



**REQUEST FOR EXPRESSION OF INTEREST FOR PROCUREMENT OF CONSULTING
SERVICES FOR CAAP COMPETENCY FRAMEWORK
(Bid No. 25-10-02 BRAVO)**

1. The Civil Aviation Authority of the Philippines (CAAP), through the CAAP Operating Budget 2025 intends to apply the sum of **Five Million Pesos (PhP5,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Consulting Services for CAAP Competency Framework**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The Civil Aviation Authority of the Philippines (CAAP) now calls for the submission of eligibility documents for the Establishment of the CAAP Competency Framework Manual which identifies the Agency's Competency Dictionary, Core Competencies, Leadership Competencies and Functional Competencies, Job Description Profiles and Proficiency Tables for 299 positions¹. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **March 12, 2025 @ 9:30 AM** at MIA Road Pasay City Metro Manila. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
3. Interested bidders may obtain further information from BAC Secretariat of the Civil Aviation Authority of the Philippines (CAAP), MIA Road Pasay City Metro Manila and inspect the Bidding Documents at the address given below during 8:00AM – 5:00PM.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **28 February 2025 until the deadline of submission of bid** from the address above and upon payment of the applicable fee for the bidding documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **PHP5,000.00 (exclusive of any and all taxes imposed by relevant government agencies)**.
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.
5. 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 as the date of receipt of the bidder/s for purposes of complying with the requirements under RA 9184.
6. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR).

¹



The short list shall consist of three (3) prospective bidders who will be entitled to submit bids. The criteria and rating for short listing are:

- | | | |
|--------------------------------------|---|-----|
| a. Applicable Experience of the Firm | - | 50% |
| b. Qualification of Team Members | - | 40% |
| c. Current Workload | - | 10% |

7. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

8. The Procuring Entity shall evaluate bids using the Quality Based Evaluation (QBE) procedure. The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
9. The contract shall be completed within nine (9) months or until completion of the project under reasonable circumstances.
10. The Civil Aviation Authority of the Philippines (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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

ENGR. LEANDRO R. VARQUEZ

Head, BAC Secretariat

BAC Office

3rd Floor Supply, Procurement Building

Civil Aviation Authority of the Philippines

MIA Road corner Ninoy Aquino Avenue

1300 Pasay City, Metro Manila

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ATTY. DANJUN G. LUCAS

Chairperson, Bids and Awards Committee-Bravo

