



Republic of the Philippines
SURIGAO DEL NORTE STATE UNIVERSITY
Narciso Street, Surigao City 8400, Philippines



PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

SUPPLY AND DELIVERY OF LIBRARY BOOKS

PB# 25-07-0022

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



Republic of the Philippines
SURIGAO DEL NORTE STATE UNIVERSITY
Narciso Street, Surigao City 8400, Philippines



INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF LIBRARY BOOKS

1. The *Surigao del Norte State University (SNSU)*, through the *Corporate Budget for the Contract Approved by the Governing Boards* intends to apply the sum of **Three Million Five Hundred Thousand Pesos (P 3,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the *Supply and Delivery of Library Books under PB No. 25-07-0022*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Surigao del Norte State University (SNSU)* now invites bids for the above Procurement Project. Delivery of the Goods is **45 calendar days**. Bidders should have completed, within **three (3) 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.
- a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from *SNSU* and inspect the Bidding Documents at the address given below during **8:00 a.m. to 5:00 p.m. Monday to Friday**.
5. A complete set of Bidding Documents may be acquired by interested Bidders upon payment of the non-refundable fee for the Bidding Documents *in the amount of Five Thousand Pesos (P 5,000.00)* through:
 - a. Cashier Section, 1st Floor, SNSU Building, Narciso St., Surigao City; or
 - b. LAND BANK OF THE PHILIPPINES

Current Account Name: **SURIGAO DEL NORTE STATE UNIVERSITY**
Account No.: **0982-1048-66**

Upon deposit, the bidders must submit a scanned copy of the deposit slip to
snsuabac@gmail.com.

6. **SNSU** will hold a Pre-Bid Conference¹ on **July 14, 2025, at 2:00 p.m.** at the **BAC Office, SNSU, Surigao City** and/or through video conferencing or webcasting via **Zoom**, 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 or by sending the bid through a courier, on or before **1:45 p.m. on July 28, 2025**. 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 **July 28, 2025, at 2:00 p.m.** at the **Bids & Awards Committee Office, SNSU, Surigao City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. **SNSU** 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:

MARITES F. GELLEGAN
Head - Bids and Awards Committee Secretariat
Surigao del Norte State University
Narciso St., Taft, Surigao City
09094496207
snsbac@gmail.com

12. You may visit the following websites:

For downloading of Bidding Documents: snsu.edu.ph


MR. JONAS ROBERT L. MIRANDA
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Surigao del Norte State University (SNSU)*, wishes to receive Bids for the procurement of the *Supply and Delivery of Library Books. PB# 25-07-0022.*

2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for the ***FY 2025*** in the amount of ***Three Million Five Hundred Thousand Pesos (P 3,500,000.00).***
- 2.2. The source of funding is: ***Corporate Budget for the Contract Approved by the Governing Boards***

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

- 5.3. 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.
 - b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
 - c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that: **Subcontracting is not allowed.**

8. Pre-Bid Conference

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

9. Clarification and Amendment of Bidding Documents

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

10. Documents Comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the IB]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents Comprising the Bid: Financial Component

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

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

a. For Goods offered from within the Procuring Entity's country:

- i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
- ii. The cost of all customs duties and sales and other taxes already paid or payable;
- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
- iv. The price of other (incidental) services, if any, listed in e.

b. For Goods offered from abroad:

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

13. Bid and Payment Currencies

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

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

- a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

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

- 14.2 The Bid and bid security shall be valid *one hundred twenty (120)* days from the Bid Opening. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall

consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. <i>Supply and Delivery of Library Books</i> completed within three (3) years prior to the deadline for the submission and receipt of bids.
7.1	<i>Subcontracting is not allowed.</i>
12	The price of the Goods shall be quoted DDP <i>[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"> a. The amount of not less than <i>Seventy Thousand Pesos (P 70,000.00)</i> <i>[Indicate the amount equivalent to two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>One Hundred Seventy-Five Thousand Pesos (P 175,000.00)</i> <i>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.
19.3	<i>"No further instructions"</i>
20.2	Bidder shall submit the following: <ul style="list-style-type: none"> a. Tax Clearance; b. Latest Tax Returns. Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted. The latest Income and Business Tax Returns and those within the last six months preceding the date of bid submission; c. Certificate of PhilGeps Registration; d. Other appropriate licenses and permits required by law and stated in the bidding documents; such as Mayor's Permit and SEC Registration; and e. Copy of Certificate of Completion or Certificate of Acceptance of the Single Largest Completed Contract (SLCC) and completed contracts. f. Suppliers Performance Evaluation Result of the SLCC
21.2	<i>"No further instructions"</i>

