



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

PRE-QUALIFICATIONS, BIDS AND AWARDS COMMITTEE

Project: **NINOY AQUINO INTERNATIONAL AIRPORT PUBLIC-PRIVATE PARTNERSHIP (NAIA-PPP) PROJECT**

Bid Bulletin No.: 2023-01

To All Prospective Bidders:

Pursuant to **Clause 1.13 of Section I. Bidding Process** under the **Instructions to Bidders (ITB)**, please see attached Guidelines for Site Inspection of the Ninoy Aquino International Airport.

For your information and guidance.

Issued this 4th of September 2023.

ORIGINAL SIGNED

TIMOTHY JOHN R. BATAN

Chairperson, Pre-qualifications, Bids and Awards Committee

GUIDELINES FOR SITE INSPECTION OF THE NINOY AQUINO INTERNATIONAL AIRPORT

I. Objective

1. The objective of the site inspection is to enable the Bidders to familiarize themselves with the site conditions of the Ninoy Aquino International Airport ("NAIA") in relation to the Ninoy Aquino International Airport PPP Project (the "Project"). This will allow the Bidders to have a better appreciation of the requirements under Instructions to Bidders ("ITB"), specifically with respect to the Technical Proposal Requirements. The site inspection will also provide an opportunity to the Bidders to undertake due diligence of various information with respect to the existing facilities at NAIA.

II. Request for Authority to Conduct the Site Inspection

1. Bidders are required to submit a formal written request through the Virtual Data Room ('VDR'), in accordance with the Instructions to bidders, to conduct the site inspection with the Manila International Airport Authority ("MIAA") at least three (3) working days in advance of the intended site visit date.
2. The formal request shall specify:
 - a. The date requested; and
 - b. The names and contact details of authorized representatives constituting the Visit Team, which shall not exceed 6 persons for the first site visit. Numbers for subsequent visits shall be lower and targeted to the areas being visited.
 - c. Copy of a valid ID (Passport, Government ID Card, etc.) for each person joining the site visit.
3. The formal request shall be forwarded by the VDR Manager to the Office of the General Manager of the MIAA.
4. Only formal written requests made through the VDR, duly received by the MIAA, Office of the General Manager, shall be given due course.
5. Site inspections shall normally only be allowed on weekdays, weekends, and holidays from 9 am to 5 pm. Visits outside these hours, to example, the runways, may be arranged for multiple bidders to attend simultaneously.
6. Request to conduct site inspections from only the Bidders and their authorized representatives shall be entertained.
7. Bidders may conduct more than one (1) site inspection but priority, in case of conflict of schedule, will be given to the Bidders who are requesting for a site inspection for the first time. A maximum of three (3) site inspections shall be permitted per each Bidder such that the last site inspection must happen at least ten (10) days prior to the Bid Proposal Submission Date.
 - a. Site Visit 1: Shall follow the itinerary prescribed for all Bidders, set out below, over one day.
 - b. Site Visits 2 and 3: Shall follow an itinerary provided by individual Bidders subject to reasonable accommodation by MIAA and / or CAAP.
8. Bidders shall be formally notified of the decision of the MIAA on their request through their authorized representative. The MIAA decision granting the request shall state the date and time of the site inspection. The approval may be altered or withdrawn at any time prior to the

site visit at the discretion of the Prequalifications, Bids and Awards Committee (“PBAC”) if the circumstances so demand. MIAA/DOTr/PBAC shall not be responsible for reimbursement of any costs/ expenses incurred by the visit team of the Bidders for such alternations/ withdrawals.

