


BID BULLETIN NO. 1
For ITB No. 2016-3-187

PROJECT : **One (1) Year Air Transport/Chartering Services**
IMPLEMENTOR : **Procurement Department**
DATE : **August 4, 2016**

This Bid Bulletin is issued to modify, amend or clarify items in the Bid Documents. This shall form an integral part of the Bid Documents.

The Terms of Reference (TOR), Section VI (Schedule of Requirements), Section VII (Specifications), Form No. 2 (Schedule of Prices) and Checklist of the Bidding Documents have been revised. Please see attached revised Annexes A-1 to A-6 of the TOR and pages 62, 64, 65, 66, 70, 81, 82, 83 & 84 of the Bidding Documents.



ALWIN I. REYES
Assistant Vice President
Procurement Department and
HOBAC Secretariat

LAND BANK OF THE PHILIPPINES

TERMS OF REFERENCE

A. Name and Description of the Project

- One (1) year Air Transport/Chartering Services

B. Objective of the Project

- To ensure prompt and safe delivery/transportation of emergency cash assistance to all Cash Operation Units (COU)/Branches/Extension Offices and other field units of the Bank

C. Scope of the Project

- Provision of air transport/chartering services which include aircraft, pilot and co-pilot, insurance, facilities and other incidental services

D. Minimum Specifications

Feature	Minimum Specifications	
Aircraft Type	Fixed-Wing Aircraft	Rotary-Wing Aircraft
	Twin Engine Turbo Propeller or Jet	Twin Engine Rotary-Wing
Aircraft Age	Aircraft must not be over twenty (20) years old	Aircraft must not be over twenty (20) years old
Cabin Specifications	Minimum of 4 passenger seats, equipped with air-conditioning and pressurized systems	Minimum of 3 passenger seats, equipped with air-conditioning system
Operational Limit	Day and Night Flying	Day Flying
Payload Capacity	Up to 400 kilos / 1,760 lbs. for Cargoes plus 4 Passengers	Up to 150 kilos / 330 lbs. of Cargoes plus 3 Passengers
Maximum No. of Passengers <i>(Bank Personnel only)</i>	8 Passengers	6 Passengers
Insurance Policy	Combined single limit of US\$ 40,000,000.00 for any one occurrence/aircraft	Combined single limit of US\$ 40,000,000.00 for any one occurrence/aircraft

<p>Pilot-in-Command</p>	<ul style="list-style-type: none"> • Minimum of 2,000 hours fixed-wing total time including 200 hours as PIC (Pilot-in-Command) on Twin Engine Turbo Propeller or Jet • Must be covered under the insurance of US\$ 40,000,000.00. • Pilot must be regular/permanent employee of the supplier 	<ul style="list-style-type: none"> • Minimum of 2,000 hours rotor-wing total time including 250 hours rotor-wing turbine time 100 hours make and model and type rated. • Must be covered under the insurance of US\$40,000,000.00. • Pilot must be regular/permanent employee of the supplier.
<p>Co-Pilot</p>	<ul style="list-style-type: none"> • Minimum 500 hours fixed- wing total time including 250 hours multi-engine turbo propeller or Jet • Must be covered under the insurance of US\$40,000,000.00. • Pilot must be regular/permanent employee of the supplier. 	<ul style="list-style-type: none"> • Minimum 1,000 hours total time including 250 hours rotor-wing turbine time and 50 hours on type. • Must be covered under the insurance of US\$40,000,000.00. • Pilot must be regular/permanent employee of the supplier.

E. Documentary Requirements

The following documents shall be submitted during the bidding:

1. Original printed product brochure(s) or copy of the original printed product brochure(s) or printed product brochure(s) downloaded from the Internet with indication of its source (i.e. website) containing all the technical information of the aircraft
2. Current and valid Certificate of Authority from Civil Aeronautics Board (CAB) to operate non-scheduled domestic air transportation services
3. Current and valid Civil Aviation Authority of the Philippines (CAAP) certificates for company-owned aircrafts, viz:
 - a. Registration Certificate of the Aircraft
 - b. Airworthiness Certificate of the Aircraft
 - c. Air Operator's Certificate (AOC)
 - d. Approved Aircraft Maintenance Organization (AMO)
4. Current and valid clearances of the Pilots, Mechanics and Flight Coordinator/s from the National Bureau of Investigation (NBI).
5. List of bidders' regular Pilots, Mechanics and Flight Coordinator/s including their respective resumes

