

Representatives of the Prospective Bidders

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| 1. Doreen Briones | Gulf-Canary Construction and Development Inc. |
| 2. Joseph Paulo M. Dimayuga | AECOM Philippines |
| 3. Arnel Casanova | AECOM Philippines |
| 4. Kenneth C. Yu | WTA Architectural + Design Studio |
| 5. Lanie D. Bareng | Urban Integrated Consultants, Inc. |
| 6. Bernadette Avendano Manuel | Philipps Technical Consultants Corp |
| 7. Dennis Albert L. Cruz | KMV Architectural Design Creations |
| 8. Antoine BONNAUD | EGIS |
| 9. Odelle B. dela Peña | TCGI Engineers |
| 10. Cristine Joy G. Parco | Filipinas Dravo Corporation |
| 11. Bernadine C. Azcueta | Philipps Technical Consultants Corporation (PTCC) |
| 12. Jinho LEE | Yooshin Engineering Corporation |
| 13. Carmelo A. Patron | PHIL.JAC, INC. |
| 14. Erwin Q. Catangal | EGIS |

II. CALL TO ORDER

There being a quorum, Chairperson Bingcang called the Pre-Eligibility Conference to order at 10:05 AM and welcomed the prospective bidders.

III. PRE-ELIGIBILITY CONFERENCE PROPER

A. Engr. Jerico Bondoc presented the details of the project to the prospective bidders. The salient points were as follows:

- a. Approved Budget for the Contract (ABC)
The ABC is Php 199,831,675.00, inclusive of all government taxes and fees.
- b. Duration of the Project
The Project duration is 270 calendar days.
- c. Scope of Works
The details of the scope of works is provided in the Terms of Reference (TOR).
- d. Mode of Payment
The mode of payment is detailed as follows:
 - 1) 10% of the contract price upon submission and acceptance of the Inception Report

- 2) 10% of the contract price upon submission and finalization of the conceptual design to BCDA
 - 3) 30% of the Contract Price upon submission of the draft detailed preliminary design plans and drawings, survey and investigation results and reports, design analysis and calculations, technical specifications, indicative bill of quantities, cost estimates, unit price analysis, indicative manpower and equipment utilization program, construction methodology, nominal construction schedule and S-Curve, construction safety and health program, cost and manning requirements for the construction management and supervision and other technical reports that may be required by BCDA.
 - 4) 40% of the Contract Price upon submission to and acceptance by BCDA of the complete set of approved detailed preliminary design plans and drawings, survey and investigation results and reports, design analysis and calculations, technical specifications, indicative bill of quantities, cost estimates, unit price analysis, indicative manpower and equipment utilization program, construction methodology, nominal construction schedule and S-Curve, construction safety and health program, cost and manning requirements for the construction management and supervision, tender documents and other technical reports that may be required by BCDA, including the required number of reproduced copies.
 - 5) 10% of the Contract Price shall be released under the following conditions:
 - Issuance of Certificate of Completion by BCDA;
 - Submission of the Final Report by the Design Consultant and approval of the said report by BCDA;
 - Submission of the Design Consultant of a Sworn Statement that it shall provide on-call services during the bidding and construction phase of the Project subject to the conditions under this TOR, at no additional cost to BCDA.
- e. Salient points of the TOR are as follows:
- 1) Minimum Qualifications of the Consultant
The DAED Consultant (in case of a Joint Venture, at least one of the JV partners) should be a reputable firm with at least ten (10) years of business operation in DAED and should have undertaken at least one (1) Detailed Architectural and Engineering Design of airports or airfields contract equivalent to 50% of the ABC for the last fifteen (15) years.
 - 2) Shortlisting of Prospective Bidders
The shortlist shall consist of at most 5 prospective bidders who will be entitled to submit bids.

- 3) The criteria and rating system for shortlisting are:

Criteria	Rating
a) Relevant Experience of the of the Consultant	30%
b) Qualifications of the Key Personnel to be assigned to the Project	50%
c) Current Workload of Key Personnel relative to capacity	20%
	100%

The Consultant(s) must pass the required minimum score of 70% to be shortlisted.

