



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

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of Books for CNU Library

No. 22-07-477

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



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INVITATION TO BID FOR
Procurement of Books for CNU Library

No. 22-07-477

1. The *Cebu Normal University*, through the *Special Trust Fund of 2022* intends to apply the sum of *One Million One Hundred Ninety-eight Thousand Five Hundred Eighty Pesos (Php 1,198,580.00)* being the ABC to payments under the contract for *Procurement of Books for CNU Library* with *Bid No. 22-07-477*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Cebu Normal University* now invites bids (partial bid is accepted) for the following Library Books:

Item No.	Quantity	Unit	Item Description	Unit Cost	Total Cost
1	2	cps	21st Century Literature from the Philippines and the World / Martinez, Henson-Dado, c2019	800.00	1,600.00
2	2	cps	A Study of Philippine Games / M. Lopez, c2017	1,320.00	2,640.00
3	2	cps	Human Behavior and Victimology / W. Revisa, et al., c2020	795.00	1,590.00
4	1	cpy	Applied Business Tools and Technology in Tourism (Book with DVD) / 3G E Learning, c2020	6000.00	6,000.00
5	2	cps	21st Century Literature from the Philippines and the World / Martinez & Henson-Dado, c2019	748.00	1,496.00
6	2	cps	21st Century Teaching and Learning / L. Laforteza, et al., c2018	490.00	980.00
7	1	cpy	3G Handy Guide: Office Management / 3G E Learning, c2019	4,950.00	4,950.00
8	1	cpy	A Communicative Approach to Conflict, Forgiveness, and Reconciliation : Reimagining our Relationships / Douglas L. Kelley, c2019	3,322.00	3,322.00
9	1	cpy	A History of Psychology Vol II / George Sidney Brett, c2016	3,728.00	3,728.00
10	2	cps	Action Research (An Essential Writing Guide for Teachers and Would-be Teachers) / D. Bargo, c2020	595.00	1,190.00

11	2	cps	Action Research for Beginners in Classroom-Based Context (A Guide for Pre-Service and In- Service Teachers) / E. De Leon, c2019	500.00	1,000.00
12	2	cps	Action Research: Primer for Faculty Researchers / J.C. Prado, et al. / 2019	340.00	680.00
13	1	cpy	Advanced Statistics for Kinesiology and Exercise Science / Moh Malek, 2019	4,429.00	4,429.00
14	1	cpy	Advancing The Profession of Exercise Physiology / Tommy Bonne, c2019	3,765.00	3,765.00
15	2	cps	Adventures in 21st Century Literature from the Philippines and the World (1st Edition) / E.T. Solmerano, et al., c2019	760.00	1,520.00
16	2	cps	Ako Biba Kase Dapat #ABKD Alpabeto ng Inobatibo at Makabagong Guro sa Agham Panlipunan,... / V. Villanueva, c2018	1,800.00	3,600.00
17	2	cps	American Imperial Pastoral: The Architecture of US Colonialism in the Philippines / R. McKenna, c2019	775.00	1,550.00
18	1	cpy	An Introduction to the Policy Process: Theories, Concepts, and Models of Public Policy Making/ 5th edition / Thomas Birkland, c2020	4650.00	4,650.00
19	2	cps	Ang Imahen ng Filipino sa Sining / J. Teodoro, c2018	400.00	800.00
20	1	cpy	Applying Career Development Theory to Counseling / Richard S. Sharf, c2014	5000.00	5,000.00
21	1	cpy	Art Therapy and Psychology / Robert Gray, c2019	3,322.00	3,322.00
22	2	cps	Assessment of Learning 1 / Ubiña-Balagtas, M., c2020	700.00	1,400.00
23	2	cps	Assessment In Learning 2 / Ubiña-Balagtas, M. et al., c2020	700.00	1,400.00
24	2	cps	Assessment in Learning with Basic Statistics / A. Ordanza-Cortez, et al., c2019	890.00	1,780.00
25	2	cps	Assessment in Student Learning / A. Yazon & E. Callo, c2019	880.00	1,760.00
26	2	cps	Babasahin Hinggil sa Kasaysayan ng Pilipinas / G. Ramos, c2019	520.00	1,040.00
27	2	cps	Bank Security Management: Principles and Practices / M.F., Peckley, c2019	1,052.00	2,104.00
28	2	cps	Basic Self Defense with Illustrations / Robbins & Jaudian, c2021	700.00	1,400.00
29	2	cps	Basic Statistics / R. De Belen, c2019	880.00	1,760.00
30	1	cpy	Best Technologies for Public Libraries: Policies, Programs, and Services / DeCristofaro, c2020	5,225.00	5,225.00
31	2	cps	Beyond DSM Casebook in Abnormal Psychology and Mental Health / M. Melgar, et al., c2018	850.00	1,700.00
32	2	cps	Business & Technical Writing / R. De Belen, et al., c2019	640.00	1,280.00
33	1	cpy	Business Practices in Higher Education: A Guide for Today's Administrators/ 2nd edition / Mark Kretoivics, c2020	4,441.00	4,441.00

