

ANNEX “A”

Bidders’ Kit for PCO Online Bidding

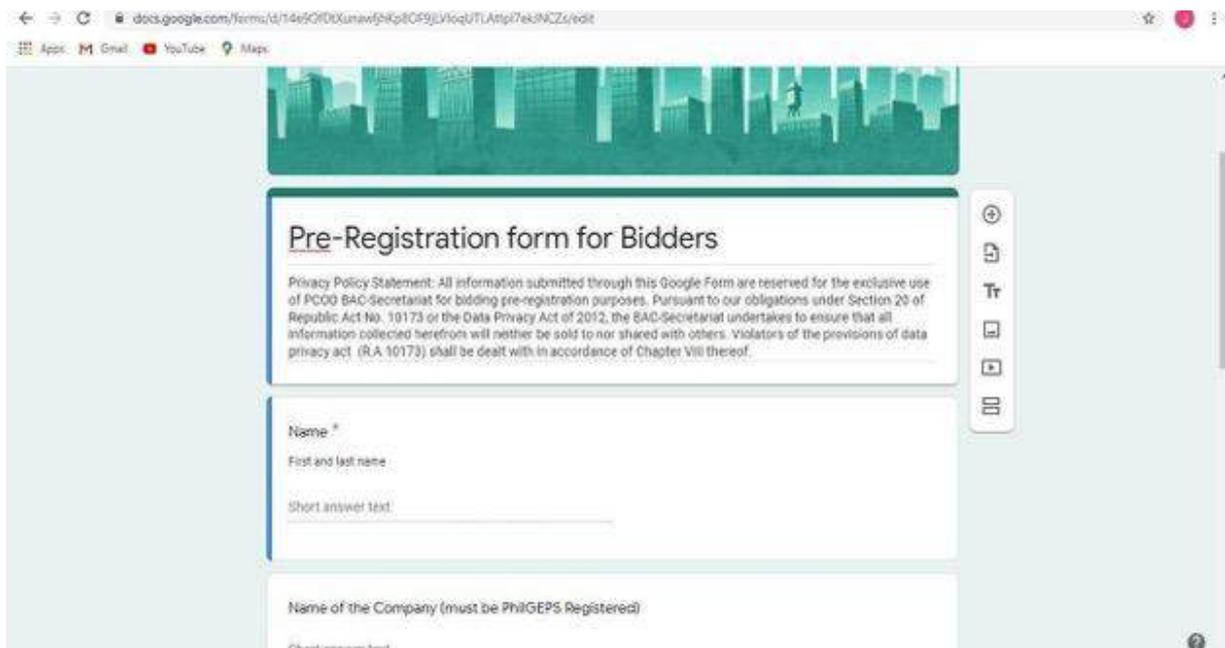
**BIDDER’S KIT FOR PCOO PROCUREMENT GUIDELINES IN ADOPTING
ELECTRONIC SUBMISSION OF BIDS ver.2
(GPPB Resolution No. 09-2020)**

I. Pre-Bid Conference

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

<https://forms.gle/xvNx6HDVJDXBs3RPA>

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 with the URL "docs.google.com/forms/d/14e5QRDXunawfHkP8TOP9LjVloqUTLAnp7ek9NCZs/edit". The form includes a privacy policy statement: "Privacy Policy Statement: All information submitted through this Google Form are reserved for the exclusive use of PCOO BAC-Secretariat for bidding pre-registration purposes. Pursuant to our obligations under Section 29 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 (RA 10173) shall be dealt with in accordance of Chapter VIII thereof." Below the privacy statement, there are two text input fields. The first is labeled "Name *" and has a sub-label "First and last name". The second is labeled "Name of the Company (must be PhilGEPS Registered)" and has a sub-label "Short answer text". The form is set against a teal background with a city skyline illustration.

Step 2: Join the scheduled Pre-Bid Conference by clicking the link provided by the Secretariat through e-mail to enter the Google Meet 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 prescribed video teleconference (“VTC”) platform to participate in the pre-bid conference.

Step 4: See file attached as “Attachment 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 "**PCOO 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 "**PCOO 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 "Attachment B."

