



**Supply, Delivery, Installation and Commissioning of
1-Year Subscription of CAAP Corporate Email Services with 1500 Accounts
Bid No. 25-58-08 BRAVO**

1. The CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP), through the CAAP Corporate Budget CY2025 intends to apply the sum **TWELVE MILLION PESOS (Php12,000,000.00)** being the ABC to payments under the contract for the **"Supply, Delivery, Installation and Commissioning 1-Year Subscription of CAAP Corporate Email Services with 1500 Accounts"**. Bids received in excess of the ABC shall be automatically rejected at the bid opening.
2. The CIVIL AVIATION AUTHORITY OF THE PHILIPPINES now invites bids for the above Procurement Project. Delivery of the Goods is required by **Thirty (30) Calendar Days**. Bidders should have completed, within the last 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.
4. 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.
5. Prospective Bidders may obtain further information from CAAP Bids and Awards Committee - Bravo and inspect the Bidding Documents at the address given below during Office Hours from 8AM to 5PM Philippine Time.
6. A complete set of Bidding Documents may be acquired by interested Bidders on **05 August 2025 until the deadline of submission of bid** from the given address and upon payment of the applicable fee for the Bidding Documents pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php25,000.00 (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 by presenting the official receipt in person.

7. The Civil Aviation Authority of the Philippines will hold a Pre-Bid Conference on **13 August 2025 @ 9:30 AM** through video conferencing or webcasting via Zoom/Google Meet, which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **29 August 2025 @ 9:30 AM**. Late bids shall not be accepted.
9. 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 **29 August 2025 @ 9:30 AM** at the given address below and/or via Zoom/Google Meet. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. 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.
12. Bidding Documents 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.
13. For further information, please refer to:

ENGR. LEANDRO VARQUEZ

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ATTY. DANJUN G. LUCAS

Chairperson, Bids and Awards Committee - Bravo

