



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

BID BULLETIN NO. 04

07 February 2020

- I.** Attention is hereby invited to the Bidders of **Procurement of Consultancy Services for the Conduct of Detailed Engineering Design of the Expansion of Passenger Terminal Building (PTB) at Tacloban Airport – Bid No. 19-056-11 Bravo.**
- II.** Submission and Opening of Eligibility Documents moved from **06 February 2020 to 13 February 2020.**
- III.** Pre-bid Conference moved from **27 February 2020 to 05 March 2020.**
- IV.** Submission and Opening of Bids moved from **05 March 2020 to 12 March 2020**
- V.** Please be informed of the following issues/clarifications:

Issues/Queries	Clarification/s
1. Are there any available plans for the location of the Expansion of Passenger Terminal Building?	1. Determination of location and size of the Expansion of Passenger Terminal Building is part of the scope of consulting services to be provided by the winning bidder.
2. Eligibility Data Sheet (EDS) Section 1.2	2. Personnel/Minimum Qualification will be changed from “Document Specialist/Architect” to “Document Specialist”. Minimum qualification of a Document Specialist is described on the Revised Terms of Reference (TOR) attached as Annex 1.
3. Request a copy of the TOR	3. Revised TOR attached as Annex 1.

VI. Attachments:

1. Revised Terms of Reference (TOR)

For the information and guidance of all concerned.


ATTY. JOSEPH RAY P. GUMABON
Chairperson, Bids and Awards Committee - Bravo

TERMS OF REFERENCE

PROCUREMENT OF CONSULTANCY SERVICE FOR THE CONDUCT OF DETAILED ENGINEERING DESIGN OF THE EXPANSION OF PASSENGER TERMINAL BUILDING (PTB) AT DAVAO INTERNATIONAL AIRPORT

I. INTRODUCTION

Davao City is the largest city in the Philippines in terms of land area and the most populous city in the country outside Metro Manila and Luzon. Highly Urbanized city on Mindanao Island with a total land area of 2,444 square kilometers, it has a population of 1,632,991 people based on the 2015 census. This figure also makes it the third-most-populous city in the Philippines and the most populous in Mindanao.

The city serves as the main trade, commerce, and industry hub of Mindanao and the regional center of Davao Region. Davao is home to Mount Apo, the highest mountain in the Philippines. The city is also nicknamed as the "Durian Capital of the Philippines".

Tourist destinations in the city include the Philippine Eagle Foundation and Nature Center, Mount Apo, Gap Farming Resort, the Davao Crocodile Park, Malagos Garden Resort, Eden Nature Park, and People's Park in the city center which is popular for its sculptures of indigenous people and dancing fountain. Samal Island, a part of Metro Davao, is an island city situated immediately off the city's coast in the Davao Gulf, popularly known for its scenic beaches.

Davao is part of the East Asian Growth Area, a regional economic-cooperation initiative in Southeast Asia. The city has a projected average annual growth of 2.53 percent over a 15-year period; Davao was the only Philippine city to reach the top 100. As the largest economy outside Metro Manila, the city also serves as the largest local economy in southern Philippines.

II. BACKGROUND

Francisco Bangoy International Airport is the main airport serving the general area of the Davao Region. It is the busiest airport on the island of Mindanao. The airport has a single 3,000-meter runway.

The traffic levels have increased to reach the design capacity of the Davao Airport, and therefore there is an urgent need to upgrade the airport facilities at the Davao Airport in order to support future growth.

The Government of the Republic of the Philippines, through the Department of Transportation (DOTr) and the Civil Aviation Authority of the Philippines (CAAP), intends to formulate a development plan for the improvement of the existing Davao International Airport Passenger Terminal Building Facility up to its optimum capacity to enhance safety and efficiency.

The consulting services will cover the following: 1) comprehensive study on the Passenger Terminal Building long-term development plan to meet future passenger demand, 2) preparation of Detailed Engineering Design for the Expansion of the

Passenger Terminal Building, and 3) assistance of Bidding including Tender Documents.

