



CLARK ELECTRIC DISTRIBUTION CORPORATION

Bldg. N2830 Bayanihan Street, Clark Freeport Zone, Philippines 2023
(045) 599-3146; (045) 599-7091; (045) 599-3469
www.clarkelectric.ph

COMPETITIVE SELECTION PROCESS FOR THE POWER SUPPLY OF 25 MW MID-MERIT REQUIREMENTS OF CLARK ELECTRIC DISTRIBUTION CORPORATION (CEDC)

SUPPLEMENTAL BID BULLETIN NO. 2

September 15, 2020

To all Interested Bidders:

In light of the exceptional circumstances brought about by the COVID-19 pandemic, particularly the implementation of different levels of community quarantine (ECQ/MECQ/GCQ) across the country, thereby placing travel restrictions between cities or areas, including the suspension of mass public transport services, all parties involved, such as the members of the Third-Party Bids and Awards Committee (TPBAC) and Bidders, are finding it difficult to continue the conduct of bidding activities through conventional means. Thus CEDC, through its Third-Party Bids and Awards Committee (TPBAC), taking into consideration these restrictions as well as to ensure the health and safety of all parties involved, would like to inform all participating bidders of the following guidelines for the electronic submission, opening and evaluation of bids, which all participants, including the participating bidders must adopt, which guidelines are set out as follows:

1. Submission of Bids

Step 1. Scan the original copy of the Eligibility Requirements which includes the Legal, Technical and Financial Requirements and save as a PDF assigned with the file name "CEDCCSPM_(Name of Bidder)_Eligibility Requirements". Place/ set a password on the PDF file. Save the password-protected PDF file to a ZIP file then place/set another password on the ZIP file.

Step 2. Scan the original copy of the Financial Proposal and save as a PDF assigned with the file name "CEDCCSPM_(Name of Bidder)_Financial Proposal". Place/set a password on the PDF file. Save the password-protected PDF file to a ZIP file then place/set another password on the ZIP file.

Note: For Steps 1 and 2, the passwords shall bear a unique combination for each file and folder. Same passwords for all files are not allowed. Thus, there shall be four (4) sets of passwords with unique combination. For details on how to place passwords on PDF and ZIP files, please see attached instructions in Annex A & B, respectively.

Step 3. Submit your bids via e-mail to cedc.tpbac@clarkelectric.ph between 1:00 PM until 2:00 PM of October 5, 2020.

Step 4. After submission, wait for the acknowledgement by the TPBAC Secretariat of the receipt of the ZIP files containing the bids and this shall serve as a proof of the date and time of receipt of the bid which can be saved or printed by the bidder.

2. Opening and Evaluation of Bids

Step 1. On the day of the opening and evaluation of bids, access your meeting invite and select Join Microsoft Teams Meeting, a new web page will be opened where you will see two options: Download the Windows app and Join on the web instead. If you join on the web, you may use either Microsoft Edge or Google Chrome. Enter your name and click Join Now. Make sure that you allow access to the microphone and the camera. Wait for confirmation from the TPBAC Secretariat to enter the room and admit you.


Step 2. The Secretariat will ask the Bidders' representatives to acknowledge that the file being presented to be opened by the Secretariat is the original file they have sent. If the file was duly acknowledged by the Bidders' representatives, the Secretariat will ask the Bidder's representative in the chat box of the MS Teams video conferencing room for the corresponding password during the Opening of Bid. The authorized representative of the bidder shall respond promptly in the same chat box with the accurate passwords when prompted.

Step 3. Should the Eligibility requirements be declared as "PASSED" you will be prompted to disclose, in the same manner stated above, the password for the second password-protected ZIP folder, and subsequently the password for the PDF document containing the Financial Proposal.

Note:

- Only two (2) representatives per bidder are allowed to join/participate in the opening and evaluation of bids.
- Late Bids or those bids submitted after the deadline will not be considered in the bid opening.
- Bid documents that are not properly compressed and password-protected, as required in the submission of Bidding documents, shall not be rejected outright, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The TPBAC with the Secretariat and Technical Working Group ("TWG") shall assume no responsibility for the improperly compressed or password-protected folder, or for its premature opening.
- Failure of the Bidder's representative to promptly provide the correct password/s within the period allotted by the TPBAC but not less than 10 minutes, shall render the Bid disqualified.

