

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of Various Books

for

Caraga State University
Cabadbaran City (CSUCC)

Project Identification Number: IGF-2023-01-031

Approved Budget for the Contract:

One Million Four Hundred Sixty-One Thousand Nine Hundred
Twenty-Eight Pesos Only
(Php 1,461,928.00)

Government of the Republic of the Philippines

Sixth Edition
July 2020

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



INVITATION TO BID FOR Procurement of Various Books

1. The *Caraga State University Cabadbaran City (CSUCC)* through the *Internal Generated Fund (IGF)2023* intends to apply the sum of One Million Four Hundred Sixty-One Thousand Nine Hundred Twenty-Eight Pesos Only (Php 1,461,928.00) being the ABC to payments under the contract for **Procurement of Various Books/IGF-2023-01-031**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Caraga State University Cabadbaran City (CSUCC)* now invites bids for the above Procurement Project. Delivery of the Goods is required by *Thirty (30) Calendar days*. Bidders should have completed, within *three (3) years (CY 2020 – present)* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from *CSUCC* and inspect the Bidding Documents at the address given below during *Monday to Friday 8:00 AM – 5:00PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***February 16 – March 8, 2023; before 3:00 PM*** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ₱5,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *personally or through electronic means*.

The following are the requirements for purchase of Bidding Documents:

1. PhilGEPS Registration Certificate (Platinum – 3 pages)
2. Company ID and Government Issued ID
3. Authorization to Purchase Bidding Documents
 - 3.1 Corporate Secretary Certificate (for corporation)
 - 3.2 Special Power of Attorney (for single proprietorship)

6. The CSUCC will hold a Pre-Bid Conference¹ on **February 24, 2023 @ 3:30 PM** through video conferencing or webcasting *via Zoom*. This will be open to all prospective bidders who submitted the filled pre-registration form: <https://docs.google.com/forms/d/1Ppec-9im9E7qHFCBI-zDtGHMq9hWjcuV9XS5rvLOV-I/edit> prior to the meeting schedule. A link to join the virtual meeting shall follow after the pre-registration is submitted, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, or (ii) online or electronic submission as indicated below, on or before **March 8, 2023 @ 3:00PM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **March 8, 2023 @ 3:00PM** at the given address below (*CSUCC Technovation Conference Room*) and/or via *Zoom* (*link will be provided to those who bought Bid Documents*). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. **A.) For Manual Submission of Bids.** Bids must be received by the BAC Secretariat at the address below upon presentation of the following documents by the bidder or his/her authorized representative:
 - Original Official Receipt (OR) of payment of bidding documents;
 - Company ID or Government-issued ID
 - Special Power of Attorney (SPA) or Authorization Letter for representative

Note: Due to the present pandemic, bidders or their duly authorized representative must strictly comply with the minimum public health standards, for the duration of this public health crisis, such as wearing of face mask and social distancing

B.) For Electronic Submission of Bids. Bidders, after payment of applicable fee, must send their bidding documents in **PDF file using the official email address of their company, in archive format compression with Password Protection** to this email address: *bac@csucc.edu.ph*, any time before the specified closing date and time. **Bidders shall disclose the password for accessing their respective bid submission only during the actual bid opening.** Together with their bid, a clear scanned copy of the following shall also be submitted:

- **Deposit slip** of the payment of Bid Docs (*Note: Official Acceptance of Bid shall follow after Cashier's verification/validation of payment along with the issuance of official receipt*).
- **Duly signed Authorization letter/Special Power of Attorney (SPA)** of the company's duly authorized representative, if any
- **Company ID** of the owner and its designated Representative, if any; and,
- **Government issued ID** of the owner and its designated Representative, if any.

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Payments may be deposited to Land Bank bearing the following information

Account name: **CSU Cabadbaran Campus**

Account number: **3152 1015 88**

Purpose: Payment for Bid Docs – **Procurement of Various Books**

11. The *CSUCC* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

Ryan Chester Fong

BAC Secretariat

Bids & Awards Committee Office

Caraga State University Cabadbaran City

T. Curato St., Cabadbaran City

Email: bac@csucc.edu.ph

Telephone/Mobile phone: 085-8186713/ 0917-701-1590

13. You may visit the following websites:

For downloading of Bidding Documents: www.csucc.edu.ph

For online bid submission: bac@csucc.edu.ph

February 16, 2023

*SGD. FLORDELIZA G. ALBURO, Ph.D.
BAC Chairperson*

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, CSUCC wishes to receive Bids for the *Procurement of Various Books* with identification number **IGF-2023-01-031**.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

The Procurement Project (referred to herein as “Project”) is composed of 1 lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2023 in the amount of One Million Four Hundred Sixty-One Thousand Nine Hundred Twenty-Eight Pesos Only (Php 1,461,928.00).

2.2. The source of funding is:

a. GOCC and GFIs, the Corporate Operating Budget.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. *[Select one, delete other/s]*
 - a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
 - b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.
- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through Zoom as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the last *three (3) years (CY 2020 – present)* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:

- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
 - a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **July 6, 2023** or *One Hundred Twenty Calendar Days from Bid Opening date (March 8, 2023)*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid,

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause									
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. <i>A single contract similar to the items to be bid and must be at least FIFTY percent (50%) of the ABC.</i> b. Completed within the last three (3) years (CY 2020 - present) prior to the deadline for the submission and receipt of bids. 								
7.1	<i>Subcontracting is not allowed.</i>								
12	The price of the Goods shall be quoted DDP <i>Supply Office, Caraga State University - Cabadbaran City, T. Curato St., Cabadbaran City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.								
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> a. The amount of not less than Php 29,238.56 [2% of Php 1,461,928.00], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php 73,096.40 [5% of Php 1,461,928.00] if bid security is in Surety Bond. 								
19.2	<i>Partial Bid is not allowed.</i>								
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Group Title</th> <th style="text-align: center;">Items</th> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">ABC</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Lot 1</td> <td>Procurement of Various Books for Engineering, IT, Tourism and Hospitality, Accounting, Research, and Education</td> <td style="text-align: center;">1 Lot</td> <td style="text-align: center;">Php 1,461,928.00</td> </tr> </tbody> </table> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>	Group Title	Items	Quantity	ABC	Lot 1	Procurement of Various Books for Engineering, IT, Tourism and Hospitality, Accounting, Research, and Education	1 Lot	Php 1,461,928.00
Group Title	Items	Quantity	ABC						
Lot 1	Procurement of Various Books for Engineering, IT, Tourism and Hospitality, Accounting, Research, and Education	1 Lot	Php 1,461,928.00						
20.2	<p><i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i></p> <ul style="list-style-type: none"> • In case of sole dealership/distributorship, Copy of the Certificate of Authorized/Sole Dealership by the Manufacturer/ Distributor shall be submitted as additional requirement, whichever is applicable to the bidder 								

21.2	<p data-bbox="341 197 1412 271"><i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i></p> <ul data-bbox="391 302 1412 450" style="list-style-type: none"><li data-bbox="391 302 1412 347">• Copy of Authority to sell from the Publisher (if not the copyright owner)<li data-bbox="391 369 1412 450">• Copy of Certificate of Registration from the National Book Development Board
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Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the affectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. **Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are delivered to Supply Office, Caraga State University – Cabadbaran City, T. Curato St., Cabadbaran City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site are Ms. Riena Talidro, Mr. Tomasito Yatan and Mr. Ronilo Biongcog.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

e. training of the Procuring Entity's personnel, at CSUCC, on assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

f. replacement of book(s) with Manufacturing Defects (missing pages, distorted pages, disarranged pages, pages not readable, and other printing errors). There shall be no extra shipping charges for the replacement of book(s).

g. *[Specify additional incidental service requirements, as needed.]*

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

Select appropriate requirements and delete the rest.

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of three (3) years.

Spare parts or components shall be supplied as promptly as possible, but in any case, within one (1) month of placing the order.

