

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of Various Books

for

**Caraga State University
Cabadbaran Campus (CSUCC)**

Project Identification Number: IGF-164-2025-04-115

Approved Budget for the Contract:

**One Million Four Hundred Ninety-Nine Thousand Five Hundred
Eighty-Four Pesos Only (Php 1,499,584.00)**

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



INVITATION TO BID FOR Procurement of Various Books

1. The *Caraga State University Cabadbaran Campus (CSUCC)* through the *Internally Generated Fund (IGF)2025* intends to apply the sum of **One Million Four Hundred Ninety-Nine Thousand Five Hundred Eighty-Four Pesos Only (Php 1,499,584.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Various Books / IGF-164-2025-04-115**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Caraga State University Cabadbaran Campus (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 2022 – 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 **May 27, 2025 – June 16, 2025; before 10:30 AM** 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 5,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *personally or through electronic means*.
6. The *CSUCC* will hold a Pre-Bid Conference¹ on **June 4, 2025 @ 10:30 AM** through video conferencing or webcasting *via Zoom*. This will be open to all prospective bidders who submitted the filled pre-registration form: <https://forms.gle/fE14BK48bXymy6HS6> 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.

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.

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 ***June 16, 2025 @ 10:30 AM***. 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 ***June 16, 2025 @ 10:30 AM*** 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

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

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

Payments may be deposited to Land Bank bearing the following information

Account name: **CSU Cabadbaran Campus**

Account number: **3152 1015 88**

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

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

12. For further information, please refer to:

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

May 27, 2025

SGD. NATHALIE L. DAMINAR, Ph.D.
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, CSUCC wishes to receive Bids for the *Procurement of Various Books* with identification number **IGF-164-2025-04-115**.

[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 2025 in the amount of One Million Four Hundred Ninety-Nine Thousand Five Hundred Eighty-Four Pesos Only (Php 1,499,584.00).

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 2022– 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 ***October 13, 2025 or One Hundred Twenty Calendar Days from Bid Opening date (June 16, 2025)***. 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 1 – One Project having several items that shall be awarded as one contract.

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause									
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <i>A single contract similar to the items to be bid and must be at least FIFTY percent (50%) of the ABC.</i></p> <p>b. Completed within the last three (3) years (CY 2022 - present) prior to the deadline for the submission and receipt of bids.</p>								
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>a. The amount of not less than Php 29,991.68 [2% of Php 1,499,584.00], if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Php 74,979.20 [5% of Php 1,499,584.00] if bid security is in Surety Bond.</p>								
19.2	<i>Partial Bid is not allowed.</i>								
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <table><tr><td>Group Title</td><td>Items</td><td>Quantity</td><td>ABC</td></tr><tr><td>1 Lot</td><td>Procurement of Various Books</td><td>269 copies</td><td>Php 1,499,584.00</td></tr></table> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>	Group Title	Items	Quantity	ABC	1 Lot	Procurement of Various Books	269 copies	Php 1,499,584.00
Group Title	Items	Quantity	ABC						
1 Lot	Procurement of Various Books	269 copies	Php 1,499,584.00						
20.2	<p><i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i></p> <ul style="list-style-type: none">In case of sole dealership/distributorship, Copy of the Certificate of Authorized/Sole Dealership by the Manufacturer/ Distributor shall be submitted as additional requirement, whichever is applicable to the bidder								

21.2	<p><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
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Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are delivered to Supply Office, Caraga State University – Cabadbaran City, T. Curato St., Cabadbaran City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site are Ms. Charisse Galusan, Mr. Mc Christian Mamaoag and Mr. Roy Vincent Perang.</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

	<p>e. training of the Procuring Entity's personnel, at CSUCC, on assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>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).</p> <p>g. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <p>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>b. in the event of termination of production of the spare parts:</p> <p>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</p> <p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of three (3) years.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within one (1) month of placing the order.</p>
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	<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	<i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”
4	The inspections and tests that will be conducted are: <i>Product Presentation/ Demonstration/ Site Inspection, if applicable.</i>

Section VI. Schedule of Requirements

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

Item No.	Description	Unit of Issue	Qty.	Delivered, Weeks/Months
1	Business Statistics for Contemporary Decision-Making, 11th edition/Black, c2024; ISBN: 9781119889663	copy	1	Within Thirty (30) Calendar Days Upon Signing of Contract
2	Business Analytics: Descriptive, Predictive, Prescriptive/Camm, c2024; ISBN: 9780357902202	copy	1	
3	Business Research Methods, 3rd edition/Quinlan, c2024; ISBN: 9781473791343	copy	1	
4	Artificial Intelligence in Business/Wagner, c2024; ISBN: 9781984689368	copy	1	
5	Intermediate Accounting, 4th edition/Wahlen, c2024; ISBN: 9780357905708	copy	1	
6	Transportation: A Global Supply Chain Perspective, 10th edition/Novack, c2024; ISBN: 9780357908549	copy	1	
7	Diversity in Organizations, 5th edition/Bell, c2025; ISBN: 9780357986349	copy	1	
8	College Accounting, 24th edition/Heintz, c2025; ISBN: 9780357989388	copy	1	
9	Understanding Management, 12th edition/Daft, c2023; ISBN: 9780357716892	copy	1	
10	Strategic Management: an integrated approach, theory and cases, 14th edition/Hill, c2024; ISBN: 9780357716625	copy	1	
11	Designing Brand Identity, 6th edition/Wheeler, c2024; ISBN: 9781119984818	copy	1	
12	Corporate Financial Accounting, 17th edition/Warren, c2025; ISBN: 9780357929629	copy	1	
13	Materials and Inventory Management/Ayoun, c2024; ISBN: 9781774697344	copy	1	
14	Strategic E-Business Management/Szpakowska, c2024; ISBN: 9781984689627	copy	1	
15	Soft Skills for the Professional Services Industry with DVD/3G E-learning, c2023; ISBN: 9781984679338	copy	1	
16	MacroEcon7: Principles of Macroeconomics/McEachern, c2025; ISBN: 9780357902080	copy	1	
17	MicroEcon7: Principles of Microeconomics/McEachern, c2025; ISBN: 9780357901960	copy	1	
18	Supervision, 14th edition/Leonard, c2025; ISBN: 9780357719008	copy	1	
19	Personal Finance Planning, 16th edition/Billingsley, c2025; ISBN: 9780357987872	copy	1	
20	Services Marketing: concepts, strategies and cases, 6th edition/Hoffman, c2024; ISBN: 9780357718308	copy	1	