6. Authenticated copies of the valid and current licenses of the Pilots and Mechanics issued by CAAP
7. Notarized certification from the bidder stating the following:
 - a. It has at least two (2) company owned aircrafts which are not more than 20 years old.
 - b. It has available pilots, crew and mechanics who are regular/permanent employees of the company;
 - c. Its hangar has existing fire alarm system consisting of at least two (2) fire extinguishers, smoke detectors and fire alarm/bell;
 - d. It has security personnel trained to secure the aircraft/hangar and implement security procedures;
 - e. It has hangar and aircraft maintenance facilities located inside the General Aviation Area with available ground handling equipment/ tools;
 - f. Its hangar has armored truck/van parking area with at least six (6) parking slots for armored truck/van and lounge area for the team;
 - g. It has comfort room in the hangar available for use by its customers;
 - h. It has maintenance and supply rooms in the hangar;
 - i. It has a well-maintained back-up aircraft; and
 - j. It provides meals/snacks for passengers while onboard.
8. Certificate of Satisfactory Performance issued by the bidder's client for its most recent completed contract
9. Copy of Insurance Policy in the name of the bidder with a coverage of combined single limit of US\$ 40,000,000.00 for any occurrence/aircraft
10. Copy of Insurance Policy in the name of the bidder with coverage of US\$ 250,000.00 for each passenger on board the aircraft
11. Photocopy of approved Business Continuity Plan (BCP)

F. Working Arrangements

1. The SUPPLIER shall provide air transportation services for official domestic travels of LANDBANK authorized personnel/passengers/cargoes within five (5) working days upon receipt of notice.

2. The SUPPLIER shall communicate with the authorized LANDBANK personnel to confirm pre-arranged charter bookings at least two (2) working days before the scheduled date of flight.
3. The FLIGHT REQUEST FORM (*Annex A*) which shall be filled out by LANDBANK-ACMD and submitted to the SUPPLIER within two (2) working days prior to the flight date, shall serve as reference for the manifest and flight clearance preparation.
4. The SUPPLIER shall ensure on-time entrance/exit access for LANDBANK's shipment of cargoes at the access points within the General Aviation Area, through coordinated efforts with the Aviation Security Group, Airport Police/ Authorities and LANDBANK Physical Security Office.
5. The SUPPLIER shall safeguard all incoming/outgoing cargoes, against theft, pilferage/loss while in transit at the hangar/airport and exercise utmost care/diligence in handling said cargoes pending completion of delivery.
6. The SUPPLIER shall provide company-owned aircrafts (supported by Registration Certificate of the Aircrafts) that can comply with the standard specifications of the LANDBANK.
7. The SUPPLIER shall provide a company-owned aircraft (the same specifications mentioned in Item D) as back-up in case the chartered aircraft being regularly used is not available.
8. The SUPPLIER shall provide a well-maintained/secured hangar and aircraft maintenance facilities located inside the General Aviation Area.
9. The SUPPLIER shall allocate enough parking slots within its hangar premises for the LANDBANK's armored vehicles.
10. The SUPPLIER shall provide insurance coverage of US\$250,000.00 for each LANDBANK personnel who is on board the aircraft tasked to accompany and monitor the shipments.
11. The SUPPLIER shall provide and update the authorized LANDBANK personnel with flight information (aircraft take-off/ landing) on the whereabouts of a particular chartered flight.
12. The Pilot of the SUPPLIER shall be in command at all times, may refuse to fly or accept passengers/cargo and abort any flight, if in his best judgment may endanger the safety and security of lives and properties in general.

G. Contract Duration

The contract shall be effective for a period of one (1) year from date of signing or when the contract amount is exhausted, whichever comes first.

H. Flight Destinations

Destination	Estimated No. of Flights Per Year	Aircraft
Odiongan, Romblon	7	Rotary-Wing
Jolo, Sulu	8	Fixed-Wing
Puerto Princesa	1	Fixed-Wing
Other provinces that will be identified by LANDBANK in case of emergencies/ necessities of the bank		Rotary-Wing / Fixed-Wing

I. Terms of Payment

1. Billing shall be comprised of the following cost components:
 - 1.1. Flying fee based on the actual number of "flight hours" usage of the aircraft. A "flight hour" means each hour or fraction thereof from the moment when the engines of the aircraft are turned on until the moment that the engines are turned off.
 - 1.2. Take-off / Landing Fee (actual)
 - 1.3. Waiting Time (First 2 hours waived), if any
 - 1.4. Overnight Fee, if any
2. The service fee shall be invoiced within seven (7) calendar days after the date of the use of the aircraft. The correctness of the invoice shall be subject to review within seven (7) calendar days after receipt of the invoice.
3. The SUPPLIER shall attach in the invoice/s original copies of Aircraft Technical Log. No payment shall be made without the necessary documents of the actual services rendered. LANDBANK may require additional documents to support the claim, if necessary.