- 4) Evaluation Procedure

In order to determine the Consultant with the Highest Rated Bid, BCDA shall conduct an evaluation of bids using the Quality Cost Based Evaluation (QCBE) Procedure.

Criteria	Rating
Technical Proposal	85%
Financial Proposal	15%
Total	100%

- 5) Manning requirement:

Key Personnel	Qty	Minimum Qualification
Project Manager	1	10 years experience with valid license
Deputy Project Manager/Senior Aerodrome Engineer	1	10 years experience with valid license
Sr. Airspace Planner	1	10 years experience with B.S. Degree holder and valid certificate
Sr. Transport Planner	1	10 years experience with B.S. Degree holder and valid certificate
Sr. Civil Engineer/ Pavement Engineer	1	10 years experience with valid license
Sr. Nav aids Specialist	1	10 years experience with valid license
Sr. Electrical Engineer	1	10 years experience with valid license

Sr. Electronics & Communications Engineer	1	10 years experience with valid license
Sr. Geodetic Engineer	1	10 years experience with valid license
Sr. Geotechnical Engineer	1	10 years experience with valid license
Sr. Quantity/Cost Engineer	1	10 years experience with valid license
Sr. Environmental Specialist	1	10 years experience with valid DENR-EMB Accreditation with EIS preparer
Sr. Sanitary/Drainage Engineer	1	10 years experience with valid license
Sr. Architect	1	10 years experience with valid license
Sr. Security/Safety Specialist	1	10 years experience with B.S. Degree holder and valid certificate
Sr. Structural Engineer	1	10 years experience with valid license
Sr. Document Specialist	1	10 years experience with B.S. Degree holder

B. Presentation from TWG

Engr. Vergel Paras presented the checklist and tabbing of the eligibility requirements, signing, sealing and marking of the documents, and the procurement schedule to guide the bidders in the preparation and submission of the eligibility documents. The following are the highlights of the presentations:

1. CHECKLIST AND TABBING OF ELIGIBILITY REQUIREMENTS

Tab #		Description
1	EF 1	Eligibility Submission Form
2		PhilGEPS Certificate of Registration under Platinum Membership Per GPPB Resolution No. 26-2017, during bid submission, prospective bidders may still submit their Class "A" Eligibility Documents pursuant to Section 8.5.2 of the 2016 revised AIRR (i.e. Registration Certificate from SEC, DTI, or CDA; Mayor's Permit; Tax Clearance; Philippine Contractors Accreditation Board (PCAB) license and registration; and Audited Financial Statements), or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 revised IRR of RA 9184.
3	EF 2	Statement of all on-going and completed government and private contracts, including contracts awarded but not yet started.
4	EF 3	Summary of all on-going and completed government and private contracts, including contracts awarded but not yet started.
5	EF 4	Consultant's References
6	EF 5	Summary of CVs

7		Curriculum Vitae for each of the following nominated key staff:
7.a		Project Manager
7.b		Deputy Project Manager/Senior Aerodrome Engineer
7.c		Sr. Airspace Planner
7.d		Sr. Transport Planner
7.e		Sr. Civil Engineer/Pavement Engineer
7.f		Sr. Nav aids Specialist
7.g		Sr. Electrical Engineer
7.h		Sr. Electronics and Communications Engineer
7.i		Sr. Geodetic Engineer
7.j		Sr. Geotechnical Engineer
7.k		Sr. Quantity/Cost Engineer
7.l		Sr. Environmental Specialist
7.m		Sr. Sanitary/Drainage Engineer
7.n	EF 6	Sr. Architect
7.o		Sr. Security/Safety Specialist
7.p		Sr. Structural Engineer
7.q		Sr. Document Specialist
8	EF7	Statement of the Consultant specifying its nationality and confirming that those who will actually perform the services are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions.
9		Format CV of the firm
10		Valid joint venture agreement, in case a joint venture is in existence. (In the absence of JVA, duly notarized statement that all potential partners shall enter into and abide by the provisions of the JVA in the instance that the bid is successful)

