

INTERNAL RULES ON E-BIDDING

I. ADVERTISEMENT/POSTING OF INVITATION TO BID:

For Prospective Bidders or Suppliers:

- a. Resumption of procurement activities through electronic means in accordance with GPPB Resolution No. 09-2020;
- b. The requirement of pre-registration via Google Forms for those interested to join the EMB-CAR procurement activities such as the pre-bid conference and the submission of bids.
- c. Other relevant details such as the manner and procedure for preregistration.

The Secretariat shall post the Bid Bulletin on the 1) PhilGEPS Website, 2) EMB-CAR Website and 3) EMB-CAR Bulletin Board.

II. NOTICES

The Secretariat will send notices to the BAC Members and End-user representative via the official e-mail of the Secretariat. The Secretariat will send Notice to Observers via the official e-mail of the Secretariat at least five (5) Calendar days before the date of the scheduled procurement activity. This is required, otherwise, the proceeding shall be considered null and void. ¹

III. PROCEDURE IN THE PRE-REGISTRATION OF SUPPLIERS:

1. Interested suppliers must register through **Google Forms (Steps in registration can be found in the Bidder's Kit)**. The following information shall be disclosed upon registration:
 - a) name of the company;
 - b) e-mail address;
 - c) title of the procurement project;
 - d) name of owner/ representative;²
 - e) PhilGEPS registered office/company address;

¹ Section 13.3, Rule V of the 2016 IRR of RA 9184

² The company representative must submit a scanned copy of SPA or Secretary's Certificate

- f) landline and mobile number/s; and
 - g) authority to represent the company (special power of attorney [SPA] or secretary's certificate).
2. Once registration is complete and filled in, the Secretariat will send an acknowledgement of receipt and an invitation to join Microsoft Teams on the email address provided by the prospective bidder indicating the date and time of the Opening of Bids. The pre-registration is required for the Secretariat to monitor the persons allowed to enter in the video teleconference and for records purposes.

Only those-suppliers duly registered shall be allowed to attend. In case there will be more than one (1) representative for each prospective bidder, each representative shall fill out the pre-registration form.

3. The Secretariat shall also provide the Bidder's kit to the prospective bidders to inform them of the house rules to be observed and the step-by-step process during the online bidding.

IV. PRE-BID CONFERENCE PROPER:

1. The BAC, with the assistance of the Secretariat, shall conduct the pre-bid conference through video conferencing using **Microsoft Teams**.
2. The Secretariat will be the sole administrator in Microsoft Teams and only the appointed person from the Secretariat can allow the entry of the participants in the pre-bid conference and in the subsequent bidding activities. The video conference via Microsoft Teams will be recorded and minutes of the meeting will also be prepared.
3. Decisions of the BAC amending any provision of the Bidding Documents shall be issued in writing through a Supplemental/Bid Bulletin posted at least seven (7) CD before the bid opening and emailed to all suppliers who registered for the pre-bid conference. **(Section 22.4 of the RIRR of 2016)**

V. PROCEDURE FOR THE DEADLINE FOR SUBMISSION OF BIDS, OPENING AND EVALUATION OF BIDS:

Per **GPPB Resolution 09-2020**, the GPPB-TSO, for the efficient conduct of all procurement activities, *regardless of procurement modality*, during a nationally or locally declared State of Calamity:

“ENJOIN PEs to maximize the use of existing rules under RA No. 9184, its IRR and related issuances on the conduct of procurement

GPPB Resolution No. 09-2020, dated 7 May 2020

Approving measures for the efficient conduct of Procurement Activities during a state of calamity, or implementation of Community Quarantine or similar restrictions Republic Act no. 9184

Guidelines for Emergency Procurement under Republic Act No. 11469 or the Bayanihan to Heal as One Act dated 6 April 2020.

activities, particularly those meant to streamline, simplify and expedite the conduct of procurement and address the challenges and disruptions brought by calamities and crisis such as the COVID19 pandemic, such as **use of videoconferencing, webcasting and similar technology in the conduct of any of the meetings and determination of quorum by the BAC¹⁵ and use of digital signatures in procurement related documents;**¹⁶

In order to complement these, **ALLOW** the (i) submission of procurement related documents, except for the submission and receipt of bids, **through electronic mail or facsimile subject to the submission of the printed copies as soon as practicable, as determined by the Bids and Awards Committee (BAC); and (ii) use of other forms of digital or electronic signature in all procurement related documents.** For this purpose, PEs shall establish their respective internal rules to ensure the security, integrity and authenticity of the documents electronically submitted and the use of digital or electronic signature.”

