



Republic of the Philippines  
**Cebu Normal University**  
Osmeña Boulevard, Cebu City

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# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Procurement for the Enhancement of Library Holdings**

**No. 20-10-344**

**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.



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## **INVITATION TO BID FOR** ***Procurement for the Enhancement of Library Holdings***

### ***No. 20-10-344***

1. The *Cebu Normal University*, through the *General Appropriations Act of 2021* intends to apply the sum of *One Million Four Hundred Ninety-nine Thousand Nine Hundred Thirty-one Pesos and Seventy-four Centavos (Php 1,499,931.74)* being the ABC to payments under the contract for *Procurement of Books for the Enhancement of Library Holdings Bid No. 20-10-344*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Cebu Normal University* now invites bids for the above Procurement Project. Delivery of the Goods is required by *Thirty (30) Calendar Days*. Bidders should have completed, within *Two (2) Years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from *Cebu Normal University* and inspect the Bidding Documents at the address given below during office hours at *8:00 A.M. to 5:00 P.M.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on *December 2 - 22, 2020* 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 One Thousand Five Hundred Pesos (Php 1,500.00)*. The Procuring Entity shall allow the bidder to present its proof of

payment for the fees *if it will be presented in person, by facsimile, or through electronic means.*

6. The *Cebu Normal University* will hold a Pre-Bid Conference<sup>1</sup> on *December 9, 2020 at 2:30 P.M.* through video conferencing *via Zoom Platform*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before *December 22, 2020, 1:00 P.M.* 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 *December 22, 2020, 2:30 P.M.* at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *Cebu Normal University* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

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BAC Secretariat's Office  
Cebu Normal University  
Osmeña Boulevard, Cebu City  
6000 Philippines  
ajsancajas95@yahoo.com  
(+63 32) 254 1452 local 141 or 125*

12. You may visit the following websites:

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

*November 24, 2020*

Dr. ANGELINE M. POGOY  
BAC Chairperson

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

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

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

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

## **1. Scope of Bid**

The Procuring Entity, *Cebu Normal University* wishes to receive Bids for the *Enhancement of Library Holdings* with identification number *20-10-344*.

*[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 [*indicate number of lots or items*], 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 *2021* in the amount of *Php 1,499,931.74*.

2.2. The source of funding is:

a. NGA, the National Expenditure Program.

## **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 or Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2.
- 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.
- 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 videoconferencing as indicated in paragraph 6 of the **IB**.

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

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the IB]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be

authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

## 12. Bid Prices

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

the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

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

### **13. Bid and Payment Currencies**

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

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until *April 20, 2021*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR,

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

the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

## **15. Sealing and Marking of Bids**

Each Bidder shall submit four (4) copies of the first and second components of its Bid.

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

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **16. Deadline for Submission of Bids**

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

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

## **17. Opening and Preliminary Examination of Bids**

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

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

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

## 18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

## 19. Detailed Evaluation and Comparison of Bids

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

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

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
  - b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
  - 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
  - 19.4. The Project shall be awarded as follows:  
  
Option 3 - One Project having several items, which shall be awarded as separate contracts per item.
  - 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## 20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *{[Include if Framework Agreement will be used:]* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, *}* the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. *{[Include if Framework Agreement will be used:]* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification. *}*

## 21. Signing of the Contract

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

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

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.

21.5. The following documents shall form part of the Framework Agreement:

- a. Framework Agreement Form;
- b. Bidding Documents;
- c. Call-offs;
- d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
- e. Performance Security or Performance Securing Declaration, as the case may be;
- f. Notice to Execute Framework Agreement; and
- g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

## ***Section III. Bid Data Sheet***

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

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

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

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

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

# Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. <i>Supply of Library Books.</i></li> <li>b. completed within Two (2) Years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<i>[Specify the portions of Goods to be subcontracted, which shall not be a significant or material component of the Project as determined by the Procuring Entity.]</i>
12	The price of the Goods shall be quoted DDP <i>[state place of destination]</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than Php 29,998.63 <i>[Indicate the amount equivalent to two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than Php 74,996.59 <i>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.</li> </ul>
19.3	<i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i>  <i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i>
20.2	<i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i>
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i>

