



INVITATION TO BID FOR

**UPGRADE OF EXISTING ARCHIVE SYSTEM AND MAINTENANCE OF AVIATION
RECORD MANAGEMENT DIVISION (ARMD) DATABASE**

Bid No. 24-074-09 BRAVO

1. The Civil Aviation Authority of the Philippines (CAAP), through the CAAP Corporate Budget CY 2024 intends to apply the sum of **ONE MILLION TWO HUNDRED FIFTY THOUSAND PESOS (Php 1,250,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **UPGRADE OF EXISTING ARCHIVE SYSTEM AND MAINTENANCE OF AVIATION RECORD MANAGEMENT DIVISION (ARMD) DATABASE**
2. **(Bid No. 24-074-09 BRAVO)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. The Civil Aviation Authority of the Philippines now invites bids for **UPGRADE OF EXISTING ARCHIVE SYSTEM AND MAINTENANCE OF AVIATION RECORD MANAGEMENT DIVISION (ARMD) DATABASE**. Completion of the project is required within **NINETY (90) CALENDAR DAYS**. Bidders should have completed, within the last five (5) years, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
4. 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) 9184, otherwise known as the "Government Procurement Reform Act".
5. Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.
6. Interested bidders may obtain further information from Civil Aviation Authority of the Philippines and inspect the Bidding Documents at the address given below during office hours.
7. A complete set of Bidding Documents may be acquired by interested Bidders on **24 September 2024 until deadline of submission of bids** from the address 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 (inclusive of 12% VAT)**. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the



Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

8. The Civil Aviation Authority of the Philippines will hold a Pre-Bid Conference on **02 October 2024 @ 9:30 AM** through video conferencing or webcasting via Zoom/Google Meet, which shall be open to prospective bidders, who will coordinate with the BAC Secretariat for Google Meet link.
9. Bids must be duly received by the BAC Secretariat at the address below on or before **16 October 2024 @ 9:30 AM**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **16 October 2024 @ 9:30 AM** at CAAP Conference Room, 4th Floor, CAAP Main Building, Old MIA Road Pasay City, MM. 1300. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
11. The Civil Aviation Authority of the Philippines 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
12. Upon payment of the bid documents, bidders must provide their respective email addresses to the BAC Secretariat. All communications, including but not limited to Notices, Resolutions, and Replies, among others, will be sent to the email address provided by the bidder/s. The date when such email was sent shall be considered the date of receipt of the bidder/s for purposes of complying with the requirements under RA 9184.
13. Bidders must also check the PhilGEPS website, CAAP website, and BAC Secretariat for any bid bulletins and announcements related to the bidding.
14. For further information, please refer to:
ENGR. LEANDRO R. VARQUEZ
Head, BAC Secretariat
3rd Floor Supply, Procurement Building
Civil Aviation Authority of the Philippines
MIA Road corner Ninoy Aquino Avenue
1300 Pasay City, Metro Manila
Telephone number – (02) 8246-4988 loc.2236
Email: www.caap.gov.ph



ATTY. DANJUN G. LUCAS

Chairperson, Bids and Awards Committee Bravo