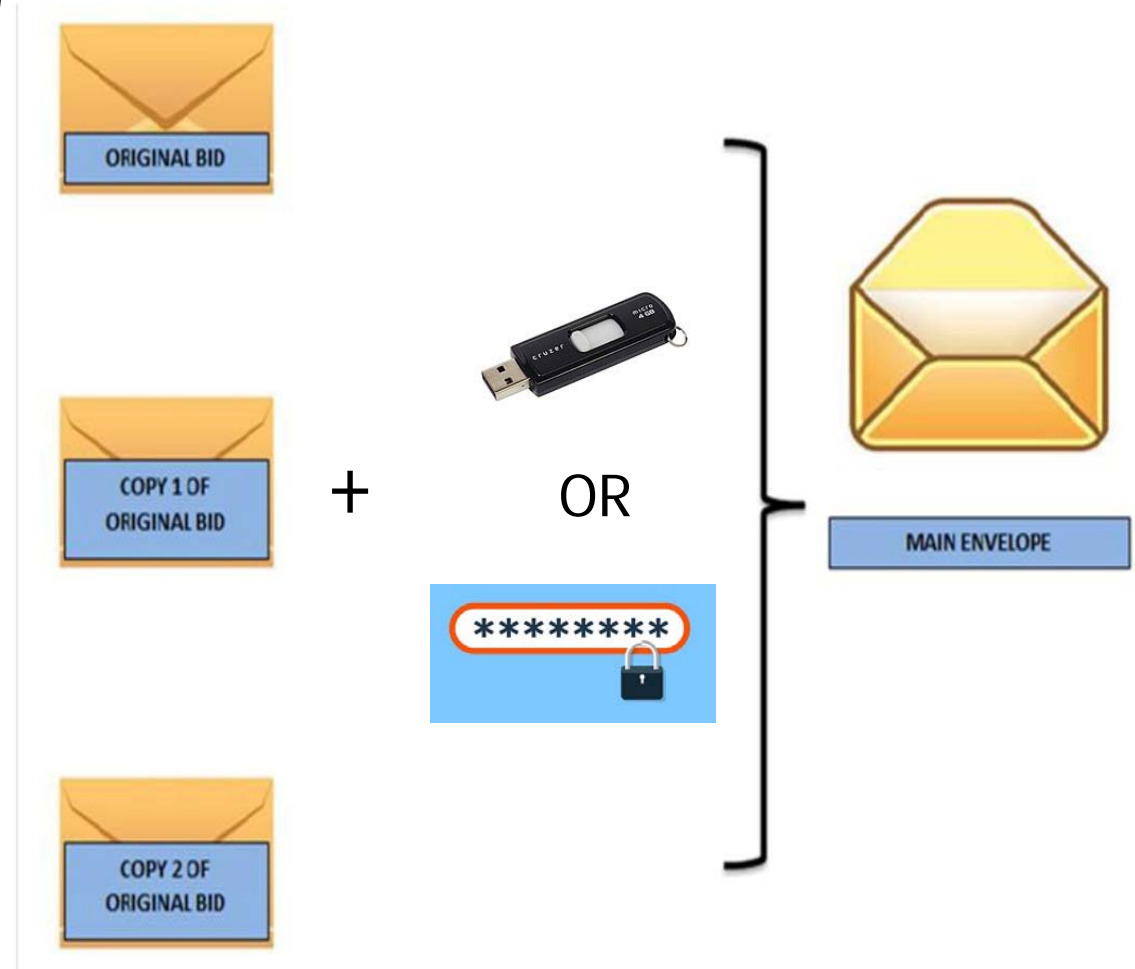


MANNER OF SUBMISSION:

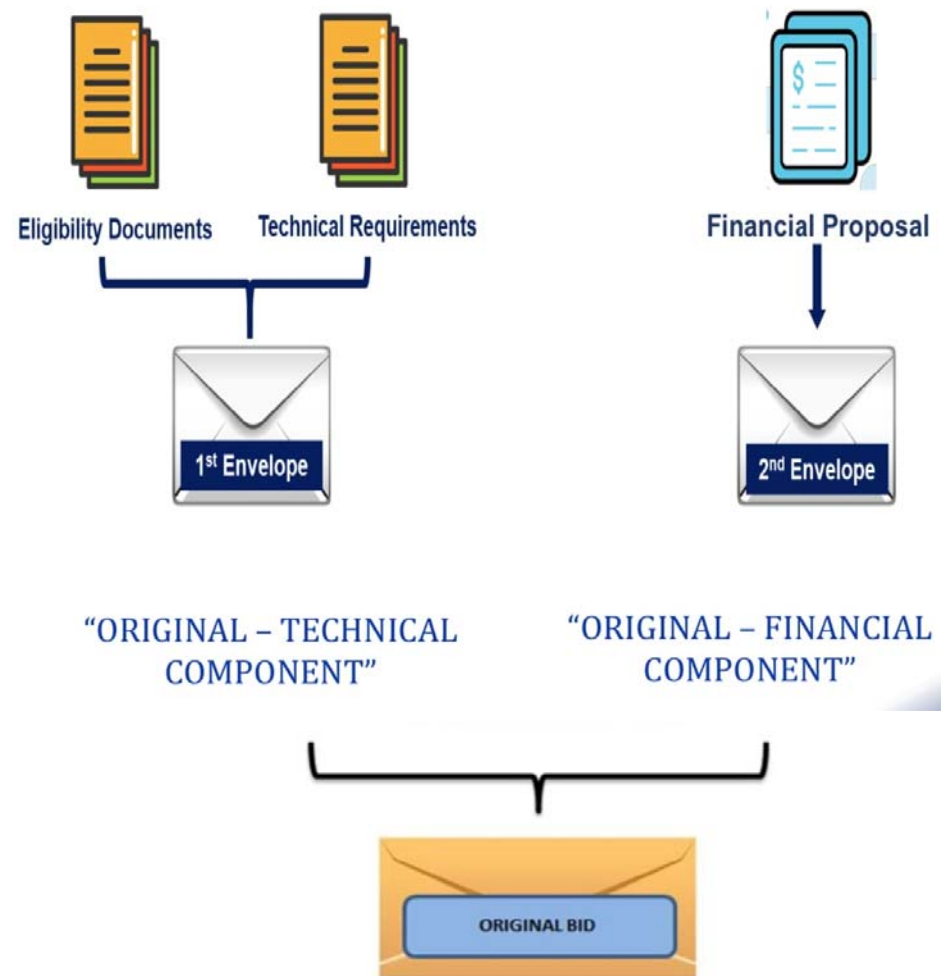
Each Bidder shall submit in a sealed envelope the following:

- a) One (1) Original and Two (2) certified copies of the Technical and Financial Components of its Bid;
- b) a USB containing a scanned copy of the Technical and Financial Components of its Bid or password-protected cloud storage link