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

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

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

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

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

## 1. **Scope of Contract**

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

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

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

## 2. **Advance Payment and Terms of Payment**

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

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

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

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

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

## 3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184. *[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.]*

#### **4. Inspection and Tests**

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

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

#### **5. Warranty**

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

e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

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

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

**Spare Parts –**

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

*Select appropriate requirements and delete the rest.*

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

## Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

Item	Technical Specifications		Statement of Compliance
<b>Procurement for the Enhancement of Library Holdings</b>			
1	1 copy	3GE Collection on Mathematics: Principles of Fourier Analysis / 3G E-learning / 2018	
2	1 copy	A Critical introduction to the philosophy of language, c2019 / Fennell	
3	3 copies	Abstracting and Indexing Made Easy / Buenrostro/ 2018	
4	1 copy	Adaptable Interventions for Counseling Concerns / Woolnough, c2017	
5	1 copy	Advocacy in English language teaching and learning, c2019 / Linville	
6	1 copy	An Introduction to Foreign Language Learning and Teaching, revised 3/ed. / Johnson / 2019	

7	1 copy	Animal Diversity / Hickma / 2018	
8	3 copies	Art Appreciation / Solmerano / 2019	
9	1 copy	Art therapy research, c2019 / Betts	
10	1 copy	Art, Media Design, and Postproduction : Open Guidelines on Appropriation and Remix / Navas / 2018	
11	1 copy	Authenticity in the Psychoanalytic Encounter, c2018/ Pick	
12	1 copy	Bank Management / Forester / 2018	
13	3 copies	Becoming a great teacher	
14	1 copy	Bending the rules of music theory, c2019 / Cutler	
15	1 copy	Biological Anthropology: Concepts and Connections / Fuentes / 2019	
16	1 copy	Can I Tell You About Gender Diversity?, c2017 / Atkinson	
17	1 copy	Child and Adolescent Wellbeing and Violence Prevention in Schools, c2018 / Slee	
18	1 copy	Coaching stories, c2019 / Dean	
19	1 copy	Collaborations within and between dramatherapy and music therapy, c2018 / Oldfield	
20	3 copies	Community Base Correction in The / Guerrero / 2018	
21	1 copy	Comparative Vertebrate Anatomy: A Laboratory Dissection Guide / Zalisko / 2019	
22	1 copy	Competitive Physics: Thermodynamics, Electromagnetism And Relativity / Wang / 2018	
23	1 copy	Computational Chemistry / Harvey / 2018	
24	1 copy	Conceptual & Historical Issues in Psychology, c2017 / Piekkola	
25	1 copy	Conducting effective and productive psychoeducational and therapy groups, c2019 / Brown	
26	1 copy	Contemporary Choreography, 2ed, c2018 / Butterworth	
27	3 copies	Convergence (A College Textbook in / Coronacion/ 2018	
28	1 copy	Create, perform, teach, c2018 / Smedley	
29	1 copy	Creating Inclusive Schools: Theory , Process and Practice / Kaushik / 2019	
30	3 copies	Creative Non Fiction ( K to 12 BEC / Ariola / 2018	
31	1 copy	Critical Approaches to TV and Film Set Design / D'Arcy / 2019	
32	1 copy	Current issues: education, c2019 / Mratinkouc	
33	1 copy	Dance music manual, c2019 / Snoman	
34	1 copy	Data analytics and psychometrics, c2019 / Jiao	
35	3 copies	Debujo Contemporary Philippine Arts / Basilan / 2018	
36	1 copy	Designing public policies, c2019 / Howlett	
37	1 copy	Designing Public Politics: Priciples and Intrumentas / Howlett / 2019	
38	1 copy	Developing Reading Skills / Johari / 2018	
39	1 copy	Developing Reflective Practice, c2017 / Grant, et al	
40	1 copy	Developmental Perspectives in Child Psychoanalysis and Psychotherapy / Bonotiz / 2018	

41	1 copy	Dielects of knowing in education, c2019 / Hooley	
42	3 copies	Diferencial Calculus; A Work Text / Aspuria / 2019	
43	1 copy	Differential Equations / Mansor / 2018	
44	1 copy	Digital Health, c2018 / Lupton	
45	3 copies	Digital Logic Design / San Agustin / 2018	
46	1 copy	Disney theatrical production, c2019 / Osatinski	
47	1 copy	Doing Qualitative Research in Psychology : A Practical Guide / Sullivan / 2019	
48	1 copy	Emotion-Focused Therapy, c2017 / Greenberg	
49	3 copies	English for Academic and / Dapat / 2018	
50	3 copies	Environmental Science / Bueno / 2019	
51	1 copy	Essential Computing Skills For Biologists / Wang / 2018	
52	1 copy	Essentials of Dance Movement Psychotherapy, c2017 / Payne	
53	1 copy	Essentials of Digital Marketing, c2018 / Waite	
54	1 copy	Essentials of Real Analysis: World Edition / 3G E-learning / 2019	
55	3 copies	Ethics / Ariola / 2018	
56	1 copy	Evolution of the Learning Brain or How you got to be so Smart / Jones / 2018	
57	1 copy	Exploring English Language Teaching, 2nd ed. / Hall / 2019	
58	1 copy	Extraordinary Chinese medicine, c2018 / Richardson	
59	3 copies	Facilitating Learner-Centered / Brawner / 2018	
60	3 copies	Feasibility Study Guidelines for/ Calayag / 2019	
61	1 copy	Finite Math for Dummies / Sterling / 2018	
62	1 copy	Flipping the Nursing Classroom, c2017 / Hessler	
63	1 copy	Focus choral music in global perspective, c2019 / Quadros	
64	1 copy	Foundation English with Audio CD for Listening Excercises / Haron / 2018	
65	1 copy	Foundations of Kinesiology : A Modern Integrated Approach / Murray / 2019	
66	1 copy	Foundations of Mobile Media Studies, c2017 / Farman	
67	3 copies	Front Office Management / Medina / 2019	

