

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of Various Books and E-Books

for

Caraga State University
Cabadbaran City (CSUCC)

Project Identification Number: IGF-164-2024-07-166

Approved Budget for the Contract:

One Million Two Hundred Fifty-Five Thousand Five Hundred Sixty-Four Pesos Only (Php 1,255,564.00)

Government of the Republic of the Philippines

Sixth Edition
July 2020

Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



INVITATION TO BID FOR Procurement of Various Books and E-Books

1. The *Caraga State University Cabadbaran City (CSUCC)* through the *Internal Generated Fund (IGF)2024* intends to apply the sum of:
 - A. Eight Hundred Ninety-Six Thousand Three Hundred Fifteen Pesos Only (Php 896,315.00) for **Lot 1: Supply and Delivery of Various Books;**
 - B. Three Hundred Fifty-Nine Thousand Two Hundred Forty-Nine Pesos Only (Php 359,249.00) for **Lot 2: Procurement of Various Electronic Books (E-Books).**

or a total of **One Million Two Hundred Fifty-Five Thousand Five Hundred Sixty-Four Pesos Only (Php 1,255,564.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Various Books and E-Books/ IGF-164-2024-07-166**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The *Caraga State University Cabadbaran City (CSUCC)* now invites bids for the above Procurement Project. Delivery of the Goods is required by *Thirty (30) Calendar days*. Bidders should have completed, within *three (3) years (CY 2021 – present)* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from *CSUCC* and inspect the Bidding Documents at the address given below during *Monday to Friday 8:00 AM – 5:00PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 11, 2024-October 1, 2024; before 2:00 PM** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of:*

Php 1000.00 – Lot 1
Php 500.00 – Lot 2

The Procuring Entity shall allow the bidder to present its proof of payment for the fees *personally or through electronic means*.

The following are the requirements for purchase of Bidding Documents:

1. PhilGEPS Registration Certificate (Platinum – 3 pages)
2. Company ID and Government Issued ID
3. Authorization to Purchase Bidding Documents
 - 3.1 Corporate Secretary Certificate (for corporation)
 - 3.2 Special Power of Attorney (for single proprietorship)
6. The *CSUCC* will hold a Pre-Bid Conference¹ on **September 19, 2024 @ 2:00 PM** through video conferencing or webcasting *via Zoom*. This will be open to all prospective bidders who submitted the filled pre-registration form: https://docs.google.com/forms/d/1VW2-ySbpHNcYRIX-9kbUmK_qRTVXbVmRBIWsXGNNN7U/edit prior to the meeting schedule. A link to join the virtual meeting shall follow after the pre-registration is submitted, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, or (ii) online or electronic submission as indicated below, on or before **October 1, 2024 @ 2:00 PM**. 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 **October 1, 2024 @ 2:00 PM** at the given address below (*CSUCC Audio Visual Room*) and/or *via Zoom (link will be provided to those who bought Bid Documents)*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. **A.) For Manual Submission of Bids.** Bids must be received by the BAC Secretariat at the address below upon presentation of the following documents by the bidder or his/her authorized representative:
 - Original Official Receipt (OR) of payment of bidding documents;
 - Company ID or Government-issued ID
 - Special Power of Attorney (SPA) or Authorization Letter for representative

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

B.) For Electronic Submission of Bids. Bidders, after payment of applicable fee, must send their bidding documents in **PDF file** using *the official email address of their*

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

company, in archive format compression with Password Protection to this email address: bac@csucc.edu.ph, any time before the specified closing date and time. Bidders shall disclose the password for accessing their respective bid submission only during the actual bid opening. Together with their bid, a clear scanned copy of the following shall also be submitted:

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

Payments may be deposited to Land Bank bearing the following information

Account name: **CSU Cabadbaran Campus**

Account number: **3152 1015 88**

Purpose: Payment for Bid Docs – **Lot 1: Supply and Delivery of Various Books**

Payment for Bid Docs – **Lot 2: Procurement of Various Electronic Books (E-Books)**

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

12. For further information, please refer to:

Wennie C. Angeles

BAC Secretariat

Bids & Awards Committee Office

Caraga State University Cabadbaran City

T. Curato St., Cabadbaran City

Email: bac@csucc.edu.ph

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

13. You may visit the following websites:

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

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

September 11, 2024

SGD. RAMIL B. ARANTE, Ph.D.
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, CSUCC wishes to receive Bids for the *Procurement of Various Books and E-books* with identification number **IGF-164-2024-07-166**.

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

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2024 in the amount of One Million Two Hundred Fifty-Five Thousand Five Hundred Sixty-Four Pesos Only (Php 1,255,564.00).

2.2. The source of funding is:

a. GOCC and GFIs, the Corporate Operating Budget.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

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

8. Pre-Bid Conference

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

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

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

- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the last *three (3) years (CY 2021 – present)* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

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

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *January 29, 2025 or One Hundred Twenty Calendar Days from Bid Opening date (October 1, 2024)*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

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

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause													
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. <i>A single contract similar to the items to be bid and must be at least FIFTY percent (50%) of the ABC.</i> b. Completed within the last three (3) years (CY 2021 - present) prior to the deadline for the submission and receipt of bids. 												
7.1	<i>Subcontracting is not allowed.</i>												
12	The price of the Goods shall be quoted DDP <i>Supply Office, Caraga State University - Cabadbaran City, T. Curato St., Cabadbaran City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.												
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>For Lot 1:</p> <ol style="list-style-type: none"> a. The amount of not less than Php 17,926.30 [2% of Php 896,315.00], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php 44,815.75 [5% of Php 896,315.00] if bid security is in Surety Bond. <p>For Lot 2:</p> <ol style="list-style-type: none"> a. The amount of not less than Php 7,184.98 [2% of Php 359,249.00], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php 17,962.45 [5% of Php 359,249.00] if bid security is in Surety Bond. 												
19.2	<i>Partial Bid is allowed.</i>												
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Group Title</th> <th style="text-align: center;">Items</th> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">ABC</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Lot 1</td> <td>Supply and Delivery of Various Books</td> <td style="text-align: center;">365 copies</td> <td style="text-align: right;">Php 896,315.00</td> </tr> <tr> <td style="text-align: center;">Lot 2</td> <td>Procurement of Various Electronic Books</td> <td style="text-align: center;">35 copies</td> <td style="text-align: right;">Php 359,249.00</td> </tr> </tbody> </table>	Group Title	Items	Quantity	ABC	Lot 1	Supply and Delivery of Various Books	365 copies	Php 896,315.00	Lot 2	Procurement of Various Electronic Books	35 copies	Php 359,249.00
Group Title	Items	Quantity	ABC										
Lot 1	Supply and Delivery of Various Books	365 copies	Php 896,315.00										
Lot 2	Procurement of Various Electronic Books	35 copies	Php 359,249.00										

	<i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i>
20.2	<p><i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i></p> <ul style="list-style-type: none"> • In case of sole dealership/distributorship, Copy of the Certificate of Authorized/Sole Dealership by the Manufacturer/ Distributor shall be submitted as additional requirement, whichever is applicable to the bidder
21.2	<p><i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i></p> <ul style="list-style-type: none"> • Copy of Authority to sell from the Publisher (if not the copyright owner) • Copy of Certificate of Registration from the National Book Development Board

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

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

- e. training of the Procuring Entity's personnel, at CSUCC, on assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- f. replacement of book(s) with Manufacturing Defects (missing pages, distorted pages, disarranged pages, pages not readable, and other printing errors). There shall be no extra shipping charges for the replacement of book(s).
- g. *[Specify additional incidental service requirements, as needed.]*

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

Spare Parts –

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

Select appropriate requirements and delete the rest.

