




SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20190607-02

PROJECT : **One (1) Year Air Transport/Chartering Services**
IMPLEMENTOR : **Procurement Department**
DATE : **July 25, 2019**

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

Modifications, amendments and/or clarifications:

- The Terms of Reference (Annex A), Section VII (Specifications), Schedule of Prices, and Checklist of the Bidding Documents (Item Nos. 8 & 20 of the Eligibility & Technical Components and Item No. 2 of the Financial Component) have been revised. Please see attached revised Annexes A-1 to A-5 and specific sections of the Bidding Documents.


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

Specifications

Specifications	Statement of Compliance
	<p style="text-align: center;">Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. 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 style="text-align: center;">One (1) Year Air Transport/Chartering Services</p> <p>Revised Terms of Reference per attached Annexes A-1 to A-5.</p> <p>For current and past suppliers of Air Transport/Chartering Services for LANDBANK, they must have no delay in the implementation of their ongoing contracts as of the date of opening of bids and must have satisfactory performance in their completed contract for the past five (5) years.</p> <p>The following documents must be submitted inside the eligibility/technical envelope:</p> <p>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.</p> <ol style="list-style-type: none"> 1. Current and valid Certificate of Authority from Civil Aeronautics Board (CAB) to operate non-scheduled domestic air transportation services. 2. Current and valid Civil Aviation Authority of the Philippines (CAAP) certificates for company-owned aircrafts, viz: 	<p style="text-align: center;">Please state here either “Comply” or “Not Comply”</p>

<ul style="list-style-type: none">a. Registration Certificate of the Aircraftb. Airworthiness Certificate of the Aircraftc. Air Operator's Certificate (AOC)d. Approved Aircraft Maintenance Organization (AMO) <ul style="list-style-type: none">3. Current and valid clearances of the Pilots, Mechanics and Flight Coordinator/s from the National Bureau of Investigation (NBI).4. List of bidders' regular Pilots, Mechanics and Flight Coordinator/s including their respective resumes.5. Authenticated copies of the valid and current licenses of the Pilots and Mechanics issued by CAAP.6. Notarized certification as required under Section E-7 of the Terms of Reference.7. Certificate of Satisfactory Performance issued by the bidder's client for its most recent completed contract.8. Certificate of Satisfactory Performance/No Delayed Project issued by the Head, Cash Operations Support Department not earlier than 30 calendar days prior to the deadline of submission of bid shall be submitted (applicable only to current and past suppliers of Air Transport/Chartering Services for LANDBANK). The Certificate shall still be subject to verification during post-qualification of bid. Note: Certificate of Satisfactory Performance/No Delayed Projects shall be requested from Mr. Mark Anthony M. Rodriquez of COSD at 11th floor, LANDBANK Plaza Building, at least (5) working days prior to the submission of bid.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 and US\$ 250,000.00 for each passenger on board the aircraft.10. Photocopy of approved Business Continuity Plan (BCP).11. Certification from Civil Aviation Authority of the Philippines (CCAP) or equivalent document stating that the bidder has a slotting priority and preference for departure and Estimated Departure Clearance Time (EDCT)	
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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 Transportation and Insurance and all other costs incidental to delivery, per item	7 Sales and other taxes payable if Contract is awarded, per item	8 Cost of Incidental Services, if applicable, per item	9 Total Price, per unit (col 5+6+7+8)	10 Total Price delivered Final Destination (col 9) x (col 4)
	One (1) Year Air Transport/Chartering Services for:								
1	Fixed-Wing Aircraft (7 flights)		35 hours				P _____	P _____	P _____
2	Rotary-Wing Aircraft (23 flights)		115 hours				_____	_____	_____
3	Fixed-Wing Twin Engine Airplane, up to 14-seater (1 flight)		5 hours				_____	_____	_____
4	Fixed-Wing Twin Engine Airplane, up to 8-seater (2 flights)		10 hours				_____	_____	_____
5	Rotary-Wing Twin Engine Helicopter, up to 6-seater (2 flights)		10 hours				_____	_____	_____
	TOTAL COST						P _____	P _____	P _____

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Please credit payment to:

Account Name: _____

Account Number: _____

LBP Branch: _____

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.

First Envelope – Eligibility and Technical Components

The First Envelope shall contain the following:

- **Eligibility Documents – Class “A”**

Legal Eligibility Documents

1. PhilGEPS Certificate of Registration under Platinum Membership (all documents enumerated in its Annex A must be updated); or all of the following:
 - 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/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document for Exclusive Economic Zones or Areas; and
 - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Technical Eligibility Documents

2. Duly notarized Omnibus Sworn Statement (sample form - Form No.6)
3. 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).
4. 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 last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).

5. 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 sample form (Form No. 4).
6. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet).
7. Section VI - Schedule of Requirements with signature of bidder's authorized representative.
8. **Section VII – Revised Specifications with response on compliance and signature of bidder's authorized representative.**

Financial Eligibility Documents

9. 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.
10. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank.