In light of the unavailability of the online bidding facility under the modernized Philippine Government Electronic Procurement System (PhilGEPS), **AUTHORIZED** the online or electronic submission and receipt of bids for procurement modalities where **a two-envelope procedure or sealed price quotation is required.** The BAC shall decide whether to allow the online or electronic submission and receipt of bids based on the PE’s procurement needs and capabilities.

Bid submission shall be done through any electronic means available to the PEs, provided that the same:

- a) uses a **two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted;**
- a. uses a **two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted;**

- b. allows access to a **password-protected Bidding Documents on opening date and time**. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology; and
- c. capable of **generating an audit trail of transactions** to ensure the security, integrity and authenticity of bid submissions.

For this purpose, the highest official managing the Information Technology- EDP shall issue a Certification describing the electronic system or procedure to be used by the PE for the electronic submission and receipt of bids and a statement that the same is compliant with the foregoing requirements.”

As such:

- 1) All prospective bidders are enjoined to submit the financial and eligibility requirements in password protected PDF files via the Secretariat's official email address. The bidder will send in a single email two compressed folders (in .ZIP file format) which shall both be password protected. One zip folder shall contain the scanned original copy of the **Legal and Technical Requirements** in a password protected PDF file. Both ZIP folder and PDF file shall be assigned the file name “**EMB-CAR Bidding No.____; (Name of Bidder); Legal and Technical Documents**”. The second zip folder shall contain the scanned original copy of the **Financial Requirements** in password protected PDF. Both ZIP folder and PDF file shall be assigned the file name “**EMB-CAR Bidding No.____; (Name of Bidder); Financial Documents**”. The four (4) passwords shall be unique for both folders and files, respectively.
- 2) Upon receipt before the deadline of the email containing the two (2) compressed folders, the BAC Secretariat shall send an email of acknowledgement receipt and shall generate a Bid receipt page/document which can be saved or printed by the bidder, as proof of the official time of receipt of bids; Late Bids shall not be accepted and shall no longer be included in the opening of bids.
- 3) The Secretariat shall download the files in a EMB-CAR issued computer/laptop device so that the audit trail shall be preserved. The Secretariat Head shall designate the official representative of the Secretariat (as administrator) and an alternate who are the only personnel allowed to access the said password protected files for safekeeping and record purposes.

GPPB Resolution No. 09-2020, dated 7 May 2020

Approving measures for the efficient conduct of Procurement Activities during a state of calamity, or implementation of Community Quarantine or similar restrictions Republic Act no. 9184

Guidelines for Emergency Procurement under Republic Act No. 11469 or the Bayanihan to Heal as One Act dated 6 April 2020.

- 4) Should a prospective bidder choose to modify the submitted bid, the following rules shall apply:

“Bidders shall send another Bid equally secured, properly identified, and labelled as a **“modification”** of the one previously submitted. The time indicated in the latest Bid receipt page generated shall be the official time of submission. Bids submitted after the deadline shall not be accepted.” **(GPPB Resolution 09-2020)**

Section 26, R.A 9184 (Revised):

“For online or electronic bid submission, where a bidder modifies its Bid, it **shall not be allowed to retrieve its original Bid** but shall only be allowed to **send another Bid equally secured and properly identified.** **(GPPB Resolution 09-2020)**

In the case of electronic submission, to be labelled as a **“modification,”** of the one previously submitted. The time indicated in **the latest Bid receipt page generated shall be the official time of submission.** Bids submitted after the deadline shall not be accepted.”

- 5) In case of modification of bids, the bidder shall use the following file names for the folders and files:

- A. **“EMB-CAR Bidding No.____; (Name of Bidder); Legal and Technical Documents – Modification”**
- B. **“EMB-CAR Bidding No.____; (Name of Bidder); Financial Documents - Modification”**

The Secretariat shall record the last document submitted by the prospective bidder as the official document for the opening of bids, provided it is submitted on or before the deadline.