34	1	cpy	Career Counseling: A Holistic Approach / Vernon Zunker, c2011	5500.00	5,500.00
35	2	cps	Child Adolescent (Learners and Learning Principles) / Rungduin, c2019	580.00	1,160.00
36	2	cps	Classroom Assessment 1 (Revised Edition) / L. Jazmin-Hena, c2018	350.00	700.00
37	2	cps	Clothing the Colony: Nineteenth-Century Philippine Sartorial Culture, 1820–1896 / C. Bautista, c2019	2,640.00	5,280.00
38	2	cps	Community Pharmacy The Ultimate Reference Guide / PPhA-QCEM, c2019	595.00	1,190.00
39	2	cps	Consumer Behavior: Dynamics, Dimensions & Models / Mendoza, c2019	790.00	1,580.00
40	2	cps	Convergence (A College Textbook in Contemporary World) / D. Coronacion, F. Calilung, c2018	795.00	1,590.00
41	2	cps	Corporate Governance, Business Ethics, Risk Management and Internal Control 2019-2020 Ed. / E.E. Cabrera & G. Cabrera, c2019	750.00	1,500.00
42	2	cps	Corporate Social Responsibility and Good Governance in the Millennial Age / A. Camillar-Serrano, c2019	520.00	1,040.00
43	2	cps	Corporate Social Responsibility, Good Governance and Environmental Accountability OBE / Mendoza & Garcia, c2018	875.00	1,750.00
44	2	cps	Cost Control in Hospitality Industry / Fababaer, c2020	700.00	1,400.00
45	2	cps	Counterrevolution: The Global Rise of the Far Right / W. Bello, c2019	555.00	1,110.00
46	2	cps	Court Testimony An Introduction / Tulalian, c2021	875.00	1,750.00
47	2	cps	Cruise Tourism / A. Escabillas, c2019	530.00	1,060.00
48	2	cps	Curriculum Development / N. Vaquilar-Romo, c2019	430.00	860.00
49	2	cps	De Profundis and Other Latin Terms / V. Tulalian & S. Tulalian, c2020	525.00	1,050.00
50	1	cpy	Debates in Physical Education 2nd edition / Susan Capel, ed., c2020	2,922.00	2,922.00
51	2	cps	Debujo: Contemporary Philippine Arts from the Regions / Basilan & Arguelles, c2018	630.00	1,260.00
52	2	cps	Decoding Culture, Society and Politics / J. Chong, et al., c2019	400.00	800.00
53	1	cpy	Designs for Experimentation and Inquiry / Asa Makitalo, c2020	3613.00	3,613.00
54	1	cpy	Developmental and Adapted Physical Education: Making Ability Count/ 6th edition / Michael Horvat, c2019	6383.00	6,383.00
55	1	cpy	Digital Storytelling/ 4th edition / Carolyn Handler Miller, c2020	5492.00	5,492.00
56	2	cps	Disaster Risk Reduction and Management Handbook for Academic Institutions / F. Llanes, c2018	1,600.00	3,200.00
57	2	cps	Dispute Resolution & Crisis Management / C.	970.00	1,940.00

