



# BOHOL I ELECTRIC COOPERATIVE, INC.

*Pabulijan, Tubigon, Bohol*

## GUIDELINES ON THE CONDUCT OF VIRTUAL BIDDING PROCESS FOR BID NO. 2020-03

The Bohol I Electric Cooperative, Inc. (BOHECO I) through its Bids and Awards Committee will be conducting virtual bidding for Bid No. 2020-03. This is to comply with the government's mandate that prohibits various organizations, offices, establishments, and others from holding mass gatherings such as but not limited to meetings, public biddings, etc. due to COVID-19 Pandemic.

As compliance with the aforesaid mandate, BOHECO I will be holding virtual bidding and is inviting all interested parties to apply for eligibility and bid for the following items:

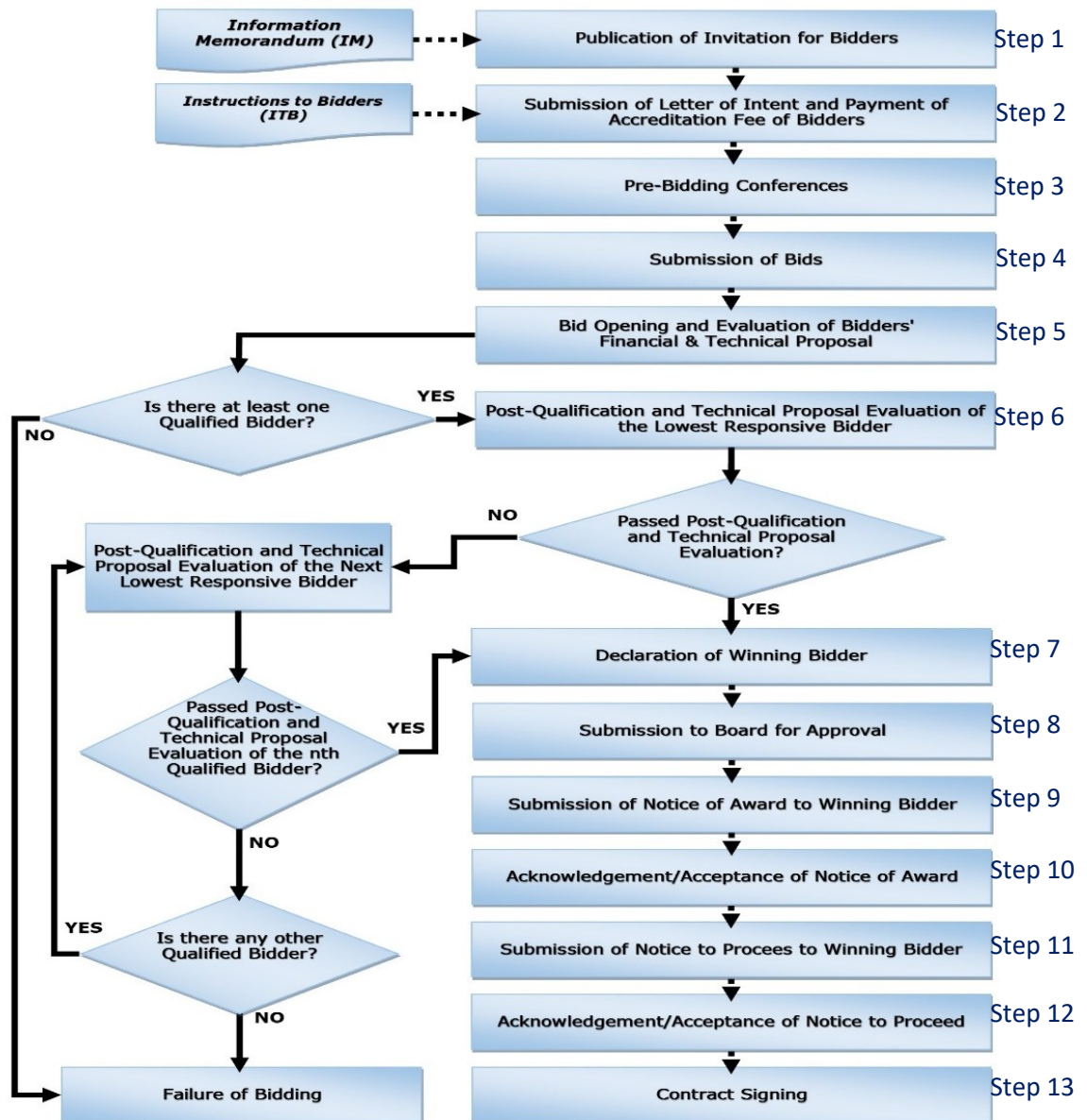
Lot No.	DESCRIPTION
1	Supply and Delivery of Pin Insulator, Made in USA/EU/Latin American Countries
2	Supply and Delivery of KWHR Meter Electronic 1-phase
3	Supply and Delivery of Steel Poles
4	Supply and Delivery of Boom Truck, 5 tonner with Auger
5	Supply and Delivery of Maintenance Vehicles
6	Supply and Delivery of Utility Vehicle
7	Refurbishing, Insulation Rehabilitation, Rewinding and Testing/Commissioning of 1x10 MVA Power Transformer
8	Supply and Delivery of Manual Group Operated 15kV Air Break Switch
9	Supply and Delivery of Line Tensioner and Puller Engine
10	Supply and Delivery of 69kV and 15kV Equipment for Baclayon Substation
11	Supply and Delivery of 69kV and 15kV Bus Steel Structure for Baclayon Substation
12	Supply and Delivery of Potential Transformer and Current Transformer
13	Supply and Delivery of KWHR Meter Electronic 3-phase



