**ANNEX "A"**

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.: **2023-PAS2(003)-BI-CB-005**
PROJECT: **Procurement of Media Monitoring Services**
TOTAL ABC: **PhP *2,100,000.00***

| *Cost of Bidding Documents –* | *Lot 1* | **PhP2,100.00** |
|---|---|---|

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* | |
| ☐ | Bidding Documents | | | |
| ☐ | | | | |
| ☐ | | | | |

*Notes:*
1. *Interested Bidders may signify their intent to purchase the Bidding Documents through email at depedcentral.bacsecretariat@deped.gov.ph by accomplishing this form.*
2. *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.*
3. *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.*
4. *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.

Room M-511, 5th Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600
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Email Address: depedcentral.bacsecretariat@deped.gov.ph