			Domingo, c2020		
58	2	cps	Distribution Management (OBE Approach) / M. Acierto & G. Acierto, c2019	600.00	1,200.00
59	1	cpy	Doing a Master's Dissertation in TESOL and Applied Linguistics / Lindy Woodrow, c2020	3506.00	3,506.00
60	2	cps	Economic Crimes / G.C. San Diego, c2019	880.00	1,760.00
61	1	cpy	Economic Education for Consumers / Roger LeRoy Miller & Alan Stafford, c2010	600.00	600.00
62	2	cps	Ecotourism Inquiry-Based Learning Approach / B.G. Ricaforte, c2017	600.00	1,200.00
63	2	cps	Education Laws Jurisprudence & Governance / R.T. De Belen, c2019	1,660.00	3,320.00
64	1	cpy	Education Research: The Basics / Michael Hammond, c2020	1882.00	1,882.00
65	2	cps	Empowering the 21st Century Communicators / De Guzman, et al., c2019	700.00	1,400.00
66	2	cps	Entrepreneurial Mindset / A. Camilar-Serrano, c2021	660.00	1,320.00
67	2	cps	Entrepreneurship in Tourism & Hospitality / Osorno & Bajao, c2020	440.00	880.00
68	1	cpy	Environmental Management / Testa Daddi, c2020	7,125.00	7,125.00
69	2	cps	Environmental Science / D. Bueno, c2019	575.00	1,150.00
70	1	cpy	Envisioning the future of Reference: Trends, Reflections, and Innovations / Zabel and Reiter, c2020	6,175.00	6,175.00
71	2	cps	Error-Proofing Your Research: Common Mistakes and How to address them / J. Trinidad, c2019	550.00	1,100.00
72	2	cps	Essentials of Human Computer Interaction / Cortez, c2021	500.00	1,000.00
73	2	cps	Essential of Teacher Leadership / Llagas & Corpuz, c2018	640.00	1,280.00
74	1	cpy	Essentials of Performance Analysis in Sport/ 3rd edition/ Edited by: Mike Hughes, c2020	5,843.00	5,843.00
75	1	cpy	Ethical Dilemmas in the Creative, Cultural and Service Industries / Johan Bouwer, ed., c2019	3,322.00	3,322.00
76	2	cps	Ethics: Ako at ang Kagandahang Asal Bilang Isang Filipino / R. Agdalpen, c2019	470.00	940.00
77	2	cps	EU and ASEAN Regionalism: An Interdisciplinary Approach	685.00	1,370.00
78	1	cpy	Evaluation and Library Decision Making / John McClain, c2020	6,300.00	6,300.00
79	1	cpy	Experimental Psychology / 3G E-Learning, c2020	5,400.00	5,400.00
80	1	cpy	Eye Tracking in Second Language Acquisition and Bilingualism: A Research Synthesis and Methodological Guide / Aline Godfroid, 2020	6,194.00	6,194.00
81	2	cps	Feasibility Study Guidelines for Undergraduate Courses / E. Calayag & E. Valenzuela, c2019	295.00	590.00
82	2	cps	Filipino 2 (Pagbasa at Pagsulat sa Masining na Pananaliksik sa Antas Tersaryo) OBE / C.B. Cruz, et al, c2018	470.00	940.00

