



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 (RE-BID)**

**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***



## INVITATION TO BID FOR SUPPLY AND DELIVERY OF LIBRARY BOOKS (RE-BID)

- 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 procurement of **Supply and Delivery of Library Books (Re-Bid) under PB No. 25-07-0022**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot No.	Description	Approved Budget for the Contract (ABC)	Price of Bidding Documents (Php)
1	College of Business and Technology	999,365.00	1,430.00
2	College of Arts and Sciences	1,320,145.00	1,885.00
3	College of Engineering	1,180,490.00	1,685.00

- 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).
- 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.
- 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**.
- A complete set of Bidding Documents may be acquired by interested Bidders upon payment of the non-refundable fee for the Bidding Documents **on a per lot basis** through:
  - Cashier Section, 1<sup>st</sup> Floor, SNSU Building, Narciso St., Surigao City; or
  - LAND BANK OF THE PHILIPPINES

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

Upon deposit, the bidders must submit the scanned copy of the deposit slip to  
[snsubac@gmail.com](mailto:snsubac@gmail.com).

6. **SNSU** will hold a Pre-Bid Conference<sup>1</sup> on **December 2, 2025, at 9:00 a.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 **8:45 a.m. of December 15, 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 **December 15, 2025, at 9:00 a.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](https://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 **Supply and Delivery of Library Books (Re-Bid)**. **PB# 25-07-0022**.

Lot 1: College of Business and Technology

Lot 2: College of Arts and Sciences

Lot 3: College of Engineering

The Procurement Project **Supply and Delivery of Library Books (Re-Bid)** is composed of *three (3)* lots, 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 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 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**.
- 15.1. 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.
- a. In the case of EPA, PE may request the bidders to extend the validity of their bid securities beyond one hundred twenty (120) calendar days, prior to their expiration, if the funding source for the Procurement Project has yet to be approved and made effective.

A change in the form of the bid security is allowed if this is made prior to the expiration of the bid validity sought to be extended.

If the bidder refuses to extend the bid validity, the PE shall reject the bid submitted by said bidder.

## 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.

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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.

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 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 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"> <li>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.</li> </ul>
7.1	<b><i>Subcontracting is not allowed.</i></b>
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 <i>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 <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.</li> </ul>
15	Each Bidder shall submit one copy of the first and second components of its Bid. Both the technical and financial component envelopes are then enclosed in a single outer envelope. Each envelope must be clearly labeled to indicate its content. Specify whether they contain the "TECHNICAL COMPONENT" or "FINANCIAL COMPONENT". Contract Name Being Bid for and Bidder Information (name and address).
20.2	Bidder shall submit the following: <ul style="list-style-type: none"> <li>a. Tax Clearance;</li> <li>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;</li> <li>c. Certificate of PhilGeps Registration;</li> <li>d. Other appropriate licenses and permits required by law and stated in the bidding documents; such as Mayor's Permit and SEC Registration; and</li> <li>e. Copy of Certificate of Completion or Certificate of Acceptance of the Single Largest Completed Contract (SLCC) and completed contracts.</li> <li>f. Suppliers Performance Evaluation Result of the SLCC</li> </ul>
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><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> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol>

- e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- f. *[Specify additional incidental service requirements, as needed.]*

