



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

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**PUBLIC INVITATION (EXTENDED)**  
for participation in the procedure of granting  
**A TENTATIVE CONCESSION SPACE AT BICOL INTERNATIONAL AIRPORT**

In relation to the Public Invitation previously posted at the official website of the Civil Aviation Authority of the Philippines (CAAP), the Authority hereby extends the invitation to 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 Bicol International Airport.

**I. Information on the Concession Space**

- a. Concession space for essential services such as airlines, government office, transportation, banking and food and beverage.
- b. As the airport is still under warranty, no permanent furnishing and fixture are allowed.
- c. For food concession, a modular kiosk is preferred due to development plans of the airport.
- d. Allowable hours of operation will vary on the operation of the Airport.
- e. 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></ol>

	7. Detailed Architectural Plan/Layout/Design of proposed concession.
<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**

For this particular airport, the CAAP in coordination with the Department of Transportation (DOTr) shall consider business applications that offer essential service to passengers from Airlines, Government Offices, Food and Beverage, Transportation, Banking, etc.

**IV. Lease Term**

The term of the contract will vary from **THREE (3) MONTHS** to **ONE (1) YEAR** based on the instruction of the DOTr.

**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**

<b>PROCESS</b>	<b>DATES</b>
Posting of the Public Invitation	December 2020 - 30 April 2021
Deadline for submission of complete Initial Requirements	30 April 2021, 5:00 PM
Evaluation and summary by the CAAP BDD Team	1-14 May 2021
Presentation of recommendation to the Department of Transportation	15-31 May 2021
Posting of approved proponent	1 June 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 [area5\\_concession@caap.gov.ph](mailto:area5_concession@caap.gov.ph)/[area5.concession@gmail.com](mailto:area5.concession@gmail.com) copy furnish [businessdev@caap.gov.ph](mailto:businessdev@caap.gov.ph).



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