Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

ROUTING / ACTION SLIP

Originating Office	Business Development Division	Reference Number ODG-18-12318
Subject: Revision on the existing Checklist of Requirements for contract application		Date of Document 7 March 2018 Date / Time Received

DATE/TIME	FROM Name and Position of Official	TO Name and Position of Official	REMARKS / INSTRUCTIONS / ACTION REQUESTED
			☒ Approval / Signature ☒ Comments / Recommendation ☐ Request Appropriate Action ☐ Reply Directly to writer ☐ Rewrite / Redraft ☐ Information / Notation ☐ Endorsement ☐ See Me / Call Me ☐ File ☐ Remarks:
7/27/2018	Jet Torres	RSB	For your comments / approval please. Thank you! 1st attachment – current checklist 2nd attachment – revised checklist for Concession Manual 3rd attachment – revised checklist as Annex B
			in reference to MCO's request for information on concession application requirements - 4th attachment
			PLS. SEE COMMENT
8/8/2018	Jet	RSB	Hi atty! Please check revisions. For your comments. SIGNED

SUPPLEMENTAL
"ANNEX B"
CHECKLIST

1	Letter of Intent	Addressed to the Director General, Chief of CORPLAN, or to the Chief of the Business Development Division, this includes information on the following: type of business for concession; general products or service; Airport of interest; size of proposed concession; point of contact and contact details, duly signed by the letter sender.
2	Business Plan	A standard business plan will be required for every new concession application. This includes the following: Products or Service; One (1) year Profit and Loss Statement (including projected rent for the intended space); Pricing; Design of proposed concession.
3	Company Profile	A detailed description of company that will be represented as Concession Applicant. This includes number of years and experience in similar business; principals or incorporators and businesses under the company.
4	Endorsement Certificate	From local Airport / Area Manager
5	Undertaking of No Pending Case Certification	Duly notarized
6	Declaration of no relationship	duly notarized declaration of No relationship by consanguinity and/or affinity with a CAAP employee within the fourth (4th) degree, in compliance with the Civil Service Commission regulation on Conflict of Interest
ADDITIONAL REQUIREMENTS FOR SINGLE PROPRIETORSHIP		
1	DTI Certificate	
2	Sanitary Permit	
3	Health Clearance for service personnel	
4	Certificate of Franchise	For Franchisee
5	Personal Data Sheet	
ADDITIONAL REQUIREMENTS FOR CORPORATION		
1	Securities and Exchange Certificate and Secretary's Certificate	For Corporation Concession Applicants
CHECKLIST FOR GOVERNMENT AGENCIES		
1	Letter of Intent	
2	Business Plan	not required as a rule, but may be specifically required by CAAP as it deems appropriate
3	Detailed description of activities for applied space	
4	Space/s intended for lease	
5	List of office equipment to be used	Include visuals
6	Names and head count of personnel responsible to man the space	

7	Memorandum of Agreement between CAAP and the Agency	
CHECKLIST FOR BANKS		
1	Letter of Intent	
2	Business Plan	not required as a rule, but may be specifically required by CAAP as it deems appropriate
3	Detailed description	activities and services offered for applied space
4	Space/s intended for lease	
5	List and details of equipment to be used	Include visuals
6	Contact information	bank personnel responsible for the Automated Teller Machine(s)
CHECKLIST FOR AIRLINES		
1	Letter of Intent	
2	Business Plan	not required as a rule, but may be specifically required by CAAP as it deems appropriate
3	Air Operator's Certificate	issued by CAAP
4	Detailed description	activities and services offered for applied space
5	Space/s intended for lease	
6	List and details of equipment to be used	Include visuals
7	Names and head count of personnel responsible to man the space	
AFTER INITIAL APPROVAL (Applicable to all categories)		
1	Permits	(e.g. Business Permit, Mayor's Permit etc.)
2	Height Clearance	if construction is needed
3	Architectural Plan	For new structures
4	Electrical plan	Compliance with the local airport's electrical lay out
5	Compliance with the building code	
6	Comprehensive General Liability Insurance	For the space / location applied
ADDITIONAL REQUIREMENTS FOR RENEWAL OF CONTRACT		
1	Certificate of No Pending Outstanding Balance	Issued by local CAAP
2	Copy of Previous Contract of Lease	
3	Certificate of No Violation from previous contract	Issued by local CAAP

NOTE: Attachments should be ORIGINAL COPIES or CERTIFIED ORIGINAL COPIES as the case may be.

By the Authority of the Director General:

ATTY. ROBERTO MARTIN S. BUENAVENTURA
Chief, Business Development Division

A. Checklist for regular businesses

1. Letter of Intent / Proposal – Addressed to the Director General, Chief of CORPLAN, or to the Chief of the Business Development Division, this includes information on the following: type of business for concession; general products or service; Airport of interest; size of proposed concession; point of contact and contact details, duly signed by the letter sender.
2. Business Plan - A standard business plan will be required for every new concession application. This includes the following: Products or Service; **One (1)** year Profit and Loss Statement (including projected rent for the intended space); Pricing; Design of proposed concession.
3. Company Profile – A detailed description of company that will be represented as Concession Applicant. This includes number of years and experience in similar business; principals or incorporators and businesses under the company.
4. Endorsement Certificate from local Airport/Area Manager.
5. Undertaking of No Pending Case Certification with CAAP or any government agency.
6. Declaration of no relationship by consanguinity and/or affinity with a CAAP employee within the fourth (4th) degree, in compliance with the Civil Service Commission regulation on Conflict of Interest.

B. Additional requirements for Single Proprietorship

1. DTI Certificate
2. Sanitary Permit
3. Health Clearance for service personnel
4. Certificate of Franchise – For Franchisee applicants
5. Personal Data Sheet

C. Additional requirements for Corporation

1. Securities and Exchange Certificate and Secretary's Certificate - For Corporation Concession Applicants

D. Checklist for Government Agencies

1. Letter of Intent
2. Business Plan is not required as a rule, but may be specifically required by CAAP as it deems appropriate.
3. Detailed description of activities for applied space.
4. Space intended for lease.
5. List of office equipment to be used.

6. Names and head count of personnel responsible to man the space.
7. Memorandum of Agreement between CAAP and the Agency

E. Checklist for Banks

1. Letter of Intent
2. Business Plan is not required as a rule, but may be specifically required CAAP as it deems appropriate.
3. Detailed description of activities and services offered for applied space.
4. Space/s intended for lease.
5. List and details of Equipment to be used (with visuals).
6. Contact information of bank personnel responsible for the ATM machine.

F. Checklist for Airlines

1. Letter of Intent
2. Business Plan is not required as a rule, but may be specifically required by CAAP as it deems appropriate.
3. Air Operator's Certificate issued by CAAP.
4. Detailed description of activities for applied space.
5. Space/s intended for lease.
6. List of office equipment to be used.
7. Number and names of personnel responsible to man the space.

G. After initial approval (applicable to all categories)

1. Permits (Business/Mayor's).
2. Height Clearance (if construction is needed).
3. Architectural Plan for new structures.
4. Electrical plan and compliance with electrical code
5. Compliance with the building code
6. Comprehensive General Liability Insurance for space/location applied.

H. Additional requirements for Renewal of Contract

1. Certificate of No Pending Outstanding Balance
2. Copy of the previous Contract of Lease
3. Certificate of No violation from previous contract