21	Financial Accounting: the cornerstone of business decision-making, 6th edition/Rich, c2025; ISBN: 9780357984949	copy	1	
22	Financial Accounting, 12th edition/Hoggett, c2024; ISBN: 9781394210978	copy	1	
23	Business Meeting and Event Planning for Dummies/Friedman, c2023; ISBN: 9781119982814	copy	1	
24	Operations Research/Bharnagar, c2024; ISBN: 9781774697382	copy	1	
25	Public Finance/Morris, c2025; ISBN: 9798891616394	copy	1	
26	Mathematical Methods for Economics/Reed, c2025; ISBN: 9798891616431	copy	1	
27	Managerial Accounting/Turner, c2025; ISBN: 9798891616363	copy	1	
28	Fundamentals of Finance/Parket, c2025; ISBN: 9798891616325	copy	1	
29	Successful Time Management/Thomas, c2023; ISBN: 979888361283	copy	1	
30	Essentials of Supply Chain Management/Afemei, c2024; ISBN: 9781774697054	copy	1	
31	3GE Collection on Business Management: Artificial Intelligence for Marketing/3G E-Learning, c2023; ISBN:9781984680877; Hardbound	copy	1	
32	3GE Collection on Business Management: Managing Customer Experience and Relationships/3G E-Learning, c2023; ISBN: 9781984680891; Hardbound	copy	1	
33	Brief Principles of Macroeconomics/Gregory Mankiw, c2024; ISBN: 9780357723067; Paperback	copy	1	
34	Communication for Constructive Workplace Conflict/Jessica Katz Jameson, c2023; ISBN: 9781119671565	copy	1	
35	Creativity for Innovation Management Tools and Techniques for Creative Thinking in Practice/Ina Goller, c2024; ISBN: 9781032127699	copy	1	
36	Essentials of Economics/Gregory Mankiw, c2024; ISBN: 9780357723166; Paperback	copy	1	
37	Financial Management and Accounting in the Public Sector/Gary Bandy, c2023; ISBN: 9781032157306	copy	1	Within Thirty (30) Calendar Days Upon Signing of Contract
38	Global Entrepreneurship & Innovation/Sarika Pruthi, c2023; ISBN: 9781526494450; Paperback	copy	1	
39	Human Resources Kit for Dummies/Andrea Butcher, c2023; ISBN: 9781119989899; Paperback	copy	1	
40	International Economics/Harley Burns, c2024; ISBN: 9798891611979	copy	1	
41	Introduction to Macroeconomics/Harley Burns, c2024; ISBN: 9798891611924; Paperback	copy	1	
42	Inventory Control Management/Lilibet Lannon, c2025; ISBN: 9789362249296	copy	1	
43	ISE Advanced Accounting, 15th edition/Joe Ben Hoyle, c2024; ISBN: 9781266266461; Paperback	copy	1	

44	ISE Purchasing and Supply Management/Fraser Johnson, c2024; ISBN: 9781266271113; Paperback	copy	1
45	Macroeconomics for Today, 11th edition/Irvin Tucker, c2023; ISBN: 9780357721094	copy	1
46	Macroeconomics/Klevisa Kapo, c2024; ISBN: 9781774697108; Paperback	copy	1
47	Microeconomics for Today/Irvin Tucker, c2023; ISBN: 9780357721193	copy	1
48	Modern Production Management/Solom Geller, c2024; ISBN: 9781647285630	copy	1
49	Operations and Supply Chain Management, 3rd edition/David Collier, c2024; ISBN: 9780357901649	copy	1
50	Pricing: A Guide to Pricing Decisions/Ragnhild Silkoset, c2023; ISBN: 9783110998337	copy	1
51	Principles of Entrepreneurship in the Industry 4.0 Era - Higher Education and Sustainability/Rajender Kumar, c2023; ISBN: 9781032183862	copy	1
52	Principles of Organizational Behavior, The Handbook of Evidence-Based Management/Craig Pearce, c2023; ISBN: 9781119828549; Paperback	copy	1
53	Project Management for Dummies/Nick Gramaham, c2023; ISBN: 9781394201884	copy	1
54	Quality Management Essentials/Barry Hill, c2024; ISBN: 9781647285661; Paperback	copy	1
55	Responsible Finance and Accounting Performance and Profit for Better Business, Society and Planet/Adrian Zicari, c2023; ISBN: 9781032329185; Hardbound	copy	1
56	Strategic Planning Kit for Dummies/Erica Olsen, c2023; ISBN: 9781394157969	copy	1
57	Sustainable Business Model Innovation/David Young, c2023; ISBN: 9783111294896	copy	1
58	Technopreneurship/Umesh Sharma, c2025; ISBN: 9789362242587	copy	1
59	Trading for Dummies/Lita Epstein, c2023; ISBN: 9781394161485	copy	1
60	Wholesale and Retail Sales/Ankit Singh, c2025; ISBN: 9789362247506	copy	1
61	Creativity and Innovation Theory, Research, and Practice/Jonathan A. Plucker, c2022; ISBN: 9781646321919	copy	1
62	Advertising Concepts and Applications, 2nd Edition/3G E-Learning, c2023; ISBN: 9781984679451	copy	1
63	Advertising Media Planning: A Brand Management Approach, 5th edition/Kelley, c2023; ISBN: 9781032192178; print & e-book	copy	1
64	Applied Economics, 4th edition/3G E-Learning, c2023; ISBN: 9781984680488; print & e-book	copy	1
65	Asian Economies: History, Institutions, and Structures/Lim, c2024; ISBN: 9781119913160; print & e-book	copy	1

66	Digital Marketing/Arif, c2024; ISBN: 9781774697337; print & e-book	copy	1	
67	Environmental Economics: An Introduction, 2024 Release/Field, c2024; ISBN: 9781266887390; print & e-book	copy	1	
68	Essentials of Marketing Analytics/ Hair Jr., c2022; ISBN: 9781260597745; print & e-book	copy	1	
69	Essentials of Marketing: Theory and Practice for a Marketing Career/Brown, c2023; ISBN: 9780367773427; print & e-book	copy	1	
70	Globalization's Systemic Impact: Navigating Economic and Societal Shifts/Albrow, c2024; ISBN: 9781962439138; print & e-book	copy	1	
71	Illustrated Handbook of Business Management for Entrepreneurs/Omole, c2024; ISBN: 9781984690142	copy	1	
72	International Economics, 18th edition/Pugel, c2024; ISBN: 9781266131752; print & e-book	copy	1	
73	International Marketing, 19th edition/Cateora, c2024; ISBN: 9781266151637; print & e-book	copy	1	
74	M: Marketing, 8th edition/Grewal, c2023; ISBN: 9781265056704; print & e-book	copy	1	Within Thirty (30) Calendar Days Upon Signing of Contract
75	Macroeconomic Principles and Problems: A Pluralist Introduction/Schneider, c2023; 9780367024826; print & e-book	copy	1	
76	Marketing - 2024 Release/Grewal, c2024; ISBN: 9781266930607; print & e-book	copy	1	
77	Marketing Management, 6th edition/ Iacobucci, c2022; ISBN: 9780357635087; print & e-book	copy	1	
78	Operations and Supply Chain Management, 17th edition/Jacobs, c2024; ISBN: 9781266271007; print & e-book	copy	1	
79	Policy of Business and Management of Strategies/Jeffrey, c2025; ISBN: 9781835351611; print & e-book	copy	1	
80	Principles of Marketing/Policarpio, c2024; ISBN: 9781774697122	copy	1	
81	SELL7: Trust-Based Professional Selling, 7th edition/Ingram, c2024; ISBN: 9780357901380; print & e-book	copy	1	
82	Services Marketing and Customer Relationship Management/Kumar, c2024; ISBN: 9781774697320; print & e-book	copy	1	
83	Strategic Management: Concepts and Cases - International Adaptation, 4th edition/Dyer, c2024; ISBN: 9781119889090; print & e-book	copy	1	
84	Understanding Business: The Core, 3rd edition/Nickels, c2024; ISBN: 9781266116742; print & e-book	copy	1	
85	Professional Salesmanship/Mecmack Nartea, c2024; Rex Bookstore	copy	2	
86	Labor Standards and Social Legislations: Cases, Laws, and Lecture Notes/ Demegillo, c2024; Rex Bookstore	copy	2	
87	Foundations of Early Childhood Education/Howard, c2025; ISBN:9798891615878	copy	1	

