



**OCCIDENTAL MINDORO ELECTRIC COOPERATIVE, INC.**  
M.H. Del Pilar St., San Jose, Occidental Mindoro 5100




-0000000-  
**BIDS AND AWARDS COMMITTEE**  
-0000000-

**BID BULLETIN No. 04**  
Series of 2020

**“Supply and Delivery of Distribution Transformers and Protection Equipment”**

**OMEKO PAP No. BAC20-003**

This Bid Bulletin No. 04, Series of 2020 dated 16 July 2020 is hereby issued to amend and clarify some provisions in the Bidding Documents for the Supply and Delivery of Distribution Transformers and Protection Equipment.

  
**EDSEL P. FEDERNAL, REE**  
BAC Chairman

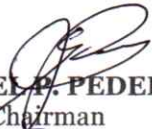
  
**CELSO D. GARCIA, REE**  
BAC Vice Chairman


**MEMBERS:**

  
**MARLENE C. ACOTINA**

  
**JOHN PATRICK G. LOYZAGA**

SECTION	AMENDMENTS/ CLARIFICATIONS
C. Preparation of Bids; D. Submission and Opening of Bids	Due to the limited and travel restrictions, the Committee hereby amended that the <b>FIRST ENVELOPE</b> -Eligibility Requirements and Technical Component, and the <b>SECOND ENVELOPE</b> - Financial Component of the Bids shall be presented both in hard and electronic copy.
	The Bidders must submit the electronic copy of their bids through the official e-mail address of the BAC, <b><u>omeco2018bac@gmail.com</u></b> and the hard copy via any registered courier (e.g LBC, JNT, etc.) on or before 24 July 2020 at 1:00 PM.
	The hard copy of the bids may be to follow provided that the Bidders must send via email the proof of mailing of documents as evidence that the hard copy of their bids was mailed/sent before the set deadline for the Submission and Opening of Bids.
	The soft/electronic copy shall be submitted in <b>ZIP or RAR file</b> and shall be password-protected to avoid inadvertent modification of any part of the bids.  The password of the <b>ZIP or RAR file</b> shall be given to the BAC, <b>only upon request of the Committee during the proceedings of the Opening of Bids.</b>  Attached to the back sheet of this bid bulletin the step-by-step procedures on how to prepare and submit the electronic copy of the bids

  
**EDSEL P. PEDERNAL, REE**  
BAC Chairman

  
**CELSO D. GARCIA, REE**  
BAC Vice Chairman

**MEMBERS:**

  
**MARLENE C. ACOTINA**

  
**JOHN PATRICK G. LOZAGA**

SECTION	AMENDMENTS/ CLARIFICATIONS
ITB Clause 15, Bid Security	The Bidders has an options either to deposit their bid security or send together with the original documents provided that the deposit slip or scanned copy of bid security shall be included in in their electronic copy, <b>Folder 2 – Technical Document.</b>

This Bid Bulletin No. 04, Series of 2020 shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

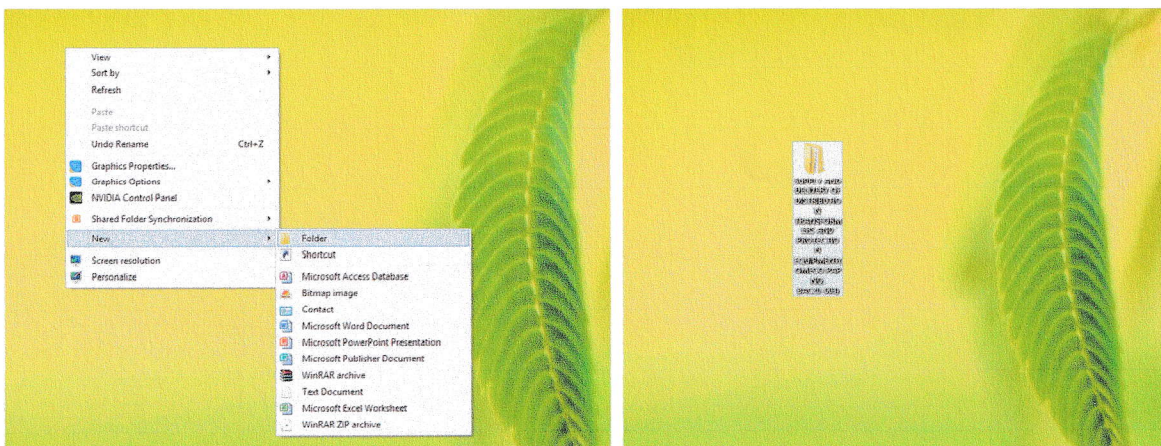
For information of all concerned.



