

## **CAM – Macau International Airport**

### **Bid Tender for 28 Counters**

#### **Instructions for Participation in the Tender for the Occupancy of a Counter at the Arrival Landside, Passenger Terminal Building, Macau International Airport**

Macau International Airport Company Limited (“CAM”) offers a total of **28 (twenty eight) counters** to be occupied by Macau registered companies, engaging in business activities such as travel agency services, transportation services, communications and other services for passengers as described below, at the arrival landside of the Passenger Terminal Building (“PTB”), of the Macau International Airport (“MIA”).

The **28 (twenty eight) counters** at the arrival landside are reserved for the below services in three categories:

1. **20 (twenty)** counters for Travel Agencies providing **travel agency services** (Annex I – A);
2. **4 (four)** counters for Transportation Companies providing certain **land transportation services** (Annex I – B); and
3. **4 (four)** counters for Telecommunication Companies and Maritime Passenger Service Providers holding certain licenses issued by Macau SAR government as described below, as well as providers of passenger services in connection with airlines alliances club and frequent flyers programs (An individual air carrier is ineligible to bid for any of these counters). These 4 (four) counters will be relocated from the **South End** of the arrival landside to the **North End** of the arrival landside upon completion of MIA’s North Extension Project. (Annex I – C)

This **BID TENDER** (“Tender”) provides an interested party an opportunity to bid for 1 (one) counter among the 28 (twenty eight) counters with an approximate area of 3 (three) square meters each, designated at the arrival landside of the PTB. A “License for Occupation and Use of Spaces” (“LUS”) for a period of 3 (three) years from 1 July 2017 to 30 June 2020 will be granted by CAM to a successful Bidder. Details of the counters, including the specifications and standard landlord provision are illustrated in Annex II.

The purpose of the occupation of a counter is for the successful Bidder to set up a meet-and-greet point to provide general information of the services provided by the company to the passengers. The information and services presented to the passenger must be in line with the services listed as the company’s objects (所營事業/objecto) in the Bidder’s Macau Commercial Registration submitted to CAM and specific licenses granted by the Macau SAR Government.

During the term of the LUS the Licensee (which refer to the successful Bidder) shall pay to CAM a monthly Occupancy Fee plus a monthly Condominium Fee (collectively known as “Monthly Fee”) which is equivalent to the “**BID AMOUNT**”

to be filled in the **Bid Amount Form** by the Bidder. The Monthly Fee is inclusive of an “Occupation Fee” plus a “Condominium fee” which is the utilities supplied by CAM, i.e. electricity, and cleaning of common areas, if any.

## Submission and Bidding Procedures

Interested companies and Bidders are required to study this document thoroughly and ensure full compliance with all the requirements. All date and time mentioned in the documents are Macau local time.

### 1. Schedule of the Bid Tender (“Tender”)

The following is the schedule for this **Tender** process:

Schedule	Macau Local Time
CAM’s Issuance of Notice for Bid Tender	13 February 2017
Bidder’s enquiries/requests for clarifications by fax or by post <sup>[1]</sup>	no later than 17:00 on 22 February 2017
Registration <sup>[2]</sup> 09:30-12:00 for Land Transportation Companies (Category II) & Telecommunications/ Other Companies (Category III) 15:00-17:00 for Travel Agencies (Category I)	2 March 2017
Submission of supplementary documents required by CAM during the registration process on 2 March 2017 for completing the registration <sup>[2][3]</sup>	15 March 2017 (15:00 – 17:00)
Deadline for Bidders’ Submission of Bids for Land Transportation Companies (Category II) & Telecommunications/ Other Companies (Category III) <sup>[4]</sup>	no later than 12:00 noon on 23 March 2017
Tender Meeting for Land Transportation Companies (Category II) & Telecommunications/ Other Companies (Category III) <sup>[5]</sup>	at 15:30 on 23 March 2017
Deadline for Bidders’ Submission of Bids for Travel Agencies (Category I) <sup>[4]</sup>	no later than 12:00 noon on 24 March 2017
Tender Meeting for Travel Agencies (Category I) <sup>[5]</sup>	at 15:30 on 24 March 2017

[1] Please submit enquires/request for clarification to the below fax number or address and states clearly “Enquires/Request for Clarifications for 28 Counters at Arrival Landside of MIA”. Late submission will NOT be accepted.

Chairman of the Executive Committee  
Macau International Airport Company Limited (CAM)  
4<sup>th</sup> Floor, CAM Office Building,  
Avenida Wai Long, Taipa, Macau S.A.R.  
Fax No.: (853) 2878 5465

**[2] Late arrival for registration will NOT be accepted.**

[3] It only applies to those who (a) present themselves for registration on time on **2 March 2017** AND (b) are, on that occasion, not successfully accepted for registration but given an opportunity, at the sole discretion of CAM, to submit the supplementary documents required. New request for registration will NOT be accepted.

*Potential Bidders are strongly advised to have their representative(s) present all the documents required in order to complete the registration on **2 March 2017** because the opportunity to submit supplementary documents may not necessarily be granted by CAM, especially when the inadequacy of the first submission of documents is considered serious.*

[4] **Late submission will NOT be accepted.**

[5] It is when CAM to unseal ALL Submitted Bid Amount Form, and attended Bidders to select the Preferred Counter.

## **2. Place for Registration, Bidders' Submission of Bids and Tender Meeting**

Macau International Airport Company Limited (CAM)  
4<sup>th</sup> Floor, CAM Office Building,  
Avenida Wai Long, Taipa, Macau S.A.R.