The CAAP as the “Executing Agency” and/or “Procuring Entity”, wishes to engage a consulting firm with expertise in airport planning and engineering design to provide the necessary professional and technical services to ensure the successful implementation of the Project.

The term “Consultant” shall refer to the firm providing such consulting services for the purpose of this Terms of Reference (TOR).

III. OBJECTIVES OF THE SERVICES

The Consultant shall provide the Civil Aviation Authority of the Philippines all required inputs, relative to the short, medium and long term development programs of the existing Davao International Airport Passenger Terminal Building. Objectives are as follows:

1. To assess and evaluate the current facilities of existing airport to determine its suitability and capacity to meet the projected traffic and formulate a development plan for the improvement of the existing Davao International Airport Passenger Terminal Building up to its optimum capacity to enhance safety and efficiency;
2. To prepare the detailed engineering design for the development of existing Davao International Airport Passenger Terminal Building;
3. To prepare the cost estimates and bidding documents for the proposed development of the existing Davao International Airport Passenger Terminal Building;
4. To review, validate and conduct social and gender safeguards and incorporate the needs of Senior Citizens, Persons with Disability and gender responsiveness;
5. To provide concise, comprehensive and descriptive report that will serve as basis for further undertaking/actions/decisions of proper authorities;

IV. STUDY AREA

The study area shall cover the existing Davao International Airport for possible long term improvement to establish its optimum development.

V. SCOPE OF THE STUDY

The consultant shall formulate an optimum development plan for the improvement of the existing Davao International Airport. It shall include basic and detailed engineering design for the expansion of the existing Terminal Building, preliminary cost estimate and implementation schedule.

A. DETAILED ENGINEERING DESIGN

The consultant shall prepare and submit the Detailed Engineering Design for the project.

1. PREPARATION OF CONCEPTUAL/BASIC DESIGN

The Consultant shall prepare the conceptual/basic design of the project which will be guided by four principles from the Philippine Architectural Design Paradigms: 1) climate-change adaptive; 2) disaster-resilient; 3) sustainable; and 4) tropicalized design for the passenger terminal building and other related airport facilities. It should also comply with International Civil Aviation Organization (ICAO), Federal Aviation Administration (FAA) Standard & Recommended Practices, International Air Transport Association (IATA) Airport Design Manual and CAAP Manual of Standards (MOS) for Aerodrome requirements to meet the demand of the traffic projection, and consider also, as reference, the suggested airline operation. The basic design shall include, among others, 1) design criteria, siting conditions, horizontal and vertical alignments, sizes, composition of the facilities, outline of specifications, etc.; 2) sequence and method of construction (taking into consideration the interfacing with existing facilities; and 3) preliminary cost estimates.

The Consultant, prior to the finalization of the basic design shall present at least three (3) basic design concept for evaluation of the CAAP.

2. POST DESIGN STAGE (BIDDING DOCUMENTS)

a. Preparation of Draft Bid Document

In coordination with the CAAP on the proposed Infrastructure Development Program of the Project, the Consultant shall prepare and submit the individual draft bid documents for each scopes of the project, each bid documents shall include but not limited to the following, for review and approval of CAAP:

- i. Eligibility, Technical and Financial Bid Documents
- ii. Instructions to Bidders
- iii. Conditions of Contract
- iv. Bid Drawings
- v. Technical Specifications
- vi. Bill of Quantities

b. Preparation of Final Bid Documents

The Consultant shall prepare and submit final bid documents for scopes of work containing the duly signed plans, design, drawings and specifications of each respective professional discipline, incorporating the comments of CAAP on the draft bid documents.

B. SOCIAL IMPACT ASSESSMENT AND GENDER ANALYSIS

The Consultant shall prepare a social and gender analysis report to identify and assess the impact of the project on the stakeholders and beneficiaries. Review, validate, update gender issues and develop necessary steps to address the gender gaps, such as

differential needs and use of airport facilities, and how it affects productivity and efficiency. A glossary of technical terms used in this report shall be provided.

C. TECHNOLOGY AND KNOWLEDGE TRANSFER

The Consultant shall ensure that transfer of technology and knowledge to counterpart CAAP staff on airport planning and engineering, environmental impact assessment, procurement processes and gender & development is done through meetings, discussions, consultations, lectures, visits, and other undertakings. The Consultant shall also conduct two (2) eight-hour training/workshop sessions, within or immediately after the study period.