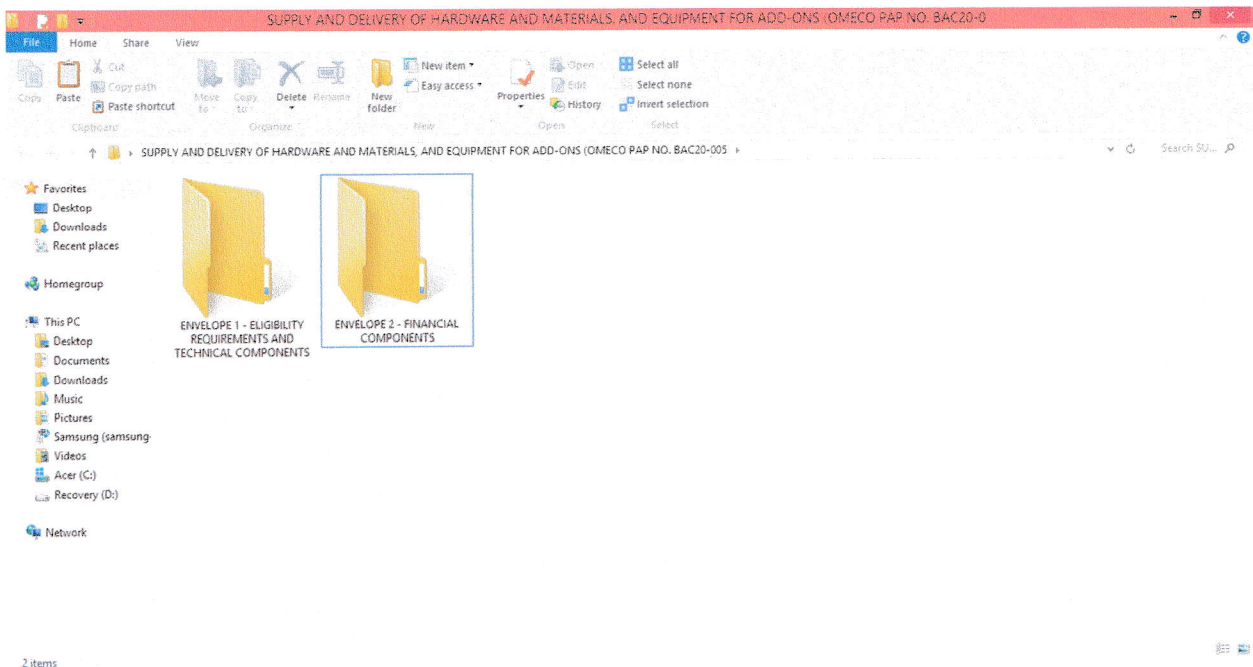
**OCCIDENTAL MINDORO ELECTRIC COOPERATIVE INC.**  
San Jose, Occidental Mindoro



