



SUPPLEMENTAL
“ANNEX B”
CHECKLIST

1	Letter of Intent
2	Request for Proposal (RFP)
3	Business Plan for concession
	<i>Include the following:</i>
	Products/Service
	1 year P/L
	Pricing
	Design of proposed concession/Space OR Site
4	Company Profile
5	Location Site Plan
6	Evaluation of Site Visit; Water and Electric Service Plan/Request
7	Evaluation of Interview of proposed concession
8	Permits (Business/Mayor's)
9	Height Clearance (if construction needed)
10	Architectural plans for new structures
11	Comprehensive General Liability Insurance (if applicable)
RENEWAL	
	<i>Items 1-11 (Effective 01/2017)</i>
12	Certificate of No Pending Outstanding Balance
13	History of Concession Activities with CAAP
14	Former/existing contracts with CAAP (Temporary Permit)
ADDITIONAL REQUIREMENTS for CORPORATION	
15	Secretary's Certificate
16	SEC Registration/BSP
17	Compliance with Electrical Code
18	Compliance with the Building Code
19	Recommendation from A/P Manager
20	Sanitary Permit
ADDITIONAL REQUIREMENTS for SINGLE PROPRIETORSHIP	
21	DTI Certificate
22	Sanitary Permit
23	Health Clearance for service personnel