68	1 copy	Functional Grammatics Re-Conceptualizing Knowledge About Language and Image for School English / Horarik / 2018	
69	3 copies	Fundamentals in Food Service / Bajao / 2019	
70	3 copies	Fundamentals of Management / Alminar / 2019	
71	1 copy	Fundamentals of Technical English / Astwell / 2018	
72	1 copy	Generation Z : A Century in the Making / Seemiller / 2019	
73	1 copy	Genetics and Genomics in Nursing, c2018 / Edwards	
74	1 copy	Gestalt Psychotherapy & Coaching for Relationships / Brownell / 2018	
75	1 copy	Global Planning Innovations for Urban Sustainability / Darchen / 2019	
76	1 copy	Guidance and Counselling, with DVD, 2nd ed. / 3G Learning / 2019	
77	1 copy	Handbook of library and information science, c2019 /	
78	1 copy	Handbook of Quality Assurance for University Teaching / Ellis / 2019	
79	1 copy	Higher Education: Strategy and Planning: A Professional Guide / Stike / 2018	
80	1 copy	Human Centered Management, c2017 / Lepeley	
81	1 copy	Human Relations in Organizations: Applications & Skill Building/ Lussier / 2019	
82	3 copies	ICT Empowerment with MS Office / Abante / 2018	
83	3 copies	Information Technology / Velosco / 2018	
84	1 copy	Innovation in Mixed Methods Research : A Practical Guide to Integrative Thinking with Complexity / Poth / 2018	
85	1 copy	Integrating technology in the classroom, 2nd ed./Hamilton/2018	
86	1 copy	Integration For Calculus, Analysis, And Differential Equations: Techniques, Examples, And Exercises / Markin / 2019	
87	1 copy	Interviewing for Journalists, 3ed, c2017 / Lee-Potter	
88	1 copy	Introducing English for Specific Purposes / Anthony / 2018	
89	1 copy	Introducing Research in Early Childhood / Bolshaw / 2019	
90	3 copies	Introduction in Philippine Criminal / Guerrero / 2019	
91	1 copy	Introduction to Mathematical Logic / Willmott / 2019	
92	1 copy	Introduction to Media Distribution : Film, Television, and New Media / Kirkpatrick / 2019	
93	3 copies	Introduction to Psychology A / Pelayo / 2018	
94	1 copy	Language Development: Communication Essentials / Fisher / 2019	
95	1 copy	Leadership in the Creative Industries: Principles and Practice / Mallia / 2019	
96	1 copy	Learning analytics in education, c2018 / D. Niemi	
97	1 copy	Learning Theories Simplified, 2nd ed./ Bates / 2019	
98	1 copy	Life: The Essentials of Human Development / Martorell / 2019	
99	1 copy	Making video dance, c2019 / McPherson	
100	1 copy	Marketing Management and Communications in the Public Sector, 2ed, c2018 / Pasquier	
101	1 copy	Mastering the Art of Oral Presentations Winning Orals, Speeches, and Stand-UpPresentations / Stewart / 2019	
102	3 copies	Mathematics in the Modern World / Almazan / 2018	

