



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

Wednesday, September 19, 2018 2:00 PM CONFERENCE ROOM A

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE IX	
TYPE OF MEETING	Prebid Conference	
PROJECT	<i>Approach Procedure Design for Subic Aerodrome Area Navigation (RNAV) System</i>	
REFERENCE NO.	PB – 18-263-9	
ATTENDEES	Bids and Awards Committee IX Ms. Dalisay Conrina P. Dela Chica Chairperson Ms. Leah Nimfa M. Valdez Vice-Chairperson Senior Deputy Administrator Ramon O. Agregado AdHOC-SBMA Engr. Jose L. Saluna, Jr. Provisional Member	
	Procurement Division IX Mr. Vincent Joseph D. Disu Secretariat Mr. Rojim RJ C. Espere Secretariat Other Attendees: Engr. Mark C. Quiambao SBMA Engr. Ruel A. Famisan SBMA Engr. Ruel P. Bobadilla SBMA	
	Prospective Bidder/s: Mr. Crisologo Zenarosa INAVTEQ	

CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 3:15 PM with the Chairperson presiding. 2. The Secretariat acknowledged the presence of the attendees. 3. Having established the required quorum. 4. The Secretariat presented the invitation for Observers, however, none of them attended. 5. The Secretariat discussed the General Requirements (Technical and Financial Document for the Consulting Project.
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DISCUSSION

I. BID DOCUMENTS	
DOCUMENTATIONS	<p>The following documents were presented before the committee:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Agency Procurement <ul style="list-style-type: none"> • No Discussion. <input type="checkbox"/> Annual Procurement Plan <ul style="list-style-type: none"> • No Discussion. <input checked="" type="checkbox"/> Technical Specifications / ToR <ul style="list-style-type: none"> • PRESENTED <input type="checkbox"/> Authority to Purchase Vehicle (if applicable) <ul style="list-style-type: none"> • No discussion. <input type="checkbox"/> Nomination of Representative from End-User Agency <ul style="list-style-type: none"> • No Discussion <input type="checkbox"/> Memorandum of Agreement <ul style="list-style-type: none"> • No Discussion <input type="checkbox"/> Memorandum-Request for Preprocurement <ul style="list-style-type: none"> • No Discussion <input type="checkbox"/> Price Monitoring Report <ul style="list-style-type: none"> • No discussion <input type="checkbox"/> Certificate of Due <ul style="list-style-type: none"> • No discussion <input type="checkbox"/> Draft Bidding Documents <ul style="list-style-type: none"> • No discussion <input type="checkbox"/> Reply Action Document, if any <ul style="list-style-type: none"> No discussion.

<p>EXPRESSION OF INTEREST</p>	<ul style="list-style-type: none"> • The criteria and rating system for short listing are: <ul style="list-style-type: none"> a. Applicable Experience of the Firm; (50%) b. Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking (40%); and c. Current workload relative to capacity (10%). • The contract shall be completed <u>within 180 calendar days</u> from the effective date indicated in the Notice to Proceed.
<p>BID DATA SHEET</p>	<ul style="list-style-type: none"> • EDS Clause 5.4 2.1 a (ii) <ul style="list-style-type: none"> ➤ The statement of all ongoing and completed government and private contracts shall include all such contracts within <i>ten (10) years prior</i> to the deadline for the submission and receipt of eligibility documents. • EDS Clause 9.1 <ul style="list-style-type: none"> ➤ Similar contracts shall refer to <i>RNAV design</i> ❖ Mr. Crisologo from INAVTEQ proposed that the similar contracts shall refer to any aeronautical study related to any approach procedure. <ul style="list-style-type: none"> ✚ SBMA agreed to the similar contracts shall refer to any aeronautical study related to any approach procedure.
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<ul style="list-style-type: none"> • There were no Discussions/Amendments made; and no further instructions were made by the BAC.
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<ul style="list-style-type: none"> • There were no Discussions/Amendments made; and no further instructions were made by the BAC.
<p>TERMS OF REFERENCE</p>	<p>VII. QUALIFICATIONS OF KEY PERSONNEL</p> <ul style="list-style-type: none"> a. Project Manager -- Must be a Licensed Engineer or a graduate of an aviation course with at least seven (7) years experience in managing projects similar to the undertaking, knowledge of Air traffic procedures and Flight Procedure planning and implementation. Must also be knowledgeable with the ICAO standards pertaining to Area Navigation and instrument Flight Procedures. The PM will be responsible in coordinating the tasks

of the team members to insure that the expected output will be completed within the time frame as specified in the contract duration.