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Figure below shows the flowchart in the bidding process for Bid No. 2020-03.



The participating bidder shall follow the guidelines set by the BOHECO I BAC in the conduct of virtual bidding, wherein some of the steps have modifications in compliance with the aforesaid mandate due to COVID-19 Pandemic.

### Step 1: Publication of Invitation for Bidders

- The same process – No modification

### Step 2: Submission of Letter of Intent and Payment of Accredited Fee of Bidders

- The same process – No modification

### Step 3: Pre-bidding Conference

- The conduct of the Pre-bid Conference for Bid No. 2020-03 will be done through a video conference via Zoom or other related platforms.
- Only the authorized representative is allowed to attend the conference; for authenticity, he/she is required to present a valid ID before the conference proper.
- The BOHECO I BAC is highly requesting all interested bidders to attend the Pre-Bid Conference for further discussion on the stated guidelines.



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## Step 4: Submission of Bids

- The conduct of the Opening of Bids for Bid No. 2020-03 will be done through a video conference via Zoom or other related platforms.
- Participating Bidders are required to submit the soft copy of their documents and must be **password protected**. The said documents will serve as the basis for the evaluation and assessment during the bid opening.
- Even if the participating bidder has already submitted a soft copy, the bidder shall still submit and provide the BOHECO I BAC with the hard copy of the documents. **The deadline for the submission will be discussed during the Pre-Bid Conference.**
- The participating bidders are required to send their soft copy in the same format, classifying the documents under Financial and Technical Requirements, and are duly labeled.

## Step 5: Bid Opening and Evaluation of Bidder's Financial & Technical Proposal

- Final acknowledgment on the received soft copy of documents shall be given two (2) hours prior to the start of the bidding proper.
- Only during the Opening of Bids that the participating bidder/s shall send their password to the BOHECO I BAC for security purposes.

## Step 6: Post-Qualification and Technical Proposal Evaluation of the Lowest Responsive Bidder

- The same process – No modification

## Step 7: Declaration of Winning Bidder

- The same process – No modification

## Step 8: Submission to Board for Approval

- The same process – No modification

## Step 9: Submission of Notice of Award to Winning Bidder

- The same process – No modification

## Step 10: Acknowledgment/Acceptance of Notice of Award

- The same process – No modification

## Step 11: Submission of Notice to Proceed to Winning Bidder

- The same process – No modification

## Step 12: Acknowledgment/Acceptance of Notice to Proceed

- The same process – No modification

## Step 13: Contract Signing

- The same process – No modification



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