88	Ethics and Educational Technology/Moore,c2023; ISBN: 9780415895088	copy	1	
89	Educational Management/Price, c2025; 9798891615939	copy	1	
90	Agricultural Robotics and Automation/Campbell, c2025; ISBN: 9798891616820	copy	1	
91	Architect's Pocket Book, 6th edition/Hetreed, c2023; ISBN: 9781032414119	copy	1	
92	Applications of Artificial Intelligence in Automobiles/Parilla, c2024; ISBN: 9781984689429	copy	1	
93	Event Planning: Wine and Whisky/3G E-Learning, c2024; ISBN: 9781984685407	copy	1	
94	Fashion on the Red Carpet/Lunden, c2023; ISBN: 9781474461818	copy	1	
95	Cosmetics and Treatments of Body Parts with DVD/3G E-Learning, c2023; ISBN: 9781984678997	copy	1	
96	Restaurant Financial Basics with DVD/3G E-learning, c2022; ISBN: 9781984659460	copy	1	
97	Hospitality Business Planning/Robinson, c2025; ISBN: 9798891614468	copy	1	
98	Kitchen Planning and Management/Hayes, c2025; ISBN: 9798891614451	copy	1	
99	Hospitality Leadership and Applied Ethics/Phillips, c2025; ISBN: 9798891614529	copy	1	
100	Advanced Convention and Events Management/Nelson, c2025; ISBN: 9798891614567	copy	1	
101	Mastering Poultry and Meat/Bennett, c2025; ISBN: 9798891614444	copy	1	
102	Housekeeping Operations/Foster, c2025; ISBN: 9798891614499	copy	1	
103	Culinary Nutrition/Morgan, c2025; ISBN: 9798891614536	copy	1	
104	Basic Building and Construction Skills, 7th edition/Laws, c2024; ISBN: 9780170463126	copy	1	
105	Art, Archaeology and Architecture/Desai, c2023; ISBN: 9789395431019	copy	1	
106	Startup guide: Construction and Contracting with DVD, 2nd edition/3G E-learning, c2023; ISBN: 9781984679390	copy	1	
107	Careers in Construction/Sinha, c2024; ISBN: 9789395431590	copy	1	
108	Automotive Engines: Diagnosis, Repair and Rebuilding, 9th edition/Gilles, c2024; 9780357766248	copy	1	
109	Automotive Maintenance and Light Repair, 3rd edition/Thompson, c2024; ISBN: 9780357766620	copy	1	
110	Wood Construction Technology with DVD/3G E-learning, c2023; ISBN: 9781984678959	copy	1	
111	Debates in Design and Technology Education/Alison Hardy, c2023; ISBN: 9780367763732	copy	1	
112	Education and Research for the Future: Engineering as an Illustrative Case/D. N. P. Murthy, c2023; ISBN: 9783031296840	copy	1	

113	Exercises in Architecture: Learning to Think as an Architect/Simon Unwin, c2023; ISBN: 9781032265650	copy	1	
114	Photography for Architects, Effective Use of Images in Your Architectural Practice/Martine Hamilton Knight, c2024; ISBN: 9781032189116; Paperback	copy	1	
115	Architectural Design With Sketchup 3D Modeling, Extensions, Bim, Rendering, Making, Scripting, and Layout/Alexander Schreyer, c2023; ISBN: 9781394161133; Paperback	copy	1	Within Thirty (30) Calendar Days Upon Signing of Contract
116	Architectural Designing & Planning/3G E-learning, c2023; ISBN: 9781984678942; Paperback; print & e-book	copy	1	
117	Architectural Tools and Equipments/3G E-Learning, c2023; ISBN: 9781984678935; Paperback	copy	1	
118	Building Simply: Wooden Windows/Judith Resch, c2023; ISBN: 9783035625769; Hardbound	copy	1	
119	Furniture Design and Construction/3G E-Learning, c2023; ISBN: 9781984678911; Paperback; print & e-book	copy	1	
120	Organization and Management/3G E-Learning, c2023; ISBN: 9781984680518; Paperback; print & e-book	copy	1	
121	Revit 2024 for Architecture, 2nd edition/Eric Wing, c2024; ISBN: 9781394193295; Paperback	copy	1	
122	Up and Running With AutoCAD 2024 2D and 3D Drawing and Modeling/ Gindis Elliot, c2024; ISBN: 9780443139680; Paperback	copy	1	
123	Wood and Wood Joints: Building Traditions of Europe, Japan and China/ Klaus Zwerger, c2023; ISBN: 9783035624809; Hardbound	copy	1	
124	A Manual of Practice Teaching/Thomas, c2024; ISBN: 9789357517256	copy	1	
125	A Visual Reference to Food Styling, 2nd edition /3G E-Learning, c2023; ISBN: 9781984680327; print & e-book	copy	1	
126	Human Growth & Development, 5th edition/Beckett, c2024; ISBN: 9781529608977	copy	1	
127	Understanding & Applying Assessment in Education, 2nd edition/Murchan, c2024; ISBN: 9781529732443; print & e-book	copy	1	
128	Automotive Electronic: Basic Concepts/Murray, c2025; ISBN: 9789357519625	copy	1	
129	Carpentry: Residential and Commercial (Intermediate)/Sharma, c2024; ISBN: 9789395080705	copy	1	
130	Welding/Ahmad, c2024; ISBN: 9789395080866	copy	1	
131	Automotive Engineering Fundamentals/Mishra, c2025; ISBN: 9789357517904	copy	1	
132	Basic Industrial Electricity Training and Maintenance/Saini, c2025; ISBN: 9789357512480	copy	1	
133	Plumbing: Advanced Career Guide/Singh, c2024; ISBN: 9789395080798	copy	1	
134	Sewing from Basic to Expert/Singh, c2024; ISBN: 9789395080842	copy	1	

135	Carpentry: The Complete Guide to Woodworking/Sharma, c2024; ISBN: 9789395080712	copy	1	
136	Welding Complete/Ahmad, c2024; ISBN: 9789395080873	copy	1	
137	Carpentry and Framing: A Career Guide/Sharma, c2024; ISBN: 9789395080699	copy	1	
138	Understanding of Automotive Mechanics/Bhattachary, c2025; ISBN: 9789348196736	copy	1	
139	Mastering Knife Skills/Mittal, c2024; ISBN: 9789395080422	copy	1	
140	Auto-mechanic: A Career Guide/Carter, c2024; ISBN: 9789398080521	copy	1	
141	Kitchen Essentials and Basic Food Preparation/Remaneses et al., c2023; ISBN: 9786214092253	copy	3	
142	Food Styling and Design/Sanchez, c2025; ISBN: 9786214781287	copy	3	
143	Cookery NC II/Villasias, c2025; ISBN: 9786214781386	copy	3	
144	Bread and Pastry/Portman, c2025; ISBN: 9786214781379	copy	3	
145	Teaching and Learning in Higher Education/3G E-Learning, c2022; ISBN: 9781984659163	copy	1	
146	The Art of Clothing Care/Steamery, c2024	copy	1	
147	Emerging Technologies for the Food Industry Volume 1/Arthur Moses, c2024; ISBN: 9781774914243	copy	1	
148	Killer Hooks/Betty Hechtman, c2023; ISBN: 978-1960511300	copy	1	
149	Wardlaw's Contemporary Nutrition/Angela Collene, c2024; ISBN: 9781265489205	copy	1	
150	The Complete Recipe Writing Guide/Sarazen, c2023; ISBN: 978-0880912006	copy	1	Within Thirty (30) Calendar Days Upon Signing of Contract
151	Clean Eating Cookbook for Beginners/Anderson, c2023; ISBN: 979-8865310754	copy	1	
152	Clothing Alterations and Repairs/Lewallen, c2024; ISBN: 9781350163553	copy	1	
153	Introduction to Cosmetic Formulation and Technology, 2nd Edition/Gabriella Baki, c2023; ISBN: 978-1-119-70977-0	copy	1	
154	Shielded Metal Arc Welding/Walker, c2023; ISBN: 978-1-63776-069-7	copy	1	
155	Welding - Materials, Fabrication Processes, and Industry 5.0/Kumar, c2024; ISBN: 9781837698714	copy	1	
156	Advanced Welding Methods and Equipment/Li, c2025; ISBN: 978-981-97-4108-3; Hardcover	copy	1	
157	Oxyfuel Gas Welding and Cutting, 8th Edition/Bowditch, c2023; ISBN: 978-1-63776-068-0	copy	1	
158	Food Processing: Techniques of Extraction/Wenzhe sun, c2024; ISBN: 9781835353325; print & e-book	copy	1	
159	Industrial Engineering and Quality Control/Salunke, c2025; ISBN: 978-93-89684-49-0	copy	1	
160	AutoCAD 2025 Tutorial Second Level 3D Modeling/Randy Shih, c2024; SDC Publications; ISBN: 978-1630576790	copy	1	
161	Graphic Design: Essentials Handbook/Alice Brooks, c2024; Anmol Publications; ISBN: 9788197071560	copy	2	