**STEP-BY-STEP PROCEDURES ON HOW TO PREPARE AND SUBMIT  
THE ELECTRONIC COPY OF THE BIDS**



**STEP 1:** Create a **MOTHER FOLDER** containing the name of the contract to be bid in capital letters.

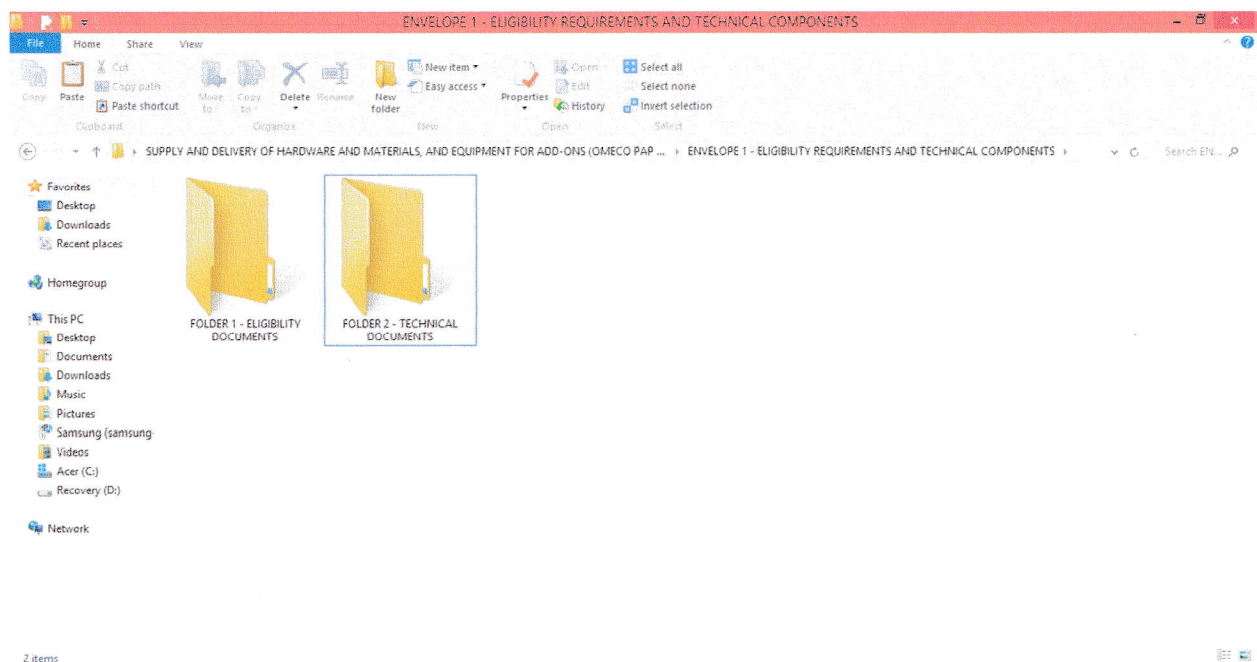


**STEP 2:** Inside the **MOTHER FOLDER**, the Bidders must create **two folders** containing the **Envelope 1 – Eligibility Requirements and Technical Components**, and **Envelope 2 – Financial Components**. All documents must be presented in PDF format.

