



# SOCOTECO-I

**SOUTH COTABATO I ELECTRIC COOPERATIVE, INC.**  
Brgy. Morales, City of Koronadal, South Cotabato 9506



National Electrification  
Administration  
(NEA) - Supervised  
Electric Cooperative

## **TITLE: SELECTION PROCESS FOR CAPTIVE CUSTOMER REPRESENTATIVES-MEMBERS TO THE THIRD PARTY BIDS AND AWARDS COMMITTEE (TPBAC)**

DOC NO.: SOC1-PM-04

### **1.0 PURPOSE**

To provide guidelines and procedures for the selection of captive customer representatives-members to the Third Party Bids and Awards Committee (TPBAC), which shall spearhead and manage the competitive selection process in the procurement by the South Cotabato I Electric Cooperative, Inc. (SOCOTECO I) of its power supply agreements for the captive market.

### **2.0 TERMS AND DEFINITIONS**

Consistent to the terms and definitions provided in the Department of Energy (DOE) Department Circular No. DC2018-02-003 Adopting and Prescribing the Policy for the Competitive Selection Process in the Procurement by the Distribution Utilities of Power Supply Agreement for the Captive Market and National Electrification Administration (NEA) Memorandum No. 2019-007 Adoption of the Implementing Rules and Regulation (IRR) of the Policy in the Conduct of the Competitive Selection Process of the ECs' Power Supply Agreement.

### **3.0 ROLES AND RESPONSIBILITIES OF THE SOCOTECO I MANAGEMENT**

The SOCOTECO I management shall:

- a) designate five (5) members of the TPBAC and recommend the same to the Board of Directors (BOD) for their confirmation;
- b) secure DOE's approval on the selection process of the representatives of the captive customers to the TPBAC;
- c) ensure that only member-consumers who are not directly or indirectly employed by SOCOTECO I shall qualify as captive customer representatives-member of the TPBAC;
- d) ensure the propriety and adequacy of SOCOTECO I selection process of captive customer representatives-members to the TPBAC in compliance to DOE and NEA issuances; and
- e) delegate the implementation of this selection process to the Power Supply Technical Working Group (TWG).

### **4.0 SELECTION PROCESS**

The setting of this selection process is a collective output of the members of the Power Supply TWG, and shall be approved by the SOCOTECO I Board of Directors.



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## 4.1 Qualification Standards of a Captive Customer Representatives-Members of the TPBAC

### 1) Lawyer

- a) Member of the Integrated Bar of the Philippines
- b) Resident of the franchise area
- c) Captive member-consumer in good standing
- d) Familiar and knowledgeable of the laws and reforms affecting the Electric Power Industry
- e) Proficient in English language, both oral and written
- f) With ability to exercise the principles of objectivity, independence and sound judgement
- g) With familiarity and knowledge in Power Supply Agreements and Related Contracts
- h) With good moral standing

### 2) Technical Person

- a) A Registered Electrical Engineer
- b) Member of the Institute of Integrated Electrical Engineers (IIEE) of the Philippines
- c) Resident of the franchise area
- d) Captive member-consumer in good standing
- e) Familiar and knowledgeable of the laws and reforms affecting the Electric Power Industry
- f) Proficient in English language, both oral and written
- g) With knowledge, experience, and expertise in local or international competitive bidding or procurement procedures
- h) With ability to exercise the principles of objectivity, independence and sound judgement
- i) With good moral standing

## 4.2 Criteria in selecting the two (2) captive customer representatives

Grading scheme in selecting the Two (2) Captive Customer Representatives-Members to the TPBAC:

Particular	% Weight
1. Education	30%





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Particular	% Weight
2. Relevant Experience	40%
a. More than Five years (40%)	
b. Two to Five years (20%)	
c. Less than Two years (10%)	
3. Relevant trainings and seminars	20%
4. Interview	10%
<b>Total</b>	<b>100%</b>

#### 4.3 Documentary Requirements to be Submitted by Prospective Captive Customer Representatives

##### a) Specific documentary requirements for captive customer representatives

###### Lawyer:

- Certificate of Membership in the Philippine Bar issued by the Supreme Court of the Philippines
- Certificate of Good Standing and No Pending Cases issued by the Integrated Bar of the Philippines
- If applicable, document/s to prove that he/she has proven practice and experience in local or international competitive bidding or procurement processes, whether in the private or public sector. In the absence thereof, Information Sheet with Contact Details of a reference person who can attest to the same
- Certificate/s for the relevant trainings and seminars