	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>Product Presentation/ Demonstration/ Site Inspection, if applicable.</i></p>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Unit of Issue	QTY.	Delivered, Weeks/Mos.
1 Lot - Procurement of Various Books for Engineering, IT, Tourism and Hospitality, Accounting, Research, and Education inclusive of the ff:				
1	Introduction to psychology: gateways to mind and behavior; HB; ISBN: 978-0357-371398; c 2022/latest ed.; Coon/ Mitterer/ Martini; paperback	copy	1	Within Thirty (30) Calendar Days
2	Qualitative research and social intervention; ISBN: 9781648025617; c 2021/latest ed.; Trevisan de Souza; paperback	copy	1	
3	Welding 101 (Basic Inputs on Shield Metal Arc Welding for Beginners) - Espina et al., c 2021; ISBN: 978-621-8035-68-3	copy	5	
4	Shielded Metal Arc Welding (SMAW) - Espina et al., 2021; ISBN: 9786214510023	copy	5	
5	Fundamentals of Carpentry Work - Manguilimotan et al., c 2021; 192 pages	copy	5	
6	Modern Apartment design; ISBN: 9780367643102; c 2022/latest ed.; G. Marriage	copy	1	
7	Urban Blue Spaces; ISBN: 9780367173180; c 2022/latest ed.; Simon Bell/Lora E. Fleming et.; paperback	copy	1	
8	Why cities need large parks; ISBN: 9781032072937; c 2022/latest ed.; R. Murray	copy	1	
9	Broadcasting and electronic media; ISBN: 9781637856505; c 2022/latest ed.; Royston	copy	1	
10	Dynamics of mass communication; ISBN: 9781647283841; c 2022/latest ed; J. Willis	copy	1	
11	Mass communication and Journalism; ISBN: 9781637856628; c 2022/latest ed; K Brewster	copy	1	
12	Introduction to automotive - Belette et al., c 2021: 104 pages	copy	5	
13	Cybercrime and Information technology; ISBN: 9781032053851; c 2022/latest ed; A. Alexandrou	copy	1	
14	Engaging Your community through active strategic marketing; ISBN: 9781783303830; c 202/latest ed; Terry Kendrick; paperback	copy	1	
15	Field Study 2: Participation and Teaching Assistantship - Bilbao et al.; c 2021; 978-621-8035-86-7	copy	5	
16	Computer Networking: the complete guide; ISBN: 9781641725781; c 2022/latest ed; B. Murray	copy	1	
17	Building and Enhancing New Literacies Across the Curriculum - De Leon, c 2020: ISBN: 978-621-8035-84-3	copy	5	
18	Essential of performance analysis in sport; ISBN: 9780367355418; c 2020/latest ed; Hughes/Franks; paperback	copy	1	
19	Physical education and Health; ISBN: 9781641166683; c 2022/latest ed; A.Piere; paperback	copy	1	

20	Microeconomics - Arnold et al.; ISBN: 978-035-7720-639; c 2023/latest ed.	copy	1
21	Assessment in Learning 2: Authentic Assessment - Corpuz and Cuartel, c 2021; ISBN: 786214510054, 184 pages	copy	5
22	Assessment of Children's Development in Learning - Navarro et al., c 2021;160 pages	copy	5
23	Flood damage survey and assessment; ISBN: 9781642244663; c 2020/latest ed; Wasko; hardcover	copy	1
24	Exploring Children's Literature to Enhance Literacy in the Elementary Grades - Conjusta & Violeta, c 2022; ISBN: 9786214510009	copy	5
25	Flood risk science and management; ISBN: 9781642244670; c 2020/latest ed.; Wadey	copy	1
26	Teaching Internship: OBE & PPST-Based - Borabo & Din, c 2022; ISBN: 97862180350221	copy	5
27	Automotive mechanic: advanced; ISBN: 9781641725163; c 2022/latest ed.; B.Elliot	copy	1
28	Education and the Law - Sta. Maria, c2022; ISBN: 978-621-8035-90-4	copy	5
29	Bird's electrical and electronic principles and technology; ISBN: 9780367672355; c 2022/latest ed.; John Bird	copy	1
30	Bird's electrical circuit theory and technology; ISBN: 9780367672225; c 2022/latest ed.; John Bird	copy	1
31	Educational Psychology for Teaching and Learning - Duchesne et al., c 2022; ISBN: 978-017-044-9274	copy	1
32	Electrical engineering fundamentals; ISBN: 9781647283858; c 2022/latest ed.; H. Clark	copy	1
33	Energy systems; ISBN: 9781032007748; c 2022/latest ed.; Gicque	copy	1
34	Engineering economy; ISBN: 9781642246544; c 2020/latest ed.; Jacob Schaf	copy	1
35	Physical Activity towards Health and Fitness: Folk Dance... - Bulatao et al., c 2022; ISBN: 978-971--9655-10-7	copy	5
36	Physical Activity towards Health and Fitness 1: Health & Wellness Movement Education & Exercise Program - Bulatao et al., c 2021; ISBN: 978-621-406-310-9	copy	5
37	Fundamentals of software engineering; ISBN: 9781647261795; c 2022/latest ed.; H. Mason	copy	1
38	International health and safety at work revision guide; ISBN: 9780367525019; c 2022/latest ed.; Ed Ferrett	copy	1
39	Understanding Motor Controls, 4th ed.; Hardcover; ISBN: 9781337798686; Stephen L. Herman; c 2020/latest ed	copy	1
40	Residential Construction Academy: Basic Principles For Construction, 5th ed. (HB); ISBN9781337913829; Mark Huth; c 2020/latest ed	copy	1
41	Construction Materials, Methods, And Techniques Building For A Sustainable Future, 5th ed. (HB); ISBN: 9780357513835; Kultermann/ Spence; c 2022/latest ed	copy	1
42	Data Structure and Algorithm using python; ISBN:	copy	1

	9789814915502; c 2021/latest ed.; Adam Drozdek			
43	Programming with python; ISBN: 9780357637456; c 2023/latest ed.; McMullen/Matthews/.Parsons	copy	1	
44	Java Programming; ISBN: 9780357673423,c 2023/latest ed.; Farrell	copy	1	
45	Outcomes-based Practical Guide to Thesis and Capstone Project Writing in Computing - Laviña et al, c 2022; ISBN: 978-621-406-3420	copy	5	
46	Javascript for Web Warriors; ISBN: 9780357638002;c 2022/latest ed.; Carey/Vodnik	copy	1	
47	Finite Mathematics & Applied Calculus; ISBN: 9780357723630; c 2023/latest ed.; Waner/Costenoble	copy	1	
48	Business analytics: data analysis and decision making; ISBN: 9789814878180; c 2020/latest ed.; Albright/Winston	copy	1	
49	MATLAB programming for engineers; ISBN: 9780357030394; c 2020/latest ed.; Chapman	copy	1	
50	Power system analysis & Design; ISBN: 9780357676189; c 2023/latest ed.; Glover et al.	copy	1	
51	Social, Ethical, Legal and Professional Issues in Computing: Revised - Laviña & Charlemagne, c 2020; ISBN: 978-621-406-293-5	copy	5	
52	Strategic management; ISBN: 9780170451116; c 2022/latest ed.; Hanson	copy	1	
53	Conceptual Framework and Accounting Standards – Villaceran, c 2022; ISBN: 978-621-0442663	copy	5	
54	Marketing – 5th ed.; Hardcover; ISBN: 9780357135747; Burrow; c 2021/latest ed.	copy	1	
55	The law on Transfer and Business Taxation; ISBN: 978-621-04-2877-3; c 2022/latest ed.; Hector S. De Leon Sr., Hector S. De Leon, Jr.	copy	5	
56	Refrigeration & Air Conditioning Technology, 9th ed.; Hardcover; Silberstein/ Obruzt et. al; ISBN: 9780357122273; c 2021/latest ed	copy	1	
57	International Financial Management, 14th ed.; Hardcover; Jeff Madura; ISBN: 9781473787216; c 2023/latest ed.	copy	1	
58	Structural Analysis, 6th ed.; Paperbound; Aslam Kassimali; ISBN: 9781337630948; c 2020/latest ed.	copy	1	
59	Electrical Wiring Commercial, 17th ed.; Paperback; Simmons/Mullin; ISBN: 9780357137697; c 2021/latest ed.	copy	1	
60	Welcome To Hospitality: An Asian Perspective (Pb); Chon/Maier; ISBN: 978814922234; c 2021/latest ed.	copy	1	
61	Mechanics of solids; ISBN: 9780367651404; c 2022/latest ed.; C. Ross/ J. Bird, et.al.	copy	1	
62	Plumbing principles and practice; ISBN: 9780367763015; c 2022/latest ed.; Syed Azizul Haq	copy	1	
63	Advanced cybersecurity technologies; ISBN: 9780367562328; c 2022/latest ed.; R. Moseley	copy	1	
64	Artificial Intelligence: concepts, techniques and applications; ISBN: 9781641725675; c 2022/latest ed.; A. Keller	copy	1	

