



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

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OF THE PHILIPPINES  
**CERTIFIED PHOTOCOPY**  
(NOT VALID WITH ERASURES/ALTERATION)  
*[Signature]* 4/14/2025  
MARIA KRISTINA E. ERACHO  
Records Assistant  
Central Records & Archives Division

**PUBLIC INVITATION**  
for participation in the procedure of granting  
**PARKING LOT CONCESSION AT BACOLOD-SILAY 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 manage and operate the parking lot at the Bacolod-Silay Airport.

**I. Information on the Concession Space**

- a. The parking lot for lease is located at the Bacolod-Silay Airport.
- b. Allowable hours of operation will vary on the operation of the Airport.
- c. Operations and management 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/concession-forms/">caap.gov.ph/concession-forms/</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. Management and Organization Structure;</li><li>3. Market Analysis</li><li>4. List of Product or Services (With Pricing); and</li></ol>



	5. Projected Financial Statement for one (1) calendar year with Capital Investment and Lease Offer.
<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 cards, with three (3) specimen signatures on each.

### III. Concession Limitations

- a. For this particular airport, the CAAP BDD shall consider business applications for a parking management concession. This includes, but is not limited to, services such as vehicle parking (both short-term and long-term), valet services, parking lot maintenance, ticketing systems, and the installation of amenities that improve the overall parking experience for passengers, such as signage, and security monitoring.
- b. The selected concessionaire will be responsible for ensuring smooth and efficient operations, providing excellent customer service, and implementing effective parking solutions to meet the needs of travelers and visitors to the airport. Additionally, proposals should address safety standards, accessibility for all users, as well as sustainability measures to minimize environmental impact.
- c. Only one (1) concession will be granted to eligible proponents who fulfill the initial requirements outlined in Section 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
More than Php1,000,000.00 but less than Php2,000,000.00	Four (4) Years
More than Php2,000,000.00	Five (5) 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 completely meets 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	April 21, 2025
Deadline for submission of complete Initial Requirements	May 2, 2025
Evaluation and summary by the CAAP BDD Team, services and Airport Management	May 5-9, 2025
Issuance of letter to approve and disapprove applications	May 12-16, 2025



Processing and submission of additional requirements of approved applications	May 17-23, 2025
Issuance and signing of Contract of Lease by approved applicants	May 26, 2025
Issuance of Notice to Proceed	May 26, 2025
Target Commencement Date	June 1, 2025

## VII. Requirements for the 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 send their applications through email at [businessdev@caap.gov.ph](mailto:businessdev@caap.gov.ph). copy furnish [Bacolod\\_concession@caap.gov.ph](mailto:Bacolod_concession@caap.gov.ph) and through postal mail to Business Development Division, Civil Aviation Authority of the Philippines, Old Mia Road, Pasay City.

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

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