



**MWSS RO  
BIDS AND AWARDS COMMITTEE (BAC)**

**ADVISORY / QUICK GUIDE  
Re: Conduct of Procurement Activities by the BAC**

For the information and guidance of all;

In line with the Community Quarantine being implemented by the government or the “new normal” that still encouraging social distancing measures in view of the COVID-19 pandemic, this Advisory / Quick Guide is being issued in relation to the Conduct of Procurement Activities by the BIDS AND AWARDS COMMITTEE of MWSS – Regulatory Office.

Due to the current COVID - 19 Social Distancing Mandate, when necessary, BAC Meetings, whenever scheduled, shall be conducted through online teleconferencing or video conferencing at the stated date, time and online platform, or through face-to-face meeting, if warranted.

**A. CONDUCT OF MEETINGS**

1. The conduct of Pre-Bid Conference / Pre Eligibility / Preliminary Meeting shall be through video conferencing using the **Google Meet** platform. Please be guided by the following:
  - Participating Bidders are required to submit their contact information and email addresses to be used for the videoconferencing to the BAC Secretariat [ranjev.garcia@ro.mwss.gov.ph](mailto:ranjev.garcia@ro.mwss.gov.ph) at least one (1) day before the meeting proper.
  - Only one (1) account or authorized representative from the participating bidder shall be granted access in the video conferencing proceedings to easily monitor and facilitate the conduct of the activity.
  - A Google Meet invitation for the meeting shall be sent by the BAC Secretariat to the respective email account of the participants or authorized representatives at least one (1) hour before the scheduled meeting.
  - The BAC Secretariat shall open the meeting thirty (30) minutes before the scheduled event. Participating Bidders are highly encouraged to conduct



testing of internet connection and connection to Google Meet during that time.

- Instructions on how to install and connect to the Google Meet is attached as (Annex A) of this guidelines.
  - If the participating bidder / supplier was not able to submit their contact information BAC Secretariat in advance, they may still join the video conferencing by sending an email to the BAC Secretariat ([ranjev.garcia@ro.mwss.gov.ph](mailto:ranjev.garcia@ro.mwss.gov.ph)) at least thirty (30) minutes before the time of the Pre-Bid Conference / Pre Eligibility/ Preliminary Meeting.
2. Representatives of the bidders shall be prepared to login and are advised to be on standby at least twenty (20) minutes before the start of the Meeting to check if connection to Google Meet is successful. Failure to join on the set date and time shall constitute as waiver to be present for the activities that have lapsed until he/she joined the meeting. The Bidder cannot question activities that were conducted in his/her absence.
  3. Participating Bidders are highly encouraged to download the bidding documents from the MWSS Regulatory Office Website ([ro.mwss.gov.ph](http://ro.mwss.gov.ph)) and/or PhilGEPS website.
  4. For expedient conduct of the Meeting, the bidders are expected to have read and sufficiently understood the issued bidding documents and requirements prior the scheduled meeting. Bidders may send their questions or request for clarifications in advance to the BAC Secretariat [ranjev.garcia@ro.mwss.gov.ph](mailto:ranjev.garcia@ro.mwss.gov.ph)
  5. Additional Reminders:
    - In order to properly acknowledge the bidders participating in the meeting for record purposes, bidders are required at the start of the activity to turn on the video camera of the laptop / mobile device in use. After the BAC / BAC Secretariat has completed the roll call, bidders may turn off their video camera, Mics of participants are requested to be muted, to be unmuted only if they are to speak.
    - In joining the video conferencing, bidders are requested to indicate their full name and the company they represent.

- For orderly conduct of online meeting, answering of queries / requests for clarification will be done per bidder. In case there will be follow-up queries / requests for clarification, the same can be done after all the bidders have been called.

**B. SUBMISSION OF BIDS / ELIGIBILITY DOCUMENTS / BEST AND FINAL OFFER**

1. As precautionary measure, participating bidders are encouraged to wrap / enclose their respective bidding documents with plastic, preferably clear, to facilitate disinfection / sanitation.