65	Big Data Analytics; ISBN: 9781032187662; c 2022/latest ed.; Chaudhary & Alam	copy	1
66	Secure Data Mining; ISBN:9781774691038; c 2022/latest ed.; Jocelyn Padallan	copy	1
67	Hotel housekeeping: operations and management; ISBN: 9781647261801; c 2022/latest ed.; P. Helberg	copy	1
68	Tourism destination management; ISBN: 9781647284114; c 2022 /latest ed.; W. Perez	copy	1
69	Advanced introduction to advertising; ISBN: 9781802200904; c 2022/latest ed.; De Pelsmacker, P.	copy	1
70	Bookkeeping and Auditing: Intermediate; ISBN: 9781641725187; c 2022/latest ed.; D. Stewart	copy	1
71	Business analysis, requirements and project management; ISBN: 9780367766849; c 2022/latest ed.; K. Cox	copy	1
72	Business and organizational ethics: a practical approach; ISBN 9781647261672; c 2022/latest ed.; W. Underwood	copy	1
73	Business law and the legal environment comprehensive; ISBN: 9780357363744; c 2022/latest ed.; Twomey/Jennings/ Greene	copy	1
74	Consumer behavior : building marketing strategy; ISBN: 9781647283834;c 2022/latest ed.; A. Nelson	copy	1
75	Essentials of entrepreneurship; ISBN: 9781647261740; c 2022/latest ed.; Zoe Wright	copy	1
76	Essentials of Strategic management; ISBN: 9781647283889;c 2022/latest ed.; I. Taylor	copy	1
77	Fundamentals of microeconomics; ISBN: 9781647283957; c 2022/latest ed.; C. Danton	copy	1
78	Human Resource Management: Functions, applications and skill development; ISBN: 9781641729475; c 2022/latest ed.; S. Jones	copy	1
79	Human Resource Management and Ethics; ISBN: 9781648023293;c 2021/latest ed.; R. Sims et.al	copy	1
80	Introduction to Operations Management; ISBN: 9781641722551;c 2020/latest ed.; Miller	copy	1
81	Principles of Macroeconomics ; ISBN: 9781641729727;c 2022/latest ed.; P. Lewis	copy	1
82	Principles of Product Management; ISBN: 9781647261962;c 2022/latest ed.; D. Smith	copy	1
83	Teaching strategic management; ISBN: 9781802201673; c 2020 /latest ed.; Baumann, S;	copy	1
84	The law on Income Taxation; ISBN: 978-621-04-2792-9; c 2022 /latest ed.; Hector S. De Leon Sr., Hector S. De Leon Jr.	copy	5
85	Exploring Art: A Global, Thematic Approach, revised - Lazzari, Schlesier, c 2020/latest ed.;5th ed.; ISBN: 978-133-7709-910	copy	1
86	Principles of Engineering Thermodynamics - Reisel, c 2022; ISBN: 978-133-771-1197	copy	1
87	Regulatory framework & legal issues in business 2.; c 2023/latest ed.; Andrix D. Domingo; ISBN: 976-621-8205-03-1	copy	5
88	Interpersonal Communication: Everyday Encounters - Wood, c	copy	1

	2020/latest ed.; ISBN: 9780357032947; paperback			
89	Managerial Accounting; ISBN: 9780357715222; c 2023/latest ed.; Warren/Tayler	copy	1	
90	Sociology: The Essentials - Andersen & Taylor, c 2020/latest ed.; ISBN: 9789814878050	copy	1	
91	Childhood and Adolescence: Voyages in Development - Rathus, c 2022/latest ed.; ISBN: 978-035-7374-108	copy	1	
92	Our Sexuality - Crooks, Baur & Widman, c 2021/latest ed.; ISBN: 978-035-7360-750	copy	1	
93	Life-span Human Development - Sigelman & Rider, c 2022/latest ed.; ISBN: 978-035-7373-651	copy	1	
94	Physical education and health: Aquatic (Basic Swimming) and Mountaineering: Revised edition - Latorre, c 2023	copy	5	
95	Research for Educators - Kervin et al., c 2023; ISBN: 978-017-046-0446	copy	1	
96	Assessment, Feedback and Reporting - Cranley, Johnson & Harmon, c 2021; ISBN: 9780170441032	copy	1	
97	A Course Module for Readings in Philippine History - Candelaria & Alporha, c 2021/latest ed.; ISBN: 978-621-04-2413-3	copy	3	
98	A Course Module for Ethics - Bulaong Jr. & Lagliva, c 2021/latest ed.; ISBN: 978-621-04-2210-8	copy	3	
99	Theory and Practice of Group Counseling - Corey, c 2023/latest ed.; ISBN: 978-035-7622-957	copy	1	
100	The law on Obligation & Contracts; ISBN978-621-04-0430-2; c 2021/latest ed.; Hector S. De Leon, Hector S. De Leon Jr.	copy	5	
101	Partnership revised corporation & cooperative; ISBN: 978-621-8205-01-7; c 2021/latest ed.; Andrix D. Domingo	copy	5	
102	Business Communication and Character - Newman, c 2023/latest ed.; ISBN: 978-035-7718-131; paperback	copy	1	
103	Supply chain management: a logistics perspective; ISBN: 9780357442135; c 2021/latest ed; Langley/ Novack	copy	1	
104	Audit theory and practice; ISBN: 9780170458955; c 2023/latest ed.; Pratt et al.	copy	1	
105	International financial reporting and analysis; ISBN: 9781473786820; c 2023/latest ed.; Alexandesr	copy	1	
106	Accountancy research; ISBN: 978-621-04-4306-6; c 2022/latest ed.; Danny Cabulay	copy	5	
107	Governance, business ethics, risk management & Internal control; ISBN: 978-621-04-3689-1; c 2022/latest ed.; Jessey Rey L. Villaceran...et.al.	copy	5	
108	Consumer Behaviour - Hoyer et al., c 2021/latest ed.; ISBN: 978-017-0439-978; paperback	copy	1	
109	Leadership and Management - Cole et al., c 2023/latest ed.; ISBN: 978-017-0453-653; paperback	copy	1	
110	The Psychology of Work and Organization - Woods & West, c 2020/latest ed.; ISBN: 978-147-3767-171; Paperback	copy	1	
111	Organizational Behaviour: Managing People and Organizations - Griffin et al., c 2021/latest ed.; ISBN: 978-017-0440-028;	copy	1	

