



GUIDELINES ON THE CONDUCT OF VIRTUAL BIDDING PROCESS

The La Union Electric Company, Inc. (LUECO) through its Bids and Awards Committee will be conducting virtual bidding. 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, LUECO will be holding virtual bidding and is inviting all interested parties to apply for eligibility and bid for the Required Contract Capacity "43 MW – 64MW" including any future load growth from August 26, 2021 to February 25, 2032.

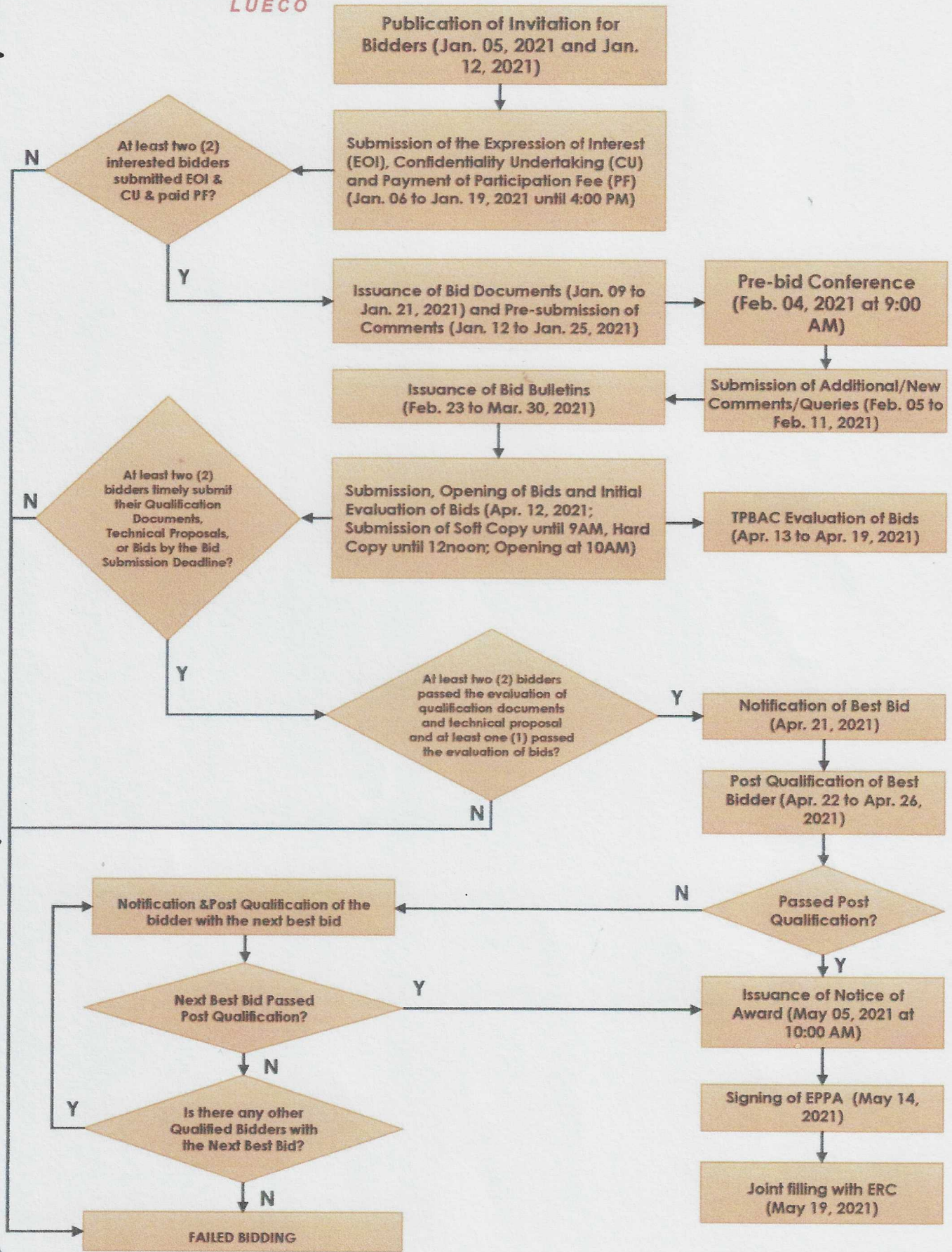
ZOOM MEETING PARTICIPATION GUIDELINES

- a. In signing in, make sure you are signed into your account with the name of your Company as their authorized representative per submitted Expression of Interest, for proper identification throughout the meeting.
- b. Turn video on when attending a meeting- think of it as sitting in a chair at a conference table.
- c. Turn off notifications or sounds that could be distracting.
- d. Mute self while not talking to avoid background noise interrupting meeting; simply mute and unmute yourself when you need to speak.
- e. When unmuted, avoid noisy activities like typing or shuffling of papers.
- f. Eating is not allowed during the meeting.
- g. Zoom backgrounds, if used, should be appropriate for a workplace setting.
- h. Use the "chat to everyone" feature to make comments, or to indicate you'd like to unmute to make a comment.
- i. When available, utilize meeting reactions and non-verbal feedback in order to express agreement or raise your hand during a meeting without interrupting the main speaker or host.



THE BIDDING PROCESS

Handwritten signatures and names on the left margin:
 Courtney [Signature]
 Adriana A. Arguena [Signature]
 [Signature]
 [Signature]



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

1: Publication of Invitation for Bidders

The same process as in the Instruction to Prospective Bidders – No modification

2: Submission of the Expression of Interest (“Expression of Interest Deadline”) and Payment of Participation Fee

The same process as in the Instruction to Prospective Bidders – No modification

3: Issuance of Bid Documents

Upon receipt of notarized Expression of Interest and Confidentiality Undertaking and Confirmation of Full Payment of Participation Fee, issuance of Bid Documents shall be provided electronically to Bidders. One set of hard copies of the said Bid Documents shall likewise be sent via courier.

4: Pre-submission of Comments

Any comments from the Bidders pertaining to the Bid Documents should be submitted in writing from January 12, 2021 to January 25, 2021 and send to the following email address: lueco_csp@luecoinc.com

