



**BUSINESS AFFAIRS OFFICE**  
**Office of the Vice Chancellor for Community Affairs**  
**University of the Philippines Los Baños**

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13 November 2018

**ANNOUNCEMENT**  
**Available Space at the ALUMNI PLAZA**

The University of the Philippines Los Baños is inviting interested entrepreneurs to bid for an available commercial space at the Alumni Plaza (*please see attached layout*).

The following are the pre-qualification requirements for interested bidders:

1. DTI Registration/SEC Registration
2. Mayor's Permit
3. Information on existing business
4. Food Safety Training/Seminar Certificate
5. Valid ID (with picture and signature)

**INSTRUCTION TO BIDDERS**

1. Schedule of Activities:
  - a. Issuance of bid documents : starts on Nov. 14, 2018
  - b. Pre-Bid Conference : Nov. 20, 2018 / 9:00 am at BAO
  - c. Submission of Intent and other Pre-requirements : November 14 to 27, 2018
  - d. Submission and opening bids : November 28, 2018/10:00 am
2. Reputable and bona fide bidders should secure bid documents/requirements from the Business Affairs Office or forms may be downloaded from the UPLB website (<http://www.uplb.edu.ph>).
3. During the pre-bid conference (**Nov. 20, 2018, Tuesday at 9:00 am**), interested bidders shall submit a copy of DTI/SEC Registration, Mayor's Permit and Business Background/Profile.
4. The bid must be legibly written in the prescribed Bidder's Form. All erasures shall be countersigned.
5. The Bid Form must be fully accomplished.
6. In case of discrepancy between amount in figures and amount in words, the latter will prevail.
7. The bidder or his duly authorized representative must sign all pages of the bid documents. Affix the complete signature, not initials, on all pages.

8. The envelopes should be sealed and addressed to the Business Affairs Office (BAO), with the following information indicated on the envelope:
  1. Title of the bid
  2. Date of opening
  3. Name of Business Organization
9. Bids shall be accepted by the BAO only at the designated date, time and place, provided they are sealed and signed by the bidder or authorized representative across the envelope flaps.

### **SPECIAL PROVISIONS**

1. The issuance of the prescribed bidding form mentioned herein shall not be construed as full and final recognition of the bidder's competence, nor shall any previous recognition of competence be necessarily accepted without question for this particular bidding. The University of the Philippines Los Baños reserves the right to review the competence and qualification of the bidders anytime before the award of contract by further verification of the bidders' pre-qualification documents, or by any other satisfactory means. The competence of a bidder shall include adequate preparation of the bid documents, financial ability to undertake proper and efficient performance of the services.
2. The bidder can only withdraw his bid before any of the bids has been opened.
3. UPLB reserves the right to reject any or all bids, and accept an offer as may be considered most advantageous to the University.
4. Failure of the bidder to comply with the terms and conditions stipulated in the bidding shall be a ground for disqualification.

#### **Important Reminder:**

Interested bidders should **not have any liability** from the University. Furthermore, he/she should not be a spouse of a University employee.

For further inquiries please email at [bao@uplb.edu.ph](mailto:bao@uplb.edu.ph); [bao.uplb@up.edu.ph](mailto:bao.uplb@up.edu.ph) or visit the Business Affairs Office at Obdulia F. Sison Hall, Jose B. Juliano St., University of the Philippines Los Baños, College, Laguna.

Deadline of submission and opening of sealed bids: **November 28, 2018 (Wednesday) 10:00 am** at the Business Affairs Office (BAO), complete with the signature of the bidder.

**BUSINESS AFFAIRS OFFICE**

**TERMS AND CONDITIONS**

**UPLB ALUMNI PLAZA (Coffee Shop)**

**FLOOR PRICE: P14,000.00**

- a. The area: 70 sq.m.
- b. LESSEE agrees that the leased premises shall be used and occupied solely as a space to **operate a coffee shop (Please specify on a separate sheet of paper the food and beverage items intended for sale and estimated prices. These will be considered in the evaluation of bids)** and shall be used exclusively for the purpose of serving food and beverage to guests, students and employees under the sole management of LESSEE. Further, LESSEE shall use the premises subject hereof so far only as the same may be needed and incidental to its principal purpose/business and not for any other purpose.
- c. LESSEE shall not assign, transfer or convey any of his rights under the Contract, or sublease the leased premises in whole or in part, or permit the same to be used by a third party without prior written consent of LESSOR.
- d. **LESSEE shall desist from cooking, reheating and performing other food preparations involving the use of charcoal and LPG.** Furthermore, any cooking activity that will result in excessive smoke or smell shall not be allowed.