- b. Airspace Planner/Flight Procedure Designer** – must be a licensed engineer or a graduate of an aviation or aeronautical course. ***With at least five (5) years of experience managing projects similar to the undertaking.*** Must be knowledgeable in the design of instrument flight procedures, has designed SIDS and STARS approaches for aerodromes/airports similar to the Subic Bay International Airport. Knowledgeable in ICAO and other international standards for flight procedure design and implementation. The Airspace planner should have experience in safety and risk assessment for airports.
- c. Surveyor/Geodetic Engineer** – must be a licensed geodetic engineer with at least five (5) years experience and knowledge in aerial surveying and photogrammetry. Must be proficient in obstruction chart design and development. Must be able to determine based on the parameters set forth by the Airspace planner/Flight Procedure Designer, aeronautical chart waypoints both in STARS and SIDS approaches.
- d. CADD operator** – a graduate of any engineering course with at least five (5) years of experience and with an advance knowledge in AUTOCADD or any computer aided design particularly in plotting aeronautical charts and maps.
- e. Surveying Technician** – bachelor's degree or technical vocational school certification as a surveying aide or technician with at least five (5) years experience and knowledge in surveying procedures and instrumentation.

II. OBJECTIVES

The objective is to develop fully functional and efficient RNAV Flight Procedures for Runways 07 and 25 approaches and departures utilizing valid information and survey data, validate, and establish, and publish the newly developed/designed RNAV Procedures for the Subic aerodrome that will not be dependent on existing ground navigational aids for continuous, safer, more accessible means and better services to aircraft operators utilizing SBIA. This Flight Procedure must be consistent with the ICAO Performance Based Navigation (PBN) Concept described in the Doc. 9613, ICAO Doc 8168 PANS-OPS and CAAP Memorandum Circular MC 51-13. **The approaches should be designed to replace the previous published**

RNAV approaches that overlaid the existing 07/25 ILS approaches utilized successfully by commercial carriers.

IV. SCOPE OF WORK

The Service Provider shall provide professional design services in the attainment of desired outputs stated in above objectives through advanced methods and techniques in accordance with the requirements set forth herein.

1. Approach Procedures for Runways 07 and 25 / Standard Arrival Procedures (STARs)

*Approach Procedure with Vertical Guidance and with Barometric Vertical Navigation (APV/BARO-VNAV) will be established to best meet the needs of aircraft operators and Air Traffic Control (ATC) to provide a good precision like instrument approach when ground based navigational aids, such as *Very high frequency omnidirectional range (VOR) or Instrument landing system (ILS)* are unavailable. **The approaches should be designed to replace the previous published RNAV approaches that overlaid the existing 07/25 ILS approaches utilized successfully by commercial carriers.***

IX. Period and Terms of the Assignment/Contract Duration and Budget

- ❖ **Item No. 5, 7 & 9 (Ground Validation, Flight Validation & Commissioning and Publication). The clock will stop every submission of report and resumes only after receipt of written approval of CAAP to proceed to the next phase/stage.**

The Following Stage are:

- 1. Ground Validation**
- 2. Flight Validation**
- 3. Commissioning and Publication.**

DRAWINGS

"Attached"

BILL OF QUANTITIES

- There were no Discussions/Amendments made; and no further instructions were made by the BAC.

BIDDING FORMS	<ul style="list-style-type: none"> There were no Discussions/Amendments made; and no further instructions were made by the BAC.
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II. TIMELINE	
POSTING IN PHILGEPS	-
PREBID CONFERENCE	-
POSTING OF BID BULLETIN	October 18, 2018 last day of issuance of bid bulletin.
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	September 26, 2018; 10:00 A.M

III. OTHER DISCUSSIONS	
OTHER MATTERS	<ul style="list-style-type: none"> Mr. Crisologo from INAVTEQ clarified about the Philgeps Platinum Certificate that they not registered to Philgeps. <ul style="list-style-type: none"> Chairman clarified that they can submit in Long Form on the submission of eligibility proposal provided that they submit all the requirements in Philgeps and also bring the original copies for verification. On the Post-Qualification the chairman instructed the bidder to submit the Philgeps Platinum Certificate. The PMO-In-Charge explained each documents needed to be submitted during the submission of bids. The PMO-In-Charge gives pointers in accomplishing each document/requirement to the bidders to be able for them in aiding/come up with a responsive submission. The BAC reiterated to the prospective bidders that the last day of submission of Eligibility proposal /opening of bids' is on September 26, 2018 at 10:00 AM.
ATTACHMENTS	"No Attachment"
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 5:30 PM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Wednesday, September 19, 2018.

<p>PREPARED BY</p>	<p>The Procurement Division IX:</p> <p style="text-align: center;">SGD ENGR. JOSE L. SALUNA JR. PMO</p>
	<p style="text-align: center;">SGD MS. LEAH NIMFA M. VALDEZ Vice Chairperson, Bids and Awards Committee IX</p>
<p>CERTIFIED CORRECT</p>	<p style="text-align: center;">SGD MS. DALISAY CONRINA P. DELA CHICA Chairperson, Bids and Awards Committee IX</p>