 Investment Managers, Inc.	General Reference Policy Manual	Doc. Ref. No.	PM-CA-03-00
		Version No.	2.0
	SELECTION OF CONCESSIONAIRES	Softcopy Name	PM-CA-03-00 Selection of Concessionaires
		Prepared By	Marilou N. Borromeo
		Issue Date	2021
		Approval Date	2021
		Doc Sensitivity	Internal Use

PM-CA-03-00: Selection of Concessionaires

1 Purpose


To establish guidelines and procedures in the selection of canteen concessionaires and ensure that they are adequately managed for the efficient operation of the concession area.

2 Scope and Limitations

- 2.1 This covers the selection of concessionaires for schools owned by iPeople, Inc. which are under the management of Investment Managers, Inc. (IMI).
- 2.2 This does not extend to the selection of outsourced suppliers of the main concessionaire/s.

3 Definition of Terms

- 3.1 Bureau of Internal Revenue (BIR) an agency under the supervision and control of the Department of Finance, responsible for the assessment and collection of all national internal revenue taxes, fees, and charges, and the enforcement of all forfeitures, penalties, and fines connected therewith. See <https://www.bir.gov.ph>.
- 3.2 Canteen Administrator the company's authorized personnel who is responsible for the management and supervision of canteen operations.
- 3.3 Canteen Concessionaire Applicant a BIR-registered individual or entity who signifies the interest to operate and manage school canteen as concessionaire.
- 3.4 Common Use Service Area (CUSA) a fee charged monthly to maintain the common areas such as restroom, lobby, and other shared spaces that can be used by all the tenants of the building and its customers.
- 3.5 Evaluation Committee authorized representatives from schools (i.e. students, officers and employees) responsible for evaluating the products and prices of the prospective canteen concessionaire/s.

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4 Implementing Guidelines

4.1 Concessionaire Application

- 4.1.1 Concessionaire applicants, may at any time, signify interest to offer their products/services by submitting the following to the Canteen Administrator:
- 4.1.1.1 Letter of Intent addressed to the Canteen Administrator
 - 4.1.1.2 Company Profile
 - 4.1.1.3 Products and Prices
 - 4.1.1.4 BIR Registration
 - 4.1.1.5 SEC and/or DTI Certificate
 - 4.1.1.6 Two (2) Government IDs of owner/s and authorized representative/s
 - 4.1.1.7 One (1) year healthy menu
 - 4.1.1.8 Suppliers List (e.g. suppliers for meat, vegetables, etc.) with corresponding proof of approval/accreditation from Food and Drug Administration (FDA) for the products procured by the suppliers

The applicant shall be informed should there be no vacancy at the time of submission. All the submitted documents shall be filed and treated as a priority application for future requirements.


- 4.1.2 Employees and shareholders of iPeople, inc. and its subsidiaries, or of related companies and/or any member of his family and relatives up to the 4th degree of consanguinity and affinity are not allowed to do business in any school campus owned by iPeople, inc.

Refer to Annex A – Table of Consanguinity & Affinity (PM-CA-03-00-Annex A)

4.2 Evaluation/Assessment of Applicants

- 4.2.1 All applicants shall initially be screened by the Canteen Administrator to ensure the following are convened before the Evaluation Committee:
- 4.2.1.1 Uniqueness of the products offered. No duplication of product line among tenants
 - 4.2.1.2 Completeness, authenticity and validity of all the submitted documents.
 - 4.2.1.3 Compliance to government-mandated requirements.
- 4.2.2 The Evaluation Committee shall:
- 4.2.2.1 Evaluate the products offered by the prospective concessionaire based on taste and affordability.
 - 4.2.2.2 Record the result of his/her assessment using the Products & Prices Evaluation Form and forward the result to the Canteen Administrator for consolidation.

Refer to Annex B – Products and Prices Evaluation form (PM-CA-03-00-F1)

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		Version No.	2.0	
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- 4.2.3 The Canteen Administrator shall prepare a Summary of Evaluation Report with the recommended concessionaire, proposed rental and CUSA rates, and collate with the required documents before endorsing to the CFO & President/Chairman.

Refer to Annex C – Summary of Evaluation Report (PM-CA-03-00-F2)

- 4.2.4 Confidentiality shall be maintained throughout the process.

4.3 Approval of Applicants

- 4.3.1 The President/Chairman shall signify selection and approval of the concessionaire by affixing signature on the Letter of Intent and Summary of Evaluation Report with the approved rental rate and CUSA.

- 4.3.2 The Canteen Administrator shall inform the selected Concessionaire in writing, and the latter, if amenable to the terms and conditions of the company, shall be required to update the previously submitted documents (as applicable) prior to signing of the Lease Contract.

4.4 Lease Contract

- 4.4.1 A Lease Contract shall be prepared by the Canteen Administrator in accordance with the company's policy, and endorsed to the President/Chairman and Concessionaire's authorized signatory.

Please refer to Policy on Authorized Signatories to Enter into Contracts and Agreement (GEN-Gen-02-005)

- 4.4.2 Upon execution of the Lease Contract, the selected concessionaire shall be required to provide the following:

- 4.4.2.1 Security deposit of minimum two (2) months rental rate
- 4.4.2.2 The required PDC as identified in the lease contract
- 4.4.2.3 Proof of DST payment covering the term of the lease contract
- 4.4.2.4 Business Permit
- 4.4.2.5 Health Certificate of Employees
- 4.4.2.6 Sanitary Permit
- 4.4.2.7 Fire Safety Certificate

- 4.4.3 The Canteen Administrator and the Canteen Supervisor shall jointly oversee the operations of the concession area and ensure the following:

- 4.4.3.1 All the required and valid permits are displayed inside the store/concession area, which include but not limited to the Certificate of Registration issued by BIR.

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4.4.3.2 Consistent compliance of the concessionaire with the agreed contract terms and conditions and applicable policies, which include but not limited to Housekeeping Policy, Solid Waste Management Policy, etc.

Refer to Annex D – Housekeeping Policy (PM-CA-03-00-Annex D)

5 References, Forms and Templates

- 5.1 Annex A : Table of Consanguinity & Affinity (PM-CA-03-00-Annex A)
- 5.2 Annex B : Products and Prices Evaluation form (PM-CA-03-00-F1)
- 5.3 Annex C : Summary of Evaluation Report (PM-CA-03-00-F2)
- 5.4 Annex D : Housekeeping Policy (PM-CA-03-00-Annex D)