162	Technical Drawing 101 with AutoCAD 2025/Congdon-Fuller, c2024; ISBN: 978-1630576561	copy	1
163	Residential Design Using AutoCAD 2025/Stine, c2024; SDC Publications; ISBN: 978-1630576639	copy	1
164	Community Based Tourism/Juyal, c2024; ISBN: 9781774697153	copy	1
165	Room Service Management, 2nd edition/Sola, c2024; IBSN: 9781984688583	copy	1
166	Introduction to Hotel Management/Juyal, c2024; ISBN: 9781774697184	copy	1
167	Restaurant Marketing with DVD/3G E-learning, c2022; IBSN: 9781984659453	copy	1
168	Hospitality Financial Management/Adebajo, c2024; ISBN: 9781984689771	copy	1
169	Artificial Intelligence in Travel and Transport/Kondo, c2024; ISBN: 9781984689443	copy	1
170	Revenue Management for the Hospitality Industry with DVD/3G E-learning, c2022; ISBN: 9781984659439	copy	1
171	Event Planning: house warming/3G E-Learning, c2024; ISBN: 9781984685438	copy	1
172	Event Planning: Music Fests/3G E-learning, c2024; ISBN: 9781984685445	copy	1
173	Startup Guide: Food Truck, 2nd edition with DVD/3G E-learning, c2023; ISBN: 9781984679376	copy	1
174	Managing Hospitality Human Resource with DVD, 2nd edition/3G E-learning, c2023; ISBN: 9781984679550	copy	1
175	The Science of Thai Cuisine/Sinsawasdi, c2023; ISBN: 9780367763350	copy	1
176	Applied Business Tools and Technologies in Tourism/Sullivan, c2025; ISBN: 9798891614543	copy	1
177	Beverage Products and Bar Operations/Carter, c2025; ISBN: 9798891614482	copy	1
178	Mastering Seafood, Crustaceans and Mussels/ Simmons, c2025; ISBN: 9798891614437	copy	1
179	Digital Marketing in the International Tourism and Hospitality Industry/Richardson, c2025; ISBN: 9798891614512	copy	1
180	3G Handy Guide: Hotel Facilities Management, 2nd edition/D'Uonnolo, c2024; ISBN: 9781984688910; print & e-book	copy	1
181	A Visual Reference to Housekeeping with e-book - 2nd Edition/3G E-Learning, c2023; ISBN: 9781984680259; print & e-book	copy	1
182	Basic Concepts of Travel and Tourism/Bertram, c2024; ISBN: 9798886263893; print & e-book	copy	1
183	Contemporary Tourism: An International Approach with Free Database Article/Boyd, c2024; ISBN: 9781641730281	copy	1

184	Core Concepts in Hospitality and Tourism: Hotel Management, 2nd edition/Huang, c2024; ISBN: 9781984689139	copy	1	
185	Cultural Tourism Management with e-book/ Mitchel, c2023; ISBN: 9781912859061	copy	1	
186	Destination Branding and Marketing/Cittone, c2024; ISBN: 9781984689733; print & e-book	copy	1	
187	Essentials of Tourism, 4th edition/Cooper, c2022; ISBN: 9781529778571; print & e-book	copy	1	
188	Event Planning in a Socially Distanced World/Kalacas, c2023; ISBN: 9781774694855; print & e-book	copy	1	
189	Managing Visitor Attractions, 3rd edition/Fyall, c2022; ISBN: 9780367486136; print & e-book	copy	1	
190	Organizational Behaviour in Tourism Planning and Management/Christopher, c2024; ISBN: 9798887153834; print & e-book	copy	1	
191	Role of Social Media and Internet in Tourism and Hospitality/Essner, c2024; ISBN: 9781916784802; print & e-book	copy	1	
192	Sales and Advertising Management in Tourism/Gordon, c2024; ISBN: 9798887154169; print & e-book	copy	1	
193	Tourism and Economic Development/Bhardwaj, c2024; ISBN: 9789395577267; print & e-book	copy	1	
194	Tourism Education: An Emerging Essential/Roberts, c2024; ISBN: 9788119920594; print & e-book	copy	1	Within Thirty (30) Calendar Days Upon Signing of Contract
195	Tourism Labor and Employment/Arjona, c2022; ISBN: 9781774691434	copy	1	
196	Tourism Promotion/Kumari, c2023; ISBN: 9789357510356; print & e-book	copy	1	
197	Hotel Housekeeping Advanced/Kamble, c2024; ISBN: 9789395080408	copy	1	
198	Engineering Drawing/Virat Khanna, c2023; ISBN: 9789395337731; Hardbound	copy	1	
199	Computer Vision in Robotics/Korner, c2025	copy	1	
200	Designing 3D Printing: Essential Knowledge/Hart, c2025; ISBN: 9781836831709	copy	1	
201	Information Assurance and Security Book 1/Pomperada, c2023; ISBN: 978-621-427-149-8	copy	1	
202	Fundamentals of Information Management/Pomperada, c2023; ISBN: 9786214271627	copy	1	
203	Introduction to Human-Computer Interaction/Revano Jr., c2023; ISBN: 9789719655053	copy	1	
204	An Introduction to Software Architecture/Sergio Zybin, c2024; ISBN: 9781835352977; print & e-book	copy	1	
205	Information Technology: Basics/Jonathan Katz, c2024; ISBN: 9781835351758; print & e-book	copy	1	
206	An Understanding of Logic Design/Klima, c2025; ISBN: 9781835352649; print & e-book	copy	1	