###### Technical Person:

- Certified True Copy of his/her electrical engineering license
- Document/s to prove that he/she has knowledge, experience, and expertise in local or international competitive bidding or procurement procedures involving an electric power industry participant. In the absence thereof, Information Sheet with Contact Details of a reference person who can attest to the same
- Certificate/s for the relevant trainings and seminars

##### b) Documentary requirements common to all captive customer representatives:

- Resume



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- ii. NBI Clearance
- iii. SOCOTECO I Electricity Bill showing that the captive customer representative is a member-consumer of SOCOTECO I
- iv. Affidavit that the captive customer representative:
  - a. is not, and has not been in the one (1) year immediately preceding the appointment, a director, officer, or employee of SOCOTECO I or currently a recipient of any retirement benefit from SOCOTECO I
  - b. is not a relative of a director or officer of SOCOTECO I. For this purpose, relatives include spouse, parent, child, brother, sister and the spouse of such child, brother, or sister
  - c. is not retained, either in his/her personal capacity or through a firm, as a professional adviser, auditor, consultant, agent, or counsel of SOCOTECO I
  - d. does not engage or has not engaged, whether by himself or with other persons or through a firm of which he/she is a partner, director, or substantial shareholder, in any transaction with SOCOTECO I
  - e. must not have, and must not be connected or affiliated with a person, firm, or entity who has, an Outstanding Dispute or pending or outstanding financial obligations with SOCOTECO I in any case, whether civil, criminal, or administrative. Outstanding Dispute refers to any pending judicial/quasi-judicial, administrative, or alternative dispute resolution process with SOCOTECO I, its directors and officers
  - f. must not be a member of the TPBAC of another Distribution Utility
  - g. must not be employed, connected or affiliated with, or engaged by or as a third party auctioneer under DOE Department Circular No. DC-2018-02-0003; and
  - h. must not be employed, connected or affiliated with, or engaged by an electric power industry participant (or any person or entity engaged in the generation, transmission, distribution, or supply of electricity) for at least one (1) year immediately preceding the appointment
- v. Undertaking that the captive customer representative:
  - a. shall not be employed, affiliated with, or engaged by an electric power industry participant (or any person or entity





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- engaged in the generation or supply of electricity) for at least one (1) year after acting as captive customer representative-member of the TPBAC; and
  - b. must keep confidential all information accessed in the course of and during the period of acting as captive customer representative-member of the TPBAC
- 4.4 The Power Supply TWG shall recommend to the Board such additional qualifications and requirements of the captive customer representatives-members of the TPBAC as it may deem necessary.
- 4.5 Selection Process for Captive Customer Representatives
- a) The Power Supply TWG shall post on SOCOTECO I website an invitation for interested applicants to submit proof of qualifications to become captive customer representatives-members of its TPBAC within fifteen (15) calendar days from the said posting date.
  - b) After the deadline of submission, the Power Supply TWG shall conduct an evaluation based on "Pass or Fail" criterion (Preliminary Screening) to determine those that will qualify.
  - c) Applicants will receive an official notice from SOCOTECO I informing them the result of the evaluation.
  - d) Qualified applicants shall be interviewed and will be ranked based on the Grading System (refer to section 4.1.2).
  - e) The Power Supply TWG shall recommend to the Board, for confirmation/approval of appointment.

## 5.0 SELECTION PROCESS APPROVAL

As required by DOE Department Circular, the selection process design for the TPBAC Members who will represent the captive customers shall be submitted to the DOE for approval.

## 6.0 PUBLICATION

The approved selection process will be posted in the following:

- 1) at least two consecutive weeks of local newspapers of general circulation;
- 2) LGUs Bulletin Boards; and
- 3) SOCOTECO I active website.



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## 7.0 SUBMISSION OF LETTER OF INTENT

The interested applicants are required to submit a Letter of Intent (LOI) together with the applicable documentary requirements to SOCOTECO I main office. The LOI shall be addressed to the SOCOTECO I's General Manager.

## 8.0 TERM OF THE CAPTIVE CUSTOMER REPRESENTATIVES-MEMBERS TO THE TPBAC

### 5.1 Tenure

Customer Representatives-Members to the TPBAC shall hold office for two (2) years and until his/her successor is duly appointed.