5: Pre-bidding Conference

- a. The conduct of the Pre-bid Conference to be held on February 4, 2021, at 9 o'clock in the morning will be done through a video conference via Zoom platform.
- b. Only the authorized representative is allowed to attend the conference; for authenticity, he/she is required to email a valid ID with photo before the conference proper.
- c. No queries shall be entertained except those submitted written inquiries from January 12 to 25, 2021.
- d. Any additional/new queries regarding the Bid Documents during the Pre-Bid Conference, please see No. 6 below.

6: Submission of Comments

Any additional comments shall be sent to the following email address: lueco_csp@luecoinc.com from February 5 to February 11, 2021.

7: Issuance of Bid Bulletins on the Comments

All replies to the submitted comments shall be posted in the DOE CSP Portal and LUECO website through Bid Bulletins.

8: **Submission, Opening of Bids and Initial Evaluation of Bids**

- a. Participating Bidders are required to submit the soft copy of their documents and must be password-protected on April 12, 2021, on or before 9 o'clock in the morning and its hard copy on or before 12 noon of the same date at the address to be posted through a Bid Bulletin on the DOE CSP Portal and LUECO website.

This being the case, the contents on the soft copy (in PDF file) shall prevail over those contained in the hard copy in case of conflict. The hard copy will be used to facilitate easy evaluation and assessment. There shall be five (5) sets of hard copies of Document Submissions to be sent to the TPBAC Secretariat.

- b. The conduct of the Opening of Bids shall be on April 12, 2021, at 10 o'clock in the morning which will be done through a video conference via Zoom platform in the order of receipt by the TPBAC Secretariat wherein the password to open the Bid will be requested there and then.
- c. 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.
- d. Final acknowledgment on the received soft copy of documents shall be given one (1) hour prior to the start of the bidding proper.
- e. Only during the Opening of Bids that the participating bidder/s shall send their password to the LUECO TPBAC Chairman at luecocsp.chairman@gmail.com for security purpose.

9: **TPBAC Evaluation of Bids**

TPBAC shall evaluate all the bids from April 13 to April 19, 2021. Observers from DOE and ERC shall be invited to attend the Evaluation on the specific dates to be announced through Bid Bulletins.