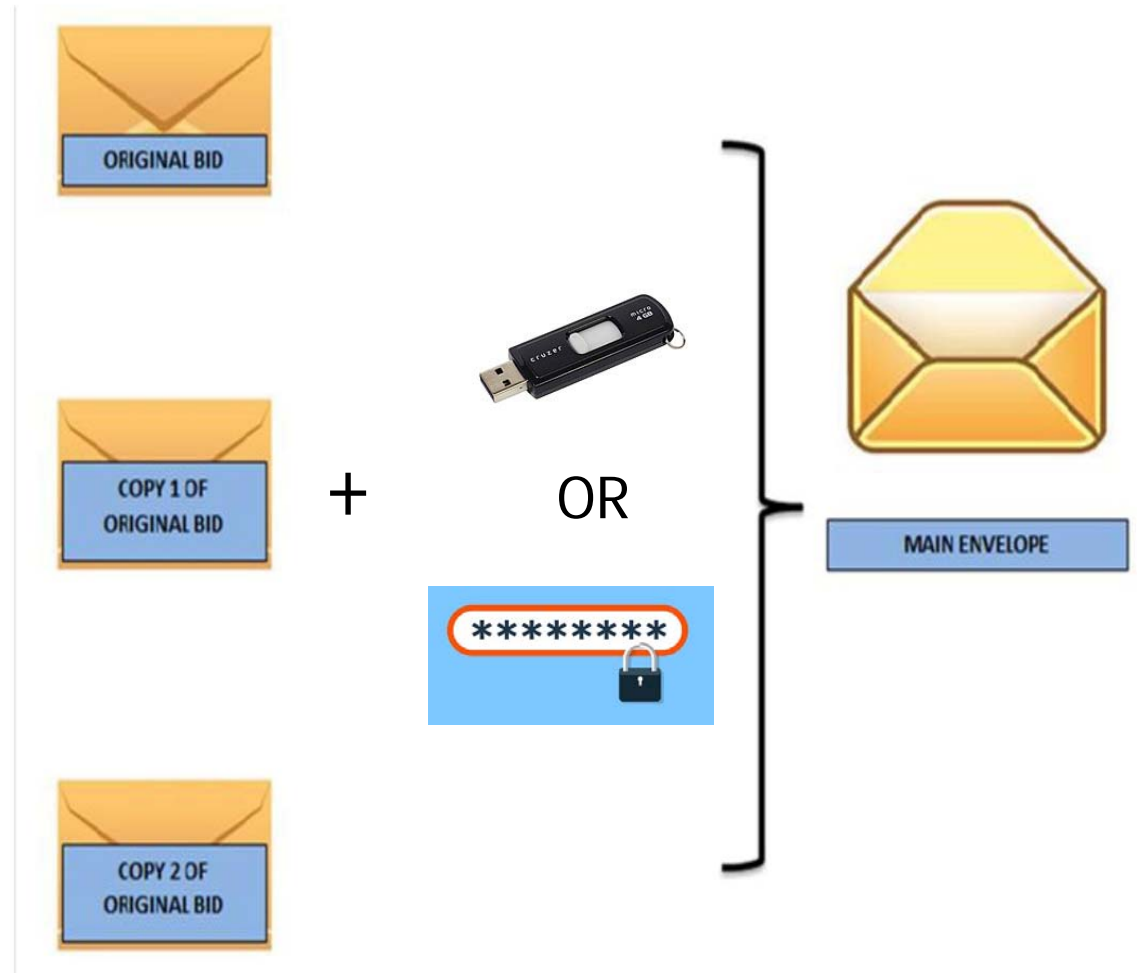
Sealing and Marking of Bids:

1. Enclose the original copy of Class "A", Class "B", and other documentary requirements (as applicable) in an envelope marked "ORIGINAL COPY - TECHNICAL COMPONENT" and seal.
2. Enclose the original copy of the Financial Bid Form and Price Schedule(s) in another envelope marked "ORIGINAL COPY - FINANCIAL COMPONENT" and seal.
3. Enclose both envelopes in an outer envelope marked "ORIGINAL BID" and seal.
4. Apply the same for copies 1 and 2, but the marking should be "COPY No. 1" and "COPY No. 2"



Sealing and Marking of Bids:

4. Enclose the "ORIGINAL BID", "Copy No. 1", and "Copy No. 2" envelopes, together with the USB or password to the Google Drive, in an envelope which shall be referred to as the "Main Envelope".
5. The flaps of the Main Envelope must be properly sealed and signed by the bidder's authorized representative.



Marking of the Main Envelope:

Name of Contract to Be Bid

- (Procurement Project Title, Solicitation Number, and Lot No(s).)

Name and Address of Bidder

- (Name of Bidder)
- (Complete Address of Service Provider/Bidder)

Recipient BAC/Procuring Entity

- MARIA LIRIO A. ZABALA
- *Chairperson, PMO-BAC*
- Privatization and Management Office
- 104 Gamboa Street, Legaspi Village, Makati City