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

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

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

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

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

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

Section VI. Schedule of Requirements

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

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks/ Months
Lot 1 - Supply and Delivery of Various Books				
Business administration, accounting, and entrepreneurship inclusive of the following titles:				
1	Marketing Research/Abantao, c2024	copies	2	Within Thirty (30) Calendar Days Upon Signing of Contract
2	Strategic Business Analysis/Areola et al., c2023; Rex Bookstore	copies	2	
3	Statistical Analysis for Business/Sirug, c2023	copies	2	
4	International Business & Trade/Norma Mariano, c2023	copies	2	
5	Compensation Administration/Cynthia Zarate, c2021	copies	2	
6	Organizational Management/Maria Victoria Sy, c2024	copies	2	
7	Good Governance & Social Responsibility/Delos Reyes et al., c2021	copies	2	
8	Recruitment and Selection/Saidali, c2021	copies	2	
9	Administrative Office Management/Saidali, c2021	copies	2	
10	Entrepreneurial Mind/Ybañez & Pauron, c2021	copies	2	
11	Strategic Marketing Management: Simplified Moves for Rookies/Naval, c2021	copies	2	
12	Project Management for Dummies/Graham, c2023	copy	1	
13	Labor Relations and Negotiations/Duka, c2024	copies	2	
14	Money, Banking and Financial Markets/Cline et al., c2022	copy	1	
15	Intermediate Accounting Essentials Volume 1/Fulgencio & Moreno, c2024	copies	2	
16	Intermediate Accounting Essentials Volume 2/Moreno et al., c2024	copies	2	
17	Intermediate Accounting Essentials Volume 3/Riveraackqui et al., c2024	copies	2	
18	Income Taxation (Laws, Principles, and Application)/Banggawan, c2023	copies	2	
19	Regulatory Framework and Legal Issues in Business/Cada, c2023	copies	2	
20	Regulatory Framework for Business Transactions: (MCO CPA Reviewer Part 2)/Domingo, c2023	copies	2	
21	Regulatory Framework for Business Transactions (Reviewer Part 1)/Domingo, c2023	copies	2	
22	Governance, Business Ethics, Risk Management & Internal Control/Meneses & Villaceran, c2022	copies	2	
23	Management Science/Maria Anita Riguera, c2022	copies	2	
24	The Law on Obligations and Contracts/Andrix D. Domingo, c2023	copies	2	
25	Regulatory Framework and Legal Issues in Business 1, 2021 edition/Andrix D. Domingo, c2021	copies	2	
26	Auditing/Allan Millichamp, c2022	copy	1	
27	Contemporary Auditing/Michael C. Knapp, c2022	copy	1	
28	Cost Management/Don R. Hansen, c2022	copy	1	
29	Managerial Accounting Cornerstone business Decision Making/ Mowen et al., c2023; ISBN: 9780357715222, Cengage Learning	copy	1	
30	Microeconomics/McConnell, c2024	copy	1	

31	Managerial economics/Froeb, McCann et al., c2023	copy	1	Within Thirty (30) Calendar Days Upon Signing of Contract
32	Management Science: A Quantitative Approach to Decision Making/Aduana, c2021	copies	2	
33	Strategic Management: A procedural approach with Cases/Aduana, c2021	copies	2	
34	Financial Management Part 1/Ferdinand L. Timbang, c2021	copies	2	
35	Financial Management Part 2/Timbang, c2021	copies	2	
36	Advanced Financial Accounting/Christensen, c2023	copy	1	
37	Corporate Finance/Ross, c2023	copy	1	
38	Auditing & Assurance Concepts & Applications/ Cabrera, Ma. Elenita, c2022; ISBN 6214161195, Conan Bookstore	copies	2	
39	Conceptual Framework & Accounting Standards/ Cabrera, Ma. Elenita, c2022; ISBN: 6214161171, Conan Bookstore	copies	2	
40	Corporate Governance, Business Ethics, Risk Management & Internal Control/Cabrera, c2022; Conan Bookstore; ISBN: 6214161065	copies	2	
41	Cost Accounting and Control/ Cabrera, c2021; ISBN: 6214161003, Conan Bookstore	copies	2	
42	Essentials of Project Management, Cabrera,c2022; ISBN: 6214161188; Conan Book Store	copies	2	
43	Principles of Auditing and Assurance Service/ Cabrera, c2023; ISBN: 6214161324, Conan Bookstore	copies	2	
44	Strategic Management: Concepts and Application/ Cabrera, c2022 ISBN: 6214161256; Conan Bookstore	copies	2	
45	Strategic Cost Management/ Cabrera, c2021; ISBN: 6214161041, Conan Bookstore	copies	2	
46	Cost Accounting and Control/De Leon, c2022; ISBN: 6214161270, Conan Bookstore	copies	2	
47	Government Accounting/ Punzalan & Cardona, c2022; ISBN: 6214161263, Conan Bookstore	copies	2	
48	A Study on Accounting for partnership & corporation/ Reyes, c2021; ISBN: 6214161140, Conan Bookstore	copies	2	
49	Intermediate Accounting Volume 1/Valix, c2024; ISBN: 6214161058, Conan Bookstore	copies	2	
50	Intermediate Accounting Volume 2/ Valix, c2024; ISBN: 6214161089, Conan Bookstore	copies	2	
51	Intermediate Accounting Volume 3/ Valix, c2024; ISBN: 6214161096, Conan Bookstore	copies	2	
52	Practice Set in Practical Auditing (Grace Corp.)/Frias & Cabrera, c2023; Conan Bookstore	copies	2	
53	Obligations and Contracts (Law and Application)/Soriano, c2022; ISBN: 6214161249, Conan Bookstore	copies	2	
54	Partnership and Private Corporation (Law and Application)ISoriano, c2021; ISBN: 6214161157, Conan Bookstore	copies	2	
55	Sales Agency and Credit Transactions/Soriano, c2023; ISBN: 6214160761, Conan Bookstore	copies	2	
56	Notes in Business Law/ Soriano, c2023; ISBN; 6214161355, Conan Bookstore	copies	2	
57	CPA Reviewers in Auditing Problems/ Cabrera, c2022; ISBN: 6214161218, Conan Bookstore	copies	2	
58	Advanced Financial Accounting and Reporting/ Punzalan, c2022; ISBN:6214161294, Conan Bookstore	copies	2	
59	Auditing Practice, CPA Reviewer/ Roque, c2023; ISBN: 6214161331, Conan Bookstore	copies	2	
60	Financial Accounting and Reporting (Fundamentals)/Millan, c2024; Bandolin Enterprise	copies	2	

61	Conceptual Framework & Accounting Standards/Millan, c2024; Bandolin Enterprise	copies	2	Within Thirty (30) Calendar Days Upon Signing of Contract
62	Intermediate Accounting 1 (A & B)/ Millan, c2024; Bandolin Enterprise	copies	2	
63	Intermediate Accounting 2 / Millan, c2024; Bandolin Enterprise	copies	2	
64	Intermediate Accounting 3/ Millan, c2024; Bandolin Enterprise	copies	2	
65	Accounting for Special transactions/ Millan, c2024; Bandolin Enterprise	copies	2	
66	Accounting for Business Combinations/ Millan,c2024; Bandolin Enterprise	copies	2	
67	Government Accounting & Accounting for NPOs/ Millan, c2024; Bandolin Enterprise	copies	2	
68	Auditing & Assurance Principles/ Raymund Escala, c2024; Escala Publishing	copies	2	
69	Auditing & Assurance: Concepts and Applications 1/ Raymund Escala, c2024; Real Excellence	copies	2	
70	Auditing & Assurance: Concepts and Applications 2/ Raymund Escala, c2024; Real Excellence	copies	2	
71	Financial Management: Principles & Applications/Bagayao, c2024; Real Excellence	copies	2	
72	Strategic Cost Management/ Abitago, c2024; Real Excellence	copies	2	
73	Intermediate Accounting 1 A & B/ Garcia, c2024; Real Excellence	copies	2	
74	Intermediate Accounting 2 A & B/ Garcia, c2024; Real Excellence	copies	2	
75	Intermediate Accounting 3 A & B/ Garcia, c2024; Real Excellence	copies	2	
76	Human resource management functions: applications and skill development/ Jones, Murphy & Moore, c2022	copies	2	
77	Fundamentals of Human Resource Management/Raymond Noe et.al., c2024; McGraw Hill	copy	1	
78	Strategic Compensation: A Human Resource Management Approach/ Joseph A. Martocchio, c2024; Pearson	copy	1	
79	Performance Management Systems: A Global Perspective/ Arup Varma et.al., c2023; Routledge	copy	1	
80	The Performance Management Systems Playbook/ James Hamington, c 2024; Routledge	copy	1	
81	Supply Chain Management/ Bharti & Singh, c2024; CRC Press	copy	1	
82	Professional Salesmanship/ Dawn Deeter-Schmelz, c2023; Sage Publications	copy	1	
83	Retailing management/ Michael Levy, Barton Weitz, and Dhruv Grewal, c2023; McGraw Hill	copy	1	
84	Marketing Management/ Greg W. Marshall, c2022; McGraw-Hill	copy	1	
85	Marketing research/ Al Marshall, c2023; Sage Publications	copy	1	
86	Product Management/ Linda Gorchels, c2021	copy	1	
87	Advertising Concepts and Applications/ 3GE Learning, c2023	copy	1	
88	Global Logistics & Supply Chain Management/ 3GE Learning, c2023	copy	1	
89	Sales Management: Analysis & Decision Making/ Ingram, Llaforge et al., c2024; Routledge	copy	1	
90	Operation Management: Sustainability and Supply Chain Management/ Heizer et al., c2023; Pearson	copy	1	
91	Income taxation (laws, principles and application/ Rex Bangawan, c2024; Real Excellence Publishing	copy	1	
92	The tax Reviewer/ Atty. Soriano, c2021	copies	2	
93	Essential guide to operations Management/ Bambra et.al., c2023; Taylor & Francis Group	copies	2	
94	Business Continuity Planning: a project management approach/ Ralph Kliem, c2022; CRC Press	copy	1	