	paperback			
112	Organisational Change - Waddell et al., c 2020/latest ed.; ISBN: 978-017-0424-448; paperback	copy	1	
113	SPSS Statistics: A Practical Guide - Bennett et al., c 2023/latest ed.; ISBN: 978-017-0460-163; Paperback	copy	1	
114	Industrial and Organizational Psychology: Applied Approach - Aamodt, c 2023/latest ed.; ISBN: 978-035-7658-345; Paperback	copy	1	
115	Life span Human Development - Sigelman et al., c 2022/latest ed.; ISBN: 978-017-0452-816; Paperback	copy	1	
116	Health Psychology: Introduction to Behavior and Health - Nevid, c 2022/latest ed.; ISBN: 978-035-7375-006; Paperback	copy	1	
117	Practice of Social Research - Babbie, c 2021/latest ed.; ISBN-13: 9780357360767; Paperback	copy	1	
118	Race, Class, and Gender: Intersections and Inequalities - Margaret L. Andersen, Patricia Hill Collins, c 202/latest ed; ISBN-13: 9781337685054 ; paperback	copy	1	
119	Concepts of programming languages; ISBN978647261702; c 2022/latest ed.; Gracie McKenzie	copy	1	
120	Looking Out, Looking In - Ronald B. Adler, Russell F. Proctor II, 16th Ed., c 202/latest ed.; ISBN-13: 9780357033944; Paperback	copy	1	
121	Entrepreneurial mind; ISBN: 978621406-305-5; c 202/latest ed.; Ybañez, Paurom	copy	5	
122	Principles of supply chain management: balanced approach; ISBN: 9780357715604; c 202/latest ed.; Wisner/Tan Leong	copy	1	
123	Accounting research methods; ISBN: 978-621-04-4125-3; c 2022/latest ed.; Danny A. Cabulay	copy	5	
124	Modern Physics for Scientists and Engineers - Stephen T. Thornton, Andrew Rex, Carol E. Hood, c 202/latest ed.; ISBN-13: 9781337919456	copy	1	
125	Income taxation - Rex Banggawan, c 2021/latest ed.	copy	5	
126	Drug Use and Misuse - Stephen A. Maisto, Mark Galizio, Gerard J. Connors, c 2022/latest ed.; ISBN-13: 9780357375952; Paperback	copy	1	
127	Social Psychology - Saul Kassin, Steven Fein, Hazel Rose Markus, c 2021/latest ed.; ISBN-13: 9780357122846; Paperback	copy	1	
128	Tourism Policy Planning and Development - Cruz, c 202/latest ed.; ISBN: 978-621-04-4312-7	copy	5	
129	Transportation Management - Donesa & Aragon, c 2022/latest ed.; ISBN: 978-621-04-3653-2	copy	5	
130	Tour and Travel Management - Herrera & Ocampo, c 2021 /latest ed.; ISBN: 978-621-04-0381-7	copy	5	
131	Entrepreneurship in Tourism and Hospitality - Areola & Manzano, c 2021/latest ed.; ISBN: 978-621-04-3464-4	copy	5	
132	Heritage Tourism - Cabulay, c 2021/latest ed.; ISBN: 978-621-04-3150-6	copy	5	
133	Research in Tourism - Cornell & Cornell, c 2021/latest ed.;	copy	5	

	ISBN: 978-621-04-2947-3		
134	Introduction to Cruise Line - Laxa, c 2021/latest ed.; ISBN: 978-971-9905-82-0	copy	5
135	Entrepreneurship in Tourism and Hospitality - Marcelo, c 2022/latest ed.; ISBN: 978-621-406-338-3	copy	5
136	Legal Aspects in Tourism & Hospitality - Atty. T. Cagurangan, c 2022/latest ed.; ISBN: 978-621-406-298-0	copy	5
137	Multicultural Diversity in Workplace for the Tourism Professional - Baluyot, c 2022/latest ed.; ISBN: 978-621-406-322-2	copy	5
138	Quality Service Management in Tourism and Hospitality - Baluyot, c 2021/latest ed.; ISBN: 978-621406-332-1	copy	5
139	Tourism and Hospitality Marketing - Buenaventura, c 2022/latest ed.; ISBN: 978-621-406-343-7	copy	5
140	Travel and Tour Management - Apid, c 2021/latest ed.; ISBN: 978-621-406-317-8	copy	5
141	Bar and Beverage Service: TESDA Bartending NC II Core Competencies and Elective Competencies-based - Rojo, c 2022/latest ed.; ISBN: 978-621-406-328-4	copy	5
142	Facilitating Learner-centered Teaching - Tabbada -Rungduin & Rico, c 2020/latest ed.; ISBN: 978-621-04-1769-2	copy	5
143	Teaching Profession - Ilanan, Abulencia & De Leon, c 2020/latest ed.; ISBN: 978-621-04-0451-7	copy	5
144	Cost accounting & control; ISBN: 978-981-49-8670-0; c 2021/latest ed.; Drury/Collen	copy	5
145	Information technology essentials; ISBN: 9781647283988; c 2022/latest ed.; E. Harvey	copy	1
146	Entrepreneurship theory, process, practice; ISBN: 9783057033890; c 2020/latest ed.; Kuratko	copy	1
147	Foundation of Special and Inclusive Education - Aligado-Halal, et al., c 2020/latest ed; ISBN: 978-621-04-0277-3	copy	5
148	Assessment of Learning 1 - Ubiña-Balagtas, et al., c 2020/latest ed; ISBN: 978-621-04-0123-3	copy	5
149	Assessment of Learning 2 - Ubiña-Balagtas, et al., c 2020/latest ed; ISBN: 978-621-04-0124-0	copy	5
150	The Teacher and the School Curriculum - Bilbao et al., c 2020; ISBN: 978-621-8035-98-0	copy	5
151	Field Study 1: Observations of Teaching-Learning in Actual School Environment - Bilbao et al., c 2020/latest ed; ISBN: 978-621-8035-85-0	copy	5
152	Facilitating Learner-centered Teaching - Lucas & Corpuz, c 2020; ISBN: 978-621-8035-97-3	copy	5
153	A Course Module for Child and Adolescent Learners and Learning Principles - Mingoa & Esmeralda, c 2021/latest ed; ISBN: 978-621-04-3385-2	copy	3
154	A Course Module for Technology for Teaching and Learning 1 - Alata-Bruza, et al., c 2021/latest ed; ISBN: 978-621-04-2471-3	copy	3
155	A Course Module for Learners with Sensory and Physical Disabilities - Manuel & Sibayan, c 202/latest ed; ISBN: 978-621-04-2423-2	copy	3

156	A Course Module for Foundations of Early Childhood Education - Macan & Abutal, c 2021/latest ed; ISBN: 978-621-04-2742-4	copy	3
157	A Course Module for Instructional Technology in Early Childhood Education - Contreras & Faustino, c 2021/latest ed; ISBN: 978-621-04-2474-4	copy	3
158	A Course Module for Teaching Internship - Reyes & Rivera, c 2021/latest ed; ISBN: 978-621-04-2209-2	copy	3
159	A Course Module for Inclusive Education in Early Childhood Setting - Atos-Yuzon, c 2021/latest ed; ISBN: 978-621-04-2316-7	copy	3
160	A Course Module for Teaching Learners with Developmental Disabilities - Manuel & Villagando-Buhat, c 2021/latest ed; ISBN: 978-621-04-2167-5	copy	3
161	A Course Module for Personhood Education: Curriculum, Pedagogy and Assessment - Bercando & del Rosario, c 2020/latest ed.; ISBN: 978-621-04-0377-0	copy	3
162	Calculus Early Transcendentals; ISBN: 978-133-761-3927; c 2021/latest ed.; Stewart/ Clegg/Watson/Redlin	copy	1
163	Advanced Nutrition and Human Metabolism - Gropper, Smith & Carr, c 2022/latest ed.; ISBN: 978-035-7449-813	copy	1
164	Effective Teaching Strategies - Killen & O'Toole, c 2023/latest ed; ISBN: 978-017-0457-590	copy	1
165	Child and Adolescent Development for Educators - Bergin, et al., c 2023/latest ed.; ISBN: 978-017-0457-675	copy	1
166	Teaching: Dilemmas, Challenges and Opportunities - Robyn Ewing, Lisa Kervin, c 2023/latest ed.; ISBN-13: 9780170458962	copy	1
167	Child, Family, School, Community: Socialization and Support - Stephanie R. White, c 2023/latest ed.; ISBN-13: 9780357509593	copy	1
168	Teaching in Today's Inclusive Classrooms: A Universal Design for Learning Approach - Richard M. Gargiulo, Debbie Metcalf, c 2023/latest ed; ISBN-13: 9780357625095	copy	1
169	Educating Exceptional Children - Samuel A. Kirk, James J. Gallagher, Mary Ruth Coleman, Nicholas J. Anastasiow, c 2023/latest ed.; ISBN-13: 9780357625231	copy	1
170	Management & Cost Accounting; ISBN: 9781473773615; c 2021/latest ed; Drury	copy	1
171	Kitchen Essentials and Basic Food Preparation - Dinaga & Lirazan, c 2021/latest ed; ISBN: 978-621-406-304-8	copy	5
172	Experience Baking New - Cariño & Lazaro, c 2020/latest ed.; ISBN: 978-621-406-282-9	copy	5
173	Food and Beverage Service Procedures - Cornell, c 2021/latest ed.; ISBN: 978-621-406-105-1	copy	5
174	Fundamentals of Food Service in Operation - dela Cruz, c 2022/latest ed.; ISBN: 978-971-9655-04-6	copy	5
175	Introduction to Culinary Arts - Lago & Aquino, c 2022/latest ed.; ISBN: 978-621-406-323-9	copy	5
176	Simplified Methods on Building Construction: Part I: Construction Methods - Porte, c 2020; ISBN: 978-621-8035-45-	copy	5

