



PUBLIC INVITATION

for participation in the procedure of granting

ADVERTISEMENT CONCESSION AT TROLLEYS OF BICOL 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 a concession space for advertisement at the Trolleys of Bicol International Airport.

I. Information on the Concession Space

- a. A total of fifty-three (53) trolleys with advertisement space with a measurement of 32cm x 52.5m at Bicol International Airport.
- b. 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:

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 (BDD).
Business Plan	The Business Plan shall include the following: <ul style="list-style-type: none"> 1. Executive Summary; 2. Management and Organization Structure; 3. Projected Financial Statement for one (1) calendar year with Capital Investment and Lease Offer; and 4. Detailed Plan/Layout/Design of proposed concession.
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 third (3 rd) degree, in compliance with the



	Civil Service Commission Regulation on Conflict of Interest.
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III. Concession Limitations

- a. For this particular airport, the CAAP BDD shall consider business applications that advertisement.
- 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 by 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	June 7 2024
Deadline for submission of complete Initial Requirements	June 17, 2024
Evaluation and summary by the CAAP BDD Team	June 18-28, 2024



Issuance of letter to approve and disapprove applications.	July 3-5, 2024
Processing and submission of additional requirements of approved applications.	July 8-12, 2024
Issuance and signing of Contract of Lease by approved applicants.	July 15-19, 2024
Issuance of Notice to Proceed (30 days construction/installation)	July 24, 2024
Target date of installation	July 25-31, 2024

VII. Requirements for the Advertisement Concessionaires:

1. Attend Concession Policy Orientation of Owner/Proprietor.
2. Attend Concession Policy Orientation of Concession Employees and Staff.
3. Attend Airport Security awareness seminar for concession owner and employees for the issuance of ID/Access Pass.

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 copy furnish businessdev@caap.gov.ph.

Celyn J. Cemine-Mapula
ATTY. CELYN J. CEMINE-MAPULA
 Officer in Charge, Business Development Division

