



20 March 2025

ASEA METRICS HR SOLUTIONS INC.

Penthouse, Townes Building,
916 Antonio Arnaiz Ave., San Lorenzo Village,
Makati City 1223

Dear Ma'am/Sir:

1. The Civil Aviation Authority of the Philippines (hereinafter called "Procuring Entity") has received financing (hereinafter called funds) from COB CY 2025 (hereinafter called the Funding Source) toward the cost of **CONSULTING SERVICES FOR CAAP COMPETENCY FRAMEWORK**. The Procuring Entity intends to apply a portion of the funds in the amount of **Five Million Pesos (PHP5,000,000.00)** to eligible payments under the contract for **PROCUREMENT OF CONSULTING SERVICES FOR CAAP COMPETENCY FRAMEWORK** for which The Bidding Documents is issued.
2. The Procuring Entity now invites bids to provide the following Consulting Services: **FOR CAAP COMPETENCY FRAMEWORK**. More details on the services are provided in the Terms of Reference (TOR) for the project.
3. The Consultant shall be selected and employed in accordance with procedures as described in the Bidding Documents.
4. The notice has been addressed to the following short-listed consultant/s:
 - **ASEA METRICS HR SOLUTIONS INC.**
5. It is not permissible for you to transfer this invitation to any other consultant.
6. The Bidding Documents may be acquired at BAC Secretariat's Office, CAAP Compound, MIA Road corner Ninoy Aquino Avenue, 1300 Pasay City, Metro Manila during 08:00 AM to 05:00 PM from Monday to Friday and upon payment of an 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). PHP 5,000.00 (exclusive of any and all taxes imposed by relevant government agencies).**





7. The Civil Aviation Authority of the Philippines will hold Pre-Bid Conference on **28 March 2024 @ 9:30AM** through video conferencing or webcasting via Google Meet, which shall be open to all short-listed consultants.
8. 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.
9. Bidders must also check the PhilGEPS website, CAAP website, and BAC Secretariat for any bid bulletins and announcements related to the bidding

Yours sincerely,



ATTY. DANJUN G. LUCAS
Chairman, Bids and Awards Committee (BAC-Bravo)