VI. PROJECT FIRM AND KEY STAFF

To effectively carry out the tasks for the consulting services, the consultancy firm should have gained experience within the last ten years in the conduct of the Feasibility Study/Master Plan and/or Environmental Impact Assessment (EIA) study for airports projects or in other transportation related projects. Further, the firm should be able to field key professional personnel with adequate educational and technical background, experience and capability in the fields of airport planning, engineering, economics, finance and management.

Any changes or replacements of assigned personnel shall be subject to CAAP review and approval.

It is expected that all key personnel, as proposed, should be available for the duration of the study, especially during kick-off meeting, presentation of reports and anytime whenever their presence is essential in the discharge of their duties.

DESIGNATION	MAN-MONTHS
Professional Staff	
Project Manager/Airport Planner	5
Deputy Project Manager/Senior Civil Engineer	5
Senior Architect	5
Senior Structural Engineer	2
Senior Mechanical Engineer	3
Senior Electrical Engineer	3
Senior Sanitary Engineer	3
Senior Geotechnical Engineer	1
Senior Quantity/Cost Engineer	4
12. Document Specialist	4
Sub-total	35
Technical Support Staff	
Civil Engineer	3
Architect	3
Mechanical Engineer	2
Electrical Engineer	2
Sanitary Engineer	2
CAD Operator	4
CAD Operator	4

CAD Operator	4
Geotechnical Staff	1
Cost Engineer	2
Admin Staff	
Admin Officer/Accountant	5
Secretary	5
Admin Staff	5
Driver	5
Computer Operator	3
Machine Operator	3
Messenger/Utility Worker	5
Sub-Total	58
TOTAL	93 M/M

1. Professional Staff

The *Project Manager/Airport Planner* preferably a registered civil engineer or architect with at least Fifteen (15) years of professional experience in planning and development of airports and other related projects. He shall be responsible for the overall conduct of the study. He shall be assigned full-time from commencement until completion of the project.

The *Deputy Project Manager/Senior Civil Engineer* must be a registered civil engineer and with at least ten (10) years of professional experience in planning and development of airports and other related projects. He shall be assisting the Project Manager in supervising all the activities of the project.

The *Senior Architect* must be registered architect with at least ten (10) years' experience in the architectural design for airport terminals and other related facilities/projects.

The *Senior Structural Engineer* must be a registered Civil Engineer (with Master's Degree in Structural Engineering), practiced at least 10 years in profession and attended adequate training, with experience in structural engineering design of horizontal and vertical structures, and shall have a track record as a Structural Engineer of at least three (3) government-funded projects and at least one (1) airport feasibility study.

The *Senior Mechanical Engineer* must be a licensed professional mechanical engineer with at least 10 years of demonstrated experience in planning, engineering design, and/or installation supervision of mechanical systems for vertical structures as well as air conditioning systems including its environmental and fire protection system.

The *Senior Electrical Engineer* must be a licensed professional electrical engineer with at least 10 years of demonstrated experience in planning, engineering design, and/or installation supervision of electrical systems for vertical structures as well as power supply/distribution systems and telecommunication systems.

The *Senior Sanitary Engineer* must be a licensed sanitary engineer with at least 10 years of demonstrated experience in planning and engineering design of water and sewage system.

The *Senior Geotechnical Engineer* must be a licensed civil engineer and an accredited materials engineer with at least 10 years of demonstrated experience in geotechnical investigation.

The *Senior Quantity/Cost Engineer* must be a registered civil engineer or other engineering degree, practiced at least 10 years in profession and attended adequate training, with experience in transportation projects (airport/transport engineering, planning and development).

The *Document Specialist* must be a licensed civil engineer or architect, with at least five (5) years of demonstrated experience in preparation of bidding documents for related projects and should have a successful track record as document specialist for at least 10 projects.

Other Key Staff must be qualified engineers/architects in the field relevant to the positions, who have at least 5 years of professional experience in airport development studies, planning and design.