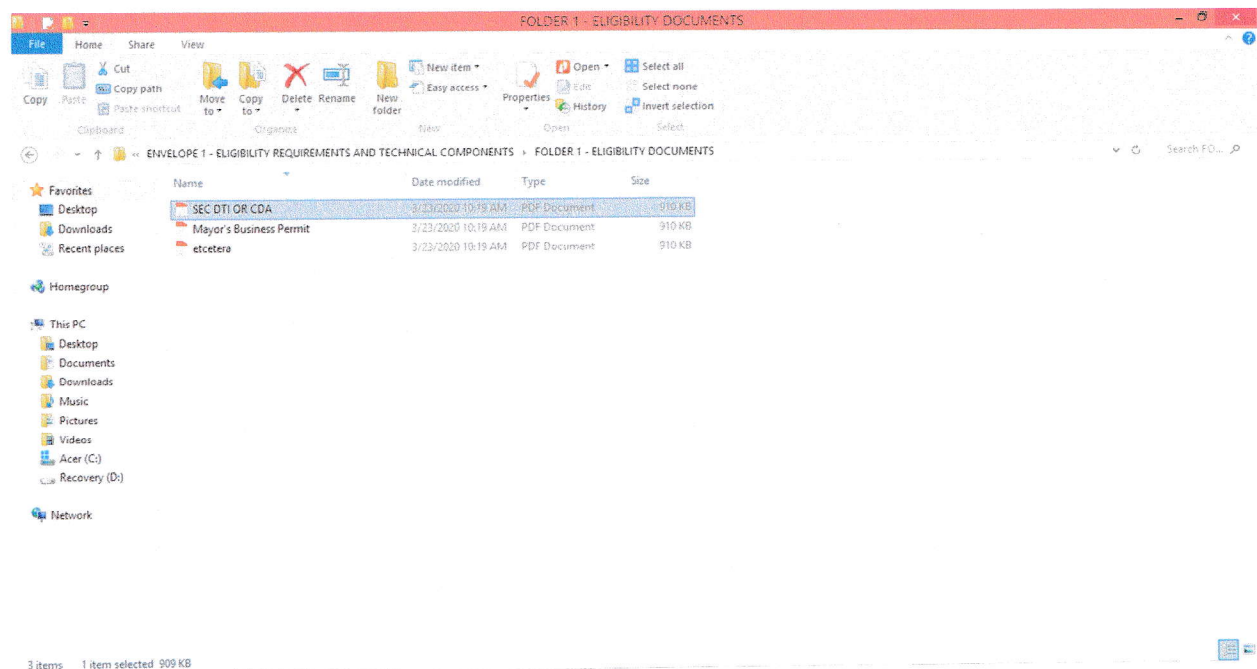


# OCCIDENTAL MINDORO ELECTRIC COOPERATIVE INC.

San Jose, Occidental Mindoro



**STEP 3 :** Inside the **Envelope 1 – Eligibility Requirements and Technical Components**, the Bidders must create two folders containing the **Folder 1 – Eligibility Documents** and **Folder 2 – Technical Documents**.



**STEP 4:** The Bidders must put or place all their eligibility documents inside the **Folder 1 – Eligibility Documents**.

OMECO Bids and Awards Committee  
Email add: omeco2018bac@gmail.com  
Tel. No. (043) 491 – 1981  
Mobile. Nos. 0939-228-1990 / 0965-430-7778