Note: In case that the files of the bidder exceed the size limit for email attachments, the bidder may submit the required bidding documents over separate email/s messages. The bidder shall comply with the foregoing measures for securing and compressing their submissions. The subject line for each of the email messages should indicate to which part of the several it corresponds to (e.g., part 1 of x). All attachments submitted in separate emails for the Eligibility and Financial Requirements shall still contain unique passwords for the ZIP folder and the PDF files respectively and shall be submitted on or before the deadline of submission of bids.

Step 3: Submit your bids via e-mail to (bacl@pco.gov.ph) 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. **“PCOO Bidding No.____; (Name of Bidder); Legal and Technical Documents – Modification”**
- B. **“PCOO 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 Google Meet 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 Google Meet, 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: bac1@pco.gov.ph or mobile number at: **09177178213**.

Stay safe and warm regards!

BAC Secretariat

PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE

Attachment 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 VTC room 30 minutes to resolve technical issues, if any.

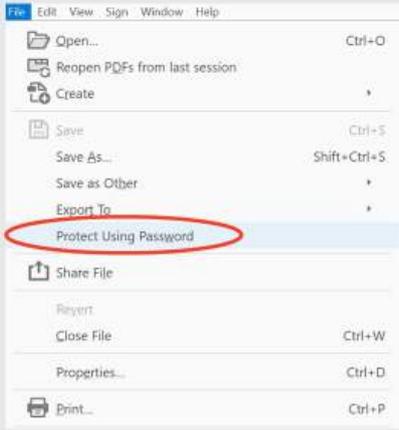
Attachment B

SECURING YOUR FILE



How to Add Password in PDF File

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



The screenshot shows a 'File' menu with the following items: Open... (Ctrl+O), Reopen PDFs from last session, Create, Save (Ctrl+S), Save As... (Shift+Ctrl+S), Save as Other, Export To, **Protect Using Password** (highlighted with a red circle), Share File, Revert, Close File (Ctrl+W), Properties... (Ctrl+D), and Print... (Ctrl+P).



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.

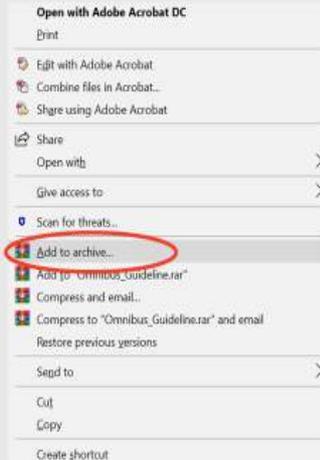


The screenshot shows the 'Protect Using Password' dialog box. It has a title bar 'Protect Using Password' and a subtitle 'Requires user to enter a password for:'. There are two radio buttons: 'Viewing' (selected) and 'Editing'. Below are two text input fields: 'Type Password' and 'Re-type Password', both highlighted with red circles. At the bottom right, there are 'Cancel' and 'Apply' buttons, with 'Apply' highlighted by a red circle. There is also an 'Advanced Options' dropdown menu.

How to Add Password in ZIP File



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

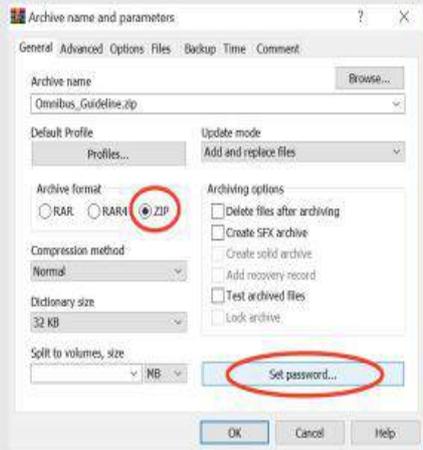


The screenshot shows a context menu for a file. The option "Add to archive..." is highlighted and circled in red. Other options include "Open with Adobe Acrobat DC", "Print", "Edit with Adobe Acrobat", "Combine files in Acrobat...", "Share using Adobe Acrobat", "Share", "Open with", "Give access to", "Scan for threats...", "Add to 'Omnibus_Guideline.rar'", "Compress and email...", "Compress to 'Omnibus_Guideline.rar' and email", "Restore previous versions", "Send to", "Cut", "Copy", and "Create shortcut".

