



BID BULLETIN NO. 02

July 16, 2020

I. Attention is hereby invited to the Bidders of – Procurement of Certifying Body for a Third-Party Audit Certification under ISO 9001:2015 Quality Management System – Bid No. 20-003-07 (Bravo)

II. Please be informed of the following issues/clarifications:

1. Please provide specific activities or scope of audit per site on the below table on Section VI Scope of Work (scope of audit). This will clearly specify which activity/ies have for every site.

	Permanent Sites	Total Manpower (Per/JO/Con)	Scope of Audit (1-16)
i.	Civil Aviation Authority of the Philippines (CAAP) Head Office: MIA Road corner Ninoy Aquino Avenue, Pasay City	1516	1. Air Navigation Service (ANS) 2. Aerodrome Development and Management Service (ADMS) 3. Air Traffic Service (ATS) 4. Operations Center (OPCEN) 5. Flight Standards Inspectorate Services 6. Aerodrome and Air Navigation Safety Oversight Office (AANSOO) 7. Flight Inspection and Calibration Group 8. Aircraft Accident and Incident Investigation Board 9. Civil Aviation Security and Intelligence Service 10. International Civil Aviation Coordinating Staff 11. Corporate Communication Staff 12. Corporate Planning Office 13. Administration and Finance 14. Top Management
ii.	Civil Aviation Training Center: Merville Access Rd, 201, Pasay, Philippines, 1300	33	See Process Map
iii.	Flight Inspection and Calibration Group	14	See Process Map

	CAAP Hangar, Andrews Ave., Pasay City		
iv.	Area Center VI Iloilo Airport Access Road, Cabatuan 5031, Iloilo	292	See Process Map
v.	Iloilo International Airport: Iloilo Airport Access Road, Cabatuan 5031, Iloilo	292	See Process Map
vi.	Bacolod-Silay International: Airport Road, Silay City, 6116 Negros Occidental	273	See Process Map
vi.	Area XII Daang Maharlika Highway, Buhangin, Davao City 8000 Davao Del Sur	384	See Process Map
vii.	Francisco Dangoy International Airport (Davao): Daang Maharlika Highway, Buhangin, Davao City 8000 Davao Del Sur	384	See Process Map
viii.	General Santos International Airport: Filipino-American Friendship Avenue, General Santos City 9500 South Cotabato	97	See Process Map

2. Which of the site (i.-viii.) has the Flight Inspectorate and Calibration Group (FICG) belong as “site” in the Philippine bidding document Section VI. Scope of work No. 3 under site 4 of manpower (with yellow highlight)

FICG is a separate site. Please see the matrix in number 1.

3. As per Section VIII Proposed Budget, Certification Package Inclusions we shall issue two (2) Certificates per site. How about areas with 2 sites (same address)? (E.g. site iii. Area Center VI and site iv. Iloilo International Airport, site vi. Area Center XII and site vii. Francisco Bangoy International Airport)?

Only 1 certificate on a site with the same address.

4. Shall we issue a separate certificate named to the head office and will replicate it to the other sites (Annexes for multi-site)? ISO Certificates will only be named/ issued to the given permanent sites (site I – site viii) since manpower for each site were defined. For other Area Centers and other airport nationwide under CAAP these cannot be included in the quotation.

The sites defined in the scope are the only sites to be given certificates.

5. When will be the Target schedule for the Stage 1 and 2 audits (Year 1) audit? Remote audit will be applied until the pandemic (Covid-19) has subsided. Does CAAP allow this method to be used during the audit?

CAAP's IT facilities are not fully equipped for a remote audit. A regular audit would be facilitated with pandemic safety protocols observed.


6. Kindly confirm the official budget for the bidding, there are two ABCs reflecting on the bid documents. Please see below.

Please disregard the Php6,000,000. The ABC is Php2,000,000.

7. Do you allow submission of soft copies for the Eligibility documents?

According to the BAC, the documents should be submitted in hardcopy.

For the information and guidance of all concerned.