	4			
177	Student Success in College: Doing What Works - Harrington, c 2023/latest ed.; ISBN: 978-035-7792-872	copy	1	
178	Simplified Method On Building Construction (For Fresh Engineers) Part 2: Organizing & Estimating Basic Planning & Scheduling Monitoring & Controlling - Porte, c 2020; ISBN: 978-621-8035-44-7	copy	5	
179	Calculus, International Metric Edition - Ron Larson, Bruce H. Edwards, c 2023/latest ed.; ISBN-13: 9780357908129	copy	1	
180	Garment Construction - 3G E-Learning, c 2023; ISBN: 978-198-467-9024	copy	1	
181	Furniture Design and Construction with DVD - 3g E-Learning, c 2023; ISBN: 978-198-467-8911	copy	1	
182	Woodworking and Carpentry Basics: The Beginner's Guide - Roger Adams, c 2023; ISBN: 979-8888-361-405	copy	1	
183	Architectural Designing and Planning with DVD - 3G E-Learning, c 2023; ISBN: 978-198-467-8942-	copy	1	
184	Sewing Techniques: A Professional Guide - Jennifer Jackson, c 2023; ISBN: 978-8888-361-269	copy	1	
185	Sewing : From Basic to Expert - Rebecca Jones, c 2022; ISBN: 978-164-172-5552	copy	1	
186	House Painting: Interior and Exterior (Step-by-step guide) - Davies, c 2022; ISBN: 978- 1641-725-422	copy	1	
187	Plumbing: Basic and Intermediate – Scott, c 2022; ISBN: 978-1641725-545	copy	1	
188	Vehicle Technology: Technical Foundations of Current and Future Motor Vehicles - Dieter Schramm et al., c 2020; ISBN: 9783110595697	copy	1	
189	Gender and Society - Martinez, c 2022; ISBN: 978-971-9655-08-4	copy	5	
190	Information Assurance and Security 1 & 2 - Abante et al., c 2022; ISBN: 978-971-9655-039	copy	5	
191	Advanced Automotive Fault Diagnosis: Automotive Technology: Vehicle Maintenance and Repair 5th Edition - Denton, c 2020; ISBN: 978-0367330521	copy	1	
192	Technical writing - Mananay & Sumalinog, c 2022; ISBN: 978-621-451-019-1	copy	5	
193	The Automotive Chassis: Volume 2: System Design (Mechanical Engineering Series) 2nd ed. - Genta & Morello, c 2020; ISBN: 978-3030357085	copy	1	
194	Welding for Vehicle Restorers - Bruce Macleod, c 2020; ISBN: 978-1785006814; Crowood Press, paperback	copy	1	
195	Automotive Electrical and Electronics Systems and Components: Use of multimeter for Automotive Electrical Diagnostics - Osasumwen Asoro, c 2020; ISBN: 9798702553382	copy	1	
196	Electric and Hybrid Vehicles - Tom Denton, c 2020; ISBN: 9780367273231	copy	1	
197	Carpentry: Residential and Commercial (Intermediate) - R.	copy	2	

	Clarke, c 2022; ISBN: 978-1641-725-194			
198	Modern Masonry: A step-by-step guide - Alison Jenkins, c 2022; ISBN: 978-1641-725-484	copy	1	
199	Introduction to Tailoring - 3G E-learning, c 2023; ISBN: 978-198-4679-031	copy	1	
200	Textile Designing - 3G E-Learning, c 2023; ISBN: 978-1984-679-048	copy	1	
201	Electrician: A Practical Career Guide - Colin Rose, c 2022; ISBN: 979-8888-3611-153	copy	1	
202	Introduction to Meat Processing with DVD - 3G E-Learning, c 2022; ISBN: 978-198-465-8364	copy	1	
203	Data Communications and Computer Networks - West, c 2023; ISBN: 978-0357-504406	copy	1	
	Nothing Follows			

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item No.	Description	Bid Specification	Statement of Compliance (Complied/Not Complied)
1 Lot - Procurement of Various Books for Engineering, IT, Tourism and Hospitality, Accounting, Research, and Education inclusive of the ff:			
1	Introduction to psychology: gateways to mind and behavior; HB; ISBN: 978-0357-371398; c 2022/latest ed.; Coon/ Mitterer/ Martini; paperback		
2	Qualitative research and social intervention; ISBN: 9781648025617; c 2021/latest ed.; Trevisan de Souza; paperback		
3	Welding 101 (Basic Inputs on Shield Metal Arc Welding for Beginners) - Espina et al., c 2021; ISBN: 978-621-8035-68-3		
4	Shielded Metal Arc Welding (SMAW) - Espina et al., 2021; ISBN: 9786214510023		
5	Fundamentals of Carpentry Work - Manguilimotan et al., c 2021; 192 pages		
6	Modern Apartment design; ISBN: 9780367643102; c 2022/latest ed.; G. Marriage		
7	Urban Blue Spaces; ISBN: 9780367173180; c 2022/latest ed.; Simon Bell/Lora E. Fleming et.; paperback		
8	Why cities need large parks; ISBN: 9781032072937; c 2022/latest ed.; R. Murray		
9	Broadcasting and electronic media; ISBN: 9781637856505; c 2022/latest ed.; Royston		
10	Dynamics of mass communication; ISBN: 9781647283841; c 2022/latest ed; J. Willis		
11	Mass communication and Journalism; ISBN: 9781637856628; c 2022/latest ed; K Brewster		
12	Introduction to automotive - Belette et al., c 2021: 104 pages		
13	Cybercrime and Information technology; ISBN: 9781032053851; c 2022/latest ed; A. Alexandrou		
14	Engaging Your community through active strategic marketing; ISBN: 9781783303830; c 202/latest ed; Terry Kendrick; paperback		
15	Field Study 2: Participation and Teaching Assistantship - Bilbao et al.; c 2021; 978-621-8035-86-7		
16	Computer Networking: the complete guide; ISBN: 9781641725781; c 2022/latest ed; B. Murray		
17	Building and Enhancing New Literacies Across the Curriculum - De Leon, c 2020: ISBN: 978-621-8035-84-3		
18	Essential of performance analysis in sport; ISBN: 9780367355418; c 2020/latest ed; Hughes/Franks; paperback		
19	Physical education and Health; ISBN: 9781641166683; c 2022/latest ed; A.Piere; paperback		
20	Microeconomics - Arnold et al.; ISBN: 978-035-7720-639; c		

