

October 26, 2017

INVITATION TO ALL INTERESTED PARTIES

The gateway stall is now open to interested parties. Canvass form is available at UBAP Office until November 9, 2017. The opening of sealed canvass will be on **November 10, 2017 (Friday)** 2:00 PM at the UBAP Conference Room.

You may contact Ms. Divina Gracia A. Vergara or Mr. Quinciano C. Tablang, if you have queries at telephone number (044) 456-0698; cell phone number 09209590376.

EDGAR A. ORDEN
VP for Business Affairs

GUIDELINES ON THE USE OF CLSU GATEWAY

1. Business. Shall be NON FOOD & NON BEVERAGE

- Souvenir products that CLSU constituents and students would benefit including printing and publications.
- Already established in the said line of business with proper machineries and equipment.
- The actual occupation shall not be changed, altered or otherwise devolved to any other business other than that which is hereby agreed and declared
- Minimum rental of P10, 000 for Stall #1 (26.12 sq.m). and P12,500 for Stall #2 (34.67 sq.m.)

2. Business Hours. The LESSEE shall operate its business from 6:00 o'clock in the morning to 10:00 o'clock in the evening. Provided, however, that during special occasions such as Commencement day, University day and the like, the LESSEE may be allowed to operate beyond the aforesaid time to limit upon written permission/approval from the LESSOR.

3. Prohibition. The LESSEE shall:

- a. Not keep in stock highly flammable or explosive materials within the premises;
- b. Not keep, sell, dispose and or conceal alcohol drinks including beer as well as prohibited drug/medicines, marijuana, opium and the like:
- c. Not transfer or cede to any party the right to operate the stall in case the LESSEE planned to leave.
- d. Not keep stray pets and/or animals within the premises.

4. Maintenance. The LESSEE shall keep and maintain the cleanliness and sanitation of the premises of the stall at all times, and that within the period of this agreement, he/she shall have at all times effective fire-fighting and/or fire prevention equipment for ready use in case of conflagration.

Furthermore, it shall be the obligation of the LESSEE to secure business, sanitary and other permits necessary for the operation of its business, and it must be displayed in a conspicuous place inside the store.

Any act of the LESSEE, causing damage to other stall shall declare the LESSOR to be free from any responsibilities and liabilities.

5. **Service/Utility Charges.** The **LESSEE** shall pay for the utilities and other services which he may avail of such as water, electricity, garbage collection, security measures, etc. Provided that for purposes of convenience, he shall provide appropriate electric meter and garbage containers for proper disposal. Provided further that a surcharge of 5% shall be imposed against the LESSEE on delayed payment of monthly electric bill and water bills with surcharge incurred on said bill for **two (2)** consecutive months, will warrant the immediate disconnection from the main line without prior notice, and shall be restored only upon full payment of the amount due and demandable including a re-connection charge of **P150.00**.

6. **Inspection.** The **LESSOR** or his authorized representative shall be allowed by the **LESSEE** to inspect periodically the stall and its premises at convenient hours to ensure that the provisions of this contract are properly observed. Provided that, upon the expiration of this contract and/or in case the LESSEE desires to permanently vacate the leased premises, the LESSEE shall first secure the written approval of the LESSOR before removing his furniture, equipment, and other belongings from the leased stall, at least ten (10) days prior to said intention.