*N*

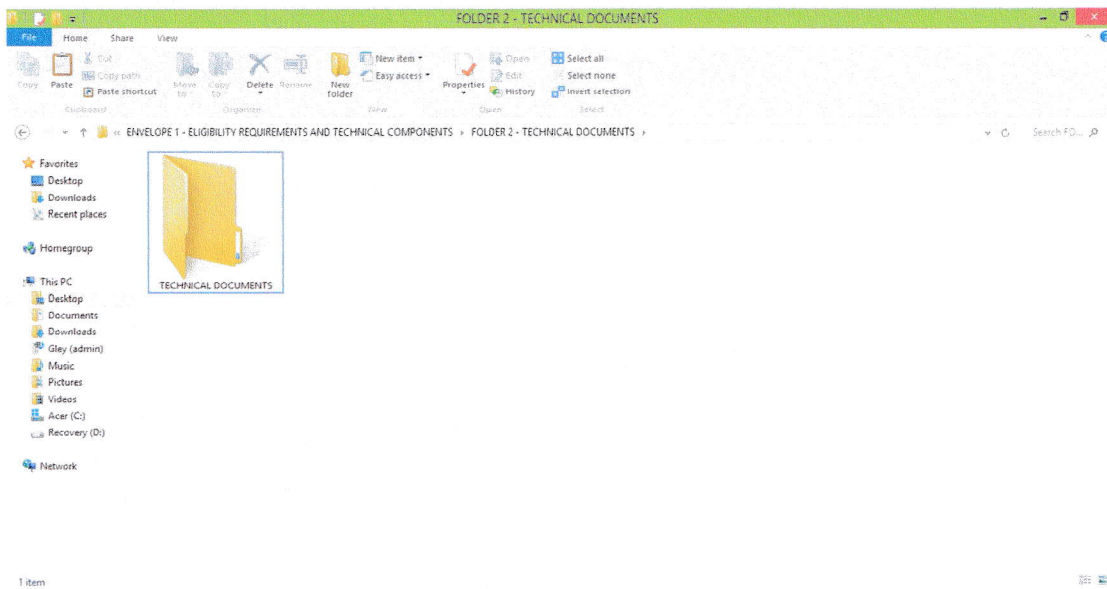
*i*

*f*

*g*

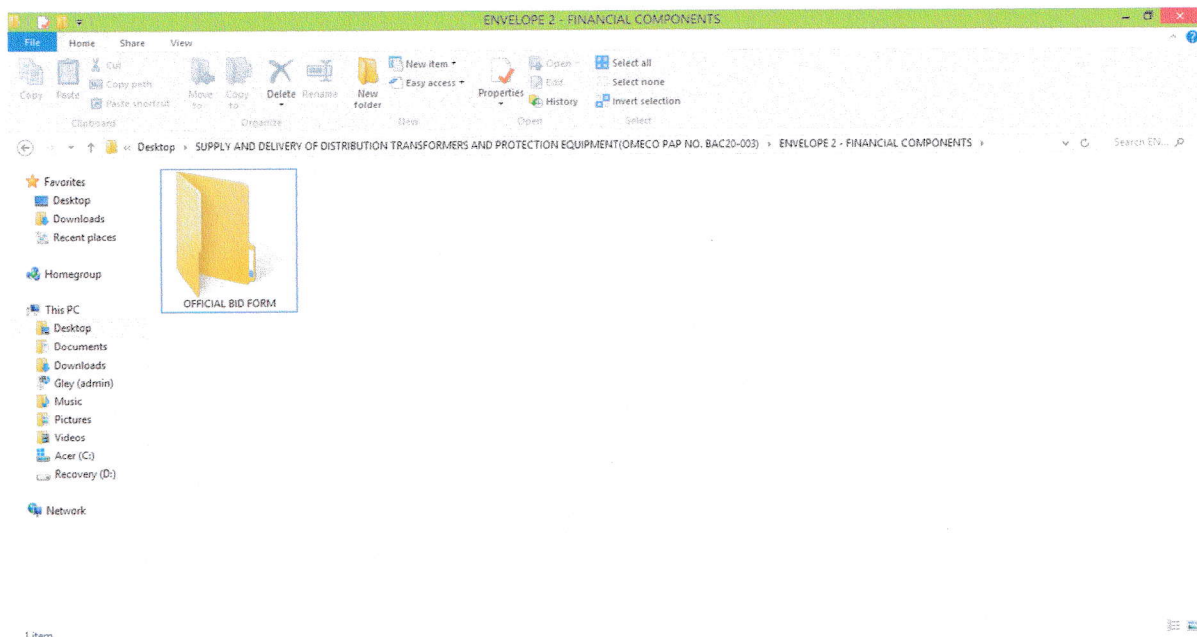


**OCCIDENTAL MINDORO ELECTRIC COOPERATIVE INC.**  
San Jose, Occidental Mindoro



**STEP 5:** After placing all the eligibility documents, the Bidders must proceed to the Technical Documents. Inside the **Folder 2 – Technical Documents**, the Bidders must create one or more folders. It depends to the bidders how many folders they will create if they intend to bid for any single lot or all lots.

After creating folder(s) for Lot I, Lot II, or Lot III – Technical Documents, the Bidders must put/place all their technical documents inside the said folder(s).



*H6*

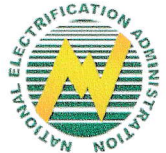
*[Signature]*

*[Signature]*

*[Signature]*



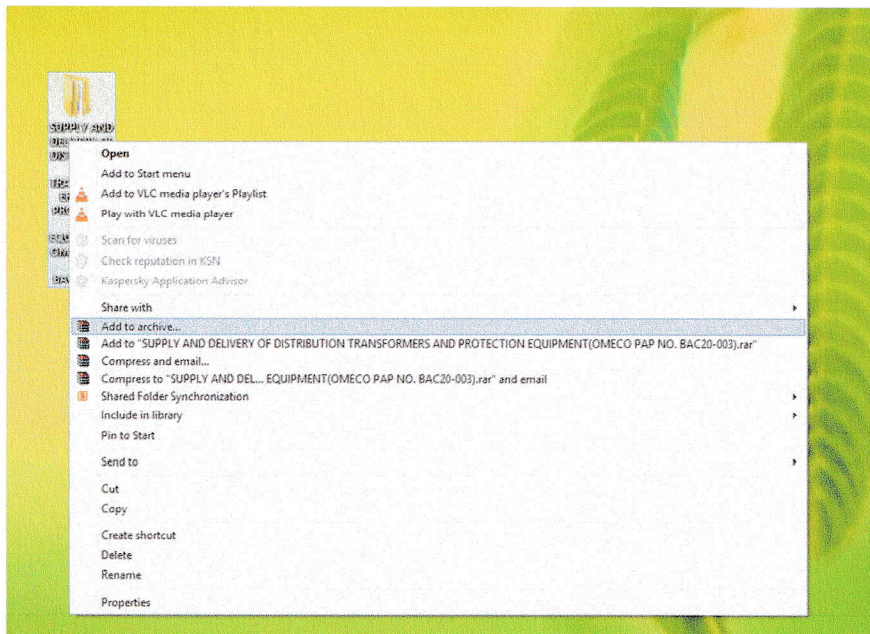
**OCCIDENTAL MINDORO ELECTRIC COOPERATIVE INC.**  
San Jose, Occidental Mindoro



**STEP 6:** After preparing the Envelope 1 – Eligibility Requirements and Technical Components, the Bidders must proceed in the preparation of **Envelope 2 – Financial Components**.