207	Information Systems Analysis and Design/Tanner, c2025; ISBN: 9781835357170; print & e-book	copy	1	
208	Basic Understanding of Cyber Crime/Hwang, c2025; ISBN: 9781835351840; print & e-book	copy	1	
cc	Technologies in E-Commerce and Mobile Commerce/Stinson, c2025; ISBN: 9781835350867; print & e-book	copy	1	
210	Schaum's Outline of Electric Circuits/Edminister, c2024; McGraw-Hill; ISBN: 9781260011968	copy	1	
211	Engineering Electromagnetics/Hayt, c2023; ISBN: 9781260472370	copy	1	
212	Numerical and Analytical Methods with MATLAB for Electrical Engineers/Bober, c2022; Taylor and Francis; ISBN: 9781439854297	copy	1	
213	2001 Solved Problems in Engineering Sciences and Allied Subjects/Tiong, c2022	copy	2	
214	1001 Solved Problems in Engineering Mathematics/ Tiong, c2022	copy	2	
215	1001 Solved Problems in Electrical Engineering/Rojas, c2022	copy	2	
216	Exploring Arduino: Tools and Techniques for Engineering Wizardry/Blum, c2022; Wiley; ISBN :978-1119405306	copy	1	
217	Arduino Cookbook, 3rd edition/Margolis et al., c2022; O'Reilly Media; ISBN: 9781491903520	copy	1	
218	Programming Arduino: Getting Started with Sketches/Monk, c2023; McGraw-Hill; ISBN:9781264676989	copy	1	
219	Getting Started With Arduino: The Open Source Electronics Prototyping Platform/Banzy, c2022; O'Reilly Media; ISBN: 978-1680456936	copy	1	
220	Arduino Workshop, 2nd Edition: A Hands-on Introduction with 65 Projects/Boxall, c2022; No Starch Press; ISBN: 978-1718500587	copy	1	
221	Developing IoT Projects with ESP32 - Second Edition/ Oner, c2022; Packt Publishing; ISBN: 9781838641160	copy	1	
222	The Lord of the Rings Boxed Set/J.R.R. Tolkien, c2014; Hardcover; ISBN: 978-0007581146	copy	1	
223	The History of Middle-earth Box Set#3: The Return of the Shadow / The Treason of Isengard / The War of the Ring / Sauron Defeated (The History of Middle-earth Box Sets, 3)/J.R.R Tolkien, c2024; Hardcover; ISBN: 978-0063390843	copy	1	
224	A Game of Thrones 5-book Box Set/George RR Martin, c2016; Leather bound; ISBN: 978-0345535528	copy	1	
225	Divergent Series Four-Book Paperback Box Set: Divergent, Insurgent, Allegiant/Veronica Roth, c2016; Hardcover; ISBN: 978-0062421371	copy	1	
226	Hunger Games 4-Book Paperback Box Set (the Hunger Games, Catching Fire, Mockingjay, the Ballad of Songbirds and Snakes)/Suzanne Collins, c2023; ISBN: 978-1339042657	copy	1	
227	Ang Unang Pilipino: Ang Talambuhay ni Jose Rizal/Leon Ma. Guerrero, c2024; Anvil Publishing; ISBN: 9789712737398	copy	1	

228	Bones of Contention: The Bonifacio Lectures/Ambeth Ocampo, c2024; Anvil Publishing	copy	1	Within Thirty (30) Calendar Days Upon Signing of Contract
229	Culture and History/Nick Joaquin, c2004; Anvil Publishing	copy	1	
230	Dila at Bandila: The Search for the National Palate of the Philippines/Ige Ramos, c2022; Anvil Publishing	copy	1	
231	A Course Module for National Service Training Program I (NSTP I) 2023 Edition/Crudo et al., c2023: Rex Bookstore	copy	3	
232	A Course Module for National Service Training Program II (NSTP II) 2023 Edition/Crudo et al., c2023: Rex Bookstore	copy	3	
233	Mathematics in the Modern World: Outcomes-Based Module/Richard T. Earnhart, c2022; C & E Publishing; 9789719818106	copy	3	
234	Mathematics in the Modern World/Baltazar et al., c2024; C & E Publishing; ISBN: 9789719820031	copy	3	
235	Mathematics in the Modern World/Calingasan et al., c2022; C & E Publishing; ISBN: 9789719819097	copy	3	
236	Essential Mathematics for the Modern World/Nocon et al., c2024; C & E Publishing; ISBN: 9789719820239	copy	3	
237	Revisiting Readings in Philippine History/Baes, c2023; Mindshapers; ISBN: 978-971-9655-60-2	copy	3	
238	Dr. Jose P. Rizal: The Timeless Filipino/Rowena Pila, c2023; Vibal Group	copy	1	
239	More Mindanawon than We Admit/Jhoanna Lynn B. Cruz, c2024; Vibal Foundation	copy	1	
240	Philippine Cinematic Art/Andrea L. Peterson, c2024; Vibal Foundation	copy	1	
241	Everyday Culture: Our Schools of Living Traditions Volume III: Mindanao/ Tina P. Colayco, c2023	copy	1	

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)
1	Business Statistics for Contemporary Decision-Making, 11th edition/Black, c2024; ISBN: 9781119889663		
2	Business Analytics: Descriptive, Predictive, Prescriptive/Camm, c2024; ISBN: 9780357902202		
3	Business Research Methods, 3rd edition/Quinlan, c2024; ISBN: 9781473791343		
4	Artificial Intelligence in Business/Wagner, c2024; ISBN: 9781984689368		
5	Intermediate Accounting, 4th edition/Wahlen, c2024; ISBN: 9780357905708		
6	Transportation: A Global Supply Chain Perspective, 10th edition/Novack, c2024; ISBN: 9780357908549		
7	Diversity in Organizations, 5th edition/Bell, c2025; ISBN: 9780357986349		
8	College Accounting, 24th edition/Heintz, c2025; ISBN: 9780357989388		
9	Understanding Management, 12th edition/Daft, c2023; ISBN: 9780357716892		
10	Strategic Management: an integrated approach, theory and cases, 14th edition/Hill, c2024; ISBN: 9780357716625		
11	Designing Brand Identity, 6th edition/Wheeler, c2024; ISBN: 978111998481		
12	Corporate Financial Accounting, 17th edition/Warren, c2025; ISBN: 9780357929629		
13	Materials and Inventory Management/Ayoun, c2024; ISBN: 9781774697344		
14	Strategic E-Business Management/Szpakowska, c2024; ISBN: 9781984689627		
15	Soft Skills for the Professional Services Industry with DVD/3G E-learning, c2023; ISBN: 9781984679338		
16	MacroEcon7: Principles of Macroeconomics/McEachern, c2025; ISBN: 9780357902080		
17	MicroEcon7: Principles of Microeconomics/McEachern, c2025; ISBN: 9780357901960		
18	Supervision, 14th edition/Leonard, c2025; ISBN: 9780357719008		
19	Personal Finance Planning, 16th edition/Billingsley, c2025; ISBN: 9780357987872		
20	Services Marketing: concepts, strategies and cases, 6th edition/Hoffman, c2024; ISBN: 9780357718308		
21	Financial Accounting: the cornerstone of business decision-making, 6th edition/Rich, c2025; ISBN: 9780357984949		
22	Financial Accounting, 12th edition/Hoggett, c2024; ISBN: 9781394210978		

23	Business Meeting and Event Planning for Dummies/ Friedman, c2023; ISBN: 9781119982814		
24	Operations Research/Bharnagar, c2024; ISBN: 9781774697382		
25	Public Finance/Morris, c2025; ISBN: 9798891616394		
26	Mathematical Methods for Economics/Reed, c2025; ISBN: 9798891616431		
27	Managerial Accounting/Turner, c2025; ISBN: 9798891616363		
28	Fundamentals of Finance/Parket, c2025; ISBN: 9798891616325		
29	Successful Time Management/Thomas, c2023; ISBN: 979888361283		
30	Essentials of Supply Chain Management/Afemei, c2024; ISBN: 9781774697054		
31	3GE Collection on Business Management: Artificial Intelligence for Marketing/3G E-Learning, c2023; ISBN:9781984680877; Hardbound		
32	3GE Collection on Business Management: Managing Customer Experience and Relationships/3G E-Learning, c2023; ISBN: 9781984680891; Hardbound		
33	Brief Principles of Macroeconomics/Gregory Mankiw, c2024; ISBN: 9780357723067; Paperback		
34	Communication for Constructive Workplace Conflict/Jessica Katz Jameson, c2023; ISBN: 9781119671565		
35	Creativity for Innovation Management Tools and Techniques for Creative Thinking in Practice/Ina Goller, c2024; ISBN: 9781032127699		
36	Essentials of Economics/Gregory Mankiw, c2024; ISBN: 9780357723166; Paperback		
37	Financial Management and Accounting in the Public Sector/Gary Bandy, c2023; ISBN: 9781032157306		
38	Global Entrepreneurship & Innovation/Sarika Pruthi, c2023; ISBN: 9781526494450; Paperback		
39	Human Resources Kit for Dummies/Andrea Butcher, c2023; ISBN: 9781119989899; Paperback		
40	International Economics/Harley Burns, c2024; ISBN: 9798891611979		
41	Introduction to Macroeconomics/Harley Burns, c2024; ISBN: 9798891611924; Paperback		
42	Inventory Control Management/Lilibet Lannon, c2025; ISBN: 9789362249296		
43	ISE Advanced Accounting, 15th edition/Joe Ben Hoyle, c2024; ISBN: 9781266266461; Paperback		
44	ISE Purchasing and Supply Management/Fraser Johnson, c2024; ISBN: 9781266271113; Paperback		
45	Macroeconomics for Today, 11th edition/Irvin Tucker, c2023; ISBN: 9780357721094		
46	Macroeconomics/Klevisa Kapo, c2024; ISBN: 9781774697108; Paperback		
47	Microeconomics for Today/Irvin Tucker, c2023; ISBN: 9780357721193		
48	Modern Production Management/Solom Geller, c2024; ISBN: 9781647285630		

