

1. OBJECTIVE

To provide information on the conditions for participating in supplier prequalification events for the various categories of goods or services required by GEB and its subsidiaries.

2. DEVELOPMENT OF THE GUIDE

2.1. LEGAL FRAMEWORK

Grupo Energía Bogotá S.A. ESP. is a public utility company, incorporated as a joint-stock company in accordance with the provisions of Law 142 of 1994, hereinafter **THE COMPANY**.

The Prequalification process shall be governed by **THE COMPANY**'s Procurement and Execution Control Manual, which may be consulted on the website <https://www.grupoenergiabogota.com>, as well as by the provisions set forth in this document.

Additionally, it is governed by **THE COMPANY**'s corporate policies, the Commercial and Civil Codes, the ten universal principles of the United Nations Global Compact, the Incoterms © 2020 version of the International Chamber of Commerce – ICC (if applicable to the Prequalification), as well as by any special provisions applicable due to the nature of **THE COMPANY**'s business and the prequalification category.

2.2. NATURE OF THE PREQUALIFICATION

Prequalification does not constitute a commercial offer nor does it oblige **THE COMPANY** to enter into contracts with the **APPLICANTS** or prequalified parties.

Any costs incurred by the **APPLICANTS** in preparing the Prequalification documents shall be borne exclusively by them, and **THE COMPANY** shall under no circumstances reimburse such costs.

By completing the prequalification questionnaire (Qualification) for the Prequalification event (SAP ARIBA), the **APPLICANTS** guarantee the integrity, accuracy, truthfulness, and suitability of the information provided.

Prequalification is a dynamic process, which means that the terms and conditions for participation in prequalification events will be made available to suppliers on **THE COMPANY**'s website to compile the list of prequalified bidders.

2.3. PUBLICATION AND CONSULTATION.

The publication notice for each prequalification event is available on **THE COMPANY**'S website [at https://www.grupoenergiabogota.com/conoce-geb/proveedores-y-contratistas/registro-de-proveedores](https://www.grupoenergiabogota.com/conoce-geb/proveedores-y-contratistas/registro-de-proveedores).

To access the prequalification questionnaire (Qualification) on the **SAP ARIBA** platform, the supplier must express their intention to participate by emailing gestionproveedores@geb.com.co , providing the following information:

- Company Name
- Tax ID
- Contact Person
- City
- Phone
- Email
- Categories

It shall be the sole responsibility of the **APPLICANTS** to continuously verify all documents generated in connection with the Prequalification process. In this regard, all documentation and other proceedings arising from the Prequalification process will be published and may be accessed via **THE COMPANY's** website and the **SAP ARIBA** platform.

2.4. PRE-QUALIFICATION QUESTIONNAIRE (QUALIFICATION)

The information must be uploaded to the prequalification questionnaire titled “Qualification” on the SAP ARIBA platform.

To access the “Qualification” Prequalification questionnaires, **THE APPLICANT** must be in the “Registered” status on the SAP ARIBA platform.

It shall be the sole responsibility of **the APPLICANT** to continuously verify that this document is up to date; it will be published and available for consultation on **THE COMPANY's** website, as well as the “**Qualification**” Prequalification Questionnaire uploaded to the SAP ARIBA platform for the prequalification process.

Terms defined in the singular include their plural form where applicable, and those defined in the masculine gender include their feminine form where applicable.

THE APPLICANT assumes full responsibility for reviewing and analyzing this document, the notice of the respective prequalification, and the “Qualification” Prequalification Questionnaire in the SLP module of the SAP ARIBA platform, which will allow the APPLICANT to participate in the Prequalification; these documents must be interpreted as a whole, ensuring that the provisions are not understood separately.

All interpretations, errors, and/or omissions made or incurred by the supplier based on its own information, interpretation, analysis, or conclusions regarding the process documents are at its sole risk. Therefore, **THE COMPANY** assumes no liability whatsoever for such information, interpretation, analysis, or conclusions.

2.5. PARTICIPATION IN THE PRE-QUALIFICATION

Participation in the Prequalification process is open to the public and is intended for all interested individuals or legal entities—whether domestic or foreign—who have expressed interest and completed the registration process.

The registration category for participating in the Prequalification will be as indicated in the Notice published on the **COMPANY's** website.

