

## LONG-TERM LEASE

Transaction process for UPLB Land Leases

1. **INTENT/PROPOSAL TO LEASE.** The proposal should be addressed to the Chancellor:  
  

**DR. FERNANDO C. SANCHEZ, JR.**  
Chancellor  
University of the Philippines Los Baños  
College, Laguna
2. **EVALUATION OF PROPOSAL**
  - a. Verification of use of land to be leased – *LUMC*
  - b. Clarification/setting, recommendation and approval of fees and other terms and conditions – *BAO, FPOC, other unit/s concerned*
3. **PREPARATION OF TERMS OF REFERENCE (TOR) FOR BIDDING**
  - a. Endorsement of draft TOR to UPLB Legal Office of review
  - b. Finalization of TOR and other bid documents
4. **ISSUANCE OF BID DOCUMENTS**
  - a. Advertisement of available space for lease at the BAO and UPLB website
  - b. Invitation to other institutions as potential participants to the bidding
5. **DEADLINE OF SUBMISSION AND OPENING OF BID.** Submit bid forms on or before the stated deadline. Bidders are welcome to witness the opening of bids.
6. **ISSUANCE OF NOTICE OF AWARD and CONTRACT PROCESSING.** The winning bidder shall be given a Notice of Award and shall coordinate with BAO for payment of rental fees and processing of contract, and PPMSO for utilities (if needed).

Offices:

BAO – Business Affairs Office

LUMC – Land Use Management Committee

FPOC – Fiscal Policies and Operations Committee

LO – Legal Office

PPMSO – Physical Plant Maintenance and Services Office