103	3 copies	Mathematics in the Modern World / Reyes / 2018	
104	1 copy	Media Ownership and Agenda Control, c2017 / Schlosberg	
105	1 copy	Mediatization and Mobile Lives, c2018 / Jansson	
106	1 copy	Methodologies for Practice Research Approach for Professional Doctorates / Costly / 2019	
107	1 copy	Millennial teacher identity discourses, c2019 / Alsup	
108	1 copy	Museum Basics : The International Handbook / Ambrose / 2018	
109	1 copy	Music Therapy Assessment : Theory, Research, and Application / Wheeler / 2019	
110	1 copy	Musician-Teacher Collaborations, c2018 / Christophersen	
111	3 copies	National Development Via National / Dela Cruz / 2019	
112	3 copies	National Service Training Program / Quilang / 2018	
113	1 copy	Neutrality in world history, c2019 / Muller	
114	3 copies	Nihongo for Hospitality and Traveler's / Pilapil / 2019	
115	3 copies	Nihongo Module / Odenaria / 2018	
116	1 copy	Online Safety for Children and Teens on the Autism Spectrum, c2015 / Lonie	
117	3 copies	Oral Communication / Dela Vega / 2018	
118	3 copies	Oral Communication in Context / Doyugan / 2019	
119	3 copies	Outcome Based Learning Manual on / Buenaflor / 2018	
120	3 copies	Pambungad sa Pilosopiya ng Tao / Corpuz / 2018	
121	1 copy	Personality and Individual Differences : Revisiting the Classic Studies / Corr / 2019	
122	1 copy	Personality and Individual Differences: Reviting the Classic Studies / Corp / 2019	
123	1 copy	Philosophy of Language and Linguistics / Fitt / 2018	
124	1 copy	Philosophy of Mathematics, c2017 / Linnebo	
125	3 copies	Physical Science (for SHS) / Doria / 2018	
126	3 copies	Politics Governance for Senior High / Sadera / 2018	
127	3 copies	Pre Calculus (for SHS) / Carpio / 2018	
128	3 copies	Principles and Competencies in / Sygaco / 2018	
129	1 copy	Principles of Physical Optics / Reid / 2019	
130	1 copy	Probability on Graphs: Random Processes on Graphs and Lattices, 2nd / Grimmett / 2018	
131	1 copy	Psychology for dancers, c2019 / Schofield	
132	1 copy	Psychology in the Classroom: A Teacher's guide to what Works / Smith / 2018	
133	1 copy	Public Policy and Higher Education, 2ed, c2018 / St. John	
134	3 copies	Purposive Communication / Ariola / 2018	
135	3 copies	Purposive Communication / Mercado / 2019	
136	1 copy	Qualitative Data Analysis from Start to Finish / Harding / 2019	
137	1 copy	Qualitative Data Analysis with ATLAS.ti, 3rd ed./ Friese / 2019	
138	1 copy	Reconceptualizing Libraries: Perspectives form the Information and Learning Sciences / Lee / 2019	

139	1 copy	Relationships and Sex Education 3-11 : Supporting Children`s Development and Well-being / Mason / 2019	
140	1 copy	Rethinking Dance History, 2ed, c2018 / Morris	
141	1 copy	Sampling: Design and Analysis, 2nd ed./ Lohr / 2019	
142	1 copy	Schaum' Outlines: Mathematical Handbook of Formulas and Tables, 5th / Spiegel / 2018	
143	1 copy	Scholarly research for musicians, c2017 / Lee	
144	3 copies	Science Technology and Society / Aldea / 2018	
145	3 copies	Science Technology and Society / Ariola / 2018	
146	3 copies	Science Technology and Society / Bueno 2019	
147	1 copy	Shakespeare's language, c2019 / Johnson	
148	3 copies	Sikolohistang Pilipino A Study Guide / Castro-Kusano/2018	
149	3 copies	Simplified Approach to Financial / Bautista / 2018	
150	3 copies	Simplified Calculus for Senior High /Estonanto / 2018	
151	1 copy	Smartphone Video Storytelling / Montgomery / 2018	
152	1 copy	Social Media and Internet for Entrepreneurs, c2018 / 3G	
153	1 copy	Sociology for music teachers, c2017 / Froenlich	
154	1 copy	Statistical Theory / 3G learning / 2017	
155	3 copies	Statistics and Probability / Arellano / 2018	
156	1 copy	Tales from the music therapy room, c2018 / Molyneux	
157	1 copy	Teach Now! Physical Education : Becoming a Great PE Teacher / Burton / 2018	
158	1 copy	Teach Now! Physical Education: Becoming a Great PE Teacher / Folton / 2018	
159	1 copy	Teaching English, Language and Literacy, 4th ed. / Wyse / 2018	
160	1 copy	Teaching language variation in the classroom, c2019 / Devereaux	
161	3 copies	Teaching Mathematics in Primary / Camarista / 2019	
162	1 copy	Teaching Mathematics in the Visible Learning Classroom, Grades 6-8 / Almarode / 2019	
163	1 copy	Teaching Mathematics in the Visible Learning Classroom, High School / Almarode / 2019	
164	1 copy	Technical Controversies over Public Policy, c2018 / Mazur	
165	1 copy	Technology applications in school psychology consultation, supervision and training, c2019 / Fischer	
166	3 copies	The Art of Critical Thinking Logic For / Buenaflor / 2019	
167	1 copy	The Blended Learning Blueprint for Elementary Teachers / Linton / 2018	
168	1 copy	The Complee Guide to Special Education: Expert Advice on Evaluations, IEPs, and helping Kids Succeed, 3rd ed/ Wilmshurst / 2018	
169	3 copies	The Complete Reviewer for Librarian/ Buentostro / 2018	
170	3 copies	The Contemporary World / Ariola / 2018	
171	1 copy	The creation of Beethoven's 35 piano sonatas, c2017 / Hooper	
172	1 copy	The Idea of socialism, c2017 / Honneth	
173	1 copy	The National Curriculum and the Teachers` Standards / William / 2018	
174	1 copy	The Reference librarian's bible, c2018 / Sowards	
175	1 copy	The Routledge companion to art and politics, c2019 / Martin	