	2023/latest ed.		
21	Assessment in Learning 2: Authentic Assessment - Corpuz and Cuartel, c 2021; ISBN: 786214510054, 184 pages		
22	Assessment of Children's Development in Learning - Navarro et al., c 2021;160 pages		
23	Flood damage survey and assessment; ISBN: 9781642244663; c 2020/latest ed; Wasko; hardcover		
24	Exploring Children's Literature to Enhance Literacy in the Elementary Grades - Conjunta & Violeta, c 2022; ISBN: 9786214510009		
25	Flood risk science and management; ISBN: 9781642244670; c 2020/latest ed.; Wadey		
26	Teaching Internship: OBE & PPST-Based - Borabo & Din, c 2022; ISBN: 97862180350221		
27	Automotive mechanic: advanced; ISBN: 9781641725163; c 2022/latest ed.; B.Elliot		
28	Education and the Law - Sta. Maria, c2022; ISBN: 978-621-8035-90-4		
29	Bird's electrical and electronic principles and technology; ISBN: 9780367672355; c 2022/latest ed.; John Bird		
30	Bird's electrical circuit theory and technology; ISBN: 9780367672225; c 2022/latest ed.; John Bird		
31	Educational Psychology for Teaching and Learning - Duchesne et al., c 2022; ISBN: 978-017-044-9274		
32	Electrical engineering fundamentals; ISBN: 9781647283858; c 2022/latest ed.; H. Clark		
33	Energy systems; ISBN: 9781032007748; c 2022/latest ed.; Gicque		
34	Engineering economy; ISBN: 9781642246544; c 2020/latest ed.; Jacob Schaf		
35	Physical Activity towards Health and Fitness: Folk Dance... - Bulatao et al., c 2022; ISBN: 978-971--9655-10-7		
36	Physical Activity towards Health and Fitness 1: Health & Wellness Movement Education & Exercise Program - Bulatao et al., c 2021; ISBN: 978-621-406-310-9		
37	Fundamentals of software engineering; ISBN: 9781647261795; c 2022/latest ed.; H. Mason		
38	International health and safety at work revision guide; ISBN: 9780367525019; c 2022/latest ed.; Ed Ferrett		
39	Understanding Motor Controls, 4th ed.; Hardcover; ISBN: 9781337798686; Stephen L. Herman; c 2020/latest ed		
40	Residential Construction Academy: Basic Principles For Construction, 5th ed. (HB); ISBN9781337913829; Mark Huth; c 2020/latest ed		
41	Construction Materials, Methods, And Techniques Building For A Sustainable Future, 5th ed. (HB); ISBN: 9780357513835; Kultermann/ Spence; c 2022/latest ed		
42	Data Structure and Algorithm using python; ISBN: 9789814915502; c 2021/latest ed.; Adam Drozdek		

43	Programming with python; ISBN: 9780357637456; c 2023/latest ed.; McMullen/Matthews/.Parsons		
44	Java Programming; ISBN: 9780357673423,c 2023/latest ed.; Farrell		
45	Outcomes-based Practical Guide to Thesis and Capstone Project Writing in Computing - Laviña et al, c 2022; ISBN: 978-621-406-3420		
46	Javascript for Web Warriors; ISBN: 9780357638002;c 2022/latest ed.; Carey/Vodnik		
47	Finite Mathematics & Applied Calculus; ISBN: 9780357723630; c 2023/latest ed.; Waner/Costenoble		
48	Business analytics: data analysis and decision making; ISBN: 9789814878180; c 2020/latest ed.; Albright/Winston		
49	MATLAB programming for engineers; ISBN: 9780357030394; c 2020/latest ed.; Chapman		
50	Power system analysis & Design; ISBN: 9780357676189; c 2023/latest ed.; Glover et al.		
51	Social, Ethical, Legal and Professional Issues in Computing: Revised - Laviña & Charlemagne, c 2020; ISBN: 978-621-406-293-5		
52	Strategic management; ISBN: 9780170451116; c 2022/latest ed.; Hanson		
53	Conceptual Framework and Accounting Standards – Villaceran, c 2022; ISBN: 978-621-0442663		
54	Marketing – 5th ed.; Hardcover; ISBN: 9780357135747; Burrow; c 2021/latest ed.		
55	The law on Transfer and Business Taxation; ISBN: 978-621-04-2877-3; c 2022/latest ed.; Hector S. De Leon Sr., Hector S. De Leon, Jr.		
56	Refrigeration & Air Conditioning Technology, 9th ed.; Hardcover; Silberstein/ Obruzt et. al; ISBN: 9780357122273; c 2021/latest ed		
57	International Financial Management, 14th ed.; Hardcover; Jeff Madura; ISBN: 9781473787216; c 2023/latest ed.		
58	Structural Analysis, 6th ed.; Paperbound; Aslam Kassimali; ISBN: 9781337630948; c 2020/latest ed.		
59	Electrical Wiring Commercial, 17th ed.; Paperback; Simmons/Mullin; ISBN: 9780357137697; c 2021/latest ed.		
60	Welcome To Hospitality: An Asian Perspective (Pb); Chon/Maier; ISBN: 978814922234; c 2021/latest ed.		
61	Mechanics of solids; ISBN: 9780367651404; c 2022/latest ed.; C. Ross/ J. Bird, et.al.		
62	Plumbing principles and practice; ISBN: 9780367763015; c 2022/latest ed.; Syed Azizul Haq		
63	Advanced cybersecurity technologies; ISBN: 9780367562328; c 2022/latest ed.; R. Moseley		
64	Artificial Intelligence: concepts, techniques and applications; ISBN: 9781641725675; c 2022/latest ed.; A. Keller		
65	Big Data Analytics; ISBN: 9781032187662; c 2022/latest ed.;		

	Chaudhary & Alam		
66	Secure Data Mining; ISBN:9781774691038; c 2022/latest ed.; Jocelyn Padallan		
67	Hotel housekeeping: operations and management; ISBN: 9781647261801; c 2022/latest ed.; P. Helberg		
68	Tourism destination management; ISBN: 9781647284114; c 2022 /latest ed.; W. Perez		
69	Advanced introduction to advertising; ISBN: 9781802200904; c 2022/latest ed.; De Pelsmacker, P.		
70	Bookkeeping and Auditing: Intermediate; ISBN: 9781641725187; c 2022/latest ed.; D. Stewart		
71	Business analysis, requirements and project management; ISBN: 9780367766849; c 2022/latest ed.; K. Cox		
72	Business and organizational ethics: a practical approach; ISBN 9781647261672; c 2022/latest ed.; W. Underwood		
73	Business law and the legal environment comprehensive; ISBN: 9780357363744; c 2022/latest ed.; Twomey/Jennings/ Greene		
74	Consumer behavior : building marketing strategy; ISBN: 9781647283834;c 2022/latest ed.; A. Nelson		
75	Essentials of entrepreneurship; ISBN: 9781647261740; c 2022/latest ed.; Zoe Wright		
76	Essentials of Strategic management; ISBN: 9781647283889;c 2022/latest ed.; I. Taylor		
77	Fundamentals of microeconomics; ISBN: 9781647283957; c 2022/latest ed.; C. Danton		
78	Human Resource Management: Functions, applications and skill development; ISBN: 9781641729475; c 2022/latest ed.; S. Jones		
79	Human Resource Management and Ethics; ISBN: 9781648023293;c 2021/latest ed.; R. Sims et.al		
80	Introduction to Operations Management; ISBN: 9781641722551;c 2020/latest ed.; Miller		
81	Principles of Macroeconomics ; ISBN: 9781641729727;c 2022/latest ed.; P. Lewis		
82	Principles of Product Management; ISBN: 9781647261962;c 2022/latest ed.; D. Smith		
83	Teaching strategic management; ISBN: 9781802201673; c 2020 /latest ed.; Baumann, S;		
84	The law on Income Taxation; ISBN: 978-621-04-2792-9; c 2022 /latest ed.; Hector S. De Leon Sr., Hector S. De Leon Jr.		
85	Exploring Art: A Global, Thematic Approach, revised - Lazzari, Schlesier, c 2020/latest ed.;5th ed.; ISBN: 978-133-7709-910		
86	Principles of Engineering Thermodynamics - Reisel, c 2022; ISBN: 978-133-771-1197		
87	Regulatory framework & legal issues in business 2.; c 2023/latest ed.; Andrix D. Domingo; ISBN: 976-621-8205-03-1		
88	Interpersonal Communication: Everyday Encounters - Wood, c 2020/latest ed.; ISBN: 9780357032947; paperback		