Inside the **Envelope 2 – Financial Component**, the bidders must create one or more folders for Official Bid Form. It depends to the Bidders how many folders they will create if they intend to bid for any single lot or all lots.

Inside the Lot I, Lot II, or Lot III – **Official Bid Form**, the bidders must put/place their bid(s) in the OMECO Prescribed Financial Bid Form. Each and every page of the Bids in the OMECO prescribed financial bid form shall be signed by the duly authorized representative/s of the Bidder



**STEP 7:** After placing all the documents inside their respective folders, the **Mother Folder shall be compressed to archive**.

*(Intentionally Left Blank)*

h

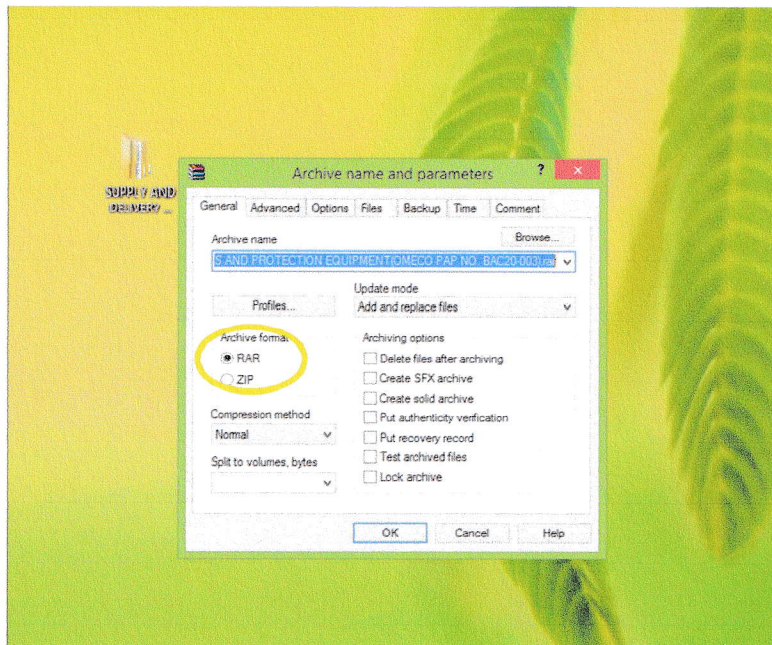
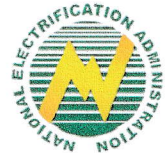
h

