ANNEX "A"

Republic of the Philippines
Department of Education
Procurement Management Service
BAC Secretariat Division

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BIDDER'S INFORMATION SHEET

Directions: Please fill out all information requested **legibly**. Also, place a checkmark *(✓)* in the box(es) corresponding to all applicable items.

To be filled by ProcMS-BACSec staff only:
Control No.: _____

PROJECT NO.: **2024c-BHROD1(004)-BV-CB-040**

PROJECT: **Procurement of Consulting Services for the Events Management Services for the 2024 HROD Convention**

TOTAL ABC: **PHP 12,000,000.00**
Cost of Bidding Documents – PhP 25,000.00

DATE : _____

GENERAL INFORMATION
FULL NAME OF FIRM/COMPANY: _____
ADDRESS : _____
_____
TEL. NO(S). : _____
FAX NO(S). : _____
EMAIL ADD. : _____

PERSON MANAGING AFFAIRS OF THE FIRM
NAME : _____
POSITION : _____
TEL. NO. : _____
MOBILE NO. : _____

AUTHORIZED REPRESENTATIVE
NAME : _____
POSITION : _____
TEL. NO. : _____
MOBILE NO. : _____

Where did you find out about this project? ☐ PhilGEPS ☐ DepEd website ☐ Bulletin Board

Your Firm/Company will join in the following lots: ☐ Lot _____ |
Bid Docs: OR No: _____ Date: _____ Amount: _____
OR No: _____ Date: _____ Amount: _____

Received from Procurement Management Service – BAC Secretariat Division the following:

✓	*Document(s)*	*Received by*		*Date Received*
		Printed Name	*Signature*	
☐	Bidding Documents			
☐				
☐				

Notes:
1. *Interested Bidders may signify their intent to purchase the Bidding Documents through email at depedcentral.bacsecretariat@deped.gov.ph by accomplishing this form.*
2. *Upon receipt of the bidder's information sheet, the BAC Secretariat Division will send through email the details of the DECS OSEC Trust Fund Account for payment.*
3. *Upon payment, bidders may send through email the proof of payment before the deadline for submission of bids indicated in the Invitation to Bid, Bidding Documents or Bid Bulletin.*
4. *Upon receipt of proof of payment, the BAC Secretariat will send the electronic copy of the Bidding Documents.*

Room M-511, 5th Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600 Telephone No.: (02) 8633-9343; 8636-6542
Email Address: depedcentral.bacsecretariat@deped.gov.ph

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