



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
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26 June 2023

MEMORANDUM NO. 26

Series of 2023

**TO: All Vice Chancellors, Deans, Directors, Heads of Units and
BAC Technical Working Group (TWG)**

**SUBJECT: Attendance of Project Leaders/End-users/Authorized
Representatives during Project Procurement Management Plan
(PPMP) Presentation for Externally Funded Projects**

To promote the efficiency of the procurement process, please be guided by the following:

- a. The project leaders/end-users shall be responsible for the preparation of PPMP aligned with their approved Line Item Budget.
- b. The end-user and TWG must be present in all procurement activities. In case end-users will be sending their representatives, they must be given the authority to decide or act on any clarifications, changes and/or suggestions to matters that will be discussed.
- c. Failure to attend the PPMP presentation schedule will result in the exclusion of the items that the unit will procure.
- d. As part of the responsibilities of TWGs, during pre-procurement, pre-bid conference, bid evaluation, and post-qualification, the TWG together with the end-users must be the one presenting to the BAC, observers, prospective bidders, and the general public.

For strict compliance.


ROLANDO T. BELLO
Vice Chancellor