



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

**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.: **2023c-ICTS3(008)-BII-CB-030a**  
 PROJECT: **Procurement of Printers for DepEd Central Office (Rebid)**  
 TOTAL ABC: **PhP 1,487,279.88**

Cost of Bidding Documents – 

Lot 1	PhP 5,000.00
-------	--------------

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

Your Firm/Company will join in the following lots:  Lot \_\_\_\_\_ |

Bid Docs: OR No: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

OR No: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

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

✓	Document(s)	Received by		Date Received
		Printed Name	Signature	
<input type="checkbox"/>	Bidding Documents			
<input type="checkbox"/>				
<input type="checkbox"/>				

*Notes:*

- Interested Bidders may signify their intent to purchase the Bidding Documents through email at [depedcentral.bacsecretariat@deped.gov.ph](mailto:depedcentral.bacsecretariat@deped.gov.ph) by accomplishing this form.
- 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.
- Upon payment, bidders may send through email the proof of payment before the deadline for submission of bids indicated in the Invitation to Bid, Bidding Documents or Bid Bulletin.
- Upon receipt of proof of payment, the BAC Secretariat will send the electronic copy of the Bidding Documents.

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