95	Principles of Organizational Management/James Carter, c2022; Willford Press	copy	1	Within Thirty (30) Calendar Days Upon Signing of Contract
96	Principles of Management/Bright, Cortes, & Hartmann, c2023	copy	1	
97	Financial Markets and institutions/ Anthony Saunders et al., c2024; MacGraw-Hill	copy	1	
98	Fundamentals of investments: valuation and management/ Bradford et al., c2023; McGraw-Hill	copy	1	
99	Franchising strategies: the entrepreneurs guide to success/ Ed Teixeira, 2022; Routledge	copy	1	
100	Business Intelligence, Analytics, Data Science, and AI: A Managerial Perspective, 5th edition/ Ramesh Sharda et al., c2024; Pearson	copy	1	
101	Infrastructure Development and Public-Private Partnership: the case of the Philippines/ SUSUMO ITO, c2022; Springer Nature Singapore	copy	1	
102	International health and safety at work: revision/ Ed Ferrett, c2022; Cengage	copy	1	
Tourism & hospitality management inclusive of the following titles:				
103	Operations Management in Tourism & Hospitality/ Buenaventura et al., c2023	copies	2	
104	Strategic Management for the Hospitality & Tourism Industry/ Vincent Sabourin, c2022	copy	1	
105	Tourism and Hospitality Marketing/ Buenaventura, c2023	copies	2	
106	Tourism and Hospitality Marketing/ Maria Criselda G. Badilla, Rex Book Store, c2021	copies	2	
107	Entrepreneurship in Tourism and Hospitality Industry/ Chester Dave G. Arenas, c2022; Edric Publishing House	copies	2	
108	Professional Development and Applied Ethics/ John Paul Buenaventura, c2022; Mindshapers Co.	copies	2	
109	Professional Development and Applied Ethics/ Ana Marie M. Samoray, c2021; Unlimited Books Library	copies	2	
110	Practice Makes Perfect: Basic Japanese 3E/Sato, c2024; McGraw Hill; ISBN: 9781265100261	copy	1	
111	Italian Recipes For Dummies/Riolo, c2022; John Wiley & Sons; ISBN: 978111986270	copy	1	
112	Global Culture and Tourism Geography, 2nd ed./Marie V. Ageles, c2022; Edric Publishing House	copies	2	
113	Macro-Perspective in Tourism and Hospitality/ Mylene A. Yeung, c2022; Edric Publishing House	copies	2	
114	Quality Service Management in Tourism and Hospitality/ Chester Dave G. Arenas, c2022; Edric Publishing House	copies	2	
115	Philippine Culture and Tourism Geography/ Mylene A. Yeung, c2022; Edric Publishing House	copies	2	
116	Philippine Culture and Tourism Geography/ Rene Osorno et al., c2021; Wiseman's Book Trading	copies	2	
117	Micro-Perspective of Tourism and Hospitality/ Mylene A. Yeung, c2022; Edric Publishing House	copies	2	
118	Micro-Perspective of Tourism and Hospitality/ Rene Osorno et.al., c2022; Wiseman's Book Trading	copies	2	
119	Tourism and Hospitality Marketing/ Chester Dave Arenas, c2022; Edric Publishing House	copies	2	
120	Tour and Travel Management/ Sarah Monzon-Po, c2022; Edric Publishing House	copies	2	
121	Business Tools and Technologies in Tourism & Hospitality/Bernardo B. Rodolfo Jr., c2022; Unlimited Books Library Services	copies	2	
122	Sustainable Tourism/ Marie Angeles, c2021; Edric Publishing House	copies	2	
123	Tourism Policy Planning and Development/ Julie Pearl Brion et al., c2022; Edric Publishing House	copies	2	

124	Introduction to Meetings, Incentives, Conferences and Events Management/ Chester Dave G. Arenas, c2022; Edric Publishing House	copies	2	Within Thirty (30) Calendar Days Upon Signing of Contract
125	Transportation Management in Hospitality and Tourism/ James Saycip, c2022; Edric Publishing House	copies	2	
126	Operations Management in Hospitality and Tourism Business/ Bajao et al., c2021; Wiseman's Book Trading	copies	2	
127	A Sustainable Tourism Workforce/Shelagh Mooney et al., c2024; Taylor & Francis	copy	1	
128	Professional Development and Applied Ethics/Danny Araneta Cabulay, c2023; Rex Bookstore	copies	2	
129	Risk Management with HACCP as Applied to Safety, Security and Sanitation/ Mylene A. Yeung, c2023; Edric Publishing House	copies	2	
130	Legal Aspects in Tourism and Hospitality, 2nd Edition/Melinda Bascos, c2024; Edric Publishing House	copies	2	
131	Kitchen Essentials and Basic Food Preparation/Ramaneses et al., c2021; Books ATBP Publishing	copies	2	
132	Fundamentals in Lodging Operations (2023 Edition)/Sarah Monzon-Po, c2023; Rex BookStore	copies	2	
133	Supply Chain Management in Hospitality Industry (2021 Edition)/Baluyot, c2021; Rex Book Store	copies	2	
134	Ergonomics and facilities planning for the hospitality industry/ Cornell & Lutap, c2021; Rex Bookstore	copies	2	
135	Banquet and catering management/ Rosalda & Vizconde, c2023; Edric Publishing House	copies	2	
136	Quantity Cookery and Catering Management/Corazon Barateta-Prades, c2023; Books ATBP Publishing	copies	2	
137	Commercial Baking with Entrepreneurship leading to Bread and Pastry Production NC II/Maria Rhoda Dinaga, c2022; Mindshapers Co.	copies	2	
138	Bread and Pastry Production/Ma. Patria Reyes, c2021; Adriana Publishing	copies	2	
139	Fundamentals in Food Service Operations 2022/Claire Ann Yao, c2022; Rex Bookstore	copies	2	
140	Applied Business Tools and Technologies for Tourism and Hospitality/ Bernardo B. Rodolfa, c2022; Unlimited Books Library	copies	2	
141	Applied business tools and technologies/James Saycip, c2021; Edric Publishing House	copies	2	
142	Applied Business Tools and Technologies/ Bajao & Osorno, c2021; Wiseman's Book Trading	copies	2	
143	Fundamentals in Food Service Operations/Bryan D. Baliste, c2021; Edric Publishing House	copies	2	
144	Fundamentals in Lodging Operations (2021 Edition)/ John Ericson Policarpio, c2021; Rex Bookstore	copies	2	
145	WJEC Level 1/2 Vocational Award Hospitality and Catering Exam Practice Workbook/ Yvonne Mackey, Bev Saunder, c2021	copy	1	
146	Restaurant Franchising concepts, regulations and practices/ Mahmood Khan, c2021; CRC Press	copy	1	
147	Operations Management in Hospitality Industry/ Datton et al., c2021; Emerald Publishing	copy	1	
148	Chemistry for Cooks: An Introduction to the Science of Cooking/ Greer, c2023; MIT Press; ISBN: 9780262544795	copy	1	
149	Tourism Management: An Introduction 3E/ Inkson, c2022; Sage; ISBN: 9781529758467	copy	1	
Electrical and computer engineering, welding, and Information Technology inclusive of the following titles:				
150	Introduction to Human Computer Interaction/ Revaño & Laviña, c2023; Mindshapers	copies	2	
151	Web Application using PHp & MySql/Pahayahay, c2024; ISBN: 978-621-406-293-5, Mindshapers	copies	2	
152	Python Programming/ Vijay Kumar Sharma, c 2022; ISBN: 9781032028491, Taylor & Francis	copy	1	