83	2	cps	Filipino sa Iba't Ibang Disiplina / R. Aganon, et al., c2019	515.00	1,030.00
84	2	cps	Filipino sa Piling Larangan (K-12) / Basilan & Navarro, c2019	640.00	1,280.00
85	2	cps	Financial Management Comprehensive Volume (2019-2020) / E.B. Cabrera, c2020	1,200.00	2,400.00
86	2	cps	Foundational Values Education / PCEP, c2020	795.00	1,590.00
87	1	cpy	Foundations for Teaching Chemistry: Chemical Knowledge for Teaching / Keith S. Taber, c2020	2336.00	2,336.00
88	2	cps	Fundamentals of Database Management (OBE Approach) / Padre Manuel, c2017	500.00	1,000.00
89	1	cpy	Gender and Distance Education Anu Aneja, c2020	1,988.00	1,988.00
90	1	cpy	Gender and Society/ 2nd edition / 3G E Learning, c2020	5,400.00	5,400.00
91	1	cpy	Gender, Conflict and International Humanitarian Law / Orlyn Maya Stern, c2019	4,324.00	4,324.00
92	2	cps	General Education Environmental Science / B. Doria, et al., c2019	530.00	1,060.00
93	2	cps	General Mathematics Made Simple / Morales, et al., c2019	616.00	1,232.00
94	1	cpy	Global Masculinities: Interrogations and Reconstructions / Negri	3,322.00	3,322.00
95	2	cps	Grassroots Globalization: Reforestation and Cultural Revitalization in the Philippine Cordilleras / Hiromu & Brown, c2019	960.00	1,920.00
96	1	cpy	Great American Short Stories / Negri	570.00	570.00
97	1	cpy	Great English Short Stories / Negri	570.00	570.00
98	1	cpy	Great Russian Short Stories / Negri	475.00	475.00
99	2	cps	Guide to Planting and Care of Edible Fruits and Nuts in the Home Garden / R.E. Coronel, c2017	120.00	240.00
100	1	cpy	Handbook of Sexuality Leadership / Edited by: James C. Wadley, c2020	5,142.00	5,142.00
101	2	cps	Handbuk ng Sikolohiyang Pilipino Bolyum 2: Gamit/Handbook / R. Pe Pua, c2019	2,400.00	4,800.00
102	2	cps	Home Economics Literacy / C. Delos Reyes, c2020		1,240.00
103	1	cpy	Hospitality and Tourism Marketing: A Global Perspective / Kalacas, c2020	6300.00	6,300.00
104	1	cpy	Hospitality Information Technology / Sophea Tieng, c2020	6300.00	6,300.00
105	2	cps	Human Resource Development / D. Marcelo, et al., c2021	835.00	1,670.00
106	2	cps	Idioms for English Language Learners / Tulalian, c2020	700.00	1,400.00
107	2	cps	Impossible Is Not So Easy: a life in politics / J. Rocamora, c2020	865.00	1,730.00
108	1	cpy	Information Law: A Compliance for Librarians, Information Professionals and Knowledge Managers / Charles Oppenheim, c2020	7,484.00	7,484.00

109	2	cps	Information Systems Fundamentals / T. Revano, c2019	600.00	1,200.00
110	2	cps	Inorganic Chemistry / D. Sarmiento, et al. c2019	595.00	1,190.00
111	2	cps	Inquiries, Investigations, and Immersion (K-12) / M. Basilan, c2019	320.00	640.00
112	2	cps	Instructional Material in Purposive Communication (English in Multimodal Context) / A. Villacorte, et al., c2019	585.00	1,170.00
113	2	cps	Integral Calculus / R. Gonzales, et al., c2019	620.00	1,240.00
114	2	cps	Interdisiplinaryong Pagbasa at Pagsulat sa mga Diskursong Pagpapahayag / L.M. Cecilio, et al., c2019	695.00	1,390.00
115	1	cpy	Internet Addiction / Kathryn Vercillo, c2020	3895.00	3,895.00
116	1	cpy	Introduction to Communication Media / 3G E Learning, c2020	5400.00	5,400.00
117	1	cpy	Introduction to Comparative Politics / 3G E Learning, c2020	5400.00	5,400.00
118	2	cps	Introduction to Computer Networking / J. Pomperada & D. Ilustrisimo, c2020	600.00	1,200.00
119	2	cps	Introduction to Information Technology and Computer Fundamentals / Besueña, c2019	500.00	1,000.00
120	2	cps	Introduction to Contemporary World / F. De Ocampo, c2019	650.00	1,300.00
121	1	cpy	Introduction to Counseling / 3G E Learning, c2020	5400.00	5,400.00
122	1	cpy	Introduction to Gender Studies / Long, c2020	4584.00	4,584.00
123	2	cps	Introduction to Law / J.R.P., Barte, c2020	1,080.00	2,160.00
124	1	cpy	Introduction to Library cataloging and Classification / Arun Kumar Sharma, c2019	6188.00	6,188.00
125	1	cpy	Introduction to Political Theory / 3G E Learning, c2020	5,400.00	5,400.00
126	2	cps	Introduction to Technopreneurship / J. Juaneza, et al., c2019	310.00	620.00
127	1	cpy	Introduksyon ng Pagsasalin / Bacalla, Largo, Canasa	700.00	700.00
128	1	cpy	Introduksyon ng Teorya sa Pag aaral ng Wika panimulang Lingguwistika / Macasacas	600.00	600.00
129	2	cps	Jose Rizal: Liberalismo at ang Balintuna ng Kolonyalidad / L. Claudio, c2020	695.00	1,390.00
130	2	cps	Journalism Approach to Teaching and Learning Communication in English /Nataño & Marquez-Bayangos, c2019	450.00	900.00
131	2	cps	Journey Through the Philippines / N. Hicks, c2017	1,890.00	3,780.00
132	2	cps	Journeying Through Religions, Religion Experiences and Spirituality / J. Galang et al., c2019	700.00	1,400.00
133	1	cpy	Kilates: panunuring pampanitikan / Almario, Virgilio	600.00	600.00
134	2	cps	Knowledge Skills Attitude in tour guiding / Salamanca, c2020	600.00	1,200.00
135	2	cps	Kolab Koleksiyon ng mga Dula / U.Z. Eliserio,		2,200.00

