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.: **2023-AdmS6(003)-BI-CB-039**
PROJECT: **Repair and Rehabilitation of Escoda Hall in Baguio Teachers Camp**
TOTAL ABC: **PhP8,179,661.00**

*Cost of Bidding Documents –* PhP 10,000.00

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.*

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