153	Making Embedded Systems/ Elecia White, c2024; O'Reilly	copy	1	Within Thirty (30) Calendar Days Upon Signing of Contract
154	Digital Signal Processing with Python: A practical Approach: Hands-on tutorials on Python for DSP/ Md. Ariful Islam, c2023	copy	1	
155	Calculus All-in-One for Dummies/Ryan, c2023; ISBN: 9781119909675, John Wiley & Sons	copy	1	
156	A Textbook of Data Structures and Algorithms vol.1/ Vijayalakshmi P., c2023; ISBN: 9781786308696, John Wiley & Sons	copy	1	
157	Python for Beginners/Kaswan, c2022; Taylor & Francis	copy	1	
158	Data Structures and Algorithms in Python/ Lafore et al., c2022; ISBN: 978-0134855684, Addison-Wesley Professional	copy	1	
159	Introduction to Java Programming, 3rd edition/Pomperada, c2024; ISBN: 978-971-9655-725, Mindshapers	copies	2	
160	Emerging Technologies in Computing/ Edited by Pramod Kumar et al., c2022; ISBN: 978-0367633646, Taylor & Francis	copy	1	
161	Engineering Analytics/ Edited by Luis Rabelo et al., c2022; Taylor and Francis	copy	1	
162	Fundamentals of Thermodynamics/ John H.S. Lee, c 2022; ISBN: 9781032123004, Taylor and Francis, paperback	copy	1	
163	Fundamentals of Thermodynamics/ Bagnakke, c2022, 10th ed.; ISBN: 9781119820772, John Wiley & Sons	copy	1	
164	Applied Numerical Methods with Python for Engineers and Scientists/ Chapra & Clough, c2021; McGraw-Hill Education	copy	1	
165	Power Plant Engineering/ Farshid Zabihian, c2021; CRC Press	copy	1	
166	Electric Circuits/ Nilson & Riedel, c2023; Pearson	copy	1	
167	Advanced Engineering Mathematics/ Dean G. Duffy, c2022; Taylor and Francis	copy	1	
168	Fundamentals of Electric Circuits/ Alexander & Sadiku, c2024; McGraw-Hill Education	copy	1	
169	Fundamentals of Web Development, 3rd Edition/ Randy Connolly, Ricardo Hoar, c2021; Pearson	copy	1	
170	Technology Innovation in Manufacturing/Singh, Khamba and Nanda, c2023; CRC Press	copy	1	
171	Artificial Intelligence for Sustainable Applications/ Umamaheswari, c2023; John Wiley & Sons	copy	1	
172	M: Information Systems, 7th Edition/Paige Baltzan, c2023; McGraw-Hill	copy	1	
173	Artificial Intelligence Programming with Python: From Zero To Hero/ Xiao, c2022; John Wiley & Sons	copy	1	
174	Fundamentals of Database Management Systems/ Gillenson, c2023; John Wiley & Sons	copy	1	
175	Software Transparency - Supply Chain Security: In An Era Of A Software-Driven Society/ Hughes, c2024; John Wiley & Sons	copy	1	
176	Software Engineering Practice: A Case Study Approach/ Thomas B. Hilburn and Massood Towhidnejad, c2024; Routledge	copy	1	
177	Java all-in-one for Dummies/Lowe, c2023; John Wiley & Sons	copy	1	

178	Beginning Programming with Python For Dummies/Mueller, c2022; John Wiley & Sons	copy	1	Within Thirty (30) Calendar Days Upon Signing of Contract
179	Data Quality: Empowering Businesses With Analytics And AI/Southehal, c2023; John Wiley & Sons	copy	1	
180	Fundamentals of Internet of Things/Sudhir Kumar, c2022; Taylor & Francis	copy	1	
181	System Assurances: Modeling And Management 1Ed/Johri, Prashant, c2022; Elsevier	copy	1	
182	Information Security Management/ Michael Workman, c2021; Jones & Bartlett Learning	copy	1	
183	Principles of Information Security/Whitman & Mattord, c2022; Cengage	copy	1	
184	Internet of Things Integration and Security Challenges/ Kumar & Karthikeyan, c2021; Routledge	copy	1	
185	Learning Advanced Python by Studying Open Source Projects/Rongpeng Li, c2024; Routledge	copy	1	
186	Database Systems: A Pragmatic Approach, 3rd edition/ Foster & Godbole, c2022; Auerbach	copy	1	
187	A Textbook of Data Structures and Algorithms, Volume 2: Mastering Nonlinear Data Structures/ G. A. Vijayalakshmi Pai, c2023; John Wiley & Sons	copy	1	
188	Learn Programming with C An Easy Step-by-Step Self-Practice Book for Learning C/Sazzad M.S. Imran, Md Atiqur Rahman Ahad, c2024; Routledge	copy	1	
189	Human-Computer Interaction, 3rd edition/Tonia Seabolt, c2024	copy	1	
190	Database Design Using Entity-Relationship Diagrams/Sikha Saha Bagui, Richard Walsh Earp, c2023; Routledge	copy	1	
191	GIS - An Introduction to Mapping Technologies/Patrick McHaffie, Sungsoon Hwang, Cassie Follett, c2023; Routledge	copy	1	
192	Microsoft Excel Data Analysis and Business Modeling (Office 2021 and Microsoft 365), 7th edition/ Wayne L. Winston, c2023; Pearson	copy	1	
193	Basics of Web Design: HTML5 & CSS, 6th Edition/Terry Ann Felke-Morris, c2022; Pearson	copy	1	
194	Applying Theories for Infomation System Research/Tiko Iyamu, c2022; Routledge	copy	1	
195	Smart and Intelligent Systems: The Human Elements in Artificial Intelligence, Robotics, and Cybersecurity/Abbas Moallem, c2024; Routledge	copy	1	
196	Database Management System: An Evolutionary Approach/ Patni et al., c2022; Routledge	copy	1	
197	Algorithms for Dummies/John Paul Mueller Mayaron, c2022; ISBN 9781119869986, John Wiley & Sons	copy	1	
198	Engineering Mechanics/Saim, c2024; Toronto Academic Press ; ISBN: 9781774697801	copy	1	
199	Network Security: Private Communications in a Public World/ Kaufman et al., c2022; ISBN: 978-0136643609, Addison-Wesley Professional	copy	1	
200	Teach Yourself Electricity and Electronics/ Gibilisco, c2023; ISBN: 9781264441389, McGraw-Hill	copy	1	
201	Handbook of Human Machine Systems/ Fortino et al., c2023; ISBN: 978-1-119-86365-6, John Wiley & Sons	copy	1	

202	Artificial Intelligence Programming with Python/ Xiao, c2022; ISBN: 978-1-119-82096-3, John Wiley & Sons	copy	1	Within Thirty (30) Calendar Days Upon Signing of Contract	
203	Welding: Principles and Practices, 6th Edition/Edward Bohnart, c2024; McGraw-Hill	copy	1		
204	Welding Licensing Exam Study Guide/Miller, c2022; McGraw-Hill	copy	1		
205	Fundamentals of Javascript , revised edition./ Pomperada, c2023; Mindshapers	copy	1		
General education courses inclusive of the following titles:					
206	Science, Technology & Society/Tabotabo, c2023	copies	2		
207	Philippine Cinema and History (Sine Tala series)/Nick De Ocampo, c2023	copies	2		
208	Gender & Society: Fostering Equal Society/Agustine Rodriguez, c2023; ISBN: 9789719820178, C & E Publishing	copies	2		
209	Ethics in Contemporary Society/ Dr. Christopher Maboloc, c2022	copies	2		
210	Pathfit 4 Sports: Individual/ Dual and Team Sports/ Bulatao et al., c2023; ISBN: 978-971-9655-50-3, Mindshapers	copies	2		
211	PathFit 1 Physical Activity Towards Health and Fitness 1: Health and Wellness Movement education & Exercise Program/ Punzalan, c2023; ISBN: 978-971-9655-56-5, Mindshapers	copies	2		
212	PathFit 3: Menu of Dance: Physical Activity Towards Health/Punzalan, c2023; ISBN: 978-971-9655-57-2, Mindshapers	copies	2		
213	PathFit 4 Sports: Menu of Sports/ Punzalan, c 2024; ISBN: 978-971-9655-85-5, Mindshapers	copies	2		
214	Science, Technology, and Society/Calimlim, c2023; Edric Publishing House	copies	2		
215	Science, Technology, and Society/McNamara, c2024; C & E Publishing	copies	2		
216	Science, Technology and Society: An Evidence-driven Outcomes-based Module/Quinto, c2024; C & E Publishing	copies	2		
217	Understanding the Self: Outcomes-based Module/Castillo, c2022; C & E Publishing	copies	2		
218	Understanding the Self: Outcomes-based Module/Go-Monilla & Ramirez, c2022; C & E Publishing	copies	2		
219	Understanding the Self: An Outcome-based Worktext for the New Tertiary Education Program/Libed, c2021; C & E Publishing	copies	2		
220	Readings in Philippine History/ Cruz & Asuncion, c2022; C & E Publishing	copies	2		
221	Readings in Philippine History/Edric Publishing House, c2023	copies	2		
222	The Contemporary World/Cruz & Adiong, c2024; C & E Publishing	copies	2		
223	The Contemporary World/Claudio & Abinales, c2022; C & E Publishing	copies	2		
224	Art Appreciation/Gravela et al., c2023; Edric Publishing House	copies	2		
225	Purposive Communication: Using Multi-lingual Context/ Martin & Madrunio, c2022; C & E Publishing	copies	3		
226	Life and Works of Rizal/Edric Publishing House, c2023	copies	3		
227	Practical Research Design and Process, 13th Edition/Jeanne Ellis Ormord, c2024; Pearson	copy	1		
228	Practical Research 1 (New Edition) 2022/Balaoing, c2022; Rex Bookstore	copies	3		
229	Practical Research 2 (New Edition) 2022/Balaoing, c2022; Rex Bookstore	copies	3		
Lot 2 - Procurement of Various Electronic Books (E-Books)					
230	Artificial Intelligence in Performance-Driven Design: Theories, Methods, and Tools/ Abbasabadi, c2024; Wiley	copy	1	Within Thirty (30) Calendar Days Upon Signing of Contract	
231	Automation in Welding Industry:Incorporating Artificial Intelligence, Machine Learning, and other Technologies/ Balamurugan et al., c2024; Wiley	copy	1		
232	Engineering Circuit Analysis/William Hayt et al., c2023; McGraw Hill	copy	1		
233	Applied Numerical Methods with MATLAB for Engineers and Scientists, ISE 5th Edition/Steven Chapra, c2023; McGraw Hill	copy	1		

