



University of the Philippines
LOS BAÑOS

Office of the Chancellor

28 February 2024

MEMORANDUM NO. 034

Series of 2024

TO : All Vice Chancellors, Deans, Directors, Department Chairs, Unit Heads, and Student Organizations

SUBJECT : Holding of Trade Fairs, Bazaars, and Other Non-recurring Business Activities in the Campus

The University would like to remind everyone that holding any activities or events in the campus such as but not limited to Trade Fairs, Bazaars, and other selling activities should formally inform and secure the necessary permit from the UPLB Business Affairs Office (BAO) before conducting the said activity.

Please be guided by the **New Rate and Guidelines in holding Non-recurring Business Activities in the campus** found at <http://tinyurl.com/FPOCAprovedNBAPolicy>.

For your guidance and strict compliance.

AGHAM C. CUEVAS

Vice Chancellor for Academic Affairs
and Officer-in-Charge



cc: RMO



(+63) 49 536 2567 | (+63) 49 536 2894



0968 898 8258



oc.uplb@up.edu.ph



www.uplb.edu.ph



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



3/F Bienvenido M. Gonzalez Hall, UP Los Baños, College, Laguna 4031 Philippines
+63 49 536 3468 | +63 999-221-1489 | ovca.uplb@up.edu.ph | www.uplb.edu.ph


1st Indorsement
26 October 2023




Respectfully forwarded to Dr. Jose V. Camacho Jr., Chancellor, U.P. Los Baños, the attached proposal of the UPLB Business Affairs Office (BAO) for the New Rates and Guidelines for Non- Recurring Business Activities in UPLB.

The UPLB Fiscal Policies and Operations Committee (UPLB-FPOC) reviewed and discussed the said proposal during its meeting held on 10 October 2023 and hereby recommends its approval.

For your consideration.


ROLANDO T. BELLO
Vice Chancellor
and Chair, UPLB-FPOC


APPROVED/DISAPPROVED:
JOSE V. CAMACHO, JR.
Chancellor





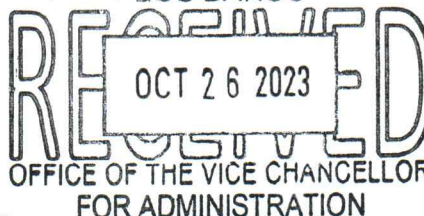
BUSINESS AFFAIRS OFFICE
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Unit 1&2, 2nd Floor, International House Bldg, Grad. Sch. Complex,
Jose B. Juliano Ave., UPLB College, Los Baños, Laguna 4031
+63 939 922 3110 | baos.uplb@uplb.edu.ph | www.uplb.edu.ph



23 October 2023

JOSE V. CAMACHO, JR. Ph.D.
Chancellor
University of the Philippines Los Baños



202310-7NS108



#202310-7NS108

THROUGH: **PROF. ROLANDO T. BELLO**
Vice-Chancellor for Administration/
Chair, Fiscal Policies and Operations Committee (FPOC)

Dear Chancellor Camacho:

Warm Greetings from the UPLB Business Affairs Office!

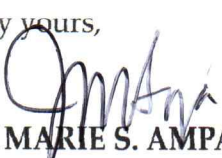
We are submitting herewith our proposal for the New Rate and Guidelines in holding Non-recurring Business Activities inside the campus. This already incorporates the comments and suggestions during our presentation to the Fiscal Policies and Operations Committee (FPOC) last 11 October 2023.

With this revised policy, there will be a daily rate of only PhP 350.00 for 7 hours for a 3mx3m or 9sqm tent size, and PhP 1,800.00 weekly rate. This is said to be more reasonably priced since the rate is much lower comparatively to the trade fairs or bazaars outside and nearby campus. This is also in response to entrepreneurs and other partner institutions of the University that are applying or requesting for one (1) or only three (3) days of business activities in the campus. The policies will also provide more concrete guidelines for Non-recurring Business Activities.

Non-recurring Business Activities ("NBAs") include trade fairs, booth set-ups, marketing, promotion, advertising, selling of products and merchandise that are not exceeding two (2) weeks. These activities contributed to the budget being used to support the academic needs of the University.