### 5.2 Removal

Customer Representatives-Members to the TPBAC may be removed from office by a majority of the vote of the Board on any of the following grounds:

- a. neglect of duty or incompetence;
- b. serious misconduct;
- c. material or willful misrepresentation in the application process;
- d. violation of any provision of this selection process, the relevant policies and procedures of SOCOTECO I, and the applicable laws, rules and regulations; and
- e. other causes as the Power Supply TWG may recommend to the Board.

## 9.0 APPOINTMENT

If there will be no interested applicants or qualified member-consumers to be a member of SOCOTECO I TPBAC as representatives of the captive customers, the SOCOTECO I Board of Directors at its own discretion shall appoint the captive customer representatives of the TPBAC.

## 10.0 EFFECTIVITY

This selection process of captive customer representatives-members to the TPBAC shall be effective upon confirmation of the SOCOTECO I Board of Directors and approval of the Department of Energy.





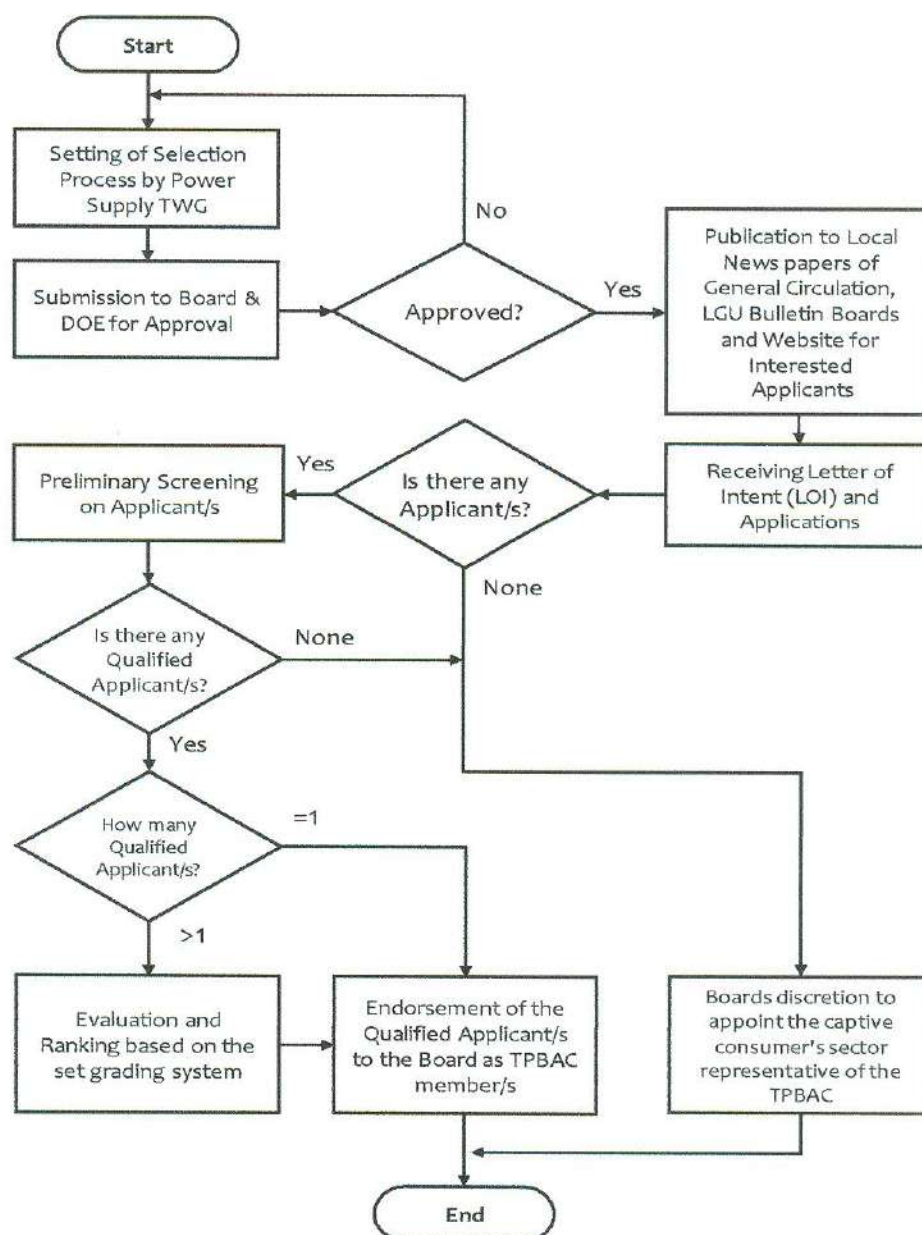
# SOCOTECO-1

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## 11.0 PROCESS FLOW



## 12.0 REFERENCE DOCUMENTS

DOE Department Circular No. DC2018-02-003

NEA Memorandum No. 2019-007

SOC1-F-BAC-01: Captive Customer Representative for TPBAC (Preliminary Screening)



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## 13.0 DOCUMENT REVISION HISTORY

Revision	Effective Date	Status and Description
0	December 14, 2020	First Issued Document

## 14.0 REVIEW AND RECOMMENDATION

	Name	Position	Signature	Date
Prepared by	Rhandy F. Simbaya	Technical Specialist		9/14/20
	Geraldine T. Casas	Distribution Planning Supervisor		9/14/20
	Darrel V. Sultan	Strategic Planning Chief		9/14/20
Reviewed by	Michael N. Marcella	Power Supply TWG Chairman		9/14/20
	Ellen M. Kuan	Power Supply TWG Member		9/14/20
	Francis Ian A. Fedoc	Power Supply TWG Member		9/14/20
Recommending Approval	Atty. Ricardo C. Orias, Jr.	Project Supervisor/ Acting General Manager		11/12/20

## 15.0 APPROVAL

These Guidelines for the Selection of Captive Customer Representatives-Members to the Third Party Bids and Awards Committee (TPBAC) has been confirmed by the SOCOTECO I Board of Directors through BR No. 129 Series of 2020, and approved by the Department of Energy through their letter to SOCOTECO I dated 14 December 2020.



