

15 July 2021

Minutes No. 07-02, Series of 2021

MINUTES OF THE PRE-BID CONFERENCE

**"Consultancy Services for the Updating of Master Development Plan and Preparation of a Detailed Site Development Plan for Clark Civil Aviation Complex Selected Areas (Re-bid)"
(ABC: PhP35,999,972.00)**

Date : 15 July 2021
Time : 10:00 a.m.
Venue : Via Zoom Application

1.0 ATTENDANCE

Present/Member Irish C. Calaguas (Chairperson)
Atty. Misheena Joyce C. Tiatco (Vice Chairperson)
Engr. Federico E. Primero Jr. (Member)
Gerry A. Naguit (Member)
Melissa D. Feliciano (Member)
Kathleen G. Dizon (Provisional Member)

BAC-TWG: Robert S. Urbano (Head)
Arthur Z. Galang (Member)
Engr. Vergel Maria D. Lacanlale (Provisional Member)
Engr. Antonio O. Pamintuan III (Provisional Member)
Engr. Josephine S. Cuyos (Provisional Member)
Jeshurun Bruzo (Provisional Member)

BAC Secretariat: Sharon C. Lingad
Miriam M. Pamindanan
Sierra Korina D. Siguenza

Also present: Glenn D. Tripulca (CAAP)
Mitchelle S. Cruz (IAD)

Prospective Bidder/s:

1. Palafox Associates - Mr. Gabrielle Adel Gaerlan, Mr. Don Johnson Lontoc, Mr. Jacinto D. Rosario Jr. and Mr. Leandro Alejo

2.0 INVOCATION

The opening prayer was led by Ms. Sharon C. Lingad, BAC Secretariat.

3.0 CALL TO ORDER

After the certification of a quorum by the Ms. Sharon C. Lingad, BAC Secretariat, Chairperson Irish C. Calaguas called the meeting to order and presided thereat. Considering the implementation of the extended Modified General Community Quarantine (MGCQ) and the stringent physical distancing measures, the meeting was conducted through videoconferencing using Zoom Application.

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Ms. Sharon C. Lingad, Secretariat, acknowledged the Technical Working Group (TWG) headed by Mr. Robert S. Urbano and observers; Mr. Glenn D. Tripulca from the Civil Aviation Authority of the Philippines (CAAP) and Mr. Michelle S. Cruz from the Internal Audit Department (IAD) of CIAC.

Ms. Lingad also acknowledged the representatives from Palafox Associates, namely: Mr. Gabrielle Adel Gaerlan, Mr. Don Johnson Lontoc, Mr. Jacinto D. Rosario Jr. and Mr. Leandro Alejo.

4.0 APPROVAL OF THE AGENDA ITEMS

The BAC Secretariat, Ms. Lingad, presented the agenda items, as follows:

1. Pre-bid Conference for the project: "Consultancy Services for the Updating of Master Development Plan and Preparation of a Detailed Site Development Plan for Clark Civil Aviation Complex Selected Areas (Re-bid)";
2. Other Mater/s
 - a. Updated Annual Procurement Plan (APP) for 1st Semester of CY 2021;
 - b. Request from the Corporate Planning Department on the updating of its Project Procurement Management Plan (PPMP) CY-2021 for Other Supplies Expenses; and
 - c. Approval of Minutes of the Bid Evaluation Report on the Eligibility Documents of Palafox Associates the project: "Consultancy Services for the Updating of Master Development Plan and Preparation of a Detailed Site Development Plan for Clark Civil Aviation Complex (CCAC) Selected Areas (Re-bid)", held on 5 July 2021.

On a motion duly made by Ms. Melissa D. Feliciano and seconded by Engr. Federico E. Primero Jr., the BAC unanimously approved the above cited agenda.

5.0 DISCUSSION PROPER

To start the Pre-bid Conference, Ms. Kathleen G. Dizon presented the project overview and requirements of the said project.

The following paragraphs or items were taken from the said presentation.

Title of the project: "Consultancy Services for the Updating of Master Development Plan and Preparation of a Detailed Site Development Plan for Clark Civil Aviation Complex Selected Areas (Re-bid)"

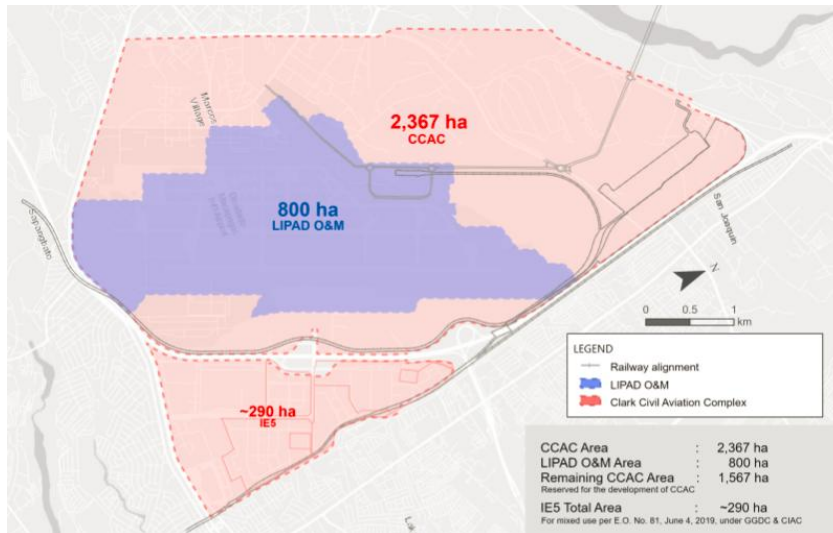
BACKGROUND AND RATIONALE

- The latest study conducted on the development of the Clark Civil Aviation Complex (CCAC) was the feasibility study prepared by the Aéroports de Paris Ingénierie (ADPi) in 2014.
- The development of the CCAC is anchored on the Master Development Plan (MDP) prepared by the ADPi approved on 24 June 2015 by the CIAC Board.
- In relation to the several changes impacting the MDP of the CCAC including the Operations and Maintenance (O&M) of the Clark International Airport (CRK), the allocation of approximately **32** hectares as depot area of the North-South Commuter Railway Extension Project (NSRP-EX) and approximately **49** hectares as depot area of the

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Subic Clark Railway Project, and the relocation of the Philippine Air Force to the Cargo and GenAv/FBO area of the CCAC, it is imperative to update the MDP to incorporate the abovementioned changes.

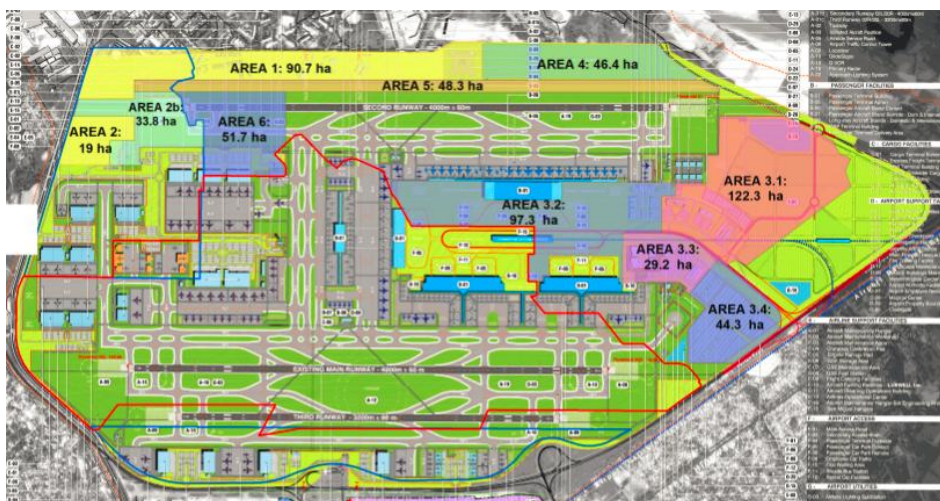
THE CCAC



MAIN OBJECTIVES

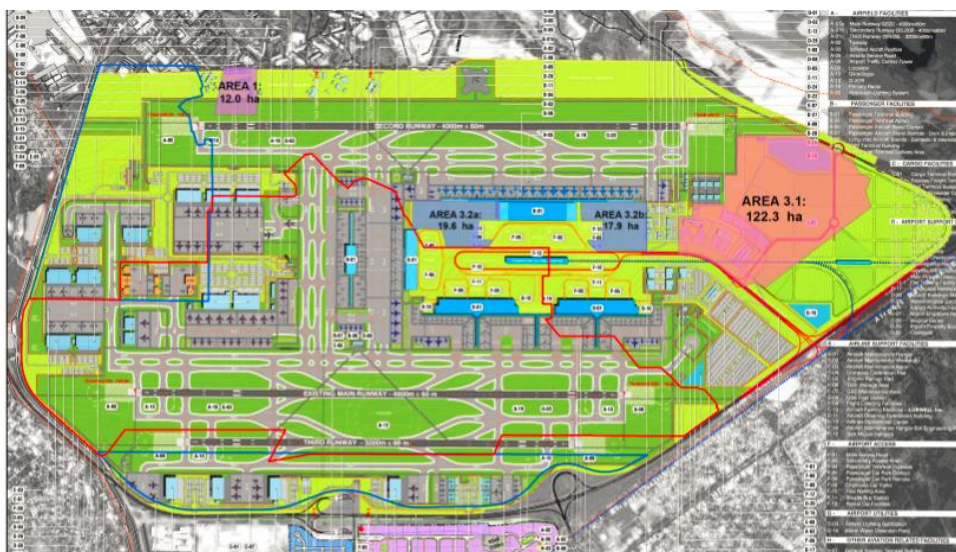
- To update the existing Master Development Plan of the CCAC and provide a Detailed Site Development Plan for CCAC selected areas that is marketable, effective, viable, and in harmony with the recent, current, and planned developments for CCAC, the Clark Freeport Zone, and New Clark City;
- To ensure the highest and best use of lands while providing the needed resource mobilization plan for the proposed development works;
- To fast track the developmental plans and marketing of CIAC's available lands and immediate leasable areas that will ensure the company's viability; and
- To incorporate and consider the developmental plans within the Clark Freeport Zone

PLANNING AREA (Approx. 583 hectares)



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PLANNING AREA (Approx. 171.8 hectares)



PROJECT FUNDING AND DURATION

- The approved budget of the Project amounts to **Php35,999,972.00**.
- The project shall be completed within **34 weeks (8.5 months)**.

PROJECT COMPONENTS AND TIMELINES

ACTIVITY/ DOCUMENT FOR SUBMISSION	DATE OF SUBMISSION AND TIMELINE
Inception Report and Project Concept Report	Within ten (10) calendar days
Phase 1: Situational Analysis and Technical Studies	End of Week 6
Environmental and Social Scanning and Analysis	2 weeks
Market and Business Studies	2 weeks
Physical Technical Studies	2 weeks
PHASE II: Conceptual Master Development Plan and Market Positioning	End of Week 12
Setting the Vision	2 weeks
Business and Market Positioning	2 weeks
Conceptual Master Development Plan <i>(Approval of Phase II Deliverables)</i>	2 weeks
PHASE III : Site Development Plan	End of Week 22
Site Development Planning	3 weeks
Conceptual Architectural Design	3 weeks
Site Engineering Design <i>(Approval of Phase III Deliverables)</i>	4 weeks
PHASE IV: Final Master Development Plan with Development Phasing, Business Investment Plan, and Marketing Collaterals	End of Week 30
Physical Development Plan	3 weeks
Development Phasing Plan	3 weeks
Market Study and Business Investment Plan <i>(Approval of Phase IV Deliverables)</i>	2 weeks

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Capacity Building of CIAC Key Personnel for the Implementation of the Updated Master Development Plan and Detailed Site Development Report	End of Week 32
Other Required Submissions	End of Week 34

PROJECT DELIVERABLES

- Inception Report and Project Concept Report
- Situational Analysis and Technical Studies Report
- Conceptual Master Development Plan and Market Positioning Report
- Detailed Site Development Plan, Conceptual Architectural Design, and Site Engineering Design Report
- Final Master Development Plan with Development Phasing, Business Investment Plan, and Marketing Collaterals
- Conduct of Capacity Building and Manual
- Drawing Submittals
- Facilitation of Coordination Meetings and Submission of Monthly Progress Reports
- Six (6) sets of the Final Design Report
- Updated CCAC Master Development Plans in Geo-reference Digital Format (AutoCadd 2015/DXF/GIS Format) and kmz format of the 2,357 boundary of the Clark Civil Aviation Complex incorporating the Project Deliverables and updated as built and development plans of existing locators, other on-going and proposed projects of the Government, available maps of the area, layout plans of utilities and road networks based on the inputs of CIAC and as conducted by the Consultant.
- Building Information Modeling Files
- Final 3D Rendering, Powerpoint and Audio Visual Presentation of the Updated Master Development Plan and Site Development Plan and Detailed Architectural and Engineering Designs
- Two (2) 3D Scale Model of 2,367 hectare CCAC Master Plan based on the approved plan by CIAC (minimum horizontal dimension of 2.5 meters x 2.5 meters)
- Other necessary plans/drawings, details and reports that may be required by CIAC

BID EVALUATION

Quality Cost Based Evaluation/Selection (QCBE/QCBS)

- The technical proposal shall be given a weight of eighty-five percent (85%) while the financial proposal shall be given a weight of fifteen percent (15%) in calculating the overall score of the bidders.