○ **Eligibility Documents – Class "B"**

11. 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 its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.

○ **Technical Documents**

12. Original printed product brochure(s) or copy of the original printed product brochure(s) or printed product brochures(s) downloaded

- from the internet with indication of its source (i.e. website) containing all the technical information of the aircraft.
13. Current and valid Certificate of Authority from Civil Aeronautics Board (CAB) to operate non-scheduled domestic air transportation services.
 14. 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)
 15. Current and valid clearances of the Pilots, Mechanics and Flight Coordinators/s from the National Bureau of Investigation (NBI).
 16. List of bidders' regular Pilots, Mechanics and Flight Coordinator/s including their respective resumes.
 17. Authenticated copies of the valid and current licenses of the Pilots and Mechanics issued by CAAP.
 18. Notarized certification as required under Section E-7 of the Terms of Reference.
 19. Certificate of Satisfactory Performance issued by the bidder's client for its most recent completed contract.
 20. **Certificate of Satisfactory Performance/No Delayed Project issued by the Head, Cash Operations Support Department not earlier than 30 calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of Air Transport/Chartering Services for LANDBANK). The Certificate shall still be subject to verification during the post-qualification of bid.**

Note: Certificate of Satisfactory Performance/No Delayed Projects shall be requested from Mr. Mark Anthony M. Rodriquez of COSD at 11th floor, LANDBANK Plaza Building, at least (5) working days prior to the submission of bid.
 21. 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 and US\$ 250,000.00 for each passenger on board the aircraft.

22. Photocopy of approved Business Continuity Plan (BCP).
 23. Certification from Civil Aviation Authority of the Philippines (CAAP) or equivalent document stating the bidder has a slotting priority and preference for departure and Estimated Departure Clearance Time (EDCT).
- **Post-Qualification Documents – (Non-submission of the following documents may result in bidder’s post-disqualification):**
24. Business Tax Returns per Revenue Regulations 3-2005 (BIR No.2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through EFPS.
 25. Income Tax Return for 2018 filed manually or through EFPS.

Second Envelope – Financial Component

- **The 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 Revised Schedule of Prices signed by the bidder’s authorized representative (sample form - Form No.2)

LAND BANK OF THE PHILIPPINES

REVISED 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 and for the official travel of LBP Chairman of the Board.

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
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 	<ul style="list-style-type: none"> • Minimum of 2,000 hours rotor-wing total time including 250 hours rotor-wing turbine time 100

	<p>Engine Turbo Propeller or Jet</p> <ul style="list-style-type: none"> • Must be covered under the insurance of US\$ 40,000,000.00. • Pilot must be regular/permanent employee of the supplier 	<p>hours make and model and type rated.</p> <ul style="list-style-type: none"> • Must be covered under the insurance of US\$40,000,000.00. • Pilot must be regular/permanent employee of the supplier.
Co-Pilot give	<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.
Slotting Availability	<ul style="list-style-type: none"> • Must schedule flight on LBP's required date. 	<ul style="list-style-type: none"> • Must schedule flight on LBP's required date.

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. **Certificate of Satisfactory Performance/No Delayed Project issued by the Head, Cash Operations Support Department not earlier than 30 calendar days prior to the deadline of submission of bids. The Certificate shall still be subject to verification during evaluation of bid (applicable only current and past suppliers of Air Transport/Chartering Services for LANDBANK). The Certificate shall still be subject to verification during the post-qualification bid.**

Note: Certificate of Satisfactory Performance/No Delayed Projects shall be requested from Mr. Mark Anthony M. Rodriquez of COSD at 11th floor, LANDBANK Plaza Building, at least (5) working days prior to the submission of bid.
 10. 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
 11. Copy of Insurance Policy in the name of the bidder with coverage of US\$ 250,000.00 for each passenger on board the aircraft
 12. Photocopy of approved Business Continuity Plan (BCP)
 13. 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).

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 which shall be filled out by LANDBANK-COSD 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

For Cash Operation

Destination	Estimated No. of Flights for One (1) Year	Aircraft
Odiongan, Romblon	22	Rotary -Wing
Puerto Princesa	6	Fixed-Wing
Other provinces that will be identified by LANDBANK. in case of emergencies/necessities of the bank	1 1	Rotary-Wing Fixed-Wing

For LBP Chairman of the Board Official Travel

Destination	Estimated No. of Flights for One (1) Year	Aircraft
Provinces that will be identified by LANDBANK's Chairman of the Board	3 2	Fixed-Wing Rotary-Wing

I. Terms of Payment

1. Billing shall be comprised of flying fee (inclusive of take-off/landing fee) and other incidental services/fee such as waiting time and overnight fee, if any, 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.
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.