined, evaluated, and ranked, the QTPBAC shall prepare the corresponding Abstract of Bids. All members of the QTPBAC shall sign the Abstract of Bids and attach thereto all the bids with their corresponding bid securities and the minutes or proceedings of the bidding.

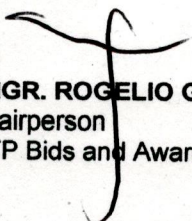
D. Post Qualification / Evaluation of Bids

1. The Lowest Calculated Bid (LCB) shall undergo post-qualification within ten (10) working days in order to determine whether the bidder concerned complies with and is responsive to all the requirements and conditions as specified in the Bid Documents. The bidder shall provide necessary documents that may be required by the QTP-BAC to validate the statements made in the bid. Failure to submit the additional requirements on time or finding against the veracity of such shall be ground for the forfeiture of the bid security and disqualify the bidder for award.
2. If the Lowest Calculated Bid failed on the post-qualification, the QTPBAC shall proceed with its post qualification process to the next lowest Calculated Bid until a responsive bid shall have been determined.

IV. Observers

1. To ensure all parties to the CSP for Qualified Third Party Services that the process employed is conducted in an open, transparent, effective, efficient, and equitable manner, the QTPBAC shall invite Observers.
2. An invitation in writing and e-mail shall be given at least five (5) working days before the date of the procurement stages.
3. The Observers shall be requested for a confirmation of their attendance in order for the QTPBAC Secretariat to provide necessary access.
4. Attendance of Observers will be through a registration link (Google Forms).
5. Observers are encouraged to have a maximum of two representatives in the virtual conduct of all CSP activities.

Noted by:


ENGR. ROGELIO G. BAYLON
Chairperson
QTP Bids and Awards Committee