



**Republic of the Philippines
Clark International Airport Corporation
Bids and Awards Committee**

Corporate Office Building, Clark Freeport Philippines
Tel No. 045 – 599 – 2888 /Fax No. 045 – 599 –2888 loc 181

SUPPLEMENTAL/BID BULLETIN NO.1

This Supplemental/Bid Bulletin is issued to modify, amend or clarify items in the issued Bidding Documents for the Maintenance of 500 Hectares Sodded Airport Grounds.

This shall form an integral part of the said Bid/Tender Documents.

As clarification to all bidders, the following were the issues and concerns discussed during the Pre-bid Conference:

Item	Queries	Remarks
1	(M&M Manpower Services) What is the wage order used in this project?	The latest wage order and current fuel price was used in computing the Approved Budget for the Contract.
2	(FARM, Inc) Are we required to indicate in the Bill Of Quantities how we arrived at our bid proposal?	Regarding the Bill of Quantities, the bidder is required to indicate the total bid proposal including its breakdown. There is no required format for the Bill of Quantities (BOQ). The bidder will provide its own format.
3	(OMSI) Frequency for cutting or trimming the grass.	Since the project is basically maintenance of the 500 hectares, the winning bidder shall maintain the grass at the required height (ICAO standards). The maximum height of the grass should be 10 centimeters; however, along the taxiway and runway strips, it should be lower than 10 centimeters. The cut grass should be immediately collected and disposed. During rainy season, it is required that the 500 hectares shall be cut twice a month. During summer, the winning bidder is required to water the grass.

4	(M&M Manpower Service) Regarding the requirement indicated on page 52, item C of Safety and Security. Who will provide the authorized radio operator with a two-way hand held radio?	The winning bidder shall provide an authorized radio operator with a two-way hand held radio which will be used to communicate with the Control Tower.
5	(FARM, Inc) Who will supply the water?	CIAC will provide the water; however, the winning bidder shall provide the water tank.
6	(OMSI) Regarding the equipment, will these be used exclusively for this project?	Yes, all equipment indicated in the Technical Specifications will be used exclusively for this project. These equipment shall be stationed within CIAC premises.
7	(M&M Manpower Services) Will the authorized representative be allowed to sign the certified copies?	Yes, the authorized representative (as certified in the Secretary's Certificate or Special Power of Attorney) is allowed to sign the certified copies.
8	(FARM, Inc) Is the Bid Price exclusive of VAT?	Yes, the bid price is exclusive of VAT.
9	(FARM, Inc) Since the project was re-bid and it is our first time to participate, are we required to submit the previously issued Supplemental/Bid Bulletin/s? If yes, may we request for a copy of such documents.	The previously issued Supplemental/Bid Bulletins from the first bidding are not required to be submitted. However, after this pre-bid conference all Supplemental/Bid Bulletins that will be issued must be submitted and incorporated in the second envelope-Technical Proposal.
10	Site Inspection	Site Inspection was conducted after the meeting. The prospective bidders were assisted by Engr. Danilo L. Dimaunahan

The following are additional reminders to all prospective bidders:

1. All documents to be submitted must be valid and updated. For documents on process for application, certifications in lieu of the required documents will not be honoured.
2. All prospective bidders are required to submit three sealed envelopes. Envelope 1 shall contain the **Eligibility Documents**; Envelope 2 shall contain the **Technical Proposal** and Envelope 3 shall contain the **Financial Proposal**. Each envelope must contain one original copy and two duplicates of the required documents.
3. All prospective bidders are instructed to follow the sequence of the required documents as provided in the checklist. It was likewise advised to use tabs and provide table of contents.
4. The following documents are required to be **notarized**:
 - a. Certification of Non-inclusion in the Blacklist
 - b. Credit Line Certificate

- c. Letter of Authority to Validate Submitted Documents
- d. Certificate of Authenticity
- e. Certificate of relevant experience
- f. Authority of Signatory
- g. Certification as to Compliance of Existing Labor Laws and Standards
- h. Affidavit of Disclosure of No relationship
- i. Certification on Bidder's Responsibilities
- j. Affidavit of Site Inspection

