



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

-----

**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-AdmS2(013)-BI-CB-024**  
 PROJECT: **Rental of Shuttle Service**  
 TOTAL ABC: **PhP7,560,00.00**

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 [depcentral.bacsecretariat@deped.gov.ph](mailto:depcentral.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) bidder's representative 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 NN of September 23, 2021, the BAC Secretariat Division will send through email the link of the meeting.
8. The bidder's authorized representatives are required to indicate their meeting name in the following format: <Company Name>\_<Name of Authorized Representative>.

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