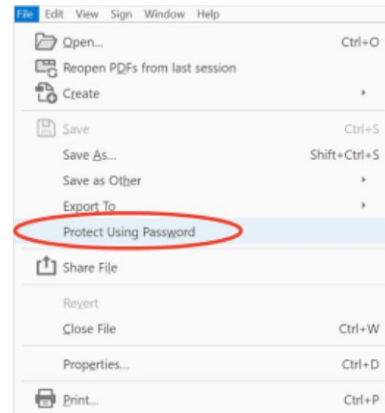
For guidance and information of all concerned.


Albee Alliana Recio
Chairman, TPBAC

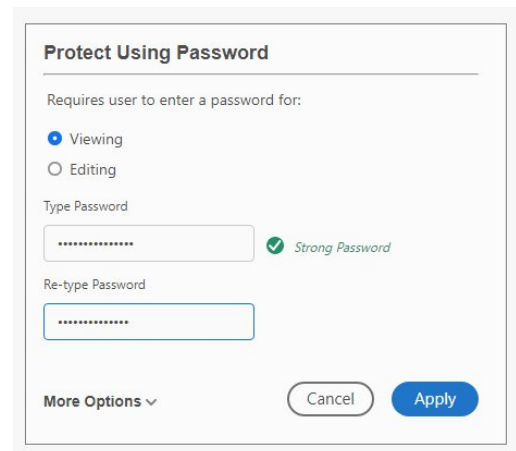
ANNEX A

Securing PDF file with password

1. Open the PDF file.
2. Choose the File > Protect using password.

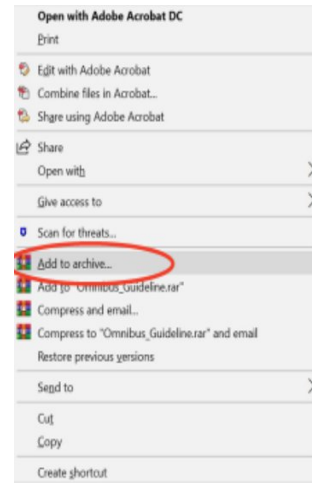


3. In the protect using password dialog box, type your password twice and choose “apply” at the lower right side of the dialog box.

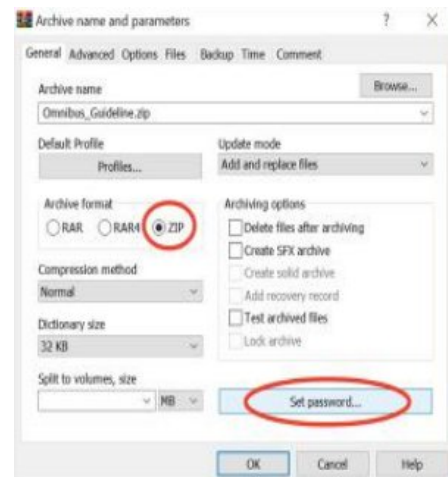
A screenshot of the 'Protect Using Password' dialog box. It has a title bar 'Protect Using Password'. Below the title bar, it says 'Requires user to enter a password for:'. There are two radio buttons: 'Viewing' (selected) and 'Editing'. Below that, there are two text input fields: 'Type Password' and 'Re-type Password'. The 'Type Password' field has a green checkmark and the text 'Strong Password' next to it. At the bottom, there is a 'More Options' dropdown menu, a 'Cancel' button, and an 'Apply' button.A handwritten signature in black ink, located in the bottom right corner of the page.

ANNEX B Password-protect a ZIP file

1. Right click the PDF file.
2. Choose “add to archive”.



3. In the Archive name and parameters dialog box, choose “ZIP” as archive format and click “set password”.



4. Type your password and click ok.