## **3. Registration**

Interested potential Bidders must meet the required criteria and submit the below documents on **2 March 2017** in order to participate in the Tender (*Please also pay attention to the schedule as mentioned earlier*):

3.1. All Bidders shall be Macau Registered Companies. Therefore, in order to complete the registration for participation in the Tender, all the companies are required to submit their original Macau Commercial Registration issued by the Commercial and Movable Property Registry (商業及動產登記局 / *Conservatória dos Registos Commercial e de Bens Móveis*) valid within the last 3 months, or its certified true copy issued by a notary of Macau (ie 認證繕本/ *Pública-Forma*), with the company's objects (所營事業/*objecto*) in conformity with the Category of counter for which the company intends to bid for;

3.2. All the companies are also required to fill in the **Declaration Form** (Annex III) and submit it with signature in due capacity and with powers of the signatory for this act notarized by a notary of Macau, to delegate representative(s) (a maximum of 2 (two) persons) with power of attorney to complete the registration procedure and to pick up the tender documents on **2 March 2017**, as well as to delegate representative(s) (a maximum of 2 (two) persons) with power of attorney to participate and act on behalf of the company during the Tender Meeting on **23 March 2017** for Land Transportation Companies (Category II) & Telecommunications/ Other Companies (Category III) or **24 March 2017** for Travel Agencies (Category I).

- 3.3. Depending on the Categories of counter for which the respective companies intend to bid for, the companies are also required to submit the following documents:

**Category I:** A certified true copy issued by a notary of Macau (ie 認證繕本/*Pública-Forma*) of the company's valid Travel Agency License (旅行社准照/*licença de agência de viagens*), issued under Decree-Law (法令/*Decreto-Lei*) no. 48/98/M

**Category II:**

- A certified true copy issued by a notary of Macau (ie 認證繕本/*Pública-Forma*) of the company's valid “從事陸路跨境客運業務准照”/“*Licença para o exercício da actividade de transportes rodoviários interurbanos de passageiros*” issued under Administrative Regulation (行政法規/*Regulamento Administrativo*) no. 4/2004, **or**
- A certified true copy issued by a notary of Macau (ie 認證繕本/*Pública-Forma*) of the Macau Government's authorization for the company to run the “Self-Driven Rent-A-Car Business” (自行駕駛之機動車輛租賃業務/*aluguer de veículos automóveis sem condutor*), issued under Decree-Law (法令/*Decreto-Lei*) no. 52/84/M

**Category III: \***

- A certified true copy issued by a notary of Macau (ie 認證繕本/*Pública-Forma*) of the company's valid Public Land Mobile Telecommunications Network and Services License (公共地面流動電信網絡及服務牌照/*licença para os Serviços e Rede Pública de Telecomunicações Móveis Terrestres*) \*\*, **or**
- A certified true copy issued by a notary of Macau (ie 認證繕本/*Pública-Forma*) of the company's valid Operating Licence of Regular Maritime Passenger Transport and Ferry Route Permit (定期海上客運准照及海上航線許可/*Licença para Transporte Marítimo Regular de Passageiros e Autorização para Itinerários Marítimos*)

\* A company who declares upon registration its intention to provide at the counter under this Category passenger services in connection with airlines alliances club and frequent flyers programs with the company's objects (所營業業/*objecto*) stated in its Macau Commercial Registration in conformity with these services will not be required to submit the licenses.

\*\* Provided that the Public Land Mobile Telecommunications Network and Services License is published on the Gazette of the Macau Special Administrative Region (澳門特別行政區公報/*Boletim Oficial da Região Administrativa Especial de Macau*), the certified true copy of this license is not required to be submitted.

Representative(s) delegated to complete the registration procedure in the Declaration Form as stated in 3.2 above should present the above documents along with his/her original identification document(s) (Macau/ Hong Kong Identification Card or Passport) and company seal/stamp during the relevant

registration period for the specific service category of counters on **2 March 2017**, and no late arrival for registration will be accepted.

## **ONE COMPANY CAN REGISTER FOR ONE CATEGORY AND BID FOR ONE COUNTER ONLY**

### **4. Power of Attorney**

The power of attorney granted to the representative(s) designated in the **Declaration Form** is delegated by the Bidder for the respective representative(s) to complete the registration procedure with the submission of the Declaration Form itself, the Bidder's Macau Commercial Registration, and the required License(s)/authorization issued by Macau SAR Government, and to pick up the tender documents issued by CAM and sign relevant documents for connected purposes (including the statement on the reverse of the Bid Amount Form issued by CAM, as described below), as well as to attend the Tender Meeting and act on behalf of the Bidder to consent and sign the **Confirmation Form** in the Tender Meeting as the **BID AMOUNT** and the **selected Counter** stated in the signed Confirmation Form are the final decision made on behalf of and binding on the Bidder. A draft Confirmation Form is provided for reference only (Annex IV).

### **5. Submission of Supplementary Documents / Completed Registration**

On the date of the Registration **2 March 2017**, representative(s) should present their original identification document(s). In order to complete the registration, CAM will verify that the representative(s) present for the registration is the same person(s) listed on the **Declaration Form** who is/are authorized by the company with the power of attorney granted, to complete the registration on behalf of the company.

CAM will review the required documents mentioned in Section 3 submitted by interested potential Bidders on **2 March 2017**. If the documents submitted by the interested potential Bidders meet the requirements, they will be qualified to participate in the Tender and the following tender documents will be issued by CAM to their representative(s):

- 5.1. A Bid Amount Form;
- 5.2. A CAM Standard Envelope (size 22.7cm x 12.8cm), stamped/initialled by CAM, printed with "**Bid Tender for the Occupancy of a Counter at the Arrival Landside Passenger Terminal Building, Macau International Airport**"; and
- 5.3. Draft **License for Occupation and Use of Spaces** (Please refer to section 8).

ONLY those who (A) present themselves for registration on time on **2 March 2017** AND (B) are, on that occasion, not successfully accepted for registration but given the opportunity, at the sole discretion of CAM, to submit the supplementary documents required, are allowed to submit the supplementary documents on **15 March 2017 between 15:00-17:00**. Again, in order to complete the registration,

CAM will also check that the representative present for submission of the supplementary documents is listed on the relevant **Declaration Form** as authorized by the company to complete the registration on behalf of the company. Documents submitted later than the mentioned time would not be accepted. If the interested potential Bidders have submitted all the required supplementary documents and the documents meet the requirements, they will be qualified to participate in the Tender and the tender documents mentioned above in Section **5.1**, **5.2** and **5.3** will be issued by CAM to their representative(s).

