

INVITATION FOR NEGOTIATED PROCUREMENT DUE TO TWO-FAILED BIDDINGS

CILO 2022-003 REPAIR AND MAINTENANCE OF SEWAGE TREATMENT PLANT AT ILOILO INTERNATIONAL AIRPORT

1. The **Civil Aviation Authority of the Philippines Iloilo International Airport** intends to procure **Repair and Maintenance of Sewage Treatment Plant at Iloilo International Airport** with the Approved Budget for the Contract (ABC) of **One Hundred Ninety Four Thousand One Hundred Fifty One Pesos & 02/100 (P194,151.02)**.
2. The **CAAP Iloilo International Airport**, through its Bids and Award Committee (BAC), now invites technically, legally, and financially capable suppliers for the said **Repair and Maintenance of Sewage Treatment Plant at Iloilo International Airport**.
3. The procurement procedure for this requirement is Negotiated Procurement pursuant to Section 53.1 of the Revised Implementing Rules and Regulations (IRR) of the Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act”, including Annex H thereof.

The BAC will engage in negotiations with a sufficient number of suppliers to ensure effective completion. **The selection of the successful offer shall be based on the best and final offer that will be submitted on the specified date shown below, which would meet the minimum technical specifications required.**

4. Interested Bidders may obtain further information from the BAC Secretariat at the address given below from **May 18, 2022, Monday to Friday, at 8:00 AM to 5:00 PM. to May 30, 2022, 8:50 AM.**
5. The Schedule of Bidding activities is herein stated below:

ACTIVITIES	SCHEDULE	VENUE
1. Issuance and availability of Negotiation Documents	May 18, 2022 (8:00 AM to 5:00 PM) to May 30, 2022 (8:50 AM)	CAAP Admin Conference Room, Iloilo International Airport, Brgy. Gaub, Cabatuan, Iloilo
2. Deadline for the submission of Negotiation Documents (proposal)	May 30, 2022 (8:50 AM)	
3. Opening of Negotiation Documents (Proposal)	May 30, 2022 (9:00 AM)	

6. Interested bidders shall submit the following documents in sealed envelopes, labelled as “Negotiated Documents”, with the title of the procurement project, name of the bidder, address of the Bidder, and contact details of the bidder, addressed to the undersigned:

7. The CAAP Iloilo International Airport reserves the right to accept or reject any proposal and to terminate the procurement process at any time prior to awarding of contract, without thereby incurring any liability to the affected suppliers.



FRANCES SHANELLE G. SALINAS
BAC Chairperson
Civil Aviation Authority of the Philippines
Iloilo International Airport
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(033)-3211950; (033)-3299500 loc. 3266

STATEMENT OF ALL ONGOING CONTRACTS
(Including contracts awarded but not yet started, if any)

NAME OF CLIENT	NAME OF CONTRACT	DATE AND STATUS OF THE CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSATNDING CONTRACTS	DATE OF DELIVERY

Name & Signature of Authorized Representative

Position Title

Date

Instructions:

1. State of all on-going contracts including those awarded but not yet started which may be similar to the project called for biddings as of the day before the deadline of submission of bids.
2. If there is NO on-going contract awarded but not yet started as of the abovementioned period, state NONE of NOT APPLICABLE.
3. The total amount of the on-going but not yet started contracts should be consistent with those used in the Financial Contracting Capacity (NFCC)

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT
(within two (2) years from the date of submission and receipt of bids)

NAME OF CLIENT	NAME OF CONTRACT	DATE OF THE CONTRACT	KINDS OF GOODS	VALUE OF CONTRACTS	DATE OF COMPLETION	OFFICIAL RECEIPT NO. & DATE OF OR AND END USER'S ACCEPTANCE DATE

CERTIFIED CORRECT:

 Name & Signature of Authorized Representative

 Position Title

 Date

Instructions:

1. Name of Contract column indicates the Nature/Scope of the Contract for the CAAP Iloilo International Airport to determine the relevance of the entry with the Procurement at hand.
2. Any of the following documents **MUST BE SUBMITTED** corresponding to the listed contracts per submitted Annex II:
 - a. Copy of End-User's Acceptance;
 - b. Official Receipts; or
 - c. Sales Invoice

SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

DESCRIPTION	QUANTITY	DELIVERY SCHEDULE
Repair and Maintenance of Sewage Treatment Plant at Iloilo International Airport	One (1) Lot	Delivery of the Goods/Work is required within Ninety (90) Calendar day/s from the receipt of Notice to Proceed (NTP).

I hereby certify to comply and deliver all the above requirements.

Name of Company

Signature over Printed Name
of Representative

Date

TECHNICAL SPECIFICATIONS

<i>Minimum Specifications</i>	<i>Bidder's Statement of Compliance</i>

I hereby certify to comply with all the above Technical Specifications.

Name of Company

Signature over Printed Name
of Representative

Date

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

BID SECURING DECLARATION FORM

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

BID SECURING DECLARATION

Invitation to Bid: *[Insert Reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We¹, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant

¹ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Bid Form

Date: _____
 Invitation to Bid² N^o: _____

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform] [description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB Clause Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:³

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

² If ADB, JICA and WB funded projects, use IFB.

³ Applicable only if the Funding Source is the ADB, JICA or WB.

We certify/confirm that we comply with the eligibility requirements as per **ITB Clause Error! Reference source not found.** of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity]* *[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

**For Goods Offered From Abroad
(Price Schedule)**

Name of Bidder _____.

Invitation to Bid⁴ Number _____.

Page _____ of _____.

1	2		3	4	5	6	7	8	9	10
Item	Description	Unit	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)	Brand

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

⁴ If ADB, JICA and WB funded projects, use IFB.

