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

Annex "B"

ONLINE PRE-BID CONFERENCE FORM

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.: **2021-BHROD2(013)-BIII-CB-021**
PROJECT: **Procurement of Food Pass/ Meal Coupon (As Tokens of Recognition for DepEd CO Employees' Contribution and Service)**
TOTAL ABC: **PhP2,200,000.00**

DATE : _____

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

(1) AUTHORIZED REPRESENTATIVE
NAME : _____
POSITION : _____
TEL. NO. : _____
MOBILE NO. : _____
EMAIL ADD. : _____

(2) AUTHORIZED REPRESENTATIVE
NAME : _____
POSITION : _____
TEL. NO. : _____
MOBILE NO. : _____
EMAIL ADD. : _____

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

Authorized by:

_____
Name and Signature

Notes:

1. *Prospective bidders who intend to participate are required to communicate with the BAC Secretariat through email at depedcentral.bacsecretariat@deped.gov.ph their confirmation and indicate herein the authorized representative/s on or before the deadline indicated in the Invitation to Bid, Bidding Documents or Bid Bulletin.*
2. *During the videoconferencing, a maximum of two (2) representatives per bidder shall be allowed to participate.*
3. *Prospective bidders are required to download and secure accounts of their representative/s of the videoconferencing platform/application to be used.*
4. *Email accounts may be: Google, Yahoo or Outlook.*
5. *Representative/s are required to be present at least 20 mins. before the scheduled time.*
6. *Representatives are required to abide by the house rules/protocol presented during the Pre-bid Conference.*
7. *Upon receipt of this form which should not be later than 12:00 noon of September 8, 2021, the BAC Secretariat Division will send through email the link of the meeting.*

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