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

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

	<p>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <p>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>b. in the event of termination of production of the spare parts:</p> <p>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</p> <p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
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	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

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

Section VI. Schedule of Requirements

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

[illegible]

Section VII. Technical Specifications

Technical Specifications

1 LOT – SUPPLY AND DELIVERY OF LIBRARY BOOKS

Approved Budget for the Contract (ABC) – P 3,500,000.00

Item	QTY	Unit	Specification	Author	Copyright	Statement of Compliance
						Comply/ Not Comply
1	3	copy	SINE AT SOSYEDAD	BERNALES ET AL	2020	
2	5	copy	INTRODUKSIYON SA PANANALIKSIK SA WIKA AT PANITIKAN Vizmin VERSION Colorful Cover	ARBASTO ET AL	2022	
3	3	copy	Pagbasa at Pagsusuri ng Iba't-Ibang Teksro Tungo sa Pananaliksik Ikalawang Edisyon	Maranan et al	2024	
4	5	copy	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	Maranan et al	2024	
5	1	copy	ASESSMENT LEARNING 1	BOHOLANO ET AL	2022	
6	1	copy	General Chemistry 2	Reyes, Reyes	2024	
7	2	copy	Environmental Management: Concepts, Principles, and Practices with Introduction to Philippine EIS System, 2e	Mendoza, Garcia	2025	
8	3	copy	Sangguniang Aklat ng Gramatika at Pagbuo ng Mapa	Alvarado et al	2023	
9	1	copy	ENVIRONMENTAL LAWS, PROTECTION AND INVESTIGATION	PECSON ET AL	2023	
10	1	copy	MULTIDISIPLINARYONG PANANALIKSIK SA ARALING FILIPINO WIKA, KULTURA, ESPASYO, EDUKASYON, KASARIAN AT MIDYA	TUAZON ET AL	2024	
11	1	copy	BIOLOGICAL CHEMISTRY	CHUA ET AL.	2022	
12	1	copy	Physical Science: Journey to the Past, Present and Future of the Universe	Reyes, Reyes	2025	
13	2	copy	PHYSICAL ACTIVITY TOWARDS HEALTH AND FITNESS 1 (PATHFIT 1) MOVEMENT COMPETENCY	BALDONADO ET AL.	2024	
14	1	copy	PHYSICAL ACTIVITY TOWARDSHEALTH & FITNESS 3 (PATHFIT 3) MENU DANCE	PUNZALAN ET AL	2023	
15	1	copy	(PATH FIT 2) Physical Activity Towards Health ang Fitness Combative Sports and Outdoor Recreational Activities	BULATAO et al	2023	
16	2	copy	(PATH FIT 1) PHYSICAL ACTIVITY TOWARDS HEALTH AND FITNESS 1 Health & Wellness Movement Educ. & Exercise Program	Punzalan, habana	2023	
17	1	copy	(PATH FIT 4 SPORTS) Individual/Dual and Team Sports	Bulatao et al	2023	
18	1	copy	Physical Education and Health: Aquatic (Basic Swimming) and Mountaineering/revised ed.	Latorre	2023	
19	1	copy	PURPOSIVE COMMUNICATION	BARADILLO et al	2023	
20	1	copy	ENGLISH/ PURPOSIVE COMMUNICATION (A MODULAR APPROACH)	ANG	2023	
21	1	copy	Purposive Communication, Revised Edition	Zoleta	2023	
22	1	copy	Purposive Communication in Diverse Contexts	Josue	2023	