49	Operations and Supply Chain Management, 3rd edition/ David Collier, c2024; ISBN: 9780357901649		
50	Pricing: A Guide to Pricing Decisions/Ragnhild Silkoset, c2023; ISBN: 9783110998337		
51	Principles of Entrepreneurship in the Industry 4.0 Era - Higher Education and Sustainability/Rajender Kumar, c2023; ISBN: 9781032183862		
52	Principles of Organizational Behavior, The Handbook of Evidence-Based Management/Craig Pearce, c2023; ISBN: 9781119828549; Paperback		
53	Project Management for Dummies/Nick Gramaham, c2023; ISBN: 9781394201884		
54	Quality Management Essentials/Barry Hill, c2024; ISBN: 9781647285661; Paperback		
55	Responsible Finance and Accounting Performance and Profit for Better Business, Society and Planet/Adrian Zicari, c2023; ISBN: 9781032329185; Hardbound		
56	Strategic Planning Kit for Dummies/Erica Olsen, c2023; ISBN: 9781394157969		
57	Sustainable Business Model Innovation/David Young, c2023; ISBN: 9783111294896		
58	Technopreneurship/Umesh Sharma, c2025; ISBN: 9789362242587		
59	Trading for Dummies/Lita Epstein, c2023; ISBN: 9781394161485		
60	Wholesale and Retail Sales/Ankit Singh, c2025; ISBN: 9789362247506		
61	Creativity and Innovation Theory, Research, and Practice/Jonathan A. Plucker, c2022; ISBN: 9781646321919		
62	Advertising Concepts and Applications, 2nd Edition/3G E-Learning, c2023; ISBN: 9781984679451		
63	Advertising Media Planning: A Brand Management Approach, 5th edition/Kelley, c2023; ISBN: 9781032192178; print & e-book		
64	Applied Economics, 4th edition/3G E-Learning, c2023; ISBN: 9781984680488; print & e-book		
65	Asian Economies: History, Institutions, and Structures/Lim, c2024; ISBN: 9781119913160; print & e-book		
66	Digital Marketing/Arif, c2024; ISBN: 9781774697337; print & e-book		
67	Environmental Economics: An Introduction, 2024 Release/Field, c2024; ISBN: 9781266887390; print & e-book		
68	Essentials of Marketing Analytics/ Hair Jr., c2022; ISBN: 9781260597745; print & e-book		
69	Essentials of Marketing: Theory and Practice for a Marketing Career/Brown, c2023; ISBN: 9780367773427; print & e-book		
70	Globalization's Systemic Impact: Navigating Economic and Societal Shifts/Albrow, c2024; ISBN: 9781962439138; print & e-book		
71	Illustrated Handbook of Business Management for Entrepreneurs/Omole, c2024; ISBN: 9781984690142		
72	International Economics, 18th edition/Pugel, c2024; ISBN: 9781266131752; print & e-book		

73	International Marketing, 19th edition/Cateora, c2024; ISBN: 9781266151637; print & e-book		
74	M: Marketing, 8th edition/Grewal, c2023; ISBN: 9781265056704; print & e-book		
75	Macroeconomic Principles and Problems: A Pluralist Introduction/Schneider, c2023; 9780367024826; print & e-book		
76	Marketing - 2024 Release/Grewal, c2024; ISBN: 9781266930607; print & e-book		
77	Marketing Management, 6th edition/ Iacobucci, c2022; ISBN: 9780357635087; print & e-book		
78	Operations and Supply Chain Management, 17th edition/Jacobs, c2024; ISBN: 9781266271007; print & e-book		
79	Policy of Business and Management of Strategies/Jeffrey, c2025; ISBN: 9781835351611; print & e-book		
80	Principles of Marketing/Policarpio, c2024; ISBN: 9781774697122		
81	SELL7: Trust-Based Professional Selling, 7th edition/Ingram, c2024; ISBN: 9780357901380; print & e-book		
82	Services Marketing and Customer Relationship Management/Kumar, c2024; ISBN: 9781774697320; print & e-book		
83	Strategic Management: Concepts and Cases - International Adaptation, 4th edition/Dyer, c2024; ISBN: 9781119889090; print & e-book		
84	Understanding Business: The Core, 3rd edition/Nickels, c2024; ISBN: 9781266116742; print & e-book		
85	Professional Salesmanship/Mecmack Nartea, c2024; Rex Bookstore		
86	Labor Standards and Social Legislations: Cases, Laws, and Lecture Notes/ Demegillo, c2024; Rex Bookstore		
87	Foundations of Early Childhood Education/Howard, c2025; ISBN:9798891615878		
88	Ethics and Educational Technology/Moore, c2023; ISBN: 9780415895088		
89	Educational Management/Price, c2025; 9798891615939		
90	Agricultural Robotics and Automation/Campbell, c2025; ISBN: 9798891616820		
91	Architect's Pocket Book, 6th edition/Hetreed, c2023; ISBN: 9781032414119		
92	Applications of Artificial Intelligence in Automobiles/Parilla, c2024; ISBN: 9781984689429		
93	Event Planning: Wine and Whisky/3G E-Learning, c2024; ISBN: 9781984685407		
94	Fashion on the Red Carpet/Lunden, c2023; ISBN: 9781474461818		
95	Cosmetics and Treatments of Body Parts with DVD/3G E-Learning, c2023; ISBN: 9781984678997		
96	Restaurant Financial Basics with DVD/3G E-learning, c2022; ISBN: 9781984659460		
97	Hospitality Business Planning/Robinson, c2025; ISBN: 9798891614468		
98	Kitchen Planning and Management/Hayes, c2025; ISBN: 9798891614451		

