



IFELCO Third Party Bids and Awards Committee (TPBAC)
Poblacion East, Lagawe, Ifugao

Bid Bulletin No. 01

VIRTUAL CSP GUIDELINES FOR THE PRE-BID CONFERENCE, SUBMISSION
AND OPENING OF BIDS

(For IFELCO CSP-2021-01)

(For ITB No. TPBAC 2021-01)

- 1) The Zoom meeting ID number and passcode will be sent to the respective Bidders and observers official email address five (5) working days prior to all scheduled activities.
- 2) Only those bidders and/or its authorized representatives who have purchased Bid documents shall participate in all virtual bidding activities.
- 3) Before the start of the proceedings, audio and video will be checked for the clarity of the activity. All Zoom participants are expected to log-in fifteen (15) minutes prior to the meeting/conference proper.
- 4) Prospective bidders and observers shall be roll called.
- 5) Any queries/questions shall be answered after the presentation by the Chairman. The Chairman will acknowledged the participant's queries/questions thru raising of hands. Each prospective bidder is allotted fifteen (15) minutes to raise their concerns.
- 6) All queries will be entertained as long as it is related to CSP to avoid confusion. Queries of bidders not raised during the virtual pre-bid conference can be coursed through TPBAC secretary through email (tpbac2021.ifelco@gmail.com).
- 7) The TPBAC shall issue supplemental/bid bulletin to all the bidders to address such queries and to be submitted to NEA and DOE for posting on their respective website.
- 8) All proceedings shall be recorded. All video conference and meeting shall be recorded and stored in a hard drive.
- 9) Recording of all conference and meeting by the bidder is prohibited and shall be subject to disqualification.

- 10) The conduct of the Pre-bid conference shall be done via Zoom platform on May 5, 2021 (Wednesday) at 9:00 O'clock in the morning.
- 11) The conduct of the opening of Bids shall be done via Zoom platform on May 25, 2021 (Tuesday) at 9:00 O'clock in the morning.
- 12) Participating Bidders are required to submit the soft copy of their documents to tpbac2021.ifelco@gmail.com and must be password protected on or before May 25, 2021 (Tuesday) @ 9:00 O'clock in the morning.
- 13) Final acknowledgement of the received soft copies of documents from the Bidders and the closing of submission of Bids shall be at 9:00 O'clock in the morning. All softcopies shall be signed and in PDF format, computation shall have excel format and PDF format.
- 14) There shall be only one email bid submission per envelope. Should there be more than one email submission in case of errors, only the latest submission shall be considered within the deadline set for the purpose. First envelope (Eligibility Requirements) shall be sent via Google drive due to the volume of the documents and should be password protected; while Second envelope (Bid offer) shall be sent via email to tpbac2021.ifelco@gmail.com and password protected. In addition to the PDF format of the LCOE worksheet, its Excel format shall also be provided. In case of conflict in the LCOE worksheet, the PDF format shall prevail.
- 15) The Bidders are required to send their soft copies in the same format classifying the documents under ITB-II documents comprising bids, Eligibility requirements (First envelope), Bid Offer (Second envelope) and are duly labelled.
- 16) The conduct of opening of the envelopes shall be in the order of receipt per email by the TPBAC Secretariat wherein the password to open the respective Envelopes shall be requested. The order of receipt by the TPBAC Secretariat shall be flashed on screen as they are received.
- 17) Passwords for First envelope (Eligibility requirements) to be sent to tpbac2021.ifelco@gmail.com only as they are requested by the TPBAC Secretariat on or after 9:00 in the morning of May 25, 2021. Format of email:

Bidder: _____
First Envelope
Password: _____



- 18) Password for Second envelope (Bid offer) of the Bidders shall only be requested if they pass all the requirements of First envelope (Eligibility requirements).

Bidder: _____

Second Envelope

Password: _____

- 19) Folder 2 - Financial Bid Proposal (of Second envelope) of eligible bidders who was rated as "PASSED" in terms of all technical requirements/specifications shall be opened. But Folder 1 rated "FAILED", the Folder 2 shall not be opened.
- 20) The Lowest Calculated Bid (LCB) shall be announced only after all Bids have been received and opened, as clarified with the Department of Energy.
- 21) During the opening of eligibility requirements and Bid offer a tabulation in excel format is posted on screen as they are opened, verified and checked. Bids shall be ranked in the ascending order of their Total Calculated Bid as evaluated and corrected for computational errors to identify the Lowest Calculated Bid (LCB).
- 22) Bids that passed the mandatory technical and financial requirements are assessed thru their Technical Capability and their Levelized Cost. The Bidder with the lowest levelized cost who passed the technical assessment will be selected as the Lowest Calculated Responsive Bid (LCRB).
- 23) CSP Observers shall be given written and email invitation at least five (5) working days before the date of procurement stages; Observers are required to participate in all bidding activities in accordance to Section 7 of DOE DC No. 2018-02-0003.

Please be guided accordingly.


ENGR. YPUGGO T. TUGINAY
TPBAC Chairman