23	2	copy	NSTP UNDERSTANDING THE NATIONAL SERVICE TRAINING PROGRAM	LABUGUEN ET AL	2023	
24	1	copy	Practical Research 1	Maranan et al	2023	
25	2	copy	Practical Research 2	Maranan et al	2023	
26	1	copy	Science, Technology & Society	Tabotabo, Corpuz	2023	
27	1	copy	Ethics	Bacolod, et, al.	2023	
28	1	copy	ETHICS	GALLINERO ET AL	2022	
29	1	copy	Understanding the Self Developing Life Skills OBE Revised Edition	Magalona et al	2023	
30	1	copy	UNDERSTANDING THE SELF	OTIG ET AL	2022	
31	3	copy	Introduction to Philippine Government & Politics with Basic Constitutional	Baes, Belter	2024	
32	1	copy	INTRODUCTION TO PHILIPPINE GOVERNMENT AND POLITICS WITH BASIC CONSTITUTION	RIDIQUES ET AL	2023	
33	3	copy	Entrepreneurial Behavior Growth Mindset and Fixed Mindset	Pasahol et al	2024	
34	1	copy	READING IN PHILIPPINES HISTORY	BACOLOD ET AL	2023	
35	1	copy	Revisiting Readings in Philippine History	Baes, Belter	2023	
36	1	copy	(FACT, LEGACIES & CONTROVERSIES)	PASIGUI	2024	
37	2	copy	LIFE AND WORKS OF DR. JOSE RIZAL	PANGILINAN	2024	
38	2	copy	KONTEKSWALISADONG KOMUNIKASYON SA FILIPINO	MARANAN	2023	
39	2	copy	Mathematics of the Modern World	Ogoy, et al	2023	
40	2	copy	Understanding Society & Culture	Riodique III	2021	
41	1	copy	ENTREPRENEURSHIP FOR HOSPITALITY AND TOURISM	SERRANO	2024	
42	1	copy	Fundamentals of Accounting Volume II: Partnership and Corporation	Arriola	2024	
43	1	copy	Fundamentals of Accounting Volume I: Service and Merchandise	Arriola	2024	
44	1	copy	Multicultural Diversity in the Tourism and Hospitality	Maranan	2024	
45	1	copy	Professional Development A Guide to Career Success	Magalona, et al	2023	
46	1	copy	Business Marketing	Bajao/ Osorno	2023	
47	2	copy	Strategic Human Resource Management, 2e	Serrano	2024	
48	2	copy	Foundations of Operations Management: A Practical Guide for Higher Education	Perida, Arcadio	2024	
49	1	copy	Advanced Production and Operations Management	Abante et, al.	2024	
50	1	copy	Strategic Operations Management, 2e	Serrano	2024	
51	1	copy	MODULE MANAGING SERVICE ENTERPRISE	MADDAGAN	2024	
52	1	copy	FRONT OFFICE SYSTEMS AND PROCEDURES	LAGO et al	2024	
53	2	copy	Enterprise Risk Management: Creating Stronger Governance & Competitive Edge, 2e	Mendoza, Garcia	2025	
54	2	copy	Practicum Manual for Tourism and Hospitality Management	Taoing, Cabugon	2023	
55	1	copy	LEISURE & RECREATION MANAGEMENT FOR TOURISM AND HOSPITALITY INDUSTRY	CORNELL	2023	
56	3	copy	Facilities Planning & Management, 2e	Serrano	2024	
57	1	copy	Total Quality Management: An introduction	Sergote	2024	
58	1	copy	RESEARCH IN TOURISM AND HOSPITALITY A COMPREHENSIVE GUIDE FOR COLLEGE STUDENTS	MARCELO et al	2024	
59	1	copy	Practicum Manual College of Hospitality and	BANZUELO,	2022	