Use of electric equipment not using flame, such as electric stoves, oven toasters and microwave ovens, may be allowed, upon prior written permission of LESSOR, provided electric meters are installed for proper billing of utilities, and the LESSEE shall have at least one (1) unit of fire extinguisher within the leased premises, readily available at all times.

- e. Five days after the Lease Contract has been awarded, LESSEE shall pay a security deposit equivalent to three (3) months rental as a guarantee to secure the faithful compliance of LESSEE of all covenants and conditions of this Contract and to answer for damages and other monetary liabilities or obligations of LESSEE under this Contract. Further, the said security deposit shall be forfeited in favor of LESSOR in case the Contract is revoked due to violation of any of the stipulations in the Contract or in case LESSEE pre-terminates this Contract of Lease prior to the agreed expiration date for whatever cause or reason, unless, 60 days prior written notice is served to LESSOR through the Business Affairs Office.
- f. In addition to the security deposit, LESSEE shall pay advance rental equivalent to one (1) month rental upon signing the contract.

- g. The LESSEE shall pay LESSOR without need of demand, a minimum monthly rental of PLEASE INDICATE BID PRICE (P \_\_\_\_\_) on or before the 25<sup>th</sup> day of the current month. Upon failure of LESSEE to pay the monthly rental within the period prescribed, there shall be a surcharge of ten percent (10%) per month on the unpaid rental.
- h. Payment shall be remitted at the UPLB Cashier's Office where LESSEE shall be issued with an Official Receipt and shall furnish a copy to the Business Affairs Office.
- i. There shall be a minimum 5% increase per annum on the monthly rental on the leased premises
- j. The LESSEE shall pay all his taxes in full and on time, furnishing LESSOR annually with current tax clearance from Bureau of Internal Revenue together with copies of latest income and business tax returns, duly stamped as received by the bureau and validated with the tax payments made thereon.
- k. The Lease Contract shall be for a period of **THREE (3) YEARS**. Should the LESSEE opt not to operate during the school break (DECEMBER, JANUARY, JUNE and JULY), a formal letter request must be submitted to the Business Affairs Office for approval of the director.

On the second year, the monthly rental shall be subject to **an increase of 5%** on the existing rental rate until the contract expires. The Lease Contract shall be effective from **January 1, 2019** until **December 31, 2021**, after which the space will be subjected to bidding (*as per Sec. 533 of the General Accounting and Auditing Manual*).

- l. The LESSEE, at his own expense, may be allowed to make alterations, additions or improvements in or upon the leased premises consistent to its needs, upon prior written consent from LESSOR through the Business Affairs Office.

Any such alterations, additions or improvements of a fixed nature shall, at the expiration or pre-termination of this lease, become the property of the LESSOR without obligation to reimburse the LESSEE for the latter's expenses, however, the UPLB may choose to require the LESSEE to restore the premises to its original condition without defacing or altering the subject premises, also at the LESSEE's expenses.

- m. The LESSEE shall not affix, inscribe or paint any notice, sign or other advertising medium outside the leased area or any part of the building, except upon written permission from the LESSOR (through the Business Affairs Office) and of such size, style and content as the LESSOR may determine, conforming with such rules and regulations as the LESSOR may, from time to time, prescribe.
- n. All utilities and services furnished to the premises for the term of this lease, including electricity, water and garbage whichever is applicable, shall be on the account of LESSEE, the total cost shall be exclusive in the monthly rental and shall be paid separately by LESSEE within five (5) days after receipt of the collection bill. Furthermore, all taxes, licenses, and fees imposed by and payable to the government in connection with the operation of business shall be on the account of LESSEE, and shall not be deducted or applied to the rental due to LESSOR.
- o. LESSEE shall arrange with the University Planning and Management Office (UPMO) for the installation of meters for electricity and/or water. LESSEE shall

provide his own electric and/or water meter and grease trap. Furthermore, LESSEE shall pay a **BOND DEPOSIT** amounting to **TEN THOUSAND PESOS (P 10,000.00)** to UPMO.