**For Goods Offered From Within the Philippines
(Price Schedule)**

Name of Bidder _____.

Invitation to Bid⁵ Number _____.

Page _____ of _____.

1	2		3	4	5	6	7	8	9	10	11
Item	Description	Unit	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)	Brand

_____ *[signature]*

_____ *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of _____

⁵ If ADB, JICA and WB funded projects, use IFB.

The Civil Aviation of the Philippines (CAAP) Iloilo International Airport hereby invites interested bidders for the ***Repair and Maintenance of Sewage Treatment Plant at Iloilo International Airport***

The Approved Budget for the said Project is **One Hundred Ninety Four Thousand One Hundred Fifty One Pesos & 02/100 (P194,151.02)**The sealed Best and Final Offer with the attached pertinent documents must be submitted at Bids and Awards Committee, Maintenance Building, Iloilo International Airport, on or before the **opening date at May 30, 2022 at 9:00 AM.**

The sealed envelope must be properly labelled.

The Following shall be included in the sealed envelope:

CHECKLIST OF REQUIREMENTS

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
Or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
And
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
And
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) 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; **and**
- (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) Original duly signed Omnibus Sworn Statement (OSS);

and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (k) The Supplier's audited financial statements, showing, among others, the Supplier'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; **and**
- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
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.

Other documentary requirements under RA No. 9184 (as applicable)

- (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

- (b) Original of duly signed and accomplished Financial Bid Form; **and**
- (c) Original of duly signed and accomplished Price Schedule(s).

Note: The Technical Specification Envelope and the Financial Envelope shall be placed inside a sealed expanded envelope, duly marked, sealed and signed.



BEST AND FINAL OFFER

Date: May 18, 2022

Reference No. CILO 2022-003

Name of Company: _____

Address: _____

Interested bidder must submit this Best and Final Offer Quotation, Price Quotation in the Bidder's/Supplier's Letterhead and duly accomplished requirements (see Checklist of Requirements) sealed in an envelope addressed to the BAC Chairman. Kindly review Terms and Conditions attached herewith.


(SGD.) ATTY. FRANCES SHANELLE G. SALINAS
Procurement Officer

TERMS AND CONDITIONS:

1. Bidders must provide correct and accurate information required in this form.
2. Only authorized representative shall be allowed to sign on this form in behalf of the owner/ corporation.
3. Bidders must quote for all the items.
4. Price quotation/s must be valid for a period of **One Hundred Twenty (120) calendar days** from the date of submission.
5. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any interlineations, erasures or overwriting shall be valid only if there are signed or initiated by you or any of your duly authorized representative's.
9. **Delivery of the Goods/Work** is required within **Ninety (90) Calendar day/s** upon the effectivity of the Notice to Proceed (NTP).
10. The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Item Description	Qty	Approved Budget of the Contract	Best and Final Offer Quotation								
			Price			Brand Indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		Remarks		
			Qty.	Unit Price	Total Price		Yes	No			
		P 194,151.02									
1	Rubber Coupling of Tornado Aerator (Size - 6h)	2	pcs								
2	Pressure Gauge 0-30psi, 1/4 NPT (Japan or US made)	4	pcs								
3	Gear Oil ISO VG 220 / Mobilgear 600XP 220	1	pail								
4	V-Belt A34 (Japan Made)	6	Pcs								
5	Silicone Grease 500g/pack	6	Packs								
6	Tapered Roller Bearing Size: 1380 with Cup # 1329	3	sets								
7	Overall Assessment of STP based on DAO 2016 Compliances with Technical Orientation on the STP Process flow, operation monitoring and maintenance based on the standard stated in DAO 2016.	1	lot								
	Scope of Work:										
	1. Repair and Maintenance										
	1.1 Replace the defective pressure gauge of blower 1 and 2										
	1.2 Replace the rubber coupling and bearing of aerator										

	1.3 Replace belt of Blower										
	1.4 Replace oil of sludge collector gear box										
	1.5 Greasing of equipment										
	2.Overall Assessment of STP Operation and Technical Orientation for STP Operation and Maintenance										
	2.1 Overall WWTP systems audit including all equipments and overall operation										
	a. Conduct In-house analysis of wastewater in all treatment system. Actual STP parameters like ph, color turbidity, Sludge Volume Index (SVI), Ammonia nitrogen, Nitrate and Phosphate and chlorine residual.										
	b. Assess and monitor the operation and condition of STP										
	c. Preparation and submission of Assessment trough service reports with										

necessary recommendations and action plan based on the assessment gathered during the visit											
d. consultancy in the operation and maintenance of the STP											
2.2 STP Technical Orientation and Discussion with 3 days Actual Hands On-Training with the following topics:											
a. Introduction: What is Pollution?											
b. DENR Effluent Standard and Classifications											
c. STP Definition of Terms											
d. STP Process Flow											
1. Primary Treatment											
2. Biological Treatment											
3. Post Treatment - Disinfection System											
4. Aerobic Sludge Digestion Process											
e. Process and Operations Monitoring											
f. Automation of Controls & Systems											

g. Functions of Aerators											
h. Filling of STP Log sheet											
i. Functions of PCO and submission of SMR and Renewal of Discharge Permit											
j. Operation and Maintenance of Equipments											
2.3 Actual Hands-On Training - Daily monitoring to do following:											
a. Conduct Sludge Settle ability Test											
b. Conduct Sludge Volume (SV5,SV30.SV60)											
c. Test PH of Wastewater											
TOTAL											

Signature over Printed Name

Contact Number (Landline and/or Cellphone Nos)/Email Address