			Tourism Management	DINAGA		
60	1	copy	OPERATIONS MANAGEMENT IN TOURISM AND HOSPITALITY	Buenaventura et al	2023	
61	1	copy	Achieving Excellence: Integrating Total Quality Management and Operations Management	Serrano	2025	
62	2	copy	Entrepreneurship in Tourism and Hospitality	Marcelo, Samson	2022	
63	2	copy	Ergonomics Facilities Planning for the Hospitality Industry	Buenaventura	2023	
64	2	copy	Mastering Modern Supply Chains for Tourism and Hospitality Industry	Maranan et al	2024	
65	1	copy	ROOM DIVISION MANAGEMENT & COST CONTROL	LAGO et al	2024	
66	1	copy	Basics of Microeconomics	Banaag, Dionisio	2024	
67	3	copy	Introduction to Project Management	Abante, et, al.	2023	
68	2	copy	Organization Development, 2e	Flores	2023	
69	1	copy	FUNDAMENTALS OF JAVASCRIPT PROGRAMMING	POMPERADA	2024	
70	1	copy	Computer Fundamentals	Revano	2023	
71	1	copy	LEARN JAVA THE EASY WAY	TRABALLO	2024	
72	1	copy	BEGINNER'S GUIDE TO TYPESCRIPT PROGRAMMING	POMPERADA	2025	
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74	1	copy	Retail and Wholesale Enterprises	Bairan	2024	
75	1	copy	Introduction to GO Programming	Pomperada	2022	
76	2	copy	Advance Management Information System	Abante, M.V.	2023	
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79	1	copy	INTRODUCTION TO JAVA PROGRAMMING 3RD ED	POMPERADA	2024	
80	2	copy	Introduction to human Computer Interaction	Revano, Laviña	2023	
81	1	copy	Engine Room Watch Keeping with Resource Management, Laboratory Manual	Singuit	2024	
82	1	copy	Power Plant Diesel, Laboratory Manual	Singuit	2024	
83	1	copy	Total Quality Management: An introduction	Sergote	2024	
84	1	copy	Labor Laws and Legislation, 2e	Luna	2025	
85	2	copy	Navigating Human Behavior in Organizations	Serrano	2025	
86	1	copy	Organization and Management for SHS (ABM)REV. ED.	Flores	2022	
87	3	copy	Productivity and Quality Management, 2e	Serrano	2024	
88	1	copy	Advanced Organization Management	Abante, Julianes	2024	
89	1	copy	Advanced Human Behavior Organization with Ethics	Abante et, al.	2024	
90	2	copy	Production Management	Martin	2021	
91	2	copy	Sustainable Tourism: A Comprehensive Guide to Promoting Responsible	Maranan et al	2024	
92	1	copy	DESTINATION MANAGEMENT AND MARKETING	MARCELO et al	2024	
93	1	copy	SUSTAINABLE TOURISM	SANTOS	2023	
94	1	copy	HERITAGE TOURISM A COMPREHENSIVE DISCUSSION IN THE PHILIPPINE SETTING	ABAD ET AL	2024	
95	1	copy	TOURISM POLICY, PLANNING AND DEVELOPMENT IN THE CONTEXT OF PHILIPPINE TOURISM	MARCELO ET AL	2024	
96	1	copy	Adobe Photoshop Elements Visual QuickStart Guide 1st Edition	Carlson	2022	
97	1	copy	Architectural Design With Sketchup 3D Modeling, Extensions, Bim, Rendering, Making, Scripting, and Layout, pb,3e,pb	Schreyer, Alexander	2023	

98	1	copy	ARCHITECTURAL DETAILING: FUNCTION CONSTRUCTABILITY AESTHETICS, 4TH EDITION	RAND	2024	
99	1	copy	Architectural Drawings as Investigating Devices	Charitonidou	2023	
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101	1	copy	Autodesk Civil 3D 2025 Unleashed: Elevate your civil engineering designs and advance your career with Autodesk Civil 3D	Walz	2024	
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107	1	copy	Drafting Fundamentals for the Entertainment Classroom: A Process-Based Introduction Integrating Hand Drafting, Vectorworks, and SketchUp 1st Edition	Appleton	2022	
108	1	copy	Electrical Engineering Drawing (2nd Edition) (with Access code)	Nollen	2024	
109	1	copy	Engineering Design Graphics: Sketching, Modeling, and Visualization (with Free	Leake	2022	
110	1	copy	Engineering Graphics with SOLIDWORKS 2023: A Step-by-Step Project Based Approach	Planchard	2023	
111	1	copy	Exploring AutoCAD Civil 3D 2023 for Civil Engineers (with Free Database Article)	Tickoo	2023	
112	1	copy	Furniture Design and Construction (with Access Code)	3G	2023	
113	1	copy	Industrial Design A–Z	Blake Harris	2025	
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123	1	copy	Automotive Systems: Principles and Practice 1st Edition	Awari	2023	
124	1	copy	Automotive Technician Training: Theory 2nd Edition	Denton	2022	
125	1	copy	Automotive Technology: Principles, Diagnosis, and Service 7th Edition	Halderman	2023	
126	1	copy	Automotive Electronics: Basic Concept.	Clara Sullivan	2025	
127	1	copy	Automotive Engineering Fundamentals	Dr. Sneh Lata Mishra	2025	
128	1	copy	Today's Technician Automotive Electrical and Electronics 8th ed.Pb'2024	Barry Hollembeak	2024	

