


# SAMPLE: SEALING AND MARKING OF BID DOCUMENTS

**PROJECT TITLE:** REPAIR OF SOLAR LIGHTING SYSTEM

**PORT OF LIPATA, SURIGAO CITY**

**PROJECT CODE:** NRP-SUR-05-18

## ORIGINAL-BID

**XYZ COMPANY**  
BUSINESS ADDRESS

LAWRENCE LYLE E. CAGAS  
CHAIRPERSON, BIDS AND AWARDS COMMITTEE  
PORT AUTHORITY  
PORT MANAGEMENT OFFICE - SURIGAO  
PORT AREA, BORR. ST., SURIGAO CITY

**ELIGIBILITY AND  
TECHNICAL COMPONENTS  
ORIGINAL COPY**

PROJECT CODE: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_  
PROJECT LOCATION: \_\_\_\_\_

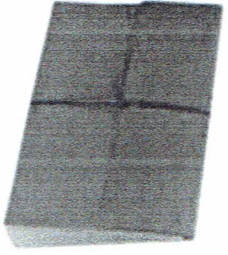
DO NOT OPEN BEFORE : DATE AND TIME


**XYZ COMPANY**  
BUSINESS ADDRESS

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CHAIRPERSON, BIDS AND AWARDS COMMITTEE  
PORT AUTHORITY  
PORT MANAGEMENT OFFICE - SURIGAO  
PORT AREA, BORR. ST., SURIGAO CITY

**FINANCIAL COMPONENT  
ORIGINAL COPY**PROJECT CODE: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_  
PROJECT LOCATION: \_\_\_\_\_

DO NOT OPEN BEFORE : DATE AND TIME



**XYZ COMPANY**  
BUSINESS ADDRESS


BAC CHAIRMAN  
BIDS AND AWARDS COMMITTEE  
PORT AUTHORITY  
PORT MANAGEMENT OFFICE - SURIGAO  
PORT AREA, BORR. ST., SURIGAO CITY

**ORIGINAL -  
TECHNICAL AND  
FINANCIAL  
COMPONENTS**

BID FOR : PROJECT CODE: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_  
PROJECT LOCATION: \_\_\_\_\_

DO NOT OPEN BEFORE : DATE AND TIME

## DUPLICATE-COPY

**XYZ COMPANY**  
BUSINESS ADDRESS

LAWRENCE LYLE E. CAGAS  
CHAIRPERSON, BIDS AND AWARDS COMMITTEE  
PORT AUTHORITY  
PORT MANAGEMENT OFFICE - SURIGAO  
PORT AREA, BORR. ST., SURIGAO CITY

**ELIGIBILITY AND TECHNICAL  
COMPONENTS  
DUPLICATE COPY**

PROJECT CODE: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_  
PROJECT LOCATION: \_\_\_\_\_

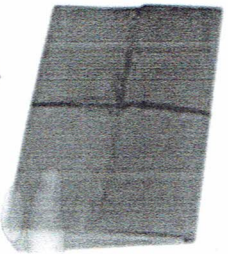
DO NOT OPEN BEFORE : DATE AND TIME


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**FINANCIAL COMPONENTS  
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**XYZ COMPANY**  
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**DUPLICATE COPY  
-TECHNICAL AND  
FINANCIAL  
COMPONENTS**

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PROJECT NAME: \_\_\_\_\_  
PROJECT LOCATION: \_\_\_\_\_

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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