THE COMPANY may or may not initiate any subsequent closed competitive processes related to the Prequalification.

This document contains the aspects to be taken into account by Interested Parties regarding the Prequalification events and the subsequent formation of the List of Prequalified Bidders, and does not imply the opening of a Competitive Process, nor does it impose an obligation on **THE COMPANY** to open the Competitive Process, nor does it grant those who apply for prequalification any rights regarding any Competitive Process. However, Interested Parties who, having submitted an Expression of Interest (**EXPRESSORS**) and having been Prequalified, decide to participate in the Competitive Process that may eventually be opened, shall be subject to the terms and conditions of said Competitive Process, direct offer, or Commercial Instruments, and the regulations established by these processes.

In any competitive processes that may be conducted, **THE COMPANY** may or may not invite all of the companies on the prequalified list.

The fact of having been Prequalified does not confer any right other than the right to submit a Bid, in the event that the company is invited by **THE COMPANY** when a selection process is opened in accordance with the procedures set forth in THE COMPANY's Contracting and Execution Control Manual. Consequently, any party included on the Prequalified List shall have no right to claim any damages arising from the composition of the Prequalified List.

Those **APPLICANTS** who are not included on the Prequalified List shall have no right to claim any damages or losses from **THE COMPANY** arising from their non-inclusion on the Prequalified List.

2.6. REQUEST FOR ADDITIONAL INFORMATION

THE COMPANY may request additional information from **the APPLICANT** during the prequalification requirements verification period by notifying the applicant via the SAP ARIBA platform using the prequalification questionnaire (Qualification).

APPLICANTS must upload the documents to the "Event Content" section of the SAP ARIBA prequalification questionnaire (Qualification) by the deadline set by **THE COMPANY**.

Any information submitted through a means other than the “Event Content” section of the prequalification questionnaire (Qualification) will not be considered in the process, unless explicitly requested by **THE COMPANY**.

NOTE: Information sent via “event messages” in the prequalification questionnaire (Qualification) will not be considered in the process.

THE COMPANY may also request reports from third parties when it deems it appropriate or necessary for the analysis and verification of the information.

2.7. VALIDITY OF PRE-QUALIFICATION – List of Pre-Qualified Bidders

The validity of the Prequalification will begin on the date it is communicated via SAP ARIBA and will be as indicated in the Notice published on the **COMPANY's** website.

2.8. LANGUAGE

The official language of the Prequalification process is Spanish. Any documents submitted by interested parties to demonstrate compliance with the requirements that are in a foreign language must be accompanied by a simple translation into Spanish. An exception to this rule applies to technical documentation such as catalogs, diagrams, manuals, technical specifications, and equipment information, among others, which may be submitted in their original language.

2.9. DOCUMENTS ISSUED IN COLOMBIA

Private documents and documents issued by public authorities or by private individuals performing public functions in Colombia may be submitted as simple copies.

Special powers of attorney and other documents whose validity is subject, by law, to the fulfillment of certain formalities are exempt from the above rule.

2.10. DOCUMENTS ISSUED ABROAD

Private documents and documents issued by public authorities abroad are governed by the laws of the country of origin and may be submitted to this proceeding as simple copies.

In cases where legal capacity must be verified, public documents issued abroad will require an apostille or legalization, depending on the country that issued the documents. If the document originates from one of the signatory countries to the Hague Convention of October 5, 1961, on the Abolition of the Requirement of Legalization for Foreign Public Documents, the apostille procedure will be required; otherwise, the legalization procedure must be followed.

For special or general powers of attorney that establish the requirements for granting authority to **the DECLARANT**, it will be verified whether such requirements are set forth in public or private documents; accordingly, compliance with the requirements and procedures established in the applicable law

applicable law for such documents (apostille and legalization procedures). For this purpose, the regulations issued by the Ministry of Foreign Affairs on this matter at the time of submission of the expression of interest shall be taken into account.

3. EVALUATION METHODOLOGY AND CRITERIA

THE COMPANY will verify the financial requirements (if applicable) and specific technical requirements described in each Prequalification Notice for **APPLICANTS** who have attached their prequalification documents to the respective prequalification questionnaire (Qualification) by the deadline established by **THE COMPANY** (where applicable), and the list of prequalified bidders will be compiled based on the evaluation results.

