

**BID BULLETIN NO. 1**  
**For LBP-HOBAC-ITB-GS-20180425-01**

**PROJECT** : **One (1) Year Air Transport/Chartering Services**  
**IMPLEMENTOR** : **Procurement Department**  
**DATE** : **May 24, 2018**

---

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 modifications, amendments or clarifications are as follows:

- The Terms of Reference (Annex A-1 to A-5), Section VII (Specifications) and Checklist of the Bidding Documents (Items 3.s & 6) have been revised. Please see attached revised Annexes A-1 to A-5 and the specified sections of the Bidding Documents.

  
**ALWIN I. REYES, CSSP**  
Assistant Vice President  
Head, Procurement Department and  
HOBAC Secretariat

# Specifications

Specifications			Statement of Compliance
			<p><b>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each specification.</b></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>
One (1) Year Air Transport/Chartering Services			
Feature	Minimum Specifications		
	Fixed-Wing Aircraft	Rotary-Wing Aircraft	
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 system	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 (Bank Personnel only)	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	<b>Please state here either “Comply” or “Not Comply”</b>
Pilot-in-Command	<ul style="list-style-type: none"> <li>• Minimum of 2,000 hours fixed-wing total time including 200 hours as PIC (Pilot-in-Command) on Twin Engine Turbo Propeller or Jet</li> <li>• Must be covered under the insurance of US\$ 40,000,000.00</li> <li>• Pilot must be regular/ permanent employee of the supplier</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 2,000 hours rotor-wing total time including 250 hours rotor-wing turbine time 100 hours make and model and type rated.</li> <li>• Must be covered under the insurance of US\$40,000,000.00.</li> <li>• Pilot must be regular/ permanent employee of the supplier.</li> </ul>	
Co-Pilot	<ul style="list-style-type: none"> <li>• Minimum 500 hours fixed-wing total time including 250 hours multi-engine turbo propeller or Jet.</li> <li>• Must be covered under the insurance of US\$40,000,000.00</li> <li>• Pilot must be regular/ permanent employee of the supplier.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 1,000 hours total time including 250 hours rotor-wing turbine time and 50 hours on type.</li> <li>• Must be covered under the insurance of US\$40,000,000.00.</li> <li>• Pilot must be regular/ permanent employee of the supplier.</li> </ul>	
Slotting Availability	<ul style="list-style-type: none"> <li>• <b>Must schedule flight on LBP's required date.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Must schedule flight on LBP's required date.</b></li> </ul>	
<p><b>Compliance to the Revised Terms of Reference (TOR) – Annexes A-1 to A-5.</b></p> <p>The following documents must be submitted inside the eligibility/technical envelope:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Current and valid Certificate of Authority from Civil Aeronautics Board (CAB) to operate non-scheduled domestic air transportation services.</li> <li>3. Current and valid Civil Aviation Authority of the Philippines (CAAP) certificates for company-owned aircrafts, viz: <ul style="list-style-type: none"> <li>✓ Registration Certificate of the Aircraft</li> <li>✓ Airworthiness Certificate of the Aircraft</li> <li>✓ Air Operator's Certificate (AOC)</li> <li>✓ Approved Aircraft Maintenance Organization (AMO)</li> </ul> </li> <li>4. Current and valid clearances of the Pilots, Mechanics and Flight Coordinator/s from the National Bureau of Investigation (NBI).</li> <li>5. List of bidders' regular Pilots, Mechanics and Flight Coordinator/s including their respective resumes.</li> <li>6. Authenticated copies of the valid and current licenses of the Pilots and Mechanics issued by CAAP.</li> </ol>			

<ol style="list-style-type: none"><li>7. Notarized certification as required under Section E-7 of the Terms of Reference.</li><li>8. Certificate of Satisfactory Performance issued by the bidder's client for its most recent completed contract.</li><li>9. Copy of Insurance Policy in the name of the bidder with coverage of combined single limit of US\$ 40,000,000.00 for any occurrence/aircraft.</li><li>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.</li><li>11. Photocopy of approved Business Continuity Plan (BCP).</li><li>12. <b>Certification from Civil Aviation Authority of the Philippines (CAAP) or equivalent document stating that the bidder has a slotting priority and preference for departure and Estimated Departure Clearance Time (EDCT).</b></li></ol>	
--	--

**Conforme:**

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

## **Checklist of Bidding Documents for Procurement of Goods and Services**

**Documents should be arranged as per this Checklist. Kindly provide folders or guides, dividers and ear tags with appropriate labels.**

**The Technical Component (First Envelope) shall contain the following:**

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.

- **Legal Document**

3.a. PhilGEPS Certificate of Registration (Platinum Membership). All documents enumerated in its Annex A must be updated; or

3.b. Class "A" eligibility documents as follows:

- 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;
- Valid and current mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and
- Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

- **Technical / Financial Documents**

3.c. 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). The duly signed form shall still be submitted even if the bidder has no on-going contract.

3.d. 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.e. 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.f. The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
- 3.g. 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.h. 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.i. Current and valid Certificate of Authority from Civil Aeronautics Board (CAB) to operate non-scheduled domestic air transportation services.
- 3.j. 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.k. Clearances of the Pilots, Mechanics and Flight Coordinator/s from the National Bureau of Investigation (NBI) issued within the last six (6) months from the date of bidding.
- 3.l. List of bidders' regular Pilots, Mechanics & Flight Coordinator/s including their respective resumes.
- 3.m. Authenticated copies of the valid and current licenses of the Pilots and Mechanics issued by CAAP.
- 3.n. Notarized certification as required under Section E-7 of the Terms of Reference.
- 3.o. Certificate of Satisfactory Performance issued by the bidder's client for its most recent completed contract.

- 3.p. 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.q. 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.r. Photocopy of approved Business Continuity Plan (BCP).
- 3.s. Certification from Civil Aviation Authority of the Philippines (CAAP) or equivalent document stating that the bidder has a slotting priority and preference for departure and Estimated Departure Clearance Time (EDCT).**
- 4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
- 5. 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 these documents during the bid opening 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 the last two (2) quarters filed manually or through the BIR EFPS; and
  - 7.b. Income Tax Return for 2016 filed manually or through the BIR EFPS.

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

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