



**Republic of the Philippines**  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

---

---

**PUBLIC INVITATION**  
for participation in the procedure of granting  
**A CONCESSION SPACE AT THE MALASAKIT CENTER LOCATED AT BUTUAN AIRPORT**

The Civil Aviation Authority of the Philippines (CAAP) invites all interested domestic and foreign legal entities and individuals that meet the requirements prescribed by the CAAP Concession Manual to participate in the procedure of granting a concession space at the Malasakit Center located at Butuan Airport.

**I. Information on the Concession Space**

- a. A 3m x 3m area for food concession and 3m x 1.5m for food and non-food souvenir concession located at the Malasakit Center of Butuan Airport.
- b. As the building is still under warranty, no permanent furnishing and fixtures are allowed.
- c. Allowable hours of operation will vary on the operation of the Airport.
- d. Rental of the facility will be based on the Lease Offer submitted by the proponent, or as prescribed in the CAAP Fees and Charges whichever is beneficial to serve the best interest of both the facility users and CAAP.

**II. Application Requirements**

- a. The initial requirements for new application for concession are as follows:

<b>Application Form</b>	Can be downloaded at <a href="http://caap.gov.ph">caap.gov.ph</a>
<b>Letter of Intent</b>	Addressed to the Director General thru the Officer-in-Charge of the Business Development Division (BDD)
<b>Business Plan</b>	The Business Plan shall include the following: <ol style="list-style-type: none"><li>1. Executive Summary;</li><li>2. Company Description;</li><li>3. Market Analysis;</li><li>4. Management and Organization Structure;</li><li>5. Products and Services (with pricing);</li><li>6. Projected Financial Statement for one (1) calendar year with Capital Investment and Lease Offer; and</li><li>7. Detailed Architectural Plan/Layout/Design of proposed concession.</li></ol>

<b>Undertaking of No Pending Case</b>	Duly notarized statement that the proponent has no pending case against any government agency or institution
<b>Declaration of No Relationship</b>	Duly notarized declaration of No Relationship by consanguinity and/or affinity with a CAAP employee within the third (3 <sup>rd</sup> ) degree, in compliance with the Civil Service Commission Regulation on Conflict of Interest

**III. Concession Limitations**

- a. For this particular airport, the CAAP BDD shall consider business applications that offer, food or pre-cooked meals, hot or cold beverages, and food and non-food souvenir.
- b. Only one (1) concession space shall be awarded for every qualified proponent that will meet the initial requirements as stated in II.a.

**IV. Lease Term**

The term of the contract will vary based on the Capital Investment submitted of the interested parties. Matrix is as follows:

CAPITAL INVESTMENT	LEASE TERM
Less than Php250,000.00	One (1) Year
More than Php250,000.00 but less than Php500,000.00	Two (2) Years
More than Php500,000.00 but less than Php1,000,000.00	Three (3) Years

**V. Selection Process**

Factors that may affect safety, security and operational interests of CAAP are the primary considerations for the selection process. Secondary factors may include economic viability, proponent's management track record and business experience, as well as planned business improvements that may have an impact on CAAP's operations and interests.

All submitted intent which punctually met and completed the initial requirements, based on the CAAP received date, shall be evaluated and summarized by the CAAP Business Development Team and shall be presented to the Corporate Planning Chief for final recommendation, prior to the approval of the Director General.

## VI. Critical Dates

PROCESS	DATES
Posting of the Public Invitation	15-31 December 2020
Deadline for submission of complete Initial Requirements	31 January 2021, 5:00 PM
Evaluation and summary by the CAAP BDD Team	1-15 February 2021
Posting of approved proponent	16 February 2021 - onwards

Interested applicants are instructed to apply thru the Online Application for New Concessions found in the CAAP Official Website <caap.gov.ph>. Applications may also be sent via email at area12\_concession@caap.gov.ph copy furnish businessdev@caap.gov.ph.



**ATTY. EDELIZA M. IRUGUIN**  
OIC, Business Development Division