234	Electrical Machine Fundamentals with Numerical Simulation using MATLAB/ Reddy et al., c2021; Wiley	copy	1		
235	Electricity: Principles and Applications/Fowler, c2022; McGraw Hill	copy	1		
236	Pulsewidth Modulated DC-to-DC Power Conversion: Circuits, Dynamics, Control, and DC Power Distribution Systems, 2nd Edition/Choi, c2021; Wiley	copy	1		
237	Advances in Semiconductor Technologies: Selected Topics Beyond Conventional CMOS/ Chen, c2022; Wiley	copy	1		
238	Programmable Logic Controllers, ISE 6th Edition/Frank D. Petruzella, c2023; McGraw Hill	copy	1		
239	Microelectronic Circuit Design, ISE 6th Edition/Richard Jaeger, c2022; McGraw Hill	copy	1		
240	Design for Excellence in Electronics Manufacturing/Cheryl Tulkoff, c2021; Wiley	copy	1		
241	Advances in Electromagnetics Empowered by Artificial Intelligence and Deep Learning/ Campbell, c2023; Wiley	copy	1		
242	5G and Beyond: Wireless Communication Networks/ Sun et al., c2023; Wiley	copy	1		
243	Principles of Electronic Communication Systems/ Frenzel, c2023; McGraw Hill	copy	1		
244	Nutrition for Health, Fitness, and Sport/Rawson, c2024; McGraw Hill	copy	1		
245	Fiber Optic Sensors: An Introduction for Engineers & Scientists, 3rd edition/ Spillman Jr. & Udd, c2024; Wiley	copy	1		
246	Flexible Flat Panel Display, 2nd edition/ Cairns et al., c2023; Wiley	copy	1		
247	Electronics: Principles and Applications/ Schuler, c2023; McGraw Hill	copy	1		
248	Analog Devices and Circuits 1: Analog Devices/Gontrand, c2023; Wiley	copy	1		
249	Analog Devices and Circuits 2: Analog Circuits/Gontrand, c2024; Wiley	copy	1		
250	Consumer Behavior, 15th Edition/Hoyer et al., c2024; McGraw Hill	copy	1		
251	Child Development, 16th Edition/J. Santrock et al., c2023; McGraw Hill	copy	1		
252	Marriage and Family: The Quest for Intimacy, 10th Edition/Robert Lauer, c2023; McGraw Hill	copy	1		
253	Living with Art, 13th Edition/Mark Getlein, c2024; McGraw Hill	copy	1		
254	Voices of Design Leadership: Insights from Top Collaborative Design Firms, 1st edition/Ken Sanders, c2022; Wiley	copy	1		
255	BIM for Smart and Sustainable Urban Space/Jarar Oulidi, c2022; Wiley	copy	1		
256	Building Futures: Technology, Ecology, and Architectural Practice/Garber, c2023; Wiley	copy	1		Within Thirty (30) Calendar Days Upon Signing of Contract
257	Building Information Modelling: Shared Modeling, Mutual Data, the New Art of Building/Teulier, c2024; Wiley	copy	1		
258	People Flow in Buildings/Siikonin, c2021; Wiley	copy	1		
259	Rheology, Physical and Mechanical Behavior of Materials 2 - Working at High Strain Rates/Leroy, c2024; Wiley	copy	1		
260	The Architect's Guide to Developing and Managing: An Internal Practice/Perkins, c2021; Wiley	copy	1		
261	Advanced Ultra Low-Power Semiconductor Devices: Design and Applications/Upadhyay, c2023; Wiley	copy	1		

262	Coloring the Cosmetic World: Using Pigments in Decorative Cosmetic Formulations, 2nd edition/ Faulkner, c2021; Wiley	copy	1	
263	Baking Technology and Nutrition: Towards a Healthier World/Cauvain, c2022; Wiley	copy	1	
264	Microbiological Risk Assessment Associated with the Food Processing and Distribution Chain/Membre et al, c2022; Wiley	copy	1	
Nothing Follows				

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

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

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

Item No.	Description	Bid Specification	Statement of Compliance (Complied/Not Complied)
Lot 1 – Supply and Delivery of Various Books			
Business administration, accounting, and entrepreneurship inclusive of the following titles:			
1	Marketing Research/Abantao, c2024		
2	Strategic Business Analysis/Areola et al., c2023; Rex Bookstore		
3	Statistical Analysis for Business/Sirug, c2023		
4	International Business & Trade/Norma Mariano, c2023		
5	Compensation Administration/Cynthia Zarate, c2021		
6	Organizational Management/Maria Victoria Sy, c2024		
7	Good Governance & Social Responsibility/Delos Reyes et al., c2021		
8	Recruitment and Selection/Saidali, c2021		
9	Administrative Office Management/Saidali, c2021		
10	Entrepreneurial Mind/Ybañez & Pauron, c2021		
11	Strategic Marketing Management: Simplified Moves for Rookies/Naval, c2021		
12	Project Management for Dummies/Graham, c2023		
13	Labor Relations and Negotiations/Duka, c2024		
14	Money, Banking and Financial Markets/Cline et al., c2022		
15	Intermediate Accounting Essentials Volume 1/Fulgencio & Moreno, c2024		
16	Intermediate Accounting Essentials Volume 2/Moreno et al., c2024		
17	Intermediate Accounting Essentials Volume 3/Riveraackqui et al., c2024		
18	Income Taxation (Laws, Principles, and Application)/Banggawan, c2023		
19	Regulatory Framework and Legal Issues in Business/Cada, c2023		
20	Regulatory Framework for Business Transactions: (MCO CPA Reviewer Part 2)/Domingo, c2023		
21	Regulatory Framework for Business Transactions (Reviewer Part 1)/Domingo, c2023		
22	Governance, Business Ethics, Risk Management & Internal Control/Meneses & Villaceran, c2022		
23	Management Science/Maria Anita Riguera, c2022		
24	The Law on Obligations and Contracts/Andrix D. Domingo, c2023		
25	Regulatory Framework and Legal Issues in Business 1, 2021 edition/Andrix D. Domingo, c2021		
26	Auditing/Allan Millichamp, c2022		
27	Contemporary Auditing/Michael C. Knapp, c2022		
28	Cost Management/Don R. Hansen, c2022		
29	Managerial Accounting Cornerstone business Decision Making/ Mowen et al., c2023; ISBN: 9780357715222, Cengage Learning		
30	Microeconomics/McConnell, c2024		
31	Managerial economics/Froeb, McCann et al., c2023		
32	Management Science: A Quantitative Approach to Decision Making/Aduana, c2021		
33	Strategic Management: A procedural approach with Cases/Aduana, c2021		
34	Financial Management Part 1/Ferdinand L. Timbang, c2021		
35	Financial Management Part 2/Timbang, c2021		
36	Advanced Financial Accounting/Christensen, c2023		
37	Corporate Finance/Ross, c2023		

