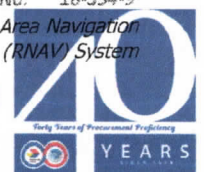




MINUTES OF MEETING

Tuesday, November 27, 2018	11:00 AM	OTHERS
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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 – 18-354-9																					
ATTENDEES	<p>Bids and Awards Committee IX</p> <table border="0"> <tr> <td>Ms. Dalisay Conrina P. Dela Chica</td> <td>Chairperson</td> </tr> <tr> <td>Engr. Vergil Joseph Lansangan</td> <td>Ad-Hoc Member</td> </tr> <tr> <td>Engr. Jose L. Saluna, Jr.</td> <td>Provisional Member</td> </tr> </table> <p>Procurement Division IX</p> <table border="0"> <tr> <td>Mr. Rojim RJ C. Espere</td> <td>Secretariat</td> </tr> </table> <p>End User Representative:</p> <table border="0"> <tr> <td>Engr. Mark C. Quiambao</td> <td>SBMA</td> </tr> <tr> <td>Engr. Ruel A. Famisan</td> <td>SBMA</td> </tr> <tr> <td>Engr. Zharrex R. Santos</td> <td>SBMA</td> </tr> <tr> <td>Engr. Ruel P. Bobadilla</td> <td>SBMA</td> </tr> </table> <p>Other Attendees:</p> <table border="0"> <tr> <td>Engr. Elmer H. Dorado</td> <td>PS-Consultant</td> </tr> </table> <p>Prospective Bidder/s:</p> <table border="0"> <tr> <td>Ms. Suzanne Z. Torres</td> <td>INAVTEQ</td> </tr> </table>		Ms. Dalisay Conrina P. Dela Chica	Chairperson	Engr. Vergil Joseph Lansangan	Ad-Hoc Member	Engr. Jose L. Saluna, Jr.	Provisional Member	Mr. Rojim RJ C. Espere	Secretariat	Engr. Mark C. Quiambao	SBMA	Engr. Ruel A. Famisan	SBMA	Engr. Zharrex R. Santos	SBMA	Engr. Ruel P. Bobadilla	SBMA	Engr. Elmer H. Dorado	PS-Consultant	Ms. Suzanne Z. Torres	INAVTEQ
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CALL TO ORDER

1. The scheduled **Prebid Conference** started at **11:05 AM** 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 PMO In-Charge discussed the General Requirements (Technical and Financial Document for the Consulting Project.

DISCUSSION

I. BID DOCUMENTS

DOCUMENTATIONS

The following documents were presented before the committee:

- Agency Procurement
 - No Discussion.
- Annual Procurement Plan
 - No Discussion.
- Technical Specifications / ToR
 - PRESENTED
- Authority to Purchase Vehicle (if applicable)
 - No discussion.
- Nomination of Representative from End-User Agency
 - No Discussion
- Memorandum of Agreement
 - No Discussion
- Memorandum-Request for Preprocurement
 - No Discussion
- Price Monitoring Report
 - No discussion
- Certificate of Due
 - No discussion
- Draft Bidding Documents
 - No discussion
- Reply Action Document, if any
 - No discussion.

- The numerical weight and the minimum required St for each criterion are as follows:
 - *Quality of personnel to be assigned to the project (30pts)*
 - *Experience and capability of the consultant (20pts)*
 - *Plan of approach and methodology (50pts)*

The minimum points required to pass is *70 points*.

Technical Evaluation Criteria					
Criteria	Score	%	%	Pts.	Bidder
Plan of Approach, Methodology and Work Plan				50	
A. Clarity (Well-defined approach & procedures)			25		
a. Excellent	100				
b. Above average	85				
c. Average	70				
d. Below Average	50				
e. Poor	0				
B. Feasibility (Realistic/ implementable/ measurable/ practicable)			25		
a. Excellent	100				
b. Above average	85				
c. Average	70				
d. Below Average	50				
e. Poor	0				
C. Innovativeness (tending to innovate, or introduce something new or different)			25		
a. Excellent	100				
b. Above average	85				
c. Average	70				
d. Below Average	50				
e. Poor	0				
D. Comprehensiveness of the Plan of approach (responsiveness to the engagement)*			25		
a. Excellent	100				
b. Above average	85				
c. Average	70				
d. Below Average	50				
e. Poor	0				

BID DATA SHEET

GENERAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> • There were no Discussions/Amendments made; and no further instructions were made by the BAC.
SPECIAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> • There were no Discussions/Amendments made; and no further instructions were made by the BAC.
TERMS OF REFERENCE	<p>I. QUALIFICATIONS OF KEY PERSONNEL</p> <p>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.</p> <p>b. Airspace Planner/Flight Procedure Designer – must be a licensed engineer or a graduate of an aviation or aeronautical course. <i>With at least five (5) years of experience managing projects similar to the undertaking.</i> 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.</p> <p>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.</p> <p>d. CADD operator – a graduate of any engineering course with at least five (5) years of experience and with an advance knowledge</p>

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. 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 radio range (VOR)* or *Instrument landing system (ILS)* are unavailable.