2. Format and Signing of Eligibility Documents

- i. Prospective bidders shall prepare an original and copy of the eligibility documents. In the event of any discrepancy between the original and copy, the original shall prevail.
- ii. The Eligibility Documents Submission Form shall be signed by the duly representative of the bidder. Failure to do so shall be a ground for rejection of the eligibility documents.
- iii. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the duly authorized representative of the prospective bidder

3. Sealing and Marking of Eligibility Documents

- i. Bidders shall enclose their Original Eligibility Documents in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". The copy of the Eligibility Documents shall be similarly sealed duly marking the envelope as "COPY - ELIGIBILITY DOCUMENTS". These envelopes containing the Original and the Copy shall then be enclosed in One Single Envelope.

- ii. The Original and the Copy of the Eligibility Documents shall be typed or written in indelible ink and shall be signed by the prospective bidder or its duly authorized representative.
- iii. All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;
 - (c) be addressed to BCDA's BAC specified in the EDS;
 - (d) bear the specific identification of this Project indicated in the EDS; and
 - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- iv. For quick reference, bidders were advised to use Tabs

4. Reminders

- i. Bidders may submit their Eligibility Documents a day before the deadline for submission to avoid the possibility of being late for submission.
- ii. The BAC expects the bidders to exercise due diligence in going through the Eligibility Documents to be able to prepare it intelligently.

5. Procurement Schedule

No.	Activities	Time	Date
1	Advertisement/Posting of Request for Expression of Interest		03 July 2021
2	Issuance of Eligibility Documents		03 July 2021 – 23 July 2021
3	Pre-Eligibility Conference	10:00 AM	08 July 2021
4	Request for Clarification (last day)	Until 5:00 PM	09 July 2021
5	Issuance of Supplemental Bid Bulletin		13 July 2021
6	Deadline for Submission of Eligibility Documents	12:00 NN	23 July 2021
7	Opening of Eligibility Documents and Eligibility Check	1:30 PM	23 July 2021

C. Question and Answer

The following questions/clarifications were raised during the Question and Answer portion of the Pre-Eligibility Conference and received via email:

Questions		Answer/Clarifications
Queries during Pre-eligibility Conference		
1	<p>Would you allow an international firm to join the Bidding?</p>	<p>Foreign consultants may be allowed to join by entering into a joint venture with a Filipino partner based on Section 24.3.1 of the Revised IRR of R.A. 9184 which provides that:</p> <p>“The following persons/entities shall be allowed to participate in the bidding for Consulting Services</p> <p>xxx</p> <p>e. Persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.”</p>
2	<p>Would it be possible to nominate foreign personnel that fulfill the key personnel requirements and are registered or chartered by the relevant professional government authority?</p> <p>Does a foreign Professional need a certificate to practice in the Philippines?</p>	<p>Foreign consultants may be eligible to participate in this Project, subject to the following conditions to be complied within ten (10) days upon receipt of the Notice of Award:</p> <p>a. Must be registered with the Securities and Exchange Commission (SEC) and/or any agency authorized by the laws of the Philippines;</p>

		<p>b. When the types and fields of consulting services in which the foreign consultant wishes to engage involve the practice of regulated professions, the foreign consultant must be authorized by the appropriate GoP professional regulatory body specified in Clause 1.2 to engage in the practice of those professions and allied professions: Provided, however, That the limits of such authority shall be strictly observed.</p> <p>Moreover, they shall submit the equivalent document issued by their country of origin, which must be in English translation. If the documents are not in English, the documents should either be consularized or apostilled.</p>
3	May we know if you will allow consultants to be nominated by different firms because there is only a small pool of local specialists for Airspace Planner, Aerodrome Eng. and Nav aids	No. Bidders are encouraged to consult and advise their nominated key personnel that they are only allowed to be nominated by one firm. Bidders are reminded of the provision in the revised IRR of R.A. 9184 on conflicting interests under Sec. 47.2.d.
4	What is the total gross floor area (TGFA) and gross floor area (GFA) of the project?	There is no total gross floor area, but the proposed new runway shall be 3,200 meters x 60 meters, with the possibility of increasing the length up to 4,000 meters.
5	Is the DAED Consultant prohibited to participate in the Construction Supervision services since the DAED Consultant will provide support during the construction stage?	Yes. Bidders are reminded of the provision in the revised IRR of R.A. 9184 on conflicting interests under Sec. 47.2. A bidder may be considered to have a general conflict of interest if a bidder who prepared the detailed design will participate in the bidding for the construction management and supervision services.
7	Do you have any percentage in terms of provision of foreign personnel in the staffing requirement?	None.