#### ABOUT THE BID AMOUNT FORM:

The Bidders shall use the original Bid Amount Form issued by CAM to bid for the counter, as further described below.

Representative(s) delegated to complete the registration procedure in the Declaration Form as stated in 3.2 above shall sign, on behalf of the Bidder, the following statement printed on the reverse of the original Bid Amount Form issued by CAM, which shall then be countersigned by a witness designated by CAM, in order for the statement to be binding on the Bidder and for the form to be valid for use:

“In accordance with the *Instructions for Participation in the Tender* issued by the Macau International Airport Company Limited (hereafter “CAM”), I, \_\_\_\_\_ (print name as per ID document) representing the Bidder \_\_\_\_\_ (Name of Company), registered at the Commercial and Movable Property Registry under No. \_\_\_\_\_ (*N.º de Registo*) (hereafter the “Bidder”), in the exercise of a power of attorney granted in the Declaration Form dated \_\_\_\_\_ (dd/mm/yyyy), hereby confirm on behalf of the Bidder that:

- a) it shall be the Bidder’s sole responsibility for ensuring that the Bid Amount Form on the reverse of this original document issued by CAM will be filled in by person(s) with the necessary powers and that CAM shall not have the duty to check or verify the signature(s) on the form or the powers of the signatory/signatories;
- b) the amount to be inserted in the Bid Amount Form on the reverse of this original document issued by CAM shall, upon this original document being returned to CAM, be considered the BID AMOUNT binding on the Bidder, whether the form is signed by the Bidder’s authorized signatory/signatories or not, or whether it is signed at all; and
- c) the Bidder shall have sole responsibility for taking every necessary measure to safekeep this original document, and shall bear all the risks of its loss, damage or misuse, for which CAM shall have no responsibility.”

## **6. Submission of Bid Amount Form and Minimum Bid Amount**

- 6.1 To ensure fairness and equality, Bidder **MUST** fill up the **Bid Amount Form** (which should be the original form provided by CAM).

***PLEASE NOTE THAT, whereas the Bidder’s authorized representative(s) should sign under the Bid Amount on the original Bid Amount Form issued by CAM, it shall be the Bidder’s sole responsibility for ensuring***

*that the form is filled in by person(s) with the necessary powers. CAM shall not have the duty to check or verify the signature(s) or the powers of the signatory/signatories, and CAM reserves the right to rule that the amount inserted in the original Bid Amount Form issued by and returned to CAM is the BID AMOUNT binding on the Bidder concerned, whether the form is signed by the Bidder's authorized signatory/signatories or not, or whether it is signed at all.*

Once it is completed, Bidder should insert the Bid Amount Form into the provided **CAM Standard Envelope** (size 22.7cm x 12.8cm) printed with "Bid Tender for the Occupancy of a Counter at the Arrival Landside Passenger Terminal Building, Macau International Airport" and to **be affixed with company seal**, to arrive and be received by CAM **no later than** the Deadline for Bidders' Submission of Bids mentioned in Section 1.

**Mail/Hand Deliver to:**

Attn: Chairman of the Executive Committee  
Macau International Airport Company Limited (CAM)  
4<sup>th</sup> Floor, CAM Office Building,  
Avenida Wai Long, Taipa, Macau S.A.R.

**Late submissions will not be accepted and will be returned to Bidder(s).**

- 6.2 The **BID AMOUNT** which is equivalent to the "Monthly Fee" (i.e. a monthly occupancy fee plus a monthly condominium fee) of a counter on the Bid Amount Form is to be filled up by Bidder. The **Minimum Bid Amount** is set at **MOP15,000.00 (Fifteen Thousand Patacas)** per month per counter. *Any Bidder who submits a BID AMOUNT lower than the Minimum Bid Amount shall be disqualified in the bidding process.* Each Bidder is restricted to bid for only 1 (one) counter with one **BID AMOUNT**.
- 6.3 Each Bidder undertakes to seal the CAM Standard Envelope for the avoidance of breakage or damage, and should take every necessary measure for ensuring the confidentiality of its **BID AMOUNT**. CAM shall have no responsibility for any loss or damage whatsoever caused by, resulting from or relating to any disclosure of the **BID AMOUNT**, which is attributed to the Bidder's negligence or wilful misconduct. If, for any reason, the CAM Standard Envelope is not properly sealed, the **BID AMOUNT** may be disqualified and the Bidder may not be allowed to attend the Tender Meeting.

## **7. Tender Meeting**

Representative(s) designated by the Bidder to attend the Tender Meeting are required to complete the pre-checking procedure of their identification to participate in the Tender Meeting. Both the pre-checking procedure and the



Tender Meeting will take place at the CAM Office Building, 4<sup>th</sup> Floor, Avenida Wai Long, Taipa, Macau SAR.

Representative(s) must bring along the following to participate in the Tender Meeting:

- Original Identification Document (Macau/ Hong Kong Identification Card or Passport);
- Company Seal/ Stamp; and
- Bank Draft/ Cashier's Order for the settlement of Security Deposit which is equivalent to 3 months of the Bid Amount (Monthly Fee) written on the Bid Amount Form. The Bank Draft/ Cashier's Order should be crossed and made payable to "CAM-Sociedade do Aeroporto Internacional de Macau S.A.R.L.".

Schedule for the **Pre-checking Procedure** and **Tender Meeting** for **Land Transportation Companies (Category II)** & **Telecommunications/ Other Companies (Category III)**:

Pre-checking of identification of the representative(s)	from 14:30 on 23 March 2017
Tender Meeting	at 15:30 on 23 March 2017

Schedule for the **Pre-checking Procedure** and **Tender Meeting** for **Travel Agencies (Category I)**:

Pre-checking of identification of the representative(s)	from 14:30 on 24 March 2017
Tender Meeting	at 15:30 on 24 March 2017

The Tender Meeting will be kicked off **ONLY** with the presence of the attorney and assigned representatives from CAM.

During the Tender Meeting, no one shall behave in such a manner to cause undue disturbance or disorder, or in any manner whatsoever interfere with other representatives. The representative who commits such act will be removed and will not be allowed to enter the venue again until the conclusion of the Tender Meeting and the bid of the company that this representative represents will be disqualified. Moreover, representatives should switch off their pagers and mobile phones etc. while the Tender Meeting is in progress. Also smoking, recording or photo-taking is **NOT** allowed at the venue.