			et al., c2019	1,100.00	
136	2	cps	Kolab: Tuon sa Kolaboratibong Pagsulat sa Filipino sa Piling Larangan (Akademik) / A. Bosque, et al., c2019	485.00	970.00
137	2	cps	Komunikasyon sa Interdisiplinaryong Pagdulog sa Filipino / M. Anselmo, et al., c2019	610.00	1,220.00
138	2	cps	Kontekstwalisadong Komunikasyon Sa Filipino (Sanayang Aklat sa Antas Tersaryo) / Zapico, et al., c2018	560.00	1,120.00
139	1	cpy	Labor Law 1: The Law on Labor Standards / P. Ungos, Jr. & Ungos III, c2020	3,170.00	3,170.00
140	1	cpy	Labor Law 2: The Law on Labor Relations / P. Ungos, Jr. & Ungos III, c2020	2,750.00	2,750.00
141	1	cpy	Labor Pioneers (Economy, Labor, and Migration in Filipino-Danish Relations 1950-2015) / N. Andersen, c2019	1,390.00	1,390.00
142	2	cps	Laon - Laon (A guide for the study and understanding the life and contributions of Jose Rizal to Philippines nationhood and society) / De Viana, c2019	705.00	1,410.00
143	2	cps	Learning by Refraction A Practioner's Guide to 21st-Century Ignatian Pedagogy / Go & Atienza, c2019	590.00	1,180.00
144	2	cps	Learning Guide in Methods of Research / A.D. Yazon, et al., c2019	720.00	1,440.00
145	1	cpy	Learning Through Touch: Supporting Learners with Multiple Disabilities and Vision Impairment Through a Biological Systems Perspective/ 2nd edition / Mike Mclinden, c2020	3,155.00	3,155.00
146	2	cps	Legal Aspects in Tourism and Hospitality / Maranan, et al, c2019	575.00	1,150.00
147	2	cps	Legal Medicine Second Edition / M. Lagonera, c2019	700.00	1,400.00
148	2	cps	LET Reviewer TOS PPST - Based FILIPINO / Furaque et al, c2020	540.00	1,080.00
149	2	cps	LET Reviewer TOS PPST - Based ENGLISH / Arboleda et al., c2020	510.00	1,020.00
150	2	cps	LET Reviewer TOS PPST Based Mathematics / Manrique et al, c2020	480.00	960.00
151	1	cpy	Letra (21st Century Literature of the Philippines and the World) K to 12 / Cabaña-Basilan, ML, c2018	660.00	660.00
152	1	cpy	Library Services for Online Patrons: A manual for facilitating access, learning, and engagement / Joelle E. Pitts, c2019	5225.00	5,225.00
153	2	cps	Literary Literature for Children & Young Adultd / Asuncion, c2019	600.00	1,200.00
154	2	cps	Licensure Examination for Teachers with Magna Carta for Public School Teachers (Rev Ed) / A. Busto, c2019	799.00	1,598.00
155	2	cps	Local Guiding Services (2nd Ed) Tech Voc K-12 / E. Romero, c2019	730.00	1,460.00