8	Embassy processes usually take some time. Would BCDA consider receiving scan copies first and allow some time to receive originals (if needed).	No. The submission of the Eligibility Documents is required to be in hard copies of the consularized/apostilled documents. Online submissions shall not be accepted.
9	Do you require the submission of supporting documents for Eligibility Form No. 4?	At the eligibility stage, the submission of supporting documents will not yet be required. However, shortlisted bidders are required to submit the said supporting documents on the second stage of the bidding during the submission of their technical proposal.
10	Are foreign firms required to have a PhilGEPS certificate?	<p>Section 8.5.2 of the Revised IRR of RA 9184 provides that:</p> <p><i>“All bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class “A” eligibility documents under Sections 23.1(a) and 24.1(a):18</i></p> <ul style="list-style-type: none"> <i>a. Registration Certificate;</i> <i>b. Mayor’s/Business Permit or its Equivalent Document;</i> <i>c. Tax Clearance;</i> <i>d. Philippine Contractors Accreditation Board (PCAB) license and registration (for infrastructure project, only); and</i> <i>e. Audited Financial Statements.</i> <p><i>For Foreign Bidders, the foregoing documents may be substituted by the appropriate equivalent documents in English, if any, issued by the country of the bidder concerned.</i></p>

		<p><i>Otherwise, it must be accompanied by a translation of the documents in English issued by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.</i></p> <p><i>However, for Contracting Parties to the Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, as defined in Section 8.5.2 paragraph 4 of the 2016 revised IRR of RA No. 9184, except for countries identified by the DFA that will still require legalization (red ribbon) by the relevant Embassy or Consulate"</i></p> <p>This means that Public documents executed in Apostille-contracting countries and territories to be used in the Philippines no longer have to be authenticated by the Philippine Embassy or Consulate General once Apostilled.</p> <p>Further, in case there is no appropriate equivalent document from their country of origin, foreign bidders may indicate "No Appropriate Equivalent Document". The foregoing statement will be subject to validation with their respective embassies/consulate or equivalent offices in the Philippines during the post-qualification process.</p>
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Additional Queries sent via email		
11	Is it allowed for an international firm to bid, tied up with a local firm? The local firm being sub-consultant to the international firm?	<p>Joint ventures with a foreign consultant may be allowed based on Section 24.3.1. of the Revised IRR of RA 9184 which provides that, "The following persons/entities shall be allowed to participate in the bidding for Consulting Services:</p> <p>xxx</p> <p>e. Persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA."</p>
12	In reference to the subject project, one of the qualifications of the consultants is that "the Consultant should have undertaken at least one (1) Detailed Architectural and Engineering Design of airports or airfields of the JV Partner to comply with this particular requirement contract equivalent to 50% of the ABC for the last fifteen (15) years". If we enter into a joint venture with a Foreign Firm, can we qualify if we use their design experience?	Yes.

<p>13</p>	<p>EF1 - Eligibility Submission</p> <p>Could you please confirm that our understanding of the Class A documents for the International Companies is correct:</p> <p>Registration document duly translated in English and Certified by the Embassy of the Philippines in our Country of Registration (France) Tax Certificate, translated as well. Financial Report, translated. Could you please clarify if 1 year (2019) would be acceptable?</p>	<p>For the translation and consularization/ apostille, please refer to Answer/Clarification No. 10.</p> <p>With regard to the financial report, section 24.1.a.vi of the revised IRR of RA 9184 provides that,</p> <p><i>“The consultant’s audited financial statements, showing, among others, the consultant’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.”</i></p>
<p>14</p>	<p>EF 1 - Eligibility Submission</p> <p>Translation, Certification and Embassy processes for Certification/Apostille generally take some time. In particular, due to COVID restrictions currently in place, Ministries and Embassies do not accept hand delivery of documents nor visitors to collect; meaning that all processes need to be express and/or regular mail services thus additional time for processing.</p> <p>For these reasons, we would like to ask BCDA to consider allowing bidders to include scan copies of the translated/ apostilled documents in their submission and then, send the original by express mail as soon as possible or during the Technical Proposal stage, if eligible?</p>	<p>Please refer to Answer/Clarification No. 8.</p>