If an **APPLICANT** submits their information and clarification of their documents is required, the provisions of Section 2.6 “*REQUEST FOR ADDITIONAL INFORMATION*” shall apply. The evaluation result will be issued only once all the necessary information is available to validate compliance with the requirements of the prequalification process.

3.1. DISQUALIFICATIONS, INCOMPATIBILITIES, OR IMPEDIMENTS (Applies only to Colombia)

When completing the information required to participate in a prequalification event—and, more generally, in any competitive process in subsequent stages—the **APPLICANT** must bear in mind that under no circumstances will **THE COMPANY** accept **APPLICANTS** for the prequalified list, and consequently will not enter into any **CONTRACTS** with individuals or legal entities that fall under the grounds for disqualification, incompatibility, or impediment established in the Political Constitution of Colombia and in the Law. In accordance with the Procurement and Execution Control Manual, **THE COMPANY** is responsible for conducting a legal analysis of the specific situation of the natural or legal person to determine whether the **APPLICANT** or its partners are subject to any grounds for disqualification or incompatibility.

The regime of disqualifications and incompatibilities set forth in the General Statute on Public Administration Contracting is one of those matters that, by exception and express provision of Law 142 of 1994, is applicable to all contracting processes carried out by **THE COMPANY** and is characterized by its exhaustive nature and restrictive interpretation with respect to legal operators.

Likewise, it is important to note that Article 8 of Law 80 of 1993 and its respective amendments refers to the disqualifications and incompatibilities regarding contracting that are defined in the Constitution and in the Law, which must be reviewed by the **BIDDERS** as a requirement for prequalification.

APPLICANTS may not use insider information, engage in acts of unfair competition, or fail to disclose the existence of a conflict of interest, in accordance with the provisions of the Law and the **COMPANY**'s Code of Ethics.

In the event that any of the aforementioned disqualifications, incompatibilities, or impediments arise after the information has been submitted on the technological platform, it shall be presumed that the **APPLICANT** waives any expectation of being prequalified and, in any case, of participating

in processes conducted by **THE COMPANY**. In this case, **THE COMPANY** will not evaluate the submitted information and will not include the **APPLICANT** on the established Prequalification lists.

If the cause of disqualification, incompatibility, or impediment arises after the Prequalification event has taken place, the **APPLICANT** shall refrain from submitting a **BID** in the procurement processes for which they have been prequalified.

3.2. VERIFICATION AGAINST RESTRICTIVE LISTS

The **APPLICANT** must keep the “*Verification in Restrictive Lists*” field in the SAP ARIBA registration questionnaire up to date. It constitutes a non-prequalification event when, during verification in restrictive lists or due diligence conducted by **THE COMPANY**, objective circumstances are found that prevent **THE APPLICANT** from continuing in the Prequalification process.

During the Prequalification process, the **APPLICANT** will be verified for disqualifications, incompatibilities, conflicts of interest, or other impediments.

3.3. VERIFICATION OF FINANCIAL REQUIREMENTS

These will be the entities listed in the corresponding Prequalification Notice for each prequalification.

FINANCIAL CAPACITY

The financial analysis of **the APPLICANT** will determine whether they are qualified to be prequalified in **THE COMPANY**'s supplier registry for the ranges defined in the Prequalification Notice.

This analysis will be conducted using the documentation provided in the supplier registry and through the indicators specified in the Prequalification Notice, based on the balance sheet for the most recent fiscal year, as of December 31 of the immediately preceding year, which must adequately detail current assets and current liabilities.

The balance sheet will be taken from each **APPLICANT**'s record in the SAP Ariba tool; therefore, these records must be updated annually in accordance with the law. They must be accompanied by the notes to the financial statements and all related documents supporting the information.

In the event that, due to regulations in **the DECLARANT**'s country, the fiscal year-end for the financial statements differs from that indicated, financial statements reflecting the most recent fiscal year-end approved by the Shareholders' Meeting will be accepted, provided they are signed by the Legal Representative, the Company's Accountant, and the Statutory Auditor or their respective equivalents.

For the purposes of evaluating financial statements denominated in a currency other than the Colombian peso, they shall be converted to this currency using the exchange rate in effect on the last day of the corresponding fiscal year.