Do Not Open Before

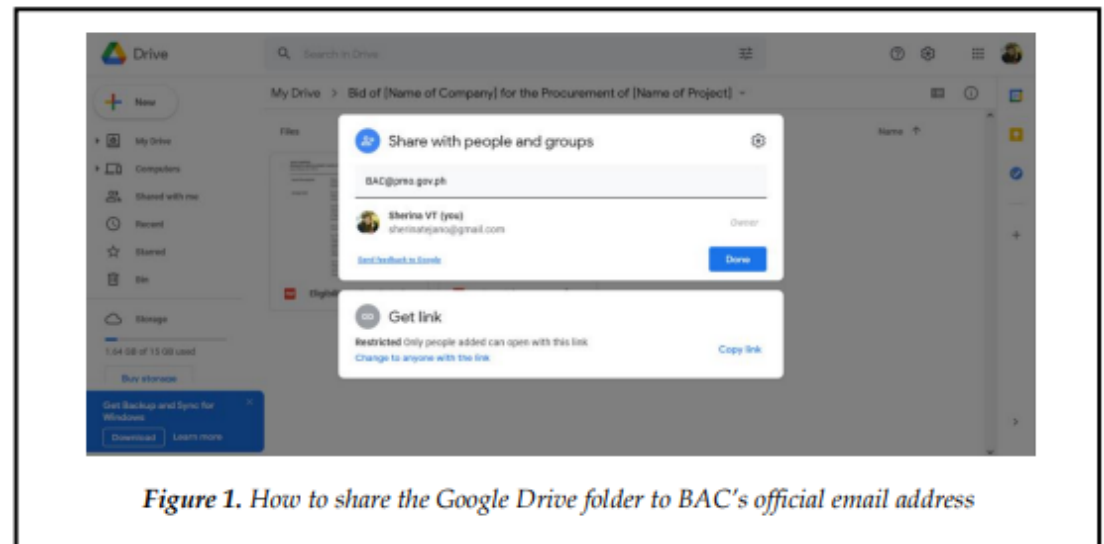
- (Date and Time of Opening of Bids)

Sealing and Marking of Bids:

- ▶ Unsealed or unmarked bid envelopes shall be REJECTED.
 - Unsealed = open
 - Unmarked = having no markings on it which identifies what it is
- ▶ Bid envelopes not properly sealed or marked shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted.

Guidelines for the Submission and Receipt of Scanned Copies via Google Drive

- ▶ The bidder shall send the Google drive link containing scanned copy of their bid to the BAC's official email address at BAC@pmo.gov.ph, at least 1 hour before the deadline for submission and receipt of bids.



Guidelines for the Submission and Receipt of Scanned Copies via Google Drive

- ▶ The 1st PDF document shall contain the Class "A", Class "B", and other documents (as applicable) as specified in Section VIII of the Bidding Documents and shall be labelled as "Technical Component".
- ▶ The 2nd PDF document shall contain the Financial Bid Form and Price Schedule(s) and shall be labelled as "Financial Component".
- ▶ The files shall be in PDF and password-protected. Password to the files shall be sealed in the Main Envelope.
- ▶ The 1st and 2nd PDF documents shall be compressed in a "zip" file labelled as "Bid of (Name of Company) for the procurement of (Procurement Project Title and Reference No.)".

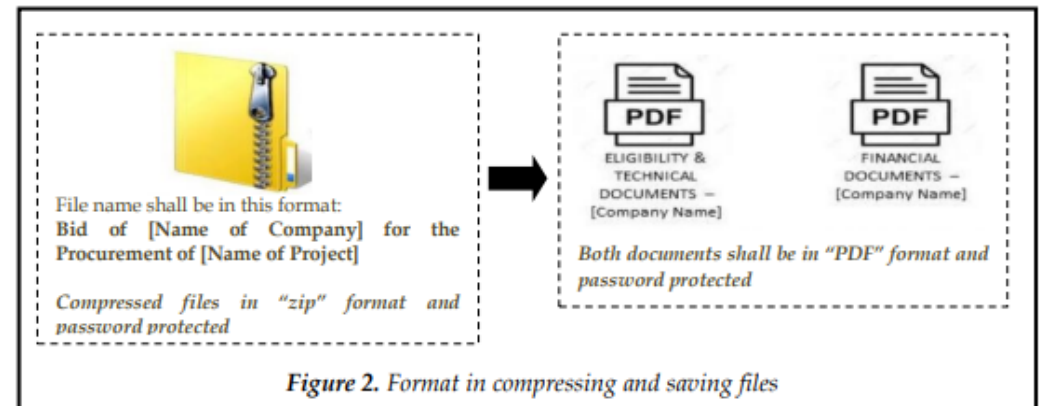


Figure 2. Format in compressing and saving files