ANNEX A

FLIGHT REQUEST FORM

Aircraft Requirement: Airplane _____ Helicopter _____

Attention to: _____ Date requested: _____

Point of Origin: _____

Point of Destination: _____

Requesting Company: _____

Date of Flight: _____

Time of Departure: _____

Time of Departure from Destination: _____

Name of Passengers	Nationality	Car Details (For Delta Gate Access)		
		Make and Model	Plate Number	Driver's Name
<i>Cargo (if any) :</i>				

Requested by: _____

Approved for Flight: _____

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Description	Delivery Period & Destination
One (1) Year Air Transport/Chartering Services	One (1) year from date of contract signing or when the contract amount is exhausted, whichever comes first. LANDBANK Branches

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Specifications

<p>Specifications</p>	<p style="text-align: center;">Statement of Compliance</p> <p style="text-align: center;">Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each specification.</p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)</p>				
<p>One (1) Year Air Transport/Chartering Services</p>					
<p>Feature</p>	<p>Minimum Specifications</p>				
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Please state here either “Comply” or “Not Comply”

of Passengers (Bank Personnel only)			
Insurance Policy	Combined single limit of US\$ 40,000,000.00 for any one occurrence/aircraft	Combined single limit of US\$ 40,000,000.00 for any one occurrence/aircraft	
Pilot-in-Command	<ul style="list-style-type: none"> • Minimum of 2,000 hours fixed-wing total time including 200 hours as PIC (Pilot-in-Command) on Twin Engine Turbo Propeller or Jet • Must be covered under the insurance of US\$ 40,000,000.00 • Pilot must be regular/permanent employee of the supplier 	<ul style="list-style-type: none"> • Minimum of 2,000 hours rotor-wing total time including 250 hours rotor-wing turbine time 100 hours make and model and type rated. • Must be covered under the insurance of US\$40,000,000.00. • Pilot must be regular/permanent employee of the supplier. 	
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<p>Compliance to the Terms of Reference (TOR) – Revised Annexes A-1 to A-6.</p> <p>The following documents must be submitted inside the eligibility/technical envelope:</p> <ol style="list-style-type: none"> 1. Original printed product brochure(s) or photocopy of the original printed product brochure(s) or printed product brochure(s) downloaded from the Internet with indication of its source (i.e. website) containing all the technical information of the aircraft. 2. Current and valid Certificate of Authority from Civil Aeronautics Board (CAB) to operate non-scheduled domestic air transportation services. 3. Current and valid Civil Aviation Authority of the Philippines (CAAP) certificates for company-owned aircrafts, viz: <ul style="list-style-type: none"> ✓ Registration Certificate of the Aircraft ✓ Airworthiness Certificate of the Aircraft ✓ Air Operator's Certificate (AOC) ✓ Approved Aircraft Maintenance Organization (AMO) 4. Current and valid clearances of the Pilots, Mechanics and Flight Coordinator/s from the National Bureau of Investigation (NBI). 			

<ol style="list-style-type: none">5. List of bidders' regular Pilots, Mechanics and Flight Coordinator/s including their respective resumes.6. Authenticated copies of the valid and current licenses of the Pilots and Mechanics issued by CAAP.7. Notarized certification from the bidder stating the following:<ol style="list-style-type: none">a. It has at least two (2) company owned aircrafts which are not more than 20 years old.b. It has available pilots, crew and mechanics who are regular/permanent employees of the company;c. Its hangar has existing fire alarm system consisting of at least two (2) fire extinguishers, smoke detectors and fire alarm/bell;d. It has security personnel trained to secure the aircraft/hangar and implement security procedures;e. It has hangar and aircraft maintenance facilities located inside the General Aviation Area with available ground handling equipment/tools;f. Its hangar has armored truck/van parking area with at least six (6) parking slots for armored truck/van and lounge area for the team;g. It has comfort room in the hangar available for use by its customers;h. It has maintenance and supply rooms in the hangar;i. It has a well-maintained back-up aircraft; andj. It provides meals/snacks for passengers while onboard.8. Certificate of Satisfactory Performance issued by the bidder's client for its most recent completed contract.9. Copy of Insurance Policy in the name of the bidder with a coverage of combined single limit of US\$ 40,000,000.00 for any occurrence/aircraft.10. Copy of Insurance Policy in the name of the bidder with coverage of US\$ 250,000.00 for each passenger on board the aircraft.11. Photocopy of approved Business Continuity Plan (BCP).	
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Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Form No. 2