QUALIFICATIONS OF THE CONSULTANTS

- The Consultant (in case of a Joint Venture, at least one of the Joint Venture partners) should be a reputable Master Development Planning firm with at least fifteen (15) years of experience in master planning with experience in at least one (1) airport planning project involving the preparation of a Master Development Plan, Detailed Site

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Development Plan, Detailed Architectural and Engineering Design, or other relevant projects related to aviation businesses, either in the Philippines or in other countries.

- The Consultant (in case of a Joint Venture, at least one of the Joint Venture partners) should have undertaken at least one (1) Master Development Plan contract, either in the Philippines or in other countries equivalent to at least 50% of the Approved Budget for the Contract, or Php17,999,986.00.

EVALUATION OF TECHNICAL PROPOSALS

CRITERIA	PERFECT SCORE (%)
1. Applicable experience of the Consultant	30
2. Quality and experience of personnel to be assigned to the Project	30
3. Plan of approach and methodology	40
TOTAL	100

The minimum St required to pass is 70%.

OPENING AND EVALUATION OF FINANCIAL PROPOSALS

- After the evaluation of quality is completed, the Procuring Entity shall notify those Consultants whose Bids did not meet the minimum qualifying mark or were considered non-responsive to the Bidding Documents and TOR, indicating that their Financial Proposals shall be returned unopened after completing the selection process.
- The Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend.
- The lowest Financial Proposal (FI) shall be given a Financial Score (Sf) of 100 points. The Sf of other Financial Proposals shall be computed based on the formula indicated below:

$$Sf = 100 \times FI/F$$

Where: Sf is the financial score of the Financial Proposal under consideration, FI is the lowest Financial Proposal, and F is the Financial Proposal under consideration.

- Using the formula $S = (St \times T\%) + (Sf \times F\%)$, the Bids shall then be ranked according to their combined St and Sf using the prescribed weights.

Where:

*St is the technical score of the Technical Proposal under consideration;
T is the weight given to the Technical Proposal which 85%;
F is the weight given to the Financial Proposal which is 15%;*

The total weights given to the Technical and Financial Proposals shall add up to 100%.

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CHECKLIST OF TECHNICAL DOCUMENTS

I. Technical Component Envelope

- A. Technical Proposal Submission Form (TPF 1)
- B. Bid Securing Declaration or any form of Bid Security in an amount stated in the bidding documents, which shall be not less than the percentage of the ABC in accordance with the specified schedule.
- C. Technical Proposal Form 2 (TPF 2): Consultant's References
A brief description of the organization and outline of recent experience of the Consultant and each partner on projects of a similar and related nature.
- D. Technical Proposal Form 3 (TPF 3): Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity to improve performance in carrying out the Project.
- E. Technical Proposal Form 4 (TPF 4): Description of the Methodology and Work Plan for Performing the Project.
A concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR.
- F. Technical Proposal Form 5 (TPF 5): Team Composition and Task
A concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR
- G. Technical Proposal Form 6 (TPF 6): Format of CV for Proposed Professional Staff
Indicate the list of ongoing and previous projects, whether in private or government, including the total number of work experience and number of work experience related to nominated position under the key qualifications of the form)
- H. Technical Proposal Form 7 (TPF 7): Time Schedule for Professional Personnel
Indicating clearly the estimated duration in terms of person-months (shown separately for work in the field and in the home office) and the proposed timing of each input for each nominated expert, including domestic experts, if required, using the format shown
- I. Technical Proposal Form 8 (TPF 8): Activity (Work) Schedule
A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR.
- J. Duly Signed Omnibus Sworn Statement

II. Financial Component Envelope

- A. Financial Proposal Submission Form (FPF 1)
- B. Financial Proposal Form 2 (FPF 2): Summary of Costs
- C. Financial Proposal Form 3 (FPF 3): Breakdown of Price per Activity
- D. Financial Proposal Form 4 (FPF 4): Breakdown of Remuneration per Activity
- E. Financial Proposal Form 5 (FPF 5): Miscellaneous Expenses

FORMAT AND SIGNING OF BIDS

- Consultants shall submit their bids through their duly authorized representative using the appropriate forms provided **on or before the 28 July 2021** in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the **technical proposal** and the second shall contain the **financial proposal**.