Copies of the **APPLICANTS**' financial statements must be uploaded to the prequalification questionnaire (Qualification) in legible copies signed by the legal representative, the accountant, and the statutory auditor where applicable, in corporate formats, and must explicitly state

the unit of measurement of the figures (thousands, millions, as applicable) and the currency in which they are quantified (pesos, dollars, or another currency as applicable).

Domestic or foreign **APPLICANTS** with a branch in Colombia must attach a legible photocopy of the professional license and current certificates of registration and disciplinary records for the accountant and statutory auditor who signed the submitted balance sheet, demonstrating that they have no pending sanctions at the time of signing the financial statements. For **DECLARANTS** without a branch in Colombia, an external audit certification from the country of origin must be attached, stating that the information corresponds to the required period and complies with the laws of the respective country.

If the Prequalification Notice specifies that compliance with the financial indicators may be demonstrated through the parent company and/or its controlled entities, it is mandatory to attach to the prequalification questionnaire (Qualification) the **DECLARATION FROM THE PARENT COMPANY OR MEMBER OF THE BUSINESS GROUP TO WHICH THE DECLARANT**, a document containing the guarantee statement from the parent company and/or its controlled, subordinate, or subsidiary companies. Additionally, you must attach the document certifying the existence and legal representation of the Parent Company and/or its controlled, subordinate, or subsidiary companies, specifically the certification stating that the person signing the guarantee is authorized to represent the Parent Company or member of the Business Group in these matters.

The following financial indicators will be calculated for the highest tier in which you are participating:

ELIGIBILITY FINANCIAL RATIOS

WORKING CAPITAL: These are the resources a company needs to operate. In this sense, working capital is what is commonly referred to as current assets (cash, short-term investments, accounts receivable, and inventory).

Working Capital (WC): As required in the Prequalification Notice published on the website.

LIQUIDITY RATIO: Liquidity is defined as the organization's ability to settle its short-term obligations as they come due. It refers not only to the company's total finances but also to its ability to convert certain current assets and liabilities into cash.

DEBT RATIO: This indicator aims to measure the proportion of the company's total assets financed by short- and long-term funds provided by creditors.

LIQUIDITY RATIOS		SOLVENCY RATIOS
Working Capital (WC)	Current Ratio (CR)	Debt Level (DL)
$WC = \text{Current Assets} - \text{Current Liabilities}$	$LR = AC / PC$	$NE = PT / AT$
Where: CT = Working Capital CA = Current Assets CL = Current Liabilities	Where: RL = Liquidity Ratio AC = Current Assets CL = Current Liabilities	Where: NE = Debt Ratio TL = Total Liabilities TA = Total Assets

Note: It is reiterated that the indicators to be evaluated will be those indicated in the respective Prequalification Notice published on **THE COMPANY**'s website.

3.4. VERIFICATION OF SPECIFIC TECHNICAL REQUIREMENTS

The information attached to each prequalification questionnaire (Qualification) will be analyzed. **THE APPLICANT** must demonstrate their experience, which will be evaluated in accordance with the criteria required in the corresponding Prequalification Notice for each Prequalification.

In the case of completed contracts, experience must be documented by means of certification(s), a settlement statement, a termination statement, a final payment receipt, or a final acceptance certificate issued by the legal or authorized representative of the service recipient or client. In the case of contracts currently in progress (if applicable), experience must be documented by means of a certification issued by the legal or authorized representative of the service recipient or client.

The documents used to demonstrate experience must include the following information:

- (i) Contracting Party
- (ii) Contractor
- (iii) Purpose
- (iv) Start Date / End Date
- (v) Total contract value excluding VAT
- (vi) Date of issuance of the certification.
- (viii) Percentage of participation if experience is demonstrated through previous joint ventures.
- (ix) Activities performed that relate to the requested experience.

In the event that the certification, settlement statement, completion certificate, final payment receipt, or final acceptance certificate provided does not contain the required information, the **DECLARANT** may submit a copy of the contract as a supplementary document, accompanied by any other document issued by the client or beneficiary of the work, goods, and/or services, which includes the requested information.

When the **APPLICANT** demonstrates experience acquired in contracts executed under Joint Ventures, the experience will be considered proportionally, based on the percentage of participation of the member demonstrating the experience. This information must be included in the respective certification. If the certification does not contain the percentage of participation or

the activities performed, this aspect may be demonstrated through the document of incorporation of the Joint Venture.