All registered professionals mentioned above should attach a copy of their valid PRC ID. Failure to do so shall be ground for disqualification from the bidding.

VII. STUDY SCHEDULE

The Study shall be completed within a total period of Five (5) months, or one hundred fifty days (150) days and shall commence seven (7) calendar days upon receipt of Notice to Proceed (NTP) and in accordance with the implementation schedule. The detailed work program/approach and methodology, organization and manning schedule, curriculum vitae of proposed personnel of the consulting firm shall form part of the technical proposal to be submitted to the Bids and Awards Committee (BAC).

VIII. SUBMISSION OF REPORTS

Submit officially study reports in compliance with the terms and conditions of the contract to be entered into by the CAAP and the Consultant, with due regard to timeliness of submissions and completeness in form and substance. *If found incomplete in form and substance, the report shall not be accepted and is considered as non-submission, thus if it incurs delay, a corresponding penalty shall be imposed.*

The Consultant shall prepare and submit the reports in the following order:

1. Detailed Engineering Design Study

a. Draft Basic Design Report

Five (5) hard copies and three (3) electronic copies (traceable format, if applicable) to be submitted within forty five (45) calendar days from NTP.

b. Final Basic Design Report

Ten (10) hard copies and three (3) electronic copies (traceable format, if applicable) to be submitted within fifteen (15) calendar days after completion of review of the Draft Basic Design Report, incorporating comments and agreements reached based on the review by CAAP on submitted draft.

c. Draft Detailed Design Report

Five (5) hard copies and three (3) electronic copies (traceable format, if applicable) to be submitted within fifteen (15) calendar days after approval of Final Basic Design Report.

d. Final Detailed Design Report

Ten (10) hard copies and three (3) electronic copies (traceable format, if applicable) to be submitted within fifteen (15) calendar days after completion of review of the Draft Detailed Design Report, incorporating comments and agreements reached based on the review by CAAP on submitted draft.

e. Draft Bid Documents

Five (5) hard copies and three (3) electronic copies (traceable format, if applicable) to be submitted after fifteen (15) calendar days after approval of the Final Detailed Design Report.

f. Final Bid Documents

Ten (10) hard copies and three (3) electronic copies (traceable format, if applicable) to be submitted within fifteen (15) calendar days after completion of review of the Draft Bid Documents, incorporating comments and agreements reached based on the review by CAAP on submitted draft.

2. Social Impact and Gender Analysis Report

Ten (10) hard copies and three (3) electronic copies within one hundred thirty five (135) calendar days from the NTP.

IX. SCHEDULE OF PAYMENT

Payments for the Consultant's services shall be as follows:

1. The consultant will be paid based on milestone submittals upon presentation of the following documents;
 - a. Copy of Submittals and Milestone Report
 - b. Certificate of Acceptance
 - c. Statement of Performance
 - d. Billing/Claim of Payment

2. Advance Engineering Study (AE) constitutes 15.00% of the total contract amount which comprises of the following milestone reports;
 - a. Inception report – 5.00% of the total contract amount
 - b. Progress report – 10.00% of the total contract amount

3. Detailed Engineering Design Study (DED) constitutes 85.00% of the total contract amount which comprises of the following milestone reports;

Design Stage:

- a. Draft Basic Design Report – 25.00% of the total contract amount
- b. Final Basic Design Report – 10.00% of the total contract amount
- c. Draft Detailed Design Report – 15.00% of the total contract amount
- d. Final Detailed Design Report – 10.00% of the total contract amount

Post Design Stage:

- e. Draft Bid Documents – 15.00% of the total contract amount
- f. Final Bid Documents – 10.00% of the total contract amount

The term “acceptance” as used above means the issuance by the CAAP of a Certificate of Acceptance and a Statement of Performance, upon satisfactory compliance of the consulting firm with all the comments/remarks/recommendations of the CAAP on the submitted reports.

All payments will be subject to the usual government accounting and auditing rules and regulations. The Consultant is expected to be familiar with the Government Accounting and Auditing Manual (GAAM).