89	Managerial Accounting; ISBN: 9780357715222; c 2023/latest ed.; Warren/Tayler		
90	Sociology: The Essentials - Andersen & Taylor, c 2020/latest ed.; ISBN: 9789814878050		
91	Childhood and Adolescence: Voyages in Development - Rathus, c 2022/latest ed.; ISBN: 978-035-7374-108		
92	Our Sexuality - Crooks, Baur & Widman, c 2021/latest ed.; ISBN: 978-035-7360-750		
93	Life-span Human Development - Sigelman & Rider, c 2022/latest ed.; ISBN: 978-035-7373-651		
94	Physical education and health: Aquatic (Basic Swimming) and Mountaineering: Revised edition - Latorre, c 2023		
95	Research for Educators - Kervin et al., c 2023; ISBN: 978-017-046-0446		
96	Assessment, Feedback and Reporting - Cranley, Johnson & Harmon, c 2021; ISBN: 9780170441032		
97	A Course Module for Readings in Philippine History - Candelaria & Alporha, c 2021/latest ed.; ISBN: 978-621-04-2413-3		
98	A Course Module for Ethics - Bulaong Jr. & Lagliva, c 2021/latest ed.; ISBN: 978-621-04-2210-8		
99	Theory and Practice of Group Counseling - Corey, c 2023/latest ed.; ISBN: 978-035-7622-957		
100	The law on Obligation & Contracts; ISBN978-621-04-0430-2; c 2021/latest ed.; Hector S. De Leon, Hector S. De Leon Jr.		
101	Partnership revised corporation & cooperative; ISBN: 978-621-8205-01-7; c 2021/latest ed.; Andrix D. Domingo		
102	Business Communication and Character - Newman, c 2023/latest ed.; ISBN: 978-035-7718-131; paperback		
103	Supply chain management: a logistics perspective; ISBN: 9780357442135; c 2021/latest ed; Langley/ Novack		
104	Audit theory and practice; ISBN: 9780170458955; c 2023/latest ed.; Pratt et al.		
105	International financial reporting and analysis; ISBN: 9781473786820; c 2023/latest ed.; Alexandesr		
106	Accountancy research; ISBN: 978-621-04-4306-6; c 2022/latest ed.; Danny Cabulay		
107	Governance, business ethics, risk management & Internal control; ISBN: 978-621-04-3689-1; c 2022/latest ed.; Jessey Rey L. Villaceran...et.al.		
108	Consumer Behaviour - Hoyer et al., c 2021/latest ed.; ISBN: 978-017-0439-978; paperback		
109	Leadership and Management - Cole et al., c 2023/latest ed.; ISBN: 978-017-0453-653; paperback		
110	The Psychology of Work and Organization - Woods & West, c 2020/latest ed.; ISBN: 978-147-3767-171; Paperback		
111	Organizational Behaviour: Managing People and Organizations - Griffin et al., c 2021/latest ed.; ISBN: 978-017-0440-028; paperback		

112	Organisational Change - Waddell et al., c 2020/latest ed.; ISBN: 978-017-0424-448; paperback		
113	SPSS Statistics: A Practical Guide - Bennett et al., c 2023/latest ed.; ISBN: 978-017-0460-163; Paperback		
114	Industrial and Organizational Psychology: Applied Approach - Aamodt, c 2023/latest ed.; ISBN: 978-035-7658-345; Paperback		
115	Life span Human Development - Sigelman et al., c 2022/latest ed.; ISBN: 978-017-0452-816; Paperback		
116	Health Psychology: Introduction to Behavior and Health - Nevid, c 2022/latest ed.; ISBN: 978-035-7375-006; Paperback		
117	Practice of Social Research - Babbie, c 2021/latest ed.; ISBN-13: 9780357360767; Paperback		
118	Race, Class, and Gender: Intersections and Inequalities - Margaret L. Andersen, Patricia Hill Collins, c 202/latest ed; ISBN-13: 9781337685054 ; paperback		
119	Concepts of programing languages; ISBN978647261702; c 2022/latest ed.; Gracie McKenzie		
120	Looking Out, Looking In - Ronald B. Adler, Russell F. Proctor II, 16th Ed., c 202/latest ed.; ISBN-13: 9780357033944; Paperback		
121	Entrepreneurial mind; ISBN: 978621406-305-5; c 202/latest ed.; Ybañez, Paurom		
122	Principles of supply chain management: balanced approach; ISBN: 9780357715604; c 202/latest ed.; Wisner/Tan Leong		
123	Accounting research methods; ISBN: 978-621-04-4125-3; c 2022/latest ed.; Danny A. Cabulay		
124	Modern Physics for Scientists and Engineers - Stephen T. Thornton, Andrew Rex, Carol E. Hood, c 202/latest ed.; ISBN-13: 9781337919456		
125	Income taxation - Rex Banggawan, c 2021/latest ed.		
126	Drug Use and Misuse - Stephen A. Maisto, Mark Galizio, Gerard J. Connors, c 2022/latest ed.; ISBN-13: 9780357375952; Paperback		
127	Social Psychology - Saul Kassin, Steven Fein, Hazel Rose Markus, c 2021/latest ed.; ISBN-13: 9780357122846; Paperback		
128	Tourism Policy Planning and Development - Cruz, c 202/latest ed.; ISBN: 978-621-04-4312-7		
129	Transportation Management - Donesa & Aragon, c 2022/latest ed.; ISBN: 978-621-04-3653-2		
130	Tour and Travel Management - Herrera & Ocampo, c 2021 /latest ed.; ISBN: 978-621-04-0381-7		
131	Entrepreneurship in Tourism and Hospitality - Areola & Manzano, c 2021/latest ed.; ISBN: 978-621-04-3464-4		
132	Heritage Tourism - Cabulay, c 2021/latest ed.; ISBN: 978-621-04-3150-6		
133	Research in Tourism - Cornell & Cornell, c 2021/latest ed.; ISBN: 978-621-04-2947-3		

134	Introduction to Cruise Line - Laxa, c 2021/latest ed.; ISBN: 978-971-9905-82-0		
135	Entrepreneurship in Tourism and Hospitality - Marcelo, c 2022/latest ed.; ISBN: 978-621-406-338-3		
136	Legal Aspects in Tourism & Hospitality - Atty. T. Cagurangan, c 2022/latest ed.; ISBN: 978-621-406-298-0		
137	Multicultural Diversity in Workplace for the Tourism Professional - Baluyot, c 2022/latest ed.; ISBN: 978-621-406-322-2		
138	Quality Service Management in Tourism and Hospitality - Baluyot, c 2021/latest ed.; ISBN: 978-621406-332-1		
139	Tourism and Hospitality Marketing - Buenaventura, c 2022/latest ed.; ISBN: 978-621-406-343-7		
140	Travel and Tour Management - Apid, c 2021/latest ed.; ISBN: 978-621-406-317-8		
141	Bar and Beverage Service: TESDA Bartending NC II Core Competencies and Elective Competencies-based - Rojo, c 2022/latest ed.; ISBN: 978-621-406-328-4		
142	Facilitating Learner-centered Teaching - Tabbada -Rungduin & Rico, c 2020/latest ed.; ISBN: 978-621-04-1769-2		
143	Teaching Profession - Ilanan, Abulencia & De Leon, c 2020/latest ed.; ISBN: 978-621-04-0451-7		
144	Cost accounting & control; ISBN: 978-981-49-8670-0; c 2021/latest ed.; Drury/Collen		
145	Information technology essentials; ISBN: 9781647283988; c 2022/latest ed.; E. Harvey		
146	Entrepreneurship theory, process, practice; ISBN: 9783057033890; c 2020/latest ed.; Kuratko		
147	Foundation of Special and Inclusive Education - Aligado-Halal, et al., c 2020/latest ed; ISBN: 978-621-04-0277-3		
148	Assessment of Learning 1 - Ubiña-Balagtas, et al., c 2020/latest ed; ISBN: 978-621-04-0123-3		
149	Assessment of Learning 2 - Ubiña-Balagtas, et al., c 2020/latest ed; ISBN: 978-621-04-0124-0		
150	The Teacher and the School Curriculum - Bilbao et al., c 2020; ISBN: 978-621-8035-98-0		
151	Field Study 1: Observations of Teaching-Learning in Actual School Environment - Bilbao et al., c 2020/latest ed; ISBN: 978-621-8035-85-0		
152	Facilitating Learner-centered Teaching - Lucas & Corpuz, c 2020; ISBN: 978-621-8035-97-3		
153	A Course Module for Child and Adolescent Learners and Learning Principles - Mingoa & Esmeralda, c 2021/latest ed; ISBN: 978-621-04-3385-2		
154	A Course Module for Technology for Teaching and Learning 1 - Alata-Bruza, et al., c 2021/latest ed; ISBN: 978-621-04-2471-3		
155	A Course Module for Learners with Sensory and Physical Disabilities - Manuel & Sibayan, c 202/latest ed; ISBN: 978-621-04-2423-2		
156	A Course Module for Foundations of Early Childhood Education		