156	2	cps	Making Sense of the City: Public Spaces in the Philippines / R. Barbaza, c2019	700.00	1,400.00
157	2	cps	Malikhaing Pagsulat / Doane-Mallari, et al, c2019	420.00	840.00
158	1	cpy	Malikhaing pagsulat Leksikograpiya / Torres, Rosario	600.00	600.00
159	1	cpy	Managing Sustainable Tourism: A Legacy for the Future/ 3rd Edition / David Edgell, Sr., c2020	5,375.00	5,375.00
160	2	cps	Mandarin 1 Revised Edition / A. Morillo, et al., c2019	530.00	1,060.00
161	2	cps	Manila, City of Islands: A Social and Historical Inquiry into the Built Forms and Urban Experience of an Archipelagic Megacity / E. Wise, c2019	710.00	1,420.00
162	1	cpy	Marketing and Managing Tourism Destinations / 3G E Learning, c2020	5400.00	5,400.00
163	2	cps	Marketing for Tourism and Hospitality / A. Camilar-Serrano, c2020	616.00	1,232.00
164	2	cps	Marketing Management / A. Camilar-Serrano, c2019	520.00	1,040.00
165	2	cps	Math in the modern world / R. Aufmann, et al., c2017	500.00	1,000.00
166	2	cps	Mathematics of the Modern World / Winston Sirug, c2018	700.00	1,400.00
167	2	cps	Maunlad na Pananaliksik sa Filipino (Mga Teorya at Praktika ng Pananaliksik sa Wika, Panitikan at Kultura) / Jovert Balunsay, c2020	600.00	1,200.00
168	2	cps	Mga Lektura sa Kasaysayan ng Panitikan / G. Zafra, et al., c2019	300.00	600.00
169	2	cps	Mga Tomasino sa Pilosopiyang Filipino / E. De Leon, c2019	400.00	800.00
170	2	cps	Modernismo Sa Sining Musika / R.P. Santos, c2018	790.00	1,580.00
171	1	cpy	Mother Tongue K12 Dictionary Illustrated and Special Edition (English-Filipino-Cebuano) / Brainworld, c2017	5,600.00	5,600.00
172	1	cpy	Multicultural diversity in the workplace for the tourism professional / Vic Alcuaz and Ma. Christina G. Aquino, c2020	500.00	500.00
173	1	cpy	My Teaching Internship Journey (An Experiential Learning Program) / M. Leus, et al., c2019	660.00	660.00
174	2	cps	Natural History of Empire / D. Sy, c2019	415.00	830.00
175	1	cpy	New Standards-Based Lessons for the Busy Elementary School Librarian / Keeling, c2020	4,275.00	4,275.00
176	2	cps	Nihongo for Hospitality and Traveler's Guide (OBE Approach) / S. Pilapil-Biscocho, c2019	485.00	970.00
177	1	cpy	Novels in Verse for Teens: A Guidebook with activities for teachers and librarians / Lisa Krok, c2020	4275.00	4,275.00
178	2	cps	Introduction to Philippine Criminal Justice System / B.B. Guerrero, c2019	1,050.00	2,100.00

179	1	cpy	Paglusong (Mga Tula) / Ranario, R., c2017	600.00	600.00
180	2	cps	Panitikan ng Pilipinas (OBE Approach) Tersiyaryong Edukasyon / Sanchez & Reyes, c2019	530.00	1,060.00
181	1	cps	Panitikan ng Pilipinas / Ramos, B., et al., c2018	630.00	630.00
182	2	cps	Panitikang Panlipunan Alinsunod sa OBE Kurikulum / Joffre, c2020	600.00	1,200.00
183	2	cps	Panlipunang Panitikan: Isang Pagtanaw / Marquez & Garcia, c2019	580.00	1,160.00
184	2	cps	Pantulong sa Kontekstwalisadong Komunikasyon sa Filipino (Kursong Filipino sa Mataas sa Edukasyon) / M. Mortera, c2019	450.00	900.00
185	2	cps	Pantulong sa Kontekstwalisadong Komunikasyon sa Filipino / M. Mortera, c2019	395.00	790.00
186	1	cpy	Performance Tasks: English 1 / Rex Institute for Student Excellence, c2017	500.00	500.00
187	1	cpy	Performance Tasks: English 10 / Rex Institute for Student Excellence, c2017	500.00	500.00
188	1	cpy	Performance Tasks: English 2 / Rex Institute for Student Excellence, c2017	500.00	500.00
189	1	cpy	Performance Tasks: English 3 / Rex Institute for Student Excellence, c2017	500.00	500.00
190	1	cpy	Performance Tasks: English 4 / Rex Institute for Student Excellence, c2017	500.00	500.00
191	1	cpy	Performance Tasks: English 5 / Rex Institute for Student Excellence, c2017	500.00	500.00
192	1	cpy	Performance Tasks: English 6 / Rex Institute for Student Excellence, c2017	500.00	500.00
193	1	cpy	Performance Tasks: English 7 / Rex Institute for Student Excellence, c2017	500.00	500.00
194	1	cpy	Performance Tasks: English 8 / Rex Institute for Student Excellence, c2017	500.00	500.00
195	1	cpy	Performance Tasks: English 9 / Rex Institute for Student Excellence, c2017	500.00	500.00
196	1	cpy	Performance tasks: Math 1 / Rex Institute for Student Excellence, c2017	500.00	500.00
197	1	cpy	Performance tasks: Math 2 / Rex Institute for Student Excellence, c2017	500.00	500.00
198	1	cpy	Performance tasks: Math 3 / Rex Institute for Student Excellence, c2017	500.00	500.00
199	1	cpy	Performance tasks: Math 4 / Rex Institute for Student Excellence, c2017	500.00	500.00
200	1	cpy	Performance tasks: Math 5 / Rex Institute for Student Excellence, c2017	500.00	500.00
201	1	cpy	Performance tasks: Math 6 / Rex Institute for Student Excellence, c2017	500.00	500.00
202	1	cpy	Personality Assessment Paradigms and Methods / edited by Christopher Hopwood, c2020	3623.00	3,623.00
203	1	cpy	Personality Psychology: The Basics / Stanley Gaines, Jr., c2020	1986.00	1,986.00
204	2	cps	Perspectives in Media and Information	395.00	790.00

