



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



MINUTES OF MEETING

Friday, August 10, 2018 1:00 AM OTHERS

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 – 18-172-9																			
ATTENDEES	<p>Bids and Awards Committee IX</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Ms. Dalisay Conrina P. Dela Chica</td> <td style="width: 40%;">Chairperson</td> </tr> <tr> <td>Atty. Michael M. Quintos</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 style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Mr. James F. Gabilo</td> <td style="width: 40%;">PDIX</td> </tr> <tr> <td>Mr. Vincent Joseph D. Disu</td> <td>Secretariat</td> </tr> <tr> <td>Mr. Rojim RJ C. Espere</td> <td>Secretariat</td> </tr> </table> <p>Other Attendees:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Engr. Mark C. Quiambao</td> <td style="width: 40%;">SBMA</td> </tr> <tr> <td>Engr. Ruel A. Famisan</td> <td>SBMA</td> </tr> <tr> <td>Engr. Zharrex R. Santos</td> <td>TWG-SBMA</td> </tr> </table>		Ms. Dalisay Conrina P. Dela Chica	Chairperson	Atty. Michael M. Quintos	Ad-Hoc Member	Engr. Jose L. Saluna, Jr.	Provisional Member	Mr. James F. Gabilo	PDIX	Mr. Vincent Joseph D. Disu	Secretariat	Mr. Rojim RJ C. Espere	Secretariat	Engr. Mark C. Quiambao	SBMA	Engr. Ruel A. Famisan	SBMA	Engr. Zharrex R. Santos	TWG-SBMA
Ms. Dalisay Conrina P. Dela Chica	Chairperson																			
Atty. Michael M. Quintos	Ad-Hoc Member																			
Engr. Jose L. Saluna, Jr.	Provisional Member																			
Mr. James F. Gabilo	PDIX																			
Mr. Vincent Joseph D. Disu	Secretariat																			
Mr. Rojim RJ C. Espere	Secretariat																			
Engr. Mark C. Quiambao	SBMA																			
Engr. Ruel A. Famisan	SBMA																			
Engr. Zharrex R. Santos	TWG-SBMA																			
	<p>Prospective Bidder/s:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Ms. Suzanne Z. Toms</td> <td style="width: 40%;">INAVTEQ</td> </tr> </table>		Ms. Suzanne Z. Toms	INAVTEQ																
Ms. Suzanne Z. Toms	INAVTEQ																			
CALL TO ORDER	1. The scheduled Prebid Conference started at 1:15 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).

DISCUSSION

I. BID DOCUMENTS

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.

DOCUMENTATIONS

EXPRESSION OF INTEREST

- The criteria and rating system for short listing are:
 - a. Applicable Experience of the Firm; (50%)

	<ul style="list-style-type: none"> 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%). <ul style="list-style-type: none"> • 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>.
<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>I. 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. <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.

- 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. SCOPE OF WORK

On the Scope of Work of the Service Provider, Engr. Zharrex Santos suggest to delete item no. 4 & 5, as follows,

- 4. Re-Design / Re-Validation of the instrument approach, upon the completion of the installation of the new DVOR/DME.
- 5. Provide trainings relevant to the scope of work as stipulated in this terms of reference.

III. PERIOD AND TERMS OF THE ASSIGNMENT/CONTRACT DURATION AND BUDGET

- The proposed timeline and duration of the lump-sum contract is six (6) months. subject to the confirmation of CAAP.


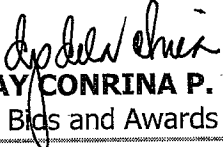
DRAWINGS

"Attached"

BILL OF QUANTITIES	<ul style="list-style-type: none"> 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.

II. TIMELINE	
POSTING IN PHILGEPS	-
PREBID CONFERENCE	-
POSTING OF BID BULLETIN	-
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	August 15, 2018; 10:00 A.M

III. OTHER DISCUSSIONS	
OTHER MATTERS	<ul style="list-style-type: none"> For the Statement of Completed Contracts as (Annex D). <ul style="list-style-type: none"> ➤ Certificate of satisfactory 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. 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 August 10, 2018 at 10:00 AM.
ATTACHMENTS	"No Attachment"
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:30 PM

CERTIFICATION	We certify that the foregoing is true account of Prebid Conference conducted on Friday, August 10, 2018.
PREPARED BY	The Procurement Division IX:  ENGR. JOSE L. SALUNA JR. PMO
CERTIFIED CORRECT	 MS. DALISAY CONRINA P. DELA CHICA Chairperson, Bids and Awards Committee IX