129	1	copy	3G Handy Guide: Automotive Repairing (Includes: Access Code to Enrich Learning Experience With Interactive E-Lecture Quiz Videos and Much More),2e,pb	3G E-Learning	2023	
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132	1	copy	Principles and Practice: An Integrated Approach to Engineering Graphics and AutoCAD 2023	Shih	2022	
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135	1	copy	Automotive Technician Training: Theory 2nd Edition	Denton	2022	
136	1	copy	Automotive Technology: Principles, Diagnosis, and Service 7th Edition	Halderman	2023	
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138	1	copy	Basic Knowledge of Automotive Servicing (with Free Database Article)	3G E-Learning	2024	
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140	1	copy	New Energy Vehicle Powertrain Technologies and Applications	Yong Chen	2023	
141	1	copy	Handbook of Power Electronics in Autonomous and Electric Vehicles	Muhammad H. Rashid	2024	
142	1	copy	Powertrain	Michael Trzesniowski	2023	
143	1	copy	Automotive Engines: Diagnosis, Repair, and Rebuilding 9th Edition	Gilles	2023	
144	1	copy	Heavy Equipment Operation and Maintenance Manual	Ernesto A. Guzman	2023	
145	1	copy	AUTOMOTIVE MECHANIC ADVANCED	JOSEF CARTER	2024	
146	1	copy	Today's Technician: Automotive Electricity and Electronics Classroom Manual 8th Edition	Hollembeak	2023	
147	1	copy	Today's Technician: Automotive Heating & Air Conditioning Classroom Manual and Shop Manual (MindTap Course List) 7th Edition	Schnubel	2022	
148	1	copy	Theory and Training of Automotive Technician (with Free Database Article)	Sharma	2020	
149	1	copy	Modern Automotive Electrical Systems	Asef	2023	
150	1	copy	3G Handy Guide: Automotive Repairing (Includes: Access Code to Enrich Learning Experience With Interactive E-Lecture Quiz Videos and Much More),2e,pb	3G E-Learning	2023	
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157	1	copy	Understanding Of Automotive Mechanics	Amalendu	2025	

				Bhattacharya		
158	1	copy	Today's Technician Automotive Electrical and Electronics 8th ed.Pb'2024	Barry Hollembeak	2024	
159	1	copy	3G Handy Guide: Automotive Repairing(with Access Code) (2nd Edition)	3G	2023	
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163	1	copy	Sociology for Physical Education and Sports Coaching	Light	2023	
164	1	copy	Introduction to Physical Education, Fitness, and Sport	Daryl Siedentop	2022	
165	1	copy	Routledge Handbook of Adapted Physical Education (Routledge International Handbooks) 1e	Haegele	2022	
166	1	copy	Fundamentals anatomy and physiology Pb'2024	Ian Peate	2024	
167	1	copy	Anatomy and Human Movement: Structure and Function 8ed	Soames	2025	
168	1	copy	Functional Awareness Anatomy in Action for Dancers	Romita	2023	
169	1	copy	Functional Movement Development Across the Life Span: 4ed	Cech & Martin	2024	
170	5	copy	(PATH FIT 3 DANCE) Physical Activity Towards Health and Fitness: Folk Dance, Cheer Dance, Contemporary Dances, Street Dance, Hip Hop, Social Dances	Bulatao et al	2022	
171	1	copy	Exercise Physiology for Health Fitness and Performance 6E IE	Plowman	2023	
172	1	copy	Exercise Physiology: Theory & Application To Fitness & Performance 12E	Powers	2024	
173	1	copy	Physiology of Sport and Exercise (with Access Code)	3G	2022	
174	1	copy	Exercise Physiology: Nutrition, Energy, and Human Performance, International Edition, Revised Re...	McArdle, William	2024	
175	1	copy	Clinical Exercise Physiology: Exercise Management for Chronic Diseases and Special Populations Fifth Edition	Erhman	2023	
176	1	copy	The Field Guide to Better Results: Evidence-Based Exercises to Improve Therapeutic Effectiveness	Miller	2023	
177	1	copy	Introduction to Exercise Science 1e	Knudson	2024	
178	1	copy	Motor Learning and Development 3e	Beach	2024	
179	1	copy	Dance Composition Basics 2E	Sofras	2023	
180	1	copy	World Dance Cultures	Beaman	2024	
181	1	copy	Dance Cultures Around the World First Edition	Fredericksen	2024	
182	1	copy	Dance in US Popular Culture	Atkins	2023	
183	1	copy	Contemporary Dance Festivals in the Former Yugoslav Space	Baybutt	2023	
184	1	copy	Learning Through Movement in the K-6 Classroom: Integrating Theater and Dance to Achieve Educational Equity	Becker	2024	
185	1	copy	Elementary Dance Education (with HKPropel Access)	Pomer	2023	
186	1	copy	More Dance Improvisations	Reeve	2024	
187	1	copy	Motor Learning and Development 3e	Beach	2024	
188	1	copy	Motivating People to Be Physically Active	Marcus	2025	
189	5	copy	Physical Activities Towards Health and Fitness	Dela Cruz, et al	2024	