VI. BID OPENING PROCESS:

Sec. 29, R.A, 9184:

The BAC shall open the bids immediately after the deadline for the submission and receipt of bids. The time, date, and place of the opening of bids shall be specified in the Bidding Documents.

GPPB Resolution No. 09-2020:

For electronic bid submission, the passwords for accessing the Bidding Documents will be disclosed by the Bidders **only during the**

actual bid opening which may be done in person or face-to-face videoconferencing, webcasting or similar technology.

The BAC, with the assistance of the Secretariat and Technical Working Group (“TWG”), shall conduct the bid opening via Microsoft Teams. Bidders are encouraged to attend the bid opening online. The passwords for the folders and the files shall be disclosed by the bidders only during the bid opening.

For bidders who are present, the Secretariat will ask the bidder in the chat box of the Microsoft Teams video conferencing room for the corresponding password during the bid opening itself. The official representative of the bidder shall respond promptly in the same chat box with the passwords when prompted.

If a bidder is unable to attend the bid opening and his bid is about to be opened, the Secretariat will ask for the passwords via text message to the official representative of the bidder who shall respond promptly with the password. Bidders are given a minimum of five (5) minutes to respond with the password. If the bidder does not respond with the password within five (5) minutes from prompting, the BAC shall move on to the next bid, if any. If there are no other bids to be considered, the Secretariat shall ask again via text message for the password and the BAC shall give the bidder at least another five (5) minutes to respond. If the bidder does not respond within the allotted time, his bid will longer be considered.

The bidder shall first disclose the password for the first password protected compressed folder containing the eligibility documents and the Secretariat shall extract the eligibility documents therein. The Secretariat shall upload the said extracted file to Google Drive and share by email an online link to such file to all BAC, Secretariat and TWG Members. After sharing such link, the Secretariat will ask the bidder for the password to the eligibility documents in the same procedure described above.

If the bidder is considered **passed** on his eligibility requirements, together with any other bidders who are considered passed on their eligibility requirements, his second password-protected compressed folder containing his financial documents and the files contained therein shall be opened and shared in the same manner as the passwords of the eligibility documents as described above. In no case will a bidder disclose the passwords for his financial folder and files prior to being declared eligible based on the evaluation of his eligibility documents.

The bidders are given only three attempts to disclose their password per compressed folder and PDF file to open the documents. Should the bidder fail to provide the correct password after the third attempt, their bid will no longer be considered. The Secretariat shall take and print a screenshot of such

GPPB Resolution No. 09-2020, dated 7 May 2020

Approving measures for the efficient conduct of Procurement Activities during a state of calamity, or implementation of Community Quarantine or similar restrictions *Republic Act no. 9184*

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inquiries and responses to form part of the records and all incidents should be recorded in the minutes.

VII. BID EVALUATION:

1. Only eligible bids shall be evaluated.
2. The BAC Secretariat shall record the proceedings and prepare the minutes of the meeting in the conduct of the opening and evaluation of bids.

VIII. POST-QUALIFICATION:

1. The TWG shall conduct post-qualification measures based on the documents submitted by the bidders. Only those with complete and sufficient requirements shall be considered for purposes of awarding the contract.

The TWG, as it may deem necessary, require the manual submission of the documents submitted by the bidders for proper identification and evaluation.

**BIDDER’S KIT FOR EMB-CAR PROCUREMENT GUIDELINES IN
ADOPTING ELECTRONIC SUBMISSION OF BIDS**
(GPPB Resolution no. 09-2020)

