



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Office of the Chancellor

24 June 2022

MEMORANDUM NO. 075
Series of 2022

TO : **All Concerned Units**

SUBJECT : **Rental Rates, Bidding Criteria, and Opening of Food Kiosks and Canteens in the UPLB Campus**

Since the University has gradually reopened for the conduct of limited face-to-face activities and to cater the needs of our students, staff, and personnel, the University will reopen its canteens and food kiosks in the campus.

In order to future-proof food service in the campus by prioritizing quality food service, promoting access to nutritious food for the health and well-being of our constituents, especially our students, as well as in compliance to cleanliness and food safety standards with regard to COVID-19 pandemic protocols, the attached approved new *Rental Rates and Bidding Criteria for the Canteen and Food Kiosk in UPLB* will be implemented effective immediately.

To also help small- and micro- food enterprises within the UPLB community as they recover from the economic and social impacts of the pandemic, the Multiplier is reduced to "1." However, this is subject to change for the succeeding semester/academic year once the University fully opens for face-to-face classes.

For further inquiries, please contact the UPLB Business Affairs Office (BAO) at 0939 922 3110 or at bao.uplb@up.edu.ph.

For your information and guidance.


JOSE V. CAMACHO, JR.
Chancellor

Attachment: a/s

cc: OVCCA
BAO

Rental Rates and Bidding Criteria for Canteen and Food Kiosk in UPLB

1. The rate for the canteen¹ and food kiosk² in the UPLB campus **will be fixed and not follow the usual bidding process (highest bid offer)**. The proposed rate is **₱400.00 per square meter per month** based on the approved Interim Rules on the Fees for the use of Business Spaces at UPLB dated July 12, 2013.

Zone	Location	Type	Current Multiplier	New Multiplier ³	Area (sq. m.)	Proposed Rental
1	Copeland	Food Kiosk	1	1	4	1,600.00
1	CAS Annex 1	Food Kiosk	1	1	3.75	1,500.00
1	CVM	Canteen	1	1	12	4,800.00
2	Agronomy	Food Kiosk	1.5	1	4	1,600.00
1	MAREHA	Canteen	1	1	18	7,200.00
3	CEAT	Canteen	2	1	9.66	3,864.00
4	CAS Annex 2	Food Kiosk	2.5	1	3.75	1,500.00
4	Math	Canteen	2.5	1	21.67	8,668.00
4	BioSci (Wing A-Entom)	Food Kiosk	2.5	1	3.75	1,500.00
4	BioSci (IBS Wing C)	Food Kiosk	2.5	1	3.75	1,500.00
5	PhySci (IMSP)	Food Kiosk	3	1	4	1,600.00
2	IPB	Canteen	1.5	1	10	4,000.00
2	BIOTECH	Canteen	1.5	1	9	3,600.00
1	New Dorm	Canteen	1	1	17.4	6,960.00
1	Women's Dorm	Canteen	1	1	15.5	6,200.00
1	CFNR Admin Building	Canteen	1	1	40.122	16,048.80

¹ Canteen - is a type of food service location within an institution, bigger than a Food Kiosk.

² Food Kiosk - a small free-standing structure with one or more open sides that is used to sell food or merchandise; with a maximum size of 4 sq.m.

³ Once the University is fully open for face-to-face classes, the BAO will propose a new multiplier based on projected food traffic.

Zone	Location	Type	Current Multiplier	New Multiplier ³	Area (sq. m.)	Proposed Rental
1	SU Molawin	Food Kiosk	1	1	6	2,400.00
	International House	Food Kiosk	N/A	1	2.25	900.00

2. The space lease rental is subject to an escalation rate of 5% per year⁴. This is an increase from the 2% stated in the 2013 Interim Rules.
3. The lease contract term is **12 months or one (1) year renewable every year for a maximum of three (3) consecutive years**. At the end of the first year, should the lessee agree to continue with the contract, the revised and updated multiplier will apply based on the reviewed projected food traffic.
4. The bidding **will no longer be based on the highest rental amount bid** but on the fixed minimum floor price. The recommended procedure for choosing the canteen / food kiosk concessionaire are as follows:
 - a. There will be an **open bid** and will be published in the UPLB website and official FB pages of UPLB and UPLB BAO. Interested concessionaires may apply to different food canteens and food kiosks.
 - b. The following are the required documents that food canteen and kiosks bidders need to submit:
 - i. DTI Registration/SEC Registration
 - ii. Mayor's Permit
 - iii. Information on existing business
 - iv. Health and Food safety clearance or certificate
 - v. Full Menu including prices and proposed discount packages
 - c. The BAO composed of the Director, the staff from the Business Section and representatives from the IHNF (Food Safety Compliance expert) and DAME, CEM (Entrepreneurship expert), and student representative will review all bidding documents.
 - d. The selection criteria are as follows:
 - i. Nutritional value and quality of food (need to make sure that the quality of the food that will be served during the actual canteen operation will be the same as that of the taste test) (30%)
 - ii. Biggest discount or promo that can be given to students, staff, and faculty such as but not limited to unlimited rice, soup, coffee, etc. (30%)
 - iii. Compliance to cleanliness and food safety standards (30%)

⁴ RA No. 9653 also known as "Rent Control Act of 2009"

- iv. Variety of meal offerings such as but not limited to student/staff set meal (10%)
 - e. A concessionaire could only have a maximum of two (2) canteen/food kiosk contracts with UPLB. This will ensure fairness and equity. In cases, where the bidder got the top score in more than 2 areas, the said bidder will be given an option to choose the two (2) canteen/food kiosks area. The second top bidder will be then awarded the contract.
 - f. In cases of tie, toss coins will be used in front of the two bidders with the same scores. The winning bidder during the toss coin will be awarded the contract.
 - g. Once the terms are agreed upon by both parties, the food concessionaire will have to formally comply and submit all the required documents at the UPLB Business Affairs Office to process the Contract of Lease.
 - h. The food concessionaires may request change in their menu or price within the contract period, subject to the evaluation and approval of the Ad hoc Committee.
5. Repairs and maintenance of the food kiosks and canteen: The unit and as assessed by BAO and UPMO should make sure that the location is in good condition before opening it up for bidding. Any structural repair and maintenance of the food kiosk or canteen will be shouldered by the unit concerned. Retrofitting and refurbishment of the area that will suit the needs of the food concessionaire will be on their own expenses.