X. PROVISION OF SERVICES BY THE CAAP

The CAAP shall provide all available data, studies, reports and other documents that can be used in the conduct of the study. It shall also provide assistance in the access to relevant offices and/or agencies and participate in the discussion/meetings/conferences/visits during the course of the study.

XI. RESPONSIBILITY OF THE CONSULTANT

1. The Consultant shall take charge of providing transportation fare and accommodations; equipment and furniture; office supplies and materials, office space and overhead expenses such as rental fees, utilities, communications, and vehicle.
2. The Consultant shall be responsible for the record-taking of discussions, preferably in digital format such as mp3 file, the preparation, distribution and storage, both in hard and soft copies, of the minutes of meetings, which shall be turned over to the Procuring Entity on a timely basis and at the completion of the Consultant’s work/study.
3. The Consultant shall also prepare slide show presentations, using Microsoft PowerPoint, for Progress Report, Draft Final Report and Final Report, at the least, and as may be required by the Procuring Entity. Hard and soft copies shall also be provided to the Procuring Entity.
4. The Consultant shall ensure that attendance by all members of the study team as nominated by the Consultant to the Kick-off Meeting is enjoined. Submission of resumes, including copies of individual satisfactory medical certificates, as they were submitted in the technical proposal attached with individual photos of all

study team members (include a directory of contact numbers and email addresses), preferably in book-bind or ring-bind finish, and a schedule of reports submission shall be required to be submitted for the Kick-off Meeting as well.

4. The Consultant shall make sure that the nominated personnel are expected to actively participate in the diligent fulfillment of their respective assigned duties and responsibilities, particularly in the meetings, visits and presentations during the entire course of the study.
5. The Consultant shall be required to submit weekly reports on the activities being undertaken during the entire course of the study, indicating the involvement of the concerned key personnel. Weekly meeting may also be required dependent on the degree of necessity.
6. All documents, drawings, maps, survey reports, and other forms relevant to the study shall become the property of the government and shall not be used or reproduced without the expressed consent of the Procuring Entity. Equipment and materials purchased for this project shall likewise be turned over, in good working condition, as applicable, complete with accessories, including official receipts and warranty cards/certificates under the name of the Procuring Entity and an inventory of all items, for proper accountability upon the completion of the Consultant's required man-months.

XII. CRITERIA FOR SELECTION OF CONSULTANTS

1. The prospective firms shall have an experience of at least ten (10) years related to this TOR and shall be rated based on the criteria shown in Annex "A", Criteria for Short listing, and as summarized below:
 - a. Applicable Experience of the Firm
 - b. Qualification of Key/Organic Personnel who may be assigned to the Project and
 - c. Job Capacity

Note: Related experience and relevant work. The Key Experts are requested to indicate (1) their role in a specific project; (2) the exact duration (in months and years) that they have worked on the project; and (3) a brief description of the task that they have carried out.

2. The firm shall be selected using the Quality Based Evaluation/Selection (QBE/QBS) procedure under Republic Act (RA) No. 9184, or the Government Procurement Reform Act (GPRA), and its Revised Implementing Rules and Regulations (IRR) and based on the following criteria for technical proposal:
 - a. Qualifications of Key Personnel to be Assigned to the Project – 45%
 - b. Applicable Experience of the Firm – 20%
 - c. Plan of Approach and Methodology – 35%

XIII. SOURCE OF FUNDS

Funds for the conduct of the Consultancy Service for the Detailed Engineering Design for the Expansion of Passenger Terminal Building of Davao International Airport shall be from the CY 2018 budget.

XIV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The procurement of the consulting services for the detailed engineering design of Expansion of Passenger Terminal Building of Davao International Airport shall be through competitive public bidding. The ABC shall not exceed **Nine Million Eight Hundred Ninety-Eight Thousand Forty-Eight Pesos and 48/100 (PhP 9,898,048.48)** only, inclusive of all applicable Government taxes and charges, professional fees, and other incidental and administrative costs(e.g., travel expenses, communication expenses, office supplies, office space and other expenses deemed necessary for the project as certified by the Executing Agency)

Note that the consulting contract shall be fixed price contract. Any extension of contract shall not involve any additional cost to the Government.