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

**Spare Parts –**

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

*Select appropriate requirements and delete the rest.*

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

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

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

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

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

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



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

# Technical Specifications

## SUPPLY AND DELIVERY OF LIBRARY BOOKS (RE-BID)

QTY	Unit	Specification	Author	Copyright	Statement of Compliance
					Comply/ Not Comply
<b>LOT 1 - College of Business and Technology – 999,365.00 (ABC)</b>					
1	COPY	3G Handy Guide: Front Office Operations (2nd Edition)	Li	2024	
5	COPY	(PATH FIT 1) Physical Activity Towards Health and Fitness 1 Health & Wellness Movement Educ. & Exercise Program	Punzalan	2023	
5	COPY	(PATHFIT 2) Physical Activity Towards Health and Fitness Combative Sports and Outdoor Recreational Activities	Bulatao	2023	
1	COPY	3D Integration of Resistive Switching Memory	Luo	2023	
1	COPY	3G Handy Guide: Automotive Repairing(with Access Code) (2nd Edition)	3G	2023	
1	COPY	3GE Collection on Food Science: Nutritional Considerations for Optimal Sports Performance	Saraiva	2024	
1	COPY	5G and 6G Communication Technologies	3G	2022	
1	COPY	A Practicum Manual College of Hospitality and Tourism Management	Banzuelo	2022	
1	COPY	A Visual Reference to Front Office Management (2nd Edition)	3G	2023	
1	COPY	Achieving Excellence: Integrating Total Quality Management	Serrano	2024	
2	COPY	Advanced Human Behavior Organization with Ethics	Abante	2024	
2	COPY	Advanced Management Information System (MIS)	Abante	2023	
1	COPY	Advanced Organizational Management	Abante	2024	
1	COPY	Advanced Production and Operations Management OBE approach	Abante	2024	
5	COPY	An Eye for Art Appreciation: perception and Expression	Sonsona	2024	
1	COPY	Analog Circuit Design using Current-Mode Techniques	Maheshwari	2023	
1	COPY	Analysis and Design of Analog Integrated Circuits 6th Edition	Gray	2024	
3	COPY	Applied Business Tools and Technologies	Bajao	2021	
5	COPY	Applied Business Tools and Technologies in Tourism and Hospitality	Rodolfa	2022	
1	COPY	Architectural Drawings as Investigating Devices	Charitonidou	2023	
1	COPY	Athletic Director's Desk Reference Second Edition	Lopiano	2022	
1	COPY	Automotive Maintenance & Light Repair 3rd Edition	Thompson	2023	
5	COPY	Basic First Aid Guide CPR & Water Safety	Bustria	2019	
1	COPY	Basic Knowledge of Automotive Servicing	3G	2024	
5	COPY	Basics of Microeconomics	Banaag	2024	
1	COPY	Basics of Semiconductors	3G	2024	
1	COPY	Be a Fish: The swim coaching bible to teach you to swim like a pro via swimming training, swim drills, swimmers speed secret lessons, speed strokes for beginners, adults, teens, kids, girls & boys	Humphries	2022	
3	COPY	Beginner's Guide to Typescript Programming	Pomperada	2025	
1	COPY	Complete Conditioning for Football	Wellman	2024	
1	COPY	Computer Fundamentals	Revano	2023	
1	COPY	Computer Networking	Qaiser	2024	
1	COPY	Computer Networks	Zadeh	2025	
3	COPY	Computer Programming 1 Learn Java the Easy Way	Traballo	2024	
1	COPY	Control of Power Electronic Converters and Systems	Murray	2023	
1	COPY	Core Teaching Practices for Health Education First Edition	Ward	2022	
1	COPY	Creating Visual Narratives Through Photography 1st Edition	Davis	2023	