	- Macan & Abutal, c 2021/latest ed; ISBN: 978-621-04-2742-4		
157	A Course Module for Instructional Technology in Early Childhood Education - Contreras & Faustino, c 2021/latest ed; ISBN: 978-621-04-2474-4		
158	A Course Module for Teaching Internship - Reyes & Rivera, c 2021/latest ed; ISBN: 978-621-04-2209-2		
159	A Course Module for Inclusive Education in Early Childhood Setting - Atos-Yuzon, c 2021/latest ed; ISBN: 978-621-04-2316-7		
160	A Course Module for Teaching Learners with Developmental Disabilities - Manuel & Villagando-Buhat, c 2021/latest ed; ISBN: 978-621-04-2167-5		
161	A Course Module for Personhood Education: Curriculum, Pedagogy and Assessment - Bercando & del Rosario, c 2020/latest ed.; ISBN: 978-621-04-0377-0		
162	Calculus Early Transcendentals; ISBN: 978-133-761-3927; c 2021/latest ed.; Stewart/ Clegg/Watson/Redlin		
163	Advanced Nutrition and Human Metabolism - Gropper, Smith & Carr, c 2022/latest ed.; ISBN: 978-035-7449-813		
164	Effective Teaching Strategies - Killen & O'Toole, c 2023/latest ed; ISBN: 978-017-0457-590		
165	Child and Adolescent Development for Educators - Bergin, et al., c 2023/latest ed.; ISBN: 978-017-0457-675		
166	Teaching: Dilemmas, Challenges and Opportunities - Robyn Ewing, Lisa Kervin, c 2023/latest ed.; ISBN-13: 9780170458962		
167	Child, Family, School, Community: Socialization and Support - Stephanie R. White, c 2023/latest ed.; ISBN-13: 9780357509593		
168	Teaching in Today's Inclusive Classrooms: A Universal Design for Learning Approach - Richard M. Gargiulo, Debbie Metcalf, c 2023/latest ed; ISBN-13: 9780357625095		
169	Educating Exceptional Children - Samuel A. Kirk, James J. Gallagher, Mary Ruth Coleman, Nicholas J. Anastasiow, c 2023/latest ed.; ISBN-13: 9780357625231		
170	Management & Cost Accounting; ISBN: 9781473773615; c 2021/latest ed; Drury		
171	Kitchen Essentials and Basic Food Preparation - Dinaga & Lirazan, c 2021/latest ed; ISBN: 978-621-406-304-8		
172	Experience Baking New - Cariño & Lazaro, c 2020/latest ed.; ISBN: 978-621-406-282-9		
173	Food and Beverage Service Procedures - Cornell, c 2021/latest ed.; ISBN: 978-621-406-105-1		
174	Fundamentals of Food Service in Operation - dela Cruz, c 2022/latest ed.; ISBN: 978-971-9655-04-6		
175	Introduction to Culinary Arts - Lago & Aquino, c 2022/latest ed.; ISBN: 978-621-406-323-9		
176	Simplified Methods on Building Construction: Part I: Construction Methods - Porte, c 2020; ISBN: 978-621-8035-45-4		

177	Student Success in College: Doing What Works - Harrington, c 2023/latest ed.; ISBN: 978-035-7792-872		
178	Simplified Method On Building Construction (For Fresh Engineers) Part 2: Organizing & Estimating Basic Planning & Scheduling Monitoring & Controlling - Porte, c 2020; ISBN: 978-621-8035-44-7		
179	Calculus, International Metric Edition - Ron Larson, Bruce H. Edwards, c 2023/latest ed.; ISBN-13: 9780357908129		
180	Garment Construction - 3G E-Learning, c 2023; ISBN: 978-198-467-9024		
181	Furniture Design and Construction with DVD - 3g E-Learning, c 2023; ISBN: 978-198-467-8911		
182	Woodworking and Carpentry Basics: The Beginner's Guide - Roger Adams, c 2023; ISBN: 979-8888-361-405		
183	Architectural Designing and Planning with DVD - 3G E-Learning, c 2023; ISBN: 978-198-467-8942-		
184	Sewing Techniques: A Professional Guide - Jennifer Jackson, c 2023; ISBN: 978-8888-361-269		
185	Sewing : From Basic to Expert - Rebecca Jones, c 2022; ISBN: 978-164-172-5552		
186	House Painting: Interior and Exterior (Step-by-step guide) - Davies, c 2022; ISBN: 978- 1641-725-422		
187	Plumbing: Basic and Intermediate – Scott, c 2022; ISBN: 978-1641725-545		
188	Vehicle Technology: Technical Foundations of Current and Future Motor Vehicles - Dieter Schramm et al., c 2020; ISBN: 9783110595697		
189	Gender and Society - Martinez, c 2022; ISBN: 978-971-9655-08-4		
190	Information Assurance and Security 1 & 2 - Abante et al., c 2022; ISBN: 978-971-9655-039		
191	Advanced Automotive Fault Diagnosis: Automotive Technology: Vehicle Maintenance and Repair 5th Edition - Denton, c 2020; ISBN: 978-0367330521		
192	Technical writing - Mananay & Sumalinog, c 2022; ISBN: 978-621-451-019-1		
193	The Automotive Chassis: Volume 2: System Design (Mechanical Engineering Series) 2nd ed. - Genta & Morello, c 2020; ISBN: 978-3030357085		
194	Welding for Vehicle Restorers - Bruce Macleod, c 2020; ISBN: 978-1785006814; Crowood Press, paperback		
195	Automotive Electrical and Electronics Systems and Components: Use of multimeter for Automotive Electrical Diagnostics - Osasumwen Asoro, c 2020; ISBN: 9798702553382		
196	Electric and Hybrid Vehicles - Tom Denton, c 2020; ISBN: 9780367273231		
197	Carpentry: Residential and Commercial (Intermediate) - R. Clarke, c 2022; ISBN: 978-1641-725-194		

198	Modern Masonry: A step-by-step guide - Alison Jenkins, c 2022; ISBN: 978-1641-725-484		
199	Introduction to Tailoring - 3G E-learning, c 2023; ISBN: 978-198-4679-031		
200	Textile Designing - 3G E-Learning, c 2023; ISBN: 978-1984-679-048		
201	Electrician: A Practical Career Guide - Colin Rose, c 2022; ISBN: 979-8888-3611-153		
202	Introduction to Meat Processing with DVD - 3G E-Learning, c 2022; ISBN: 978-198-465-8364		
203	Data Communications and Computer Networks - West, c 2023; ISBN: 978-0357-504406		
	Nothing Follows		

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (k) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) The prospective bidder’s computation of Net Financial Contracting

Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (n) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

Note: CSUCC requests three (3) sets of additional hard copies of bidding documents for COA and Finance Committee submission for those who submit manually.

- All photocopied/ not original document should be stamped with Certified True Copy (CTC).

Section IX. Bidding Forms

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided

therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION **Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rule]

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount	Purpose of Commission or gratuity
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(if none, state “None”)]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Contract Agreement Form for the Procurement of Goods (Revised)
[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