Initial Approach Waypoints containing holding patterns are recommended and a missed approach to terminate in the en-route structure. The missed approach will be established as nearly as possible to follow the same ground track as the departure procedure and to support "One engine out" ground track.

The procedures will be established in accordance with CAAP MC 51 -13, ICAO Doc 8168 PANS-OPS **Volume I**: Flight Procedures, Part II, Section 4, Chapter 1 – APV/BARO-VNAV approach procedures, and **Volume II**: Construction of Visual and Instrument Flight Procedures, Part III, Section 3, Chapter 4 – APV/BARO-VNAV.

2. Departure Procedures for Runways 07 and 25 / Standard Instrument Departures (SIDs)

Performance Based Navigation Departure Procedures will be established in accordance with CAAP MC 51 -13, ICAO Doc 8168 PANS-OPS **Volume II**: Construction of Visual and Instrument Flight Procedures, Part III, Section 3, Chapter 1 – Departure Procedures.

3. Flight Check, Commissioning and Publication Reports

The Service Provider shall conduct verifications, ground validations and flight validations.

The Service Provider shall perform the required flight check procedures until its commissioning and publication to Aeronautical Information Publication (AIP).

The required documents for the design are:

- a. The Flight Procedure Design (FPD) package or the technical report of the procedure which includes the procedure lay-out, the relevant calculation outputs, navigation data (when applicable), coordinates and textual description of the intended procedure;
- b. Ground validation and verification reports;
- c. Flight validation report;
- d. Safety activity report; and
- e. Final draft chart(s) / approach plates.

BILL OF QUANTITIES

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

BIDDING FORMS

TPF 2. Consultant Reference

- Certificate of completion or certificate of acceptance from the client or official receipt clearly indicating full and final payment will be form part of the Statement of Completed Contracts.

TPF 8. Activity (Work) Schedule

B. Completion and Submission of Reports (Refer to Section IX)

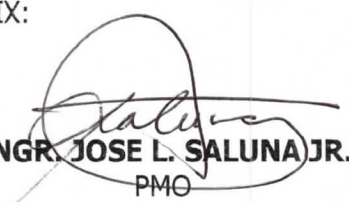
	Progress Report	Date
1.	Progress Report 1	Month 1
2.	Progress Report 2	Month 2

	3. Progress Report 3	Month 3
	4. Progress Report 4	Month 4
	5. Progress Report 5	Month 5
	6. Progress Report 6	Month 6

✓ *Progress Report may be submitted upon completion of the activities.*

II. TIMELINE	
POSTING OF BID BULLETIN	December 04, 2018
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	December 11, 2018; 10:00 A.M

III. OTHER DISCUSSIONS	
OTHER MATTERS	<ul style="list-style-type: none"> • The Bidder clarified under the TPF 1. Bidding Forms the date validity. <ul style="list-style-type: none"> ○ The Chairperson reiterated that the Bid validity is 120 calendar days. • The Bidder clarified under TPF 5. Bidding Forms if they will be submitted the additional support staff. <ul style="list-style-type: none"> ○ The Chairperson reiterated that the required key personnel to be submitted such as: <ol style="list-style-type: none"> a. Project Manager b. Airspace Planner/Flight Procedure Designer c. Surveyor/Geodetic Engineer d. CADD operator e. Surveying Technician • The Bidder proposed the schedule of payments as follows: <ol style="list-style-type: none"> I. 15% - upon issuance of Notice to Proceed. (Mobilization) II. 50% - upon submission of Technical Report to CAAP III. 35% - upon completion and acceptance of the projects by SBMA without prejudice to existing laws, rules and regulation.

	<p>The reason is the Ground validation to Publication is INAVTEQ beyond control. Also the process in those activities is CAAP functions. INAVTEQ can only assist the process. The scheduling of activities is done by CAAP.</p> <ul style="list-style-type: none"> ○ The Chairman reiterated that the schedule of payment is as follows: <ul style="list-style-type: none"> I. 50% upon completion of activities under section IX Items 1-5 as certified by SBMA. II. 50% upon completion and acceptance of the project by the SBMA without prejudice to existing laws, rules and regulations. • 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 Technical and Financial proposal /opening of bids' is on December 11, 2018 at 10:00 AM.
ATTACHMENTS	"No Attachment"
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:40 PM
CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Tuesday, November 27, 2018.
PREPARED BY	<p>The Procurement Division IX:</p> <div style="text-align: center;">  <p>ENGR. JOSE L. SALUNA JR. PMO</p> </div>

CERTIFIED CORRECT

Leah Nimfa M. Valdez
MS. LEAH NIMFA M. VALDEZ
Vice Chairperson, Bids and Awards Committee IX

Dalisay Conrina P. Dela Chica
MS. DALISAY CONRINA P. DELA CHICA
Chairperson, Bids and Awards Committee IX