


SAMPLE: SEALING AND MARKING OF BID DOCUMENTS

PROJECT TITLE: REPAIR OF SOLAR LIGHTING SYSTEM
PORT OF SURIGAO


PROJECT CODE:

ORIGINAL-BID

**XYZ COMPANY**
BUSINESS ADDRESS


ELIGIBILITY AND TECHNICAL COMPONENTS ORIGINAL COPY

PROJECT CODE: _____
PROJECT NAME: _____
PROJECT LOCATION: _____
DO NOT OPEN BEFORE: DATE AND TIME

**XYZ COMPANY**
BUSINESS ADDRESS

FINANCIAL COMPONENT ORIGINAL COPY


PROJECT CODE: _____
PROJECT NAME: _____
PROJECT LOCATION: _____
DO NOT OPEN BEFORE: DATE AND TIME

**XYZ COMPANY**
BUSINESS ADDRESS

ORIGINAL - TECHNICAL AND FINANCIAL COMPONENTS

BAC CHAIRMAN
BIDS AND AWARDS COMMITTEE
PHIL. PORTS AUTHORITY
PORT MANAGEMENT OFFICE - SURIGAO
PORT AREA, ROOM 87, SURIGAO CITY

END FOR: PROJECT CODE _____
PROJECT NAME _____
PROJECT LOCATION _____
DO NOT OPEN BEFORE: DATE AND TIME


**XYZ COMPANY**
BUSINESS ADDRESS

TECHNICAL/FINANCIAL COMPONENTS

BAC CHAIRMAN
BIDS AND AWARDS COMMITTEE
PHIL. PORTS AUTHORITY
PORT MANAGEMENT OFFICE - SURIGAO
PORT AREA, ROOM 87, SURIGAO CITY


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DUPLICATE-COPY

**XYZ COMPANY**
BUSINESS ADDRESS


ELIGIBILITY AND TECHNICAL COMPONENTS DUPLICATE COPY

PROJECT CODE: _____
PROJECT NAME: _____
PROJECT LOCATION: _____
DO NOT OPEN BEFORE: DATE AND TIME

**XYZ COMPANY**
BUSINESS ADDRESS

FINANCIAL COMPONENTS DUPLICATE COPY

PROJECT CODE: _____
PROJECT NAME: _____
PROJECT LOCATION: _____
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**XYZ COMPANY**
BUSINESS ADDRESS

DUPLICATE COPY - TECHNICAL AND FINANCIAL COMPONENTS

BAC CHAIRMAN
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- NOTE:
1. ALL ENVELOPES SHOULD BE SEALED
 2. ALL MARKINGS SHOULD BE IN CAPITAL LETTERS
 3. PROVIDE TABBINGS TO ALL SOFTBOUNDED COPIES OF BIDS/DOCUMENTS