



# GUIDE FOR BIDDERS

1. Register at the RPAMD Secretariat/Registration table.
2. Present the sealed Bid Envelope enclosing eligibility documents between **8:30 AM and 10:00 AM** to the RPAMD Secretariat.
  - Ensure to read and follow the General Guidelines;
  - Ensure that the downloadable Bid form is properly accomplished; and
  - Ensure that the Bid form contained in the sealed envelope;
3. Make sure to final check the content of the sealed bid envelope before proceeding to the Bid Box.
4. Only participating Bidders will proceed to the Bid Box to drop the sealed Bid Envelope (ask assistance of RPAMD Secretariat/Personnel only).
5. Once the sealed envelope is inside the Bid Box, we are refrained from retrieving the envelope.
6. Opening of Bids will immediately follow.