



**INVITATION TO BID FOR THE COURIER SERVICE FOR THE
DELIVERY AND HAULING OF PARTS, MATERIALS AND
OTHER ACCESSORIES INCLUDING DOCUMENTS OF
DIFFERENT CNS, MET, AND ELECTROMECHANICAL
FACILITIES
BID NO. 23-037-10 BRAVO**

1. The **Civil Aviation Authority of the Philippines (CAAP)**, through the CAAP Corporate Operating Budget for FY 2023 intends to apply the sum of **Php 1,700,00.00** being the ABC to payments under the contract for each lot. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.
2. The CAAP now invites bids for the above Procurement Project. Delivery of the Services is required *for a period of one (1) year upon issuance of Notice to Proceed*. Bidders should have completed, within *seven (7) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.


4. Prospective Bidders may obtain further information from **BAC Secretariat of CAAP, MIA Road, Pasay City** and inspect the Bidding Documents at the address given below during **8:00 am to 5:00 pm**, Monday to Friday except declared holidays and suspension of work.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **05 October 2023 until deadline of submission of bid** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php 5,600.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through email.
6. The CAAP will hold a Pre-Bid Conference on **13 October 2023 @ 9:30 AM** through video conferencing or webcasting **via google meet**, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat manual submission at the office address indicated below, on or before **25 October 2023 @ 9:30 AM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **25 October 2023 @ 9:30 AM** at the given address below and/or via *google meet*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The CAAP reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

MR. GARY M. JADIE

*Head, BAC Secretariat
Civil Aviation Authority of the
Philippines MIA Road, Pasay
City, Metro Manila 1300 Tel.
No. (02) 8246-4988 loc 2236
Website: www.bac@caap.gov.ph*

12. You may visit the following websites: <https://www.philgeps.gov.ph>
For downloading of Bidding Documents: <https://www.caap.gov.ph>


ATTY. DANJUN G. LUCAS
*Chairperson, Bids and Awards Committee-
Bravo*

Quotation Form

Date: _____

To: _____

Sir/ Madam:

May we request for your quotation for courier service on the following specification of items:

I. Basic Charges

A. Documents

1. Small (500 g max.)
2. Medium (2 kg max)
3. Large (5 kg. max)

Luzon				Visayas				Mindanao			
Rate	Qty.	Unit	Amount	Rate	Qty.	Unit	Amount	Rate	Qty.	Unit	Amount
	90	pcs			90	pcs			90	pcs	
	80	pcs			80	pcs			80	pcs	
	80	pcs			80	pcs			80	pcs	
Sub Total				Sub Total				Sub Total			

B. General Cargoes

Via AIR

1. First two (2) kg (min. charge)
2. Add- on rate per kg in excess of minimum

Via SEA/ LAND

1. First two (2) kg (min. charge)
2. Add- on rate per kg in excess of minimum

Luzon				Visayas				Mindanao			
Rate	Qty.	Unit	Amount	Rate	Qty.	Unit	Amount	Rate	Qty.	Unit	Amount
	100	pcs			100	pcs			100	pcs	
	100	pcs			100	pcs			100	pcs	
	100	pcs			100	pcs			100	pcs	
	100	pcs			100	pcs			100	pcs	
Sub Total				Sub Total				Sub Total			

II. Other Charges

C. Documents

D. General Cargo

1. Way Bill Fee
2. Valuation Fee (% of declared Value
3. Insurance Fee (PhP/ kg of charged weight)
4. Handling Fee (PhP/ kg of charged weight)
5. Taxes

SUB- TOTAL

TOTAL

TAX

GRAND TOTAL

Luzon				Visayas				Mindanao			
Rate	Qty.	Unit	Amount	Rate	Qty.	Unit	Amount	Rate	Qty.	Unit	Amount
	650	pkg			650	pkg			650	pkg	
	₱1,500,000.00	PhP			₱1,500,000.00	PhP			₱1,500,000.00	PhP	
	650	kg			650	kg			650	kg	
	650	kg			650	kg			650	kg	
Sub Total				Sub Total				Sub Total			

Note: Figures shown in the Quantity are indicative numbers and for bidding purposes only.

Name over Signature of Representative/ Designation