1	COPY	Dance Cultures Around the World First Edition	Fredericksen	2024	
1	COPY	Data and Computer Communications	Zadeh	2025	
1	COPY	Introduction to Algorithms and Data Structures	Cengage	2024	
1	COPY	Design of Integrated Circuits	Taylor	2023	
1	COPY	Workload Dependent Mitigation Approaches for Performance Variability: Ensuring Timing Guarantees of Integrated Circuits	Lin	2025	
1	COPY	Discovering Engineering Design in the 21st Century An Activities-Based Approach	Striebig	2024	
1	COPY	Discrete Mathematics (2nd Edition)	3G	2022	
1	COPY	Driver Education 2024	Sario	2024	
1	COPY	Dynamic Physical Education for Secondary School Students Tenth Edition	Brusseau	2025	
1	COPY	Electrical Engineering Drawing (2nd Edition) (with Access code)	Nollen	2024	
1	COPY	Electronics Technology (2nd Edition)	3G	2023	
1	COPY	Elements of Discrete Mathematics: Numbers and Counting, Groups, Graphs, Orders and Lattices (De Gruyter Textbook) 1st Edition	Diekert	2023	
3	COPY	Engine Room Watch Keeping with Resource Management Laboratory Manual	Singuit	2024	
3	COPY	Enterprise Risk Management	Mendoza	2025	
3	COPY	Entrepreneurial Behavior Growth Mindset and Fixed Mindset	Gomez	2024	
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5	COPY	Ergonomics Facilities Planning for the Hospitality Industry	Buenaventura	2023	
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1	COPY	Flipped Learning in Physical Education (Routledge Focus on Sport Pedagogy) 1st Edition	Osterlie	2024	
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1	COPY	Front Office Management	Cajiao	2024	
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1	COPY	Functional Movement Development Across the Life Span 4th Edition	Cech	2024	
3	COPY	Fundamentals of Accounting and Inventory Management in Hospitality and Tourism Business	Bajao	2021	
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1	COPY	Fundamentals of Athletic Training (with Access Code)	3G	2022	
1	COPY	Furniture Design and Construction (with Access Code)	3G	2023	
5	COPY	General Chemistry 2 : Water, Oxygen and Carbon Dioxide Molecules of Life	Reyes	2024	
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4	COPY	HAJIMEMASHOU LEARN BASIC JAPANESE	Dafun	2022	
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1	COPY	Internal Combustion Engines and Powertrain Systems for	IMECHE	2023	

		Future Transport 2019 1st Edition			
5	COPY	Introduction to Application Development and Emerging Technologies	Pomperada	2023	
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1	COPY	Introduction to Data Communication and Networks	3G	2023	
5	COPY	Introduction to Discrete Mathematics	Sirug	2023	
1	COPY	Introduction to GO Programming	Pomperada	2022	
2	COPY	Introduction to Human Computer Interaction	Revano	2023	
1	COPY	Data and Computer Communications	Zadeh	2025	
3	COPY	Introduction to Java Programming 3E	Pomperada	2024	
5	COPY	Introduction to Philippine Government and Politics with Basic Constitutional Principles 2E	Riodique	2023	
1	COPY	Introduction to Physical Education, Fitness, and Sport Ninth Edition	Siedentop	2023	
3	COPY	Introduction to Project Management	Abante	2023	
3	COPY	Introduksyon sa Pananaliksik sa Wika at Panitikan Luzon VizMin Version	Arbasto	2022	
5	COPY	Jose Rizal: The Man and the Hero	Pasigui	2024	
5	COPY	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino (Batay sa Pamantayang Itinakda sa Filipino para sa SHS) Ikalawang Edisyon	Maranan	2024	
5	COPY	Kontekstwalisadong Komunikasyon sa Filipino 2e	Maranan	2023	
1	COPY	Learning Go: An Idiomatic Approach to Real-World Go Programming 2nd Edition	Bodner	2024	
3	COPY	Legal Aspects in Tourism and Hospitality (The Philippine Tourisms Laws Simplified)	Cagurangan	2022	
1	COPY	Leisure and Recreation Management (2nd Edition) (with Access code)	3G	2023	
1	COPY	Macro Perspective of Tourism and Hospitality (2nd Edition) (with Access Code)	3G	2022	
2	COPY	Mastering Modern Supply Chains for Tourism and Hospitality Industry	Maranan	2024	
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5	COPY	Multicultural Diversity in Workplace for Tourism Professional	Baluyot	2022	
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1	COPY	Physiology of Sport and Exercise (with Access Code)	3G	2022	
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3	COPY	Practical Research 2	Maranan	2023	
3	COPY	Practicum Manual for Tourism and Hospitality Management	Taoing	2023	
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1	COPY	Process Control in Practice (De Gruyter Textbook) 1st Edition	Hagglund	2023	
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4	COPY	Safety Management	Martin	2021	
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5	COPY	Sustainable Tourism: A Comprehensive Guide to Promoting Responsible Travel	Maranan	2024	
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1	COPY	Tourism Policy Planning and Development (2nd Edition) (with Access code)	Laughery	2024	
4	COPY	Tourism Policy, Planning and Development in the Context of Philippine Tourism	Marcelo	2024	
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3	COPY	Travel Writing and Photography	Baluyot	2022	
2	COPY	Understanding Culture Society and Politics	Riodique	2021	
1	COPY	Understanding Music Education	Stakelum	2022	
1	COPY	Upcycling Furniture & Home Decor For Dummies	Rom	2023	
2	COPY	Wearable Systems and Antennas Technologies for 5G, IOT and Medical Systems 1st Edition	Lago	2024	
1	COPY	50 Quality Improvement and Quality Assurance Approaches: Simple, easy and effective ways to improve performance	Mansell	2021	
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1	COPY	An Introduction to Safety Grounding 1st Edition	Zaky	2021	
1	COPY	Basic Knowledge of Electrical Technology	3G	2024	
1	COPY	Computer Aided Drawing and Drafting (2nd Edition) (with Access Code)	3G	2023	
1	COPY	Electrical Technology (2nd Edition)	3G	2023	
1	COPY	Electrical Wiring Commercial (MindTap Course List) 18th Edition	Simmons	2024	