38	Auditing & Assurance Concepts & Applications/ Cabrera, Ma. Elenita, c2022; ISBN 6214161195, Conan Bookstore		
39	Conceptual Framework & Accounting Standards/ Cabrera, Ma. Elenita, c2022; ISBN: 6214161171, Conan Bookstore		
40	Corporate Governance, Business Ethics, Risk Management & Internal Control/Cabrera, c2022; Conan Bookstore; ISBN: 6214161065		
41	Cost Accounting and Control/ Cabrera, c2021; ISBN: 6214161003, Conan Bookstore		
42	Essentials of Project Management, Cabrera,c2022; ISBN: 6214161188; Conan Book Store		
43	Principles of Auditing and Assurance Service/ Cabrera, c2023; ISBN: 6214161324, Conan Bookstore		
44	Strategic Management: Concepts and Application/ Cabrera, c2022 ISBN: 6214161256; Conan Bookstore		
45	Strategic Cost Management/ Cabrera, c2021; ISBN: 6214161041, Conan Bookstore		
46	Cost Accounting and Control/De Leon, c2022; ISBN: 6214161270, Conan Bookstore		
47	Government Accounting/ Punzalan & Cardona, c2022; ISBN: 6214161263, Conan Bookstore		
48	A Study on Accounting for partnership & corporation/ Reyes, c2021; ISBN: 6214161140, Conan Bookstore		
49	Intermediate Accounting Volume 1/Valix, c2024; ISBN: 6214161058, Conan Bookstore		
50	Intermediate Accounting Volume 2/ Valix, c2024; ISBN: 6214161089, Conan Bookstore		
51	Intermediate Accounting Volume 3/ Valix, c2024; ISBN: 6214161096, Conan Bookstore		
52	Practice Set in Practical Auditing (Grace Corp.)/Frias & Cabrera, c2023; Conan Bookstore		
53	Obligations and Contracts (Law and Application)/Soriano, c2022; ISBN: 6214161249, Conan Bookstore		
54	Partnership and Private Corporation (Law and Application)ISoriano, c2021; ISBN: 6214161157, Conan Bookstore		
55	Sales Agency and Credit Transactions/Soriano, c2023; ISBN: 6214160761, Conan Bookstore		
56	Notes in Business Law/ Soriano, c2023; ISBN; 6214161355, Conan Bookstore		
57	CPA Reviewers in Auditing Problems/ Cabrera, c2022; ISBN: 6214161218, Conan Bookstore		
58	Advanced Financial Accounting and Reporting/ Punzalan, c2022; ISBN:6214161294, Conan Bookstore		
59	Auditing Practice, CPA Reviewer/ Roque, c2023; ISBN: 6214161331, Conan Bookstore		
60	Financial Accounting and Reporting (Fundamentals)/Millan, c2024; Bandolin Enterprise		
61	Conceptual Framework & Accounting Standards/Millan, c2024; Bandolin Enterprise		
62	Intermediate Accounting 1 (A & B)/ Millan, c2024; Bandolin Enterprise		
63	Intermediate Accounting 2 / Millan, c2024; Bandolin Enterprise		
64	Intermediate Accounting 3/ Millan, c2024; Bandolin Enterprise		
65	Accounting for Special transactions/ Millan, c2024; Bandolin Enterprise		
66	Accounting for Business Combinations/ Millan,c2024; Bandolin Enterprise		
67	Government Accounting & Accounting for NPOs/ Millan, c2024; Bandolin Enterprise		
68	Auditing & Assurance Principles/ Raymund Escala, c2024; Escala Publishing		
69	Auditing & Assurance: Concepts and Applications 1/ Raymund Escala, c2024; Real Excellence		
70	Auditing & Assurance: Concepts and Applications 2/ Raymund Escala, c2024; Real Excellence		
71	Financial Management: Principles & Applications/Bagayao, c2024; Real Excellence		
72	Strategic Cost Management/ Abitago, c2024; Real Excellence		
73	Intermediate Accounting 1 A & B/ Garcia, c2024; Real Excellence		
74	Intermediate Accounting 2 A & B/ Garcia, c2024; Real Excellence		

75	Intermediate Accounting 3 A & B/ Garcia, c2024; Real Excellence		
76	Human resource management functions: applications and skill development/ Jones, Murphy & Moore, c2022		
77	Fundamentals of Human Resource Management/Raymond Noe et.al., c2024; McGraw Hill		
78	Strategic Compensation: A Human Resource Management Approach/ Joseph A. Martocchio, c2024; Pearson		
79	Performance Management Systems: A Global Perspective/ Arup Varma et.al., c2023; Routledge		
80	The Performance Management Systems Playbook/ James Hamington, c 2024; Routledge		
81	Supply Chain Management/ Bharti & Singh, c2024; CRC Press		
82	Professional Salesmanship/ Dawn Deeter-Schmelz, c2023; Sage Publications		
83	Retailing management/ Michael Levy, Barton Weitz, and Dhruv Grewal, c2023; McGraw Hill		
84	Marketing Management/ Greg W. Marshall, c2022; McGraw-Hill		
85	Marketing research/ Al Marshall, c2023; Sage Publications		
86	Product Management/ Linda Gorchels, c2021		
87	Advertising Concepts and Applications/ 3GE Learning, c2023		
88	Global Logistics & Supply Chain Management/ 3GE Learning, c2023		
89	Sales Management: Analysis & Decision Making/ Ingram, Llaforge et al., c2024; Routledge		
90	Operation Management: Sustainability and Supply Chain Management/ Heizer et al., c2023; Pearson		
91	Income taxation (laws, principles and application/ Rex Bangawan, c2024; Real Excellence Publishing		
92	The tax Reviewer/ Atty. Soriano, c2021		
93	Essential guide to operations Management/ Bambra et.al., c2023; Taylor & Francis Group		
94	Business Continuity Planning: a project management approach/ Ralph Kliem, c2022; CRC Press		
95	Principles of Organizational Management/James Carter, c2022; Willford Press		
96	Principles of Management/Bright, Cortes, & Hartmann, c2023		
97	Financial Markets and institutions/ Anthony Saunders et al., c2024; MacGraw-Hill		
98	Fundamentals of investments: valuation and management/ Bradford et al., c2023; McGraw-Hill		
99	Franchising strategies: the entrepreneurs guide to success/ Ed Teixeira, 2022; Routledge		
100	Business Intelligence, Analytics, Data Science, and AI: A Managerial Perspective, 5th edition/ Ramesh Sharda et al., c2024; Pearson		
101	Infrastructure Development and Public-Private Partnership: the case of the Philippines/ SUSUMO ITO, c2022; Springer Nature Singapore		
102	International health and safety at work: revision/ Ed Ferrett, c2022; Cengage		
Tourism & hospitality management inclusive of the following titles:			
103	Operations Management in Tourism & Hospitality/ Buenaventura et al., c2023		
104	Strategic Management for the Hospitality & Tourism Industry/ Vincent Sabourin, c2022		
105	Tourism and Hospitality Marketing/ Buenaventura, c2023		
106	Tourism and Hospitality Marketing/ Maria Criselda G. Badilla, Rex Book Store, c2021		
107	Entrepreneurship in Tourism and Hospitality Industry/ Chester Dave G. Arenas, c2022; Edric Publishing House		
108	Professional Development and Applied Ethics/ John Paul Buenaventura, c2022; Mindshapers Co.		
109	Professional Development and Applied Ethics/ Ana Marie M. Samoray, c2021; Unlimited Books Library		
110	Practice Makes Perfect: Basic Japanese 3E/Sato, c2024; McGraw Hill; ISBN: 9781265100261		
111	Italian Recipes For Dummies/Riolo, c2022; John Wiley & Sons; ISBN: 978111986270		