CAM will announce the start of the Tender Meeting and then the sealed CAM standard envelopes submitted by the Bidders will be unsealed and revealed to all participants by category. In the meantime, the received Bid Amount Forms are revealed and sort in descending order, i.e. from the largest to the smallest BID AMOUNT and be adhesive on a whiteboard.

The Bidder with the largest **BID AMOUNT** of each category will be the first Bidder to pick and confirm 1 (one) Counter among the 20 (twenty) counters for Category I, 4 (four) counters for Category II and 4 (four) counters for Category III respectively.

The reference numbers of each Category of counters counting from the North to the South of the arrival landside, PTB, MIA are as follows:

- 01-00-0534; 01-00-0533; 01-00-0532; 01-00-0531; 01-00-0530; 01-00-0529; 01-00-0528; 01-00-0527; 01-00-0526; 01-00-0525; 01-00-0524; 01-00-0523; 01-00-0516; 01-00-0515; 01-00-0514; 01-00-0513; 01-00-0512; 01-00-0511; 01-00-0510 and 01-00-0509 for **Category I** for travel agencies (Annex I – A);
- 01-00-0508; 01-00-0507; 01-00-0506 and 01-00-0505 for **Category II** for land transportation companies (Annex I – B);
- 01-00-0504; 01-00-0503; 01-00-0502; and 01-00-0501 for **Category III** for telecommunication companies or other companies (Annex I – C).

If two or more Bidders place the same **BID AMOUNT** for a counter, an external legal consultant delegated by CAM will draw out the Bidders sequence to pick and confirm a counter first, until all the counters of that Category have been selected and confirmed.

On the other hand, if a Bidder, who has submitted the Bid Amount Form as required, does not attend the Tender Meeting in a timely manner, or if CAM makes a judgement at its sole discretion that the purported representative(s) of the Bidder does not have, or is not able to adequately document and evidence, the power of attorney required to the satisfaction of CAM, CAM has the right to disqualify this Bidder immediately at CAM's sole discretion.

Immediately after choosing the counter, the representative of each successful Bidder must consent, sign and affixed with company seal on the Confirmation Form as per the power of attorney granted in the Declaration Form so that the **BID AMOUNT** and the selected Counter is the final decision on behalf of and binding on the Bidder with the submission of the security deposit, which is equivalent to 3 months of Monthly fee ie 3 times of the **BID AMOUNT** written on the Bid Amount Form for their chosen counter (*It is reminded that the Bidder shall have sole responsibility for taking every necessary measure to ensure the confidentiality of its **BID AMOUNT**, and CAM shall have no responsibility for any loss or damage whatsoever caused by, resulting from or relating to any disclosure of the **BID AMOUNT***). Bidders who fail to submit the sum required immediately with a Bank Draft/ Cashier's Order will have to forfeit their rights and the counters concerned will be put up for other Bidders' selection straightaway.

The Security Deposit will serve to secure the exact and punctual fulfilment of the successful Bidder/Licensee's obligations arising from the occupancy of counter and/or the LUS. In addition, if the successful Bidder refuses to sign the LUS after

the signing of the Confirmation Form and submission of Security Deposit at the Tender Meeting, or fails to sign the LUS documents provided by CAM within 14 days after being requested by CAM to do so, CAM may disqualify the Bidder from being granted the LUS and the Security Deposit will not be returned to the Bidder.

## **8. LUS and Policies on Licentiates – Counters and Travel Agency Offices**

The successful Bidder shall comply with the terms and conditions set in the LUS (mentioned in Section 5.3 – which is a draft and for reference only), which is to be executed by CAM with the successful Bidder. The successful Bidder/ Licensee will be responsible to respect, scrupulously comply with, and ensure compliance with all these terms and conditions as well as all the applicable laws and regulations within the term of the occupancy. Further, should the successful Bidder /Licensee commit any act that is in violation of the purpose of occupying the counter during the term of the occupancy, CAM will have the right to **immediately terminate** the Licence holder's LUS.

The successful Bidder shall also comply with the Policies on Licentiates – Counters and Travel Agency Offices, which is to be enforced and may be amended from time to time by Airport Management Company (currently “ADA”). The successful Bidder/ Licensee will be responsible to respect, scrupulously comply with, and ensure compliance with all these terms and conditions as well as all the applicable laws and regulations within the term of the occupancy. Further, if the successful Bidder /Licensee does not follow or comply with the policies, or if the successful Bidder /Licensee commits any act that is in violation of the regulations or policies, ADA would issue warning letter to the successful Bidder /Licensee for their violation or non-compliance. CAM will have the right to **immediately terminate** the Licence holder's LUS at the **third occurrence** of such warning letter being issued.

## **9. Confidentiality**

Each Bidder undertakes to keep any information exchanged in the context of the present “Tender” confidential, refraining from any use thereof outside this context either to their own benefit or to the benefit of third parties, regardless of the purpose thereof, except where the information in question has been requested by competent public authorities, in which case such information may be provided thereto with prior notification to CAM.

This obligation of the Bidders shall remain in place for 3 (three) years as from the date whereupon the present procedure has begun.

The Bidders are liable for any damages arising from intentional or negligent non-compliance with those obligations referred to above regarding the use of the information exchanged, as well as for the confidentiality and use of the aforementioned information by any of their employees.

## **10. Prevention of Bribery**

If CAM suspects that someone conspires to restrain competitive bidding, namely causing anyone to win the bid for their counters during the bid tender illegitimately, CAM has the right to revoke the bidding and withdraw the counters from the bid tender even if the bid is accepted.

## **11. CAM's Right to Cancel, Reject or Reissue Invitation**

CAM reserves the right to cancel, reject or reissue this tender and also to launch a new tender, or take such other course of action as CAM deems appropriate at its sole and absolute discretion. CAM reserves the rights to:

- Waive or refuse to waive any non-compliance in any bids or bidding procedure;
- Reject or cancel any or all bids;
- Reissue the tender with or without modifications;
- Negotiate any elements relevant to this tender.