Whenever the eligibility requirements and/or evaluation criteria include variables related to the contract value and/or revenue in terms of the SMMLV, the conversion shall be made based on the contract termination date or the certification date for contracts currently in effect, as applicable, as follows:

The certified value in pesos shall be divided by the SMMLV as of the contract's termination date.

When experience is demonstrated through contracts paid in foreign currency, the contract value will be converted to Colombian pesos by multiplying it by the TRM in effect on the contract's termination date, and then converted to SMMLV as indicated in the preceding paragraph.

If the Prequalification Notice specifies that compliance with specific technical requirements may be demonstrated through the parent company and/or its controlled entities, it is mandatory to attach to the prequalification questionnaire (Qualification) the **DECLARATION FROM THE PARENT COMPANY OR MEMBER OF THE BUSINESS GROUP TO WHICH THE DECLARANT**, a document containing the guarantee statement from the parent company and/or its controlled, subordinate, or subsidiary companies. Additionally, the applicant must attach a document certifying the existence and legal representation of the Parent Company and/or its controlled companies, subsidiaries, or affiliates, specifically a document stating that the person signing the guarantee is authorized to represent the Parent Company or member of the Business Group in these matters.

3.5. ADDITIONAL PRE-QUALIFICATION CONSIDERATIONS

Bidders will not be permitted to participate in joint ventures.

THE BIDDER must annually update its financial statements in the supplier registry as of the most recent fiscal year-end in accordance with the applicable regulations of the country of origin.

In the event that a selection process is initiated in which a list of prequalified bidders is required, **THE APPLICANT** who was previously prequalified but does not meet the financial requirements at the time the selection process opens will be removed from the list of prequalified bidders.

A SUPPLIER that is prequalified and has a "Deficient" performance evaluation in accordance with **THE COMPANY's** Supplier-Contractor Performance Evaluation Guidelines regarding compliance with contracts signed with any of the companies comprising the Business Group will not be invited to participate in any selection processes conducted by **THE COMPANY**.

3.6. CIRCUMSTANCES LEADING TO NON-PREQUALIFICATION

The **APPLICANT** will not be prequalified in the following cases:

- a) When **THE APPLICANT** submits the documents required to demonstrate compliance with the prequalification requirements after the date established in the Prequalification Notice. (Where applicable).
- b) When **THE APPLICANT** fails to meet the specific financial and technical requirements set forth in the prequalification event.
- c) When, within the period granted for this purpose, **THE APPLICANT** has not submitted the additional information required by **THE COMPANY**, without prejudice to **THE COMPANY'S** right to reiterate the request.
- d) When the **APPLICANT** participates in the prequalification event as part of a consortium.
- e) When **THE APPLICANT** is subject to any of the grounds for disqualification, incompatibility, or impediment provided for by the Constitution and the law.
- f) When **THE APPLICANT**, members of the Board of Directors or Board of Partners, partners or shareholders (except for publicly traded companies), legal representatives, or the Statutory Auditor are included on the lists of the United Nations Security Council, the Colombian Security Council, OFAC, or other restrictive lists.
- g) When, as a result of verification against restrictive lists or due diligence conducted by **THE COMPANY**, objective circumstances are found that prevent **THE DECLARANT** from continuing in the Prequalification process.
- h) When it has been proven that **THE APPLICANT** used insider information, or engaged in an act of unfair competition or a conflict of interest in accordance with the provisions of the Law and/or **THE COMPANY'S** Articles of Incorporation or Code of Good Governance.
- i) When the **APPLICANT** is subject to grounds for dissolution or mandatory liquidation.
- j) Due to the lack of accuracy in the information provided by **THE APPLICANT**.