			Literacy K-12 / S.B. SyGaco, c2018		
205	2	cps	Philippine Fauna / Janice Pangilinan, c2017	700.00	1,400.00
206	2	cps	Philippine Flora / Janice Pangilinan, c2017	595.00	1,190.00
207	2	cps	Philippine Politics and the Marcos Technocrats / T. Tadem, c2019	845.00	1,690.00
208	1	cpy	Philosophy of Science: A Contemporary Introduction/ 4th edition / Alex Rosenberg, c2020	4558.00	4,558.00
209	2	cps	Physical Education 1 Movement Enhancement Rev. Ed. / Punzalan & Mondina, c2019	560.00	1,120.00
210	2	cps	Physical Education 2 Fitness Exercises / M.D. & Mondina, c2019	400.00	800.00
211	2	cps	Physical Education 2 Rhythmic Dance and Social Activities / Punzalan & Habana, c2020	570.00	1,140.00
212	2	cps	Physical Education 3 Fitness Dance & Individual/Dual Sports / M. Punzalan, et al., c2019	470.00	940.00
213	2	cps	Physical Education 4 Team Sports College Textbook / Punzalan & Habana, c2020	575.00	1,150.00
214	1	cpy	Physical Education, Exercise Science Sport / Liam Owens, c2020	4,584.00	4,584.00
215	2	cps	Practicing Diplomacy: Perspectives, Applications, and Simulations / Enverga & Tionloc, c2019	580.00	1,160.00
216	2	cps	Practicum Manual College of International Hospitality Management / Caluza, Valeroso, c2018	500.00	1,000.00
217	2		Press Freedom Under Siege / M. Doyo, c2019	2,200.00	4,400.00
218	1	cpy	Principles of Genetics / Surendra Naha, c2019	4410.00	4,410.00
219	1	cpy	Principles of Internet Technologies / 3G E Learning, c2018	5500.00	5,500.00
220	2	cps	Principles of Tourism 2 / Disimulacion, c2017	600.00	1,200.00
221	1	cpy	Producing Masculinity: The Internet, Gender, and Sexuality / Michele White, c2019	3,789.00	3,789.00
222	2	cps	Professional Conduct and Ethical Standards / A. Florendo, c2020	875.00	1,750.00
223	1	cpy	Psychological Testing and Assessment, An Introduction to tests and Measurement - 9th Edition / Ronald Jay Cohen and Mark E. Swedlik, c2018	9000.00	9,000.00
224	1	cpy	Public Relations Strategies and Techniques / Ezekiel Chapman, c2019	6,188.00	6,188.00
225	2	cps	Purposive Communication in Global English / R. De la Cruz, c2019	540.00	1,080.00
226	1	cpy	Qualitative Research as Stepwise-Deductive Induction / Aksel Tjora, c2019	3,322.00	3,322.00
227	1	cpy	Quality in TESOL and Teacher Education / edited by Juan de Dios Martines Agudo, c2020	4324.00	4,324.00