			PATHFIT (Arnis)			
190	5	copy	Physical Activities Towards Health and Fitness PATHFIT (Badminton)	Dela Cruz, et al	2024	
191	5	copy	Basic of Arnis de Mano: A Handbook for Teachers and Students	Anajao, et al	2023	
192	1	copy	Athletic Director's Desk Reference Second Edition	Lopiano	2022	
193	1	copy	Fundamentals of Athletic Training (with Access Code)	3G	2022	
194	1	copy	Personal Best Running: Coach Coogan's Strategies for the Mile to the Marathon	Coogan	2024	
195	1	copy	Breakthrough Women's Running: Dream Big and Train Smart	Grazey	2023	
196	1	copy	Becoming a Sustainable Runner: A Guide to Running for Life, Community, and Planet	Muir	2024	
197	1	copy	Archery: Steps to Success	Haywood	2025	
198	1	copy	Authentic Secondary Art Assessment: Snapshots from Art Teacher Practice. Pb. 2024	Cathy Smilan	2024	
199	1	copy	Enhancing Science Learning Through Art: Highlighting New Commonalities for Steam	Reyes	2024	
200	1	copy	Delivering Authentic Arts Education. 5th ed. . Pb. 2023	Judith Dinham	2023	
201	5	copy	A Course Module for Teaching Visual Arts in the Elementart Grades	978-6210421651	2021	
202	5	copy	An Eye for Art Appreciation: perception and Expression	978-6214092369	2024	
203	1	copy	Elementary Dance Education: Nature-Themed Creative Movement and Collaborative Learning First Edition	978-1718202955	2023	
204	1	copy	The Art and Science of Ballet Dancing and Teaching	9.78103E+12	2024	
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494	1	pc	Intellectual Property	Dr. (Atty.) Jose C. Montemayor	2023	
495	1	pcs	INTELLECTUAL PROPERTY RIGHTS: THE PRACTICE	Atty. Oscar Martinez Manahan	2024	
496	1	pcs	INSTRUMENTATION AND CONTROL (2ND EDITION)	3G E-LEARNING	2023	
497	1	pc	Pneumatic Systems and Circuits - Advanced Level (Pneumatic Book Series Generic)	Joji ParambathJoji Parambath	2022	
498	1	pc	Electro-pneumatics and Automation (Pneumatic	Joji	2021	

			Book Series Generic)	ParambathJoji Parambath		
499	2	pcs	The Labor Code of the Philippines (2022 Edition)	CBSI	2022	
500	1	pcs	The Labor Code with Comments and Cases Vol. II-A Labor Relations Vol. II-B Employment Tenure and Termination	Azucena	2021	
501	1	pcs	50 Quality Improvement and Quality Assurance Approaches,	by Mansell	2021	
502	1	pcs	QUALITY MANAGEMENT ESSENTIALS	BARRY HILL	2024	
503	2	pcs	Entrepreneurial Mind	Paurom, F. & Ybanez, F.	2021	
504	2	pcs	ENTREPRENEURIAL MIND	FERDINAND C PAUROM	2022	
505	2	pcs	Entrepreneurial Mindset	Camilar-Serrano, A.	2021	
506	1	pcs	MANAGEMENT OF HUMAN BEHAVIOR IN AN ORGANIZATION	SERRANO ANGELITA ONG CAMILAR	2022	
507	1	pcs	Principles of Management & Organization	Pereda	2021	
508	1	pcs	HUMAN RESOURCE MANAGEMENT	PINGOL		
509	1	pcs	MODERN PRODUCTION MANAGEMENT	SOLOMON GELLER	2024	
510	1	pcs	PRODUCTION MANAGEMENT	GELLER, SOLOMON	2023	
			MAINIT CAMPUS			
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512	1	copy	Introduction to Animal Sciences	Williamson, T.,	2023	
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519	1	copy	Soil Science for Beginners: The Vegetable Gardener's Guide to Soil Health – 9 Steps to Stellar Soil for Traditional, No-Till, Raised Bed and Container Gardens	Bray	2023	
520	1	copy	Basics of Agricultural Biotechnology	Mackay, S.	2023	
521	1	copy	Introduction to Agricultural Biotechnology	Shaffer, D.	2023	
522	1	copy	Guide For Principles and Practice of Animal Nutrition	Patrick, C.	2024	
523	1	copy	Genetic and Agronomical Aspects Of Crop Physiology	Borrel	2024	
524	1	copy	Plant Breeding	Sterling, K.,	2023	
525	1	copy	Introduction to Breeding and Production of Crop	Wartena,	2025	
526	2	copy	Introduction to Linguistics	Jennifer B. Gonzales, Jermil O. Enoc,	2021	
527	2	copy	Teaching and Assessment of Grammar	Mañas,	2024	
528	1	copy	Sustainable Livestock Production	Robert Harte,	2024	
529	1	copy	Farm Animal Reproductive System	Graaf, S.D.,	2024	
530	1	copy	Poultry Diseases and Breeds	Phillips, J.	2024	
531	1	copy	Animal Physiology and Morphology	Morales, S.	2023)	
532	3	copy	Living in IT Era	Marabe,	2023	
533	1	copy	Agricultural Extension Worldwide: Issues, Practices and Emerging Priorities (Routledge Revivals) 1st Edition	Rivera,	2024	