How to Add Password in ZIP File



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



The screenshot shows the "Archive name and parameters" dialog box. The "Archive format" section has the "ZIP" radio button selected and circled in red. The "Set password..." button at the bottom right is also circled in red. Other options include "Archive name" (Omnibus_Guideline.zip), "Default Profile" (Profiles...), "Update mode" (Add and replace files), "Compression method" (Normal), "Dictionary size" (32 KB), and "Split to volumes, size" (NB).

How to Add Password in ZIP File



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



Enter password

Archiving with password

Enter password

Show password
 Encrypt file names
 ZIP legacy encryption

Organize passwords...

OK Cancel Help

How to Add Password in ZIP File

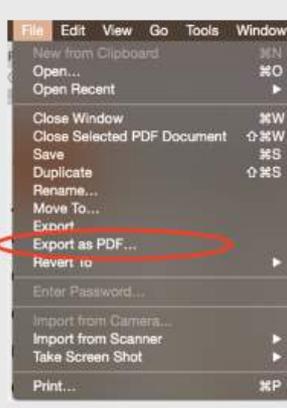


Name	Date modified	Type	Size
<input checked="" type="checkbox"/> Test.pdf	07/06/2020 3:39 PM	Adobe Acrobat Docu...	1,615 KB
<input type="checkbox"/> Test.zip	07/06/2020 9:30 PM	WinRAR ZIP archive	1,612 KB



How to Add Password in PDF File

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

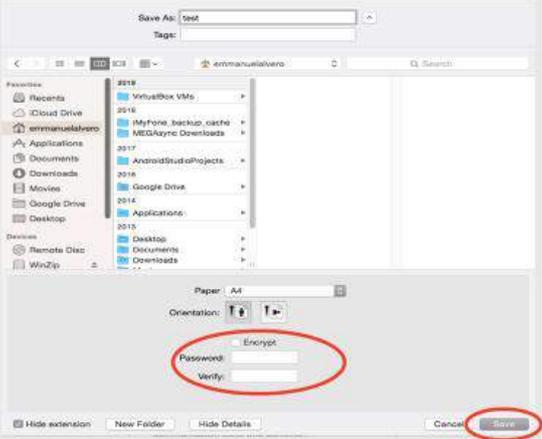


File	Edit	View	Go	Tools	Window
New from Clipboard					⌘N
Open...					⌘O
Open Recent					
Close Window					⌘W
Close Selected PDF Document					⇧⌘W
Save					⌘S
Duplicate					⇧⌘S
Rename...					
Move To...					
Export					
Export as PDF...					
Revert to					
Enter Password...					
Import from Camera...	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

How to Add Password in PDF File



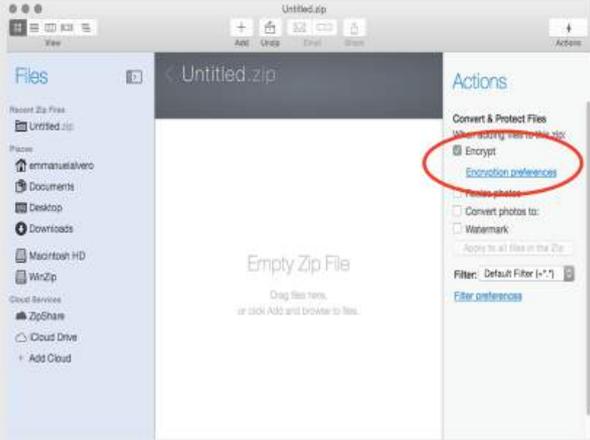
3. Click "Show Details"
4. Click "Encrypt" enter password in the dialog box and click "Save"



