



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

Formal process for procurement of goods and services for DepEd Muntinlupa

**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-Adms2(009to010)-BIII-CB-022a**

PROJECT: **Supply and Delivery of Vaccines – REBID of Lot No. 2 (Pneumococcal Vaccines)**

TOTAL ABC: **PhP5,877,300.00**

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) 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 October 21, 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.**