

Short-Term Contract of Lease

(includes food stalls, food kiosks, canteen, computer, printing and photocopying services, and other services)

Step	Applicant/Client	Service Provider	Duration of activity (under normal circumstances)	Person in Charge	Fees	Form
1	Investor/interested concessionaire with letter of intent	Advertise bid opportunity through UPLB website	1 week	Business Analyst	no fee	to be downloaded from website
2	Submit bid form	tally and evaluate bids; for recommendation to Vice- Chancellor for Community Affairs	1 week	Business Analyst	no fee	downloaded form
3	Acceptance of the space awarded	Award and notification to the winning bidder	2-3 days	Business Analyst	no fee	transmittal letter
4		Draft Contract of Lease between UPLB and the party	1-2 weeks	Business Analyst	no fee	contract
5	Signing of contract; payment of deposits and advance rentals	Distribute contract and issuance of bill	1 day	Business Analyst	1. Bond deposit P2,000 (for SU foodstalls) 2. Advance rental 1 month 3. Security deposit 3 months	UP Form 113
6	Coordinate with Billing & Utilities Unit for connection of utilities			RGDO staff		UP Form 113
7	Return contract for UPLB signatory	Endorsement of contract	1-2 weeks	Business Analyst	no fee	contract/ endorsement
8	Notarization of the contract	Filing and monitoring	1 day	Lessee	notarization fee will be on the account of the lessee	none
END OF TRANSACTION						