SCHEDULE OF PRICES

1 Item No.	2 Item Description	3 Country of Origin	4 Quantity	5 Unit price EXW per item	6 Cost of local labor, raw material and component	7 Total price EXW per item (cols. 4 x 5)	8 Unit prices per item final destination and unit price of other incidental services	9 Sales and other taxes payable per item if Contract is awarded	10 Total Price delivered Final Destination (cols. 8 + 9) x 4
	One (1) Year Air Transport/Chartering Services	N/A		N/A	N/A	N/A			
>	Fixed-Wing (at 9 Flights)								
✓	Flying Fee		45 Hours						
✓	Takeoff and Landing Fee		27 Cycles						
✓	Waiting Time		12 Hours						
✓	Overnight Fee		3 Nights						
	SUB-TOTAL								
>	Rotary-Wing (at 7 Flights)								
✓	Flying Fee		35 Hours						
✓	Takeoff and Landing Fee		21 Cycles						
✓	Waiting Time		6 Hours						
✓	Overnight Fee		2 Nights						
	SUB-TOTAL								
	TOTAL COST								

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Checklist of Bidding Documents for Procurement of Goods and Services

The Technical Component (First Envelope) shall contain the following eligibility and technical information/documents [Section C.12 of the ITB]:

1. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture (sample form -- Form No. 7).
2. Duly notarized Omnibus Sworn Statement (sample form -- Form No.6).
3. Eligibility requirements (Section 23.1)

• **Legal Documents**

- 3.a. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents.
- 3.b. Valid and current mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
- 3.c. Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

• **Technical / Financial Documents**

- 3.d. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB (sample form - Form No. 3). This form may no longer be submitted if bidder has no on-going contracts.
- 3.e. Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC supported with contract/purchase order, end-user's acceptance or official receipt(s) issued for the contract, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 4).

- 3.f. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
- 3.g. The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5)
- 3.h. Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.
- 3.i. Original printed product brochure(s) or copy of the original printed product brochure(s) or printed product brochure(s) downloaded from the Internet with indication of its source (i.e. website) containing all the technical information of the aircraft.
- 3.j. Current and valid Certificate of Authority from Civil Aeronautics Board (CAB) to operate non-scheduled domestic air transportation services
- 3.k. Current and valid Civil Aviation Authority of the Philippines (CAAP) certificates for company-owned aircrafts, viz:
- ✓ Registration Certificate of the Aircraft
 - ✓ Airworthiness Certificate of the Aircraft
 - ✓ Air Operator's Certificate (AOC)
 - ✓ Approved Aircraft Maintenance Organization (AMO)
- 3.l. Current and valid clearances of the Pilots, Mechanics and Flight Coordinator/s from the National Bureau of Investigation (NBI).**
- 3.m. List of bidders' regular Pilots, Mechanics and Flight Coordinator/s including their respective resumes
- 3.n. Authenticated copies of the valid and current licenses of the Pilots and Mechanics issued by CAAP
- 3.o. Notarized certification from the bidder stating the following:
- ✓ It has at least two (2) company owned aircrafts which are not more than 20 years old.
 - ✓ It has available pilots, crew and mechanics who are regular/permanent employees of the company;

- ✓ Its hangar has existing fire alarm system consisting of at least two (2) fire extinguishers, smoke detectors and fire alarm/bell;
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 - ✓ It has a well-maintained back-up aircraft; and
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- 3.p. Certificate of Satisfactory Performance issued by the bidder's client for its most recent completed contract
- 3.q. Copy of Insurance Policy in the name of the bidder with a coverage of combined single limit of US\$ 40,000,000.00 for any occurrence/aircraft
- 3.r. Copy of Insurance Policy in the name of the bidder with coverage of US\$ 250,000.00 for each passenger on board the aircraft
- 3.s. Photocopy of approved Business Continuity Plan (BCP)
4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
5. **Revised Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.**
6. **Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**
7. Post-Qualification Documents – (Non-submission of the following documents during the bidding date shall not be a ground for the disqualification of the bidder).
- 7.a. Business Tax Returns per Revenue Regulations 3-2005 (BIR No. 2550Q) VAT or Percentage Tax Returns for 4th Quarter of 2015 and 1st Quarter of 2016;
- 7.b. Valid and current PhilGEPS Registration Certificate; and
- 7.c. Income Tax Return for 2015.

The Financial Component (Second Envelope) shall contain the following (Section 25.3):

1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form - Form No.1)
2. Duly filled out Revised Schedule of Prices signed by the bidder's authorized representative (sample form – Revised Form No.2)