## **12. Disclaimer**

This tender does not constitute an offer. No contract or agreement shall result upon the submission of any bid. CAM shall not be under any obligation to enter into any contract or agreement with anyone in connection with this tender and any responses received. CAM may change, cancel and/or annul this tender in whole or in part at any time. Notwithstanding anything to the contrary, CAM will not have any obligation whether contractual or pre-contractual to anyone in connection with this tender, except only the contractual obligation to the successful Bidders, if any, with whom CAM has executed and delivered an agreement (ie the relevant formal "License for Occupation and Use of Spaces") in writing, approved by CAM's management, and CAM reserves the right to cancel and annul the bidding process or the results thereof at its sole discretion before the execution of such written agreement. CAM shall have no responsibility for any loss or damage whatsoever caused by, resulting from or relating to any disclosure of the bid submission or the BID AMOUNT.

## **13. Interpretation**

CAM reserves the ultimate right to make any final and conclusive decision on all matters in relation to this tender and these Instructions for Participation in the Tender, including but not limited to their interpretation and implementation and the application of the provisions therein.

## **14. Addenda to these Instructions**

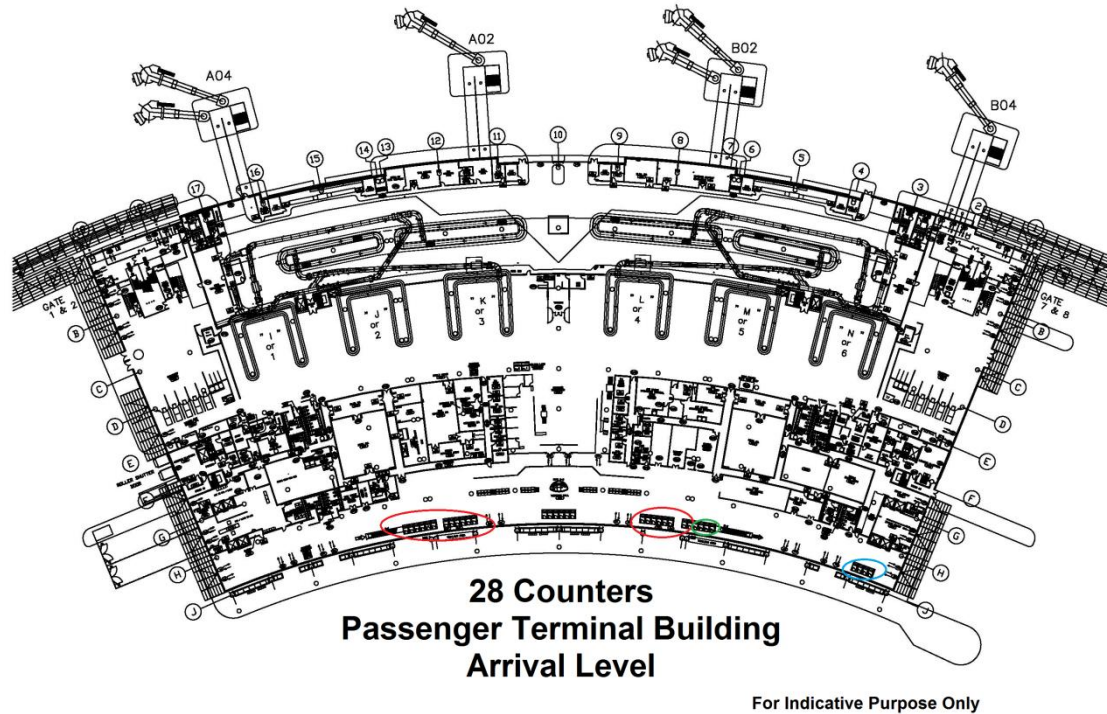
CAM may issue additional information, clarifications or modifications regarding these Instructions or any other matters in relation to this Tender by written Addenda. All written Addenda issued by CAM before the Deadline for Bidders' Submission of Bids shall be published on the webpage devoted to this Tender at the website <http://www.camacau.com>. All Addenda shall be incorporated into and become part of these Instructions, and binding on the Bidders/potential Bidders.

The Bidders/potential Bidders shall have sole responsibility for continuously checking the aforesaid webpage for any such addenda or information, until the Deadline for Bidders' Submission of Bids.

## Annex I

### Floor Plan

The floor plan shown serves the purpose of defining the approximate location of the 28 (twenty eight) counters with an approximate area of 3m<sup>2</sup> each, designated at the arrival landside, Passenger Terminal Building, Macau International Airport.



MIA Information Counter

←  
North Entrance/Exit

→  
South Entrance/Exit

01-00-0534	01-00-0533	01-00-0532	01-00-0531	01-00-0530	01-00-0529
01-00-0528	01-00-0527	01-00-0526	01-00-0525	01-00-0524	01-00-0523
01-00-0516	01-00-0515	01-00-0514	01-00-0513	01-00-0512	01-00-0511
01-00-0510	01-00-0509				

