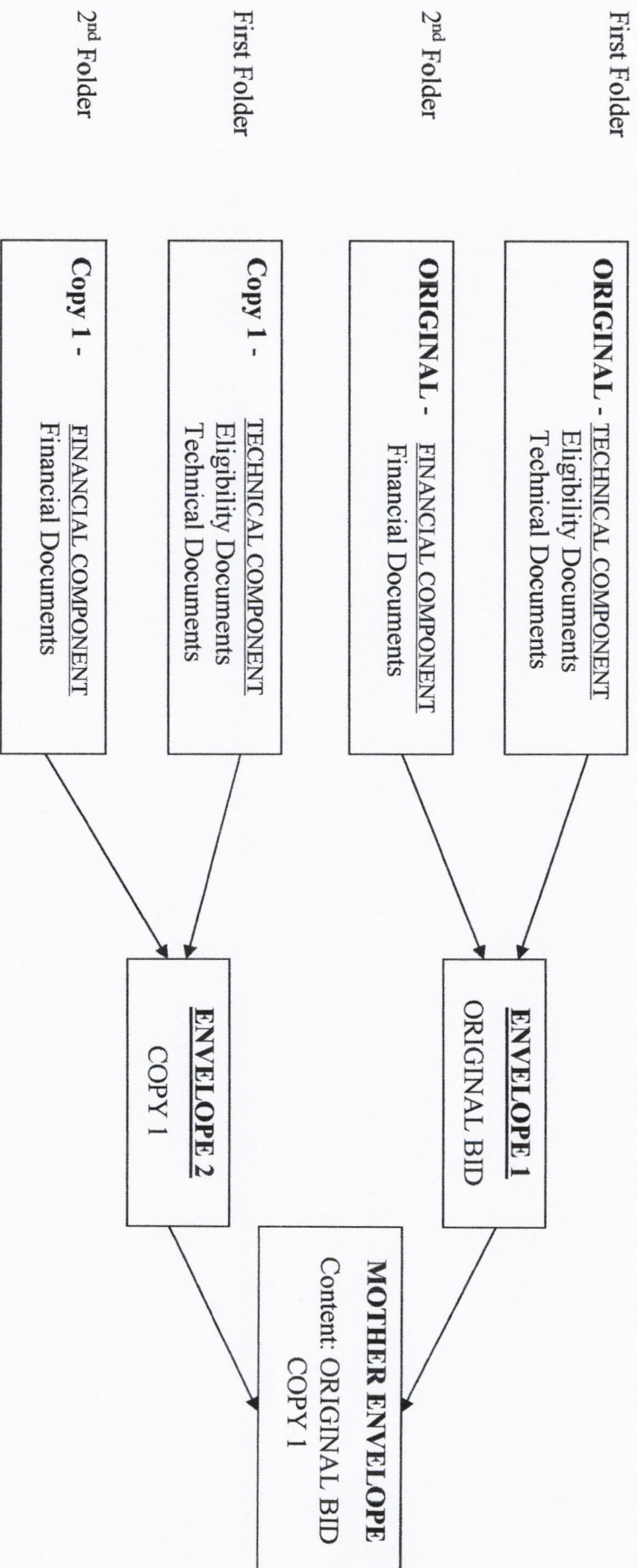


## ***Section XI. Instructions for Markings & Sealing***



**REQUIREMENTS AND INSTRUCTIONS OF THE CATANDUANES STATE UNIVERSITY  
FOR MARKINGS AND SEALING OF BID ENVELOPES - INFRASTRUCTURE PROJECTS**



**REQUIREMENTS AND INSTRUCTIONS OF THE CATANDUANES STATE UNIVERSITY  
FOR MARKINGS AND SEALING OF BID ENVELOPES - INFRASTRUCTURE PROJECTS**

**All bid envelopes shall:**

1. Typed or written in indelible ink and the seal shall be signed by the bidder or his duly qualified and authorized representative.
2. Contain the name of the contract to be bid in capital letters (\* refer to BDS Clause 1.0 for the name of the Project).
3. Bear the name and address of the bidder in capital letters.
4. All envelopes shall be sealed and marked as illustrated below:

**For Envelope 1 and 2**

<p align="center">BIDDER'S NAME AND ADDRESS</p> <p align="center">THE BIDS AND AWARDS COMMITTEE Catanduanes State University Virac, Catanduanes</p> <p>BID DOCUMENTS FOR: _____ (Name of the Contract) *</p> <p>CONTENTS: ORIGINAL BID <b>OR</b> COPY 1 1) Technical Component 2) Financial Component</p> <p>DO NOT OPEN BEFORE _____ (Date of Bid Opening)</p>
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**Mother Envelope**

<p align="center">BIDDER'S NAME AND ADDRESS</p> <p align="center">THE BIDS AND AWARDS COMMITTEE Catanduanes State University Virac, Catanduanes</p> <p>BID DOCUMENTS FOR: _____ (Name of the Contract) *</p> <p>CONTENTS: 1) ORIGINAL BID 2) COPY 1</p> <p>DO NOT OPEN BEFORE _____ (Date of Bid Opening)</p>
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- If the bids are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening. Moreover, **FAILURE TO COMPLY WITH THE REQUIRED SEALING AND MARKING OF BIDS SHALL BE A GROUND FOR DISQUALIFICATION.**

## **FORMAT AND SIGNING OF BID DOCUMENTS**

1. Bidders may submit their bids through their duly qualified and authorized representative. An authorization from the owner/bidder must be presented if the person submitting the bid is different from the representative named in the Omnibus Sworn Statement.
2. Forms provided must be completed without any alterations to their format. If the entries cannot be accommodated or fit in the original form issued by this Committee, the forms can be re-typed and copied but the form (columns, labels) and content should not be altered for the purpose of clarity, completeness and understandability of the bid.
3. The bid shall be signed and each of every page thereof shall be initialed by the bidder or by the duly authorized representative/s.

Additional instructions (BAC Resolution No. 396 s. 2011 dated November 10, 2011 and BAC Resolution No. 214 dated September 12, 2012.

- The bid documents and/ or its supporting attachments **INDICATING OWNERSHIP** shall be signed by the **OWNER/BIDDER** (sole proprietor) and/or by the authorized representative named in the Omnibus Sworn Statement (if a Corporation or Joint Venture).
  - The authorized representative should be an employee of the company/business entity, certified as bonafide employee by the owner/bidder (if a sole proprietorship) and by the Corporate Secretary or Chairman of the BOD, if a corporation, partnership or joint venture. The Certification should be attached to the Special Power of Attorney (SPA).
4. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the bidder.
  5. The bid documents can be typewritten, encoded or written in indelible ink.
  6. The bidder is responsible to double check the full description of the requirements for each item as stated in the Bidding documents.
  7. The bidder is required to provide a Table of Contents and corresponding tab/label for each submitted document to ensure completeness of the submitted documents and to facilitate the examination and evaluation by the BAC.

