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**OFFICE OF THE CHAIRPERSON**  
**Committee on Leasing Out of Commercial Spaces at the**  
**Entrance Pavilion**

**ANNOUNCEMENT**

The Camarines Norte State College (CNSC) invites potential lessees to submit lease proposal for three (3) commercial spaces (Stall No. 3,4 and 7) at the Entrance Pavilion and Entrepreneurship Building. The general guidelines are based on the Administrative Memorandum No. 06 Series of 2019- the Amended Guidelines in Leasing Out Commercial Spaces in the Entrance Pavilion and the Entrepreneurship Buildings.

The following are the pre-qualification requirements for interested bidders:

1. Letter of Intent (LOI) addressed to the CNSC President should include the following information:
  - Complete name, address and contact number of the interested applicant of the commercial units
  - Number of commercial units he/she wanted to rent
  - Proposed Business Ventures he/she wanted to put up
  - Certified photocopy of the income information (Income Tax Return)
  - Character References

Briefing/pre-bid conference will be conducted on **October 5, 2020** at 2:00 P.M. at the College Board Room.

Opening of Bids will be conducted on **October 12, 2020** at 2:00 P.M. at the College Board Room.

For further inquiries and other pertinent documents to be complied with please see personally Mrs. Eloisa R. Lukban at the Records Office, 2<sup>nd</sup> Floor, General Administration Office, Main Campus, Daet, Camarines Norte or text or call at the CP number 09985313141 during office hours.

**LILIBETH A. ROXAS, Ph.D.**  
VP for Administration & Finance  
Chairperson, Committee on Leasing Out Commercial  
Spaces at the Entrance Pavilion