534	1	copy	Food Processing 2nd edition	Jaravata	2024	
535	2	copy	Agritourism	Medalye,	2024	
536	2	copy	Ecotourism with Tourism Planning and Development Essentials	Lim	2023	
537	1	copy	Rangeland Sustainability: Social, Ecological, and Economic Assessments (Environmental and Societal Dimensions of Sustainable Development Goals) 1st Edition	Maczko,	2024	
538	1	copy	Textbook of Sustainable Forest Management	Bell, S.,	2024	
539	1	copy	Foundations of Philippine Real Property Valuation	Cuervo,	2023	
540	1	copy	Environmental, Social and Governance Policies, Management Systems & Processes in the Organization, Corporate Governance, and Intellectual Property Rights	Bodake,	2024	
541	1	copy	Social Forestry: Tending the Land as People of Place	Vaarde,	2023	
542	1	copy	Surveying	Vincent,	2024	
543	1	copy	Agroforestry Ecology	Andreas Vincken,	2025	
544	1	copy	Plant Taxonomy (with Access code) 2nd edition	Saviano,	2024	
545	1	copy	Forestry: A Sustainable Approach	Casey, W.,	2023	
546	1	copy	Basic Electronics, Laboratory Manual, 2nd Edition	Tito/ Quimque/ Villalas,	2025	
547	1	copy	Fishery Management	Kennedy,	2024	
			MALIMONO CAMPUS			
548	2	pcs	Teaching Multi-grade classes	Montalbo	2022	
549	2	pcs	El Filibusterismo ni Dr. Jose Rizal	Singh	2023	
550	1	pc	Life and Works of Dr. Jose P. Rizal	Pangilinan	2024	
551	2	pcs	Mga Babasahin Hinggil sa Kasaysayan ng Pilipinas	Ramos	2023	
552	2	pcs	National Service Training Program (NSTP 1): An Outcome-Based Module by	Pablo, Castillo	2024	
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554	2	pcs	Teaching Internship	Boholano, et.al	2023	
555	1	pc	Teaching Mathematics in the Intermediate Grades	Camarista, Oranio	2020	
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557	2	pcs	Teaching Science in the Elementary Grades Vol. 2 Physics, Earth and Space	Bilbao, et.al	2024	
558	2	pcs	Assessment Learning 1 :A Modular Approach 2 ed.	Boholano, et.al	2023	
559	2	pcs	Assessment Learning 2 : A Modular Approach	Sanchez, et.al	2023	
560	2	pcs	Assessment of Learning 1	Mañas	2024	
561	2	pcs	Building and Enhancing New Literacies Across the Curriculum	Sadorra, et.al	2024	
562	2	pcs	Teaching and Assessment of the Macroskills by	Alda, et.al	2022	
563	2	pcs	The teacher and the Community, School Culture and Organizational Leadership	Boholano, et.al	2024	
564	2	pcs	Speech and Theater Arts	Blanco, et.al	2022	
565	2	pcs	Survey of Afro-Asian Literature	Escalada-Cordova	2024	
566	2	pcs	Ethics	Pasco, et.al	2023	
567	2	pcs	Purposive Communication	Dela Cerna	2024	
568	1	pc	Environmental Science (A simplified approach for college students)	Jabilles, et.al	2023	
569	2	pcs	Kontekstwalisadong Komunikasyon sa Filipino Ikalawang Edisyon	Maranan	2023	
570	2	pcs	The Entrepreneurial Mind	Gonzales	2024	
571	1	pc	Applied Genetics	Kumari	2025	