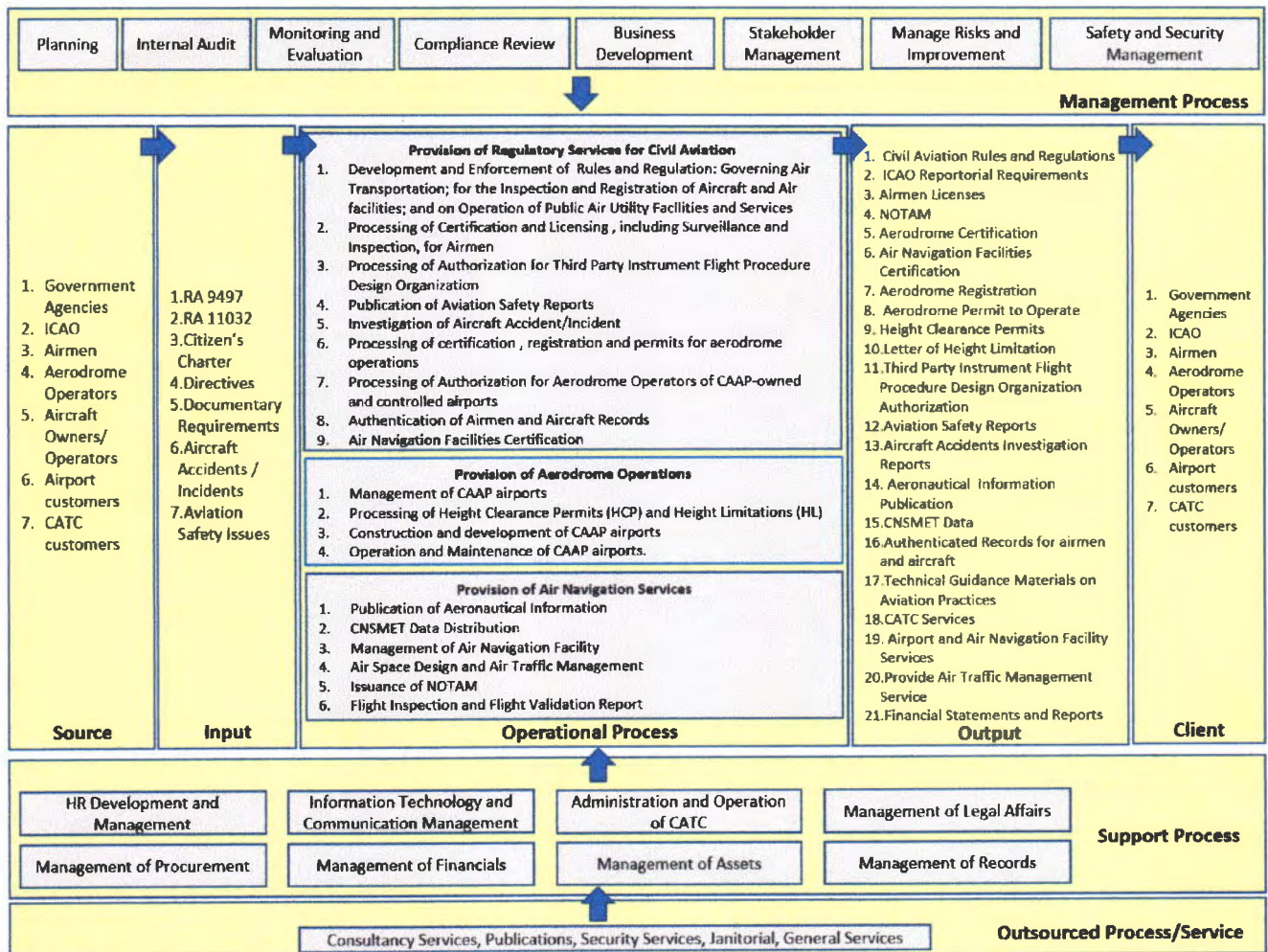
ATTY. JOSEPH RAY P. GUMABON
Chairperson, Bids and Awards Committee – Bravo



2 CAAP Quality Management System

2.1 CAAP Process Model

- A. CAAP shall establish, document, implement and maintain a QMS and continually improve its effectiveness in accordance with the requirements of ISO 9001:2015 standard.
- B. CAAP determines the processes needed for the QMS and their application throughout the organization. CAAP shall:
 - 1. Ensure that both the operation and control of these processes are effective based on the criteria and method established;
 - 2. Ensures the availability of resources and information necessary to support the operation; and
 - 3. Implements the required actions to achieve results as envisaged.
- C. The sequence and interaction of these processes are described in the CAAP Process Model.





D. The CAAP Model of a process-based QMS illustrates the linkages among Management, Core, Support Processes and the measurement analysis and improvement Process.

The said Model shows that CAAP's set of regulatory requirements for clients/ customers to comply in order for the Authority to produce the necessary output, aligned with its mandate. Specifically, to ensure effective delivery of products and services as required by the clients.

1. The **CAAP management process** are set of sub-processes to oversee and govern the organizations quality management system. These processes are needed to comply with applicable legislation, policies, and Standards while keeping in mind the expectations set by their stakeholders. These processes involve Planning and Policy Direction Setting, Internal Audit, Monitoring and Evaluation, Compliance Review, Business Development, Stakeholder Management, Management of Risks and Improvement, and Safety and Security Management.

2. The **Core Processes** include the Regulatory Services, Aerodrome Operations and Air Navigation Operations. The Regulatory Services are rendered by the FSIS and AANSOO which covers processes pertaining to safety oversight. Aerodrome Operations is rendered by the ADMS and Area Centers which covers processes pertaining to all Aerodromes of CAAP. ADMS specifically covers processes relating to Aerodrome construction and development, Aerodrome Repair Maintenance and Aerodrome Operational Safety and Regulation. On the other hand, Area Centers covers operations and management of all CAAP Aerodromes. Lastly, Air Navigation Operations is carried out through ATS and ANS of CAAP which covers all processes pertaining to Seamless Air Traffic within the Flight Information Region of the Philippines. ATS specifically only covers Aeronautical Meteorological Information, and Airspace Design and Air Traffic Management. On the other hand, ANS specifically covers processes pertaining to the operations and management of all Facilities and Equipment that are necessary for Air Traffic Management. The core processes are monitored by the Management processes.

3. The **Support Processes** provide the necessary administrative, logistic and Financial support to the operations of the Core Processes. They involve HR Development and Management, Management of IT, Management of Grounds, Management of Infrastructure, Management of Records, Management of Legal Affairs, Management of Procurement, Management of Financials, Administration and Operation of CATC, Management of



Information and Communication, Management of vehicles furniture, supplies and equipment, and others.

4. The **CAAP outsourced processes** are identified as being needed for its operations and Quality Management System (QMS), but one which chosen and being carried out by an external provider outside the managerial control of CAAP and may not be subject to the same QMS as CAAP. In CAAP, the outsourced process covers, but not limited to, consultancy services, publication, security services, janitorial and others.