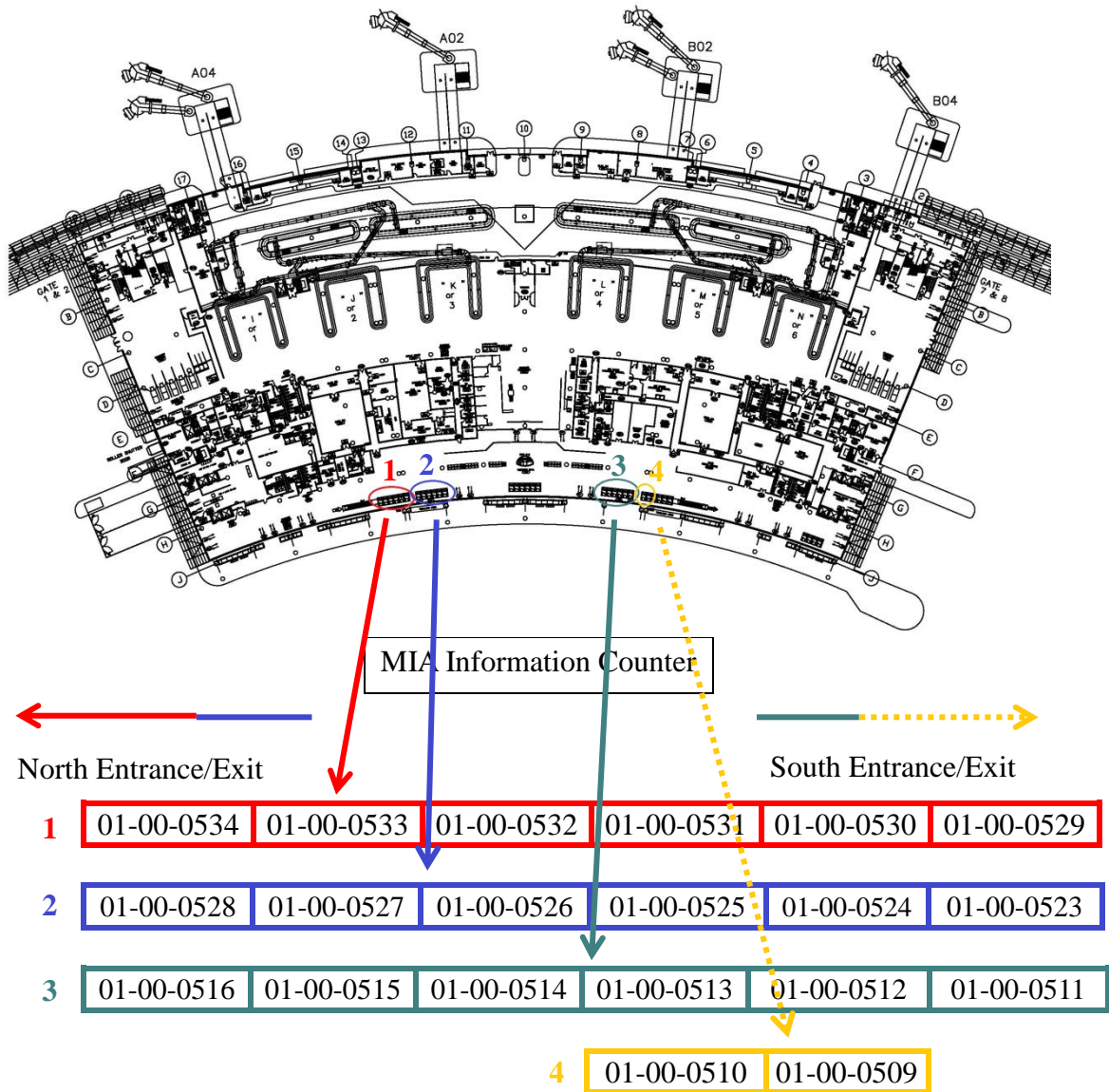
01-00-0508	01-00-0507	01-00-0506	01-00-0505
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01-00-0504	01-00-0503	01-00-0502	01-00-0501
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28 (Twenty Eight) Counters Reference Number

## Annex I – A

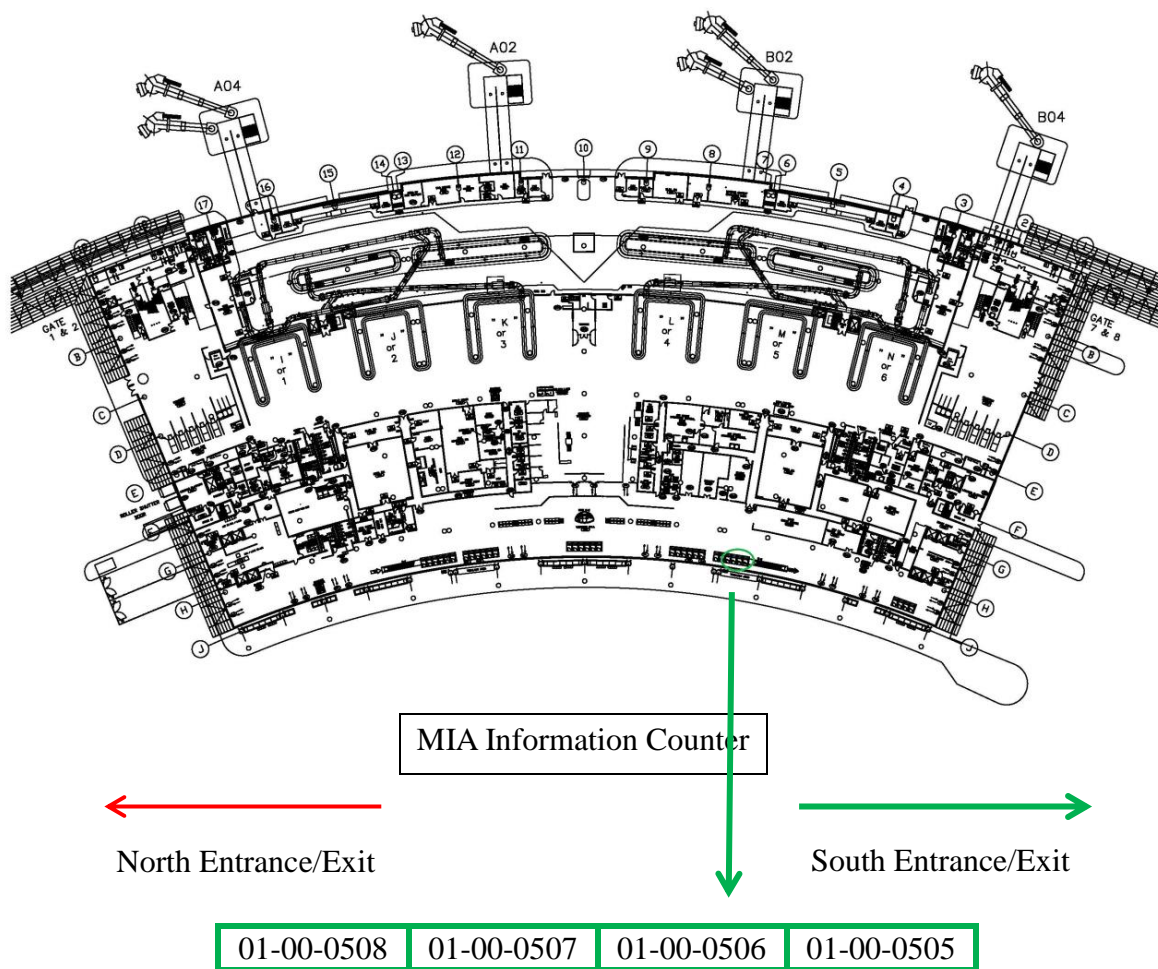
### Floor Plan for Category I – Travel Agencies





