



**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.: **2025c-PAS1(012)-BVII-CB-029**  
 PROJECT: **Procurement of Sets of Toner for Demo/Model printer**  
 TOTAL ABC: **Php1,290,000.00**

*Cost of Bidding Documents*

Lot No.	Bidding Documents fee (in PhP)
1 Lot	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

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 [depcentral.bacsecretariat@deped.gov.ph](mailto:depcentral.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.

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