3.7. CUSTOMER SERVICE CHANNELS

For technical issues or malfunctions related to the SAP Ariba platform, please contact:
SAP Ariba Network

<https://service.ariba.com/Supplier.aw/>

Any questions regarding the prequalification process can be addressed by phone at: +571 326 8000, extension 5555, or via email at: gestionproveedores@geb.com.co

Grupo Energía Bogotá WhatsApp +57 3113418175

3.8. DEFINITIONS AND ACRONYMS

- **Prequalification Notice:** A public notice issued by **THE COMPANY** inviting interested parties to participate in a prequalification process, with the aim of evaluating legal, financial, and technical aspects, among others.
- **THE COMPANY:** refers to **GRUPO ENERGÍA BOGOTÁ S.A. ESP** or its subsidiaries conducting the prequalification.
- **List of Prequalified Bidders:** The list comprising the **APPLICANTS** prequalified by **THE COMPANY**, under the terms described in this document and the respective notice published on **THE COMPANY's** website.
- **Procurement and Performance Monitoring Manual:** This is **THE COMPANY'S** Procurement and Performance Monitoring Manual, which can be viewed on its website. (Source: Procurement Department)
- **Applicant(s):** A natural or legal person, whether domestic or foreign, interested in participating in the Prequalification.
- **Expression of Interest:** A communication submitted by **SUPPLIERS** to participate in the prequalification process. **The APPLICANT** shall indicate their intention to participate in the Prequalification.
- **Registration:** A process involving the collection and validation of relevant information from natural and legal persons who wish to become **THE COMPANY's** suppliers through registration on the designated platform.
- **Preselection:** A process that may be initiated by suppliers after registration, for categories of goods and/or services at the product level in accordance with the UNSPSC (United Nations Standard Products and Services Code) category tree. This process will increase your chances of participating in the Closed Competitive Processes (PCC) that **THE COMPANY** is required to conduct, in accordance with the Annual Procurement and Contracting Plan (PACC).
- **Prequalification:** A process through which **THE COMPANY** identifies a specific need and evaluates, in advance, potential suppliers of works, goods, and/or services required by **THE COMPANY**, with regard to legal aspects, specific financial and technical requirements, among others, for the conclusion of one or more legal transactions under the contracting modalities set forth in this Procurement and Performance Control Manual.
- **SAP ARIBA:** **THE COMPANY's** transactional procurement platform.
- **Registration Questionnaire:** A digital form available to suppliers in the SLP module of the Ariba platform. In this section, suppliers must enter structured information—such as first and last names, address, date, financial statements,

among other data—into the corresponding fields. Once completed and approved, this questionnaire allows the supplier to be granted Registered Supplier status.

- **Prequalification Questionnaire.** This is a digital form available to suppliers in the SLP module of the Ariba platform who have expressed interest in prequalifying and who have registered supplier status. Each applicant must complete it by uploading the complete and accurate information requested by the Company, in accordance with the terms set forth in the notice published on the company’s website. Its purpose is to validate compliance with the requirements necessary for prequalification. Upon approval, the supplier obtains the status of Qualified Supplier (preferred).
- **Supplier Information:** This refers to all documents generated by suppliers during the prequalification process, such as certifications, documents, and information that must be uploaded to the prequalification questionnaire (Qualification) to be considered for prequalification, and are defined in the notice for the respective prequalification published on the COMPANY’S website.
- **Selection Process:** This is the process that may be followed after the “List of Prequalified Suppliers” is established. The selection process includes the submission of bids by prequalified bidders and the award of the contract in accordance with the rules issued for that purpose in the respective process.
- **Supplier(s):** A natural person, legal entity, or any type of association that can meet the Company’s procurement needs for works, goods, and services. (Source: Procurement Department)
- **Annual Contracting and Procurement Plan (PACC):** The Company’s annual schedule of contracting needs, containing consolidated and centralized information provided by the Procurement Department or the department acting in its stead. The PACC serves as a basis for the Company’s procurement and contracting planning and for the preparation of the requesting department’s budget. (Source: Procurement Department)

DOCUMENT CONTROL

Version No.	Version Date	Reason for Update
1.0		Creation of the guide to publicize the supplier requirements for the different categories of goods or services required by GEB and its subsidiaries

	Name	Role	Department
Prepared by:	Iliana Serrano Giovanni Velandia	Supplier Evaluation Specialist Supplier Evaluation Specialist	Management Synergies Procurement in
Reviewed by:	Amny Nataly Forero Freddy Ussa	Managing Director	Supply Synergies Manager Corporate Synergies Department
Approved by:	Maria Virginia Torres Cristancho	Vice President (E)	VP of Talent and Administrative Management