



### **PUBLIC INVITATION**

#### **for participation in the procedure of granting CONCESSION SPACE AT THE MEZZANINE AREA, PASSENGER TERMINAL BUILDING, ZAMBOANGA 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 at Zamboanga International Airport.

#### **I. Information on the Concession Space**

- a. A total of twelve (12) concession spaces with a total measurement of nine and 90/100 square meters (9.90 sq.m.) at the Mezzanine Area, Passenger Terminal Building of Zamboanga International Airport. (see attached Annex A)
- b. Allowable hours of operation will vary on the operation of the Airport.
- c. 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.
- d. The concessionaire will shoulder the construction of the stall (see attached Annex B for reference). Any modification on the plans or layout shall be raised to the Business Development Division for evaluation and approval.

#### **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/concession-forms/">caap.gov.ph/concession-forms/</a>
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<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. Management and Organization Structure;</li> <li>3. Market Analysis</li> <li>4. List of Product or Services (With Pricing); and</li> <li>5. Projected Financial Statement for one (1) calendar year with Capital Investment and Lease Offer,</li> </ol>
<b>Affidavit of No Pending Case</b>	Duly notarized statement that the proponent has no pending case against any government agency or institution.
<b>Affidavit 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.
<b>Identification Card (Photocopy Front/Back)</b>	Photocopy of two (2) valid government-issued identification card, with three (3) specimen signature on each

### III. Concession Limitations

- For this particular airport, the CAAP BDD shall consider business applications that offer food (pre-cooked meals), hot or cold beverages, and food and non-food souvenir shops.

- b. Only one (1) concession space shall be awarded for qualified proponents that will meet the initial requirements as stated in II.

#### **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**

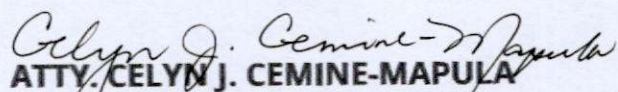
PROCESS	DATES
Posting of the Public Invitation	December 15, 2024
Deadline for submission of complete Initial Requirements	January 15, 2025

Evaluation and summary by the CAAP BDD Team	January 15-31, 2025
Issuance of letter to approve and disapprove applications	February 3-7, 2025
Processing and submission of additional requirements of approved applications	February 4-14, 2025
Issuance and signing of Contract of Lease by approved applicants	February 17-21, 2025
Issuance of Notice to Proceed (30 days construction/installation)	February 17-21, 2025
Installation of Ad Materials	February 17- March 21, 2025
Target date of opening	March 21, 2025

#### **VII. Requirements for the Concessionaires:**

1. Construction of Concessionaire Stall/
2. Installation of Concessionaire Electric Meter (shouldered by concessionaire).
3. Attend Concession Policy Orientation of Owner/Proprietor.
4. Attend Concession Policy Orientation of Concession Employees and Staff.
5. Attend Airport Security awareness seminar for concession owner and employees for the issuance of ID/Access Pass.

Interested applicants are instructed to send their applications through email at [businessdev@caap.gov.ph](mailto:businessdev@caap.gov.ph). copy furnish [area9\\_concession@caap.gov.ph](mailto:area9_concession@caap.gov.ph) and through postal mail to Business Development Division, Civil Aviation Authority of the Philippines, Old Mia Road, Pasay City.

  
**ATTY. CELYN J. CEMINE-MAPULA**

Officer in Charge, Business Development Division