Annex A

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-AdmS7(001)-BVI-CB-002**
PROJECT: **Procurement of Security Services for DepEd Central, Office, DepEd Baguio Teacher's Camp, DepEd Bagabag, Nueva Vizcaya, DepEd Taguig, DepEd NEAP and DepEd Nasuli, Malaybalay, Bukidnon**
TOTAL ABC: **PhP69,544,232.20**

Cost of Bidding Documents –

Lot No.	*Bidding Documents Fee (In PhP)*
1	***44,700.00***
2	***5,300.00***
Total	*50,000.00*

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

Bid Docs: OR No: _____ Date: _____ Amount: _____
Lot 1:___ Lot 2:___

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

✔	*Document(s)*	*Received by*		*Date Received*
		Printed Name	*Signature*	
☐	Bidding Documents			
☐	Annex A			
☐	Annex B			

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 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.*

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

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