III. Rules and Regulations During the Site Inspection

1. Only site inspections authorized by MIAA, through the Office of the General Manager, shall be allowed.
2. To ensure that the conduct of the site inspection does not interfere with the normal operations of the NAIA, Bidders are required to follow the procedure for site inspection that may be prescribed by MIAA.
3. Bidders shall not be allowed to undertake any destructive testing including soil testing during the site inspection. Conduct of the site inspection is subject to the relevant restrictions, rules, and regulations of the Bureau of Immigration and Deportation, Bureau of Customs, Bureau of Quarantine, the Civil Aviation Authority of the Philippines, and other Government Authorities with lawful operations in the NAIA.
4. The Visit Team of the Bidders must observe the safety regulations of the MIAA at all times during the conduct of the site inspection. They are encouraged to wear non-slip closed toe shoes (safety style encouraged) and avoid loose casual clothing. The use of hard hats is not necessary but can be provided if requested. Ear protection is required on apron areas and in noisy plant rooms. High visibility waistcoat required.
5. The Visit Team members must all bring with them photographic ID issued by a government body in the Philippines, or an international passport. Bidders shall provide the personal protective equipment for their visit team.
6. The Visit Team shall comply with any conditions imposed related to the security passes issued.
7. Personal effects to be kept to a minimum to facilitate security screening during tour;
 - Mobile phone
 - Notebook and writing equipment
 - PPE
 - Wallet
 - No laptops
 - No bulky items
 - A pair of binoculars for one or two visit team members only.
8. The Visit Team of the Bidders shall be accompanied by at least one official representative(s) of the MIAA, who shall have been authorized to facilitate and oversee the conduct of the site inspection. Laptops and bulky items are not allowed during the visit.
9. Inspection of documents can be undertaken only through the physical or virtual data room. Any request for additional data during the site inspection will not be entertained. The Bidders would have to submit a request for additional documents through the PBAC and such documents, if found suitable, shall be made available in the Data Room to be set up for the purpose.
10. MIAA shall not issue any official minutes of the site inspection. The PBAC and MIAA do not warrant the accuracy and correctness of any statements made by the MIAA representative(s) during the site inspection.

11. Should the Bidders have any query of reasonable relevance arising from the site inspection, the Bidders must send a formal written query to the PBAC, following the guidelines set forth in the ITB.
12. Authorized representatives of the Bidders may take photographs during the site inspection, with prior permission from the MIAA representative(s). Nevertheless, MIAA reserves the right to refuse such activities at its own discretion. Recording of videos is strictly prohibited.
13. Smoking (including vaping) is not allowed during the site inspection, except at designated smoking / vaping areas.
14. Bidders shall take full responsibility for their representatives. Authorized representatives of the Bidders shall be subject to security measures the MIAA deems fit. If any representative of the Bidders displays any untoward behavior or refuses to follow the guidelines or the reasonable instructions of the MIAA representative(s), MIAA reserves the right to cause the removal of such representative from the premises and the Bidder that such person represents will forfeit the privilege of conducting other site inspections.
15. It may please be noted that the data/information (oral or written) that the Bidders may come across during the site inspection shall be treated as confidential and it shall not be disclosed or parted with any third party.
16. Each Bidder shall bear the expenses to be incurred for its team during the site inspection.
17. Each Bidder will be required to nominate one member of the team as the Team Leader for each visit.
18. The Team Leader should be responsible for the conduct of the Visit Team members, for liaising with the MIAA or its staff and for resolving any issues, which may arise during the course of the site inspection.
19. MIAA shall not be liable, in any manner whatsoever, for any loss, expense, injury or damage suffered or likely to be borne by the Bidders or its Visit Team or its member as a consequence of their entry, access or presence at the premises of MIAA or the Site.
20. Each Bidder, on the completion of the site inspection, will confirm in writing that it had full access to the site.
21. A Visit Team, who fails to comply with these guidelines or co-operate with any reasonable request made by the designated officer of the MIAA, may be denied further access to NAIA including the access to the Data Room or Meetings/Pre-bid Conferences with the PBAC.

