

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Cotabato State University



Supply and Delivery of Library Holdings

PhilGEPS Reference No. 11689856

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.



Republic of the Philippines
COTABATO STATE UNIVERSITY
Sinsuat Avenue, Cotabato City

INVITATION TO BID FOR

Supply and Delivery of Library Holdings

1. The *Cotabato State University*, through the *Fiduciary Fund* intends to apply the sum of *Three Million Eight Hundred Fifty Thousand One Hundred Forty One Pesos and Twenty Eight Centavos (P 3,850,141.28)* being the ABC to payments under the contract for *CSU-PB-GOODS-06-25*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The *Cotabato State University* now invites bids for the above Procurement Project. Delivery of the Goods is required within **One Hundred Twenty Days (120) days** from receipt of Notice to Proceed. Bidders should have completed, within *three (3) years* 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).

2. 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.

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.

3. Prospective Bidders may obtain further information from *Cotabato State University* and inspect the Bidding Documents at the address given below during 8:00am – 5:00pm.
4. A complete set of Bidding Documents may be acquired by interested Bidders *starting January 24, 2025* 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 Five Thousand Pesos (P5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *presented in person*.

Bids and Awards Committee Office
Cotabato State University
Cotabato City

5. The *Cotabato State University* will hold a Pre-Bid Conference¹ on **February 03, 2025 (Monday)** at 9:00am at *CSU Conference Room, Research Building, Cotabato State University* which shall be open to prospective bidders.
6. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **9:00AM, February 18,2025 (Tuesday)**. Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
8. Bid opening shall be on **February 18,2025 (Tuesday)** @ 9:00AM at the Conference Room, Research Building, Cotabato State University, Cotabato City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The *Cotabato State University* 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.
10. For further information, please refer to:

JOHN A. ALLESA

Bids and Awards Committee - Secretariat

Cotabato State University

Sinsuat Avenue, Cotabato City

bac@ccspc.edu.ph

Landline (064) 552-2162

(SGD) RADZATA A. ABDULGANI, PhD

BAC – Chairman

Chief Administrative Officer

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.

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, *Cotabato State University* wishes to receive Bids for the *Supply and Delivery of Library Holdings* with identification number *CSU-PB-GOODS-06-25*.

The Procurement Project (referred to herein as “Project”) is composed of Five (5) Lots, 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 *FY 2024* in the amount of *Three Million Eight Hundred Fifty Thousand One Hundred Forty One Pesos and Twenty Eight Centavos (₱ 3,850,141.28)*

2.2. The source of funding is:

a. FIDUCIARY FUND

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.

- 5.3. 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 procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: The Bidder should comply with the following requirements:
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 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.
- a. Subcontracting is not allowed.
- 7.2. 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 and either at its physical address at **Conference Room, Research Building, Cotabato State University, Cotabato City** and/or through videoconferencing/webcasting} 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 *three (3) years* 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**.

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.

- 14.2. The Bid and bid security shall be valid until *One Hundred Twenty (120) days from bid opening*. 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, 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 maybe. 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:
- 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

- 20.1. 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**. *{[Include if Framework Agreement will be used:]} For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.*

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	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. <i>Those who have engaged in the Supply and Delivery of Library Holdings</i> b. Completed within three (3) years prior to the deadline for the submission and receipt of bids.
7.1	<i>None</i>
12	<i>No further Instruction</i>
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> <ul style="list-style-type: none"> a. The amount of not less than ₱77,002.00 [2% of ABC], 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 ₱192,507.00 [5% of ABC] if bid security is in Surety Bond.
19.3	<i>2.1. Three Million Eight Hundred Fifty Thousand One Hundred Forty One Pesos and Twenty Eight Centavos (₱ 3,850,141.28) for the Supply and Delivery of Library Holdings</i>
20.2	<i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i>

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 effectivity 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. 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>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 within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. 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 is <i>[indicate name(s)]</i>.</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. furnishing of tools required for assembly and/or maintenance of the supplied Goods; b. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; c. 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
	<ul style="list-style-type: none"> d. <i>[Specify additional incidental service requirements, as needed.]</i> <p>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.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p>

	<p><i>Select appropriate requirements and delete the rest.</i></p> <p>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</p> <p>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.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<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>[Indicate the applicable inspections and tests]</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 Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Supply and Delivery of Library Holdings	1 Lot	1	120 days

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.	Qty	Unit	Item/Description	COMPLIANCE
1	1	Copy	Social work theory in practice/Philip heslop,9781526492364, PB, 2021,209 pages, white, Sage	
2	1	Copy	Social work practice 6th edition /Jonathan Parker,9781526478931, PB, 2022, 244 pages, white, learning matters	
3	1	Copy	Essentials of health promotion/James Woodall,9781526496232, PB,2022, 338 pages, white, Sages	
4	3	Copy	Financial management part 1/ Timbang 2021	
5	3	Copy	Financial management part 2/ Timbang 2022	
6	3	Copy	Introduction to global business/ Gaspar 2023	
7	3	Copy	Organizational behavior: Managing/ Griffin 2024	
8	3	Copy	Philippine politics and governance for SHS/ 2024	
9	3	Copy	Organization and management for SHS/ 2023	
10	1	Copy	Practical Auditing textbook and IFRS-Based Exercises/9786219674065 PB, Empleo 2024, 405pages newsprint	
11	2	Copy	Introduction to Philippine government and politics with Basic constitutional principles/9789719655633 PB, Rioque III 2023, 396pages newsprint	
12	1	Copy	Simplified income taxation/9786218721180 PB, Gloria 2024, 320pages newsprint	
13	3	Copy	Advanced human resource management/9786214271825 PB, Abante 2024, 240pages newsprint	
14	3	Copy	Philippine politics and governance with 1987 Philippine constitution/9786214271443 PB, Sanchez 2023, 279pages newsprint	
15	3	Copy	Introduction to public administration 2nd Edition/ 9786214091928 PB, Bihasa 2022, 289pages newsprint	
16	3	Copy	E-Governance for development administration/9786214271689 PB, Abante 2024, 279pages newsprint	
17	3	Copy	The essential of practicing values education with work ethics: Modular Approach/9786210800432 PB, Cadiz 2023, 153pages newsprint	
18	3	Copy	Application development and emerging technologies/9786214460212 PB, Juaneza 2023, 186pages newsprint	
19	3	Copy	Leveling up your personality sevenfold components: A practical guide/9786214091874 PB, Bunyi 2022, 230pages newsprint	
20	3	Copy	Essentials of risk management/9786214271849 PB, Banaag 2024,227pages newsprint	
21	3	Copy	The Philippines financial reporting/9786219674034 PB, Empleo 2023, 227pages newsprint	
22	3	Copy	Now i know a practical guide in reading revised Edition/9786210800005 PB, Bacasmot 2023, 232pages newsprint	
23	2	Copy	Start strong, succeed fast marketing for beginners/9786219681803 PB, Josiah Go 2024, 439pages newsprint	
24	2	Copy	Inclusive education in early childhood setting/9786214510375 PB, Boholano 2024, 204pages newsprint	
25	2	Copy	Advanced management information(MIS)/9789719655244 PB, Abante 2023, 390 newsprint	
26	1	Copy	Disney Percy Jackson and the Olympians/9781368098168 PB, Riordan 2023, 375pages white paper	
27	1	Copy	The adventures of tom sawyer/9781847494900 PB, Twain 2023, 348pages white paper	
28	1	Copy	50 greatest love stories/9789357020701 PB, O'Brien 2023, 341pages white paper	
29	1	Copy	The intermediate accounting volume 1/9786219674027 PB, Robles 2023, 399pages newsprint	
30	1	Copy	The intermediate accounting volume 2/978621674058 PB, Robles 2024, 355pages newsprint	

Item No.	Qty	Unit	Item/Description	COMPLIANCE
31	1	Copy	The intermediate accounting volume 3/ 9786219674041 PB, Robles 2024, 391pages newsprint	
32	3	Copy	Technology for teaching and learning 1/9786210800142 PB, Balo 2023, 225pages newsprint	
33	3	Copy	Management science (Quantitative methods for business operations research)/ 9789719655213 PB, Sirug 2023, 403pages newsprint	
34	3	Copy	Productivity and quality management 2nd edition/9786214271603 PB, Serrano 2023, 230pages newsprint	
35	3	Copy	Introduction to artificial Intelligence/9786214271818 PB, Pomperada 2024, 141pages newsprint	
36	3	Copy	System integration and enterprise architecture 2/9786214271719 PB, Abante 2024, 192pages newsprint	
37	3	Copy	System integration and enterprise architecture 1/9786214271702 PB, Villegas 2024, 246pages newsprint	
38	3	Copy	The teacher and the community, school culture and organization leadership/9786218271302 PB, Boholano 2024, 120pages newsprint	
39	1	Copy	Dark succession/9781538741047 PB, Robert 2023, 327pages newsprint	
40	1	Copy	Heated rivals/9781538743294 PB, 304pages newsprint	
41	1	Copy	The way I am now /9781665950466 PB, Amber Smith 2023, 421pages newsprint	
42	1	Copy	Throne of the fallen/9780316572538 PB, Kerri Maniscalco 2023, 564pages white paper	
43	3	Copy	Interactive and innovative teaching strategies: A compendium/9786214510443 PB, Borabo 2024, 64pages newsprint	
44	3	Copy	Radical democracy in the time of Duterte throne of the fallen/9798833843635 PB, Maboloc 2022, 252pages white paper	
45	3	Copy	Introduction to ethics/9786214091935 PB, Umali 2023, 192pages newsprint	
46	1	Copy	The world almanac and book of facts/9781510777606 PB, Sarah Jassen 2023, 1006pages newsprint	
47	1	Copy	Jane eyre/9788131938799 PB, Charlotte Bronte 2023, 551pages white paper	
48	1	Copy	The odyssey/9788131938782 2023, 342pages white paper	
49	3	Copy	English proficiency for empowered professional/9786214092352 PB, Santillana 2023, 132pages newsprint	
50	3	Copy	Understanding marketing research/9786214271481 PB, Mutya 2024, 255pages newsprint	
51	3	Copy	Teaching and assessment of grammar/9786214271863 PB, Manas 2024, 287pages newsprint	
52	3	Copy	Capital markets/9786214271795 PB, Bairan 2024, 492pages newsprint	
53	3	Copy	Advanced production and operation management/9786214271931 PB, Abante 2024, 320pages newsprint	
54	3	Copy	Simplified transfer & business taxation/9786218271203 PB, Gloria 2024, 267pages white paper	
55	3	Copy	Synergizing & commerce social media, and drop shipping/9786214271672 PB, Garcia 2023, 311pages newsprint	
56	3	Copy	Strategic operation management 2nd edition/9786214271986 PB, Serrano 2024, 256pages newsprint	
57	2	Copy	Civil service professional & sub professional exam reviewer 3rd edition/ PB, Colas 2024, 422pages white paper	
58	3	Copy	Income & business taxation/9786214272013 PB, Bairan 2024, 376pages newsprint	
59	3	Copy	Information management/9786214271658 PB, Cortez 2023, 182pages newsprint	
60	3	Copy	Information assurance and security Book 1/9786214271498 PB, Pomperada 2023, 131pages newsprint	
61	3	Copy	Introduction to application development and emerging technologies/9786214271450 PB, Pomperada 2023, 240pages newsprint	

Item No.	Qty	Unit	Item/Description	COMPLIANCE
62	3	Copy	Essentials of human computer interaction/ 9786214270842 PB, Cortez 2021, 144pages newsprint	
63	3	Copy	Introduction to software engineering/ 9786214271597 PB, Pomperada 2023, 154pages newsprint	
64	3	Copy	Retail and wholesale enterprises/9786214271801 PB, Bairan 2024, 394pages newsprint	
65	3	Copy	Financial analysis and reporting/9786214271771 PB, Bairan 2024, 436pages newsprint	
66	3	Copy	Total quality management 2nd edition/9786214271429 PB, Serrano 2023, 260pages newsprint	
67	3	Copy	Labor laws and social legislation/9786214271375 PB, Peñaflor 2023, 457pages newsprint	
68	3	Copy	Labor relations management and negotiations 2nd edition/9786214271382 PB, Serrano 2023, 464pages newsprint	
69	3	Copy	Strategic business analysis with management/9786214092086 PB, Palma 2023, 260pages newsprint	
70	3	Copy	Simplified income taxation/9786218721180 PB, Gloria 2024, 320pages newsprint	
71	3	Copy	English for business administrators/9789718219416 PB, Salva 2020, 225pages newsprint	
72	3	Copy	Advanced local government & regional administration development/9786214271962 PB, Abante 2024, 377pages newsprint	
73	3	Copy	Sales management/9786218271050 PB, Serrano 2023, 261pages newsprint	
74	3	Copy	Advanced marketing management/9786214271696 PB, Abante 2024, 254pages newsprint	
75	3	Copy	Financial markets/9786214271788 PB, Bairan 2024, 426pages newsprint	
76	3	Copy	Financial markets/9786218271098 PB, Timbang 2023, 398pages newsprint	
77	3	Copy	Advanced public fiscal management finance and accountability/9786214271955 PB, Abante 2024, 326pages newsprint	
78	3	Copy	Banking and financial institutions/9786214272006 PB, Bairan 2024, 262pages newsprint	
79	3	Copy	Transfer & business taxation/9786219655781 PB, Tabag 2023, 516pages newsprint	
80	1	Copy	Greenhouse gases: Impact and management/ 9781639876761 PB, Mullins 2023, 230pages white paper	
81	3	Copy	Gender and society/9789719655084 PB, Martinez 2022, 249pages newsprint	
82	3	Copy	Gender and society/9786214271726 PB, Bacolod 2024, 282pages newsprint	
83	3	Copy	Exploring gender and society/9786214091973 PB, Ecoben 2023, 208pages newsprint	
84	3	Copy	Gender and society with peace education/9786214092307 PB, Espinol 2023	
85	3	Copy	Ethics/9786210800333 PB, De Guzman 2023, 241pages newsprint	
86	3	Copy	Ethics/9789718219485 PB, Atacador 2022, 153pages newsprint	
87	3	Copy	Ethics/9789718219874 PB, Gallinera 2022, 168pages newsprint	
88	3	Copy	Introduction to project management/9786214271313 PB, Abante 2023, 189pages newsprint	
89	3	Copy	Training & development 2nd edition/9786214271344 PB, Flores 2023, 224pages newsprint	
90	3	Copy	Advanced human behavior organization with ethics/9786214271924 PB, Abante 2024, 246pages newsprint	
91	3	Copy	Strategic management/9786214092192 PB, Austria 2024, 178pages newsprint	
92	1	Copy	Principles and practices of social work/ 9781788823876 HB, Norman 2024, 282pages white paper	
93	1	Copy	Socialization comprehensive understanding/ 9798886263794 HB, Baxter 2024, 289pages white paper	

Item No.	Qty	Unit	Item/Description	COMPLIANCE
94	3	Copy	Understanding research design and methods/9786214271290 PB, Sinigan 2023, 142pages newsprint	
95	3	Copy	Introduction to research/9786214271856 PB, Sergote 2024, 202pages newsprint	
96	3	Copy	Reviewer for civil service examination professional & sub professional/9786214510481 PB, Corpuz 2024,114pages white paper	
97	3	Copy	The teaching profession/9786214271245 PB, Gallardo 2022, 295pages white paper	
98	3	Copy	Organization development 2nd edition/ 9786214271351 PB, Flores 2023, 340pages newsprint	
99	1	Copy	Mechanics of materials, 5th edition, International adaptation/Philpot, 9781119859970, PB, 2022, 875 pages, glossy, Wiley.	
100	1	Copy	Professional ethics in construction and engineering/Challender, 9781119832096, HB, 2022, 299 pages, glossy, Wiley	
101	1	Copy	Renaissance drama: An anthology of plays and entertainments/ Kinney, 9781118823972, PB, 2022, 1155 pages, Wiley	
102	1	Copy	Readings in Renaissance literature/ Sumit Kumar, 9789386559203, HB, 2023, 292 pages, White paper	
103	1	Copy	Thus spoke Zarathustra: the philosophy classic, the International bestseller/ Friedrich Nietzsche, 9780857089304, HB, 2022,512 pages, white paper	
104	1	Copy	Reading Shakespeare's poetry/ Callaghan, 9780470659205, PB, 2023, 270 pages, white paper	
105	1	Copy	Computer system security/ Tiwari, 9789350147610, PB, 2022, 380 pages, White paper	
106	1	Copy	Research writing made easy coping strategies in research writing/ Ma. Leticia Jose Cabana-Basilan, 9786214271238, PB, 2022, 158 pages, white paper	
107	1	Copy	Adobe premiere pro CC for dummies/ Carucci, 9781119867494, PB, 2022, 376 pages, white paper, Wiley	
108	1	Copy	Physical chemistry, 5th edition/ Robert J. Silbey, 9780470566602, PB, 2021, 838 pages, Wiley	
109	1	Copy	Fostering innovation: How to build an amazing IT team/ Laudato, 9781119853107, PB, 2022, 220 pages, white paper, Wiley	
110	1	Copy	Construction project organizing/ Simon Addyman, Hedley Smyth, 9781119807179, HB, 2023, 256 pages, glossy white, Wiley	
111	1	Copy	Understanding and negotiating construction contracts, 2nd edition/ Kit Werremeyer, 9781394150205, PB, 2023, 354 pages, white paper, Wiley	
112	1	Copy	Studying English literature: A practical guide/Putul Srivastava, 9788196063955, HB, 2023, 272 pages, white paper	
113	1	Copy	Marriages and family: Intimacy, diversity, and strengths, 10th edition/ Olson, 9781265815578, PB, 2023, 506 pages, glossy, McGraw-Hill	
114	1	Copy	Fundamental aspects learners with special needs/ 3G E-Learning, 9781984679185, PB, 2023, 325 pages, glossy white	
115	1	Copy	Emotional intelligence/ S.K. Panneer Selvam, 9789386391605, HB, 2022, 192 pages, white paper	
116	1	Copy	Universal human values and professional ethics/ Ritu Soryan, 9789350147467, PB, 2022, 300 pages, white paper, Katson Books	
117	1	Copy	Seaweeds cultivation and utilization/ Ivvan Miranda, 9781912859948, HB, 2023, 256 pages glossy, Vintage Press	
118	1	Copy	Water irrigation management and land development/Abhishek Anand,9789395431286, HB, 2023, 290 pages, white, venus books	
119	1	Copy	The new comprehensive English Pilipino dictionary, revised and updated/9789710328277, HB, 2024, 893 pages, white, brain world	
120	1	Copy	Tri-language dictionary English, Pilipino, Waray/9789710328505,HB, 2024, 100 pages, white, brain world	
121	1	Copy	Tri-language English, Filipino, Ilokano/9789710328505,HB,2024, 100 pages, white, brain world	
122	1	Copy	Mother tongue K12 dictionary/9789710328505, HB,2024,100 pages, white, brain world	

Item No.	Qty	Unit	Item/Description	COMPLIANCE
123	1	Copy	Awareness of global warming/ Dr.V. Balakrishnan,9789394137400, HB, 2022,200 pages, white, Random publication	
124	1	Copy	Thinking like an iceberg/Olivier Remaud,9781509551477,PB,2022,182 pages, polity press	
125	1	Copy	Test and measurement in physical education/Lavlesh kumar, 9789357510073, HB, 2023,274 pages, white, Random publication	
126	1	Copy	Real talk about time management/ Pariser, 9781544376912, PB, 2020, 197 pages, white paper	
127	1	Copy	Statistical for health care management and administration: Working with excel, 4th edition/ David Rosenthal, 9781119901679,PB, 2023,537 pages, white, Wiley	
128	1	Copy	Artificial intelligence (AI) in forensic science/Zeno Geradts,9781119813323, HB, 2024, 242 page, glossy, Wiley	
129	1	Copy	What do we know and what should we do about AI? /Ewa Luger,9781529600278, PB,2023,104 pages, white, sage	
130	1	Copy	The new geap general education advancement program, Science, Mathematics, Social Studies, English/9789710328291,9789710328307,9789710328314,9789710328321, HB, 2024,312 pages, white, Brain world (4 Volumes)	
131	1	Copy	Coaching and mentoring: Theory and practice 4th edition/Bob Garvey,9781529740769, PB,2022,373 pages, white, Sage	
132	1	Copy	Critical phenomenology: An introduction/Elisa Magri,9781509541126, PB,2023,260 pages, white, polity press	
133	1	Copy	Doing research in counseling and psychotherapy 4th edition/John Mcleod,9781526459497, PB,2022,271 pages, white, Sage	
134	1	Copy	Integrated environment management/Giriraj Prajapati,9789386559623, HB, 2023,292 pages,white,Venus Books	
135	1	Copy	A primer on human impacts on the environments: the conceptual approach/Liam Heneghan,9781119642657, PB, 2023, 238 pages, glossy, Wiley	
136	1	Copy	Phytopathological and botanical research methods/Surendra Bhanot,9789393884596, HB,2023, 338 pages, white, random publication	
137	1	Copy	Wildlife ethics: The ethics of wild management and conservation/Clare Palmer,9781119611219, PB, 2023, 288 pages, glossy, Wiley	
138	1	Copy	Bamboo: The wonderful grass/ Shashi Shekhar Prasad, 9789393884916, HB, 2022, 311 pages, white, random publication	
139	1	Copy	The ecosystem economy: How to lead in the new age of sector without borders/Venkat Atluri,9781119984788, HB, 2023, 228 pages,white, Wiley	
140	1	Copy	Social and sustainability marketing: A casebook for reaching your socially responsible consumers through marketing science/Jishnu Bhattacharyya,9780367553630,HB, 2021,900 pages, white, Routledge	
141	1	Copy	Presenting statistical results effectively/Robert Andersen,9781446269817, PB, 2022, 424 pages, white, Sage	
142	1	Copy	Plant Science, 9789391972110, HB, Franz Christie, 2022, 256p, glossy.	
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Item No.	Qty	Unit	Item/Description	COMPLIANCE
737	1	Copy	Basic aspects of teaching physical education/ 9789386559968, PB, Sinha, 2023, 316 pages, white paper	
738	1	Copy	Foundation of physical education, exercise science, and sport 21st ed./ Walton-Fisette, Jennifer L., 9781266287022, PB, 2024, 444 pages, McGraw-Hill	
739	1	Copy	Applied Thermodynamics, 9781645326762, HB, Vennie Barnes, 2023, 260p, glossy.	
740	1	Copy	Aquatic Food Quality, 9781637855997, HB, Idonea Shepherd, 2022, 264p, glossy.	
741	1	Copy	Barry's Advanced Construction of Building, 9781119734888, PB, Stephen Emmitt, 2023, 527p, glossy.	
742	1	Copy	Basic Thermodynamics, 9781776497818, PB, Pio J. Arias, 2024, 210p, glossy.	
743	1	Copy	Basics of Electricity, 9781984685711, PB, 3G E-Learning, 2024, 158p, glossy.	
744	1	Copy	Basics of Thermodynamics, 9781984685704, 3G E-Learning, 2024, 147p, glossy.	
745	1	Copy	Biological Psychology, 9780357798126, PB, James W. Kalat, 2024, 635p, glossy.	
746	1	Copy	Building Experiments in Psycho Py, 9781529741650, PB, Jonathan Peirce, 2022, 299p, glossy.	
747	1	Copy	Building Surveys, 9781032308777, PB, Peter Glover, 2023, 367p, glossy.	
748	1	Copy	Differential Equations and Applications, 9798891612242, PB, Jabari Chandler, 2024, 290p, glossy.	
749	1	Copy	Discrete Mathematical Structures in Computer Science, 979881611832, PB, Morgan Macdonald, 2024, 299p, glossy.	
750	1	Copy	Electrical Grounding & Bonding, 9780357766835, PB, Phil Simmons-Mark C. Ode, 2024, 437p, glossy.	
751	1	Copy	Electrical Installation in Hazardous and Non- Hazardous, 9788119677765, HB, Mr. B. Prasad, 2024, 241p, glossy.	
752	1	Copy	Electrical Principles, 9780170458412, PB, Peter Phillips, 2023, 593p, glossy.	
753	1	Copy	Electrical Trade Practices, 9780170458467, PB Ralph Berry, 2023, 813p, glossy.	
754	1	Copy	Electrical Wiring Industrial: Based on the 2023 National Electrical Code, 9780357767245, PB, Stephen L. Herman, 2024, 403p, glossy.	
755	1	Copy	Electrical Wiring Residential: Based on the 2023 National Electrical Code, 9780357766965, PB, Phil Simmons, 2024, 840p, glossy	
756	1	Copy	Environmental Soil Chemistry, 9780443140341, PB, Donald L. Sparks, 2024, 447p, glossy.	
757	1	Copy	Fundamentals of Foundation Engineering, 9781032394978, PB, Chang-Yu Ou, 2024, 421p, glossy.	
758	1	Copy	Genealogy, Psychology and Therapy: Uncovering Trauma, 9781032114125, PB, Paula Nicolson, 2023, 138p, glossy.	
759	1	Copy	Development in Modern Physics, 9781774695036, HB, Nelson Bolivar, 2023, 248p, glossy.	
760	1	Copy	General Psychology, 9781774697061, PB, Aparna Raghvan, 2024, 247p, glossy.	
761	1	Copy	A Conceptual History of Psychology, 9781350328204, PB, Brian Hughes, 2023, 452p, glossy.	
762	1	Copy	Industrial/Organizational Psychology: An Applied Approach 9e, 9789815077186, PB, Michael G. Aamodt, 2023, 669p, glossy.	
763	1	Copy	Organic Chemistry 12e, 9781266159244, PB, 2024, Francis A. Carey, 1168p,glossy.	
764	1	Copy	Cell Biology: An introduction/Newsom, 9781647404451, PB, 2024, 241 pages, white paper, Syrawood Publishing House	
765	1	Copy	Molecular biology: Principles and practices/ Melton, 9781647404529, PB, 2024,224 pages, Glossy paper, Syrawood Publishing House	
766	1	Copy	Introduction to analytical chemistry/ Fiscal,9781774698457, HB, 2024,245 pages, white paper, Arcler Press	
767	1	Copy	Introduction to earth science/Rush, 9798888363652, PB, 2024, 239 pages, Glossy paper, Larsen & Keller Education	
768	1	Copy	Introduction to thermodynamics/ Medina,9781641730268, PB, 2024, 209 pages, white paper, Larsen& Keller Education	

Item No.	Qty	Unit	Item/Description	COMPLIANCE
769	1	Copy	Microbiology Essentials/ Clifford, 9781639898237, PB, 2024, 236 pages, white paper, State Academic Press	
770	1	Copy	Organic Chemistry/ David Klein, 9781119837091, PB, 2024, 325 pages, glossy paper, Wiley.	
771	1	Copy	Organic Chemistry/ David Klein, 9781119837053, PB, 2024, 339 pages, glossy paper, Wiley.	
772	1	Copy	Parasitology/Fischer, 9798891610996, PB, 2024, 261 pages, white paper, Alexis Press	
			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, ELIGIBILITY AND FINANCIAL COMPONENTS

ENVELOPE 1

The Technical and Eligibility Component

Tab	Documents
A	Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate, whichever may be appropriate under existing laws of the Philippines, supported with the necessary information using the prescribed forms;
B	Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
C	PhilGEPS Platinum Registration
D	Bid Security in the form of Bid Securing Declaration or any of the following: 1. a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or 2. a surety bond accompanied by a certification coming from an authorized Insurance Commission that a surety or insurance company is authorized to issue such instrument; - GSIS)
E	Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.
F	Audited financial statements, showing, among others, the prospective total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year;
G	NFCC computation or a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
H	Statement of all ongoing Government and private contracts which are similar in nature including contracts awarded but not yet started, supported with the following: a. Notice of Award/Notice to Proceed b. Contract / Purchase Order
I	Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, and whose value, must be at least fifty percent (50%) of the ABC.
J	Valid Joint Venture Agreement (JVA) (IF NECESSARY) or, in lieu thereof, 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 event that the bid is successful.
K	Technical Specifications and Delivery Schedule: a. Technical Specifications Compliance; b. Pictures/brochure of proposed item with specifications c. Delivery Schedule;
L	Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 based on the updates of GPPB Res. No. 16-2020.

ENVELOPE 2

The Financial Component

Tab	Documents
A	Duly Signed Bid Form
B	Duly signed Bid Prices in the bill of Quantities

NOTE:

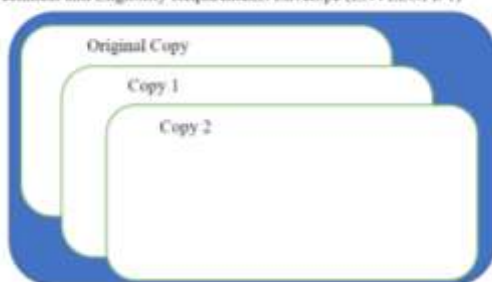
ALL ENVELOPES MUST BE PROPERLY SEALED AND MARKED. ALL DOCUMENTS MUST BE TABBED ACCORDING TO THE CHECKLIST ABOVE (Un-tabbed documents will be rejected).

ENVELOPE 1 (Eligibility and Technical Requirements) & **ENVELOPE 2** (Financial Requirements) **MUST** contain the following:

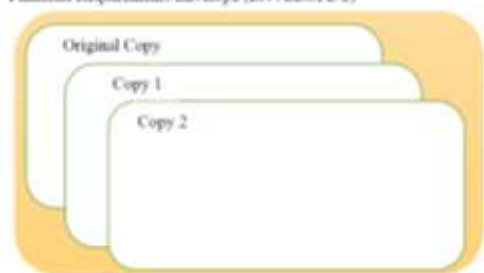
- One (1) Original Document – Each page duly signed by the Authorized Representative stamped with **certified true copy**.
- Two (2) Copies of Original Document – Each page duly signed by the Authorized Representative stamped with **certified true copy from original**.

*** Bidding documents shall only be sold to bidders and or their representatives upon presentation of **Letter of Intent, representative's Authorization Letter/Special Power of Attorney (SPA) and Company Identification Card(ID)**. Same representative is encouraged to represent the bidder during the bid opening, otherwise, authorization letter/SPA will be required.

Technical and Eligibility Requirements Envelope (ENVELOPE 1)



Financial Requirements Envelope (ENVELOPE 2)



Sealed in One (1) Main Envelope with Proper Marking (See Section 20 of ITB)

