



PUBLIC INVITATION

for the participation in the procedure of granting
**PORTERAGE AT DAVAO INTERNATIONAL AIRPORT AND GENERAL SANTOS
INTERNATIONAL 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 porterage at the Davao International Airport (DIA) and the General Santos International Airport.

I. Information on the Porterage

- a. Provide a regular and full responsibility for the loading, unloading, carrying, or handling of inbound and outbound airline passengers' baggage at the Passenger Terminal Building (PTB).
- b. Maintain at all times a physically and mentally fit personnel of good moral character, who shall be courteous, neat in appearance, and wear the duly prescribed uniform and ID/access passes while on duty or in the airport premises.

II. Application Requirements

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

Application Form	Can be downloaded at caap.gov.ph
Letter of Intent	Addressed to the Director General thru the Officer-in-Charge of the Business Development Division
Business Plan	The Business Plan shall include the following: <ul style="list-style-type: none">1. Executive Summary;2. Company Description;3. Market Analysis;4. Management and Organization Structure;5. Services (with pricing); and6. Projected Financial Statement for one (1) calendar year with Capital Investment and Lease Offer.
Undertaking of No Pending Case	Duly notarized statement that the proponent has no pending case against any government agency or institution
Declaration of No Relationship	Duly notarized Declaration of No Relationship by consanguinity and/or affinity with a CAAP Employee within the 3 rd degree, in compliance with



III. Concession Limitations

For these particular airports, the CAAP shall consider applications that offer essential portorage to passengers within the airport requiring the said service.

IV. Selection Process

Factors that may affect safety, security, and operational interests of the 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 approval of the Director General.

V. Critical Dates

Process	Dates
Posting of the Public Invitation	08-26 February 2021
Deadline for submission of complete initial requirements	26 February 2021
Evaluation and Summary by the CAAP BDD team	01-05 March 2021
Posting of Approved proponent	12 March 2021

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 caap_dial1@yahoo.com.ph and gensan_concession@caap.gov.ph copy furnish businessdev@caap.gov.ph.

(Sgd.)
ATTY. EDELIZA M. IRUGUIN
Officer-in-Charge
Business Development Division