176	1 copy	The Tantrum survival guide, c2019 / Hershberg	
177	1 copy	Therapeutic photography, c2018 / Gibson	
178	1 copy	Transitioning in the Workplace : A Guidebook / Pizzuti / 2018	
179	1 copy	Twenty-First Century Musicals, c2018 / Rodosthenous	
180	1 copy	Undergraduate Analysis : A Working Textbook / McCluskey / 2018	
181	1 copy	Undergraduate research in dance, c2019 / Overby	
182	1 copy	Understanding and Using Educational Theories/ Aubrey / 2019	
183	3 copies	Understanding Culture /Mendoza / 2018	
184	3 copies	Understanding Media and Information / Zaporteza / 2018	
185	1 copy	Understanding Research in the Digital Age / Quinton / 2018	
186	3 copies	Understanding the Adolescents / Tumaming / 2018	
187	3 copies	Unraveling the Absolute Moral / Buenaflor / 2018	
188	1 copy	Water Chemistry/ Jenkins / 2019	
189	1 copy	What is Qualitative Longitudinal Research? / Neale / 2019	
190	1 copy	What is the theatre?, c2019 / Biet	
191	1 copy	Why Journalism Still Matters / Schudson / 2018	
192	1 copy	Working Across Modalities in the Arts Therapies, c2018 / Colbert	
193	1 copy	World literature, transnational cinema and global media, c2019 / Stam	
194	1 copy	Basic chemistry	
195	1 copy	Science, technology, and society	
196	1 copy	Purposive communication : using English in multilingual contexts	
197	1 copy	Philippine literature today	
198	1 copy	Resort management	
199	1 copy	Great books : a treasury of world literature	
200	1 copy	English plus : an intensive grammar review	
201	1 copy	Korean Grammar	
202	1 copy	Mythology	
203	1 copy	Science, technology, and society	
204	1 copy	Earth and life sciences (Series: Core K - 12)	
205	1 copy	An introduction to physical science	
206	1 copy	General biology 1	
207	1 copy	General biology 2	
208	1 copy	General chemistry 1	
209	1 copy	General chemistry 2	
210	1 copy	Building and Enhancing New Literacies Across Curriculum	
211	1 copy	The Literatures of Asia and Africa	
212	1 copy	World Literature	
213	1 copy	21st century literature from the Philippines and the world	
214	1 copy	Literatures of the Philippines	
215	1 copy	Tourism impacts and sustainability	
216	1 copy	Micro Perspective of Tourism and Hospitality	
217	1 copy	Events management	
218	1 copy	Tourism Marketing	

219	1 copy	Smart guide to apprenticeship and practicum training : a comprehensive manual for accountancy, business, hospitality management and tourism students, educators and industry mentors	
220	1 copy	Accounting for hotel and restaurant management and tourism industry	
221	1 copy	Events Management for tourism, cultural, business & sporting events	
222	1 copy	Principles and ethics of tour guiding	
223	1 copy	Human resource management in the tourism and hospitality industry : a comprehensive guide for teachers, practitioners, students and industry mentors	
224	1 copy	The best of marketing Rx : for entrepreneurs, marketing practitioners, and marketing students	
225	1 copy	Business organization and management	
226	1 copy	Aquatic resources and ecology	
227	1 copy	Tourism promotion services	
228	1 copy	A new rule of green marketing: strategies, tools, inspiration for sustainable branding	
229	1 copy	Announcing for broadcasting and the internet: the modern guide to performing in electronic media	
230	1 copy	Applied Mass communication theory	
231	1 copy	Assessing student learning: a common sense guide	
232	1 copy	Broadcast journalism: techniques of radio and television news	
233	1 copy	Broadcasting news: writing, reporting and producing	
234	1 copy	Colossal deception (how foreigners control our telecoms)	
235	1 copy	Communication for development: theory and practice for empowerment and social justice	
236	1 copy	Communication in history: technology, culture and society	
237	1 copy	Communication science theory and research	
238	1 copy	Core concept in hospitality and tourism: tourism management	
239	1 copy	Development communication: reframing the role of the media	
240	1 copy	Digital broadcasting: an introduction to new media	
241	1 copy	Digital photojournalism	
242	1 copy	Diversity amid globalization. 5 <sup>th</sup> ed.	
243	1 copy	Encyclopedia of tourism	
244	3 copies	Essential mathematics for the modern world	
245	1 copy	Film art: an introduction 11 <sup>th</sup> edition	
246	1 copy	Film theory and criticism	
247	1 copy	Global inequality (a new approach for the age of globalization)	
248	1 copy	Globalism. 4 <sup>th</sup> ed	
249	1 copy	Globalization ( a short history)	
250	1 copy	Globalization (a basic text) 2 <sup>nd</sup> ed.	
251	1 copy	Globalization and the rise of mass education	
252	1 copy	Guide to photo journalism, 2 <sup>nd</sup> edition	
253	1 copy	Hospitality management and organizational behavior	
254	1 copy	How to read a film: movies, media, multimedia	
255	1 copy	Introducing ethics	