112	Global Culture and Tourism Geography, 2nd ed./Marie V. Ageles, c2022; Edric Publishing House		
113	Macro-Perspective in Tourism and Hospitality/ Mylene A. Yeung, c2022; Edric Publishing House		
114	Quality Service Management in Tourism and Hospitality/ Chester Dave G. Arenas, c2022; Edric Publishing House		
115	Philippine Culture and Tourism Geography/ Mylene A. Yeung, c2022; Edric Publishing House		
116	Philippine Culture and Tourism Geography/ Rene Osorno et al., c2021; Wiseman's Book Trading		
117	Micro-Perspective of Tourism and Hospitality/ Mylene A. Yeung, c2022; Edric Publishing House		
118	Micro-Perspective of Tourism and Hospitality/ Rene Osorno et.al., c2022; Wiseman's Book Trading		
119	Tourism and Hospitality Marketing/ Chester Dave Arenas, c2022; Edric Publishing House		
120	Tour and Travel Management/ Sarah Monzon-Po, c2022; Edric Publishing House		
121	Business Tools and Technologies in Tourism & Hospitality/Bernardo B. Rodolfo Jr., c2022; Unlimited Books Library Services		
122	Sustainable Tourism/ Marie Angeles, c2021; Edric Publishing House		
123	Tourism Policy Planning and Development/ JuliePearl Brion et al., c2022; Edric Publishing House		
124	Introduction to Meetings, Incentives, Conferences and Events Management/ Chester Dave G. Arenas, c2022; Edric Publishing House		
125	Transportation Management in Hospitality and Tourism/ James Saycip, c2022; Edric Publishing House		
126	Operations Management in Hospitality and Tourism Business/ Bajao et al., c2021; Wiseman's Book Trading		
127	A Sustainable Tourism Workforce/Shelagh Mooney et al., c2024; Taylor & Francis		
128	Professional Development and Applied Ethics/Danny Araneta Cabulay, c2023; Rex Bookstore		
129	Risk Management with HACCP as Applied to Safety, Security and Sanitation/ Mylene A. Yeung, c2023; Edric Publishing House		
130	Legal Aspects in Tourism and Hospitality, 2nd Edition/Melinda Bascos, c2024; Edric Publishing House		
131	Kitchen Essentials and Basic Food Preparation/Ramaneses et al., c2021; Books ATBP Publishing		
132	Fundamentals in Lodging Operations (2023 Edition)/Sarah Monzon-Po, c2023; Rex BookStore		
133	Supply Chain Management in Hospitality Industry (2021 Edition)/Baluyot, c2021; Rex Book Store		
134	Ergonomics and facilities planning for the hospitality industry/ Cornell & Lutap, c2021; Rex Bookstore		
135	Banquet and catering management/ Rosalda & Vizconde, c2023; Edric Publishing House		
136	Quantity Cookery and Catering Management/Corazon Barateta-Prades, c2023; Books ATBP Publishing		
137	Commercial Baking with Entrepreneurship leading to Bread and Pastry Production NC II/Maria Rhoda Dinaga, c2022; Mindshapers Co.		
138	Bread and Pastry Production/Ma. Patria Reyes, c2021; Adriana Publishing		
139	Fundamentals in Food Service Operations 2022/Claire Ann Yao, c2022; Rex Bookstore		
140	Applied Business Tools and Technologies for Tourism and Hospitality/ Bernardo B. Rodolfa, c2022; Unlimited Books Library		
141	Applied business tools and technologies/James Saycip, c2021; Edric Publishing House		
142	Applied Business Tools and Technologies/ Bajao & Osorno, c2021; Wiseman's Book Trading		
143	Fundamentals in Food Service Operations/Bryan D. Baliste, c2021; Edric Publishing House		
144	Fundamentals in Lodging Operations (2021 Edition)/ John Ericson Policarpio, c2021; Rex Bookstore		
145	WJEC Level 1/2 Vocational Award Hospitality and Catering Exam Practice Workbook/ Yvonne Mackey, Bev Saunder, c2021		

146	Restaurant Franchising concepts, regulations and practices/ Mahmood Khan, c2021; CRC Press		
147	Operations Management in Hospitality Industry/ Datton et al., c2021; Emerald Publishing		
148	Chemistry for Cooks: An Introduction to the Science of Cooking/ Greer, c2023; MIT Press; ISBN: 9780262544795		
149	Tourism Management: An Introduction 3E/ Inkson, c2022; Sage; ISBN: 9781529758467		
Electrical and computer engineering, welding, and Information Technology inclusive of the following titles:			
150	Introduction to Human Computer Interaction/ Revaño & Laviña, c2023; Mindshapers		
151	Web Application using PHP & MySQL/Pahayahay, c2024; ISBN: 978-621-406-293-5, Mindshapers		
152	Python Programming/ Vijay Kumar Sharma, c 2022; ISBN: 9781032028491, Taylor & Francis		
153	Making Embedded Systems/ Elecia White, c2024; O'Reilly		
154	Digital Signal Processing with Python: A practical Approach: Hands-on tutorials on Python for DSP/ Md. Ariful Islam, c2023		
155	Calculus All-in-One for Dummies/Ryan, c2023; ISBN: 9781119909675, John Wiley & Sons		
156	A Textbook of Data Structures and Algorithms vol.1/ Vijayalakshmi P., c2023; ISBN: 9781786308696, John Wiley & Sons		
157	Python for Beginners/Kaswan, c2022; Taylor & Francis		
158	Data Structures and Algorithms in Python/ Lafore et al., c2022; ISBN: 978-0134855684, Addison-Wesley Professional		
159	Introduction to Java Programming, 3rd edition/Pomperada, c2024; ISBN: 978-971-9655-725, Mindshapers		
160	Emerging Technologies in Computing/ Edited by Pramod Kumar et al., c2022; ISBN: 978-0367633646, Taylor & Francis		
161	Engineering Analytics/ Edited by Luis Rabelo et al., c2022; Taylor and Francis		
162	Fundamentals of Thermodynamics/ John H.S. Lee, c 2022; ISBN: 9781032123004, Taylor and Francis, paperback		
163	Fundamentals of Thermodynamics/ Bagnakke, c2022, 10th ed.; ISBN: 9781119820772, John Wiley & Sons		
164	Applied Numerical Methods with Python for Engineers and Scientists/ Chapra & Clough, c2021; McGraw-Hill Education		
165	Power Plant Engineering/ Farshid Zabihian, c2021; CRC Press		
166	Electric Circuits/ Nilson & Riedel, c2023; Pearson		
167	Advanced Engineering Mathematics/ Dean G. Duffy, c2022; Taylor and Francis		
168	Fundamentals of Electric Circuits/ Alexander & Sadiku, c2024; McGraw-Hill Education		
169	Fundamentals of Web Development, 3rd Edition/ Randy Connolly, Ricardo Hoar, c2021; Pearson		
170	Technology Innovation in Manufacturing/Singh, Khamba and Nanda, c2023; CRC Press		
171	Artificial Intelligence for Sustainable Applications/ Umamaheswari, c2023; John Wiley & Sons		
172	M: Information Systems, 7th Edition/Paige Baltzan, c2023; McGraw-Hill		
173	Artificial Intelligence Programming with Python: From Zero To Hero/ Xiao, c2022; John Wiley & Sons		
174	Fundamentals of Database Management Systems/ Gillenson, c2023; John Wiley & Sons		
175	Software Transparency - Supply Chain Security: In An Era Of A Software-Driven Society/ Hughes, c2024; John Wiley & Sons		
176	Software Engineering Practice: A Case Study Approach/ Thomas B. Hilburn and Massood Towhidnejad, c2024; Routledge		
177	Java all-in-one for Dummies/Lowe, c2023; John Wiley & Sons		
178	Beginning Programming with Python For Dummies/Mueller, c2022; John Wiley & Sons		
179	Data Quality: Empowering Businesses With Analytics And AI/Southehal, c2023; John Wiley & Sons		
180	Fundamentals of Internet of Things/Sudhir Kumar, c2022; Taylor & Francis		
181	System Assurances: Modeling And Management 1Ed/Johri, Prashant, c2022; Elsevier		

