



Republic of the Philippines  
**CENTRAL MINDANAO UNIVERSITY**  
University Town, Musuan, Maramag, Bukidnon  
E-mail: bac@cmu.edu.ph

**Bids and Awards Committee – Goods and Services**

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# **BIDDING DOCUMENTS**

**FOR**

**SUPPLY AND DELIVERY OF VARIOUS BOOKS**

**ITB-67/STF/-23**  
**Sixth Edition**  
**July 2020**

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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.



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**INVITATION TO BID FOR**  
***Supply & Delivery of Various Books***  
***ITB-67/STF -23***

1. The *CENTRAL MINDANAO UNIVERSITY*, through the STF/ 2023 intends to apply the sum of Two Million Two Hundred Seventeen Thousand Nine Hundred Ninety-Eight Pesos Only (2,217,998.00) being the ABC to payments under the contract for *Supply & Delivery of Various Books ITB No.- 67/STF23*. **Bids received in excess of the ABC per item shall be automatically rejected at bid opening.**

The *CENTRAL MINDANAO UNIVERSITY* now invites bids for the above Supply & Delivery of Various Books. Delivery of the Goods is required within **45 days** upon *receipt of notice to proceed*. Bidders should have completed, within **two (2) years** prior 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 *CENTRAL MINDANAO UNIVERSITY* and inspect the Bidding Documents at the address given below during **7:00-11:00 AM and 1:00-5:00 PM**.
4. A complete set of Bidding Documents may be acquired by interested Bidders on October 12\_ to November 6, 2023 from the given address and website(s) below *and upon payment of a non-refundable fee in the amount of Five Thousand pesos (5,000.00)*;

5.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity. However, the Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

*[NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]*

6. The CMU will hold a Pre-Bid Conference<sup>1</sup> **October 19, 2023 @ 2:00 pm** at *BAC Conference Office, CMU, Musuan, Maramag, Bukidnon* and/or through video conferencing or webcasting, which shall be open to prospective bidders.

Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **November 6, 2023 at 2:00 pm**. 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 **November 6, 2023 at 2:00 pm** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The *CENTRAL MINDANAO 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:

*IRIS M. DAJAO-OPISO*  
Head, BAC-Secretariat  
CP# 0917-718-2368  
E-mail Add. [bac@cmu.edu.ph](mailto:bac@cmu.edu.ph)

11. You may visit the following websites:

For downloading of Bidding Documents: [cmu.edu.ph](http://cmu.edu.ph) & [philgeps.gov.ph](http://philgeps.gov.ph)

**HERMIE P. PAVA**  
BAC Chairperson for  
Goods and Services

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<sup>1</sup> 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.



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## INSTRUCTION TO BIDDERS

1. All bids and eligibility requirements must be submitted to the BAC–Secretariat of Central Mindanao University – Bids and Awards Committee (BAC) on or before **2:00 o'clock in the afternoon, Central Mindanao University BAC Office time** on the day of the scheduled bidding. Bids submitted after the deadline shall not be accepted by the BAC;
2. All bids must be accompanied by a Bid Security in an amount equivalent to a percentage of the Approved Budget for the Contract to be bid (ABC) in an acceptable form of bonds as follows:  
  

<b>CASH, MANAGER’S CHECK, CASHIER’S CHECK, BANK DRAFT OR BANK GUARANTEE OF ABC</b>	<b>- 2%</b>
<b>SURETY BOND OF ABC</b>	<b>- 5%</b>

  
**NOTARIZED BID SECURING DECLARATION**
3. The prospective bidder should have an experience in undertaking a similar project within the University or any other government agencies and private companies for the last two (2) years with an amount of at least fifty percent (50 %) of the Approved Budget for the Contract to be bid;
4. In case the Net Financial Contracting Capacity (NFCC) is not equal to the ABC prospective bidder must secure a commitment from a License bank to extend to it a credit line if awarded the contract to be bid, or a cash deposit certificate equivalent to at least ten percent (10 %) of the ABC, which is specific to the contract;
5. A single-stage, two-envelope system of bidding will be adopted by the BAC;
6. A prospective bidder should submit his/her bid documents in **two (2) separate sealed bid envelopes**, with **envelope no. 1 duly marked as Eligibility & Technical requirements**, **envelope no. 2 marked Financial envelope** containing the bid proposal. All envelopes must be sealed in an outer envelope which shall be marked with the name of the contract to be bid and the name of the bidder and addressed to the BAC;
7. Bid documents submitted must be in **three (3) copies**, with the original mark as **original copy** to facilitate evaluation of the documents by the BAC – TWG;
8. Eligibility checking of the prospective bidders shall be done using a non – discretionary “**pass / fail criteria**”;



9. Withdrawal or Modification of Bids after Bid Opening is NOT allowed; Submission of Waiver after Bid Opening will mean forfeiture of Bid Security and Subject to Administrative Sanction – Suspension of one year for 1<sup>st</sup> offense and Suspension of two years for the second offense.
10. All items are subject to inspection and tests prior to acceptance and payment.
11. All representatives shall be authorized by the Owner/ Proprietor through a Special Power of Attorney or a Secretary's Certificate in the case of Corporations.
12. All clarifications must be in the form of writing.
13. Attached to make part of this Instruction to Bidders are sample standard forms to be included in the bidding documents.

**(Sgd.) HERMIE P. PAVA**  
**BAC Chairman, GOODS AND SERVICES**

## ***Section II. Instructions to Bidders***

### **1. Scope of Bid**

The Procuring Entity, *CENTRAL MINDANAO UNIVERSITY* wishes to receive Bids for the *Supply & Delivery of Various Books*, with identification number **[ITB NO. 67 STF -23]**.

The Procurement Project (referred to herein as “Supply & Delivery of Various Books is composed of Lot 1, 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 *[STF/2023]* in the amount of *(2,217,998.00)*
- 2.2. The source of funding is:
  - a. Special Trust 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 **ITB** 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. a. 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 allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.

## 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 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 *[state relevant period as provided in paragraph 2 of the IB]* 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)**.
- 12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:
  - a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not

subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

### 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 Declaration<sup>2</sup> 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 shall exceed one hundred twenty (120) calendar days from the date of the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid

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<sup>2</sup> 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.

securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

## **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.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

## 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.

*[Include the following options if Framework Agreement will be used:]*

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
  - b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 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 3 - One Project having several items, which shall be awarded as separate contracts per item.
  - 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. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendable period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *{[Include if Framework Agreement will be used:]* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,*}* 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**.

*[Include the following clauses if Framework Agreement will be used:]*

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
  - a. Framework Agreement Form;
  - b. Bidding Documents;
  - c. Call-offs;
  - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements 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;
  - e. Performance Security or Performance Securing Declaration, as the case may be;
  - f. Notice to Execute Framework Agreement; and
  - g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

## *Section III. Bid Data Sheet*

ITB Clause					
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. Supply &amp; Delivery of Various Books</li> <li>b. completed within [2 YEARS] prior to the deadline for the submission and receipt of bids.</li> </ul>				
12	The price of the Goods shall be quoted DDP [ <i>state place of destination</i> ] or the applicable International Commercial Terms (INCOTERMS) for this Project.				
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than <b>44,359.96</b> [<i>Indicate the amount equivalent to two percent (2%) of ABC</i>], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>110,899.90</b> [<i>Indicate the amount equivalent to five percent (5%) of ABC</i>] if bid security is in Surety Bond.</li> </ul>				
19.3	<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>				
	ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT COST
	1	1,001 algebra II practice problems for dummies/ Sterling,	1	copy	4,072.00

	Mary Jane 2022			
2	1,001 pre-calculus practice problems for dummies / Sterling, Mary Jane 2022	1	copy	4,133.00
3	3G Handy Guide Acting and TV Presentation (Book with DVD)/ 3G Learning 1E 2020	1	copy	4,493.00
4	3G Handy Guide: Television Production/ 3G E-Learning 2020	1	copy	4,500.00
5	3GE Collection on Agriculture: Insect, Mite and Vertebrate Pests and Their Management in Horticultural Crops/ 3G Editorial 2021	1	copy	6,995.00
6	3GE Collection on Agriculture: The Impact of Genetically Engineered Crops on Farm Sustainability/ 3G Editorial 2021	1	copy	6,995.00
7	3GE Collection on Food Science: Seafood Science / 3G E-Learning 2022	1	copy	6,495.00
8	A Complete Step by Step Guide to Successful Event Planning, Organizing and Management / Scott 2023	1	copy	4,375.00
9	A dictionary of nursing/ Jonathan Law 8th ed 2021	1	copy	2,002.00
10	A New Era for Collaborative Forest Management: Policy and Practice Insights from the Collaborative Forest Landscape Restoration Program / Butler 2019	1	copy	8,520.00
11	A Textbook of Basic Drawing for Architects and Civil Engineers/ Sikka, Vb 1E 2022	1	copy	1,693.00
12	A Textbook of Electrical Workshop Practices / Rathore 2019	1	copy	3,950.00

13	A Textbook of Engineering Chemistry/ Khare 2019	1	copy	2,750.00
14	A textbook of veterinary systemic pathology/ Buck 2022	1	copy	8,530.00
15	Abnormal Psychology/ Stafford, Vanessa 1E 2023	1	copy	5,493.00
16	Abrahams' and McMinn's Clinical Atlas of Human Anatomy, 8th ed/ Abrahams, Peter H. 2020	1	copy	8,850.00
17	Accounting for Governmental and Non Profit Entities/ Jacqueline Reck, Suzanne Lowenson, Daniel Neely 2022	1	copy	13,498.00
18	Administrative Office Management/ Saidal 2021	1	copy	600.00
19	Advanced Electromagnetic Wave Propagation Methods / Gonzalez 2022	1	copy	13,200.00
20	Advanced Organic Chemistry/ Seema 2022	1	copy	2,595.00
21	Advances in Biological Science Research and Carbohydrates / Lone 2022	1	copy	6,200.00
22	Advances in Multimedia/ Pehcevski, J. 2022	1	copy	9,900.00
23	Advertising Research / Craig 2022	1	copy	6,670.00
24	Agricultural Economics/ Gupta, Satish 2019	1	copy	4,850.00
25	Alaala ng mga Pakpak: Antolohiya ng Panitikang-Bayan para sa mga Bata/ Evasco, Balacuit 2021	1	copy	275.00
26	Algebra & Trig (CalcChat and CalcView) 11th Edition/ Ron Larson 2022	1	copy	12,388.00
27	Algebra Essentials / Miles 2022	1	copy	4,510.00

28	Algebra I: 1001 Practice Problems for dummies/ Sterling, Mary Jane 2022	1	copy	4,072.00
29	An Abridgement of Extension Education/ Jakkawad/ Dangi /Jat 2022	1	copy	2,750.00
30	An A-Z of social work skills/ Rogers 2021	1	copy	2,620.00
31	An A-Z of social work theory/ Payne 2021	1	copy	2,620.00
32	An introduction to numerical methods and analysis/ Epperson 2021	1	copy	13,930.00
33	An introduction to probability with mathematics/ Kao 2022	1	copy	6,280.00
34	An introduction to system modeling and control/ Chiasson 2022	1	copy	15,990.00
35	An Introduction to Veterinary Immunology / Trantow 2023	1	copy	6,995.00
36	Analytical Chemistry/ Flores, Ezra 1E 2023	1	copy	5,493.00
37	Analytical Techniques for Food Biopreservation / Iqbal / 2022	1	copy	5,500.00
38	Anthropology Theory and Practice/ Kent, Laura 1E 2023	1	copy	5,493.00
39	Applications of Forest Biotechnology/ Heller, Bruce. 2023	1	copy	6,995.00
40	Applied Business Tools and Technologies in Tourism and Hospitality/ Rodolfa 2022	1	copy	600.00
41	Applied Clinical Informatics For Nurses. 2e. w/ Navigate 2 Advantage Access/ Alexander, F. 2019	1	copy	9,150.00
42	Applied Machine Learning/ Gopal 2019	1	copy	6,500.00

43	Art Appreciation/ Sanchez, et al. 2020	1	copy	900.00
44	Artificial Insemination/ Kuchana, V. 2022	1	copy	4,995.00
45	Asia Pacific Journal of International Humanitarian Law 2021	1	copy	800.00
46	Assessment of Children's Development and Learning/ Navarro 2021	1	copy	705.00
47	Atlas of surgical approaches to soft tissue and oncologic diseases in the dog and cat/ Risselada 2020	1	copy	12,900.00
48	AutoCad 2D Design Fundamentals/ Gill 2018	1	copy	4,350.00
49	Awareness of E-Learning / Selvam 2022	1	copy	6,200.00
50	Babasahing Pangkasarian/ Alburo et al. 2021	1	copy	400.00
51	Balut fertilized eggs/ Magat 2021	1	copy	4,070.00
52	Bamboo: Climate Change Adaptation and Mitigation / Nath 2021	1	copy	4,345.00
53	Banking and Finance Through Internet/ Dr. Vikas Jain 2023	1	copy	3,450.00
54	Bar and Beverage: TESDA Bartending NCII Core Competencies Based Edition/ Rojo 2022	1	copy	800.00
55	Basic Calculus/ Lao 2021	1	copy	690.00
56	Basic Electronics/ Vinay Kumar 2022	1	copy	2,100.00
57	Basic Historical and Bibliographical Methods for Librarians/ Shrivastava, A. 2021	1	copy	6,995.00

58	Basic physics : a self-teaching guide/ 3rd ed 2020	1	copy	3,433.00
59	Basics of Cybercrime Investigation and Environmental Laws and Protection/ Caballero, N. 2022	1	copy	920.00
60	Best Practices in Engaging Online Learners Through Active and Experiential/ Budhai, Stephanie Smith 2nd ed 2022	1	copy	6,203.00
61	Biology. 6th Ed./ Brooker 2023	1	copy	5,850.00
62	Biology: Today and Tomorrow with Physiology 6th Edition/ Starr, Evers/Starr 2021	1	copy	12,678.00
63	Bioprocess Engineering / Lambert 2022	1	copy	6,615.00
64	Biotechnology for Food, Agriculture and Environment/ Ragini Bhardwaj 2022	1	copy	4,950.00
65	Blackwell's five-minute veterinary consult canine and feline/ Tilley 2021	1	copy	12,380.00
66	Body Language and Communication Skills/ Dr. Sonia Arora. Random 2022	1	copy	4,950.00
67	Bread and Pastry Production NC II (Tourism Sector)/ Cabrerros, B. et. al. 2021	1	copy	880.00
68	BSAVA manual of canine and feline dermatology 4th Ed/ Jackson 2021	1	copy	11,870.00
69	Building Corporate Libraries/ Ram, M. 2021	1	copy	4,995.00
70	Business Analytics (Descriptive, Predictive, Prescriptive)/ Camm, Cochran, Fry & Ohlmann 2021	1	copy	12,398.00
71	Business Analytics:	1	copy	12,398.00



		Communicating with Numbers 2nd Edition/ Jaggia/Kelly 2023			
72		Business and Entrepreneurship for Filmmakers Making a Living as A Creative Artist in the Film Industry/ Haine, Charles 1E 2020	1	copy	3,593.00
73		Business Organizations Operation and Management/ Morales, Saidali 2021	1	copy	540.00
74		Calculus 9th Edition/ James Stewart, Daniel Clegg & Saleem Watson 2021	1	copy	16,608.00
75		Canning and Preserving For Dummies/ Jeanroy, Amelia 3E 2021	1	copy	2,493.00
76		Career Theory & Practice: Learning Through Case Studies - 4th Edition / Swanson 2020	1	copy	6,500.00
77		Carpentry Residential Construction Academy W/Ebook/ Vogt, Floyd 4E 2020	1	copy	3,993.00
78		Carrots and related apiaceae crops/ Geoffriau 2021	1	copy	6,090.00
79		Child - 3rd Edition / Martorell 2023	1	copy	5,995.00
80		Children and Television/ Gunter, Barrie 2E 2020	1	copy	4,593.00
81		Clinical small animal internal medicine Two Volume Set/ Bruyette 2020	1	copy	25,800.00
82		Coffee for Dummies/ Cohen, Major 1E 2021	1	copy	1,993.00
83		College Algebra 11th Edition/ Larson 2022	1	copy	12,388.00
84		Communicating in Groups: Applications and Skill, 10E/ Adams, Katherine L. 2018	1	copy	4,750.00

85	Complete Guide to Sports Education/ Daryl Siedentop, PED 3 <sup>rd</sup> ed. 2020	1	copy	12,385.00
86	Complex Ecology: Foundational Perspectives on Dynamic Approaches to Ecology and Conversation/ edited by Charles G. Curtin 2018	1	copy	7,200.00
87	Computer Hardware & Software Tools (2nd Edition)/ 3G Editorial Board 2022	1	copy	5,700.00
88	Computer Networks and Security/ 3G eLearning 2020	1	copy	3,195.00
89	Concepts of Genetics/ Klug, William S. 12E 2020	1	copy	9,993.00
90	Consumer behavior in food and healthy lifestyles a global perspective/ Ngugi 2020	1	copy	4,150.00
91	Control Systems Engineering/ Panda, S. 1E 2022	1	copy	2,293.00
92	Core Concepts in Engineering/ Raghuvanshi, Pratiksha 1E 2020	1	copy	4,593.00
93	Core Concepts in Mathematics: Differential Equations (with DVD)/ 3G E-Learning 2019	1	copy	4,150.00
94	Corporate Accountability for Human Rights Violations/ Khan, Mohammad Azvar 1E 2023	1	copy	4,993.00
95	Corporate Social Responsibility/ Viernes 2022	1	copy	790.00
96	Counselling skills/ Postings 2022	1	copy	3,400.00
97	Criminal Law Second Edition: The Basics/ Herring 2022	1	copy	4,210.00
98	Critical Care Nursing/ Patterson, Eileen 1E 2023	1	copy	5,993.00
99	Cultural Anthropology	1	copy	11,188.00

		(Appreciating Cultural Diversity) 19th Edition/ Conrad Phillip Kottak 2022			
100	Curriculum Development/ Romo 2019	2	copies	650.00	
101	Cybersecurity: A Self-Teaching Introduction/ C.P. Gupta, K.K. Goyal 2020	1	copy	8,938.00	
102	Dairy Products and Spoilage Microbiology / Gordon 2022	1	copy	6,038.00	
103	Data Science Strategy for Dummies/ Jagare 2019	1	copy	2,695.00	
104	Data Structures and Algorithm/ 3G e-Learning 2017	1	copy	3,300.00	
105	Data Structures and Program Design Using Python/ D. Malhotra, N. Malhotra 2021	1	copy	9,998.00	
106	Data theory/ Lindgren 2020	1	copy	2,370.00	
107	Dealing with difficult people/ Lilley 2019	1	copy	1,050.00	
108	Design, Assessment, Monitoring and Maintenance of Bridges and Infrastructure Networks/ Frangopol 2019	1	copy	15,500.00	
109	Developing public health interventions a step-by-step/ Jepson 2022	1	copy	3,670.00	
110	Developments in Biochemistry and Molecular Biology/ Rashmi Rana 2022	1	copy	5,200.00	
111	Developments in Plant Genetics/ Natividad, C. 2021	1	copy	6,995.00	
112	Diabetes/ Mcdermott 2022	1	copy	4,810.00	
113	Differential Calculus/ Roble 2020	1	copy	750.00	
114	Differential Equations an Introduction/ Fletcher, Alexis 1E	1	copy	5,493.00	

		2023			
115	Digital Electronics: Principles & Applications - 9th Edition / Tokheim / 2022	1	copy	5,725.00	
116	Digital Play in Early Childhood/ Sakr, Mona 2019	1	copy	5,237.00	
117	Diminishing Returns at Work; The Consequences of Long Working Hours/ Pencavel, John H. 2018	1	copy	4,800.00	
118	Discrete Mathematics with Applications/ Epp, Susanna S. 5E 2020	1	copy	10,993.00	
119	Discrete Mathematics/ Madan Pal 2022	1	copy	2,495.00	
120	Diseases of Poultry / Mertz 2023	1	copy	6,995.00	
121	Diseases of the Goat/ Rego. 2017	1	copy	5,850.00	
122	DNA and RNA: Understanding Genetics / Matthews 2023	1	copy	4,400.00	
123	Dynamics and control of electric transmission and microgrids/ Padiyar 2019	1	copy	14,390.00	
124	Earth Science an Introduction 3th Edition/ Hendrix, Thompson and Turk 2021	1	copy	15,678.00	
125	Earthquake Resistant Building Construction/ Sharma 2018	1	copy	1,200.00	
126	Ecology / Nash 2022	1	copy	4,510.00	
127	Econometrics Methods / Ari 2021	1	copy	6,500.00	
128	Economic Impact of Covid-19 and Challenges of Recovery/ Balwan. W. 2022	1	copy	5,500.00	
129	Educational Psychology/ Richards, Shane 1E 2023	1	copy	5,493.00	

130	Effective Leadership / Sampson 2023	1	copy	4,195.00
131	Effective Sustainability Strategies: How to Build Them / Gonzalez 2022	1	copy	5,995.00
132	Electrical connectors design, manufacture, test and selection/ Kyeong 2021	1	copy	14,450.00
133	Electrical machine fundamentals with numerical simulation using MATLAB/SIMULINK/ Iqbal 2021	1	copy	14,970.00
134	Electricity and magnetism/ Stanton 2022	1	copy	8,536.00
135	Encyclopaedia of Botany, (5 Vols)/ P.C. Jain, Ashindra Gautam 2022	1	copy	14,595.00
136	Encyclopaedia of Educational Techniques and Methodology (4 Vols.)/ Peter Anderson 2022	1	set	23,850.00
137	Encyclopaedia of Human Sociology and Psychology (3 vols.)/ Dr. R. P. Sagar 2022	1	set	18,500.00
138	Encyclopaedia of Physics, (5 Vols.), / Shiv Mohan Dubey, Ravindra Pal 2022	1	set	13,500.00
139	Encyclopaedia of Travel and Tourism Management (2 Vols.)/ Agatha Bierce 2022	1	set	10,350.00
140	Encyclopedia of Environmental Management (set of 5 volumes)/ Hulley, V. 2021	1	set	28,995.00
141	Engineering Chemistry with Experiments/ Rattan, Sunita 1E 2022	1	copy	2,693.00
142	Engineering Electromagnetics - 9th Edition / Hayt 2019	1	copy	5,995.00
143	Engineering Mechanics with	1	copy	3,493.00

		Experiments/ Kumar, Ds. 1E 2022			
144		Entrepreneurial Mind/ Paurom, Ybañez 2021	1	copy	650.00
145		Entrepreneurship Fundamentals/ Pineda 2019	1	copy	750.00
146		Entrepreneurship in Tourism and Hospitality/ Marcelo et al. 2022	1	copy	750.00
147		Environment and Technology/ Hulley, V. 2021	1	copy	6,995.00
148		Environmental Issues: Ecosystems & Endangered Species/ 3G Editorial 2021	1	copy	6,600.00
149		Environmental Science: A Modular Approach/ Cadiz, Macasil 2021	1	copy	710.00
150		Equine anesthesia and co-existing disease/ Clark-Price 2022	1	copy	15,480.00
151		Equine hematology, cytology and clinical chemistry/ Walton 2021	1	copy	20,630.00
152		Essential Public Affairs for Journalists. 6th Ed/ Morrison, James 2019	1	copy	3,750.00
153		Essentials of Administrative Office Management/ Sergate 2022	1	copy	950.00
154		Essentials of Investments 12th Edition/ Bodie, Kane & Marcus 2022	1	copy	8,959.00
155		Essentials of Medical Genetics for Nursing and Health Professionals. An Interprofessional Approach/ Gunder McClary, Laura M. 2020	1	copy	8,395.00

156	Ethics 101: An Exploration on the Concept of Right and Wrong/ Ang 2020	1	copy	690.00
157	Ethics: The Heuristic Approach/ Angulo, et al. 2019	1	copy	650.00
158	Events management an international approach/ Ferdinand 2022	1	copy	5,760.00
159	Events Management: Introduction to Meetings, Incentives, Conferences, Exhibitions (MICE), Festivals & other Special Events/ Rodolfa 2022	1	copy	700.00
160	Experiencing Intercultural Communication: An Introduction 7e/ Martin 2022	1	copy	4,595.00
161	Experiments in Applied Chemistry/ Rattan, Sunita 1E 2021	1	copy	2,293.00
162	Food and Beverage Service Procedures/ Cornell 2021	1	copy	850.00
163	Food chemistry a laboratory manual/ Miller 2022	1	copy	9,050.00
164	Food Fermentation/ Kumar, U. 2022	1	copy	5,500.00
165	Food Flavors: Generation, Analysis and Process Influence / Kele 2022	1	copy	5,995.00
166	Food Quality Management / Norton 2023	1	copy	4,300.00
167	Food Safety and Protection/ Clark, Owen 1E 2020	1	copy	4,793.00
168	Food Science and Health: Childhood Obesity (w/ DVD) - 2nd Edition / 3G E-Learning 2022	1	copy	5,695.00
169	Food Science and Health:	1	copy	4,700.00

		Eating Disorders (w/ DVD) - 2nd Edition / 3G E-Learning 2022			
170		Food Science and Health: Food Allergies (w/ DVD) - 2nd Edition / 3G E-Learning 2022	1	copy	4,900.00
171		Food Science and Health: Food Safety (w/ DVD) - 2nd Edition / 3G E-Learning 2022	1	copy	5,490.00
172		Food Science and Health: Genetically Modified Foods (w/ DVD) - 2nd Edition / 3G E-Learning 2022	1	copy	4,995.00
173		Food Science and Nutrition: An Integrated Approach / Burnett 2023	1	copy	4,695.00
174		Food Service Management/ Ratti 2022	1	copy	2,950.00
175		Food studies a hands-on guide/ Zhen 2019	1	copy	2,288.00
176		Foods Containing Genetically Modified Materials/ Prakash, Mayank 1E 2023	1	copy	5,193.00
177		Forest Conservation and Management/ Rosales 2017	1	copy	4,950.00
178		Forest Ecology - An Evidence-Based Approach/ Binkley 2021	1	copy	7,995.00
179		Forest Genetics and Tree Breeding / Wintheiser 2023	1	copy	6,995.00
180		Foundations and adult health nursing/ Cooper 2023	1	copy	19,380.00
181		Front Office Operations and Administration/ Rajendra Biswal 2022	1	copy	3,850.00
182		Fundamentals of Advertising/ Mutya 2017	1	copy	940.00
183		Fundamentals of Food Service Operations/ Dela Cruz 2022	1	copy	750.00



184	Fundamentals of Mechanical Engineering and Mechatronics/ Kumar, D.S. 1E 2023	1	copy	2,693.00
185	Fundamentals of Pharmacology for Nursing & Healthcare Students/ edited by Ian Peate and Barry Hill 2021	1	copy	4,495.00
186	Fundamentals of Python Programming/ Ponperada, et al. 2019	1	copy	800.00
187	Fuzzy Logic: A Practical Approach / Lopez 2023	1	copy	4,490.00
188	General Biology (HB)/ Bishoyi, A. K. 2021	1	copy	6,995.00
189	General Physics 2/ Reyes 2020	1	copy	690.00
190	Geometry : 1001 practice problems for dummies/ Ma, Allen 1st 2022	1	copy	4,133.00
191	Gerontological nursing/ Vafeas 2022	1	copy	7,750.00
192	Gray's Anatomy/ H. Carter 2019	1	copy	1,350.00
193	Great Books: A Treasury of World Literature	1	copy	1,750.00
194	Ground Water Surveys and Investigation/ Mahajan 2019	1	copy	10,195.00
195	Grounding Electrical Distribution Systems / Bierals 2021	1	copy	9,349.00
196	Guinness World Records 2023/ editor-in-chief, Craig Glenday 2022	1	copy	2,500.00
197	Handbook of Energy Agriculture/ Fouda, H. 2022	1	copy	9,600.00
198	High Voltage Engineering Fundamentals / Donaldson 2022	1	copy	5,175.00
199	History of the Philippines/	1	copy	700.00

		Caday et al. 2021			
200		Hospitality and tourism management/ Cobb 2022	1	copy	8,530.00
201		How to Write One Song/ Jeff Tweedy 2020	1	copy	1,139.00
202		How to write reports & proposals/ Forsyth 2022	2	copies	2,040.00
203		Human Development Careers/ Aubrey 2021	1	copy	1,250.00
204		Human Nutrition: Science for Healthy Living/ Stephenson, Tammy J. 3rd ed 2022	1	copy	5,927.00
205		Human Resource Management in the Philippine Context/ supangco, et al. 2021	1	copy	1,200.00
206		Illustrated Handbook of Agricultural Geology/ 3G Editorial 2021	1	copy	6,995.00
207		Illustrated Handbook of Food Allergy / 3G E-Learning 2022	1	copy	5,950.00
208		Illustrated handbook of food microbiology/ Ram 2022	1	copy	4,300.00
209		Improve your communication skills/ Barker 2019	1	copy	1,050.00
210		Inclusive Teaching in the Fancy Childhood Science Classroom/ Almarode, et al. 2021	1	copy	7,660.00
211		Information Assurance and Security 1 & 2/ Abante, et al. 2022	1	copy	690.00
212		Insect Physiology and Biochemistry / Joshi 2023	1	copy	6,500.00
213		Integral Calculus/ Madan Pal 2022	1	copy	3,950.00
214		Intermediate algebra 2E/ Clark 2019	1	copy	9,618.00

215	Interpersonal Communication Skills/ Om Prakash Mathur 2018	1	copy	3,050.00
216	Interpersonal Conflict, Ise/ Hocker, Joyce L. 11E 2022	1	copy	5,693.00
217	Introducing Research Methodology: thinking your way through your research project / Flick, Uwe 2020	1	copy	6,556.00
218	Introduction to animal and veterinary anatomy and physiology 4th Ed/ Aspinall 2020	1	copy	3,870.00
219	Introduction to Atomic Physics / Reynolds 2023	1	copy	4,350.00
220	Introduction to Botany / Sawyer 2023	1	copy	4,325.00
221	Introduction to Data Mining / Thompson 2023	1	copy	4,350.00
222	Introduction to Engineering Thermodynamics/ Kassim, Muna S. 1E 2022	1	copy	2,993.00
223	Introduction to Environmental Engineering - 6th Edition / Davis 2023	1	copy	5,995.00
224	Introduction to Food Engineering / Drake 2023	1	copy	4,650.00
225	Introduction to Forestry / Gordon 2022	1	copy	4,510.00
226	Introduction to Globalization/ Lucas, Gabriel 1E 2020	1	copy	4,793.00
227	Introduction to Human-Computer Interaction/ Mark McFadden 2020	1	copy	3,900.00
228	Introduction to Information Systems Management/ Ruby Khan 2022	1	copy	4,150.00
229	Introduction to Meat Processing	1	copy	5,400.00

	(Book with DVD)/ 3G Editorial Board 2022			
230	Introduction to Nursing Research. Incorporating Evidence-Based Practice w/ Navigate Advantage Access/ Boswell, L. 2020	1	copy	10,500.00
231	Introduction to Nutrition and Metabolism - 6th Edition / Bender 2021	1	copy	6,599.00
232	Introduction to Physical Chemistry / Schultz 2023	1	copy	4,550.00
233	Introduction To Physical Chemistry/ Schultz,Benjamin 1E 2023	1	copy	5,493.00
234	Introduction to Time Management / Drake 2023	1	copy	4,400.00
235	Introductions to Technopreneurship/ Juneza, Pomoerada 2019	1	copy	500.00
236	Introductory Econometrics: A Modern Approach - 7th Edition / Wooldridge 2020	1	copy	8,970.00
237	Introduksyon sa Pag-aaral ng Wika (Pandalubhasaan)/ Balawan, et al. 2021	1	copy	720.00
238	Introduksyon sa Pananaliksik sa Filipino: Isang Batayan/ Chiano, Balunsag	1	copy	750.00
239	Investigative Research: Theory and Practice/ Layder, Derek 2018	1	copy	4,350.00
240	Java Script for Web Warriors 7th Edition/ Patrick Carey & Sasha Vodnik 2022	1	copy	11,899.00
241	Job Analysis & Design/ Barboza, et al. 2019	1	copy	790.00
242	Jose Rizal: Liberalismo at ang	1	copy	990.00

		Balintuna ng Kolonyalidad/ Claudio 2020			
243		Kitchen Essentials and Basic Food Preparation (w/ DVD) - 2nd Edition / 3G E-Learning 2022	1	copy	6,295.00
244		Komunikasyon sa Akademikong Filipino/ Sanchez 2020	2	copies	750.00
245		Laboratory Manual for Civil Engineering Students. (In S.I Units)/ Pant, M. K. 2017	1	copy	1,450.00
246		Laboratory Manual for Foods Canners and Processors Microbiology and Processing Vol.1 & 2	1	copy	5,995.00
247		Large animal neurology/ Mayhew 2022	1	copy	17,580.00
248		Legal Aspects in Tourism & Hospitality: the Philippine Tourism Laws Simplified/ Cagurangan 2022	1	copy	750.00
249		LET Reviewer TOS PPST - Based FILIPINO/ Furaque et.al. 2020	1	copy	570.00
250		Life: The Essentials of Human Development/ Martorell, Gabriela 2022	1	copy	8,074.00
251		Lippincott Q & A Review for NCLEX-RN. 13e/ Billings H. 2020	1	copy	8,850.00
252		Macro Perspective of Tourism and Hospitality (w/ DVD) - 2nd Edition / 3G E-Learning 2022	1	copy	6,250.00
253		Macroeconomics 3rd Edition/ David G. Tuerck 2021	1	copy	17,898.00
254		Manual of equine nutrition and feeding management/ Buckhout 2022	1	copy	7,910.00

255	Maternal-child nursing/ Mckinney/James 2022	1	copy	18,210.00
256	Maunlad na Pananaliksik sa Filipino/ Balunsay 2020	1	copy	700.00
257	Mechanics of Rotor Spinning Machines / Elhawary 2017	1	copy	10,725.00
258	Media and Society: Power, Platforms, and Participation 2e/ Nicholas Carah 2021	1	copy	4,475.00
259	Medical and Veterinary Entomology / Rhodes 2022	1	copy	5,980.00
260	Medicinal Chemistry/ Gates, Phoebe 1E 2023	1	copy	5,493.00
261	Methodologies for Practice Research/ Costley 2019	1		3,995.00
262	Methods in Behavioral Research, Ise/ Cozby, Paul C. 14E 2020	1	copy	4,493.00
263	Microbiology and Technology of Fermentation Foods/ McLaughlin, L. 2022	1	copy	6,995.00
264	Microbiology Concepts with Experiments for Agricultural and Food Microbiology (HB)/ Chaudhary, K. & Saraswat, P. 2022	1	copy	9,600.00
265	Modern Business Statistics with Microsoft Excel/ Anderson, Sweeney, Williams, Camm, Cochran, Fry 2020	1	copy	10,788.00
266	Modern food microbiology/ Kumar 2022	1	copy	4,300.00
267	Modern Quantum Chemistry / Hicks 2023	1	copy	4,200.00
268	Modern Quantum Chemistry/ Hicks, Declan 1E 2023	1	copy	5,493.00
269	Modern Technologies in Forest Management / Murphy 2023	1	copy	6,995.00

270	Mosby's dictionary of medicine, nursing & health professions/ Mosby 2022	1	copy	5,510.00
271	Mosby's guide to nursing diagnosis 2021-2023/ Ladwig 2022	1	copy	5,530.00
272	Multicultural Diversity in Workplace for the Tourism Professional/ Baluyot, et al. 2022	1	copy	630.00
273	Multimedia Processing and Communications: Audio and Video/ Saunders, O. 2019	1	copy	5,500.00
274	Natural Disasters 12 Edition/ Abbott 2023	1	copy	13,388.00
275	Nuclear Physics: From Fundamentals to Frontiers / Ware 2023	1	copy	4,300.00
276	Nursing Adults with Long Term Conditions. 3e/ Nicol, Jane 2019	1	copy	2,975.00
277	Nursing Associate's Handbook Of Clinical Skills/ Peate 2021	1	copy	3,295.00
278	Nursing Ethics/ Enger, Eldon D 16E 2022	1	copy	6,293.00
279	Nursing Ethics/ Harris, Tricia 1E 2023	1	copy	5,993.00
280	Nutrition For Dummies, 7th Edition/ Rinzler 2021	1	copy	2,495.00
281	Nutrition, Health And Disease - A Lifespan Approach, 3e/ Evans 2021	1	copy	7,450.00
282	Older People Nursing/ Dr. P. Hyma 2022	1	copy	4,950.00
283	Online Learning/ Manning, Susan 2021	1	copy	3,443.00
284	Operational Risk Management (Organizational Controls and	1	copy	3,698.00

	Incentive System Design) Jasmijn Bol & Jenna M. Blanche 2021			
285	Operational Risk Modeling in Financial Services. The Exposure, Occurrence, Impact Method/ Naim 2019	1	copy	5,395.00
286	Operations Management - 2nd Edition / Cachon 2020	1	copy	4,950.00
287	Operations Management for Dummies, 2nd Edition/ Anderson 2022	1	copy	2,995.00
288	Organisational Misbehavior - 2nd Edition / Ackroyd 2022	1	copy	4,130.00
289	Organometallic Chemistry: A Practical Approach / Hobbs 2023	1	copy	4,450.00
290	Out Comes Based Practical Guide to Thesis and Capstone Project Writing in Computing/ Laviña et al. 2022	1	copy	750.00
291	Parasitology / Downey 2023	1	copy	4,435.00
292	Pathophysiology & Pharmacology in Nursing, 2nd ed/ Ashelford 2019	1	copy	3,250.00
293	Pedagogy of Physical Sciences/ Kumar, P. et al. 2022	1	copy	895.00
294	Pedagogy of Physical Sciences/ Rao, V. & Ramulu Ch. 2022	1	copy	795.00
295	Physical Activity Towards Health and Fitness 1 (PATH FIT DANCE)/ Bulatao, et al. 2022	1	copy	630.00
296	Physiological Aspects of Biochemistry / Joshi 2023	1	copy	6,500.00
297	Plane Geometry with Basic Trigonometry (A Simplified Approach) Rev. Ed./ Sarmiento, F. 2022	1	copy	790.00



298	Plant-Based Diet Cookbook for Dummies/ Sebestyen, Jenn 2022	1	copy	2,495.00
299	Play & Learn: Bowling/Balayan 2020	1	copy	1,312.00
300	Play & Learn: Boxing/ Inch 2022	1	copy	1,312.00
301	Play & Learn: Chess/ Kumar 2021	1	copy	1,312.00
302	Play & Learn: Karate/ Jain 2022	1	copy	1,312.00
303	Play & Learn: Running/ Balayan 2020	1	copy	1,312.00
304	Play & Learn: Tennis/ Kumar 2022	1	copy	1,312.00
305	Play & Learn: Women Gymnastics/ Jain 2022	1	copy	1,312.00
306	Play and Learn Indoor Sports. (With Latest Rules)/ Dr.D. Balayan 2022	1	copy	950.00
307	Point-of-care ultrasound techniques for the small animal practitioner/ Lisciandro 2021	1	copy	18,570.00
308	Political Marketing: Principles and Applications - 3rd Edition / Lees-Marshment 2019	1	copy	3,960.00
309	Practical Research 1 on Qualitative Research Camilar-Serrano, A. O. 2021	2	copies	605.00
310	Preservation of Library Collection/ Gupta, M. & Khatoon, R. 2022	1	copy	5,500.00
311	Prevention of Post-Harvest Food Losses / Joshi 2022	1	copy	6,200.00
312	Principles and applications of electrical engineering 7th Ed./	1	copy	6,380.00

	Rizzoni 2022			
313	Principles of electrical machines 3rd Ed./ Sen 2020	1	copy	7,230.00
314	Principles of Engineering Economics and Management/ Singh, Ranbir 1E 2022	1	copy	1,993.00
315	Principles of Environmental Engineering and Science 4e/ Masten, Susan J. 2020	1	copy	4,150.00
316	Processing Equipment for Agricultural Products 2nd Ed./ Hall, C.H. & Davis, D.C. 2022	1	copy	2,995.00
317	Production and Materials Management/ Ankita Agrawal 2022	1	copy	4,150.00
318	Production Technology of Vegetables and Flowers/ Wafullah, N. 2021	1	copy	6,995.00
319	Project Management/ Flores, Serrano 2020	2	copies	1,100.00
320	Project-Led Strategic Management (Project Management Solutions to develop and Implement Strategy)/ James Marion, John Lewis & Tracey Richardson 2021	1	copy	2,998.00
321	Purposive Communication/ Caudilla, J. & Cansancio, J. 2019	1	copy	740.00
322	Quality Control for the Food Industry Fundamentals & Applications Vol.1, 24th Edition/ Kramer, A. / Twigg, B.A. 2022	1	copy	5,995.00
323	Quantitative Methods in Management Research/ Shukla	1	copy	4,550.00

	2022			
324	Quick Food Service Operations (Book with DVD)/ 3G Learning 1E 2020	1	copy	4,893.00
325	Railway Engineering: Design, Construction and Operation / Bush 2023	1	copy	4,525.00
326	Renewable Energy for Food Processing / Michael 2022	1	copy	5,500.00
327	Research Writing Made Simple/ Bermuro, et al. 2021	1	copy	690.00
328	Researching: Philippine Realities: A Guide to Qualitative, Quantitative and Humanities/ Jose, et al. 2022	1	copy	850.00
329	Rethinking, Reference for Academic Libraries Innovative Developments/ Saigal, A. 2021	1	copy	4,995.00
330	Risk Management: As Applied to Safety, Security and Sanitation/ Somoray 2020	1	copy	650.00
331	Room Service Management/ Bierce 2022	1	copy	5,099.00
332	Safety Management/ Martin, M. 2021	1	copy	880.00
333	Saunders' Nursing drug handbook 2023/ Saunders 2023	1	copy	4,810.00
334	Saving Lakes: The Urban Socio-Cultural and Technological Perspectives/ Ng, Wun Jern 2018	1	copy	4,350.00
335	Schaum's Outline of Discrete Mathematics 4th Edition/ Lipschutz 2022	1	copy	4,898.00
336	Science, Technology & Society/	2	copies	750.00

	Magalona, et al. 2020			
337	Seed drying, processing and storage/ Gupta 2022	1	copy	4,300.00
338	Service Management/ Ankita Agrawal 2022	1	copy	3,850.00
339	Sewing From Basic to Expert/ Jones R. 2021	1	copy	6,995.00
340	Sewing Techniques: A Professional Guide / Jackson / 2023	1	copy	4,625.00
341	Sinesosyedad: Isang Manwal sa Pagbasa at Pagsusuri ng Pelikulang Filipino/ Ang 2020	1	copy	550.00
342	Small animal clinical techniques/ Taylor 2021	1	copy	8,560.00
343	Small animal emergency and critical care for veterinary technicians/ Battaglia 2021	1	copy	7,910.00
344	Smart Teaching: A Guide for Trainee Teachers / White / 2022	1	copy	3,030.00
345	Social Anthropology/ Nidhi Singh 2022	1	copy	3,850.00
346	Social Linguistics and Literacies/ Basa, R. 2021	1	copy	4,500.00
347	Social Media Communication: Trends and Theories/ Zhong, Bu 2022	1	copy	5,593.00
348	Social Research Methods: Qualitative, Quantitative and Mixed Methods Approaches/ Gronmo, Sigmund 2020	1	copy	4,725.00
349	Sociology in Modules, Ise/ Schaefer, Richard T 6E 2023	1	copy	6,293.00
350	Soil Health and Management/	1	copy	7,995.00

	Wafullah, N. 2022			
351	Starch and Vegetable Fat and Oil Manufacturing (Book with DVD)/ 3G Editorial 2021	1	copy	5,100.00
352	Statistics (A tool for Social Research & Data Analysis) 11th Edition/ Joseph F. Healey, Christopher Donoghue 2021	1	copy	10,199.00
353	Strategic management for tourism, hospitality and events/ Evans 2020	1	copy	6,903.00
354	Strategic Management/ Marcelo 2020	1	copy	990.00
355	Structural Dynamics and Earthquake Engineering/ Vasam. 2019	1	copy	3,550.00
356	Supervision Concepts and Skill Building, Ise/ Certo, Samuel C. 11E 2022	1	copy	4,593.00
357	Supply Chain and Logistic Management/ Mendoza, Garcia 2020	1	copy	1,140.00
358	Sustainable Engineering Principles and Practice/ Bakshi, Bhavik R. 1E 2019	1	copy	11,293.00
359	Sustainable Engineering/ Dr. Srinivas Vasam, Dr. K. Jagannadha Rao 2021	1	copy	850.00
360	Syllabus Design and Materials Development / Barjesteh 2022	1	copy	5,795.00
361	Teaching in Todays Inclusive Classrooms (A Universal Design for Learning Approach) 4th Edition/ Richardm. Gargiulo & Debbie Metcalf 2023	1	copy	17,898.00
362	Technology of Potato	1	copy	3,995.00

	Processing/ Talburt, W.F. & Smith, O. 2022			
363	Textbook in Auditing Practice 2021 Edition/ Frias 2022	1	copy	1,400.00
364	Textbook of Animal Husbandry/ Singh, C. 2021	2	copies	4,995.00
365	Textbook of Management Process and Organizational Behaviour/ Aman Ahire 2022	1	copy	4,650.00
366	Textbook of Soil Science/ Williams, A. 2017	1	copy	4,995.00
367	The ABCS of Educational Testing/ Popham, W. James 2017	1	copy	4,278.00
368	The complete guide to food allergies in adults and children/ Sicherer 2022	1	copy	2,860.00
369	The Complete Spa Book for Massage Therapists / Evans 2023	1	copy	4,290.00
370	The concise Oxford dictionary of mathematics/ Richard Earl 6th ed 2021	1	copy	2,339.00
371	The Contemporary World/ Ariola 2018	1	copy	600.00
372	The Digital Marketing Landscape (Creating a Synergistic Consumer experience)/ Jessica Rogers 2021	1	copy	2,998.00
373	The Entrepreneur/ Saidali, Manalad 2021	1	copy	560.00
374	The food cure/ Lai 2020	1	copy	2,200.00
375	The Handbook of Linguistics/ Aronoff, Mark 2E 2020	1	copy	5,093.00

376	The Language of Journalism; A Multi-Genre Approach/ Angela Smith & Michael Higgins 2020	1	copy	2,995.00
377	The New Generation Z in Asia: dynamics, differences, digitalisation/ edited by Elodie Gentina 1st 2020	1	copy	13,289.00
378	The Oxford handbook of grammaticalization/ edited by Heiko Narrog 2021	1	copy	7,445.00
379	The Readings in Philippine History/ Matinez, et al. 2021	1	copy	1,000.00
380	The Teacher and the Community School Culture and Organization Leadership/ Prieto, Arcangel & Corpuz 2019	1	copy	758.00
381	The Teaching Profession/ Guardo, Mañas 2022	1	copy	1,500.00
382	Theory & Practice of Electrical Machine Design/ Datta 2018	1	copy	3,995.00
383	Transfiguring Mindanao/ Canuday, et al. 2022	1	copy	2,850.00
384	Trigonometry / Bradford 2023	1	copy	4,530.00
385	Trigonometry 11th Edition Larson 2022	1	copy	12,388.00
386	Understanding Culture, Society and Politics K12 (Second Edition)/ Mendoza, Ernesto H. & Garcia, Lorma 2022	1	copy	915.00
387	Understanding Economic Equilibrium/ Shaw, Mike 2021	1	copy	3,108.00
388	Understanding Literacy and Disadvantage / Myhill 2022	1	copy	3,030.00
389	Understanding Nutrition and Metabolism / Holt 2023	1	copy	4,385.00
390	USMLE Histology and Cell Biology Review 6th Edition/	1	copy	9,909.00

		Paulsen 2022			
391		Vermitechnology Farm and Fertilizer/ Rathoure, A.K. et al. 2020	1	copy	3,295.00
392		Vertebrate Zoology/ Marquez, Toby 1E 2023	1	copy	5,493.00
393		Veterinary Biochemistry and Biotechnology / Davidson 2022	1	copy	6,995.00
394		Veterinary clinical parasitology/ Zajac 2021	1	copy	8,250.00
395		Veterinary hematology, clinical chemistry, and cytology/ Thrall 2022	1	copy	10,320.00
396		Veterinary Medical Terminology: Guide and Workbook/ Taibo, Angela 2019	1	copy	13,110.00
397		Veterinary Parasitology/ Marquez 2017	1	copy	6,450.00
398		Volleyball Fundamentals. 2e/ Dearing 2019	1	copy	2,595.00
399		Wardlaw's contemporary nutrition 12th Ed/ Smith 2022	1	copy	5,740.00
400		Wardlaw's perspectives in nutrition 12 <sup>th</sup> Ed/ Byrd-Bredbenner 2022	1	copy	5,270.00
401		Water Resource Engineering/ Sahay 2022	1	copy	5,200.00
402		Wills, Trusts and Estate Administration 9th Edition/ Janis L. Walter & Emma Wright Fletcher 2022	1	copy	18,398.00
403		World history for dummies/ Haugen, Peter 3rd ed 2022	1	copy	3,433.00
404		Zoology Understanding the Animal World/ Wade, Annie 1E 2022	1	copy	5,493.00



20.2	<i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i>
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i>

## ***Section IV. General 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**.

*[Include the following clauses if Framework Agreement will be used:]*

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

### 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. *{[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.}*

### 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 *{[Include if Framework Agreement will be used:] or Framework Agreement}* 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*

## **Special Conditions of Contract**

<b>GCC Clause</b>	
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><b>Delivery and Documents –</b></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><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><b>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</b></p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p><b>Incidental Services –</b></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:</p> <p><i>Select appropriate requirements and delete the rest.</i></p>

	<p>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</p>
	<p>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</p> <p>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</p> <p>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</p>
	<p>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <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><b>Spare Parts –</b></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>b. in the event of termination of production of the spare parts:</p>

	<p>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</p>
	<p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> 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><b>Packaging –</b></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</p>

	follows:
	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>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><b>Transportation –</b></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>
	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



	<p>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><b>Intellectual Property Rights –</b></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.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Delivered, Weeks/Months</b>
1	1,001 algebra II practice problems for dummies/ Sterling, Mary Jane 2022	1		
2	1,001 pre-calculus practice problems for dummies / Sterling, Mary Jane 2022	1		
3	3G Handy Guide Acting and TV Presentation (Book with DVD)/ 3G Learning 1E 2020	1		
4	3G Handy Guide: Television Production/ 3G E-Learning 2020	1		
5	3GE Collection on Agriculture: Insect, Mite and Vertebrate Pests and Their Management in Horticultural Crops/ 3G Editorial 2021	1		
6	3GE Collection on Agriculture: The Impact of Genetically Engineered Crops on Farm Sustainability/ 3G Editorial 2021	1		
7	3GE Collection on Food Science: Seafood Science / 3G E-Learning 2022	1		
8	A Complete Step by Step Guide to Successful Event Planning, Organizing and Management / Scott 2023	1		
9	A dictionary of nursing/ Jonathan Law 8th ed 2021	1		
10	A New Era for Collaborative Forest Management: Policy and Practice Insights from the Collaborative Forest Landscape Restoration Program / Butler 2019	1		

11	A Textbook of Basic Drawing for Architects and Civil Engineers/ Sikka, Vb 1E 2022	1		
12	A Textbook of Electrical Workshop Practices / Rathore 2019	1		
13	A Textbook of Engineering Chemistry/ Khare 2019	1		
14	A textbook of veterinary systemic pathology/ Buck 2022	1		
15	Abnormal Psychology/ Stafford, Vanessa 1E 2023	1		
16	Abrahams' and McMinn's Clinical Atlas of Human Anatomy, 8th ed/ Abrahams, Peter H. 2020	1		
17	Accounting for Governmental and Non Profit Entities/ Jacqueline Reck, Suzanne Lowenson, Daniel Neely 2022	1		
18	Administrative Office Management/ Saidal 2021	1		
19	Advanced Electromagnetic Wave Propagation Methods / Gonzalez 2022	1		
20	Advanced Organic Chemistry/ Seema 2022	1		
21	Advances in Biological Science Research and Carbohydrates / Lone 2022	1		
22	Advances in Multimedia/ Pehcevski, J. 2022	1		
23	Advertising Research / Craig 2022	1		
24	Agricultural Economics/ Gupta, Satish 2019	1		
25	Alaala ng mga Pakpak: Antolohiya ng Panitikang-Bayan para sa mga Bata/ Evasco, Balacuit 2021	1		
26	Algebra & Trig (CalcChat and CalcView) 11th Edition/ Ron Larson 2022	1		

27	Algebra Essentials / Miles 2022	1		
28	Algebra I: 1001 Practice Problems for dummies/ Sterling, Mary Jane 2022	1		
29	An Abridgement of Extension Education/ Jakkawad/ Dangi /Jat 2022	1		
30	An A-Z of social work skills/ Rogers 2021	1		
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389	Understanding Nutrition and Metabolism / Holt 2023	1		
390	USMLE Histology and Cell Biology Review 6th Edition/ Paulsen 2022	1		
391	Vermitechnology Farm and Fertilizer/ Rathoure, A.K. et al. 2020	1		
392	Vertebrate Zoology/ Marquez, Toby 1E 2023	1		
393	Veterinary Biochemistry and Biotechnology / Davidson 2022	1		
394	Veterinary clinical parasitology/ Zajac 2021	1		
395	Veterinary hematology, clinical	1		

	chemistry, and cytology/ Thrall 2022			
396	Veterinary Medical Terminology: Guide and Workbook/ Taibo, Angela 2019	1		
397	Veterinary Parasitology/ Marquez 2017	1		
398	Volleyball Fundamentals. 2e/ Dearing 2019	1		
399	Wardlaw's contemporary nutrition 12th Ed/ Smith 2022	1		
400	Wardlaw's perspectives in nutrition 12 <sup>th</sup> Ed/ Byrd-Bredbenner 2022	1		
401	Water Resource Engineering/ Sahay 2022	1		
402	Wills, Trusts and Estate Administration 9th Edition/ Janis L. Walter & Emma Wright Fletcher 2022	1		
403	World history for dummies/ Haugen, Peter 3rd ed 2022	1		
404	Zoology Understanding the Animal World/ Wade, Annie 1E 2022	1		

## *Section VII. Technical Specifications*

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
1	1,001 algebra II practice problems for dummies/ Sterling, Mary Jane 2022	
2	1,001 pre-calculus practice problems for dummies / Sterling, Mary Jane 2022	
3	3G Handy Guide Acting and TV Presentation (Book with DVD)/ 3G Learning 1E 2020	
4	3G Handy Guide: Television Production/ 3G E-Learning 2020	
5	3GE Collection on Agriculture: Insect,	

	Mite and Vertebrate Pests and Their Management in Horticultural Crops/ 3G Editorial 2021	
6	3GE Collection on Agriculture: The Impact of Genetically Engineered Crops on Farm Sustainability/ 3G Editorial 2021	
7	3GE Collection on Food Science: Seafood Science / 3G E-Learning 2022	
8	A Complete Step by Step Guide to Successful Event Planning, Organizing and Management / Scott 2023	
9	A dictionary of nursing/ Jonathan Law 8th ed 2021	
10	A New Era for Collaborative Forest Management: Policy and Practice Insights from the Collaborative Forest Landscape Restoration Program / Butler 2019	
11	A Textbook of Basic Drawing for Architects and Civil Engineers/ Sikka, Vb 1E 2022	
12	A Textbook of Electrical Workshop Practices / Rathore 2019	
13	A Textbook of Engineering Chemistry/ Khare 2019	
14	A textbook of veterinary systemic pathology/ Buck 2022	
15	Abnormal Psychology/ Stafford, Vanessa 1E 2023	
16	Abrahams' and McMinn's Clinical Atlas of Human Anatomy, 8th ed/ Abrahams, Peter H. 2020	
17	Accounting for Governmental and Non Profit Entities/ Jacqueline Reck, Suzanne Lowenson, Daniel Neely	

	2022	
18	Administrative Office Management/ Saidal 2021	
19	Advanced Electromagnetic Wave Propagation Methods / Gonzalez 2022	
20	Advanced Organic Chemistry/ Seema 2022	
21	Advances in Biological Science Research and Carbohydrates / Lone 2022	
22	Advances in Multimedia/ Pehcevski, J. 2022	
23	Advertising Research / Craig 2022	
24	Agricultural Economics/ Gupta, Satish 2019	
25	Alaala ng mga Pakpak: Antolohiya ng Panitikang-Bayan para sa mga Bata/ Evasco, Balacuit 2021	
26	Algebra & Trig (CalcChat and CalcView) 11th Edition/ Ron Larson 2022	
27	Algebra Essentials / Miles 2022	
28	Algebra I: 1001 Practice Problems for dummies/ Sterling, Mary Jane 2022	
29	An Abridgement of Extension Education/ Jakkawad/ Dangi /Jat 2022	
30	An A-Z of social work skills/ Rogers 2021	
31	An A-Z of social work theory/ Payne 2021	
32	An introduction to numerical methods and analysis/ Epperson 2021	
33	An introduction to probability with mathematics/ Kao 2022	

34	An introduction to system modeling and control/ Chiasson 2022	
35	An Introduction to Veterinary Immunology / Trantow 2023	
36	Analytical Chemistry/ Flores, Ezra 1E 2023	
37	Analytical Techniques for Food Biopreservation / Iqbal / 2022	
38	Anthropology Theory and Practice/ Kent, Laura 1E 2023	
39	Applications of Forest Biotechnology/ Heller, Bruce. 2023	
40	Applied Business Tools and Technologies in Tourism and Hospitality/ Rodolfa 2022	
41	Applied Clinical Informatics For Nurses. 2e. w/ Navigate 2 Advantage Access/ Alexander, F. 2019	
42	Applied Machine Learning/ Gopal 2019	
43	Art Appreciation/ Sanchez, et al. 2020	
44	Artificial Insemination/ Kuchana, V. 2022	
45	Asia Pacific Journal of International Humanitarian Law 2021	
46	Assessment of Children's Development and Learning/ Navarro 2021	
47	Atlas of surgical approaches to soft tissue and oncologic diseases in the dog and cat/ Risselada 2020	
48	AutoCad 2D Design Fundamentals/ Gill 2018	
49	Awareness of E-Learning / Selvam 2022	

50	Babasahing Pangkasarian/ Albuero et al. 2021	
51	Balut fertilized eggs/ Magat 2021	
52	Bamboo: Climate Change Adaptation and Mitigation / Nath 2021	
53	Banking and Finance Through Internet/ Dr. Vikas Jain 2023	
54	Bar and Beverage: TESDA Bartending NCII Core Competencies Based Edition/ Rojo 2022	
55	Basic Calculus/ Lao 2021	
56	Basic Electronics/ Vinay Kumar 2022	
57	Basic Historical and Bibliographical Methods for Librarians/ Shrivastava, A. 2021	
58	Basic physics : a self-teaching guide/ 3rd ed 2020	
59	Basics of Cybercrime Investigation and Environmental Laws and Protection/ Caballero, N. 2022	
60	Best Practices in Engaging Online Learners Through Active and Experiential/ Budhai, Stephanie Smith 2nd ed 2022	
61	Biology. 6th Ed./ Brooker 2023	
62	Biology: Today and Tomorrow with Physiology 6th Edition/ Starr, Evers/Starr 2021	
63	Bioprocess Engineering / Lambert 2022	
64	Biotechnology for Food, Agriculture and Environment/ Ragini Bhardwaj 2022	
65	Blackwell's five-minute veterinary consult canine and feline/ Tilley 2021	



66	Body Language and Communication Skills/ Dr. Sonia Arora. Random 2022	
67	Bread and Pastry Production NC II (Tourism Sector)/ Cabrerros, B. et. al. 2021	
68	BSAVA manual of canine and feline dermatology 4th Ed/ Jackson 2021	
69	Building Corporate Libraries/ Ram, M. 2021	
70	Business Analytics (Descriptive, Predictive, Prescriptive)/ Camm, Cochran, Fry & Ohlmann 2021	
71	Business Analytics: Communicating with Numbers 2nd Edition/ Jaggia/Kelly 2023	
72	Business and Entrepreneurship for Filmmakers Making a Living as A Creative Artist in the Film Industry/ Haine, Charles 1E 2020	
73	Business Organizations Operation and Management/ Morales, Saidali 2021	
74	Calculus 9th Edition/ James Stewart, Daniel Clegg & Saleem Watson 2021	
75	Canning and Preserving For Dummies/ Jeanroy, Amelia 3E 2021	
76	Career Theory & Practice: Learning Through Case Studies - 4th Edition / Swanson 2020	
77	Carpentry Residential Construction Academy W/Ebook/ Vogt, Floyd 4E 2020	
78	Carrots and related apiaceae crops/ Geoffriau 2021	
79	Child - 3rd Edition / Martorell 2023	
80	Children and Television/ Gunter, Barrie 2E 2020	

81	Clinical small animal internal medicine Two Volume Set/ Bruyette 2020	
82	Coffee for Dummies/ Cohen, Major 1E 2021	
83	College Algebra 11th Edition/ Larson 2022	
84	Communicating in Groups: Applications and Skill, 10E/ Adams, Katherine L. 2018	
85	Complete Guide to Sports Education/ Daryl Siedentop, PED 3rd ed. 2020	
86	Complex Ecology: Foundational Perspectives on Dynamic Approaches to Ecology and Conversation/ edited by Charles G. Curtin 2018	
87	Computer Hardware & Software Tools (2nd Edition)/ 3G Editorial Board 2022	
88	Computer Networks and Security/ 3G eLearning 2020	
89	Concepts of Genetics/ Klug, William S. 12E 2020	
90	Consumer behavior in food and healthy lifestyles a global perspective/ Ngugi 2020	
91	Control Systems Engineering/ Panda, S. 1E 2022	
92	Core Concepts in Engineering/ Raghuvanshi, Pratiksha 1E 2020	
93	Core Concepts in Mathematics: Differential Equations (with DVD)/ 3G E-Learning 2019	
94	Corporate Accountability for Human Rights Violations/ Khan, Mohammad Azvar 1E 2023	

95	Corporate Social Responsibility/ Viernes 2022	
96	Counselling skills/ Postings 2022	
97	Criminal Law Second Edition: The Basics/ Herring 2022	
98	Critical Care Nursing/ Patterson, Eileen 1E 2023	
99	Cultural Anthropology (Appreciating Cultural Diversity) 19th Edition/ Conrad Phillip Kottak 2022	
100	Curriculum Development/ Romo 2019	
101	Cybersecurity: A Self-Teaching Introduction/ C.P. Gupta, K.K. Goyal 2020	
102	Dairy Products and Spoilage Microbiology / Gordon 2022	
103	Data Science Strategy for Dummies/ Jagare 2019	
104	Data Structures and Algorithm/ 3G e- Learning 2017	
105	Data Structures and Program Design Using Python/ D. Malhotra, N. Malhotra 2021	
106	Data theory/ Lindgren 2020	
107	Dealing with difficult people/ Lilley 2019	
108	Design, Assessment, Monitoring and Maintenance of Bridges and Infrastructure Networks/ Frangopol 2019	
109	Developing public health interventions a step-by-step/ Jepson 2022	
110	Developments in Biochemistry and Molecular Biology/ Rashmi Rana	

	2022	
111	Developments in Plant Genetics/ Natividad, C. 2021	
112	Diabetes/ Mcdermott 2022	
113	Differential Calculus/ Roble 2020	
114	Differential Equations an Introduction/ Fletcher, Alexis 1E 2023	
115	Digital Electronics: Principles & Applications - 9th Edition / Tokheim / 2022	
116	Digital Play in Early Childhood/ Sakr, Mona 2019	
117	Diminishing Returns at Work; The Consequences of Long Working Hours/ Pencavel, John H. 2018	
118	Discrete Mathematics with Applications/ Epp, Susanna S. 5E 2020	
119	Discrete Mathematics/ Madan Pal 2022	
120	Diseases of Poultry / Mertz 2023	
121	Diseases of the Goat/ Rego. 2017	
122	DNA and RNA: Understanding Genetics / Matthews 2023	
123	Dynamics and control of electric transmission and microgrids/ Padiyar 2019	
124	Earth Science an Introduction 3th Edition/ Hendrix, Thompson and Turk 2021	
125	Earthquake Resistant Building Construction/ Sharma 2018	
126	Ecology / Nash 2022	
127	Econometrics Methods / Ari 2021	

128	Economic Impact of Covid-19 and Challenges of Recovery/ Balwan. W. 2022	
129	Educational Psychology/ Richards, Shane 1E 2023	
130	Effective Leadership / Sampson 2023	
131	Effective Sustainability Strategies: How to Build Them / Gonzalez 2022	
132	Electrical connectors design, manufacture, test and selection/ Kyeong 2021	
133	Electrical machine fundamentals with numerical simulation using MATLAB/SIMULINK/ Iqbal 2021	
134	Electricity and magnetism/ Stanton 2022	
135	Encyclopaedia of Botany, (5 Vols)/ P.C. Jain, Ashindra Gautam 2022	
136	Encyclopaedia of Educational Techniques and Methodology (4 Vols.)/ Peter Anderson 2022	
137	Encyclopaedia of Human Sociology and Psychology (3 vols.)/ Dr. R. P. Sagar 2022	
138	Encyclopaedia of Physics, (5 Vols.), / Shiv Mohan Dubey, Ravindra Pal 2022	
139	Encyclopaedia of Travel and Tourism Management (2 Vols.)/ Agatha Bierce 2022	
140	Encyclopedia of Environmental Management (set of 5 volumes)/ Hulley, V. 2021	
141	Engineering Chemistry with Experiments/ Rattan, Sunita 1E 2022	
142	Engineering Electromagnetics - 9th	

	Edition / Hayt 2019	
143	Engineering Mechanics with Experiments/ Kumar, Ds. 1E 2022	
144	Entrepreneurial Mind/ Paurom, Ybañez 2021	
145	Entrepreneurship Fundamentals/ Pineda 2019	
146	Entrepreneurship in Tourism and Hospitality/ Marcelo et al. 2022	
147	Environment and Technology/ Hulley, V. 2021	
148	Environmental Issues: Ecosystems & Endangered Species/ 3G Editorial 2021	
149	Environmental Science: A Modular Approach/ Cadiz, Macasil 2021	
150	Equine anesthesia and co-existing disease/ Clark-Price 2022	
151	Equine hematology, cytology and clinical chemistry/ Walton 2021	
152	Essential Public Affairs for Journalists. 6th Ed/ Morrison, James 2019	
153	Essentials of Administrative Office Management/ Sergate 2022	
154	Essentials of Investments 12th Edition/ Bodie, Kane & Marcus 2022	
155	Essentials of Medical Genetics for Nursing and Health Professionals. An Interprofessional Approach/ Gunder McClary, Laura M. 2020	
156	Ethics 101: An Exploration on the Concept of Right and Wrong/ Ang 2020	
157	Ethics: The Heuristic Approach/	

	Angulo, et al. 2019	
158	Events management an international approach/ Ferdinand 2022	
159	Events Management: Introduction to Meetings, Incentives, Conferences, Exhibitions (MICE), Festivals & other Special Events/ Rodolfa 2022	
160	Experiencing Intercultural Communication: An Introduction 7e/ Martin 2022	
161	Experiments in Applied Chemistry/ Rattan, Sunita 1E 2021	
162	Food and Beverage Service Procedures/ Cornell 2021	
163	Food chemistry a laboratory manual/ Miller 2022	
164	Food Fermentation/ Kumar, U. 2022	
165	Food Flavors: Generation, Analysis and Process Influence / Kele 2022	
166	Food Quality Management / Norton 2023	
167	Food Safety and Protection/ Clark, Owen 1E 2020	
168	Food Science and Health: Childhood Obesity (w/ DVD) - 2nd Edition / 3G E-Learning 2022	
169	Food Science and Health: Eating Disorders (w/ DVD) - 2nd Edition / 3G E-Learning 2022	
170	Food Science and Health: Food Allergies (w/ DVD) - 2nd Edition / 3G E-Learning 2022	
171	Food Science and Health: Food Safety (w/ DVD) - 2nd Edition / 3G E-Learning 2022	

172	Food Science and Health: Genetically Modified Foods (w/ DVD) - 2nd Edition / 3G E-Learning 2022	
173	Food Science and Nutrition: An Integrated Approach / Burnett 2023	
174	Food Service Management/ Ratti 2022	
175	Food studies a hands-on guide/ Zhen 2019	
176	Foods Containing Genetically Modified Materials/ Prakash, Mayank 1E 2023	
177	Forest Conservation and Management/ Rosales 2017	
178	Forest Ecology - An Evidence-Based Approach/ Binkley 2021	
179	Forest Genetics and Tree Breeding / Wintheiser 2023	
180	Foundations and adult health nursing/ Cooper 2023	
181	Front Office Operations and Administration/ Rajendra Biswal 2022	
182	Fundamentals of Advertising/ Mutya 2017	
183	Fundamentals of Food Service Operations/ Dela Cruz 2022	
184	Fundamentals of Mechanical Engineering and Mechatronics/ Kumar, D.S. 1E 2023	
185	Fundamentals of Pharmacology for Nursing & Healthcare Students/ edited by Ian Peate and Barry Hill 2021	
186	Fundamentals of Python Programming/ Ponperada, et al. 2019	
187	Fuzzy Logic: A Practical Approach / Lopez 2023	



188	General Biology (HB)/ Bishoyi, A. K. 2021	
189	General Physics 2/ Reyes 2020	
190	Geometry : 1001 practice problems for dummies/ Ma, Allen 1st 2022	
191	Gerontological nursing/ Vafeas 2022	
192	Gray's Anatomy/ H. Carter 2019	
193	Great Books: A Treasury of World Literature	
194	Ground Water Surveys and Investigation/ Mahajan 2019	
195	Grounding Electrical Distribution Systems / Bierals 2021	
196	Guinness World Records 2023/ editor-in-chief, Craig Glenday 2022	
197	Handbook of Energy Agriculture/ Fouda, H. 2022	
198	High Voltage Engineering Fundamentals / Donaldson 2022	
199	History of the Philippines/ Caday et al. 2021	
200	Hospitality and tourism management/ Cobb 2022	
201	How to Write One Song/ Jeff Tweedy 2020	
202	How to write reports & proposals/ Forsyth 2022	
203	Human Development Careers/ Aubrey 2021	
204	Human Nutrition: Science for Healthy Living/ Stephenson, Tammy J. 3rd ed 2022	
205	Human Resource Management in the Philippine Context/ supangco, et al.	

	2021	
206	Illustrated Handbook of Agricultural Geology/ 3G Editorial 2021	
207	Illustrated Handbook of Food Allergy / 3G E-Learning 2022	
208	Illustrated handbook of food microbiology/ Ram 2022	
209	Improve your communication skills/ Barker 2019	
210	Inclusive Teaching in the Fancy Childhood Science Classroom/ Almarode, et al. 2021	
211	Information Assurance and Security 1 & 2/ Abante, et al. 2022	
212	Insect Physiology and Biochemistry / Joshi 2023	
213	Integral Calculus/ Madan Pal 2022	
214	Intermediate algebra 2E/ Clark 2019	
215	Interpersonal Communication Skills/ Om Prakash Mathur 2018	
216	Interpersonal Conflict, Ise/ Hocker, Joyce L. 11E 2022	
217	Introducing Research Methodology: thinking your way through your research project / Flick, Uwe 2020	
218	Introduction to animal and veterinary anatomy and physiology 4th Ed/ Aspinall 2020	
219	Introduction to Atomic Physics / Reynolds 2023	
220	Introduction to Botany / Sawyer 2023	
221	Introduction to Data Mining / Thompson 2023	
222	Introduction to Engineering	

	Thermodynamics/ Kassim, Muna S. 1E 2022	
223	Introduction to Environmental Engineering - 6th Edition / Davis 2023	
224	Introduction to Food Engineering / Drake 2023	
225	Introduction to Forestry / Gordon 2022	
226	Introduction to Globalization/ Lucas, Gabriel 1E 2020	
227	Introduction to Human-Computer Interaction/ Mark McFadden 2020	
228	Introduction to Information Systems Management/ Ruby Khan 2022	
229	Introduction to Meat Processing (Book with DVD)/ 3G Editorial Board 2022	
230	Introduction to Nursing Research. Incorporating Evidence-Based Practice w/ Navigate Advantage Access/ Boswell, L. 2020	
231	Introduction to Nutrition and Metabolism - 6th Edition / Bender 2021	
232	Introduction to Physical Chemistry / Schultz 2023	
233	Introduction To Physical Chemistry/ Schultz,Benjamin 1E 2023	
234	Introduction to Time Management / Drake 2023	
235	Introductions to Technopreneurship/ Juneza, Pomoerada 2019	
236	Introductory Econometrics: A Modern Approach - 7th Edition / Wooldridge 2020	

237	Introduksyon sa Pag-aaral ng Wika (Pandalubhasaan)/ Balawan, et al. 2021	
238	Introduksyon sa Pananaliksik sa Filipino: Isang Batayan/ Chiano, Balunsag	
239	Investigative Research: Theory and Practice/ Layder, Derek 2018	
240	Java Script for Web Warriors 7th Edition/ Patrick Carey & Sasha Vodnik 2022	
241	Job Analysis & Design/ Barboza, et al. 2019	
242	Jose Rizal: Liberalismo at ang Balintuna ng Kolonyalidad/ Claudio 2020	
243	Kitchen Essentials and Basic Food Preparation (w/ DVD) - 2nd Edition / 3G E-Learning 2022	
244	Komunikasyon sa Akademikong Filipino/ Sanchez 2020	
245	Laboratory Manual for Civil Engineering Students. (In S.I Units)/ Pant, M. K. 2017	
246	Laboratory Manual for Foods Canners and Processors Microbiology and Processing Vol.1 & 2	
247	Large animal neurology/ Mayhew 2022	
248	Legal Aspects in Tourism & Hospitality: the Philippine Tourism Laws Simplified/ Cagurangan 2022	
249	LET Reviewer TOS PPST - Based FILIPINO/ Furaque et.al. 2020	
250	Life: The Essentials of Human Development/ Martorell, Gabriela 2022	

251	Lippincott Q & A Review for NCLEX-RN. 13e/ Billings H. 2020	
252	Macro Perspective of Tourism and Hospitality (w/ DVD) - 2nd Edition / 3G E-Learning 2022	
253	Macroeconomics 3rd Edition/ David G. Tuerck 2021	
254	Manual of equine nutrition and feeding management/ Buckhout 2022	
255	Maternal-child nursing/ Mckinney/James 2022	
256	Maunlad na Pananaliksik sa Filipino/ Balunsay 2020	
257	Mechanics of Rotor Spinning Machines / Elhawary 2017	
258	Media and Society: Power, Platforms, and Participation 2e/ Nicholas Carah 2021	
259	Medical and Veterinary Entomology / Rhodes 2022	
260	Medicinal Chemistry/ Gates, Phoebe 1E 2023	
261	Methodologies for Practice Research/ Costley 2019	
262	Methods in Behavioral Research, Ise/ Cozby, Paul C. 14E 2020	
263	Microbiology and Technology of Fermentation Foods/ McLaughlin, L. 2022	
264	Microbiology Concepts with Experiments for Agricultural and Food Microbiology (HB)/ Chaudhary, K. & Saraswat, P. 2022	
265	Modern Business Statistics with Microsoft Excel/ Anderson, Sweeney, Williams, Camm, Cochran, Fry 2020	
266	Modern food microbiology/ Kumar	

	2022	
267	Modern Quantum Chemistry / Hicks 2023	
268	Modern Quantum Chemistry/ Hicks, Declan 1E 2023	
269	Modern Technologies in Forest Management / Murphy 2023	
270	Mosby's dictionary of medicine, nursing & health professions/ Mosby 2022	
271	Mosby's guide to nursing diagnosis 2021-2023/ Ladwig 2022	
272	Multicultural Diversity in Workplace for the Tourism Professional/ Baluyot, et al. 2022	
273	Multimedia Processing and Communications: Audio and Video/ Saunders, O. 2019	
274	Natural Disasters 12 Edition/ Abbott 2023	
275	Nuclear Physics: From Fundamentals to Frontiers / Ware 2023	
276	Nursing Adults with Long Term Conditions. 3e/ Nicol, Jane 2019	
277	Nursing Associate's Handbook Of Clinical Skills/ Peate 2021	
278	Nursing Ethics/ Enger, Eldon D 16E 2022	
279	Nursing Ethics/ Harris, Tricia 1E 2023	
280	Nutrition For Dummies, 7th Edition/ Rinzler 2021	
281	Nutrition, Health And Disease - A Lifespan Approach, 3e/ Evans 2021	
282	Older People Nursing/ Dr. P. Hyma 2022	
283	Online Learning/ Manning, Susan 2021	

284	Operational Risk Management (Organizational Controls and Incentive System Design) Jasmijn Bol & Jenna M. Blanche 2021	
285	Operational Risk Modeling in Financial Services. The Exposure, Occurrence, Impact Method/ Naim 2019	
286	Operations Management - 2nd Edition / Cachon 2020	
287	Operations Management for Dummies, 2nd Edition/ Anderson 2022	
288	Organisational Misbehavior - 2nd Edition / Ackroyd 2022	
289	Organometallic Chemistry: A Practical Approach / Hobbs 2023	
290	Out Comes Based Practical Guide to Thesis and Capstone Project Writing in Computing/ Laviña et al. 2022	
291	Parasitology / Downey 2023	
292	Pathophysiology & Pharmacology in Nursing, 2nd ed/ Ashelford 2019	
293	Pedagogy of Physical Sciences/ Kumar, P. et al. 2022	
294	Pedagogy of Physical Sciences/ Rao, V. & Ramulu Ch. 2022	
295	Physical Activity Towards Health and Fitness 1 (PATH FIT DANCE)/ Bulatao, et al. 2022	
296	Physiological Aspects of Biochemistry / Joshi 2023	
297	Plane Geometry with Basic Trigonometry (A Simplified Approach) Rev. Ed./ Sarmiento, F. 2022	
298	Plant-Based Diet Cookbook for Dummies/ Sebestyen, Jenn 2022	
299	Play & Learn: Bowling/Balayan 2020	

300	Play & Learn: Boxing/ Inch 2022	
301	Play & Learn: Chess/ Kumar 2021	
302	Play & Learn: Karate/ Jain 2022	
303	Play & Learn: Running/ Balayan 2020	
304	Play & Learn: Tennis/ Kumar 2022	
305	Play & Learn: Women Gymnastics/ Jain 2022	
306	Play and Learn Indoor Sports. (With Latest Rules)/ Dr.D. Balayan 2022	
307	Point-of-care ultrasound techniques for the small animal practitioner/ Lisciandro 2021	
308	Political Marketing: Principles and Applications - 3rd Edition / Lees- Marshment 2019	
309	Practical Research 1 on Qualitative Research Camilar-Serrano, A. O. 2021	
310	Preservation of Library Collection/ Gupta, M. & Khatoon, R. 2022	
311	Prevention of Post-Harvest Food Losses / Joshi 2022	
312	Principles and applications of electrical engineering 7th Ed./ Rizzoni 2022	
313	Principles of electrical machines 3rd Ed./ Sen 2020	
314	Principles of Engineering Economics and Management/ Singh, Ranbir 1E 2022	
315	Principles of Environmental Engineering and Science 4e/ Masten, Susan J. 2020	
316	Processing Equipment for Agricultural Products 2nd Ed./ Hall, C.H. & Davis, D.C. 2022	



317	Production and Materials Management/ Ankita Agrawal 2022	
318	Production Technology of Vegetables and Flowers/ Wafullah, N. 2021	
319	Project Management/ Flores, Serrano 2020	
320	Project-Led Strategic Management (Project Management Solutions to develop and Implement Strategy)/ James Marion, John Lewis & Tracey Richardson 2021	
321	Purposive Communication/ Caudilla, J. & Cansancio, J. 2019	
322	Quality Control for the Food Industry Fundamentals & Applications Vol.1, 24th Edition/ Kramer, A. / Twigg, B.A. 2022	
323	Quantitative Methods in Management Research/ Shukla 2022	
324	Quick Food Service Operations (Book with DVD)/ 3G Learning 1E 2020	
325	Railway Engineering: Design, Construction and Operation / Bush 2023	
326	Renewable Energy for Food Processing / Michael 2022	
327	Research Writing Made Simple/ Bermuro, et al. 2021	
328	Researching: Philippine Realities: A Guide to Qualitative, Quantitative and Humanities/ Jose, et al. 2022	
329	Rethinking, Reference for Academic Libraries Innovative Developments/ Saigal, A. 2021	
330	Risk Management: As Applied to Safety, Security and Sanitation/ Somoray 2020	

331	Room Service Management/ Bierce 2022	
332	Safety Management/ Martin, M. 2021	
333	Saunders' Nursing drug handbook 2023/ Saunders 2023	
334	Saving Lakes: The Urban Socio-Cultural and Technological Perspectives/ Ng, Wun Jern 2018	
335	Schaum's Outline of Discrete Mathematics 4th Edition/ Lipschutz 2022	
336	Science, Technology & Society/ Magalona, et al. 2020	
337	Seed drying, processing and storage/ Gupta 2022	
338	Service Management/ Ankita Agrawal 2022	
339	Sewing From Basic to Expert/ Jones R. 2021	
340	Sewing Techniques: A Professional Guide / Jackson / 2023	
341	Sinesosyedad: Isang Manwal sa Pagbasa at Pagsusuri ng Pelikulang Filipino/ Ang 2020	
342	Small animal clinical techniques/ Taylor 2021	
343	Small animal emergency and critical care for veterinary technicians/ Battaglia 2021	
344	Smart Teaching: A Guide for Trainee Teachers / White / 2022	
345	Social Anthropology/ Nidhi Singh 2022	
346	Social Linguistics and Literacies/ Basa, R. 2021	

347	Social Media Communication: Trends and Theories/ Zhong, Bu 2022	
348	Social Research Methods: Qualitative, Quantitative and Mixed Methods Approaches/ Gronmo, Sigmund 2020	
349	Sociology in Modules, Ise/ Schaefer, Richard T 6E 2023	
350	Soil Health and Management/ Wafullah, N. 2022	
351	Starch and Vegetable Fat and Oil Manufacturing (Book with DVD)/ 3G Editorial 2021	
352	Statistics (A tool for Social Research & Data Analysis) 11th Edition/ Joseph F. Healey, Christopher Donoghue 2021	
353	Strategic management for tourism, hospitality and events/ Evans 2020	
354	Strategic Management/ Marcelo 2020	
355	Structural Dynamics and Earthquake Engineering/ Vasam. 2019	
356	Supervision Concepts and Skill Building, Ise/ Certo, Samuel C. 11E 2022	
357	Supply Chain and Logistic Management/ Mendoza, Garcia 2020	
358	Sustainable Engineering Principles and Practice/ Bakshi, Bhavik R. 1E 2019	
359	Sustainable Engineering/ Dr. Srinivas Vasam, Dr. K. Jagannadha Rao 2021	
360	Syllabus Design and Materials Development / Barjesteh 2022	
361	Teaching in Today's Inclusive Classrooms (A Universal Design for Learning Approach) 4th Edition/	

	Richardm. Gargiulo & Debbie Metcalf 2023	
362	Technology of Potato Processing/ Talbert, W.F. & Smith, O. 2022	
363	Textbook in Auditing Practice 2021 Edition/ Frias 2022	
364	Textbook of Animal Husbandry/ Singh, C. 2021	
365	Textbook of Management Process and Organizational Behaviour/ Aman Ahire2022	
366	Textbook of Soil Science/ Williams, A. 2017	
367	The ABCS of Educational Testing/ Popham, W. James 2017	
368	The complete guide to food allergies in adults and children/ Sicherer 2022	
369	The Complete Spa Book for Massage Therapists / Evans 2023	
370	The concise Oxford dictionary of mathematics/ Richard Earl 6th ed 2021	
371	The Contemporary World/ Ariola 2018	
372	The Digital Marketing Landscape (Creating a Synergistic Consumer experience)/ Jessica Rogers 2021	
373	The Entrepreneur/ Saidali, Manalad 2021	
374	The food cure/ Lai 2020	
375	The Handbook of Linguistics/ Aronoff, Mark 2E 2020	
376	The Language of Journalism; A Multi- Genre Approach/ Angela Smith & Michael Higgins 2020	
377	The New Generation Z in Asia: dynamics, differences, digitalisation/ edited by Elodie Gentina 1st 2020	

378	The Oxford handbook of grammaticalization/ edited by Heiko Narrog 2021	
379	The Readings in Philippine History/ Matinez, et al. 2021	
380	The Teacher and the Community School Culture and Organization Leadership/ Prieto, Arcangel & Corpuz 2019	
381	The Teaching Profession/ Guardo, Mañas 2022	
382	Theory & Practice of Electrical Machine Design/ Datta 2018	
383	Transfiguring Mindanao/ Canuday, et al. 2022	
384	Trigonometry / Bradford 2023	
385	Trigonometry 11th Edition Larson 2022	
386	Understanding Culture, Society and Politics K12 (Second Edition)/ Mendoza, Ernesto H. & Garcia, Lorma 2022	
387	Understanding Economic Equilibrium/ Shaw, Mike 2021	
388	Understanding Literacy and Disadvantage / Myhill 2022	
389	Understanding Nutrition and Metabolism / Holt 2023	
390	USMLE Histology and Cell Biology Review 6th Edition/ Paulsen 2022	
391	Vermitechnology Farm and Fertilizer/ Rathoure, A.K. et al. 2020	
392	Vertebrate Zoology/ Marquez, Toby 1E 2023	
393	Veterinary Biochemistry and Biotechnology / Davidson 2022	
394	Veterinary clinical parasitology/ Zajac 2021	

395	Veterinary hematology, clinical chemistry, and cytology/ Thrall 2022	
396	Veterinary Medical Terminology: Guide and Workbook/ Taibo, Angela 2019	
397	Veterinary Parasitology/ Marquez 2017	
398	Volleyball Fundamentals. 2e/ Dearing 2019	
399	Wardlaw's contemporary nutrition 12th Ed/ Smith 2022	
400	Wardlaw's perspectives in nutrition 12th Ed/ Byrd-Bredbenner 2022	
401	Water Resource Engineering/ Sahay 2022	
402	Wills, Trusts and Estate Administration 9th Edition/ Janis L. Walter & Emma Wright Fletcher 2022	
403	World history for dummies/ Haugen, Peter 3rd ed 2022	
404	Zoology Understanding the Animal World/ Wade, Annie 1E 2022	

## Checklist of Bidding Documents for Procurement of Goods and Services

Documents should be arranged as per this checklist. Kindly provide folders or guides, dividers and ear tags with appropriate labels.

The Technical Component (First Envelope) shall contain the following:

1. Eligibility Requirements.

<i>Class “A” Documents</i>	
<u>Legal Documents</u>	
<input type="checkbox"/>	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
<u>Technical Documents</u>	
<input type="checkbox"/>	(b) 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; within the relevant period in the bidding documents. The Statement shall include all information required in the PBDs prescribed by the GPPB. <b>(Sample form- Form No. 3)</b> . The duly signed form shall still be submitted even if the bidder has no on-going contract.
<input type="checkbox"/>	(c) Statement of the prospective bidder identifying its <b>Single Largest Completed Contract (SLCC)</b> similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC supported with contract/purchase order, end-user’s acceptance of officials receipt(s) issued for the contract, within the relevant periods provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by

	<p>the GPPB. (<b>sample form-Form No. 4</b>)</p> <p>(d) The prospective bidder’s audited financial statements, showing, among others, the prospective bidder’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.</p>
<input type="checkbox"/>	<p>(e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;</p> <p><b><u>or</u></b></p> <p>Original copy of Notarized Bid Securing Declaration;</p> <p>(f) Scheduled VI- Schedule of Requirements with signature of Bidder’s authorized representative.</p>
<input type="checkbox"/>	<p>(g) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; <b><u>and</u></b></p> <p>Original duly signed Omnibus Sworn Statement (OSS);</p> <p>(h) <b>and</b> 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. (<b>sample Form- Form No. 7</b>)</p>
<i>Financial Documents</i>	
<input type="checkbox"/>	<p>(i) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC); (<b>sample form-Form No.5</b>)</p> <p><b><u>or</u></b></p> <p>A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.</p>
<i>Class “B” Documents</i>	
<input type="checkbox"/>	<p>(j) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;</p> <p><b><u>or</u></b></p> <p>Duly notarized statements from all the potential joint venture partners</p>



	stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
<b>FINANCIAL COMPONENT (SECOND ENVELOPE)</b>	
<input type="checkbox"/>	(a) Original of duly signed and accomplished Financial Bid Form; ( <b>sample form- Form No. 1</b> )
<input type="checkbox"/>	(b) Original of duly signed and accomplished Price Schedule(s). ( <b>sample form- Form No. 2</b> )

# FORMS



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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]*

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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]*

## Bid Form for the Procurement of Goods

*[shall be submitted with the Bid]*

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### 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 Amount and Purpose of agent Currency 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]*

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### 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)

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Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Statement of Single Largest Completed Contract (SLCC) Similar

Name of Contract/ Project Cost	Date of Contract	Contract Duration	Supplier's Name and Address	Kinds of Goods	Date of Delivery	Contract Amount


Note: This statement shall be supported with NOA, Contract, NTP O.R or Sales Invoice & other docs, if necessary

Submitted by: \_\_\_\_\_

(Printed Name & Signature)

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Statement of all Ongoing Government & Private Contracts Including Contracts Awarded But Not Yet Started,

Name of Contract/ Project Cost	Date of Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Date of Delivery	Amount	
						Contract Amount	Value of Outstanding Contract
Government							
Private							

						TOTAL	

Note: This statement shall be supported with NOA, Contract, NTP and other docs, if necessary

Submitted by: \_\_\_\_\_

(Printed Name & Signature)

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_