5. The acceptable form and minimum amount of bid security are the following:

Form	Minimum Amount
Cash, certified check, cashier's check, manager's check, bank draft or irrevocable letter of credit	Php 63,570.00
Bank Guarantee	Php 95,355.00

- 6. The validity period for the bid price and bid security shall be 120 calendar days from the date of the opening of bids.
- 7. For the required list of similar completed government and private contracts, the value of the prospective bidder's single largest contract must be at least 50% of the ABC or Php 3,178,500.00.
- 8. For the cash deposit certificate, it should certify cash deposit in the amount equal to at least 10% of the ABC or Php 635,700.00 which shall be put on hold for one hundred twenty days from the date of the issuance of the said certificate.
- 9. It is a mandatory requirement that the original and the number of copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the Bid shall be initialed by the person or persons signing the Bid as indicated in the Secretary's Certificate or Special Power of Attorney.
- 10. All photocopied documents to be submitted to the BAC must be signed by the Bidder or his duly authorized representative (as indicated in the Secretary's Certificate or Special Power of Attorney) certifying that such documents are true copy of the original. The original copy of the documents will be verified during the post-qualification.
- 11. Supplemental/Bid Bulletins shall be issued to all prospective bidders via e-mail, fax, or registered mail. All prospective bidders are required to submit an acknowledgment receipt for the said supplemental/bid bulletins to the Office of the BAC Secretariat also via e-mail, fax, or registered mail.
- 12. The last day for the submission of queries or request for clarification is October 27, 2008 (Monday), 5:00 PM.
- 13. The schedule for the Submission and Opening of Bids is on November 5, 2008 (Wednesday), 2:00 PM at the Clark International Airport Corporation, Board Room, Corporate Office Building, Clark Freeport Philippines. **Late bids will not be accepted.** The reference for the time shall be the biometric system situated within the Corporate Office Building.

14. Final Checklist:

Checklist of Eligibility Requirements for Bidders

The Eligibility Envelope shall contain the following:

CLASS "A" DOCUMENTS

LEGAL DOCUMENTS

- Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate, whichever may be appropriate under existing laws of the Philippines, supported with the necessary information using the prescribed forms (**Sample Form No. SF-GOOD-08**)
- Valid and current Mayor's permit/municipal license (**Sample Form No. SF-GOOD-09**)
- BIR Registration Certification, which contains the Taxpayer's Identification Number (**Sample Form No. SF-GOOD-010**)
- Certification of Non-Inclusion in the Blacklist (**Notarized**), including non-inclusion in the Consolidated Blacklisting Report issued by the GPPB or CIAP (**Sample Form No. SF-GOOD-011**)
- Certified Copy of Articles of Incorporation, Partnership or Cooperation, whichever is applicable, including amendments thereto, if any
- Latest Tax Clearance Certificate issued by the Bureau of Internal Revenue (BIR)
- Certified Copy of Annual Income Tax Return (ITR) for CY 2007 stamped received by the BIR or its duly accredited institutions.
- Copy of Certificate of Registration issued by the Philippine Government Electronic Procurement System (PhilGEPS)
- Supplier's Profile
- Certificate of Good Standing issued by SEC

TECHNICAL DOCUMENTS

- Duly signed Statement of all ongoing government and private contract, including contracts awarded but not yet started (**Sample Form No. SF-GOOD-013a**), attached with the following duly certified copies of:
 - Notice or Award and/or Contract or
 - Notice to Proceed issued by the Owner or
 - Certificate of Accomplishments signed by the owner or authorized representative
- Duly signed Statement of similar completed government and private contracts within the last three (3) years (**Sample Form No. SF-GOOD-013b**), attached with the following duly certified copies of:
 - Notice or Award and/or Contract and
 - Certificate of Completion or Certificate of Acceptance / Acceptance Letter by the Owner

Note: this statement must show the largest single completed project to be at least fifty percent (50%) of the approved budget for the contract to be bid.