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- The opening of technical and financial proposals is **on 28 July 2021, 10:15AM at the CIAC Board Room, Corporate Office Building.**
- Forms as mentioned in ITB Clause 16.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- **Each Bidder shall submit one (1) original and two (2) copies** of the first and second components of its bid. In the event of any discrepancy between the original and the copies, the original shall prevail.
- Each and every page of the Technical Proposal Submission Form and the Financial Proposal Submission Form under Section VII shall be signed by the duly authorized representative/s of the Consultant. Failure to do so shall be a ground for the rejection of the bid.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective Consultant.

SEALING AND MARKING OF BIDS

- Consultants shall enclose their original technical proposal described in ITB Clause 10, in one sealed envelope marked "ORIGINAL - TECHNICAL PROPOSAL", and the original of their financial proposal in another sealed envelope marked "ORIGINAL - FINANCIAL PROPOSAL", sealing them all in an outer envelope marked "ORIGINAL BID".
- Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. ___ - TECHNICAL PROPOSAL" and "COPY NO. ___ - FINANCIAL PROPOSAL" and the outer envelope as "COPY NO. ___", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- The original and the number of copies of the bid as indicated in the BDS shall be typed or written in ink and shall be signed by the bidder or its duly authorized representative/s.
- All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the Consultant in capital letters;
 - (c) be addressed to CIAC-RMO
 - (d) bear the specific identification of this bidding process indicated in the ITB Clause 1.2; and
 - (e) bear a warning "DO NOT OPEN BEFORE 28 JULY 2021"

At this juncture, Ms. Kathleen G. Dizon ended her presentation and the Committee opened the floor for queries to the prospective bidders.

The BAC proceeded with the discussion on the query and/or requests for clarification of each prospective bidder.

Below were the queries raised by Palafox Associates during the Pre-bid Conference, as well as the corresponding remarks or instructions made by the BAC members and Office of Prime Responsibility (OPR):

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Item	Queries/Clarifications	Remarks from the BAC and OPR
1.	<p>Queries and /or requests for clarification from Mr. Don Johnson Lontoc.</p> <p>We would like to know if the BAC would accept electronic signatures for our external consultants.</p>	<p>We will clarify the matter through a Supplemental/Bid Bulletin.</p>
2.	<p>Queries and /or requests for clarification from Mr. Gabrielle Adel Gaerlan.</p> <p>May I ask regarding the project timeline? We would like to ask the approval and review process. Because, while we are browsing the Terms of Reference (TOR), I think it was not clearly stated in the TOR.</p> <p>Specifically, we have four (4) phases in this project. So, where does the approval and review process fall into place? Like, for example on Week 12. Does it include the approval and review process or is it a separate timeline?</p> <p>Lastly, is this the final timeline? Specifically for the Site Development Plan (SDP), we are only allowed up to ten (10) weeks to do the site development or is there any way to have a longer timeline for this item?</p>	<p>Please refer to the presentation.</p> <p>We will answer your queries through a Supplemental/Bid Bulletin.</p> <p>Again, we will answer your queries through a Supplemental/Bid Bulletin.</p>
3.	<p>Follow-up queries and /or requests for clarification from Mr. Don Johnson Lontoc.</p> <p>We would just like to confirm regarding the presentation earlier that the SDP planning area is approximately 171 hectares and that includes Area 1, Area 3.1 and Area 3.2.</p>	<p>The planning area for the detailed SDP are as follows: Area 1, Area 3.1, Area 3.2a and Area 3.2b with a total approximate area of 171.8 hectares.</p>

There being no other queries and/or requests for clarifications to discuss, Ms. Lingad read the additional reminders for the information and guidance of Palafox Associates, as follows:

- a) The deadline for the submission of queries and/or requests for clarification is **July 16, 2021 (Friday), not later than 5:00 p.m.** All queries should be sent thru the email address: ciac_bacsecretariat@yahoo.com. All correspondences and/or notices sent to and issued by the CIAC-BAC shall be coursed through the email address provided. The bidder is required to provide the BAC Secretariat its official email address. Otherwise, the email address used by the company in communicating with the BAC thru the BAC Secretariat

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shall be considered the official email address of the said company. The bidder is also required to acknowledge the receipt of all notices or correspondences issued by the BAC.