## **Invitation to Qualify as Captive Customer Representative-member of the Third-Party Bids and Awards Committee**

South Cotabato I Electric Cooperative, Inc. (SOCOTECO-I) has a need to procure power in accordance to its Power Supply Procurement Plan (PSPP).  
([https://www.doe.gov.ph/sites/default/files/pdf/du\\_csp/2020-2029\\_SOCOTECO%20I\\_PSPP.pdf](https://www.doe.gov.ph/sites/default/files/pdf/du_csp/2020-2029_SOCOTECO%20I_PSPP.pdf))

The Department of Energy (DOE) released Department Circular No. DC2018-02-0003 entitled, “ADOPTING AND PRESCRIBING THE POLICY FOR THE COMPETITIVE SELECTION PROCESS IN THE PROCUREMENT BY THE DISTRIBUTION UTILITIES OF POWER SUPPLY AGREEMENT FOR THE CAPTIVE MARKET”. Under Section 5 of the department circular, SOCOTECO-I is mandated to establish a Third-Party Bids and Awards Committee (TPBAC) consisting of three (3) SOCOTECO-I members and two (2) members coming from the captive customers through a selection process. As such, the two (2) representatives from the captive customers shall be composed of:

1. A Lawyer;
2. and a Technical Person or a person with knowledge and/or experience with any local or international competitive bidding procedures.

The duties and responsibilities of the TPBAC members among others are:

1. to manage and spearhead the Competitive Selection Process (CSP) and;
2. to be responsible for all aspects and stages of the bidding process.

Interested SOCOTECO-I member-consumers who want to be part of the TPBAC are requested to submit letter of intent and documentary requirements on or before February 22, 2021 at the SOCOTECO-I Main Office or send the response via e-mail at [rco@socoteco-1.com](mailto:rco@socoteco-1.com)

List of documentary requirements and the selection process may be downloaded via this link <https://drive.google.com/drive/folders/1ZwIERmtcWWatXEpqTkiLslzXPYtY-isr?usp=sharing>

If you have any questions or concerns on the foregoing, you may contact **Engr. Michael N. Marcella** at (083) 228 9900 loc 322/321.

**Interested Member Consumer may submit their Letter of Intent (LOI) to:**

**ATTY. RICARDO C. ORIAS, JR.**

Project Supervisor/ Acting General Manager  
SOCOTECO-I  
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