256	1 copy	Investigative reporter's handbook: a guide to documents, database and technique	
257	3 copies	Law in the hospitality Industry (The Philippine Tourism Laws Simplified)	
258	1 copy	Learning assessment techniques: a handbook for college faculty	
259	1 copy	Macro perspective of tourism and hospitality	
260	1 copy	Mass communication research & theory	
261	1 copy	Mass communication theories explaining origin, processes and effects	
262	1 copy	Mass communication theory: foundations, ferment, and future 7 <sup>th</sup> edition	
263	1 copy	Media production: a practical guide to radio & tv	
264	1 copy	Micro Perspective of tourism and hospitality	
265	1 copy	Micro perspective of tourism and hospitality	
266	1 copy	Programming for TV, radio and the internet strategy, development and evaluation	
267	1 copy	Reading Horacio de la Costa, SJ	
268	1 copy	Rock SOLID (How the Philippines won it's maritime case against China)	
269	1 copy	Rural tourism and sustainable business	
270	1 copy	Strategy for sustainability: a business manifesto	
271	1 copy	Sustainability marketing: a global perspective	
272	1 copy	Sustainability principles and practices	
273	1 copy	Sustainable Nations: urban design patterns for the future	
274	1 copy	Sustainable tourism in Island destination	
275	1 copy	The conjugal dictatorship of Ferdinand and Imelda Marcos	
276	1 copy	The first age of industrial globalization (an international history 1815 -1918)	
277	1 copy	The first voyage around the world 1519-1522: an account of Magellan's expedition	
278	1 copy	The first voyage around the world by Magellan	
279	1 copy	The great convergence (information technology and the new globalization)	
280	1 copy	The handbook of development communication and social change	
281	1 copy	The revolt of the masses	
282	1 copy	The Tinio Brigade (Anti – American Resistance in the Ilocos 1899-1901)	
283	1 copy	Tourism and sustainability Development, globalization and new tourism	
284	1 copy	Tourism and sustainable community development	
285	1 copy	Tourism crisis and disaster management	
286	1 copy	Tourism impacts, planning and management	
287	1 copy	Understanding photo journalism	
288	1 copy	Video production: disciplines and techniques	
289	1 copy	Visual communication theory and research a mass communication perspective	
290	1 copy	Visual journalism: infographics from the world's best newsroom and designers	