572	2	pcs	Art Appreciation	Catequista, et.al	2024	
573	2	pcs	Art Appreciation, 2e	Sanchez, et.al	2023	
574	2	pcs	Worktext in Elementary Number Theory	Vida	2024	
575	2	pcs	Gender and Society with Peace Education Towards an Inclusive Higher Education Perspective	Espinol, et.al	2023	
576	1	pc	Gender and Society	Bacolod, et.al.	2024	
577	1	pc	Field Study 1 Observation and Participation	Cordova	2024	
578	2	pcs	Field Study 2	Cordova	2024	
579	1	pc	Technology for Teaching and Learning 1 - A Course Module	Balo, et.al	2023	
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581	1	pc	Living in the Information Technology Era	Abante	2023	
582	2	pcs	Introduction to Information Technology and Computer Fundamentals, 2e	by Besueña, Pomperada	2023	
583	2	pcs	Plane Geometry with Basic Trigonometry: A Simplified Approach, Rev. Ed.	Sarmiento	2022	
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585	1	pc	Values Education: Legal and Ethical Perspective, 2e	Peñaflor	2023	
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588	2	pcs	Mathematics in the Modern World, 2nd Ed	Soriano, et.al	2024	
589	2	pcs	Understanding the Self : New Normal Edition	Palean, et.al	2024	
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596	1	pc	Basic of Zoology	3G E-Learning	2024	
597	1	pc	Physiology of Aquatic Organisms	Jefferson	2024	
598	1	pc	Introduction to Discrete Mathematics	Sirug	2023	
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600	2	pcs	Science, Technology and Society 2nd ed	Calimlim	2025	
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602	2	pcs	Introduksiyon sa Pananaliksik sa Wika at Panitikan (Luzon)	Alvarado, et.al	2022	
603	2	pcs	Introduksiyon sa Pananaliksik sa Wika at Panitikan (VIZMIN)	Albasto, et.al	2022	
604	2	pcs	Panimulang Lingguwistika	Lonez/Ariaso	2021	
605	2	pcs	Basic Statistics with Probability 2nd ed	Rodriguez	2025	
606	2	pcs	Research and Thesis Writing with tips in Oral Presentation	Lagrimas	2024	
607	1	pc	Teaching Science in Elementary Schools	Sen	2021	
608	2	pcs	Purposive Communication in Diverse Contexts	Josue	2023	
609	2	pcs	Readings in Philippine History /Revised Edition	Corpuz, Tabo- tabo	2025	
610	2	pcs	Readings in Philippine History	Dela Vega	2023	
611	2	pcs	Mathematics in Modern World	Reynoso	2025	
612	2	pcs	Understanding Self	Vasquez	2023	
613	2	pcs	Ethics	Mondares	2024	
614	2	pcs	Living in IT Era	by Marabe	2023	
615	2	pc	Understanding Society & Culture	Riodique III	2024	

616	1	pc	Handbook of Animal Physiology	Biswas	2024	
617	1	pc	Fundamental of Organic Chemistry by	Thore	2023	
618	1	pc	Advanced Inorganic Chemistry	Choudhary	2023	
619	1	pc	Aquatic Plants	Singh	2022	
620	1	pc	Fisheries Meteorology (HB)	Patterson	2023	
621	1	pc	Teaching Mathematics	Goyal	2024	
622	1	pc	Post Harvest Fisheries (HB)	Patterson	2023	
623	1	pc	Fisheries Management	Valencia	2024	
624	2	pc	Arts and Humanities	Rodrigo	2024	
625	1	pc	Cured, Dehydrated, Smoked Fishery Products	Anand	2022	
626	1	pc	Thermodynamics	Yadav	2024	
627	1	pc	Reproductive Biology of Fishes	Simon	2024	
628	1	pc	Basics of Earth Science (HB)	Coulter	2023	
629	1	pc	Teaching English Pedagogical Perspective	Anuradha, et.al	2024	

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.]

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

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

Financial Documents

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

Capacity (NFCC);

or

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

Class “B” Documents

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

or

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

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

- ☐ (m) *[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.
- ☐ (n) 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).



"For Nation's Greater Heights"