10: **Notification of Best Bid**

For Bidders whose Document Submissions "passed" evaluation, the TPBAC shall proceed to evaluate their Bid and confirm sufficiency of the Bid Security.

In making its evaluation of the Bid, the TPBAC shall derive the LCOE based on the Proposed Price of each Bidder in accordance with Section 4.4 of this IPB.

The TPBAC shall thereafter rank the Bids from lowest to highest using LCOE and shall determine the most advantageous bid. The Bidder whose offer yields the lowest Final LCOE, inclusive of VAT if applicable, shall be considered the Best Bid ("Best Bid").

For this purpose, the TPBAC shall notify the Bidders of the results of its evaluation of the Bids on April 21, 2021 through Bid Bulletins to be posted on DOE CSP Portal and LUECO website.

11: Post-Qualification and Technical Proposal Evaluation of the Lowest Responsive Bidder

Post Qualification of Best Bidder, if applicable, shall be on April 22 to 26, 2021.

12: Issuance of Notice of Award

- a. The Winning Bidder and the DOE shall be informed of the Notice of Award via email.
- b. The hard copy of the Notice of Award shall be sent via courier;
- c. The signing of the Notice of Award with the representatives from DOE and ERC in attendance, shall be done via Zoom platform on May 5, 2021 at 10 o'clock in the morning.

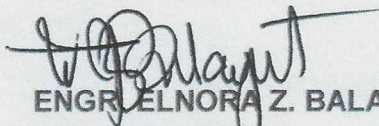
13: Signing of EPPA

The same process as in the Instruction to Prospective Bidders (face-to-face) – No modification

14: Joint filling with ERC

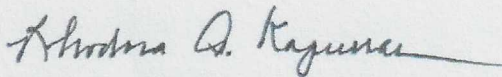
The same process as in the Instruction to Prospective Bidders – No modification

PREPARED BY:

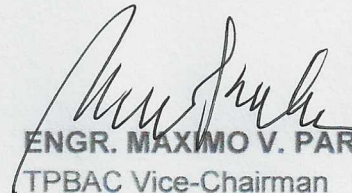


ENGR. ELNORA Z. BALAGOT
TPBAC Secretary

NOTED BY:



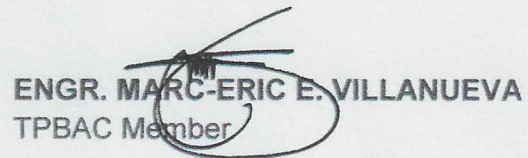
ATTY. RHODORA G. KAPUNAN
TPBAC Chairman



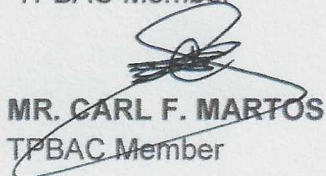
ENGR. MAXIMO V. PARLAN
TPBAC Vice-Chairman



MR. PABLO I. BUSTAMANTE, JR.
TPBAC Member



ENGR. MARC-ERIC E. VILLANUEVA
TPBAC Member



MR. CARL F. MARTOS
TPBAC Member

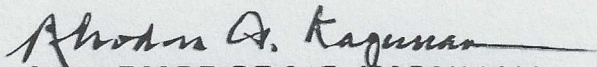
28 January 2021

Dear DOE CSP Team:

Please be advised that La Union Electric Company, Inc. (LUECO) has decided to conduct its Competitive Selection Process ("CSP") virtually in consideration of health protocols brought about by the COVID-19 pandemic situation.

Thus, in compliance with the letter dated 22 December 2020 of **Undersecretary EMMANUEL P. JUANEZA**, please find attached LUECO's complete online CSP guidelines for your review and approval. The Pre-Bid Conference has been scheduled on 04 February 2021 at nine o'clock (9:00 a.m.) in the morning as per LUECO's Bid Bulletin No. 3 which had already been posted at the DOE's portal.

Very respectfully,


Atty. RHODORA G. KAPUNAN
Chairperson
LUECO TPBAC