99	Hospitality Leadership and Applied Ethics/Phillips, c2025; ISBN: 9798891614529		
100	Advanced Convention and Events Management/Nelson, c2025; ISBN: 9798891614567		
101	Mastering Poultry and Meat/Bennett, c2025; ISBN: 9798891614444		
102	Housekeeping Operations/Foster, c2025; ISBN: 9798891614499		
103	Culinary Nutrition/Morgan, c2025; ISBN: 9798891614536		
104	Basic Building and Construction Skills, 7th edition/Laws, c2024; ISBN: 9780170463126		
105	Art, Archaeology and Architecture/Desai, c2023; ISBN: 9789395431019		
106	Startup guide: Construction and Contracting with DVD, 2nd edition/3G E-learning, c2023; ISBN: 9781984679390		
107	Careers in Construction/Sinha, c2024; ISBN: 9789395431590		
108	Automotive Engines: Diagnosis, Repair and Rebuilding, 9th edition/Gilles, c2024; 9780357766248		
109	Automotive Maintenance and Light Repair, 3rd edition/ Thompson, c2024; ISBN: 9780357766620		
110	Wood Construction Technology with DVD/3G E-learning, c2023; ISBN: 9781984678959		
111	Debates in Design and Technology Education/Alison Hardy, c2023; ISBN: 9780367763732		
112	Education and Research for the Future: Engineering as an Illustrative Case/D. N. P. Murthy, c2023; ISBN: 9783031296840		
113	Exercises in Architecture: Learning to Think as an Architect/Simon Unwin, c2023; ISBN: 9781032265650		
114	Photography for Architects, Effective Use of Images in Your Architectural Practice/Martine Hamilton Knight, c2024; ISBN: 9781032189116; Paperback		
115	Architectural Design With Sketchup 3D Modeling, Extensions, Bim, Rendering, Making, Scripting, and Layout/Alexander Schreyer, c2023; ISBN: 9781394161133; Paperback		
116	Architectural Designing & Planning/3G E-learning, c2023; ISBN: 9781984678942; Paperback; print & e-book		
117	Architectural Tools and Equipment/3G E-Learning, c2023; ISBN: 9781984678935; Paperback		
118	Building Simply: Wooden Windows/Judith Resch, c2023; ISBN: 9783035625769; Hardbound		
119	Furniture Design and Construction/3G E-Learning, c2023; ISBN: 9781984678911; Paperback; print & e-book		
120	Organization and Management/3G E-Learning, c2023; ISBN: 9781984680518; Paperback; print & e-book		
121	Revit 2024 for Architecture, 2nd edition/Eric Wing, c2024; ISBN: 9781394193295; Paperback		
122	Up and Running with AutoCAD 2024 2D and 3D Drawing and Modeling/ Gindis Elliot, c2024; ISBN: 9780443139680; Paperback		
123	Wood and Wood Joints: Building Traditions of Europe, Japan and China/ Klaus Zwerger, c2023; ISBN: 9783035624809; Hardbound		

124	A Manual of Practice Teaching/Thomas, c2024; ISBN: 9789357517256		
125	A Visual Reference to Food Styling, 2nd edition /3G E-Learning, c2023; ISBN: 9781984680327; print & e-book		
126	Human Growth & Development, 5th edition/Beckett, c2024; ISBN: 9781529608977		
127	Understanding & Applying Assessment in Education, 2nd edition/Murchan, c2024; ISBN: 9781529732443; print & e-book		
128	Automotive Electronic: Basic Concepts/Murray, c2025; ISBN: 9789357519625		
129	Carpentry: Residential and Commercial (Intermediate)/Sharma, c2024; ISBN: 9789395080705		
130	Welding/Ahmad, c2024; ISBN: 9789395080866		
131	Automotive Engineering Fundamentals/Mishra, c2025; ISBN: 9789357517904		
132	Basic Industrial Electricity Training and Maintenance/Saini, c2025; ISBN: 9789357512480		
133	Plumbing: Advanced Career Guide/Singh, c2024; ISBN: 9789395080798		
134	Sewing from Basic to Expert/Singh, c2024; ISBN: 9789395080842		
135	Carpentry: The Complete Guide to Woodworking/Sharma, c2024; ISBN: 9789395080712		
136	Welding Complete/Ahmad, c2024; ISBN: 9789395080873		
137	Carpentry and Framing: A Career Guide/Sharma, c2024; ISBN: 9789395080699		
138	Understanding of Automotive Mechanics/Bhattachary, c2025; ISBN: 9789348196736		
139	Mastering Knife Skills/Mittal, c2024; ISBN: 9789395080422		
140	Auto-mechanic: A Career Guide/Carter, c2024; ISBN: 9789398080521		
141	Kitchen Essentials and Basic Food Preparation/Remaneses et al., c2023; ISBN: 9786214092253		
142	Food Styling and Design/Sanchez, c2025; ISBN: 9786214781287		
143	Cookery NC II/Villasis, c2025; ISBN: 9786214781386		
144	Bread and Pastry/Portman, c2025; ISBN: 9786214781379		
145	Teaching and Learning in Higher Education/3G E-Learning, c2022; ISBN: 9781984659163		
146	The Art of Clothing Care/Steamery, c2024		
147	Emerging Technologies for the Food Industry Volume 1/Arthur Moses, c2024; ISBN: 9781774914243		
148	Killer Hooks/Betty Hechtman, c2023; ISBN: 978-1960511300		
149	Wardlaw's Contemporary Nutrition/Angela Collene, c2024; ISBN: 9781265489205		
150	The Complete Recipe Writing Guide/Sarazen, c2023; ISBN: 978-0880912006		
151	Clean Eating Cookbook for Beginners/Anderson, c2023; ISBN: 979-8865310754		
152	Clothing Alterations and Repairs/Lewallen, c2024; ISBN: 9781350163553		

153	Introduction to Cosmetic Formulation and Technology, 2nd Edition/Gabriella Baki, c2023; ISBN: 978-1-119-70977-0		
154	Shielded Metal Arc Welding/Walker, c2023; ISBN:978-1-63776-069-7		
155	Welding - Materials, Fabrication Processes, and Industry 5.0/Kumar, c2024; ISBN: 9781837698714		
156	Advanced Welding Methods and Equipment/Li, c2025; ISBN: 978-981-97-4108-3; Hardcover		
157	Oxyfuel Gas Welding and Cutting, 8th Edition/Bowditch, c2023; ISBN: 978-1-63776-068-0		
158	Food Processing: Techniques of Extraction/Wenzhe sun, c2024; ISBN: 9781835353325; print & e-book		
159	Industrial Engineering and Quality Control/Salunke, c2025; ISBN: 978-93-89684-49-0		
160	AutoCAD 2025 Tutorial Second Level 3D Modeling/Randy Shih, c2024; SDC Publications; ISBN:978-1630576790		
161	Graphic Design: Essentials Handbook/Alice Brooks, c2024; Anmol Publications; ISBN: 9788197071560		
162	Technical Drawing 101 with AutoCAD 2025/Congdon-Fuller, c2024; ISBN: 978-1630576561		
163	Residential Design Using AutoCAD 2025/Stine, c2024; SDC Publications; ISBN: 978-1630576639		
164	Community Based Tourism/Juyal, c2024; ISBN: 9781774697153		
165	Room Service Management, 2nd edition/Sola, c2024; IBSN: 9781984688583		
166	Introduction to Hotel Management/Juyal, c2024; ISBN: 9781774697184		
167	Restaurant Marketing with DVD/3G E-learning, c2022; IBSN: 9781984659453		
168	Hospitality Financial Management/Adebajo, c2024; ISBN: 9781984689771		
169	Artificial Intelligence in Travel and Transport/Kondo, c2024; ISBN: 9781984689443		
170	Revenue Management for the Hospitality Industry with DVD/3G E-learning, c2022; ISBN: 9781984659439		
171	Event Planning: house warming/3G E-Learning, c2024; ISBN: 9781984685438		
172	Event Planning: Music Fests/3G E-learning, c2024; ISBN: 9781984685445		
173	Startup Guide: Food Truck, 2nd edition with DVD/3G E-learning, c2023; ISBN: 9781984679376		
174	Managing Hospitality Human Resource with DVD, 2nd edition/3G E-learning, c2023; ISBN: 9781984679550		
175	The Science of Thai Cuisine/Sinsawasdi, c2023; ISBN: 9780367763350		
176	Applied Business Tools and Technologies in Tourism/ Sullivan, c2025; ISBN: 9798891614543		
177	Beverage Products and Bar Operations/Carter, c2025; ISBN: 9798891614482		

