CENTRAL NEGROS ELECTRIC COOPERATIVE, INC.
THIRD PARTY BIDS AND AWARDS COMMITTEE
(CENECO TPBAC)
Corner Gonzaga – Mabini Streets, Bacolod City

REFERENCE	:	**Bid Bulletin No. 08** *Invitation to Bid No. 01, Series of 2021*
ISSUE DATE	:	**March 23, 2021**
FOR	:	**ALL BIDDERS**
SUBJECT	:	**SUBMISSION AND OPENING OF BIDS PROTOCOL**

Attendees to the Submission and Opening of Bids on **April 12, 2021** from **9:00 AM onward** through Zoom (and Microsoft Teams) are reminded of the following:

Before the Submission and Opening of Bids

1. Only the CENECO TPBAC is allowed to record a video and audio of the proceedings. Taking photographs of the proceedings shall also be exclusive to the CENECO TPBAC.

2. Bidders' Attendance to the Submission and Opening of Bids is **mandatory**.

3. Before the date and time of the Submission of Bids, the proof of mailing of the hard copies of the Bid Documents must have been submitted to the CENECO TPBAC's official electronic mail address, otherwise CENECO TPBAC shall refuse to open the electronic copies of the Bid.

4. 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.

5. 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.

6. Each Bidder is allowed a maximum of four (4) representatives during the Submission and Opening of Bids. Only one representative is allowed per Zoom (or Microsoft Teams) account.

7. Submit the following documents to the CENECO TPBAC's official electronic mail address, *cenecotpbac@gmail.com*, a day before the schedule of the Submission and Opening of Bids for purposes of verifying the identity of the representatives before admission to the conference:

   a. Authorization letter of all representatives who shall attend the Submission and Opening of Bids; and

   b. Proof of identity of authorized representatives in the form of a government-issued identification card with the cardholder's picture.

8. Join the virtual meeting **on or before 8:30 am on April 12, 2021**. The following are the meeting details:

   a. Zoom Meeting ID: 852 2726 7534
      Zoom Meeting Password: 888921

   b. Microsoft Teams Meeting Link:

      http://bit.ly/CENECOTPBACBidOpening

9. Change Zoom/Microsoft Teams user identification to the following format:

   Company Name_Full Name

10. The CENECO TPBAC shall refuse access to the Meeting Room to individuals who are not compliant to the instruction in Nos. 6 to 9.

11. Test run audio and video settings before joining the virtual meeting.

12. Mute microphone upon joining the virtual meeting.

13. Check the positioning of camera and turn on video before joining the virtual meeting.

14. Ensure that the electronic copies of the Bid are prepared in accordance with format required in the Instruction to Bidders.

15. If access to the Google Drive link containing the electronic copy of the Bid, set the restrictions as to allow *cenecotpbac@gmail.com* to access to download the files contained in the link.

16. Thirty (30) minutes before the commencement of the submission of Bids or **at 8:30 AM**, the CENECO TPBAC shall commence the proceedings by the doing the following a roll call of the attendees to the Bidding and other activities required prior to the submission of Bids, i.e. prayer, singing of the National Anthem, declaration of quorum, and doing a roll call of attendees.

During the Submission and Opening of Bids

17. The time shown in *http://bagong.pagasa.dost.gov.ph/astronomy#philippine-standardtime* shall be controlling for the purpose of monitoring any of the times mentioned in this protocol and in the Bid Documents.

18. 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 host before you unmute your microphone to raise your question or clarification.

19. Mute audio when it is not your turn to speak.

20. Be mindful of background noise.

21. Turn on video throughout the entire proceeding.

22. The Submission and Opening of Bids shall be recorded.

23. Below is the flow of activities during the Submission and Opening of Bids:

    a. **At exactly 9:00 AM**, submission of the Google Drive link containing the Bid to CENECO TPBAC's official electronic mail address, *cenecotpbac@gmail.com (to be referred from here on as the Gmail account)*, and to the back-up electronic mail address, *cenecotpbac@yahoo.com (to be referred from here on as the Yahoo account)*, shall commence. The Bidder shall use its official electronic mail address designated in the Intent and Confidentiality Undertaking to send the Google Drive link.

    b. The CENECO TPBAC shall screen share the inbox of its Gmail account to show the real-time submission of the Google Drive links by Bidders. The host shall announce the receipt of the Google Drive link from the Bidders and CENECO TPBAC shall immediately acknowledge the receipt thereof by replying to the mail.