182	Information Security Management/ Michael Workman, c2021; Jones & Bartlett Learning		
183	Principles of Information Security/Whitman & Mattord, c2022; Cengage		
184	Internet of Things Integration and Security Challenges/ Kumar & Karthikeyan, c2021; Routledge		
185	Learning Advanced Python by Studying Open Source Projects/Rongpeng Li, c2024; Routledge		
186	Database Systems: A Pragmatic Approach, 3rd edition/ Foster & Godbole, c2022; Auerbach		
187	A Textbook of Data Structures and Algorithms, Volume 2: Mastering Nonlinear Data Structures/ G. A. Vijayalakshmi Pai, c2023; John Wiley & Sons		
188	Learn Programming with C An Easy Step-by-Step Self-Practice Book for Learning C/Sazzad M.S. Imran, Md Atiqur Rahman Ahad, c2024; Routledge		
189	Human-Computer Interaction, 3rd edition/Tonia Seabolt, c2024		
190	Database Design Using Entity-Relationship Diagrams/Sikha Saha Bagui, Richard Walsh Earp, c2023; Routledge		
191	GIS - An Introduction to Mapping Technologies/Patrick McHaffie, Sungsoon Hwang, Cassie Follett, c2023; Routledge		
192	Microsoft Excel Data Analysis and Business Modeling (Office 2021 and Microsoft 365), 7th edition/ Wayne L. Winston, c2023; Pearson		
193	Basics of Web Design: HTML5 & CSS, 6th Edition/Terry Ann Felke-Morris, c2022; Pearson		
194	Applying Theories for Information System Research/Tiko Iyamu, c2022; Routledge		
195	Smart and Intelligent Systems: The Human Elements in Artificial Intelligence, Robotics, and Cybersecurity/Abbas Moallem, c2024; Routledge		
196	Database Management System: An Evolutionary Approach/ Patni et al., c2022; Routledge		
197	Algorithms for Dummies/John Paul Mueller Mayaron, c2022; ISBN 9781119869986, John Wiley & Sons		
198	Engineering Mechanics/Saim, c2024; Toronto Academic Press ; ISBN: 9781774697801		
199	Network Security: Private Communications in a Public World/ Kaufman et al., c2022; ISBN: 978-0136643609, Addison-Wesley Professional		
200	Teach Yourself Electricity and Electronics/ Gibilisco, c2023; ISBN: 9781264441389, McGraw-Hill		
201	Handbook of Human Machine Systems/ Fortino et al., c2023; ISBN: 978-1-119-86365-6, John Wiley & Sons		
202	Artificial Intelligence Programming with Python/ Xiao, c2022; ISBN: 978-1-119-82096-3, John Wiley & Sons		
203	Welding: Principles and Practices, 6th Edition/Edward Bohnart, c2024; McGraw-Hill		
204	Welding Licensing Exam Study Guide/Miller, c2022; McGraw-Hill		
205	Fundamentals of Javascript , revised edition./ Pomperada, c2023; Mindshapers		
General education courses inclusive of the following titles:			
206	Science, Technology & Society/Tabotabo, c2023		
207	Philippine Cinema and History (Sine Tala series)/Nick De Ocampo, c2023		
208	Gender & Society: Fostering Equal Society/Agustine Rodriguez, c2023; ISBN: 9789719820178, C & E Publishing		
209	Ethics in Contemporary Society/ Dr. Christopher Maboloc, c2022		
210	Pathfit 4 Sports: Individual/ Dual and Team Sports/ Bulatao et al., c2023; ISBN: 978-971-9655-50-3, Mindshapers		
211	PathFit 1 Physical Activity Towards Health and Fitness 1: Health and Wellness Movement education & Exercise Program/ Punzalan, c2023; ISBN: 978-971-9655-56-5, Mindshapers		
212	PathFit 3: Menu of Dance: Physical Activity Towards Health/Punzalan, c2023; ISBN: 978-971-9655-57-2, Mindshapers		
213	PathFit 4 Sports: Menu of Sports/ Punzalan, c 2024; ISBN: 978-971-9655-85-5, Mindshapers		
214	Science, Technology, and Society/Calimlim, c2023; Edric Publishing House		
215	Science, Technology, and Society/McNamara, c2024; C & E Publishing		
216	Science, Technology and Society: An Evidence-driven Outcomes-based Module/Quinto, c2024; C & E Publishing		

217	Understanding the Self: Outcomes-based Module/Castillo, c2022; C & E Publishing		
218	Understanding the Self: Outcomes-based Module/Go-Monilla & Ramirez, c2022; C & E Publishing		
219	Understanding the Self: An Outcome-based Worktext for the New Tertiary Education Program/Libed, c2021; C & E Publishing		
220	Readings in Philippine History/ Cruz & Asuncion, c2022; C & E Publishing		
221	Readings in Philippine History/Edric Publishing House, c2023		
222	The Contemporary World/Cruz & Adiong, c2024; C & E Publishing		
223	The Contemporary World/Claudio & Abinales, c2022; C & E Publishing		
224	Art Appreciation/Gravela et al., c2023; Edric Publishing House		
225	Purposive Communication: Using Multi-lingual Context/ Martin & Madrunio, c2022; C & E Publishing		
226	Life and Works of Rizal/Edric Publishing House, c2023		
227	Practical Research Design and Process, 13th Edition/Jeanne Ellis Ormord, c2024; Pearson		
228	Practical Research 1 (New Edition) 2022/Balaoing, c2022; Rex Bookstore		
229	Practical Research 2 (New Edition) 2022/Balaoing, c2022; Rex Bookstore		
Lot 2- Procurement of Various Electronic Books (E-Books)			
230	Artificial Intelligence in Performance-Driven Design: Theories, Methods, and Tools/ Abbasabadi, c2024; Wiley		
231	Automation in Welding Industry: Incorporating Artificial Intelligence, Machine Learning, and other Technologies/ Balamurugan et al., c2024; Wiley		
232	Engineering Circuit Analysis/William Hayt et al., c2023; McGraw Hill		
233	Applied Numerical Methods with MATLAB for Engineers and Scientists, ISE 5th Edition/Steven Chapra, c2023; McGraw Hill		
234	Electrical Machine Fundamentals with Numerical Simulation using MATLAB/ Reddy et al., c2021; Wiley		
235	Electricity: Principles and Applications/Fowler, c2022; McGraw Hill		
236	Pulsewidth Modulated DC-to-DC Power Conversion: Circuits, Dynamics, Control, and DC Power Distribution Systems, 2nd Edition/Choi, c2021; Wiley		
237	Advances in Semiconductor Technologies: Selected Topics Beyond Conventional CMOS/ Chen, c2022; Wiley		
238	Programmable Logic Controllers, ISE 6th Edition/Frank D. Petruzella, c2023; McGraw Hill		
239	Microelectronic Circuit Design, ISE 6th Edition/Richard Jaeger, c2022; McGraw Hill		
240	Design for Excellence in Electronics Manufacturing/Cheryl Tulkoff, c2021; Wiley		
241	Advances in Electromagnetics Empowered by Artificial Intelligence and Deep Learning/ Campbell, c2023; Wiley		
242	5G and Beyond: Wireless Communication Networks/ Sun et al., c2023; Wiley		
243	Principles of Electronic Communication Systems/ Frenzel, c2023; McGraw Hill		
244	Nutrition for Health, Fitness, and Sport/Rawson, c2024; McGraw Hill		
245	Fiber Optic Sensors: An Introduction for Engineers & Scientists, 3rd edition/ Spillman Jr. & Udd, c2024; Wiley		
246	Flexible Flat Panel Display, 2nd edition/ Cairns et al., c2023; Wiley		
247	Electronics: Principles and Applications/ Schuler, c2023; McGraw Hill		
248	Analog Devices and Circuits 1: Analog Devices/Gontrand, c2023; Wiley		
249	Analog Devices and Circuits 2: Analog Circuits/Gontrand, c2024; Wiley		
250	Consumer Behavior, 15th Edition/Hoyer et al., c2024; McGraw Hill		
251	Child Development, 16th Edition/J. Santrock et al., c2023; McGraw Hill		
252	Marriage and Family: The Quest for Intimacy, 10th Edition/Robert Lauer, c2023; McGraw Hill		
253	Living with Art, 13th Edition/Mark Getlein, c2024; McGraw Hill		
254	Voices of Design Leadership: Insights from Top Collaborative Design Firms, 1st edition/Ken Sanders, c2022; Wiley		

255	BIM for Smart and Sustainable Urban Space/Jarar Oulidi, c2022; Wiley		
256	Building Futures: Technology, Ecology, and Architectural Practice/Garber, c2023; Wiley		
257	Building Information Modelling: Shared Modeling, Mutual Data, the New Art of Building/Teulier, c2024; Wiley		
258	People Flow in Buildings/Siikonin, c2021; Wiley		
259	Rheology, Physical and Mechanical Behavior of Materials 2 - Working at High Strain Rates/Leroy, c2024; Wiley		
260	The Architect's Guide to Developing and Managing: An Internal Practice/Perkins, c2021; Wiley		
261	Advanced Ultra Low-Power Semiconductor Devices: Design and Applications/Upadhyay, c2023; Wiley		
262	Coloring the Cosmetic World: Using Pigments in Decorative Cosmetic Formulations, 2nd edition/ Faulkner, c2021; Wiley		
263	Baking Technology and Nutrition: Towards a Healthier World/Cauvain, c2022; Wiley		
264	Microbiological Risk Assessment Associated with the Food Processing and Distribution Chain/Membre et al, c2022; Wiley		
	Nothing Follows		

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

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

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

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

Financial Documents

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

or

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

Class “B” Documents

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

or

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

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

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

25 FINANCIAL COMPONENT ENVELOPE

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

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

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

Section IX. Bidding Forms

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

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

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

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

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

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

I/We, the undersigned, declare that:

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Performance Securing Declaration (Revised)

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

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

PERFORMANCE SECURING DECLARATION

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

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

I/We, the undersigned, declare that:

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

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

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

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rule]

APPENDIX "1"

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	Currency	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: _____

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

For Goods Offered from Within the Philippines

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

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

Name: _____

Legal Capacity: _____

Signature: _____

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

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

CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