- b) The issuance of the Supplemental/Bid Bulletin is on **July 21, 2021 (Wednesday)**.
- c) The deadline for the Submission of Bids is on **July 28, 2021 (Wednesday)**. Bids must be duly received by the CIAC Records Management Office located inside the CIAC Corporate Office Building **not later than 10:00 a.m.** Late bids shall not be accepted.
- d) The Opening of Bids shall be conducted at **10:15 a.m. of July 28, 2021 (Wednesday)** at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone and thru video conferencing using Zoom Application.
- e) Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume **no responsibility** for the misplacement of the contents of the improperly sealed or unmarked bid, or for its premature opening.
- f) Should the bidder decide **not to submit** a bid, said bidder should justify in writing to the BAC the reason for the non-submission. This provision is applicable to companies who have purchased the bidding documents for the said project. Pursuant to Section 69.1 of the Revised IRR of RA No. 9184, sanctions shall be imposed to the bidder who habitually withdraws from bidding, submits late bids or patently insufficient bids for at least three (3) times within a year, except for a valid reason.
- g) Note: Caution to the bidder, should there be individuals posing in behalf of the CIAC-BAC and TWG as agents or fixers, the same should be reported to the CIAC-BAC immediately. This shall not be tolerated by the CIAC-BAC. The bidding shall be conducted impartially and fairly and no favoritism shall be extended to any prospective bidder or bidder. For as long as the same submits complete requirements, the said bidder shall be qualified.

Lastly, the Secretariat and the Chairperson concluded the Pre-bid Conference by extending their appreciation to the bidder for participating in the said meeting.

6.0 OTHER MATTERS

UPDATING OF THE ANNUAL PROCUREMENT PLAN (APP) FOR 1ST SEMESTER OF CY 2021

For the information of the BAC, Ms. Lingad stated that the changes in the APP for 1st Semester of FY 2021 were already approved and incorporated in the updated APP. Said updated APP shall be submitted to the GPPB within the month of July. The following are the additional projects included in the said updated APP:

- a. Hiring of Property Appraisers; and
- b. Consultancy Services for the Updating of Master Development Plan and Preparation of a Detailed Site Development Plan for Clark Civil Aviation Complex Selected Areas.

REQUEST FROM THE CORPORATE PLANNING DEPARTMENT ON THE UPDATING OF ITS PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY-2021 FOR OTHER SUPPLIES EXPENSES

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Ms. Melissa D. Feliciano, Manager of the CPD, presented the proposed updated PPMP which shall exclude books/materials related to Strategic Management and books/materials related to Land Use Planning/GIS; and include a USB C to VGA adapter cable, a webcam, four Bluetooth mouse, and a wired mouse. Said items shall be used by CPD for the efficient delivery of office and work-from-home tasks.

In addition, CPD respectfully requested the BAC for the appropriate mode of procurement of the cited other supplies.

After deliberation and on a motion duly made by Engr. Federico E. Primero Jr. and seconded by Atty. Misheena Joyce C. Tiatco, the BAC resolved to approve the updated PPMP for CY 2021 of the CPD for Other Supplies Expenses and to adopt Shopping as the mode of procurement for the said items.

MINUTES OF THE BID EVALUATION REPORT ON THE ELIGIBILITY DOCUMENTS OF PALAFOX ASSOCIATES THE PROJECT: "CONSULTANCY SERVICES FOR THE UPDATING OF MASTER DEVELOPMENT PLAN AND PREPARATION OF A DETAILED SITE DEVELOPMENT PLAN FOR CLARK CIVIL AVIATION COMPLEX (CCAC) SELECTED AREAS (RE-BID)", HELD ON 5 JULY 2021

On a motion duly made by Atty. Misheena Joyce C. Tiatco and seconded by Mr. Gerry A, Naguit, the BAC unanimously approved the minutes of the BAC meeting held on 5 July 2021.

8.0 ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at 10:40 a.m. on the 15th day of July 2021.

Prepared by:

Reviewed by:

MIRIAM M. PAMINDANAN

Minutes/Agenda Officer

SHARON C. LINGAD

Manager-BAC Secretariat

Read and Approved by:

GERRY A. NAGUIT

Member

MELISSA D. FELICIANO, EnP

Member

ENGR. FEDERICO E. PRIMERO JR.

Member

KATHLEEN G. DIZON

Provisional Member

ATTY. MISHEENA JOYCE C. TIATCO

Vice Chairperson

IRISH C. CALAGUAS

Chairperson