



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-ICTS1(003)-BI-CB-029**
 PROJECT: **Professional and Consultancy Services for the Production, Production Training, Distribution and Archiving of Television and Radio-based Lessons for DepEd TV and DepEd Radio, Including the Embedding of Filipino Sign Language, Conversion in Three Localized Dialects of Its Episodes and IT Back-up Support with 24/7 Help Desk**
 TOTAL ABC: **PhP654,000,00.00**

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:

- 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.
- During the videoconferencing, a maximum of two (2) bidder's representative shall be allowed to participate.
- Prospective bidders are required to download and secure accounts of their representative/s of the videoconferencing platform/application to be used.
- Email accounts may be: Google, Yahoo or Outlook.
- Representative/s are required to be present at least 20 mins. before the scheduled time.
- Representatives are required to abide by the house rules/protocol presented during the Pre-bid Conference.
- Upon receipt of this form which should not be later than 5:00 PM of November 19, 2021, the BAC Secretariat Division will send through email the link of the meeting.
- 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.