FINANCIAL DOCUMENTS

- Audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the CY 2007, showing among others the total assets and liabilities.
- Duly signed Computation of Net Financial Contracting Capacity (NFCC), (**Sample Form No. SF-GOOD-014**) OR

Duly signed and Notarized Credit Line Certificate / Certificate of commitment specific to the contract at hand, issued by a licensed commercial bank to extend to the bidder a credit line if awarded the contract, which shall be at least equal to ten percent (10%) of the approved budget for the contract, (**Sample Form No. SF-GOOD-015**) OR

Note: the amount committed should be machine validated

Duly signed Certificate of Cash Deposit certifying a hold out on cash deposits issued by a licensed commercial bank, which shall also be specific to the contract to be bid, and which shall be at least equal to ten percent (10%) of the approved budget for the contract (**Sample Form No. SF-GOOD-016**)

CLASS "B" DOCUMENTS

- Valid joint venture agreement, in case of a joint venture (**Sample Form No. SF Good -017**)
- Duly notarized Letter authorizing the BAC or its duly authorized representative/s to validate submitted documents (**Sample Form No. SF Good-18**)
- Duly notarized Certification under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction of the original, complete, and that all statements and information provided therein are true and correct (**Sample Form No. SF Good- 019**)
- Duly signed and notarized Certification from the prospective bidder that it has at least three (3) years similar experience in the field of Ground Maintenance

Certificate of remittances from the following:

- SSS contribution **as of August 2008**, stamped received by the SSS.
- Philhealth contribution **as of second quarter 2008**, stamped received by the Philhealth.

Clearance Certificates as of December 2007 from the following offices:

- DOLE Central Office or Regional Office where applicants hold its principal office.
- SSS Central Office, Philhealth Central Office and PAG-IBIG Central Office.

Checklist of Technical & Financial Envelope Requirements for Bidders

The Technical Component shall contain the following:

- Bid Security
 - o P63,570.00 for cash or Manager's/Cashier's Check/Bank Draft/ Irrevocable L/C
 - o P95,355.00 for Bank Guarantee issued by a Licensed Commercial Bank (**Sample Form No. SF-GOOD-032 for Bank Guarantee**)
- Duly **Notarized** Authority of Signatory - Special Power of Attorney / Secretary's Certificate (**Sample Form Nos. SF-GOOD-035 and 036**)
- Work Schedule (Bar Chart)
- Manpower Requirements
- Duly signed Statement of Compliance to the Technical Specifications as instructed in Section VII.
- Equipment Requirements
 - For owned equipment, the bidder is required to submit copies of Official Receipts (OR) and Certificates of Registration (CR) of each required equipment. For leased equipment, the bidder is required to submit a copy of lease agreement. The lease agreement should cover the whole duration of the project. For equipment under purchase agreement, the bidder must submit a certification of availability of equipment from the equipment lessor/vendor for the duration of the project.
- Notarized Commitment from the supplier's/distributor's/manufacture's bank (Commercial Bank) to extend to him a credit line if awarded the contract to be bid (**Sample Form No. SF-GOOD-015**), or a hold out of cash deposit equivalent to 10% of the ABC (**Sample Form No. SF-GOOD-016**)

- Duly Notarized Certificate in compliance with existing labor laws and standards (**Sample Form No. SF Good-037**)
- Sworn (**notarized**) Affidavit of Disclosure of No Relationship (**Sample Form No. SF-GOOD-012**)
- Duly Signed **and notarized** Sworn Statement - Certification of Bidder's Responsibilities (**Sample Form No. SF-GOOD-038**)
- Duly signed Bid Bulletins/Supplemental Notices
- Duly notarized affidavit of Area/Site Inspection

The Financial Component shall contain the following:

- Duly signed Bid Letter (in the prescribed sample form)
- Duly Signed Bid Prices in the Bill of Quantities

CIAC reserves the right to accept or reject any Bid, and to annul the bidding process and to reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

For the guidance and information of all concerned.

(SGD.) BIENVENIDO O. MANGA
 Chairman, BAC
 Issued on: October 28, 2008

Received by:

 Name and Signature of the Representative

 Name of Company