h

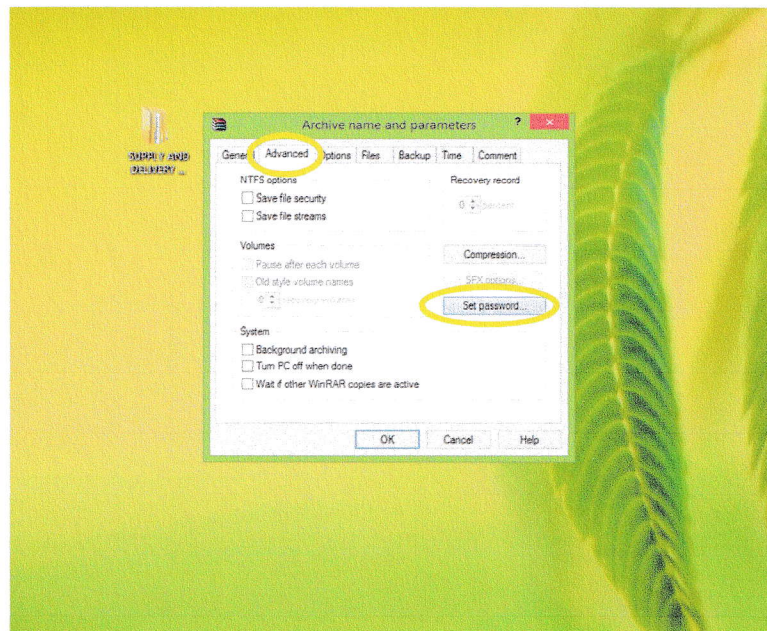
h



**OCCIDENTAL MINDORO ELECTRIC COOPERATIVE INC.**  
San Jose, Occidental Mindoro



**STEP 8:** The Bidders may choose if the archive format shall be in RAR or ZIP.



**STEP 9:** After clicking the **archive format**, the Bidders must go to the advanced features and **set the password**.

H

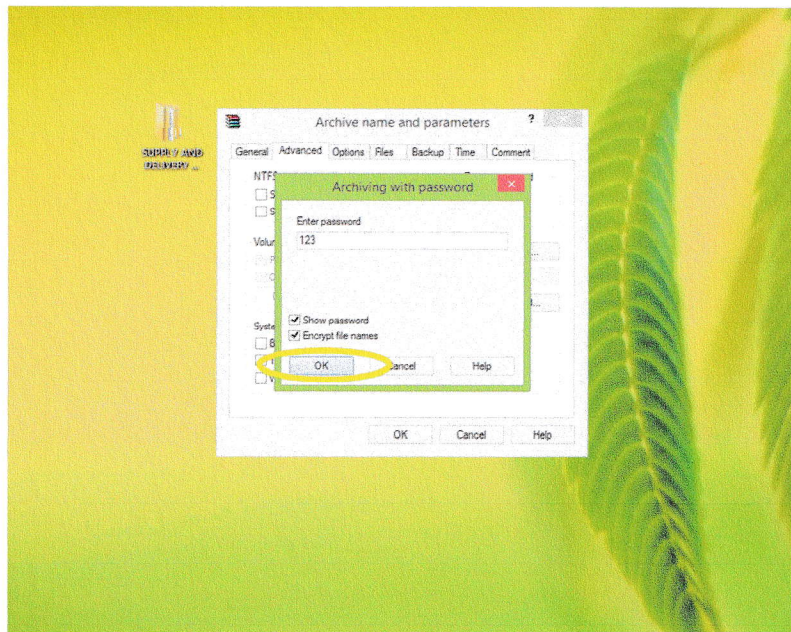
id.

f

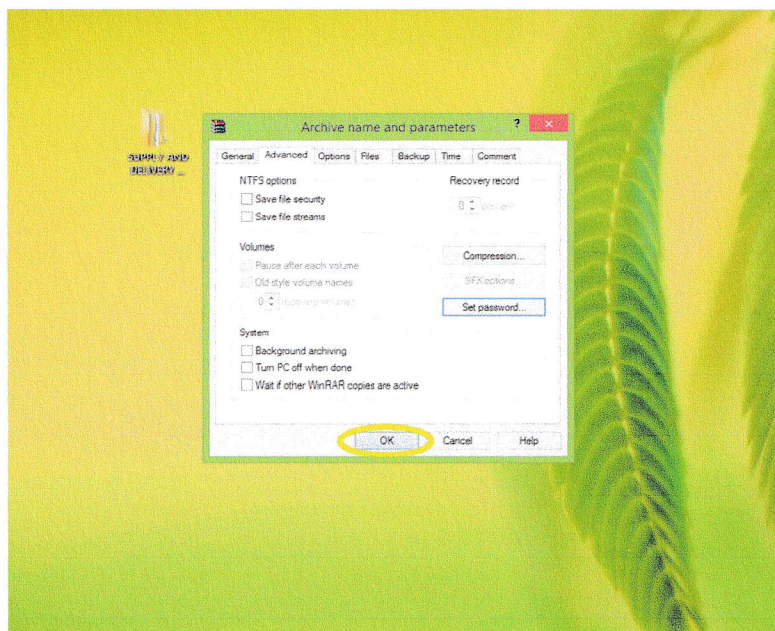
E



**OCCIDENTAL MINDORO ELECTRIC COOPERATIVE INC.**  
San Jose, Occidental Mindoro



**STEP 10:** The Bidders must check the “**encrypt file names**” before proceeding to the OK button. The password shall be given to the BAC **upon request of the Committee during the proceedings of the Opening of Bids.**



