



Instruction for Payment for Client/Prospective Bidders using Collection Monitoring System (COMS)

1. Bank Transfer

- a. The Client/Bidder should email the MGSP Secretariat for the preparation of the billing statement at mgsp@doe.gov.ph addressed to Engr. Maureen Q. Artais, requesting Order of Payment for Bid Participation Fee.
- b. The MGSP Secretariat will send the Order of Payment to the email of concerned Client/Bidder to proceed with the payment.
- c. The DOE accepts payment for the Bid Participation Fee through bank payment (Landbank of the Philippines) with the following details and a copy of payment receipt or proof of payment must be emailed to mgsp@doe.gov.ph:

Payment for	:	MGSP CSP (Lot No)
Payee Account Name	:	DOE Trust Fund
Account Number	:	0052-1155-58
Swift Code	:	TLBPPHMM
Beneficiary Address	:	Department of Energy, Energy Center, BGC, Taguig City

- d. The MGSP Secretariat will send the copy of the Official Receipt (OR) issued by the Treasury Division.

2. Over the Counter

- a. The Client/Bidder should email the MGSP Secretariat for the preparation of the billing statement at mgsp@doe.gov.ph addressed to Engr. Maureen Q. Artais, requesting Order of Payment for Bid Participation Fee prior the date of the over the counter payment.
- b. The MGSP Secretariat will prepare a Billing statement and issue the Order of Payment to the concerned Client/Bidder to be able to proceed with the payment.
- c. Upon issuance of Order of Payment, the Client/Bidder may proceed to the Treasury Division (TD) to directly pay the Bid Participation Fee.
- d. The TD will issue the OR upon payment.
- e. The Client/Bidder shall provide the copy of OR to any of the MGSP Secretariat with details of "Payment for: "Bid Participation Fee MGSP CSP (Lot No./s)"

Please be guided accordingly. Thank you.