I. Pre-Bid Conference

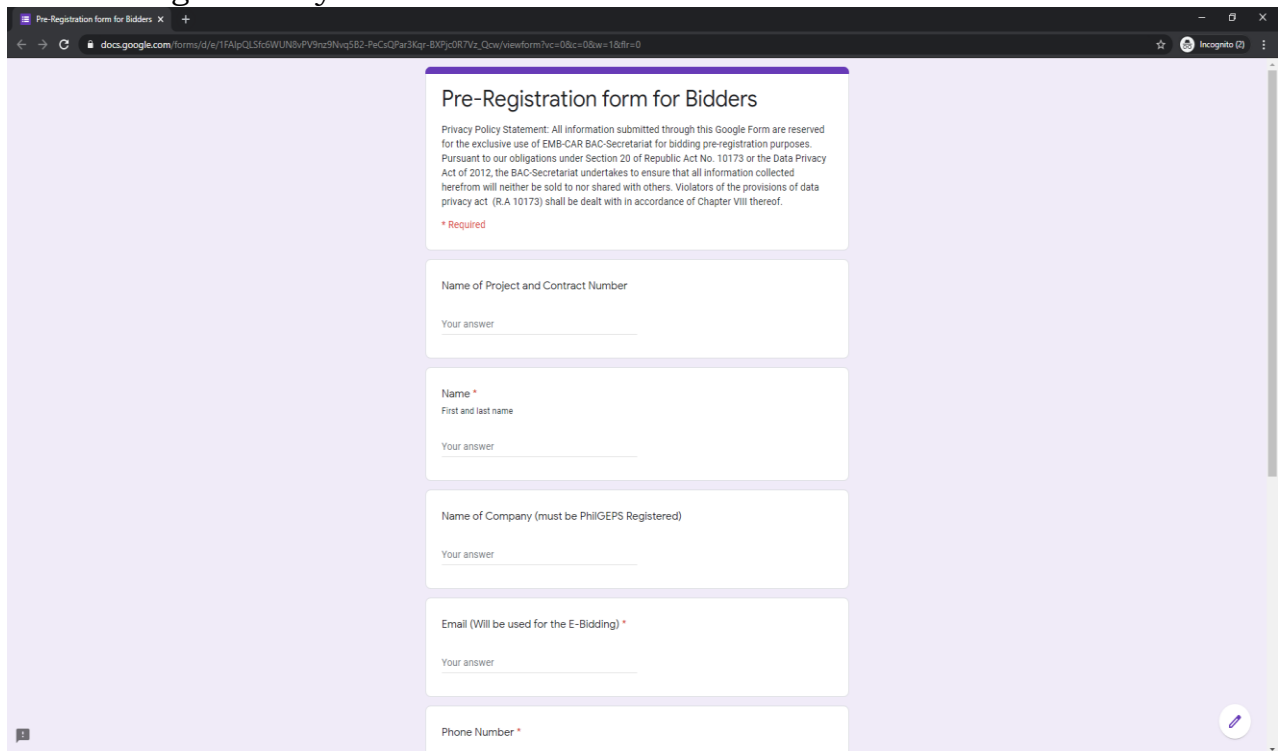
Step 1: Register by completing the information required in the Google forms which can be accessed here:

<https://bit.ly/3pcYsn1>

or

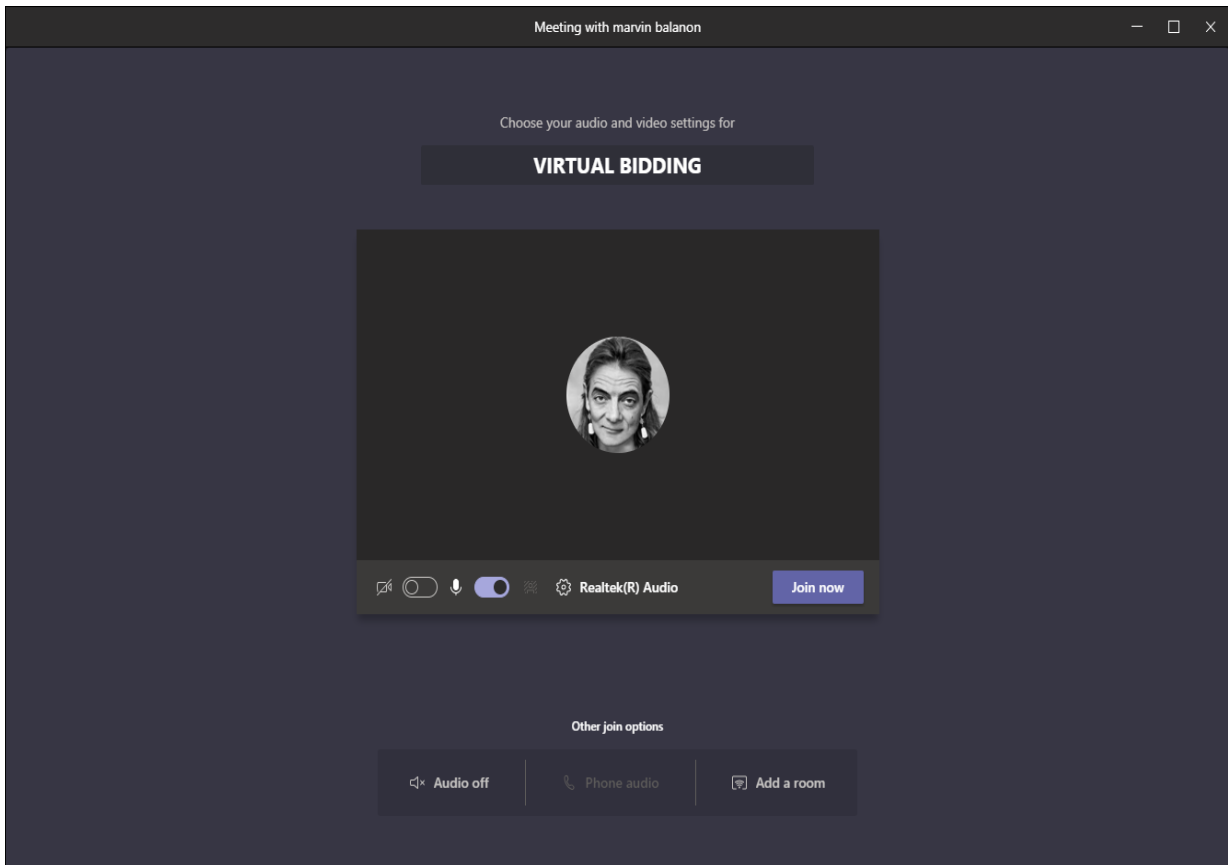
https://docs.google.com/forms/d/1Bva6VTvHvODEKS3xgm2LLVvh7kw3nIoWrHW_TO7PCcE