       In case the Bidder has already submitted its Google Drive link but the submission is not received by CENECO TPBAC's Gmail account, the Bidder shall re-send its electronic mail once again.

If the mail remains not received by CENECO TPBAC's Gmail account, the Bidder must immediately call the attention of the CENECO TPBAC by sending a message in the Zoom chat box. The CENECO TPBAC Secretariat shall check the Yahoo account if the link was received. The CENECO TPBAC Secretariat shall then cause the submission of the Google Drive link of the Bidder to the CENECO TPBAC's Gmail account by forwarding the electronic mail containing the same.

If the Google Drive link has not been received within the 30-minute window in either electronic mail addresses of the CENECO TPBAC, Bidder shall submit proof that the same was sent within the allotted time for the submission of bids. The CENECO TPBAC shall allow the Bidder to resend the link if non-compliance to send within the allowed time frame is justified. The CENECO TPBAC reserves the right to resort to other means to obtain the Google drive link.

In case there are multiple submissions, for purposes of determination of time of submission of the electronic copy of the Bid, the time of receipt of the latest electronic mail sent before the deadline shall be controlling.

c. Submission of the Google Drive link containing the link shall immediately halt **at 9:30 AM**. The host of the proceedings shall declare the end to the period of submission of Bids. Late bids shall not be accepted. Links for electronic copies of Bids received after the deadline for the submission of bids shall be rejected and shall no longer be opened by the CENECO TPBAC.

d. After 9:30 AM, the CENECO TPBAC shall flash on-screen the list of Bidders who were able to submit the Google Drive links prior to the deadline. The list shall also include whether the proof of mailing of the hard copies of the Bid of each Bidder was received by the CENECO TPBAC before the deadline provided in the Instruction to Bidders.

e. If the hard copy of the Bid was received before the scheduled Bid Opening, CENECO TPBAC shall then show the sealed envelopes to the Bidders and Observers during the Bid Opening. The hard copies of the original bid submissions shall also be shown in case of amendment prior to the Bid Opening.

f. The CENECO TPBAC shall proceed to download the WinZip or WinRAR files from the Google Drive links and extract the contents thereof into folders. This process shall be shown on screen.

g. The Opening of Bids shall be in three (3) phases: Opening of Eligibility Requirements and Technical Proposal (Envelope 1), Opening of Financial Proposal (Envelope 2, Folder 1), and Opening of Bid Security (Envelope 2, Folder 2).

CENECO TPBAC shall first evaluate all contents of Envelope 1 of all Bidders before proceeding with the contents of Envelope 2. The entire contents of Envelope 1 of each Bidder shall be reviewed before moving on to the next Bidder. The order of evaluation shall be on alphabetical order based on the names of the Bidders.

At the beginning of each phase, the Bidders shall send to the CENECO TPBAC the passwords of the WinZip or WinRAR file and the PDFs file contained therein.

The electronic mails containing the password shall show the following subject line:

Password_(Bidder's Name)_WinZip or WinRAR
Password_(Bidder's Name)_Envelope 1_Folder 1
Password_(Bidder's Name)_Envelope 1_Folder 2
Password_(Bidder's Name)_Envelope 1_Folder 3
Password_(Bidder's Name)_Envelope 1_Folder 4
Password_(Bidder's Name)_Envelope 1_Folder 5
Password_(Bidder's Name)_Envelope 2_Folder 1.1
Password_(Bidder's Name)_Envelope 2_Folder 1.2
Password_(Bidder's Name)_Envelope 2_Folder 2

At the end of each phase of the evaluation, the CENECO TPBAC shall flash on screen a report of the Bidders who successfully passed each phase and whose succeeding files are qualified for evaluation for the next phase.

24. There shall be two (2) break periods during the Bid Opening: 12:00 PM to 1:00 PM and 3:00 PM to 3:30 PM.

25. The CENECO TPBAC and TWG may declare a recess of the proceedings at any time and may convene in a separate room for discussions.

For further queries, please refer to:

CENECO TPBAC Secretariat
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