How to Add Password in ZIP File

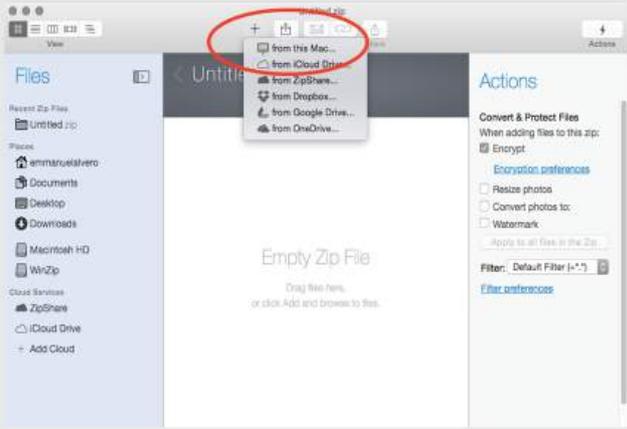


1. Open "WinZip"
2. Click the "Checkbox" beside "Encrypt"



How to Add Password in ZIP File

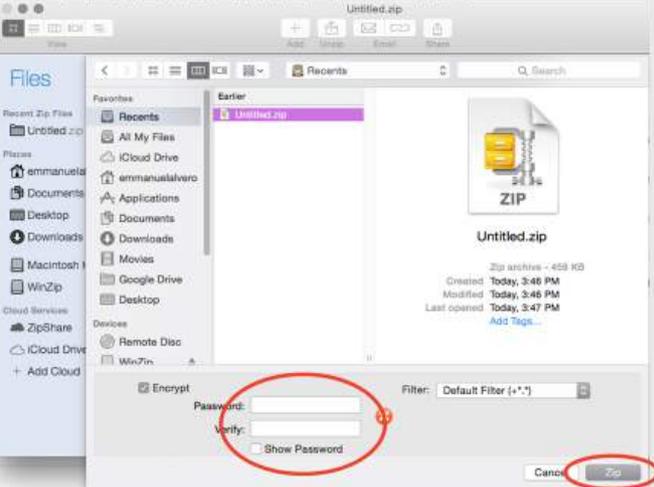
3. Click the "+ sign" and select "from this Mac"



The screenshot shows the 'Files' app interface. On the left, there's a sidebar with 'Recent Zip Files' and 'Places'. The main area shows an 'Untitled.zip' file. A context menu is open over the file, with the '+' icon in the top toolbar circled in red. The 'from this Mac...' option in the menu is also circled in red. On the right, there's an 'Actions' panel with options like 'Encrypt', 'Resize photos', and 'Watermark'.

How to Add Password in ZIP File

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



The screenshot shows the 'Files' app interface with the 'Add Password' dialog box open. The dialog box has a 'Password:' field, a 'Verify:' field, and a 'Show Password' checkbox. The 'Zip' button at the bottom right is circled in red. The background shows the 'Files' app interface with the 'Untitled.zip' file selected in the 'Recents' view.

How to Add Password in ZIP File

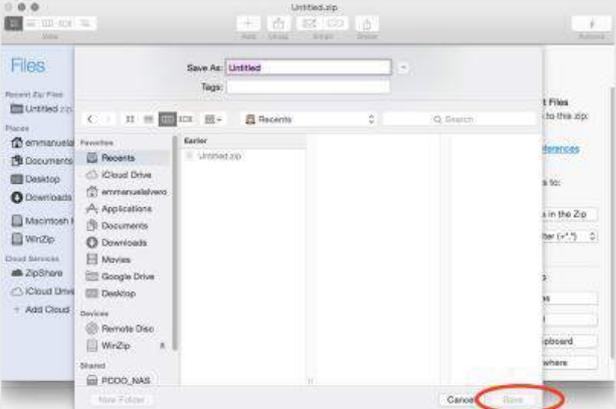
5. Click "Save as" and select "to this Mac"



The screenshot shows the macOS Files app interface. The main window displays a file named 'Untitled.zip'. On the right side, the 'Actions' panel is open, showing options for 'Convert & Protect Files' and 'Share or Share Zip'. The 'Share or Share Zip' section is expanded, and a red circle highlights the 'Save as' option. A secondary menu is visible, listing various destinations for saving the file, with 'to this Mac...' being the selected option.

How to Add Password in ZIP File

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



The screenshot shows the macOS Files app with a 'Save As' dialog box open. The dialog box displays the file name 'Untitled' and a list of folders and locations where the file can be saved. A red circle highlights the 'Save' button at the bottom right of the dialog box.