IV. Initial Site Visit Itinerary

1. The initial site visit shall follow the itinerary set out below to allow all Bidders an equivalent opportunity to understand the nature of the Airport Assets as NAIA.
2. Report to MIAA Office at 08:30 for 09:00 departure
 - a. MIAA Compound
 - i. Meet at MIAA Office and obtain visitor passes and conduct of safety and security briefings
 - ii. Tour of MIAA compound including generators, PABX, Engineering building, etc
3. Walk to Terminal 2
 - a. Ground Level
 - i. Note: Location of Philippine Village Hotel.
 - ii. Arrivals landside
 - iii. Baggage reclaim
 - iv. VIP Room

- v. Toilets
 - vi. Head to Departures level
 - b. Departures Level
 - i. Forecourt
 - ii. Check-in
 - iii. Toilets
 - iv. Security
 - v. Departure Lounge
 - vi. CIP Lounge access
 - vii. Retail
 - viii. Plant rooms
 - c. Back of house (Ground Level)
 - i. Outbound baggage system
 - ii. Inbound baggage system
 - iii. Loading docks
- 4. Bus to Terminal 4
 - a. Via PAL Aprons
 - b. Via GA Aprons
 - c. Via Delta Gate
 - d. Note: PVH location and adjacent land areas
- 5. Terminal 4
 - a. Outbound and inbound baggage
 - b. Arrivals journey.
 - c. Landside forecourt
 - d. Check-in
 - e. Security
 - f. Departures lounge
- 6. Bus to Terminal 3
 - a. Include PAL area adj to NAIA Expressway
 - b. Include Meralco substation area
 - c. Note: "triangle" of leased land
 - d. Note: "rectangle" of leased land behind T3 northern pier
 - e. Note: Water pond
 - f. Note: Extent of flooding issues
 - g. Pause to allow viewing of runway.
- 7. Terminal 3
 - a. Airside ground level elements
 - i. Outbound and inbound baggage areas
 - ii. Airside plant rooms / substations
 - iii. Loading docks
 - b. Exit to landside.
 - i. Landside drop off forecourt
 - ii. Undertake departures journey for international
 - iii. Undertake arrivals journey for international
 - iv. Undertake departures journey for domestic
 - v. Undertake arrivals journey for domestic
 - vi. Landside pick-up forecourt
 - vii. At-grade carparking
 - viii. Note: MMSP site
 - ix. Multi-level carparking
 - x. Include Toilets

- xi. Include Plantrooms
 - xii. Visit office areas landside
- 8. Bus to Fire and Rescue Centre
 - a. Return airside and enter bus.
 - b. Head to T1 via presidential apron, Lufthansa Technik apron (this will be pass by only)
 - c. Round end of runway
 - d. Pass by Catering (MacroAsia and Global) and other facilities
- 9. Fire station
 - a. Fire tenders
 - b. Fire control room
 - c. Training facilities
- 10. Bus to Terminal 1
 - a. Pass by Firing Range
 - b. Manila Radar Complex
 - c. VOR
 - d. Note: Extent of flooding at end of runway
 - e. Pause as needed to allow viewing of runway.
 - f. Note; Cargo / stillage areas
 - g. Proceed past Terminal 1 to Cargo Terminal and Fuel Farm
 - h. Return to T1 apron
- 11. Terminal 1
 - a. Ground Level Airside
 - i. Stand allocation
 - ii. Outbound and inbound baggage systems
 - iii. Plant rooms
 - b. Head Landside on bus.
 - c. Departures Journey
 - i. Note: Lounges area under refurb
 - ii. Include Plant rooms
 - iii. Include toilets
 - iv. Office level above check-in
 - d. Arrivals Journey
 - i. Note: transfer process
 - ii. Note: VIP Room
 - iii. Include toilets
 - iv. Include plantrooms
 - e. Landside
 - i. Arrivals area
 - ii. Arrivals Extension Area
 - iii. Carparking
 - iv. Taxi staging area
- 12. Return to MIAA Offices
 - a. Return to bus
 - b. Proceed landside past cargo terminal and fuel farm
 - c. Proceed past face of Terminal 2.