We are looking forward to your kind approval and favorable action. Thank you for your usual support.

Respectfully yours,


JENNIFER MARIE S. AMPARO, Ph.D.
Asst. Vice Chancellor for Administration
Director, Business Affairs Office

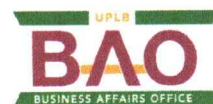




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Unit 1&2, 2nd Floor, International House Bldg, Grad. Sch. Complex,
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PROPOSED NEW RATES FOR NON-RECURRING BUSINESS ACTIVITIES IN UP LOS BAÑOS

UPLB Non-recurring Business Activities (NBAs) are events or programs not exceeding two (2) weeks. This may include marketing, promotion and advertising, and selling of products and merchandise. It also includes trade fairs, booth set-ups during activities inside the campus, and sponsored booths. It may be organized by either the UPLB offices/units, student/student organizations, alumni and/or private partners or constituents.

All NBAs in the campus are handled by and/or must be coordinated with the UPLB Business Affairs Office (BAO) based on its mandate to generate resources for the University, monitor the income generating programs and activities of the University, and regulate business operation inside the campus.

The UPLB BAO organizes and monitors around 6-8 non-recurring business activities in a year, which includes the conduct of trade fairs and other events handled by other units and student organizations. Trade Fairs, for instance, provide a potential or promising rebound for our micro, small, medium enterprises (MSMEs) from the set-backs of the pandemic.

The UPLB BAO charges Php1,800.00 for Non-recurring activity/ies for floor size of 3m X 3m or 9 square meter for a minimum of one (1) day and maximum of two (2) weeks. The Php1,800 is based on the lease area which is Php200.00 per square meter. Accordingly, this rate has been consistent since the late 90s.

Please find below comparative rates of similar non-recurring business activity/ies like trade fairs or bazaars organized outside and nearby the campus:

2023 BAÑAMOS BAZAAR (BY LGU)

3m X 3m (9sqm) = Php10,000 for 6 days (Php1,667 per day)

ELBI COMMUNITY

2m X 2m (4sqm) = Php350 per day for 7 hours

3m X 3m (9sqm) = Php525 per day for 7 hours

ANILAG FESTIVAL

2m X 2m (4sqm) = Php4,000 for 8 days or Php500 per day

LB CHRISTMAS BAZAAR (Organized by LGU)

3m X 3m (9sqm) = Php10,000 for 31 days or Php322 per day



Based on our experience, there are business owners/entrepreneurs applying for one (1) to three (3) days only. And since we usually charge based on the lease area or Php1,800.00 for 3m X 3m (9sqm) area, this rate is considerably HIGH for just one (1) to three (3) days of non-recurring business activities. Oftentimes, since we don't have a daily rate for those clients or investors, we offer our space at a very low price or sometimes for FREE.

Given these, the UPLB BAO recommends that there should be a daily and a weekly rate for the conduct of NBAs in the campus. Please see new proposed rate:

Tent Size	Daily Rate	Weekly Rate (7 days)
3mX3m (9sqm)	Php350 for 7 hours	Php1,800.00

If the space exceeds 3m x 3m (9 square meters), an additional Php200.00 per square meter will be charged.

Comparatively, the Php350.00 (for 7 hours) and Php1,800.00 weekly rate for non-recurring business activity/ies such trade fairs or bazaars organized outside and nearby the campus, is considered low, reasonably priced and/or economical.

Based on an income report last year, our total collection from our non-recurring business activities that goes to the revolving fund FC 9316511 is Php 243,445.00. The amount from these activities are contributory to augment the University's expenses and budget to support our academic needs.

Please find below revised and updated Policies and Guidelines for Non-Recurring Business Activities for approval.





