



**INVITATION TO BID**  
**SUPPLY AND DELIVERY OF ASSORTED BRANDED GROCERY ITEMS FOR**  
**CHRISTMAS PACKAGE FOR THE CAAP CENTRAL OFFICE**  
**BID No. 24-088-10 BRAVO**

1. The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**, through the **CY 2024 Corporate Operating Budget (COB)** intends to apply the sum of **Three Million Six Hundred Seventy Thousand One Hundred Thirty Pesos and 0/100 only (Php3,670,130.00)** for the one (1) lot being the Approved Budget for the Contract (ABC) to payments under the contract for the procurement of **SUPPLY AND DELIVERY OF ASSORTED BRANDED GROCERY ITEMS FOR THE 2024 CHRISTMAS PACKAGE OF THE CAAP CENTRAL OFFICE**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **CAAP** now invites bids for the above Procurement Project. Deployment of Services shall be in accordance with the schedule of requirements. Bidders should have completed, **within five (5) 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 5183.

4. Prospective Bidders may obtain further information from the CAAP and inspect the Bidding Documents at the address given below during Monday to Friday from **8:00AM to 5:00PM or** at the CAAP website ([www.caap.gov.ph](http://www.caap.gov.ph)) and at the website of the Philippine Government Electronic Procurement System (PhilGEPS) ([www.philgeps.gov.ph](http://www.philgeps.gov.ph)).
5. A complete set of Bidding Documents may be acquired by interested Bidders on **18 October 2024 until deadline of submission of bid**. Payments may be made onsite at the given address below or thru direct bank deposit of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (Php5,000.00)** (exclusive of any and all taxes

imposed by relevant government agencies). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

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.

6. The CAAP will hold a **Pre-Bid Conference** on **25 October 2024, 9:30 AM** through video conferencing via Google Meet, which shall be open to prospective bidders. The said Conference can be viewed via Facebook Live at CAAP's Official Facebook Page.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below **on or before 09:30 AM of 06 November 2024. 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 at **09:30 AM of 06 November 2024** at the CAAP Conference Room, 4<sup>th</sup> Floor, CAAP Main Building, Old MIA Road, Pasay City, MM. Bids will be opened in the presence of the bidder's representative who choose to attend the activity, provided that an Authorization Letter shall be submitted to the BAC on or before the scheduled opening of bids. **Only one (1) representative for each Bidder may physically attend the bid opening.**
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. 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.
12. Bidders must also check the PhilGEPS website, CAAP website, and BAC Secretariat for any bid bulletins and announcements related to the bidding.

13. For further information, please refer to:

**LEANDRO R. VARQUEZ**

*Head, BAC-Bravo Secretariat  
3<sup>rd</sup> Floor Supply, Procurement Building  
Civil Aviation Authority of the Philippines  
MIA Road corner Ninoy Aquino Avenue  
1300 Pasay City, Metro Manila  
BAC Office No. 8246-4988 loc.2236  
Email: bac@caap.gov.ph*



**ATTY. DANJUN G. LUCAS**  
*Chairperson, BAC-Bravo*