## Annex I – B

### Floor Plan for Category II – Land Transportation Companies



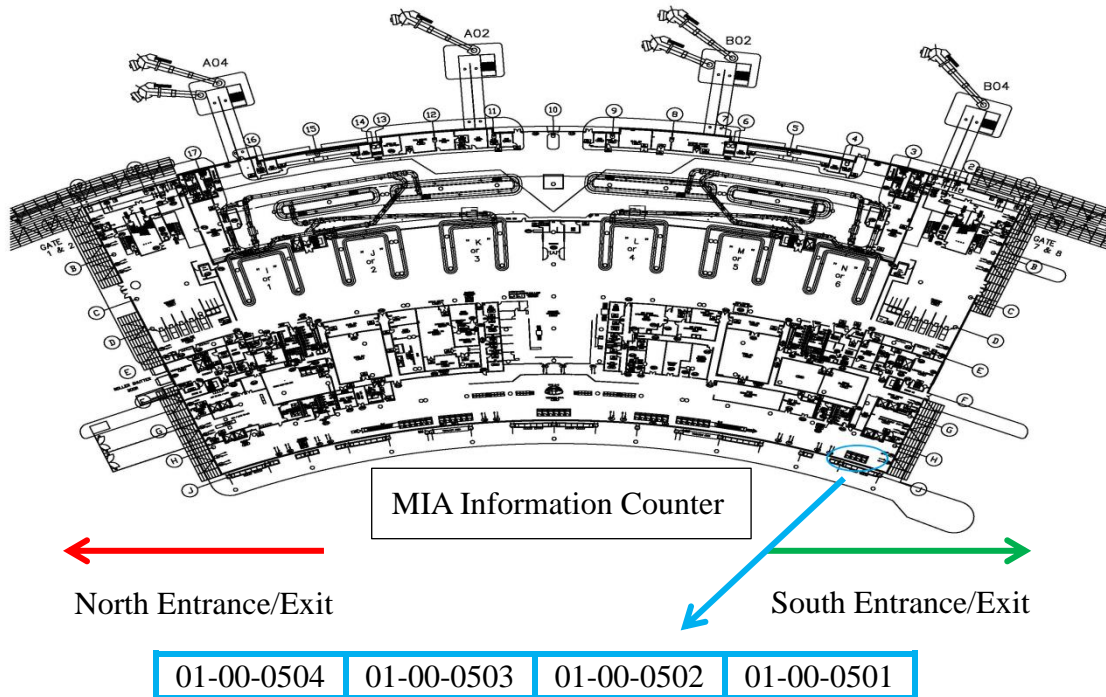


## Annex I – C

Floor Plan for Category III – Telecommunication Companies/ Others Companies

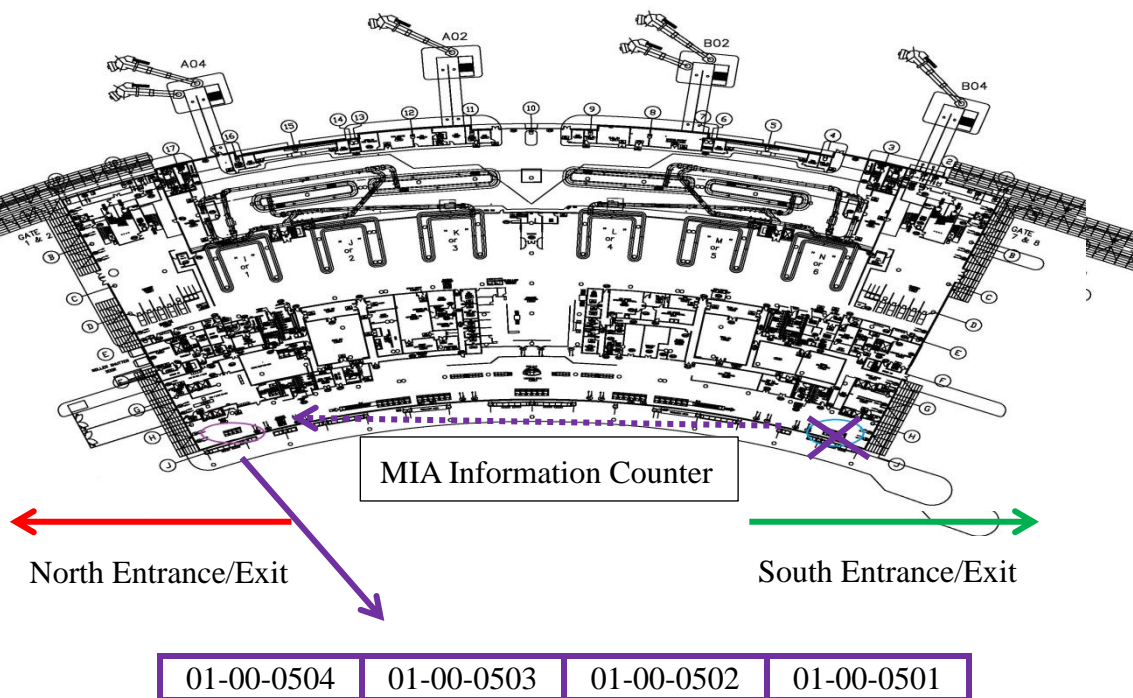
### Before Relocation

(From 1 July 2017 till completion of North Extension Project)



### After Relocation

(After Completion of North Extension Project)



## **Annex II**

### **Specifications & Standard Landlord Provision for Counter**

Each counter is equipped with the following provision:

1. 4 x 13A power supply sockets;
2. Wired Network accessibility;
3. 2 x telephone connections;
4. Below counter lighting fixture; and
5. Backdrop for identification of the organization/brand which should be composed of a static portion and provision to receive the installation of a dynamic monitor (exact size is subjected to the final design of the counter).

