

PROTOCOL DURING THE OPENING OF BIDS

I – Opening of First Folder

1. First Folder sequence of opening – first to be received, first to be opened.
2. With the DOE and ERC as observers, all Bidders will be allowed to see all the filenames & content of each Bidder's First Folder.
 - a. Secretariat asks for the password from the bidder to extract the zip file;
 - b. Secretariat opens the Folder and shows the filenames;
 - c. Secretariat opens each file in the folder and shows/shares to all.
 - d. Secretariat/TWG to record on CSP Evaluation Form 1, the content/finding for each file opened & shown.
 - e. When all files have been seen, TPBAC to decide if Bidder's First Folder is compliant or not.
3. Repeat step 2 (a) through (e) for all Bids.
4. Disqualified bidders will be dropped from the Zoom meeting room.
5. AEC will disclose reserve price to qualified bidders.

II – Opening of Second Folder

1. Secretariat will ask bidders if all are amenable to show their price proposal to other qualified bidders.
 - a. If all are amenable, all will remain in the main meeting room.
 - b. If one or more bidder/s is/are not amenable to share, the bidders will be transferred to breakout rooms. There will be one breakout room for each bidder that does not want their bid to be opened in front of other bidders and one breakout room for all bidders that are willing to share their bids. AEC TPBAC, Secretariat, and TWG and DOE and ERC observers will witness the opening of their bids.
2. Second Folder sequence of opening for qualified bids – first to be received, first to be opened. Second Folder of amenable bidders to be opened first.
3. Bidders who are willing to share their price proposal will be allowed to see the all the filenames and the contents of other willing Bidder's Second Folder.
 - a. Secretariat asks for the password from the bidder to extract the zip file;
 - b. Secretariat opens the Folder and shows the filenames;
 - c. Secretariat opens the file/s of the Financial Qualification Requirements and shows/shares to all. Secretariat/TWG to record on CSP Evaluation Form 2, the content/finding for each file opened & shown.
 - d. Secretariat opens the file/s of the Line Rental information and shows/shares to all. Secretariat/TWG to record on CSP Evaluation Form 2, the content/finding for each file opened & shown.
 - e. Secretariat opens the Price Proposal file and shows/shares it to AEC TPBAC, Secretariat, and TWG, DOE and ERC Observers, and all Bidder representative/s present in the room. Secretariat/TWG to record on CSP Evaluation Form 2, the content/finding for each file opened & shown.

- f. After opening and recording of the Price proposal, Secretariat closes the Second Folder
4. Repeat Step 3 (a) through (f) for each qualified Bidder who is amenable to share its price proposal until all the Second Folders have been opened.
5. Bidders who are not willing to share their price proposal will not be allowed to see all the filenames and the contents of the other Bidders' Second Folder in the main room as well as the bidders in the other break out rooms. The AEC TPBAC, Secretariat and TWG, and DOE and ERC observers will join the bidders in their respective break out rooms
 - a. Secretariat asks for the password from the bidder to extract the zip file;
 - b. Secretariat opens the Folder and shows the filenames;
 - c. Secretariat opens the file/s of the Financial Qualification Requirements and shows/shares to all. Secretariat/TWG to record on CSP Evaluation Form 2, the content/finding for each file opened & shown.
 - d. Secretariat opens the file/s of the Line Rental information and shows/shares to all. Secretariat/TWG to record on CSP Evaluation Form 2, the content/finding for each file opened & shown.
 - e. Secretariat opens the Price Proposal file and shows/shares it to the TPBAC, Secretariat, TWG and DOE Observers and all Bidder representative/s present in the room. Secretariat/TWG to record on CSP Evaluation Form 2, the content/finding for each file opened & shown.
 - f. After opening and recording of the Price proposal, Secretariat closes the Second Folder.
6. Repeat Step 5 (a) through (f) for each qualified Bidder who is not amenable to share its price proposal until all the Second Folders have been opened.
7. Control of the meeting reverts to the TPBAC Chair.