Once completed, submit the form to the Secretariat and wait for an acknowledgement by e-mail.

A screenshot of a Google Form titled "Pre-Registration form for Bidders". The form is displayed in a browser window. At the top, there is a privacy policy statement: "Privacy Policy Statement: All information submitted through this Google Form are reserved for the exclusive use of EMB-CAR BAC-Secretariat for bidding pre-registration purposes. Pursuant to our obligations under Section 20 of Republic Act No. 10173 or the Data Privacy Act of 2012, the BAC-Secretariat undertakes to ensure that all information collected herefrom will neither be sold to nor shared with others. Violators of the provisions of data privacy act (R.A 10173) shall be dealt with in accordance of Chapter VIII thereof." Below the statement, there is a red asterisk indicating required fields. The form contains five text input fields: "Name of Project and Contract Number", "Name * (First and last name)", "Name of Company (must be PhilGEPS Registered)", "Email (Will be used for the E-Bidding) *", and "Phone Number *". Each field has a "Your answer" label and a text input area.

Step 2: Join the scheduled Pre-Bid Conference by clicking the link provided by the Secretariat through e-mail to enter the Microsoft Teams by clicking **“Join Now”**.

Please make sure that you allow access to the microphone and the camera.



Step 3: Kindly wait for the Secretariat to confirm your entry in the Microsoft Teams to participate in the pre-bid conference.

Step 4: See file attached as "Annex A" for the House Rules to be observed during the conduct of procurement activities.

II. Submission of Bids

Step 1: Scan the original copy of the **Legal and Technical Requirements** and save as a PDF assigned with the file name "**EMB-CAR Bidding No.____; (Name of Bidder); Legal and Technical Documents**". Place/set a password on the PDF file. Save the password-protected PDF file to a ZIP file. Place/set another password on the ZIP file.

Step 2: Scan the original copy of the **Financial Requirements** and save as a PDF assigned with the file name "**EMB-CAR Bidding No.____; (Name of Bidder); Financial Documents**". Place/set a password on the PDF file. Save the password-protected PDF file to a ZIP file. Place/set another password on the ZIP file.

Important: 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 save files in PDF format and to place passwords please see file attached as "Annex B".

Step 3: Submit your bids via e-mail to (gso.embcar@gmail.com) on or before the deadline for bid submission.

Step 4: After submission, wait for the acknowledgement by the BAC Secretariat of the a) receipt of the compressed file (ZIP file) containing the bids b) proof of the date and time of receipt of the bid to ensure submission prior to the deadline and c) the invitation with the access link to the video conference of the bid opening with date and time thereof.

