



**UNIVERSITY OF THE PHILIPPINES VISAYAS
BIDS AND AWARDS COMMITTEE**

New Administration Building, Miag-ao Campus
Telefax: (033) – 315-98-58/315-81-41
E-mail Address: upvbac@yahoo.com

**REQUEST FOR EXPRESSION OF INTEREST FOR LEASE OF UPV CAFETERIA
AT ILOILO CITY CAMPUS
2019 – 019**

The UNIVERSITY OF THE PHILIPPINES VISAYAS, through its Bids and Awards Committee (BAC) acting as Special Committee for the purpose, invites qualified Concessionaires to submit lease proposal for the hereunder project:

ITEM	DESCRIPTION	LOCATION	MINIMUM MONTHLY LEASE	Contract Duration
1.	Lease of UPV Cafeteria at Iloilo City Campus	UP Visayas Iloilo City Campus	P30,000.00 exclusive of all mandated taxes	Two (2) years

The Committee will use a non-discretionary pass/fail criteria in the Eligibility Check/Screening as well as the Preliminary Examination and post-qualification of the best proposal most advantageous to the University

The schedule of submission and opening of eligibility requirements and proposal is as follows:

Activity	Date, Time and Venue
Submission of Eligibility/Technical Requirements and Opening of Lease Proposals	8 August 2019 4:00 p.m. Tea Room, Cafeteria Bldg., UP Visayas Iloilo City Campus

Interested parties should submit Two (2) Envelopes (Envelopes A and B) during the Eligibility Check and Opening of Lease Proposal on the date specified above.

The first envelope (Envelope A) shall contain the following Eligibility/Technical Requirements:

i)	Registration Certificate from SEC, DTI for sole proprietorship, or CDA for cooperative
ii)	Mayor's/Business permit issued by the city or municipality where the principal place of business of the proponent is located or the equivalent document for Exclusive Economic Zones or Areas. In case of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the proponent has applied for renewal within the prescribed period by the concerned local government unit: Provided, That the renewal permit shall be submitted as a post qualification requirement. For individual proponent not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit
iii)	Tax clearance per E.O. 398, s. 2005m, as finally reviewed and approved by the BIR
iv)	Statement of all ongoing and completed government and private contracts, including contracts awarded but not yet started, if any.
v)	Audited financial statements, showing, among others, the total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of submission of lease proposal.
vi)	Company's Profile reflecting all required personnel to operate the UPV Cafeteria

vii)	Other licenses relevant to cafeteria operations
------	---

The second envelope (Envelope B) shall contain the following:

i)	UPV Prescribed Lease form reflecting the minimum monthly lease in words and in figures duly signed by the owner/proprietor or president of the corporation
ii)	Cash Bond equivalent to P14,400.00 which is equivalent to 2% of the two years contract duration based on monthly lease rate offered
iii)	Cafeteria Proposal operations reflecting facilities, lay outs and personnel

Please take note the second envelope will be opened only after the requirements of the first envelope are met. Hence, proponents are reminded to double check the checklist of requirements and ensure that they are enclosed in the specified envelopes (Envelope A or B) above mentioned.

Late Proposals or proposals not accompanied by cash bond shall be rejected.

The **University of the Philippines Visayas (UPV)** reserves the right to reject any or all proposals, declare a failure of lease proposal, without offering any reason, waive any defect therein and make an award to the proponent whose proposal is most advantageous to the University. The University likewise, assumes no obligation for whatever losses that may incurred by the proponents in the preparation of the proposals nor does it guarantee that the award shall be made.

Inquiries may be forwarded to:

MS. ESTERLINA I. GAMEZ
 Chief, Supply and Property Services Office
 UPVisayas, Iloilo City
 Telefax No. (033) 315-9858; (033) 315-81-41
 (033) 315-9632 loc. 180 / 247
 (033) 336-55-64 (Iloilo City Office)
 E-mail: upvbac@yahoo.com

MAUREEN KAY C. ONGO
 Chair, Bids and Awards Committee

Date of Posting: _____
 /UPV-BAC/beth/Inv_2019-018

PROJECT NAME: LEASE OF UPV CAFETERIA, ILOILO CITY CAMPUS

TERMS OF REFERENCE:

I. Obligations of the University:

1. To provide a Cafeteria building with a total space of 259.33 sq. meters.
2. The University shall provide water and power connections subject to payment of actual consumption based on the reading conducted by the CDMO.
3. The University shall pay for electricity cost of the Tea Room area at the rate of P25.00 per hour of usage.
4. The University shall have the right to terminate the Contract for valid and justifiable reasons and to inform the Lessee at least 30 days before termination

II. Obligations of the Lessee:

1. The Lessee shall pay religiously the required monthly lease exclusive of all mandated taxes every fifth(5th) day of the succeeding month.
2. The lessee shall pay a two-month rental deposit upon signing of the Contract.
3. The Lessee shall not sub lease the Cafeteria to other parties.
4. The Lessee shall provide an air conditioned space to be used as a tea room /or conference room prioritized for the use of the University.
5. The Lessee shall provide its own facilities and equipment for Cafeteria operations.
6. The Lessee shall observe proper management of trash/garbage and food waste/kitchen refuse and shall be responsible at all times for the sanitation/cleanliness, proper hygiene and upkeep of the Cafeteria including comfort rooms as well as surrounding areas outside the building and at least three (3) meters around the building.
7. The Lessee shall strictly observe health and sanitation practices as follows:
 - a. No pets and other animals especially dogs and cats shall be allowed inside the cafeteria
 - b. Food workers shall be properly dressed (in uniform work clothes with hair nets and hand gloves).
 - c. Kitchen utensils, serving plates, spoons, forks, glasses and other dining implements should be sterilized and sanitized
8. Minor repairs such as replacement of defective door/window screens, pipes, faucets, electrical switches/bulbs shall be borne by the Lessee.
9. Electricity and water costs shall be borne by the Lessee.

10. The whole University including Cafeteria building is a non-smoking /non vaping area, hence, smoking is not allowed inside and Cafeteria or anywhere in the Campus.
11. The Lessee shall ensure that the premises of the Cafeteria will be free from fire hazards. As such, the Lessee is required to have at least one (1) fire extinguisher at the Cafeteria.
12. The dining area shall be used solely for food services for students, faculty, staff, clients and guests of the University.
13. Sale of alcoholic or intoxicating beverages and cigarettes is strictly prohibited.
14. The pricing of food should be posted on a conspicuous area. In case of price increase in the food, a written request for increase shall be approved by the University prior to implementation.
15. The Cafeteria shall be subject to monitoring by a Committee/personnel designated by the University as to sanitation, cleanliness, upkeep, maintenance and price increase for food.
16. Business hours shall be from 6AM to 7PM, Monday to Saturday, except on special occasions requiring extended period provided written permit/consent has been secured from the University.
17. Activities of the University shall be given priority over private occasions for the use of Cafeteria facilities and services.
18. No more than four (4) personnel be allowed to stay overnight at the Cafeteria. No laundry washing will be done at the Cafeteria.
19. The Lessee and food workers should submit to the University a medical clearance certificate by the University Health Services after undergoing an X-ray examination, throat swab, and stool examination from a licensed laboratory.
20. The Lessee may introduce improvements, alterations, installations and/or additions on the leased premises and may deducted from monthly rental provided improvements, etc. have prior approval of the University. Any improvement introduced or attached to the permanent structure will be owned by the University upon expiration of the Contract of Lease.
21. The Lessee shall be held liable for its food workers and personnel. Any injuries sustained by its workers, customers and guests that occurred within the Cafeteria shall be responsibility of the Lessee.