



Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF DAVAO ORIENTAL  
BIDS AND AWARDS COMMITTEE

To be filled by BAC Secretariat staff only:

Control No.: \_\_\_\_\_

**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.

PROJECT NO.: **GS-2025-121**

PROJECT: **PROCUREMENT AND DELIVERY OF SUPPLEMENTARY LEARNING RESOURCES  
TO FUNCTIONAL ELEMENTARY AND SECONDARY SCHOOL LIBRARIES IN  
DEPED SCHOOLS DIVISION OF DAVAO ORIENTAL (LOTS 1)**

TOTAL ABC: **Php 14,189,878.24**

Cost of Bidding  
Documents –

Lot No.	
1	Php 25,000.00

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

Amount: \_\_\_\_\_  
Amount: \_\_\_\_\_

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

✓	Document(s)	Received by		Date Received
		Printed Name	Signature	
	Bidding Documents			

Notes:

- Interested Bidders may signify their intent to purchase the Bidding Documents through email at [davor.bac@deped.gov.ph](mailto:davor.bac@deped.gov.ph) by accomplishing this form.
- Upon receipt of the bidder's information sheet, the BAC Secretariat will communicate the payment details.
- 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.