178	Mastering Seafood, Crustaceans and Mussels/ Simmons, c2025; ISBN: 9798891614437		
179	Digital Marketing in the International Tourism and Hospitality Industry/Richardson, c2025; ISBN: 9798891614512		
180	3G Handy Guide: Hotel Facilities Management, 2nd edition/D'Uonnolo, c2024; ISBN: 9781984688910; print & e-book		
181	A Visual Reference to Housekeeping with e-book - 2nd Edition/3G E-Learning, c2023; ISBN: 9781984680259; print & e-book		
182	Basic Concepts of Travel and Tourism/Bertram, c2024; ISBN: 9798886263893; print & e-book		
183	Contemporary Tourism: An International Approach with Free Database Article/Boyd, c2024; ISBN: 9781641730281		
184	Core Concepts in Hospitality and Tourism: Hotel Management, 2nd edition/Huang, c2024; ISBN: 9781984689139		
185	Cultural Tourism Management with e-book/ Mitchel, c2023; ISBN: 9781912859061		
186	Destination Branding and Marketing/Cittone, c2024; ISBN: 9781984689733; print & e-book		
187	Essentials of Tourism, 4th edition/Cooper, c2022; ISBN: 9781529778571; print & e-book		
188	Event Planning in a Socially Distanced World/Kalacas, c2023; ISBN: 9781774694855; print & e-book		
189	Managing Visitor Attractions, 3rd edition/Fyall, c2022; ISBN: 9780367486136; print & e-book		
190	Organizational Behaviour in Tourism Planning and Management/Christopher, c2024; ISBN: 9798887153834; print & e-book		
191	Role of Social Media and Internet in Tourism and Hospitality/Essner, c2024; ISBN: 9781916784802; print & e-book		
192	Sales and Advertising Management in Tourism/Gordon, c2024; ISBN: 9798887154169; print & e-book		
193	Tourism and Economic Development/Bhardwaj, c2024; ISBN: 9789395577267; print & e-book		
194	Tourism Education: An Emerging Essential/Roberts, c2024; ISBN: 9788119920594; print & e-book		
195	Tourism Labor and Employment/Arjona, c2022; ISBN: 9781774691434		
196	Tourism Promotion/Kumari, c2023; ISBN: 9789357510356; print & e-book		
197	Hotel Housekeeping Advanced/Kamble, c2024; ISBN: 9789395080408		
198	Engineering Drawing/Virat Khanna, c2023; ISBN: 9789395337731; Hardbound		
199	Computer Vision in Robotics/Korner, c2025		
200	Designing 3D Printing: Essential Knowledge/Hart, c2025; ISBN: 9781836831709		
201	Information Assurance and Security Book 1/Pomperada, c2023; ISBN: 978-621-427-149-8		

202	Fundamentals of Information Management/Pomperada, c2023; ISBN: 9786214271627		
203	Introduction to Human-Computer Interaction/Revano Jr., c2023; ISBN: 9789719655053		
204	An Introduction to Software Architecture/Sergio Zybin, c2024; ISBN: 9781835352977; print & e-book		
205	Information Technology: Basics/Jonathan Katz, c2024; ISBN: 9781835351758; print & e-book		
206	An Understanding of Logic Design/Klima, c2025; ISBN:9781835352649; print & e-book		
207	Information Systems Analysis and Design/Tanner, c2025; ISBN: 9781835357170; print & e-book		
208	Basic Understanding of Cyber Crime/Hwang, c2025; ISBN: 9781835351840; print & e-book		
209	Technologies in E-Commerce and Mobile Commerce/Stinson, c2025; ISBN: 9781835350867; print & e-book		
210	Schaum's Outline of Electric Circuits/Edminister, c2024; McGraw-Hill; ISBN: 9781260011968		
211	Engineering Electromagnetics/Hayt, c2023; ISBN: 9781260472370		
212	Numerical and Analytical Methods with MATLAB for Electrical Engineers/Bober, c2022; Taylor and Francis; ISBN: 9781439854297		
213	2001 Solved Problems in Engineering Sciences and Allied Subjects/Tiong, c2022		
214	1001 Solved Problems in Engineering Mathematics/ Tiong, c2022		
215	1001 Solved Problems in Electrical Engineering/Rojas, c2022		
216	Exploring Arduino: Tools and Techniques for Engineering Wizardry/Blum, c2022; Wiley; ISBN :978-1119405306		
217	Arduino Cookbook, 3rd edition/Margolis et al., c2022; O'Reilly Media; ISBN: 9781491903520		
218	Programming Arduino: Getting Started with Sketches/Monk, c2023; McGraw-Hill; ISBN:9781264676989		
219	Getting Started With Arduino: The Open Source Electronics Prototyping Platform/Banzi, c2022; O'Reilly Media; ISBN: 978-1680456936		
220	Arduino Workshop, 2nd Edition: A Hands-on Introduction with 65 Projects/Boxall, c2022; No Starch Press; ISBN: 978-1718500587		
221	Developing IoT Projects with ESP32 - Second Edition/ Oner, c2022; Packt Publishing; ISBN: 9781838641160		
222	The Lord of the Rings Boxed Set/J.R.R. Tolkien, c2014; Hardcover; ISBN: 978-0007581146		
223	The History of Middle-earth Box Set#3: The Return of the Shadow / The Treason of Isengard / The War of the Ring / Sauron Defeated (The History of Middle-earth Box Sets, 3)/J.R.R Tolkien, c2024; Hardcover; ISBN: 978-0063390843		
224	A Game of Thrones 5-book Box Set/George RR Martin, c2016; Leather bound; ISBN: 978-0345535528		
225	Divergent Series Four-Book Paperback Box Set: Divergent, Insurgent, Allegiant/Veronica Roth, c2016; Hardcover; ISBN: 978-0062421371		

226	Hunger Games 4-Book Paperback Box Set (the Hunger Games, Catching Fire, Mockingjay, the Ballad of Songbirds and Snakes)/Suzanne Collins, c2023; ISBN: 978-1339042657		
227	Ang Unang Pilipino: Ang Talambuhay ni Jose Rizal/Leon Ma. Guerrero, c2024; Anvil Publishing; ISBN: 9789712737398		
228	Bones of Contention: The Bonifacio Lectures/Ambeth Ocampo, c2024; Anvil Publishing		
229	Culture and History/Nick Joaquin, c2004; Anvil Publishing		
230	Dila at Bandila: The Search for the National Palate of the Philippines/Ige Ramos, c2022; Anvil Publishing		
231	A Course Module for National Service Training Program I (NSTP I) 2023 Edition/Crudo et al., c2023: Rex Bookstore		
232	A Course Module for National Service Training Program II (NSTP II) 2023 Edition/Crudo et al., c2023: Rex Bookstore		
233	Mathematics in the Modern World: Outcomes-Based Module/Richard T. Earnhart, c2022; C & E Publishing; 9789719818106		
234	Mathematics in the Modern World/Baltazar et al., c2024; C & E Publishing; ISBN: 9789719820031		
235	Mathematics in the Modern World/Calingasan et al., c2022; C & E Publishing; ISBN: 9789719819097		
236	Essential Mathematics for the Modern World/Nocon et al., c2024; C & E Publishing; ISBN: 9789719820239		
237	Revisiting Readings in Philippine History/Baes, c2023; Mindshapers; ISBN: 978-971-9655-60-2		
238	Dr. Jose P. Rizal: The Timeless Filipino/Rowena Pila, c2023; Vibal Group		
239	More Mindanawon than We Admit/Jhoanna Lynn B. Cruz, c2024; Vibal Foundation		
240	Philippine Cinematic Art/Andrea L. Peterson, c2024; Vibal Foundation		
241	Everyday Culture: Our Schools of Living Traditions Volume III: Mindanao/ Tina P. Colayco, c2023		
	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:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - 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/manufacture/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	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]

