



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Unit 1&2, 2nd Floor, International House Bldg, Grad Sch. Complex, Jose B. Juliano Ave., UPLB
College, Laguna 4031 Philippines | 0939 922 3110 | bae.uplb@up.edu.ph | www.uplb.edu.ph

BUSINESS AFFAIRS OFFICE

**POLICIES AND GUIDELINES FOR THE
UPLB SATURDAY BAZAAR**

The UPLB Saturday Bazaar is a special business opportunity managed by the UPLB Business Affairs Office (BAO). It is EXCLUSIVELY open to UPLB constituents, namely: faculty, REPS, administrative staff, students, student organizations, alumni, and retirees. Interested applicants must present proof of constituency such as employee, alumni, or student ID, diploma, or TOR. This activity helps to develop the entrepreneurial mind and skills of the UPLB constituents by providing them the venue, promoting and allowing them to sell their products.

1. Interested individuals must apply and register at BAO. Applicants must fill out the Online Application Form and attached the following documents:
 - Business Profile/Information on existing business
 - List of all products to be sold shall be declared
 - DTI Registration/SEC Registration/BIR Certificate of Registration (COR)/Mayor's Permit/Business Permit and/or Barangay Clearance
 - Government ID (with picture and signature) (i.e. Passport, Driver's License, UMID, etc.)
2. Approved Applicant/Trader will be notified through email/chat message/call by UPLB BAO. Approved Applicant/Trader is required to submit the Trader's Information Sheet with 2x2 picture for identification.
3. Immediate and extended family members of registered traders are not allowed to apply due to the limited number of bazaar slots. Constituents are also not allowed to register on behalf of non-UPLB individuals, so they will be able to sell at the Saturday Bazaar.
4. The Saturday Bazaar is held at the SU Parking Lot, as authorized by the Office of the Chancellor. Each trader can only use one (1) bazaar space.
5. All traders are required to use a tent with a maximum dimension of 3m x 3m or 9 square meters. Ingress starts at 5:00 AM and egress is at 10:00 AM.
6. Products that can be sold include rice, fruits and vegetables, cooked food/meals, coffee and non-alcoholic drinks, bread/pastries, rummage items, and plants. Fresh meat, poultry, fish and other highly perishable products are not allowed. Traders who will sell precooked meals must follow food safety and hygiene standards required by BAO. They must ensure that the food/meal is not prone to spoilage. All products for sale must be declared and listed in the Application Form. Traders can only sell their declared



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products. As a reference, all traders must indicate their business name and contact number in the packaging of food products. BAO will not be liable in any case of food borne illnesses.

7. There will only be a maximum forty (40) slots available every Saturday. Slots will be categorized as “food” and “non-food”. BAO will determine the number of food and non-food slots to be offered. The traders can be grouped in batches. New applications are prioritized to give opportunities and accommodate all traders.
8. Traders can only sell in their designated space. Sharing spaces with unregistered individuals is strictly prohibited.
9. For open spaces or areas, traders shall be allowed to use flammable fuels like LPG for cooking, heating or reheating of food. However, use of electrical equipment not using flame and using butane gas are not allowed. Fuel tanks should be stored separately. Furthermore, any cooking activity that will result in excessive smoke or smell shall not be allowed.
10. Traders who will be allowed to use flammable fuels are required to have at least one (1) unit of fire extinguisher within the premises, readily available at all times.
11. Traders are not allowed to sell liquor, alcoholic beverages, cigarettes, and other prohibited/restricted substances.
12. **All Traders are required to attend the Orientation. *Failure to attend the Orientation will automatically cancel the slot.*** The said slot will be offered to the next trader in the application list.
13. The Registration fee is PhP225.00 per Saturday or PhP900.00 for 4 Saturdays. Official receipts or Statement of Account (SOA) will be issued during or after the Orientation. The receipt is valid only on the specified date/s indicated therein.
14. Payments shall be made through the Cashier’s Office only either cash payment or via online payment. ***Failure to settle the registration fee will void traders’ reserved slots.*** Traders are also required to bring the receipt/proof of payment for inspection.
15. A Business Activity Permit is issued by the UPLB BAO for each registered trader/concessionaire once payment has been confirmed by the Cashier’s Office and required documents are verified.