291	1 copy	Worldwide destination, the geography of travel and tourism	
292	1 copy	Introducing morphology	
293	1 copy	English words and sentences: an introduction	
294	1 copy	Discourse analysis: a resource book for students	
295	1 copy	How to discourse analysis	
296	1 copy	How to discourse analysis	
297	1 copy	Semantics	
298	1 copy	Semantics: a coursebook	
299	1 copy	English syntax: an introduction	
300	1 copy	English syntax: an introduction	
301	1 copy	An introduction to English syntax	
302	1 copy	Understanding sentence structure: an introduction to English syntax	
303	1 copy	Seeley's essential of anatomy and physiology. 10 <sup>th</sup> edition	
304	1 copy	Laboratory manual essentials of anatomy and physiology. 8 <sup>th</sup> ed	
305	1 copy	Plant physiology	
306	1 copy	Undeniable: how biology confirms our intuition that life is designed	
307	1 copy	Darwin devolves: the new science about DNA that challenges evolution	
308	1 copy	Elements of ecology	
309	1 copy	Living in the environment	
310	1 copy	Genetics essentials: concepts and connection	
311	1 copy	Essentials of genetics	
312	1 copy	Principles of Biochemistry	
313	1 copy	Biochemistry 5 <sup>th</sup> ed.	
314	1 copy	Organic Chem 6 <sup>th</sup> ed	
315	1 copy	Sears and Zemansky's University Physics with Modern Physics 12 <sup>th</sup> & 13 <sup>th</sup> ed	
316	1 copy	An introduction to Mechanics	
317	1 copy	Physics for scientist and engineers	
318	1 copy	College Physics	
319	1 copy	Introductory phonology	
320	1 copy	Second language speech: theory and practice	
321	1 copy	Handbook of Psycholinguistics	
322	1 copy	Second language processing: an introduction	
323	1 copy	Second language Research	
324	1 copy	Experimental Research methods in sociolinguistics	
325	1 copy	Earth Science	
326	1 copy	Earth Science: the earth, the atmosphere, and space	
327	1 copy	Conceptual Physics (12 <sup>th</sup> ed)	
328	1 copy	Physics: principles with applications (7 <sup>th</sup> ed)	
329	1 copy	Physics (9 <sup>th</sup> ed)	
330	1 copy	The whole – brain child: 12 revolutionary strategies to nurture your child development mind	
331	1 copy	Effective practices in early childhood education: building a foundation 3 <sup>rd</sup> ed.	

332	1 copy	Families and educators together in building great relationships that support young children	
333	1 copy	Where's the Math? Books, Games and routines to spark children's thinking	
334	1 copy	Spotlight on young children: equity and diversity	
335	1 copy	Anti – bias education for young children and ourselves 2 <sup>nd</sup> ed	
336	1 copy	Each and every child: teaching preschool with an equity lens	
337	1 copy	Discovering the culture of early childhood	
338	1 copy	Developing mentoring and coaching relationships in early care and education: a reflective approach	
339	1 copy	Foundations of sports and exercise psychology	
340	1 copy	Foundations of physical education, exercise science and sport	
341	1 copy	A history and philosophy of sports and physical education	
342	1 copy	American college of sports of medicine	
343	1 copy	Teaching Movement education foundations for active lifestyle	
344	1 copy	Measurement by the physical educator	
345	1 copy	Updated swimming for total fitness	
346	1 copy	Smart cities in Asia	
347	1 copy	Practice of Traditionalization in central Asia	
348	1 copy	Pre – history of the Indo- Malaysian Archipelago Revised Education	
349	1 copy	Making Hong Kong: a history of Urban Development	
350	1 copy	Routledge Handbook of contemporary Timor Lester	
351	1 copy	Stylistics	
352	1 copy	Stylistics 2 <sup>nd</sup> ed.	
353	1 copy	An introduction to Stylistics (Investigating English Language)	
354	1 copy	The Cambridge handbook of Stylistics	
355	1 copy	Introduction to linguistics	
356	1 copy	A child call it (Series)	
357	1 copy	Children Literature	
358	1 copy	Translation	
359	1 copy	Library Theories and criticism	
360	1 copy	How to teach literature books	
361	1 copy	World Literature	
362	1 copy	Mythology	
363	1 copy	Argumentation and Debate	
364	1 copy	Developmental Psychology	
365	1 copy	Theories of developmental psychology 6 <sup>th</sup> ed.	
366	3 copies	Understanding the Filipino	
367	1 copy	Theories of personality 9 <sup>th</sup> ed.	
368	1 copy	Social Psychology 12 <sup>th</sup> ed.	
369	1 copy	Diagnostic and statistical manual 5 <sup>th</sup> ed.	
370	1 copy	Psychological testing and assessment	
371	1 copy	Handbook of Psychological assessment	
372	1 copy	Essentials of WAIS – IV assessment (Essentials of Psychology Assessment) 2 <sup>nd</sup> ed.	
373	1 copy	Essential of assessment report writing	