BUSINESS AFFAIRS OFFICE

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Unit 1&2, 2nd Floor, International House Bldg, Grad. Sch. Complex,
Jose B. Juliano Ave., UPLB Los Baños, College, Laguna 4031 Philippines
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NEW POLICIES AND GUIDELINES FOR NON-RECURRING BUSINESS ACTIVITIES IN UP LOS BAÑOS

1. Non-recurring business activities are events or programs not exceeding two (2) weeks. This may include marketing, promotion and advertising, and selling of products and merchandise. It also includes trade fairs, booth set-ups during activities inside the campus, and sponsored booths. It may be organized by either UPLB offices/units, student organizations, alumni and/or private partners or constituents
2. All non-recurring business activities in the campus are handled by and should be coordinated with UPLB Business Affairs Office (BAO).
3. A copy of the approved letter of the activity/program by the Chancellor shall be submitted to UPLB BAO at least two weeks before the activity, for processing and coordinating with the different units and/or concerned offices (i.e. Office of the Vice-Chancellor for Community Affairs Safety and Security Office, Office of the Vice-Chancellor for Planning and Development-Resource Generation and Development Office (RGDO), and University Planning and Maintenance Office (UPMO)).
4. Entrepreneurial University Platforms or Income Generating Projects/Programs (IGPs) of the University shall be allowed to participate in trade fairs and bazaars, and other marketing activities inside the campus. They are FREE of charge for the use of the space.
5. An event/activity organized by a Student Organization should secure an activity permit from the Office of Student Activities (OSA). For the stand alone booth of the Student Organization for their fundraising event, it is FREE of charge.
6. **REQUIREMENTS:**

The Event Organizer/Lessee/Trader must submit the following requirements:

- 1) Business Profile/Information on existing business
- 2) DTI Registration/SEC Registration/BIR Certificate of Registration (COR)/Mayor's Permit/Business Permit
- 3) Government ID (with picture and signature) (i.e. Passport, Driver's License, UMID, etc.) and/or NBI Clearance
- 4) List of all products to be sold including prices (if applicable)



For Trade Fair/s and/or selling of products handled by the UPLB offices/units, student organizations, alumni and/or private partners or constituents, please check the Policies and Guidelines for Holding Trade Fairs in the UPLB Campus.

7. The **CRITERIA FOR EVALUATION** in assessing NBA Application are as follows:

- Completeness and compliance/conformity of the required documents
- No Conflict with UPLB activities/events.
- Availability of the Venue and if possible, for food business not close to existing food kiosks/stalls or canteen in the campus and should be approved by the Building Administrator of the unit/office concerned
- Credentials/Background of requesting party (duly recognized organization or company, etc.)
- Low risks in terms of Security, Safety and Health

The University reserves the right to make the appropriate determination of preference/approval of the NBA application as may best suit its purposes.

8. For application of stand-alone or solitary booths of private constituents/operators, shall only be allowed for two (2) consecutive applications (30 days) within the period of six (6) months. Otherwise, they are encouraged or may submit an application for a short-term contract which will follow the usual bidding process.

9. **RENTAL FEES AND OTHER PAYMENTS:**

A. **The New Standard Rate** for Non-recurring activity/ies is as follows:

Tent Size	Daily Rate	Weekly Rate (7 days)
3mX3m (9sqm)	Php350 for 7 hours	Php1,800.00

If the space exceeds 3m x 3m (9 square meters), an additional Php200.00 per square meter will be charged.

The Fee is for the space rental. The income generated for the space rental will be used by the University in the performance of its function.

B. **Other fees** may include:

Fee	Cost per Trader	To be paid to UPLB Fund Code
Garbage Fee	100	9302612
Electricity Fee	500*	9307010
Support Staff Fee***		
Water Fee	279**	9302612

**This is the base rate but could increase depending on the wattage of equipment to be used by the trader. The list of equipment should be submitted to UPMO*