Important: In case of any modification of bids, the original bid submitted shall not be retrieved but a modified bid shall be submitted to the Secretariat provided that it is equally secured by passwords, properly identified and submitted on or before the deadline. The bidder shall use the following file names for the folders and files:

- A. **“EMB-CAR Bidding No.____; (Name of Bidder); Legal and Technical Documents – Modification”**
- B. **“EMB-CAR Bidding No.____; (Name of Bidder); Financial Documents Modification”**

Important: LATE Bids or those bids submitted after the deadline will **NOT** be considered in the bid opening.

III. Opening and Evaluation of Bids

Step 1: Open e-mail and access the link provided by the Secretariat to enter the Microsoft Teams by clicking **“Join Now”**. Make sure that you allow access to the microphone and the camera. Wait for confirmation from the Secretariat to enter the meeting room.

Step 2: When prompted, disclose in the chat box the password to the first password protected ZIP folder. Wait for the Secretariat to upload the extracted file to Google drive. Afterwards, the Secretariat will prompt you to disclose the password for the PDF document containing the Legal and Technical requirements. If you are present, the Secretariat will ask in the chat box of the Google Meet video conferencing room for the corresponding passwords during the bid opening itself.

If you are not present in the online meeting in Microsoft Teams, the Secretariat will send you an inquiry for such passwords via text message to your registered mobile number. You are given a minimum of five (5) minutes to respond. Should you not respond with the password when prompted, the BAC shall move on to the next bid, if any. If there are no other bids to be considered, the Secretariat shall ask again via text message for the password and you are given another five (5) minutes to respond. Should you fail to respond within the allotted time, your submitted bid will longer be considered.

Under no circumstances should you disclose such passwords BEFORE the scheduled bid opening.

Step 3: Should the Legal and Technical requirements be declared as "**PASSED**", you will be prompted to disclose the password for the second password protected ZIP folder, and subsequently the password for the PDF document containing the financial requirements in the same manner as the passwords of the eligibility documents as described above. You must respond promptly.

Under no circumstances should you disclose such passwords prior to being declared eligible based on the evaluation of his eligibility documents.

Important: Only **three attempts** are given to disclose your password per ZIP folder and PDF file to open the documents. Should you fail to provide the correct password after the third attempt, the submitted bids shall **NOT** be accepted during the bid opening

* For inquiries and other concerns, you may reach the BAC Secretariat through this email address: **gso.embcar@gmail.com**.

Stay safe and warm regards!

ANNEX "A"

Basic House Rules to be observed during BAC Meetings

1. Kindly place your microphone on mute when not speaking.
2. Please raise your hand, and wait to be recognized before you speak (remember to toggle off mute).
3. Turn on video for confirmation of your identity.
4. Meetings will start on time. You are advised to enter the Meeting room 30 minutes to resolve technical issues, if any.

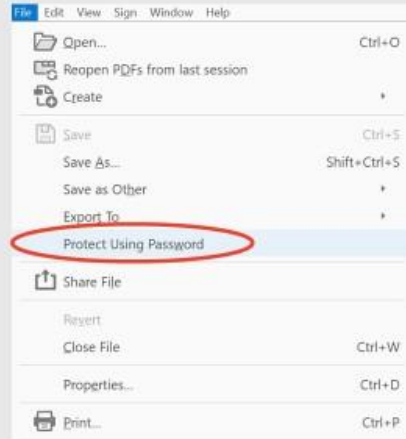
ANNEX "B"

SECURING YOUR FILE



How to Add Password in PDF File

1. Open the PDF file
2. Click the file and choose **"protect using password."**





How to Add Password in PDF File

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

Protect Using Password

Requires user to enter a password for:

Viewing
 Editing

Type Password

Re-type Password

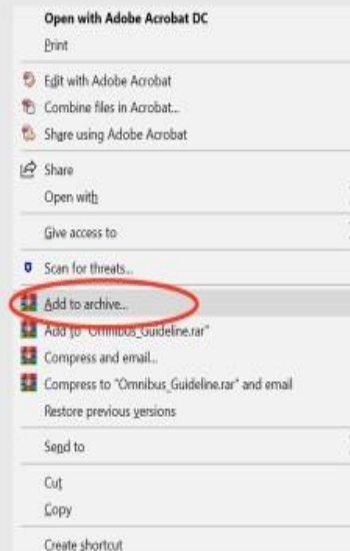
Advanced Options ▾

Cancel Apply



How to Add Password in ZIP File

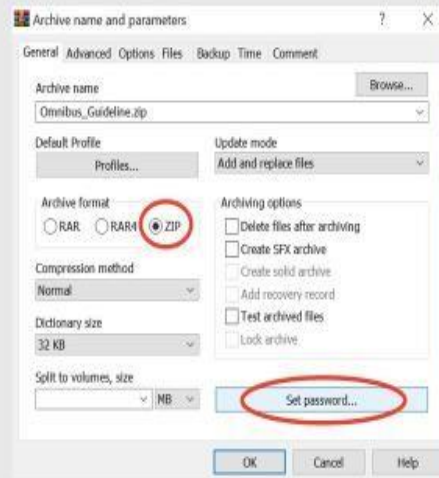
1. Right click the file.
2. Choose **"add to archive."**





How to Add Password in ZIP File

3. In the Archive name and parameters dialog box, choose **"radio button ZIP"** and click **"set password."**



How to Add Password in ZIP File


4. Type your **password** and choose **ok**.





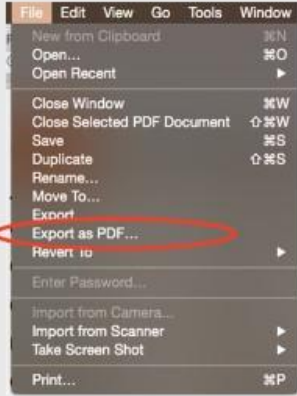
How to Add Password in ZIP File

<input type="checkbox"/>	Name	Date modified	Type	Size
<input checked="" type="checkbox"/>	Test.pdf	07/06/2020 3:39 PM	Adobe Acrobat Docu...	1,615 KB
<input type="checkbox"/>	Test.zip	07/06/2020 9:30 PM	WinRAR ZIP archive	1,612 KB




How to Add Password in PDF File

1. Open the PDF file using Preview
2. Click file and choose **"Export as PDF"**

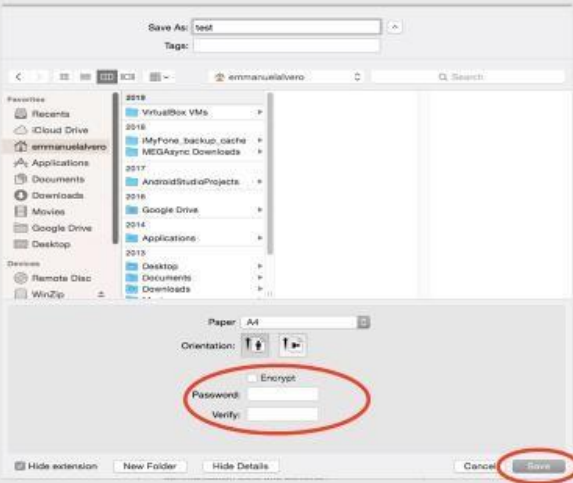


File	Edit	View	Go	Tools	Window
New from Clipboard					⌘N
Open...					⌘O
Open Recent					▶
Close Window					⌘W
Close Selected PDF Document					⇧⌘W
Save					⌘S
Duplicate					⇧⌘S
Rename...					
Move To...					
Export					
Export as PDF...					
Revert to					▶
Enter Password...					
Import from Camera...					
Import from Scanner					▶
Take Screen Shot					▶
Print...					⌘P