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16. All registered traders are required to participate in the Saturday Bazaar. The registered trader should be physically present every Saturday. Those who cannot sell should inform BAO at least three (3) days before the event. Registered traders who violate this provision will be sanctioned. *Except*, cancellation of the Saturday Bazaar due to typhoons and other natural calamities or university-sanctioned events, and other unexpected events.
17. All traders are required to have three segregated waste bins/bags, classified as biodegradable (e.g., food scraps, compostable), recyclable (e.g., paper cups/bags, bottles), and residual (e.g., single-use utensils) wastes, which they will dispose of in their own homes. Disposal of these wastes in the campus and leaving behind wastes in the Saturday Bazaar area are strictly not allowed. Moreover, use of any plastics, including bags, straws, and cups, is strictly prohibited as per Municipal Ordinances No. 2008-752 and No. 2014-1316.
18. The UPLB BAO through its representative shall regularly inspect the Saturday Bazaar.
19. Traders should avoid the following violation/s. Sanction/penalty will be imposed to those who will violate any of these provisions:

Violations	Sanction/Penalty
A. Improper garbage disposal (ie. No segregated trash bin)	First Offense - 1 month suspension/ban to join the Saturday Bazaar
B. Selling of products not declared in information sheet	Second Offense - ban to join the Saturday Bazaar for 3 consecutive batches Third Offense - ban from joining Saturday Bazaar for 1 year
C. Occupying a slot not designated to the registered trader	No Warning
D. Sharing tent/space with unregistered individuals (No subleasing)	First Offense - Cancellation of the slot/booth Second Offense - ban from joining Saturday Bazaar for 1 year
E. Selling of restricted/prohibited products or substances.	



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19. In line with the pandemic, BAO will strictly implement COVID 19 Health and Safety Protocols.
 - a. Wearing of face mask
 - b. Physical distancing
 - c. Alcohol/hand sanitizer required at every booth
20. UPLB Security and Safety Office (SSO) shall regularly inspect the area for monitoring and to ensure public safety and security including strict compliance to health protocols.
21. All registered traders shall obey and observe all applicable policies, rules, and regulations of the University.

ONLY those APPROVED applicants will be contacted by BAO through the email and contact number provided.

Announcements are posted on the UPLB BAO's Facebook page (<http://facebook.com/UPLBBusinessAffairsOffice>). UPLB BAO reserves the right to disallow a trader's participation for not complying with the above-mentioned policies and guidelines.



BUSINESS AFFAIRS OFFICE

Trader's Information Sheet

(Signature over printed name)

Name of Business/Address:	
Contact Number(s):	
Email:	
Type of Business (Food or Non-Food)	
Please list here all the products to be sold and price	

(USE A SEPARATE SHEET IF NECESSARY)



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Checklist submitted requirements:

- Business Profile/Information on existing business
- List of all products to be sold shall be declared
- DTI Registration/SEC Registration/BIR Certificate of Registration (COR)/Mayor's Permit/Business Permit and/or Barangay Clearance
- Government ID (with picture and signature) (i.e. Passport, Driver's License, UMID, etc.)

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

Registration fee: **PhP225.00 per Saturday = PhP900.00 for 4 Saturdays**

Undertaking:

I assure you that my products are of good quality. Otherwise, I will refund / replace damaged / defective products.

By signing this Application Form, I acknowledge that I have read, understood and agreed to the attached *Policies and Guidelines for the UPLB Saturday Bazaar* of the Business Affairs Office (BAO).

Signature over Printed Name of Applicant