



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
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MEMORANDUM NO. 13

Series of 2021

T O: Cashier's Office
Bids and Awards Committee Secretariat

SUBJECT: Payment of Bid Document Fee and Bid Bond thru Bank
Deposit or Online Banking

Effective 01 March 2021, the collection of Bid Document Fee and Bid Bond (cash/cheque bond) will be done through the Land Bank of the Philippines (LBP) either through online banking or over-the-counter deposit.

The concerned prospective bidder in coordination with the Bids and Awards Committee Secretariat (BAC-SEC) must ensure that the Cashier's Office will be provided by a photocopy of validated deposit slip or a payment confirmation slip. The Cashier's Office shall monitor, confirm payment, and collate all payments in the bank relative to the above transaction.

As a proof of payment, the prospective bidder must present a copy of the payment confirmation slip and/or validated deposit slip to BAC-SEC in lieu of the official receipt issued by the Cashier's Office prior to the opening of bid. Official Receipt (OR) will be prepared by the Cashier's Office once confirmed that the deposit has been credited to the UPLB's corresponding bank account. The said OR will be forwarded/picked up by the BAC-SEC for distribution to respective bidders. The BAC-SEC shall instruct the prospective bidder/s on the new procedure in coordination with the Cashier's Office.

For compliance.

ROLANDO T. BELLO
Vice Chancellor