- p. LESSEE shall ensure that its employees and food handlers are in good physical health and are free from communicable diseases that can be transmitted to customers. All food handlers of the LESSEE shall secure medical fitness certificates from the University Health Service. The medical certificates of the food handlers with their corresponding photos shall then be submitted to the Business Affairs Office;
- q. The LESSEE, its employees/food handlers shall have attended a food safety training/seminar. Certificate of the said training/seminar must be submitted to BAO. Furthermore, employees/food handlers should wear the attire proposed by the LESSEE and approved by the BAO (uniform, ID, hairnet, mask/mouth guard, closed shoes) and should observe proper hygiene at all times;
- r. The LESSEE shall keep the premises clean at all times and shall not allow any activity that will cause disturbance or be a nuisance to the surrounding area.
- s. The LESSEE shall be responsible for securing LESSEE's equipment in the leased premises, holding the LESSOR free from all responsibility thereon.
- t. The LESSEE shall pay for any loss or destruction caused on the property of the LESSOR resulting from fault or negligence of the LESSEE or any person under his control or supervision and the LESSOR shall not be held liable for any damage that the LESSEE may incur in his business.
- u. The LESSEE shall allow the LESSOR, through its duly authorized agent(s) and representative(s), to inspect any time at the leased premises.
- v. The LESSEE shall not sell liquor, alcoholic beverages, cigarettes and other prohibited/restricted substances;
- w. The LESSEE shall not sell articles as LESSOR may, by written notice, prohibit/restrict LESSEE from dispensing from time to time;
- x. The LESSEE shall not store any hazardous, inflammable, or illegal materials and such other materials as may from time to time be prohibited in the premises by the LESSOR.
- y. The LESSEE shall obey and observe all applicable policies, rules and regulations of the University.
- z. The effectivity of the Lease Contract shall be **5 working days after the awarding**. Failure to process the necessary documents/requirements within **2 weeks** after the contract is awarded shall invalidate the award and shall give the right to LESSOR to award the contract to the next higher bidder or conduct rebidding.
- aa. The Lease Contract will automatically be terminated in case LESSEE fails to pay the monthly rental for TWO (2) consecutive months or failure to conduct full business operations, without acceptable reason, for any continuous period of fifteen (15) days or more during the term of the lease.
- bb. The LESSEE shall vacate and surrender to the LESSOR possession of the premises upon the expiration and non-renewal, or pre-termination as provided

herein, of this lease. In this regard, the LESSEE hereby unconditionally and irrevocably designates the LESSOR, its agents and employees, as his Attorney/s-in-Fact, with full authority to enter into and take possession of the premises, together with all properties therein, applying the LESSEE's properties in payment of any outstanding obligation to LESSOR he may still have, waiving at the same time any objection to any action which the LESSOR may take thereon and to the leased premises, including padlocking it and/or offering it for lease to other parties. The LESSEE hereby confesses that he has no further cause of action against the LESSOR, its agents and employees by reason of any action taken in this regard, and hereby forever waives any such right of action, should there be any.

DATE OF BIDDING: **November 28, 2018 (Wednesday), 10:00 am**

FOR CLARIFICATIONS/INQUIRIES: Landline No. (049) 536-2314

Bid forms available at the Business Affairs Office or print this form. Indicate your bid and submit on or before **November 28, 2018, 10:00 am** at the Business Affairs Office (BAO).

***Bid Form (UPLB Alumni Plaza – Coffee Shop)***

Name of Bidder:

\_\_\_\_\_  
(signature over printed name)

Name of Business/Address:

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Contact Number(s):

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Checklist of pre-qualification requirements submitted:

- a. DTI Registration/SEC Registration
- b. Mayor's Permit
- c. Information on existing Business
- d. Food Safety Training/Seminar Certificate
- e. Valid ID (with picture and signature)

Note: Non-submission or incomplete submission of the above requirements will mean disqualification.

**Please print the Terms and Conditions and sign each page together with the Bid Form.**

**Bid Price:** \_\_\_\_\_

# Layout

UPLB Alumni Plaza

