



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

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.: **2024-AdmS6(002)-BIV-CB-051**
 PROJECT: **Procurement of 1 Motor Vehicle (Delivery Truck)**
 TOTAL ABC: **PhP1,500,000.00**

Cost of Bidding Documents –

Bidding Documents Fee (In PhP)
1,500.00

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

Bid Docs: OR No: _____ Date: _____ Amount: _____

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

✓	Document(s)	Received by		Date Received
		Printed Name	Signature	
<input type="checkbox"/>	Bidding Documents			
<input type="checkbox"/>				
<input type="checkbox"/>				

Notes:

- Interested Bidders may signify their intent to purchase the Bidding Documents through email at depedcentral.bacsecretariat@deped.gov.ph by accomplishing this form.
- 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.
- 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.
- Upon receipt of proof of payment, the BAC Secretariat will send the electronic copy of the Bidding Documents.

This form is not for sale, and may be reproduced. Information to be provided may be supported by additional documents for firm's security.