



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-BLR2(003)-BIII-CB-011**  
 PROJECT: **Procurement of Development, Printing, and Delivery of Textbooks and Teacher's Manuals and Provision of Electronic Textbooks and Teacher's Manual's for Grade 4, 7, and Senior High School (SHS)**  
 TOTAL ABC: **PhP6,153,891,512.88**

Cost of Bidding Documents – Amount of Bidding Documents shall be *as follows*, per lot:

Approved Budget for the Contract	Cost of Bidding Documents (in Philippine peso)
More than 5 million up to 10 million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

**Note: Maximum of PhP75,000.00 for multiple lots**

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: \_\_\_\_\_

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

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"/>	Annex A			

Notes:

1. Interested Bidders may signify their intent to purchase the Bidding Documents through email at [depedcentral.bacsecretariat@deped.gov.ph](mailto: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 Request for Expression of Interest, Bidding Documents or Bid Bulletin.
4. Upon receipt of proof of payment, the BAC Secretariat will send the electronic copy of the Bidding Documents.