How to Add Password in PDF File



3. Click "Show Details"
4. Click "Encrypt" enter password in the dialog box and click "Save"



How to Add Password in ZIP File



1. Open "WinZip"
2. Click the "Checkbox" beside "Encrypt"



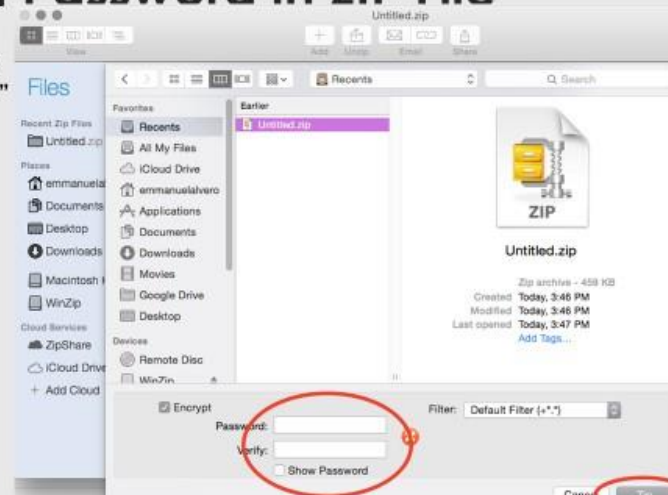
How to Add Password in ZIP File

3. Click the "+ sign" and select "from this Mac"




How to Add Password in ZIP File

4. Select the file and enter the "password" in the dialog box and click "Zip"



How to Add Password in ZIP File

5. Click **"Save as"** and select **"to this Mac"**



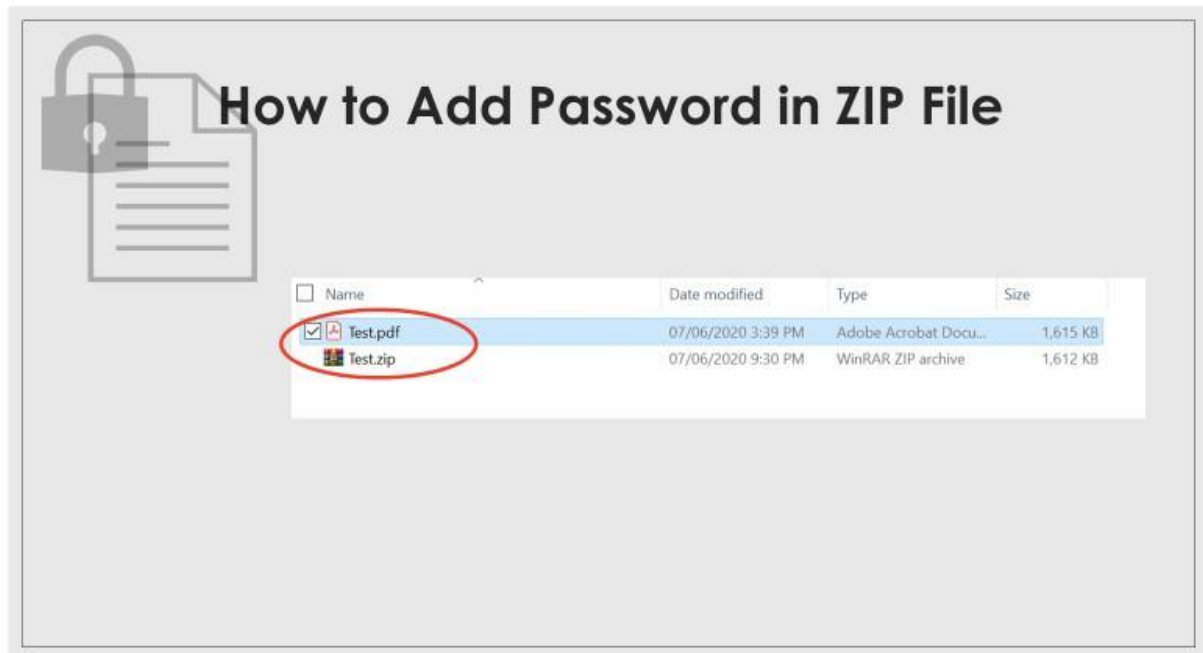
The screenshot shows a Mac window titled 'Untitled.zip'. On the right, the 'Actions' menu is open, displaying options for 'Convert & Protect Files', 'Encryption preferences', and 'Filter'. The 'Save or Share Zip' option is circled in red, and its sub-menu is open, showing options like 'to this Mac...', 'to iCloud Drive...', 'to ZipShare...', 'to Dropbox...', 'to Google Drive...', and 'to OneDrive...'. The 'to this Mac...' option is highlighted.

How to Add Password in ZIP File

6. Choose where to save file and click **"Save"**



The screenshot shows a Mac window titled 'Untitled.zip' with a 'Save As' dialog box open. The dialog box has a 'Save As' field containing 'Untitled' and a 'Tags' field. The 'Recents' section is selected, showing a list of files. The 'Save' button at the bottom right of the dialog box is circled in red.



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