374	1 copy	Theory and practice of counseling and psychotherapy	
375	1 copy	Clinical mental health counseling in community and agency setting (5 <sup>th</sup> ed.)	
376	1 copy	Foundations for Clinical mental health counselling: an introduction to the profession 3 <sup>rd</sup> d.	
377	1 copy	Industrial / Organizational psychology; an applied approach	
378	1 copy	Industrial / Organizational psychology: understanding the workplace	
379	1 copy	Explaining psychological statistics	
380	1 copy	Psychological statistical analysis in psychology	
381	1 copy	The process of research and statistical analysis in psychology	
382	1 copy	Cognitive psychology: connecting mind, research and everyday experience	
383	1 copy	Experimental Psychology	
384	1 copy	Biopsychology 10 <sup>th</sup> ed	
385	1 copy	American empire and the politics of meaning	
386	1 copy	Interpreting Rizal	
387	1 copy	Interrogations in Philippine Cultural History	
388	1 copy	Kulaboretor (the issue of Political collaboration during WWII	
389	1 copy	An introduction to Japanese society 4 <sup>th</sup> ed.	
390	1 copy	The golden peninsula culture and adoption in mainland Southeast Asia	
391	1 copy	History of Southeast Asia 4 <sup>th</sup> edition	
392	1 copy	Principles and theories of language acquisition	
393	3 copies	The teaching profession	
394	1 copy	Guidance Books	
395	3 copies	Purposive communication	
396	3 copies	Understanding self	
397	1 copy	Sociolinguistics	
398	1 copy	Phonology of English	
399	1 copy	Morphology of English	
400	1 copy	English Syntax	
401	1 copy	Semantics of English	
402	1 copy	Pragmatics of English	
403	1 copy	Post – Modern Literature	
404	1 copy	Post – Colonial Literature	
405	1 copy	Where Asia Smiles: An Ethnography of Philippine Tourism	
406	1 copy	Applied Economics	
407	3 copies	Mathematics in the Modern World	
408	3 copies	Readings in Philippine History	
409	1 copy	Global tourism 3 <sup>rd</sup> ed.	
410	1 copy	The rough guide to the Philippines	
411	1 copy	Managing Sustainable Tourism	
412	1 copy	Transportation Management with SAP	
413	1 copy	Fundamentals of Risk Management: understanding, evaluating and implementing effective risk management	
414	1 copy	Business of travel agency and tour Operations Management	

415	1 copy	Hotel Front Office Operation: a Training Manual for Hospitality Professionals	
416	1 copy	Tour Guiding	
417	1 copy	Heritage tourism	
418	1 copy	The business of Resort Management	
419	1 copy	Practice makes perfect: complete Spanish grammar	
420	1 copy	Ecotourism and sustainable tourism	
421	1 copy	Operations Management	
422	1 copy	Cruise Ship Tourism	
423	1 copy	Tourism Policy, Planning and development	
424	1 copy	Corporate travel management: the ultimate Step – by – Step guide	
425	1 copy	Research methods for leisure, recreation and tourism	
426	1 copy	Strategic Management 4 <sup>th</sup> ed.	
427	1 copy	Entrepreneurship in hospitality and tourism: a global perspective	
428	1 copy	Sabotage: the business of finance	
429	1 copy	Business to business marketing: relationships, network and strategies	
430	1 copy	Fundamentals of Accounting	
431	1 copy	Innovating Organization and Management	
432	3 copies	Understanding self	
433	1 copy	Philippine History: facts and Figures	
434	3 copies	The Contemporary World	
435	3 copies	Purposive Communication in the 21 <sup>st</sup> Century	
436	1 copy	Logic and Philosophy	
437	1 copy	Advance Fitness Assessment and Exercise Prescription	
438	3 copies	A Workbook for a Course in Rizal	
439	3 copies	Science, Technology and Society	
440	1 copy	The values education resource file: a practical kit for exploring the things that matter	
441	3 copies	National Service Training Program	
442	3 copies	Ang Panitikan at Kulturang Pilipino	
443	1 copy	Physical activity and health: the evidence explained	
444	1 copy	Ethics	
445	1 copy	The sound structure of English	
446	1 copy	Technical Writing for success	
447	1 copy	Language, culture and society	
448	3 copies	Building and Enhancing Literacies Across the Curriculum	
449	3 copies	Literatures of the World	
450	3 copies	The Literatures of the World	
451	3 copies	The Literatures of Asia and Africa	
452	3 copies	21 <sup>st</sup> Century Literature from the Philippines and the World	
453	3 copies	Curriculum Development A Guide for Teachers and Student	
454	3 copies	Social Dimensions of Education	
455	3 copies	Grammar First: A Communicative Way of Learning Grammar	
456	1 copy	Enhancing Reading and Writing	
457	1 copy	Reading to Think, Thinking to Write	

458	1 copy	Children Literature	
459	1 copy	Adolescent Literature	
460	1 copy	Aspects of language development in an intensive English program.	
461	1 copy	Teaching self- discipline: the responsive classroom guide to helping students dream, behave, and achieve in elementary school	
462	3 copies	Entrepreneurship in the Philippine Setting	
463	1 copy	Literary genres: the technique, tone and content of literary composition	
464	1 copy	Language policy and identity construction: the dynamics of Cameroon's multilingualism	

## Omnibus Sworn Statement

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

### AFFIDAVIT

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

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

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

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

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

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

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

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

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 other social legislations; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure 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.

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series 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).