***Remarks: The above provision is subjected to changes and depends on the final design of the counter.***

### Annex III

### Declaration Form

Whereas:

Macau International Airport Company Limited (“CAM”) offers, subject to the provisions of the Instructions for Participation in the Tender issued thereby, a total of **28 (twenty eight) Counters** to be occupied by operators in providing travel agency services, certain transportation services, telecommunications and other services for passengers at arrival landside of the Passenger Terminal Building (“PTB”), of the Macau International Airport (“MIA”).

The 28 (twenty eight) Counters at the Arrival Landside are reserved for the below services in three categories:

1. **20** (twenty) counters for Travel Agencies providing **travel agency services [01-TA]**;
2. **4** (four) counters for Transportation Companies providing certain **land transportation services [02-T]**; and
3. **4** (four) counters for Telecommunication Companies and Maritime Passenger Service Providers holding certain licenses issued by Macau SAR government, as well as providers of passenger services in connection with airlines alliances club and frequent flyers programs **[03-C]**.

Therefore, \_\_\_\_\_ (name of company), registered at the Commercial and Movable Property Registry under No. \_\_\_\_\_ (*Nº. de Registo*) (“Company”), has an intention to participate in this “**TENDER**” for the Occupancy of a Counter at the arrival landside, PTB, MIA for category \_\_\_\_\_ (*please fill in 01-TA, 02-T or 03-C as per indicated categories above*), and hereby

a) declares that the Company accepts and will comply with the Instructions for Participation in the Tender, as amended by CAM from time to time, without reservation; and

b) grants the power of attorney to the following representative(s) for them or any one of them to complete the registration on **2 March 2017** or **15 March 2017**, as the case may be, to pick up the tender documents issued by CAM, and to sign any relevant documents for connected purposes, on behalf of the Company:

Representative 1. \_\_\_\_\_ (Name as per identification document), holder of \_\_\_\_\_ (Macau or HK ID Card / Passport), number: \_\_\_\_\_

Representative 2. \_\_\_\_\_ (Name as per identification document), holder of \_\_\_\_\_ (Macau or HK ID Card / Passport), number: \_\_\_\_\_

and

c) grants the power of attorney to the following representative(s) for them or either one of them to attend the Tender Meeting to be held at **15:30 on 23 March 2017** for **Land Transportation Companies (Category II) & Telecommunications/ Other Companies (Category III)**, or at **15:30 on 24 March 2017** for **Travel Agencies (Category I)**, on the 4<sup>th</sup> floor, CAM Office Building, Avenida Wai Long, Taipa, Macau S.A.R., to confirm the **BID AMOUNT** and select the counter, as well as to sign relevant documents (including the Confirmation Form), on behalf of the Company.

Representative 1. \_\_\_\_\_ (Name as per identification document), holder of \_\_\_\_\_ (Macau or HK ID Card / Passport), number: \_\_\_\_\_

Representative 2. \_\_\_\_\_ (Name as per identification document), holder of \_\_\_\_\_ (Macau or HK ID Card / Passport), number: \_\_\_\_\_

For & on behalf of the Company

\_\_\_\_\_  
Authorized Signature(s) & Company Seal

Name:

Title:

Date:

*[Signature(s) to be notarized by a notary of Macau as affixed by person(s) who have the powers to do this act on behalf of the Company]*

*(簽名需經澳門公證機關認定係由具權限代表該公司作出此行為之人士簽署)*

**Annex IV**  
**Draft of Confirmation Form**

I, \_\_\_\_\_ (Print name as per ID document) representing the Bidder \_\_\_\_\_ (Name of Company), registered at the Commercial and Movable Property Registry under No. \_\_\_\_\_ (*Nº de Registo*) (“Bidder”), in the exercise of a power of attorney granted in the Declaration Form dated \_\_\_\_\_ (dd/mm/yyyy), at the Tender Meeting held at **15:30 on 23 March 2017** or **24 March 2017** (choose one), hereby confirm on behalf of the Bidder that the amount of MOP \_\_\_\_\_ (in figures) and \_\_\_\_\_ (in words) is the **BID AMOUNT** equivalent to the **Monthly Fee** (i.e. a monthly Occupancy Fee plus a monthly Condominium Fee) for a counter with Reference No. 01-00-\_\_\_\_\_ at the arrival landside of the Passenger Terminal Building of Macau International Airport during the term of the “License for Occupation and Use of Spaces” (“LUS”) to be duly entered with the Macau International Airport Company Limited (“CAM”), which shall come into force on 1 July 2017.

Enclosed is a Bank Draft/ Cashier’s Order submitted for and on behalf of the Bidder to CAM as Security Deposit for the above counter:

Name of Bank: \_\_\_\_\_

Reference # of Bank Draft/ Cashier’s Order: \_\_\_\_\_

Amount: MOP \_\_\_\_\_ (in figures) i.e. \_\_\_\_\_ (in words).

I confirm on behalf of the Bidder that, if the Bidder refuses to sign the LUS, or fails to sign the LUS documents provided by CAM within 14 days after being requested by CAM to do so, CAM may disqualify the Bidder from being granted the LUS, whereupon the Bidder shall forfeit the Security Deposit to CAM.

I further confirm on behalf of the Bidder that, once the LUS is duly entered into by both the Bidder and CAM, the Security Deposit shall automatically come to serve as

the Security Deposit under the LUS to secure the exact and punctual fulfilment of the successful Bidder/Licensee's obligations arising from the occupancy of counter and/or the LUS.

For & on behalf of the Bidder

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Authorized Signature & Company Seal

Name:

Identification Type and #:

Title

Date:

*(Signature in due capacity and with powers for this act)*