*(Note: Pursuant to Section 25.9 of the 2016 IRR of RA 9184, Unsealed and/or Unmarked bids shall be rejected)*

2. The schedule of the submission of bids, Eligibility Documents or Best and Final Offer shall be on the date and time indicated in the Invitation to bid / Request for Expression of Interest or, if any, Bid Bulletin issued.
3. Bidders are advised to submit their documents at least thirty (30) minutes before the scheduled deadline of submission to allot time for the possible queuing due to the conduct of thermal scanning and sanitation. Bid envelop(s) submitted will be sanitized before it will be placed inside the bid box.
4. For the stringent implementation of Social Distancing measure, the bid box will be strategically placed at Ground Floor of MWSS Main Building on the day of the deadline of submission and will be manned by the BAC Secretariat (s). After the deadline of submission, BAC Secretariat will be responsible in the transit of the bid box to the designated bidding room.
5. The representative of the bidder or courier service shall fill up the Bid - Submission Form which will be used in the manner of opening the bids.
6. For other inquiries on the Bid Submission and/or dropping of bids, Eligibility Documents or Best and Final Offer. The BAC Secretariat may be reached at 34358902.

### C. OPENING OF BIDS/ ELIGIBILITY/ BEST AND FINAL OFFER

1. The Opening of bids, Eligibility and Best and Final Offer shall immediately follow after the deadline of Submission or as indicated in the Bidding document.
2. The conduct of opening of bids, Eligibility and Best and Final Offer shall be through video conferencing using the **Google Meet** platform. Please be guided by the following:
  - Participating Bidders are requested to submit their contact information and email addresses to be used for the videoconferencing to the BAC Secretariat [ranjev.garcia@ro.mwss.gov.ph](mailto:ranjev.garcia@ro.mwss.gov.ph) at least one (1) day before the meeting proper.
  - Only one (1) authorized representative from the participating bidder shall be granted access in the video conferencing proceedings to easily monitor and facilitate the conduct of the activity.
  - A Google Meet invitation for the meeting proper shall be sent by the BAC Secretariat to the respective email address of the authorized representatives at least one (1) hour before the scheduled meeting. The BAC Secretariat shall not send invitation to bidders who failed to submit their bids before the deadline.
  - The BAC Secretariat shall open the meeting thirty (30) minutes before the scheduled event. Participating Bidders are highly encouraged to conduct testing of internet connection and connection to Google Meet during that time.
  - Instructions on how to install and connect to the Google Meet is attached as (Annex A) of this guidelines.
  - If the participating bidder / supplier was not able to submit their contact information BAC Secretariat in advance, they may still join the video conferencing by submitting an email to the BAC Secretariat at least thirty (30) minutes before the time of the Opening of Bids.
3. Representatives of the bidders shall be prepared to login and are advised to be on standby at least twenty (20) minutes before the start of the Meeting to check

if connection to Google Meet is successful. Failure to join on the set date and time shall constitute as waiver to be present for the activities that have lapsed until he/she joined the meeting. The Bidder cannot question activities that were conducted in his/her absence.

4. Once there is a quorum, the BAC Secretariat shall proceed with the roll call to record the attendance and the names of the suppliers who submitted the bids. Thereafter, the BAC / BAC Secretariat shall finally announce the start of the bid opening.

#### **D. CONDUCT OF NEGOTIATION MEETING**

1. Negotiation meeting, if applicable, shall also be conducted through videoconferencing unless face-to-face conduct of the activity will be required.

Additional queries pertaining to this advisory, especially with regard to the procedures on accessing Google Meet, may be submitted to the BAC Secretariat at [ranjev.garcia@ro.mwss.gov.ph](mailto:ranjev.garcia@ro.mwss.gov.ph) to allow MIS Group to respond accordingly.

For your information and guidance.

(Sgd.) BIDS AND AWARDS COMMITTEE  
MWSS REGULATORY OFFICE