<p>15</p>	<p>EF 1 - Eligibility Submission</p> <p>Regarding the certification by the Embassy of the Philippines, we have been informed by the French services that since May 2019, the legalization has been replaced by Apostille which can be delivered by the French Appeal Court.</p> <p>If applicable and acceptable to BCDA, this process appears, by experience, to be faster.</p>	<p>Yes. This is applicable. Please see Answer/Clarification No. 10 and 13.</p>
<p>16</p>	<p>EF 4 - Consultant's References</p> <p>Do you have any maximum limit in the provision of the EF 4 Consultant's References?</p> <p>Can you also clarify our understanding that supporting documents (Completion Certificate, Contracts, LOAs) are not needed to provide at this eligibility stage?</p>	<p>Clause 2.1.(a)(ii) of the Eligibility Data Sheet provides that:</p> <p><i>"The statement of all on-going and completed government and private contracts shall include all such contracts within ten (10) years (period of June 2011 to June 2021) prior to the deadline for the submission and receipt of eligibility documents."</i></p> <p>At this stage, the submission of supporting documents will not yet be required. However, shortlisted bidders are required to submit the said supporting documents during the submission of their technical proposal.</p>
<p>17</p>	<p>EF 5 - CVs</p> <p>Our understanding is that the evidence of the registrations and Licenses of the experts and diplomas would be needed at the Technical proposal stage only. Can you confirm please?</p>	<p>Yes.</p>

	We also understand that Foreign experts graduated outside the Philippines are eligible but would BCDA require that they apply for an equivalence in the Philippines, in case of contract award?	Yes. Please see Answer/Clarification No. 2.
18	<p>Class B Document</p> <p>Please confirm that you only need notarization for the following documents:</p> <p>POA of the authorized signatory/representative of the bidder</p> <p>Statement of the JV partners for the JVA</p> <p>If you require more documents for notarization, please specify.</p>	<p>The following documents are required to be notarized:</p> <ol style="list-style-type: none"> 1. Joint Venture Agreement (JVA) in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184. 2. Supporting documents such as, but not limited to; Special Power of Attorney, Secretary's Certificate, Board Resolutions.
19	<p>Item 13.0 of the TOR / Last paragraph - The Design Consultant or at least one(1) of the partners, in case of a JV, should have undertaken at least one(1) DAED of airports or airfields a contract equivalent to 50 % of the ABC or in short, Php100 million, for the last 15 years.</p>	Yes.
20	<p>Is failure to present such minimum qualification an outright disqualification from the shortlist? or loss of points only?</p> <p>Is a foreign partner, instead, allowed to submit this qualification?</p>	<p>No, the bidder will only be rated zero (0) for that particular requirement.</p> <p>Yes. Please refer to Answer/ Clarification No. 12.</p>

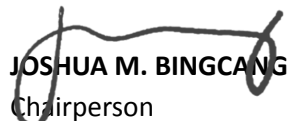
21	We have past experiences that consularization of CV's of foreign engineers takes at least two (2) weeks. Since the deadline for submission of pre-eligibility documents is on July 23, 2021, submitting consularized CV's may not be possible this time. Can we then submit non-consularized CV's during this pre-eligibility stage and once shortlisted, proceed with the submission of CV's in the right format?	CVs of the nominated foreign key personnel are not required to be consularized/apostilled during the submission of eligibility documents.
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IV. Closing

There being no other matters to discuss, the conference was adjourned.

For your information.

BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES


JOSHUA M. BINGCAN
Chairperson