***if water is required and provided*

****charged to the organizer; 150 per hour/pax/beyond 5pm and weekends or holidays*



- C. For the use of space within the campus and as a sign of goodwill, the concessionaire shall pay the bond fee¹. Payment shall be remitted to fund code 0519-2999999000 at the Cashier's Office (UPLB Administration) where an official receipt shall be issued. Said bond fee shall be refundable within 30 days after the scheduled activity unless violations or non-compliance of the University policies and conditions herein set forth are made, in which case the bond fee will be forfeited. The forfeiture of said bond fee is without prejudice
- D. to whatever action the University may take in case of damages to University properties and failure to comply with the University policies.
- E. Payments shall be remitted at the UPLB Cashier's Office by online payment and a copy furnished shall be sent to the Business Affairs Office (BAO). Failure to settle the fee will void applicant/traders' requested area. Official Receipts or Proof of Payment are required for inspection.
- F. Official receipts will be issued by the Cashier's Office. The receipt is valid only on the specified date/s indicated in the approved activity/program. A Business Activity Permit (BAP) is issued by the UPLB BAO to event organizers or for each registered trader/concessionaire once payment has been confirmed by the Cashier's Office and required documents are verified.

10. RESPONSIBILITIES OF THE ORGANIZER/TRADER:

- The Event Organizer/s shall shoulder electrical wires and other equipment/materials needed for the conduct of their event. BAO will only provide for electrical wires and other necessary materials for UPLB wide events particularly UPLB Foundation Day - Kalakalan Trade Fair, Paskong UPLB Trade Fair and Other BAO organized events.
- For open spaces or areas, use of flammable fuels like LPG for cooking, reheating or reheating of food are allowed. However, any cooking activity that will result in excessive smoke or smell shall not be allowed.
- For close areas or inside buildings, only electric equipment not using flame, such as electric stoves, oven toasters and microwave ovens, may be allowed upon prior ocular inspection of the area and written permission of UPMO Electrical Department.
- The LESSEE/TRADER who will be allowed to use flammable fuels and/or electrical equipment are required to have at least one (1) unit of fire extinguisher within the premises, readily available at all times.
- Installation and use of utilities shall be coordinated with the University Planning and Management Office (UPMO) for supervision and billing.
- be responsible in securing their equipment in the leased premises, holding the University free from all responsibility thereon.

¹ Bond Fee - Depending on the location/venue; For Trader - Php2,000.00 each.



- shall pay for any loss or destruction caused on the property of the UNIVERSITY resulting from fault or negligence of the LESSEE or any person under their control or supervision. The University shall not be held liable for any damage that the Organizer/Lessee may incur in their activity/business.
 - not allow the storage of any hazardous, inflammable, or illegal materials and such other materials as may from time to time be prohibited in the premises by the LESSOR.
 - selling of liquor, alcoholic beverages, cigarettes, and restricted substances are strictly prohibited.
 - use only the designated space and occupy solely based on the approved activity or purpose. Sharing spaces with unregistered individuals is strictly prohibited.
 - shall not assign, transfer, or convey any of their rights under the Contract/Permit, 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.
 - 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.
 - shall keep the premises always clean and shall not allow any activity that will cause disturbance or be a nuisance to the surrounding area.
 - provide 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 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.
 - shall allow the University through our duly authorized agent(s) and representatives to visit/inspect the leased premises for monitoring purposes.
 - obey and observe all applicable policies, rules, and regulations of the University.
11. In the case of cancellation of events due to typhoons, other natural calamities or University-sanctioned events and other unexpected events, the reservation fees or paid bookings are non-refundable however they may reschedule or rebook within 6 months at no additional cost but on the same reserved venue. The payment will be forfeited beyond 6 months.

Neither party shall be responsible to the other for losses or destruction due to force majeure, there being no fault or negligence attributable to either party.

12. RESPONSIBILITIES OF THE UNIVERSITY:

- 1) provide the designated area to the conditions herein;



- 2) keep the Organizer/Trader (LESSEE) in peaceful possession of the leased premises, provided that the University shall not be liable in any way for failure to observe or perform any provision of this Contract arising from its adherence to any law, rule, or regulation of any duly constituted public authority, or if be due to natural causes beyond its control;
- 3) visit/inspect the leased premises for monitoring purposes.
- 4) reserves the right to disallow/terminate/cancel once application or permit for not complying with the above-mentioned policies and guidelines.
- 5) strictly implements Health and Safety Protocols:
 - a. Wearing of face mask especially food handlers
 - b. Alcohol/hand sanitizer required at every booth

