



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
Upper Session Road Ext., Baguio City
Tel. No.: 446-1488 Fax: (074) 442-7819



Additional Instructions

The following are the additional instructions to bidders:

1. Follow the Sealing and Marking of Bids (Two-Envelope System) (ANNEX A).
2. All bidders are required to request to join bidding from PhilGEPS for the project.
3. All representatives of interested bidders (sole proprietorship, partnership, or corporation) should submit an authorization from proprietor, general manager or the board of directors.
4. Bidders are advised to get the updated checklist of documents to be submitted during the opening of bids. Copy of which is hereto attached. (ANNEX B)
5. Certificate of site inspection shall be signed by:

SIR JOSEPH A. ESTIGOY for the Repair of Classrooms at Lucban Elementary School;

MA'AM ESTHER LITILIT for Repair of Classrooms at Baguio Central School;
and

MA'AM FLORIDA P. CAEL for Repair of Damaged School Buildings at San Carlos Heights Elementary School.

6. For the bid security, cash is discouraged. Bidders may also opt to submit Bid Security Declaration (BSD) aside from those enumerated in item 18.1 of the BDS.
7. As to the synchronization of time of deadline for the submission of bids, bidders are instructed to follow the time at the Division Office Biometric Machine.
8. Those who bought bid documents are required to notify the BAC if they decide not to participate in the opening of bids.
9. Bidders who do not meet the requirements specified in the Bid Documents and this Supplemental Bid Bulletin will automatically be disqualified.
10. Failure on the part of the bidders to comply with the foregoing instructions or additional requirements shall be a ground for the bidder to be disqualified to join the bidding process.

For Guidance and information of all concerned.

For:

SORAYA T. FACULO, Ph.D.
BAC – Chairman


JULIET C. SANNAD
BAC – Vice Chairman