

APPENDIX "D"

DISTRIBUTION UTILITY HEADING 1
DISTRIBUTION UTILITY HEADING 2

**In the Matter of Competitive Selection
Process of Power Supply Agreement**

Bidder 1,

CSP No. _____
Mode: Competitive Bidding/
 Unsolicited Proposal
 Direct Negotiation
 Emergency Supply
Procurement

Bidder 2,

x-----x

FORMAL OBSERVATION REPORT

NAME OF OBSERVER: _____

**NAME OF AGENCY /
ORGANIZATION:** _____

DATE OF INVITATION: _____

PROCUREMENT STAGE:

Note: Kindly accomplish only one (1) Formal Observation Report for every procurement stage observed

- Pre-Bid Conference (*pls. skip item I.B.3.b below*)
- Eligibility Checking (*pls. skip item I.B.3.b below*)
- Shortlisting (*pls. skip item I.B.3.b below*)
- Preliminary Examination of Bids (*pls. skip item I.B.3.b below*)
 - technical proposal
 - financial proposal
- Bid Evaluation (*pls. answer item I.B.3.b, item II, and item III below*)
- Post-Qualification (*pls. answer item I.B.3.b, item II, and item III below*)

DATE OF PROCUREMENT STAGE/OBSERVATION: _____

VENUE OF PROCUREMENT STAGE/OBSERVATION: _____

I. **Observations of Proceedings** (*pls. check all that apply*):

A. **Composition of the Bids and Awards Committee (BAC)**

- BAC has five (5) members
- BAC demonstrates knowledge in the technical operations of (*name of distribution utility*)
- BAC demonstrates knowledge in competitive bidding procedures
- BAC demonstrates background in either accounting or finance background with knowledge/experience in electricity pricing
- BAC demonstrates background/experience in engineering

B. **Conduct of Business**

1. **Members of the BAC**
 - All BAC are present
 - Majority of the BAC are present (i.e., quorum)
2. **Support Groups of the BAC**
 - Presence of the Technical Working Group (TWG)
 - Presence of the Secretariat
3. **Performance of Functions**
 - a. **BAC**
 - BAC determined the agenda of the proceedings
 - BAC observed and discussed the agenda of the proceedings
 - BAC conducted the proceedings in an orderly, efficient and professional manner
 - b. **TWG**
 - The TWG complied with the Terms of Reference and Specifications
 - The TWG submitted a report of their findings and recommendations to the BAC
 - c. **Secretariat**
 - The Secretariat documented each step of the proceedings and kept written minutes thereof

UNDERTAKING

I hereby attest the truthfulness and veracity of my observations and declarations above, which are based on personal knowledge of the proceedings and examinations of the documents made available to me.

I shall keep confidential and not disclose all information gained by reason of my observation to any other person.

I acknowledge that I may face administrative, criminal and civil prosecution for my failure to comply with the above undertaking.

JUAN DELA CRUZ

Date:

II. Documents Requested (pls. check all that apply):

- Minutes of Meetings
- Abstract of Bids
- Post-Qualification Report
- Video Recordings
- Proposal
- Bid Documents
- Others pls. specify _____

1. Availability and Ease of Request

- The documents I requested were available on record
- The documents I requested were promptly released
- The documents I requested were released to me free of charge
- The release of the documents I requested were subject to my signing of a confidentiality agreement

2. Authenticity of Documents

- Original copies of the documents were made available and shown to me for comparison
- The documents I was furnished with are faithful reproduction of the original copies.
- The documents I was furnished with are complete on its face and not truncated
- The documents I was furnished with are legible copies
- The documents I was furnished with are certified by the distribution utility to be true copies thereof

III. Other Comments and Suggestions:

By:

JUAN DELA CRUZ

Date:

Postal Address:

Email Address:

Contact Number: