

**PHILIPPINE BIDDING DOCUMENTS**

# Procurement of GOODS

Government of the Republic of the Philippines

**Project 2021-38A: Procurement of Various Professional Books for  
both Campuses**

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

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

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

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

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

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

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

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





Republic of the Philippines  
**NUEVA VIZCAYA STATE UNIVERSITY**  
Bayombong, Nueva Vizcaya

**INVITATION TO BID**  
***FOR Project 2021-38A: Procurement of Various Professional Books for both Campuses***

1. The *Nueva Vizcaya State University*, through the Trust Fund (TF) for *Fund FY 2021* intends to apply the sum of *Php908,686.81* being the ABC to payments under the contract for *2021-38A Procurement of Various Professional Books for both Campuses*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *NVSU* now invites bids for the above procurement project. Delivery of the Goods/Equipment is required by *sixty (60) calendar days*. Bidders should have completed, within *two (02) years* from the date of submission and receipt of bids, a contract similar to the project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from *NVSU-BAC* and inspect the Bidding Documents at the address given below during *Mondays-Fridays from 8:00AM-5:00PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting on *February 15, 2022* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php1,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *through electronic means*.
6. The *NVSU* will hold a Pre-Bid Conference<sup>1</sup> on *February 23, 2022, 9:00AM* at *the Function Room, 3/F New Administration Building, NVSU Bayombong Campus* and through video conferencing or webcasting *via Zoom*, which shall be open to prospective bidders. To reduce the risks and hazards of community transmission of COVID-19, the BAC shall conduct meetings and conferences via **ZOOM (Meeting ID: 525 793 2135 Password: nvsu@2022)** until further notice, or until such time that the state of calamity, or implementation of community quarantine or similar government restrictions shall have been lifted by the proper government authorities.

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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.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before *March 7, 2022 at 8:59am or courier submission on the same address on or before March 4, 2022 at 5:00pm*. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *March 7, 2022, 9:00am* at the given address and via **ZOOM (Meeting ID: 525 793 2135, Password: nvsu@2022)**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *NVSU* 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 bid
11. For further information, please refer to:
 

<b>MS. MARITESS N. MORTERA</b> <b>MS. ICY B. PASI</b> <b>MS. JEANYBEE A. MARIANO</b> <b>MS. DIANNE MARGARETH B. TITO</b> UBAC Secretariat	<b>MR. RICHARD JOHN D. GUZMAN</b> <b>MS. FLORIDA P. URBANO</b> <b>MS. JULIET S. SANCHEZ</b>
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3<sup>rd</sup> floor UBAC Office, New Administration Building  
 NVSU Bayombong Campus, Bayombong, Nueva Vizcaya  
 Tel. No. 078-392-1605/078-321-2112  
 Email Address: [ubac@nvsu.edu.ph](mailto:ubac@nvsu.edu.ph) and [ubacbayombong@gmail.com](mailto:ubacbayombong@gmail.com)

12. You may visit the website:  
 For downloading of Bidding Documents: [www.nvsu.edu.ph](http://www.nvsu.edu.ph) *February 15, 2022*.

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**ARACELI V. DOMAGAS, RCE, PhD**  
 UBAC Chairperson

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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 aPre-Bid Conference.

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

### **Notes on the Instructions to Bidders**

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

## 1. Scope of Bid

The Procuring Entity, Nueva Vizcaya State University, wishes to receive Bids for the *Project No. 2021-38A: Procurement of Various Professional Books for both Campuses* [insert, if applicable:] under a Framework Agreement}, with identification number [indicate number].

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

The Procurement Project (referred to herein as “*Project No. 2021-38A: Procurement of Various Professional Books for both Campuses*” is composed of 452 item/s, 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 Trust Fund (TF) for Fund FY 2021 [indicate funding year] in the amount of Nine Hundred Eight Thousand Six Hundred Eighty Six pesos & 81/100 only (*Php908,686.81*) [indicate amount].

2.2. The source of funding is:

*[If an early procurement activity, select one and delete others:]*

- a. NGA, the National Expenditure Program.
- b. GOCC and GFIs, the proposed Corporate Operating Budget.
- c. LGUs, the proposed Local Expenditure Program.

*[If not an early procurement activity, select one and delete others:]*

- a. NGA, the General Appropriations Act or Special Appropriations.
- b. GOCC and GFIs, the Corporate Operating Budget.
- c. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

## 3. Bidding Requirements

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

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

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

#### **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

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

#### **5. Eligible Bidders**

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. *[Select one, delete other/s]*

a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

b. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:

*[Select one, delete the other/s]*

- 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.
- b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*
  - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and
  - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that:

*[Select one, delete other/s]*

- 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.
- b. Subcontracting is not allowed.

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

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *{[insert if applicable]}* and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

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

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[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.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

## 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:

*[Select one, delete the other/s]*

- a. Philippine Pesos.
- b. *[indicate currency if procurement involves a foreign-denominated bid as allowed by the Procuring Entity, which shall be tradeable or acceptable by the BSP].*

### 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**.

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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.

- 14.2. The Bid and bid security shall be valid until *[indicate date]*. 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 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**.
- 16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

## **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 maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

*[Select one, delete the other/s]*

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

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

Option 3 - One Project having several items, which shall be awarded as separate contracts per item.

*[Delete Options 2 and 3 if Framework Agreement will be used.]*

- 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-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *{[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***

### **Notes on the Bid Data Sheet**

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

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

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

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

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. <i>[provide the definition or description of similar contracts].</i></p> <p style="margin-left: 40px;">b. completed within two (2) years prior to the deadline for the submission and receipt of bids.</p>
7.1	<p><i>[Specify the portions of Goods to be subcontracted, which shall not be a significant or material component of the Project as determined by the Procuring Entity.]</i></p> <p>Not applicable</p>
12	<p>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.</p>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p style="margin-left: 40px;">a. The amount of not less than Eighteen Thousand One Hundred Seventy-Three pesos &amp; 74/100 only (<i>Php18,173.74</i>) <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</p> <p style="margin-left: 40px;">b. The amount of not less than Forty-Five Thousand Four Hundred Thirty-Four pesos &amp; 34/100 only (<i>Php45,434.34</i>) <i>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.</p>
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	<p><i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.] ISO Certified</i></p>
21.2	<p><i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i></p>

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

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

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

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



## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

*[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**

5.1 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.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

#### **6. Liability of the Supplier**

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

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

## *Section V. Special Conditions of Contract*

### **Notes on the Special Conditions of Contract**

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

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

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

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

## Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p><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>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>Ms. Divina DC. Pinaroc</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: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> </ol>

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

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

**Spare Parts –**

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

*Select appropriate requirements and delete the rest.*

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

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

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.

	<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 follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><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>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><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> <p>Not applicable</p>
4	<p>The inspections and tests that will be conducted are: <i>good condition, functional and ready to use.</i></p>

## *Section VI. Schedule of Requirements*

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

Item No.	Unit	Description	Qty	Delivered, Weeks/Months
<b>BAYOMBONG CAMPUS:</b>				
1	cpy	Advanced Accounting Vol. 2 by Guerrero (2017)	2	60 calendar days
2	cpy	Basic Financial Management by Pineda, A.	2	
6	cpy	Entrepreneurship by Afable, et. al. (2019)	1	
7	cpy	Entrepreneurship by De Guzaman (2018)	2	
8	cpy	Entrepreneurship Principles and Principles OBE Approach by Agustin-Acierto, M. (2019)	1	
9	cpy	Essentials of Business Ethics by Sergote, J. (2019)	2	
10	cpy	Financial Accounting and Reporting Fundamentals (2019-2020 edition) by Cabrera, E.B. (2019)	2	
11	cpy	Financial Management Comprehensive Volume (2019-2020 edition) by Cabrera, E. B. (2019)	1	
12	cpy	Fundamentals of Accounting Vol 2 Partnership & Corporation (2021 edition) by Empleo, et. al (2021)	1	
14	cpy	Government Accounting and Accounting for Non-Profit Organizations by Millan, Z. (2018)	1	
16	cpy	Human Resource Development OBE Approach by Marcelo Jr., et. al. (2021)	1	
18	cpy	Human Resource Management Current Directions & New Challenges with Overview on Internal HRM OBE by Mendoza, E. and Garcia L. (2019)	1	
19	cpy	Income Taxation 16th ed. By Ampongan (2020)	1	
20	cpy	Income Taxation with Special Topics and Properly Filled BIR Forms by Tabag, E. (2020)	1	
21	cpy	Income Taxation with Special Topics in Taxation by Tabag (2019)	1	
25	cpy	Introduction to Human Resource Management by Arroyo, et. al. (2018)	2	
27	cpy	Job Analysis and Design by Barboza et. al. (2019)	2	
28	cpy	Management Accounting for Non-Accountants by Alejo (2017)	2	
29	cpy	Management Accounting for Non-Accountants by Cabrera (2017)	1	
31	cpy	Merchandising Accounting for Non-Accountants by Pineda, A. (2018)	2	



32	cpy	Microeconomics 11th ed. By Colander (2020)	1	
33	cpy	Obligations & Contracts Laws, Principles and Jurisprudence 4th ed. By Domingo, A. (2020)	1	
34	cpy	Obligations & Contracts OBE Approach by Luna, A. (2019)	2	
35	cpy	Obligations and Contracts Volume I by Sebastian, A.J. (2020)	1	
36	cpy	Obligations and Contracts Volume II by Sebastian, A.J. (2020)	1	
38	cpy	Partnership Revised Corporation and Cooperative Law 2nd ed. By Domingo, A. (2021)	1	
39	cpy	Pointers in Banking Laws and the Anti-Money Laundering Act by Salido, V. (2018)	1	
40	cpy	Principles and Practices in Marketing in the Phil. Setting by Go (2017)	1	
42	cpy	Strategic Management OBE Approach by Marcelo, D. (2020)	2	
44	cpy	Textbook in Auditing Theory (Auditing and Assurance Principles) OBE 2020 ed. By Frias (2020)	1	
45	cpy	The Basics of Income and Business Taxation by Austria-Cruz (2019)	1	
46	cpy	The Intermediate Accounting Series Vol. 1 by Robles, N. (2020)	1	
47	cpy	The Intermediate Accounting Series Vol. 2 by Robles, N. (2019)	1	
48	cpy	The Intermediate Accounting Series Vol. 3 by Robles, N. (2019)	1	
50	cpy	The Law on Obligations and Contracts by Bagayao, I. (2019)	1	
52	cpy	The Philippine Financial Reporting Conceptual Framework and Accounting by Empleo (2019)	1	
53	cpy	Total Quality Management 10th ed. Byh Evans, J. (2019)	1	
56	cpy	Urban Economics 9th Ed by A. O'sullivan (2019)	1	
57	cpy	3G Handy Guide: Plumbing by 3G E-learning (2019)	1	
58	cpy	Adjustement Computations, 6th ed. By Charles D. Ghilani (2017)	1	
59	cpy	Adjustment Computations by Paul R. Wolf	1	
60	cpy	An Introduction to Contemporary Remote Sensing by Qihao Weng	1	
61	cpy	An Introduction to Hydrographic Surveying by Paul Guyer	1	
62	cpy	Analysis and Adjustments of Survey Measurements by J.G.Olliver, K.T.P.D.Parker & W.M.B.	1	
63	cpy	Civil Engineering: Construction Planning and Management by Griffiths, J. (2018)	1	
64	cpy	Civil Estimating and Costing by Upadhyay. A.K. (2019)	1	

67	cpy	Construction Materials and Testing by Topacio (2018)	2	
68	cpy	Construction Planning and Supervision: A Beginners Guide by Essential Learning (2019)	1	
69	cpy	Contracts, Specifications and Engineering Relations by Mead, Mead & Ackerman	1	
70	cpy	Earthquake Design Practice for Buildings by Shah, Ramesh (2019)	1	
72	cpy	Earthquake Resistant Building Construction by Kumar S. (2019)	1	
73	cpy	Elementary Surveying by Charles D. Ghilani & P.R. Wolf	1	
74	cpy	Elementary Surveying: An Introduction to Geomatics by Charles D. Ghilani and Paul A. Wolf	1	
75	cpy	Elements of Photogrammetry with Application in GIS, 4th ed. By Paul Wolf, Bon DeWitt, Benjamin Wilkinson	1	
76	cpy	Elements of Roads and Highways by Fajardo, Max	2	
77	cpy	Engineering Hydrology by Jain, Sharad	1	
78	cpy	Engineering Laws in the Philippines and Related Laws by Central Book Supply	1	
79	cpy	Engineering Survey by Swchofield W.	1	
80	cpy	Geodesy- "The Challenge of the 3rd Millenium by Erik Grafarend	1	
84	cpy	Geodetic Positions Computations by E.J. Krakiwsky and D.B. Thomson	1	
85	cpy	Geographical Information Systems and Computer Cartography by Jones, C.	1	
87	cpy	Highway Engineering by Paul Wright	1	
88	cpy	Hydrography for the Surveyor and Engineer 3rd ed. By A.e Ingham, V.J. Abbot	1	
89	cpy	Inroduction to Geometrical and Physical Geodesy: Foundations of Geonomics by Thomas H. Meyer	1	
90	cpy	International Labour Standards on Occupational Safety and Health by ILO	1	
91	cpy	Land Surveyor Reference Manual 3rd ed. By Andrew L. Harbin and Harbin	1	
92	cpy	Manual of Photogrammetry 6th ed. By J. Chris McGlone	1	
93	cpy	Manual of Professional Practice for Civil Engineers by PICE	2	
94	cpy	Map Projections: A Reference Manual by Bugayevskiy, L.M. and J.P. Snyder	1	
95	cpy	Materials for Civil and Construction Engineers by Mamlouk (2018)	1	
97	cpy	National Structural Code of the Philippines by ASEP	1	

98	cpy	New Aspects of Quantity Surveying by Cartlidge, Duncan (2018)	1	
99	cpy	Occupational Safety and Health Standards by DOLE	1	
100	cpy	Physical Geodesy by Hofmann-Wellenhof, Bernard Moritz Helmut	1	
101	cpy	Plane and Geodetic Surveying by Clark D.	1	
102	cpy	Plumbing 301 by PHCC, 2nd (2018)	1	
103	cpy	Plumbing: A Beginner's Guide by Essential Learning (2019)	1	
104	cpy	Railroad Engineering by Hay, W.	1	
105	cpy	Risk Management in Engineering and Construction Tools and Techniques by Stephen (2020)	1	
106	cpy	Satellite Geodesy: Foundations, Methods, Applications by Gunter, Seeber	1	
107	cpy	Schaums's Outline of Introductory Surveying by Roy Wirshing & James Wirshing	1	
111	cpy	Soil and Foundation Engineering by Upadhyay, A.K. (2019)	1	
112	cpy	Solving Algebraic Computational Probles in Geodesy and Geoinformatics	1	
113	cpy	Standard Specification for Public Works and Highways Vol. II by DPWH	1	
115	cpy	Steel Handbook by ASEP	1	
117	cpy	Surveying by Punmia B.C.	1	
118	cpy	Surveying for Civil and Geodetic Licensure by Besavilla, Venancio I.	2	
119	cpy	Surveying Fundamnetals and Practices by J.A. Nathanson	1	
120	cpy	Surveying Principles and Applications by Kavanaugh and Glen Bird	1	
121	cpy	Surveying Theory by R.E. Davis	1	
122	cpy	Surveying: Principles and Applications by Kavanaugh and Mastin	1	
123	cpy	Surveying: Theory and Practice by James Anderson	1	
124	cpy	The National Building Code of the Phils. With its revised Implementing Rules and Regulations 2018 Ed. By Foz, A. (2018)	1	
128	cpy	Transportaion Engineering: A Practical Approach to Highway Design by Kuhn, Beverly (2019)	1	
129	cpy	Urban Transportation: Planning and Management by Carey, Stuart (2018)	1	
130	cpy	21st Century Generation: My #1Priority in Life, The (A Philosophical Understanding of Man & Ethical Recovery) by R.A. Sisa, c2019	1	
131	cpy	A Course Module for Child Development by K. Del Rosario, et. al.	1	

		(2021)		
132	cpy	A Course Module for Language Programs and Policies in Multilingual Societies by G. Pawilen et.al. (2021)	2	
133	cpy	A Course Module for Teaching Learners with Developmental Disabilities by Sheena Jde G. Manuel et.al. (2021)	1	
134	cpy	A Course Module for Teaching Music in the Elementary Schools by A. Roldan et.al. (2021)	1	
135	cpy	A Course Module for Understanding Gifted and Talented Learners by J. Lim, et.al. (2021)	2	
136	cpy	A Course Module on Science for Kindergarten by Josephine Garcia Contreras, et. al (2021)	1	
137		Art Appreciation by Caslib, c2018	2	
138	cpy	Assessment of Learning 1 by Marilyn Balagta et.al. (2020)	2	
139	cpy	Assessment of Learning 2 by Marilyn Balagtas et. al (2020)	2	
140	cpy	Building & Enhancing New Literacies Skills Across the Curriculum by Angelito Romero	2	
141	cpy	Building and enhancing new literacies across the curriculum by E. Abao, et.al (2019)	1	
145	cpy	Diskurso sa Filipino Panimulang Kurso sa Filipino sa Kolehiyo (URS) by Ma. Perpetua E. Amoncio et al., c2019	1	
146	cpy	Embracing the Teaching Profession by A. Tamayao (2019)	2	
147	cpy	Ethics 101 An Exploration on Concept of Right and Wrong by Gutierrez-Ang, c2020	1	
148	cpy	Ethics Exploring Moral Philosophy by Palean et al., c2019	1	
149	cpy	Facilitating Learner-Centered Teaching (PATEF) by M. Penetrante-Rico et.al. (2020)	2	
150	cpy	Facilitating Learner-Centered Teaching by Ferdinand Bolusan et al. (2019)	1	
151	cpy	Field Study 1 by Trixie Sison, et.al. (2019)	2	
152	cpy	Field Study 2 Trixie Sison, et.al. (2019)	2	
153	cpy	Filipino sa iba't ibang Disiplina by Roladno A. Bernales et al., c2019	1	
154	cpy	Foundation of Special and Inclusive Education by C. Aligada-Halal (2020)	2	
155	cpy	Globalisasyon sa kasalukuyang daigdig by J. Ancheta (2019)	1	
156	cpy	Globalisasyon sa kasalukuyang Daigdig by Jeffrey R. Ancheta, et al., c2019	1	
157	cpy	Health and Fitness Management: PED Workbook by Jean Marie D. Cando et al, c2018	1	
158	cpy	Humanities 6 Social Philosophy Being Social Being by Agdalpen, R., c2019	1	

159	cpy	Inobasyon sa Wikang Filipino by Mary Ann S. Sandoval et al., c2018	1	
160	cpy	Interdisiplinaryong Pagbasa at Pagsulat sa mga diskurso ng Pagpapahayag by Cecilio et. al. (2019)	1	
162	cpy	Kontekswalisadong Komunikasyon sa Filipino by Rolando A. Bernales et al., c2019	1	
163	cpy	Kontemporaryong Panitikan by Nerissa L. Hufana & Melba B. Ijan, c2019	1	
164	cpy	Malayuning Komunikasyon sa Lokal at Global na Koonteksto by A.A. Bernales/M.E.B. Cordero et al., c2018	1	
166	cpy	Maunlad na Pananaliksik sa Filipino (Mga Teorya at Practika ng Pananaliksik...) by J. Balunsay ( 2019)	1	
167	cpy	Measurement and Evaluation in Education by Sivakumar, A. (2019)	1	
168	cpy	Modyul para sa Patuturo ng Filipino sa Elementarya I – Estructura at Gamit ng Wikang Filipino by R. Comiso-Gallo, et. al. (2020)	1	
169	cpy	National Development via National Service Training Program (RA 9163 by Gasila - Dela Cruz (2019)	1	
170	cpy	National Service Training Program (NSTP) Literacy Training Service I by De Chavez, RC (2019)	2	
171	cpy	National Service Training Program-Series 2 (Revised ed.) by Rogelio I. Espiritu et al., c2019	1	
172	cpy	NSRC National Service Reserve Corps in Action (NSTP 2) by Florida C. Labuguen, c2019	1	
173	cpy	NSTP (National Service Training Program) by Rowena Gonzaga-Dela Cruz, c2019	1	
174	cpy	NSTP 1 c2019 by De Chavez, c2019	1	
175	cpy	NSTP I by Punzalan et. al. (2020)	1	
176	cpy	NSTP in the 21st Century: Transforming and Mobilizing by Florida C. Labuguen, c2019	1	
177	cpy	P.E. 1: Physical Fitness and Related Activities by Ballecer, et. al. (2019)	1	
178	cpy	Panitikan ng mga Rehiyon sa Pilipinas by R.A.Bernales et al., c2019	1	
179	cpy	Panitikan ng Pilipinas (Kasaysayan at Pagsusuri by R.A.Bernales et al., c2019	1	
180	cpy	Panitikan ng Pilipinas OBE Approach by R. Sdanchez (2019)	2	
181	cpy	Panitikang Filipino by MARilou Yurong-Limpot et al., c2019	1	
182	cpy	Panlipunang Panitikan by Marquez, c2019	1	
183	cpy	Pantulong sa Kontekswalisadong Komunikasyon sa Filipino by Mortera, c2019	1	
184	cpy	Pantulong sa Pananaliksik sa Filipino sa iba't ibang Disiplina by Mortera, c2019	1	

185	cpy	Personhood Education: Curriculum Pedagogy and Assessment by M. Bercando, et.al. (2020)	2	
186	cpy	Perspektibong Historikal ng Panitikan ng Pilipinas by Patrocinio V. Villafuerte & Rolando A. Bernales, c2019	1	
187	cpy	Physical Education 1 by Bermaglomay et al., c2019	1	
188	cpy	Physical education 1: Movement Enhancement College Textbook by Punzalan et. al. (2019)	1	
189	cpy	Physical Education 2: Fitness Exercises by Punzalan (2019)	1	
190	cpy	Physical Education 2: Rhythmic Dance and Social Activities by Punzalan (2020)	1	
191	cpy	Physical Education 3 by Jennifer L. Amaranto et al., c2019	1	
192	cpy	Physical Education 3: Fitness Dance and Individual/Dual Sports College Textbook by Punzalan, et. al. (2019)	2	
193	cpy	Physical Education 4: Physical Activities Towards Health and Fitness II Spots by Punzalan (2019)	2	
194	cpy	Physical Education 4: Team Sports College Textbook by Punzalan (2020)	1	
195	cpy	Physical Education and Health Aquatic (Basic Swimming) and Mountaineering by Punzalan et. al. (2018)	1	
196	cpy	Purposive Communication: Engaging English for the 21st Century by Serapio, c2020	1	
197	cpy	Purposive Communication; Connecting People in a Multicultural World by Nelia G. Balgoa et al., c2019	1	
198	cpy	Readings in Philippine History by Delos Santos et al., c2019	1	
199	cpy	Retorika ang Sining ng Pagpapahayag (Ed 2018) by Rolando A. Bernales et al., c2018	1	
200	cpy	Rhythm and Dance: Physical Education 2 by Felino I. Quipse et al., c2018	1	
201	cpy	Sangandaan: Filipino sa iba't ibang Disiplina by David Michael M. San Juan et al., c2019	1	
202	cpy	Science, Technology and Society by Antonette G. Tegon-Geron et al., c2019	1	
203	cpy	Science, Technology and Society by Labana, c2019	1	
204	cpy	Sipat: Araling Filipino Wika, Edukasyon, Kultura at Midya by Saguinsin, et.al. (2019)	1	
205	cpy	Teaching Math in the Intermediate Grades by R. Gusano, et. al. (2020)	1	
206	cpy	Teaching Math in the Primary Grades by R. Gusano, et.al. (2020)	1	
207	cpy	Teaching Profession (PATEF) by Celia Ilanan et.al. (2020)	2	
208	cpy	Teaching Profession by Greg Pawilen (2019)	2	

209	cpy	Teaching Social Studies in the Elementary Grades (Philippine History and Government) by B. Andres et.al. (2020)	1	
210	cpy	Teaching Strategies for Elementary Science (Physical and Earth Science) by E. Alata, et. al. (2020)	1	
211	cpy	The School and the Community, School Culture and Organizational Leadership Trixie Sison, et.al. (2019)	2	
212	cpy	The Teacher and the School Curriculum: A Guide to Curriculum Development Practice by Greg Pawilen (2019)	2	
213	cpy	Understanding the Self by Rodrigo DP Tomas et al., c2019	1	
214	cpy	Wika at Kultura sa Mapayapang Lipunan by Nerissa L. Hufana et al., c2018	1	
219	cpy	Integrated Management of Pests in Vegetable Crops by Jake Wunsch (2020)	1	
220	cpy	Management of Aquatic Habitats BY Mishra, S. (2018)	1	
221	cpy	Nutrition and Fish Health by Drinan (2018)	1	
222	cpy	Practical Manual of Fish Nutrition and Feed Technology by Mishra (2018)	1	
225	cpy	Soil Fertility Management for Sustainable Agriculture by 3G Learning (2018)	1	
226	cpy	Soil Fertility , Renewal and Preservation by Ethan Schinner (2020)	1	
230	cpy	Weed, Weedicide and Weed Control Principles and Practices by Izaiah Nokolus (2020)	1	
231	cpy	3GE Collection on Mathematics: Functions of Complex Variables by 3G Learning (2019)	1	
232	cpy	Advanced Calculus by 3G Learning (2020)	1	
233	cpy	Algebraic Number Theory by Whiteman (2019)	1	
234	cpy	Biology. 12th ed. By K.A. Mason (2019)	1	
235	cpy	Biology: Today and Tomorrow with Physiology. 6E. By C. Starr (2021)	1	
236	cpy	Computer Networking: Principles and Practice by P. Byrne (2020)	1	
237	cpy	Computer Programming Language by G. Hurley (2020)	1	
241	cpy	Database System Concepts by Silberchatz (2020)	1	
243	cpy	Differential Equations by S. Lynch (2020)	1	
244	cpy	Discrete Mathematics with Applications Metric Version. 5th ed. By Susanna S. Epp (2020)	1	
245	cpy	Education Laws Jurisprudence & Governance by De Belen (2018)	1	
247	cpy	Environmental Science by D. Bueno (2019)	2	

248	cpy	Ethics in Public Service: A Student Manual by Naganag (2018)	1	
249	cpy	Fundamentals of Molecular Structural Biology by A.E. Douglas (2020)	1	
256	cpy	Biological control of environmental pollution by J. Carter (2020)	1	
257	cpy	Conserving Forest Diversity Through Ecosystem Management Trees, Forests, Environment, Habit and Wildlife by Davis R. Patton (2020)	1	
260	cpy	Environmental changes on water resources by D. Orn (2020)	1	
261	cpy	Environmental degradation and protection by B. Feeney (2020)	1	
264	cpy	Forest Mensuration 5th ed. By Jogn A. Kershaw (2017)	1	
265	cpy	Forestry Handbook by Baxter (2018)	1	
266	cpy	Forestry: Afforestation and Deforestation by Graves (2018)	1	
268	cpy	Pollution causes, prevention and control by V. Montgomery (2019)	1	
271	cpy	Vermicomposting Principles, Practice and Benefits by Maximillan Schiller (2020)	1	
272	cpy	Vermiculture and Organic Farming by Darwin Cremin (2020)	1	
279	cpy	Basics of Food Technology by Canon B., c2020	1	
288	cpy	Destination Facilitation: a Travel Guide to Training Around the World by Donna Steffey, c2018	1	
289	cpy	Diskurso sa Filipino Panimulang Kurso sa Filipino sa Kolehiyo (URS) by Ma. Perpetua E. Amoncio et al., c2019	1	
295	cpy	Food and Beverage Service Management by Punay, c2019	1	
296	cpy	Food Production and Management by Samson, J & Borja M., c2018	1	
297	cpy	Food, Health, Hygiene and Vitamins by Verma M., c2019	1	
302	cpy	Fundamentals of Lodging Operations – Laboratory Manual by Bajao/Osorno, c2020	1	
304	cpy	Globalisasyon sa kasalukuyang Daigdig by Jeffrey R. Ancheta, et al., c2019	1	
308	cpy	Human Resource Management by D. Lauron, c2019	1	
318	cpy	Marketing for Tourism and Hospitality OBE Approach by Camilar-Serrano, c2020	1	
319	cpy	Meal Management by 3G E-Learning, c2020	1	
322	cpy	Nihongo for Hospitality and Traveler's Guide by Pilapil-Biscocho, c2019	1	
330	cpy	Risk Management for Tourism and Hospitality Management by Maranan, et al., c2018	1	



331	cpy	Strategic Management by Hitt, et al., c2019	1	
332	cpy	Sustainable Tourism by Cruz, R., c2019	1	
333	cpy	The Caker Wholesome Cakes, Cookies & Desserts by Jordan Rondel, c2019	1	
338	cpy	Animal Healthcare and Management: Advanced (with DVD) by 3G Learning (2019)	1	
341	cpy	General veterinary Microbiology: An Introduction by Diwakar (2018)	1	
342	cpy	Handbook of Poultry and Technology by Pandey (2018)	1	
343	cpy	Illustrated Handbook of Animal Biology and Care by 3G Learning (2018)	1	
348	cpy	Textbook of Veterinary Anatomy by Ford (2018)	1	
349	cpy	Theory, Practice and Techniques in Livestock Production by 3G Learning (2018)	1	
350	cpy	Theory, Practice and Techniques in Poultry Production by 3G learning (2018)	1	
351	cpy	Veterinary Preventive Medicine by Alexander Jones (2020)	1	
352	cpy	Zoonosis: Infectious Diseases Transmissible to Humans by Chandra Shek (2018)	1	
<b>BAMBANG CAMPUS:</b>				
1	Piece	BOOK, International cooking : a culinary journey / Patricia A. Heyman. Patricia A. Heyman 2017	1	
2	Pieces	BOOK, 10 Minute Makeup by NBS	2	
3	Pieces	BOOK, 101 Essential Tips Massage by Lacroix, Nitya	3	
4	Piece	BOOK, A Course in Electronic & electrical Measurements by Sawhney	1	
5	Piece	BOOK, Advance Microprocessor by Gautam, A.K.	1	
6	Piece	BOOK, Advanced Engineering Mathematics: Metric Edition by O'Neil 2019	1	
7	Piece	BOOK, Advanced Technologies for Meat Processing by Toldra, Field	1	
8	Piece	BOOK, An introduction to Management Science: Quantitative Approaches to Decision Making by Anderson 2019	1	
9	Piece	BOOK, Applications in electronics prevailing industry envi. & society by De Gloria	1	
10	Piece	BOOK, Architecture of People by Mikellides, Byron	1	
11	Piece	BOOK, Architecture: Form, Space & Order by Ching, Francis D.K. 1996	1	
12	Piece	BOOK, Automation in Garment Manufacturing	1	

13	Piece	BOOK, Automotive Welding: a Practical Guide by Zurschmeide, Jeffrey	1	
14	Piece	BOOK, Banking Theories and Management by Brandl	1	
15	Piece	BOOK, Banquet, Function and Catering (Service procedure)	1	
16	Piece	BOOK, Basic Electrical and Electronics Engineering by Gupta, J.B. 2014	1	
17	Piece	BOOK, Basic Electronics: Theory and practice by Westcott, Sean 2017	1	
18	Piece	BOOK, Basic Plumbing Services Skills: Gas Services by JNJ 2017	1	
19	Piece	BOOK, Basic Plumbing Services Skills: Sanitary and Drainage by JNJ	1	
20	Piece	BOOK, Basic Plumbing Services Skills: Water Supply by JNJ 2017	1	
21	Piece	BOOK, Biochemistry by Stoker	1	
22	Pieces	BOOK, Catering Management by Grayfield T. Bajao, Dr. Rene D. Osorno	3	
24	Piece	BOOK, Civil Drafting Technology by Madsen, David 2017	1	
25	Piece	BOOK, Commercial Refrigeration for Air conditioning Technicians by Wirz, Dick 2017	1	
26	Piece	BOOK, Computer Architecture by Spine, K. (2020)	1	
27	Piece	BOOK, Construction for Fashion Design by Fischer, Anette 2017	1	
28	Piece	BOOK, Control Systems by Kumar. A.A. 2016	1	
29	Piece	BOOK, Cosmetology & Beauty Parlour Management by 3G E-Learning 2015	1	
30	Piece	BOOK, Data Communication and Networks by Kumari	1	
36	Piece	BOOK, Discrete Mathematics & Its Application by Rosen	1	
38	Pieces	BOOK, Easy Massage: Any Age, Any Place an Time by Fiona, Harrold 2015	2	
39	Piece	BOOK, Electric Circuit Analysis by Paranjothi, S.	1	
40	Piece	BOOK, Electric Machinery by Bimbhra, P.S. 2016	1	
42	Piece	BOOK, Electrical Power Systems by Wadhwa, C.L. 2015	1	
43	Piece	BOOK, Electronic Principles by Albert Malvino latest ed	1	
44	Piece	BOOK, Elementary Linear Algebra by Larson 2019	1	
45	Piece	BOOK, Engineering Ethics includes Human Values by Govindarajan	1	
46	Piece	BOOK, Essentials of Marketing Management by Pride & Ferrell 2019	1	

49	Piece	BOOK, Fashion Design and Garment Technology by 3G E-Learning 2015	1	
52	Piece	BOOK, Financial Markets and Institution by Saunders 2019	1	
53	Piece	BOOK, Food Borne Diseases by Podd, Christine 2017	1	
54	Piece	BOOK, Fundamentals of Corporate Finance by Brealey	1	
55	Piece	BOOK, Fundamentals of Cost Accounting by Lanen	1	
57	Piece	BOOK, Fundamentals of Management by Griffin	1	
58	Piece	BOOK, General Organic & Biology chemistry by Smith 2019	1	
61	Piece	BOOK, HVAC and Refrigeration Systems by 3G E-Learning	1	
62	Pieces	BOOK, Ifugao Indigenous Knowledge Workbook 1st ed by Alcayna, Alberto and others 2011	5	
63	Pieces	BOOK, Ifugao Indigenous Knowledge Workbook 2nd ed. by Alcayna, Alberto and others	5	
64	Piece	BOOK, Introduction to combustion: an concepts and applications by Tums	1	
65	Piece	BOOK, Introduction to General, Organic & Biochemistry by Bettelheim 2018	1	
67	Piece	BOOK, Klutz Nail Art by NBS	2	
68	Piece	BOOK, Machine Design: Outline & Reviewer by Tabada	1	
71	Piece	BOOK, Managerial Economics & Business Strategy by Baye 2017	1	
72	Piece	BOOK, Marketing Management by Lacobucci 2019	1	
73	Piece	BOOK, Math in our world by Sobecki 2019	1	
74	Piece	BOOK, Mathematics in the modern world: outcome-based module by EarnHart 2018	1	
75	Piece	BOOK, Mechanics of fluids by Potter	1	
76	Piece	BOOK, Metrology and Measurement by Bewoor, A.K.	1	
77	Piece	BOOK, Milady's natural Hair Care & Braiding by Milady 2015	1	
78	Piece	BOOK, Milady's Standard Cosmetology Access 13th ed. by Milady 2016	1	
79	Piece	BOOK, Milady's Standard Professional Barbering, 6th ed. by Sheahan 2017	1	
80	Piece	BOOK, Modern Welding by Althouse, Andrew D.	1	
81	Piece	BOOK, Natural Skin care: Alternative Traditional Techniques by Loughrans	1	
82	Piece	BOOK, Operations Management by Stevenson	1	

84	Piece	BOOK, Physics for scientist and engineers by Stewart/Jewett 2019	1	
86	Piece	BOOK, Principles and Functions: chemistry for engineering students by Masterton	1	
88	Piece	BOOK, Pro Nail Care Salon Secrets of the Professional by Josel	1	
89	Piece	BOOK, Quality and Performance Excellence: Management, Organization & Strategy by Evans 2019	1	
90	Piece	BOOK, Refrigeration and Air Conditioning by Arora	1	
93	Piece	BOOK, Shop Theory by Anderson, Tatro	1	
98	Piece	BOOK, Tula sa komunikasyon at pananaliksik sa wika at kulturang Pilipino by Mortera 2017	1	
100	Piece	BOOK, Working as a Hairstylist in your Community by Rauf, Don 2016	1	

[Use this form for Framework Agreement:]

## ***Framework Agreement List***

Limited to repeatedly required goods and services that are identified to be necessary and desirable, but, by its nature, use or characteristic, the quantity and/ or exact time of need cannot be accurately pre-determined and are not advisable to be carried in stock.

Prepared by the End-User, attached to the APP and submitted to the BAC for the approval of the HOPE.

<b><i>FRAMEWORK AGREEMENT LIST (AGENCY)</i></b>			
<b><i>Item / Service Type and nature of each item/service</i></b>	<b><i>Cost per item or service</i></b>	<b><i>Maximum Quantity</i></b>	<b><i>Total Cost per Item</i></b>
<b><i>TOTAL (Approved Budget for the Contract)</i></b>			
<i>Expected delivery timeframe after receipt of a Call-Off.</i>	<i>Within [no. of days] calendar days upon issuance of Call-off.</i>		
<i>Remarks</i>	<i>Indicate here any other appropriate information as may be necessary.</i>		
<b><i>SIGNATURE OVER PRINTED NAME</i></b>	<b><i>POSITION</i></b>	<b><i>DEPARTMENT/DIVISION</i></b>	

## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

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

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

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

#### **Sample Clause: Equivalency of Standards and Codes**

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

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

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

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

# Technical Specifications

Item	Specification	Statement of Compliance
		<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	Advanced Accounting Vol. 2 by Guerrero (2017)	
2	Basic Financial Management by Pineda, A.	
6	Entrepreneurship by Afable, et. al. (2019)	
7	Entrepreneurship by De Guzman (2018)	
8	Entrepreneurship Principles and Principles OBE Approach by Agustin-Acierto, M. (2019)	
9	Essentials of Business Ethics by Sergote, J. (2019)	
10	Financial Accounting and Reporting Fundamentals (2019-2020 edition) by Cabrera, E.B. (2019)	



11	Financial Management Comprehensive Volume (2019-2020 edition) by Cabrera, E. B. (2019)	
12	Fundamentals of Accounting Vol 2 Partnership & Corporation (2021 edition) by Empleo, et. al (2021)	
14	Government Accounting and Accounting for Non-Profit Organizations by Millan, Z. (2018)	
16	Human Resource Development OBE Approach by Marcelo Jr., et. al. (2021)	
18	Human Resource Management Current Directions & New Challenges with Overview on Internal HRM OBE by Mendoza, E. and Garcia L. (2019)	
19	Income Taxation 16th ed. By Ampongan (2020)	
20	Income Taxation with Special Topics and Properly Filled BIR Forms by Tabag, E. (2020)	
21	Income Taxation with Special Topics in Taxation by Tabag (2019)	
25	Introduction to Human Resource Management by Arroyo, et. al. (2018)	
27	Job Analysis and Design by Barboza et. al. (2019)	
28	Management Accounting for Non-Accountants by Alejo (2017)	
29	Management Accounting for Non-Accountants by Cabrera (2017)	
31	Merchandising Accounting for Non-Accountants by Pineda, A. (2018)	
32	Microeconomics 11th ed. By Colander (2020)	
33	Obligations & Contracts Laws, Principles and Jurisprudence 4th ed. By Domingo, A. (2020)	
34	Obligations & Contracts OBE Approach by Luna, A. (2019)	
35	Obligations and Contracts Volume I by Sebastian, A.J. (2020)	
36	Obligations and Contracts Volume II by Sebastian, A.J. (2020)	
38	Partnership Revised Corporation and Cooperative Law 2nd ed. By Domingo, A. (2021)	
39	Pointers in Banking Laws and the Anti-Money Laundering Act by Salido, V. (2018)	
40	Principles and Practices in Marketing in the Phil. Setting by Go (2017)	
42	Strategic Management OBE Approach by Marcelo, D. (2020)	

44	Textbook in Auditing Theory (Auditing and Assurance Principles) OBE 2020 ed. By Frias (2020)	
45	The Basics of Income and Business Taxation by Austria-Cruz (2019)	
46	The Intermediate Accounting Series Vol. 1 by Robles, N. (2020)	
47	The Intermediate Accounting Series Vol. 2 by Robles, N. (2019)	
48	The Intermediate Accounting Series Vol. 3 by Robles, N. (2019)	
50	The Law on Obligations and Contracts by Bagayao, I. (2019)	
52	The Philippine Financial Reporting Conceptual Framework and Accounting by Empleo (2019)	
53	Total Quality Management 10th ed. Byh Evans, J. (2019)	
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59	Adjustment Computations by Paul R. Wolf	
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62	Analysis and Adjustments of Survey Measurements by J.G.Olliver, K.T.P.D.Parker & W.M.B.	
63	Civil Engineering: Construction Planning and Management by Griffiths, J. (2018)	
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69	Contracts, Specifications and Engineering Relations by Mead, Mead & Ackerman	
70	Earthquake Design Practice for Buildings by Shah, Ramesh (2019)	
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117	Surveying by Punmia B.C.	
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133	A Course Module for Teaching Learners with Developmental Disabilities by Sheena Jde G. Manuel et.al. (2021)	
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169	National Development via National Service Training Program (RA 9163 by Gasila - Dela Cruz (2019)	
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171	National Service Training Program-Series 2 (Revised ed.) by Rogelio I. Espiritu et al., c2019	
172	NSRC National Service Reserve Corps in Action (NSTP 2) by Florida C. Labuguen, c2019	
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174	NSTP 1 c2019 by De Chavez, c2019	
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244	Discrete Mathematics with Applications Metric Version. 5th ed. By Susanna S. Epp (2020)	
245	Education Laws Jurisprudence & Governance by De Belen (2018)	
247	Environmental Science by D. Bueno (2019)	
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341	General veterinary Microbiology: An Introduction by Diwakar (2018)	
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343	Illustrated Handbook of Animal Biology and Care by 3G Learning (2018)	
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351	Veterinary Preventive Medicine by Alexander Jones (2020)	
352	Zoonosis: Infectious Diseases Transmissible to Humans by Chandra Shek (2018)	
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17	BOOK, Basic Electronics: Theory and practice by Westcott, Sean 2017	
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38	BOOK, Easy Massage: Any Age, Any Place an Time by Fiona, Harrold 2015	
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55	BOOK, Fundamentals of Cost Accounting by Lanen	
57	BOOK, Fundamentals of Management by Griffin	
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62	BOOK, Ifugao Indigenous Knowledge Workbook 1st ed by Alcayna, Alberto and others 2011	
63	BOOK, Ifugao Indigenous Knowledge Workbook 2nd ed. by Alcayna, Alberto and others	
64	BOOK, Introduction to combustion: an concepts and applications by Tums	
65	BOOK, Introduction to General, Organic & Biochemistry by Bettelheim 2018	
67	BOOK, Klutz Nail Art by NBS	
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89	BOOK, Quality and Performance Excellence: Management, Organization & Strategy by Evans 2019	
90	BOOK, Refrigeration and Air Conditioning by Arora	
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98	BOOK, Tula sa komunikasyon at pananaliksik sa wika at kulturang pilipino by Mortera 2017	
100	BOOK, Working as a Hairstylist in your Community by Rauf, Don 2016	

## BILL OF QUANTITIES

Name of Project: **Procurement of Various Professional Books for Both Campuses**

Location: **NVSU, Bayombong Campus**

Mode of Implementation: **Public Bidding**

Source of Fund: **Trust Fund (TF) for Fund FY 2021**

Number of Calendar Days to Complete: **60 calendar days**

Approved Budget for the Contract: **Php908,686.81**

**NOTE: Line Item**

Item No.	Particulars	Qty	Unit of Measurement	ABC		Unit Cost	Total Cost
				Unit Cost	Total Cost		
BAYOMBONG CAMPUS							
1	Advanced Accounting Vol. 2 by Guerrero (2017)	2	cpy	900.00	1,800.00		
2	Basic Financial Management by Pineda, A.	2	Cpy	470.00	940.00		
6	Entrepreneurship by Afable, et. al. (2019)	1	cpy	615.00	615.00		
7	Entrepreneurship by De Guzaman (2018)	2	cpy	320.00	640.00		
8	Entrepreneurship Principles and Principles OBE Approach by Agustin-Acierto, M. (2019)	1	cpy	785.00	785.00		
9	Essentials of Business Ethics by Sergote, J. (2019)	2	Cpy	495.00	990.00		
10	Financial Accounting and Reporting Fundamentals (2019-2020 edition) by Cabrera, E.B. (2019)	2	Cpy	715.00	1,430.00		
11	Financial Management Comprehensive Volume (2019-2020 edition) by Cabrera, E. B. (2019)	1	cpy	1,075.00	1,075.00		
12	Fundamentals of Accounting Vol 2 Partnership & Corporation (2021 edition) by Empleo, et. al (2021)	1	cpy	940.00	940.00		
14	Government Accounting and Accounting for Non-Profit Organizations by Millan, Z. (2018)	1	cpy	995.00	995.00		
16	Human Resource Development OBE Approach by Marcelo Jr., et. al. (2021)	1	cpy	675.00	675.00		
18	Human Resource Management Current Directions & New Challenges with Overview on Internal HRM OBE by Mendoza, E. and Garcia L. (2019)	1	cpy	750.00	750.00		
19	Income Taxation 16th ed. By Ampongan (2020)	1	cpy	760.00	760.00		
20	Income Taxation with Special Topics and Properly Filled BIR Forms by Tabag, E. (2020)	1	cpy	995.00	995.00		
21	Income Taxation with Special Topics in Taxation by Tabag (2019)	1	cpy	995.00	995.00		

25	Introduction to Human Resource Management by Arroyo, et. al. (2018)	2	Cpy	450.00	900.00		
27	Job Analysis and Design by Barboza et. al. (2019)	2	Cpy	480.00	960.00		
28	Management Accounting for Non-Accountants by Alejo (2017)	2	Cpy	525.00	1,050.00		
29	Management Accounting for Non-Accountants by Cabrera ( 2017)	1	cpy	1,400.00	1,400.00		
31	Merchandising Accounting for Non-Accountants by Pineda, A. (2018)	2	Cpy	440.00	880.00		
32	Microeconomics 11th ed. By Colander (2020)	1	cpy	3,403.00	3,403.00		
33	Obligations & Contracts Laws, Principles and Jurisprudence 4th ed. By Domingo, A. (2020)	1	cpy	1,050.00	1,050.00		
34	Obligations & Contracts OBE Approach by Luna, A. (2019)	2	Cpy	450.00	900.00		
35	Obligations and Contracts Volume I by Sebastian, A.J. (2020)	1	cpy	2,850.00	2,850.00		
36	Obligations and Contracts Volume II by Sebastian, A.J. (2020)	1	cpy	2,850.00	2,850.00		
38	Partnership Revised Corporation and Cooperative Law 2nd ed. By Domingo, A. (2021)	1	cpy	1,250.00	1,250.00		
39	Pointers in Banking Laws and the Anti-Money Laundering Act by Salido, V. (2018)	1	cpy	1,495.00	1,495.00		
40	Principles and Practices in Marketing in the Phil. Setting by Go (2017)	1	cpy	950.00	950.00		
42	Strategic Management OBE Approach by Marcelo, D. (2020)	2	Cpy	595.00	1,190.00		
44	Textbook in Auditing Theory (Auditing and Assurance Principles) OBE 2020 ed. By Frias (2020)	1	cpy	750.00	750.00		
45	The Basics of Income and Business Taxation by Austria-Cruz (2019)	1	cpy	595.00	595.00		
46	The Intermediate Accounting Series Vol. 1 by Robles, N. (2020)	1	cpy	940.00	940.00		
47	The Intermediate Accounting Series Vol. 2 by Robles, N. (2019)	1	cpy	940.00	940.00		
48	The Intermediate Accounting Series Vol. 3 by Robles, N. (2019)	1	cpy	940.00	940.00		
50	The Law on Obligations and Contracts by Bagayao, I. (2019)	1	cpy	1,095.00	1,095.00		
52	The Philippine Financial Reporting Conceptual Framework and Accounting by Empleo (2019)	1	cpy	750.00	750.00		
53	Total Quality Management 10th ed. Byh Evans, J. (2019)	1	cpy	750.00	750.00		
56	Urban Economics 9th Ed by A. O'sullivan (2019)	1	cpy	3,693.50	3,693.50		
57	3G Handy Guide: Plumbing by 3G E-learning (2019)	1	cpy	4,250.00	4,250.00		



58	Adjustment Computations, 6th ed. By Charles D. Ghilani (2017)	1	cpy	6,000.00	6,000.00		
59	Adjustment Computations by Paul R. Wolf	1	cpy	4,000.00	4,000.00		
60	An Introduction to Contemporary Remote Sensing by Qihao Weng	1	cpy	4,000.00	4,000.00		
61	An Introduction to Hydrographic Surveying by Paul Guyer	1	cpy	3,000.00	3,000.00		
62	Analysis and Adjustments of Survey Measurements by J.G.Olliver, K.T.P.D.Parker & W.M.B.	1	cpy	5,000.00	5,000.00		
63	Civil Engineering: Construction Planning and Management by Griffiths, J. (2018)	1	cpy	5,400.00	5,400.00		
64	Civil Estimating and Costing by Upadhyay. A.K. (2019)	1	cpy	4,000.00	4,000.00		
67	Construction Materials and Testing by Topacio (2018)	2	Cpy	410.00	820.00		
68	Construction Planning and Supervision: A Beginners Guide by Essential Learning (2019)	1	cpy	1,950.00	1,950.00		
69	Contracts, Specifications and Engineering Relations by Mead, Mead & Ackerman	1	cpy	3,000.00	3,000.00		
70	Earthquake Design Practice for Buildings by Shah, Ramesh (2019)	1	cpy	4,000.00	4,000.00		
72	Earthquake Resistant Building Construction by Kumar S. (2019)	1	cpy	4,200.00	4,200.00		
73	Elementary Surveying by Charles D. Ghilani & P.R. Wolf	1	cpy	5,000.00	5,000.00		
74	Elementary Surveying: An Introduction to Geomatics by Charles D. Ghilani and Paul A. Wolf	1	cpy	4,000.00	4,000.00		
75	Elements of Photogrammetry with Application in GIS, 4th ed. By Paul Wolf, Bon DeWitt, Benjamin Wilkinson	1	cpy	5,000.00	5,000.00		
76	Elements of Roads and Highways by Fajardo, Max	2	cpy	500.00	1,000.00		
77	Engineering Hydrology by Jain, Sharad	1	cpy	4,000.00	4,000.00		
78	Engineering Laws in the Philippines and Related Laws by Central Book Supply	1	cpy	2,000.00	2,000.00		
79	Engineering Survey by Swchofield W.	1	cpy	4,000.00	4,000.00		
80	Geodesy- "The Challenge of the 3rd Millenium by Erik Grafarend	1	cpy	5,000.00	5,000.00		
84	Geodetic Positions Computations by E.J. Krakiwsky and D.B. Thomson	1	cpy	5,000.00	5,000.00		
85	Geographical Information Systems and Computer Cartography by Jones, C.	1	cpy	5,000.00	5,000.00		
87	Highway Engineering by Paul Wright	1	cpy	8,000.00	8,000.00		

88	Hydrography for the Surveyor and Engineer 3rd ed. By A.e Ingham, V.J. Abbot	1	cpy	3,000.00	3,000.00		
89	Introduction to Geometrical and Physical Geodesy: Foundations of Geomatics by Thomas H. Meyer	1	cpy	5,000.00	5,000.00		
90	International Labour Standards on Occupational Safety and Health by ILO	1	cpy	1,000.00	1,000.00		
91	Land Surveyor Reference Manual 3rd ed. By Andrew L. Harbin and Harbin	1	cpy	7,000.00	7,000.00		
92	Manual of Photogrammetry 6th ed. By J. Chris McGlone	1	cpy	8,000.00	8,000.00		
93	Manual of Professional Practice for Civil Engineers by PICE	2	cpy	300.00	600.00		
94	Map Projections: A Reference Manual by Bugayevskiy, L.M. and J.P. Snyder	1	cpy	6,500.00	6,500.00		
95	Materials for Civil and Construction Engineers by Mamlouk (2018)	1	cpy	4,960.00	4,960.00		
97	National Structural Code of the Philippines by ASEP	1	cpy	1,700.00	1,700.00		
98	New Aspects of Quantity Surveying by Cartlidge, Duncan (2018)	1	cpy	4,000.00	4,000.00		
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101	Plane and Geodetic Surveying by Clark D.	1	cpy	4,000.00	4,000.00		
102	Plumbing 301 by PHCC, 2nd (2018)	1	cpy	5,000.00	5,000.00		
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105	Risk Management in Engineering and Construction Tools and Techniques by Stephen (2020)	1	cpy	4,000.00	4,000.00		
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107	Schaums's Outline of Introductory Surveying by Roy Wirshing & James Wirshing	1	cpy	3,000.00	3,000.00		
111	Soil and Foundation Engineering by Upadhyay, A.K. (2019)	1	cpy	5,000.00	5,000.00		
112	Solving Algebraic Computational Problems in Geodesy and Geoinformatics	1	cpy	9,000.00	9,000.00		
113	Standard Specification for Public Works and Highways Vol. II by DPWH	1	cpy	1,000.00	1,000.00		
115	Steel Handbook by ASEP	1	cpy	500.00	500.00		
117	Surveying by Punmia B.C.	1	cpy	5,000.00	5,000.00		

118	Surveying for Civil and Geodetic Licensure by Besavilla, Venancio I.	2	cpy	700.00	1,400.00		
119	Surveying Fundamentals and Practices by J.A. Nathanson	1	cpy	4,000.00	4,000.00		
120	Surveying Principles and Applications by Kavanaugh and Glen Bird	1	cpy	6,000.00	6,000.00		
121	Surveying Theory by R.E. Davis	1	cpy	4,000.00	4,000.00		
122	Surveying: Principles and Applications by Kavanaugh and Mastin	1	cpy	5,000.00	5,000.00		
123	Surveying: Theory and Practice by James Anderson	1	cpy	3,000.00	3,000.00		
124	The National Building Code of the Phils. With its revised Implementing Rules and Regulations 2018 Ed. By Foz, A. (2018)	1	cpy	1,580.00	1,580.00		
128	Transportation Engineering: A Practical Approach to Highway Design by Kuhn, Beverly (2019)	1	cpy	5,000.00	5,000.00		
129	Urban Transportation: Planning and Management by Carey, Stuart (2018)	1	cpy	5,000.00	5,000.00		
130	21st Century Generation: My #1 Priority in Life, The (A Philosophical Understanding of Man & Ethical Recovery) by R.A. Sisa, c2019	1	cpy	495.00	495.00		
131	A Course Module for Child Development by K. Del Rosario, et. al. (2021)	1	cpy	295.00	295.00		
132	A Course Module for Language Programs and Policies in Multilingual Societies by G. Pawilen et.al. (2021)	2	Cpy	225.00	450.00		
133	A Course Module for Teaching Learners with Developmental Disabilities by Sheena Jde G. Manuel et.al. (2021)	1	cpy	315.00	315.00		
134	A Course Module for Teaching Music in the Elementary Schools by A. Roldan et.al. (2021)	1	cpy	305.00	305.00		
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136	A Course Module on Science for Kindergarten by Josephine Garcia Contreras, et. al (2021)	1	cpy	315.00	315.00		
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138	Assessment of Learning 1 by Marilyn Balagta et.al. (2020)	2	Cpy	520.00	1,040.00		
139	Assessment of Learning 2 by Marilyn Balagtas et. al (2020)	2	Cpy	450.00	900.00		
140	Building & Enhancing New Literacies Skills Across the	2	Cpy	370.00	740.00		

	Curriculum by Angelito Romero						
141	Building and enhancing new literacies across the curriculum by E. Abao, et.al (2019)	1	cpy	840.00	840.00		
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146	Embracing the Teaching Profession by A. Tamayao (2019)	2	Cpy	575.00	1,150.00		
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151	Field Study 1 by Trixie Sison, et.al. (2019)	2	Cpy	420.00	840.00		
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155	Globalisasyon sa kasalukuyang daigdig by J. Ancheta (2019)	1	cpy	850.00	850.00		
156	Globalisasyon sa kasalukuyang Daigdig by Jeffrey R. Ancheta, et al., c2019	1	cpy	850.00	850.00		
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162	Kontekswalisadong Komunikasyon sa Filipino by Rolando A. Bernales et al., c2019	1	cpy	790.00	790.00		
163	Kontemporaryong Panitikan by Nerissa L. Hufana & Melba B. Ijan, c2019	1	cpy	850.00	850.00		
164	Malayuning Komunikasyon sa Lokal at Global na Koonteksto by A.A. Bernales/M.E.B. Cordero et al.,	1	cpy	890.00	890.00		

	c2018						
166	Maunlad na Pananaliksik sa Filipino (Mga Teorya at Practika ng Pananaliksik...) by J. Balunsay (2019)	1	cpy	475.00	475.00		
167	Measurement and Evaluation in Education by Sivakumar, A. (2019)	1	cpy	2,595.00	2,595.00		
168	Modyul para sa Patuturo ng Filipino sa Elementarya I – Estructura at Gamit ng Wikang Filipino by R. Comiso-Gallo, et. al. (2020)	1	cpy	365.00	365.00		
169	National Development via National Service Training Program (RA 9163 by Gasila - Dela Cruz (2019)	1	cpy	590.00	590.00		
170	National Service Training Program (NSTP) Literacy Training Service I by De Chavez, RC (2019)	2	Cpy	395.00	790.00		
171	National Service Training Program-Series 2 (Revised ed.) by Rogelio I. Espiritu et al., c2019	1	cpy	990.00	990.00		
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173	NSTP (National Service Training Program) by Rowena Gonzaga-Dela Cruz, c2019	1	cpy	980.00	980.00		
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181	Panitikang Filipino by MARilou Yurong-Limpot et al., c2019	1	cpy	750.00	750.00		
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183	Pantulong sa Kontekswalisadong Komunikasyon sa Filipino by Mortera, c2019	1	cpy	490.00	490.00		
184	Pantulong sa Pananaliksik sa Filipino sa iba't ibang Disiplina by Mortera, c2019	1	cpy	620.00	620.00		
185	Personhood Education: Curriculum Pedagogy and Assessment by M. Bercando, et.al. (2020)	2	cpy	425.00	850.00		

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189	Physical Education 2: Fitness Exercises by Punzalan (2019)	1	cpy	360.00	360.00		
190	Physical Education 2: Rhythmic Dance and Social Activities by Punzalan (2020)	1	cpy	440.00	440.00		
191	Physical Education 3 by Jennifer L. Amaranto et al., c2019	1	cpy	640.00	640.00		
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193	Physical Education 4: Physical Activities Towards Health and Fitness II Spots by Punzalan (2019)	2	cpy	440.00	880.00		
194	Physical Education 4: Team Sports College Textbook by Punzalan (2020)	1	cpy	440.00	440.00		
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207	Teaching Profession (PATEF) by Celia Ilanan et.al. (2020)	2	cpy	400.00	800.00		
208	Teaching Profession by Greg Pawilen (2019)	2	Cpy	370.00	740.00		
209	Teaching Social Studies in the Elementary Grades (Philippine History and Government) by B. Andres et.al. (2020)	1	cpy	450.00	450.00		
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225	Soil Fertility Management for Sustainable Agriculture by 3G Learning (2018)	1	cpy	7,995.00	7,995.00		
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231	3GE Collection on Mathematics: Functions of Complex Variables by 3G Learning (2019)	1	cpy	7,750.00	7,750.00		
232	Advanced Calculus by 3G Learning (2020)	1	cpy	5,880.00	5,880.00		
233	Algebraic Number Theory by Whiteman (2019)	1	cpy	5,945.00	5,945.00		
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236	Computer Networking: Principles and Practice by P. Byrne (2020)	1	cpy	4,900.00	4,900.00		
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241	Database System Concepts by Silberchatz (2020)	1	cpy	2,033.50	2,033.50		
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318	Marketing for Tourism and Hospitality OBE Approach by Camilar-Serrano, c2020	1	cpy	550.00	550.00		
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322	Nihongo for Hospitality and Traveler's Guide by Pilapil-Biscocho, c2019	1	cpy	420.00	420.00		
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338	Animal Healthcare and Management: Advanced (with DVD) by 3G Learning (2019)	1	cpy	5,995.00	5,995.00		
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343	Illustrated Handbook of Animal Biology and Care by 3G Learning (2018)	1	cpy	7,495.00	7,495.00		
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30	BOOK, Data Communication and Networks by Kumari	1	Piece	2,964.50	2,964.50		
36	BOOK, Discrete Mathematics & Its Application by Rosen	1	Piece	7,254.50	7,254.50		
38	BOOK, Easy Massage: Any Age, Any Place an Time by Fiona, Harrold 2015	2	Pieces	754.50	3,509.00		
39	BOOK, Electric Circuit Analysis by Paranjothi, S.	1	Piece	3,844.50	3,844.50		
40	BOOK, Electric Machinery by Bimbhra, P.S. 2016	1	Piece	4,064.50	4,064.50		
42	BOOK, Electrical Power Systems by Wadhwa, C.L. 2015	1	Piece	7,694.50	7,694.50		
43	BOOK, Electronic Principles by Albert Malvino latest ed	1	Piece	8,690.00	8,690.00		
44	BOOK, Elementary Linear Algebra by Larson 2019	1	Piece	1,424.50	1,424.50		
45	BOOK, Engineering Ethics includes Human Values by Govindarajan	1	Piece	2,524.50	2,524.50		
46	BOOK, Essentials of Marketing Management by Pride & Ferrell 2019	1	Piece	874.50	874.50		
49	BOOK, Fashion Design and Garment Technology by 3G E-Learning 2015	1	Piece	7,694.50	7,694.50		
52	BOOK, Financial Markets and Institution by Saunders 2019	1	Piece	1,644.50	1,644.50		
53	BOOK, Food Borne Diseases by Podd, Christine 2017	1	Piece	3,734.50	3,734.50		
54	BOOK, Fundamentals of Corporate Finance by Brealey	1	Piece	1,424.50	1,424.50		
55	BOOK, Fundamentals of Cost Accounting by Lanen	1	Piece	1,644.50	1,644.50		
57	BOOK, Fundamentals of Management by Griffin	1	Piece	1,094.50	1,094.50		
58	BOOK, General Organic & Biology chemistry by Smith 2019	1	Piece	2,414.50	2,414.50		
61	BOOK, HVAC and Refrigeration Systems by 3G E-Learning	1	Piece	7,694.50	7,694.50		
62	BOOK, Ifugao Indigenous Knowledge Workbook 1st ed by Alcayna, Alberto and others 2011	5	Pieces	495.00	2,475.00		
63	BOOK, Ifugao Indigenous Knowledge Workbook 2nd ed. by Alcayna, Alberto and others	5	Pieces	495.00	2,475.00		
64	BOOK, Introduction to combustion: an concepts and applications by Tums	1	Piece	6,594.50	6,594.50		

65	BOOK, Introduction to General, Organic & Biochemistry by Bettelheim 2018	1	Piece	1,424.50	1,424.50		
67	BOOK, Klutz Nail Art by NBS	2	Piece	2,970.00	5,940.00		
68	BOOK, Machine Design: Outline & Reviewer by Tabada	1	Piece	6,264.50	6,264.50		
71	BOOK, Managerial Economics & Business Strategy by Baye 2017	1	Piece	1,094.50	1,094.50		
72	BOOK, Marketing Management by Lacobucci 2019	1	Piece	1,094.50	1,094.50		
73	BOOK, Math in our world by Sobecki 2019	1	Piece	1,314.50	1,314.50		
74	BOOK, Mathematics in the modern world: outcome-based module by EarnHart 2018	1	Piece	825.00	825.00		
75	BOOK, Mechanics of fluids by Potter	1	Piece	1,424.50	1,424.50		
76	BOOK, Metrology and Measurement by Bewoor, A.K.	1	Piece	3,734.50	3,734.50		
77	BOOK, Milady's natural Hair Care & Braiding by Milady 2015	1	Piece	5,384.50	5,384.50		
78	BOOK, Milady's Standard Cosmetology Access 13th ed. by Milady 2016	1	Piece	6,264.50	6,264.50		
79	BOOK, Milady's Standard Professional Barbering, 6th ed. by Sheahan 2017	1	Piece	9,894.50	9,894.50		
80	BOOK, Modern Welding by Althouse, Andrew D.	1	Piece	4,284.50	4,284.50		
81	BOOK, Natural Skin care: Alternative Traditional Techniques by Loughrans	1	Piece	2,084.50	2,084.50		
82	BOOK, Operations Management by Stevenson	1	Piece	1,644.50	1,644.50		
84	BOOK, Physics for scientist and engineers by Stewart/Jewett 2019	1	Piece	1,644.50	1,644.50		
86	BOOK, Principles and Functions: chemistry for engineering students by Masterton	1	Piece	1,534.50	1,534.50		
88	BOOK, Pro Nail Care Salon Secrets of the Professional by Josel	1	Piece	5,934.50	5,934.50		
89	BOOK, Quality and Performance Excellence: Management, Organization & Strategy by Evans 2019	1	Piece	1,204.50	1,204.50		
90	BOOK, Refrigeration and Air Conditioning by Arora	1	Piece	4,724.50	4,724.50		
93	BOOK, Shop Theory by Anderson, Tatro	1	Piece	10,994.50	10,994.50		
98	BOOK, Tula sa komunikasyon at pananaliksik sa wika at kulturang pilipino by Mortera 2017	1	Piece	583.00	583.00		
100	BOOK, Working as a Hairstylist in your Community by Rauf, Don 2016	1	Piece	3,624.50	3,624.50		
	<b>GRAND TOTAL</b>						

Name of Supplier : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact Number : \_\_\_\_\_

[Use this form for Framework Agreement:]

## ***Technical Specifications***

<b><i>TECHNICAL SPECIFICATIONS</i></b>			
<b><i>Item / Service</i></b>	<b><i>Maximum Quantity</i></b>	<b><i>Technical Specifications / Scope of Work</i></b>	<b><i>Statement of Compliance</i></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.]</i></p>

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

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

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

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

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

#### Technical Documents

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

#### Financial Documents

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



**or**

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

***Class "B" Documents***

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

**or**

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

**II. FINANCIAL COMPONENT ENVELOPE**

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

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

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

# **ANNEX I – BIDDING FORMS**

## ***Bid Form for the Procurement of Goods***

*[shall be submitted with the Bid]*

### **BID FORM**

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

Project Identification No. : \_\_\_\_\_

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

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

If our Bid is accepted, we undertake:

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

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

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

Name and address of agent	Amount and Purpose of Commission or gratuity
---------------------------	--


(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: \_\_\_\_\_

# ***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]*

# *Omnibus Sworn Statement (Revised)*

*[shall be submitted with the Bid]*

---

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

## **AFFIDAVIT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

## *Price Schedule for Goods Offered from Within the Philippines*

*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

### For Goods Offered from Within the Philippines

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

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

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

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

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

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



**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID**

This is to certify that \_\_\_\_\_ (company) \_\_\_\_\_ has the following completed contracts for the period CY 2019-2021. *(Note: covering 2 years up to the opening of bids)*

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Date of Delivery/ End-user's Acceptance	Date of Official Receipt	Bidder is		
							A) Manufactu	B) Supplier	C) Distributor

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

- \*Instructions:
- a) Cut-off date as of:
    - (i) **Up to the day before the deadline of** submission of bids.
  - b) **In the column under "Dates", indicate the dates of Delivery/ End-user's Acceptance and Official Receipt.**
  - c) **"Name of Contract". Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the procurement at hand. Example: "Supply and Delivery of Generator Set"**

**Statement of: (i) Ongoing Contracts and; (ii) Awarded But Not Yet Started Contracts**

This is to certify that \_\_\_\_\_ (company) \_\_\_\_\_ has the following ongoing and awarded but not yet started contracts:

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Value of Outstanding Contracts	Bidder is A) Manufacturer B) Supplier C) Distributor

\_\_\_\_\_  
Name and Signature of  
Authorized Representative

\_\_\_\_\_  
Date

\*Instructions:

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of:
  - i. **The day before the deadline of** submission of bids.
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
- d) **“Name of Contract”**. Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations. *Example: “Supply and Delivery of Generator Set”*

## Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

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### CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

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

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

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

**Acknowledgment**

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

