



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-2026-020**

PROJECT: **PROCUREMENT OF CATERING SERVICES AND ACCOMMODATION FOR THE FINALIZATION OF THE FIRST AND SECOND TERM AND DEVELOPMENT OF THE THIRD TERM ASSESSMENT FOR THE SCHOOL YEAR 2026-2027**

TOTAL ABC: ₱2,480,000.00

Cost of Bidding Documents –

Lot No.	Php 5,000.00
1	

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:

- 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.

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