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1	COPY	2023 Changes to the National Electrical Code textbook	Cullbreath	2022	
1	COPY	Wiring Made Easy for Beginners: Step by Step Guide on How to Wire Your House and Do Simple Wiring Projects in And Around Your Home (for both US and UK)	Powell	2022	
1	COPY	Electro-pneumatics and Automation (Pneumatic Book Series (in the SI Units))	Parambath	2020	
2	COPY	Entrepreneurial Management	Ybanez	2024	
2	COPY	Entrepreneurial Mind	Paurom	2021	
1	COPY	Entrepreneurship ISE	Hisrich	2023	
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1	COPY	The Labor Code with Comments and Cases Vol. II-A Labor Relations Vol. II-B Employment Tenure and Termination	Azucena	2021	
1	COPY	The Lineman's and Cableman's Handbook, Fourteenth Edition	Shoemaker	2023	
1	COPY	Industrial and Organization Psychology	Aamodt	2023	
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2	COPIES	A Course Module for Teaching Visual Arts in the Elementary Grades	Ignacio	2021	
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2	COPIES	Art Appreciation	Sanchez	2023	
2	COPIES	Assessment in Learning 1 A Modular Approach 2nd Edition	Boholano	2023	
2	COPIES	Assessment in Learning 2 A Modular Approach	Sanchez	2023	
2	COPIES	Assessment of Learning 1	Manas	2024	
1	COPIES	Basics of Zoology	3G	2024	
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1	COPIES	Introduction to Discrete Mathematics	Sirug	2023	
2	COPIES	Introduction to Information Technology and Computer Fundamentals, 2e	Besuenta	2023	
2	COPIES	Introduksyon sa Pananaliksik sa Wika at Panitikan Luzon Version	Alvarado	2022	
2	COPIES	Introduksyon sa Pananaliksik sa Wika at Panitikan Luzon VizMin Version	Arbasto	2022	
2	COPIES	Kontekstwalisadong Komunikasyon sa Filipino 2e	Maranan	2023	
1	COPIES	Living in the Information Technology	Abante	2023	

2	COPIES	Mathematics of Investment 4e	Sirug	2023	
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1	COPY	Improving CAD Designs with Autodesk Fusion 360: A project-based guide to modelling effective parametric designs	Land	2023	
1	COPY	Intersectionality in Health Education First Edition	Grant	2025	
1	COPY	Introduction to AutoCAD 2024 for Civil Engineering Applications: Learning to use AutoCAD for Civil Engineering Projects	Yasmin	2023	
1	COPY	Introduction to Exercise Science 1e	Knudson	2024	
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1	COPY	Routledge Handbook of Adapted Physical Education (Routledge International Handbooks) 1e	Haegele	2022	
1	COPY	Routledge Handbook of Applied Sport Psychology: A Comprehensive Guide for Students and Practitioners	Tod	2205	
1	COPY	Smart Antennas, Electromagnetic Interference and Microwave Antennas for Wireless Communications	Kannadhasan	2023	
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*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"*