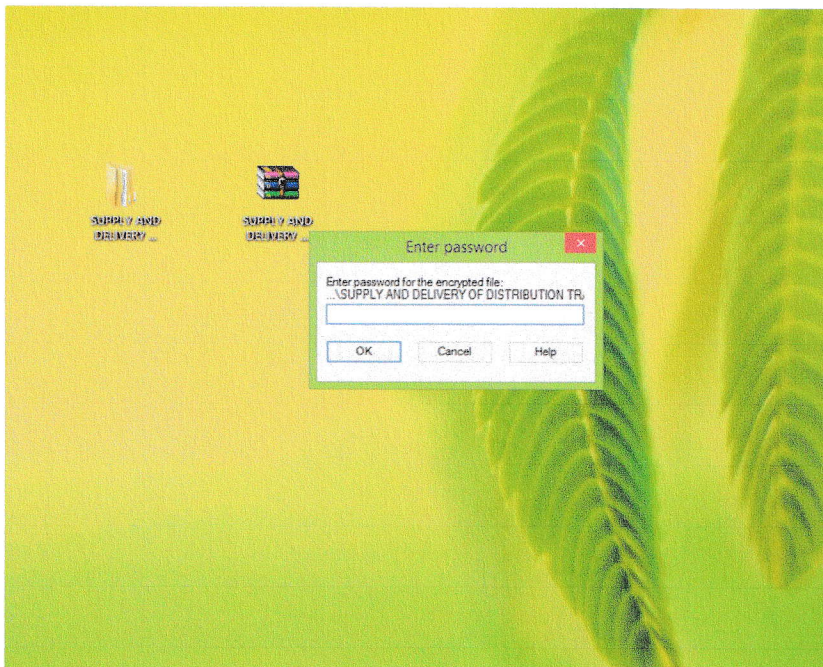
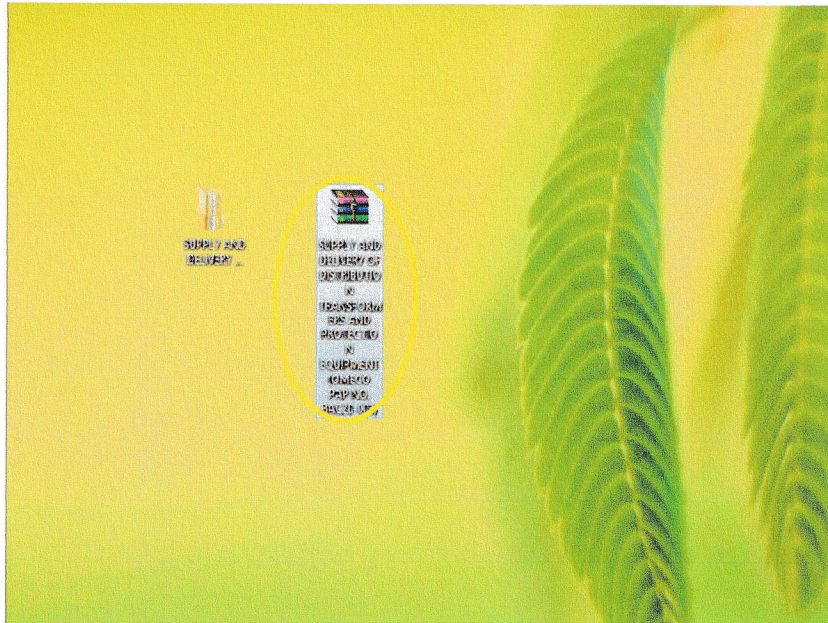
**STEP 11:** After setting the password, the Bidders may now proceed with the OK button.

16





**OCCIDENTAL MINDORO ELECTRIC COOPERATIVE INC.**  
San Jose, Occidental Mindoro



**STEP 12:** This ZIP/RAR file of the bidders' bids shall be submitted through the official email address of the BAC, [omeco2018bac@gmail.com](mailto:omeco2018bac@gmail.com). Please be noted that **the password shall only be given upon request of the Committee during the proceedings of the Opening of Bids.**