228	2	cps	Realidad : A Creative Nonfiction / Basilan & Dela Cruz, c2020	485.00	970.00
229	1	cpy	Reference Skills for the School Librarian: Tools and Tips 4th edition	4750.00	4,750.00
230	2	cps	Research and Realities Politics in the Third World / M. Rebullida, c2020	990.00	1,980.00
231	1		Researching Language, Gender, and Sexuality: A Student Guide	3506.00	3,506.00
232	2	cps	Researching Philippine Realities: A Guide to Qualitative, Quantitative, and Humanities Research / J. Trinidad, c2018	590.00	1,180.00
233	1	cpy	Resource Discovery for the Twenty-First Century Library / edited Simon Mcleish, c2020	8108.00	8,108.00
234	2	cps	Risk Management for Tourism and Hospitality Management / Maranan, et al, c2018	581.00	1,162.00
235	1	cpy	Resource Manual for Nursing Research: Generating and Assessing Evidence for Nursing Practice 11e / Polit, c2021	4,620.00	4,620.00
236	2	cps	Saysay Himig (A Sourcebook on Philippine Music History 1880-1941) / V.B. Gonzales, c2018	1,300.00	2,600.00
237	2	cps	School Culture with Organization Vignettes / A. Llgas, et al., c2020	385.00	770.00
238	2	cps	School is Life: Progressive Education in the Philippines / Almario & Zamora, c2020	870.00	1,740.00
239	1	cpy	Short Story Masterpieces by American Women Writers / Strowbridge	570.00	570.00
240	2	cps	Shotokan KARATE: A Guide in the Fundamentals of Martial Arts with Disarming Techniques / Francisco, c2020	700.00	1,400.00
		cps			
241	2	cps	Sikolohistang Pilipino: A Study Guide for Future Psychologists and Psychometricians / Castro-Kusano & Maglinte, c2018	615.00	1,230.00
242	2	cps	Sipat: Araling Filipino Wika, Edukasyon, Kultura at Midya / I. Saguinsin, et al., c2019	600.00	1,200.00
243	1	cpy	Social Interaction Language Teacher Education / Fiona Farr, c2019	3,506.00	3,506.00
244	1		Social Psychology: The Basics / Daniel Frings, c2019	1882.00	1,882.00
245	2	cps	Some Are Smarter Than Others: The History of Marcos' Crony Capitalism / R. Manapat, c2020	1,390.00	2,780.00
246	1	cpy	Speculative Pedagogies of Qualitative Inquiry / Candace Kuby, c2020	4207.00	4,207.00
247	1	cpy	Sport, Exercise and Performance Psychology / edited by Angus Mugford, c2019	5869.00	5,869.00
248	1	cpy	Statistics for Linguists: An Introduction Using R / Bodo Winter, c2020	4324.00	4,324.00
249	1	cpy	Steam Literacies Makerspaces: Implications for Learning, Teaching, and Research / Eli Tucker Raymond, c2019	3,987.00	3,987.00
250	1	cpy	Strategic Management for Tourism,		4,000.00

			Hospitality and Events / Nigel Evans, c2019	4,000.00	
251	2	cps	Supply Chain and Logistics Management (Enhancing Competitive Edge & Customer Satisfaction) / E. Mendoza & L. Garcia, c2020	860.00	1,720.00
252	1	cpy	Supporting Diversity and Inclusion with Story / Ford and Norfolk, c2020	4275.00	4,275.00
253	2	cps	Teacher and the Community, School Culture and Organizational Leadership / N. Prieto, et al., c2019	550.00	1,100.00
254	1	cpy	Teaching and Learning about Difference Through Social Media / Lillian Vega Castaneda, c2019	4,097.00	4,097.00
255	1	cpy	Teaching Elementary Students Real-Life Inquiry Skills / Hill, c2019	4,275.00	4,275.00
256	1	cpy	Teaching Global History: A Social Studies Approach/ 2nd edition / Alan J. Singer, c2020	4,207.00	4,207.00
257	1	cpy	Teaching History with Museums / Alan S. Marcus, c2017	4080.00	4,080.00
258	2	cps	Teaching Profession (OBE and K-12 Compliant) / A. Cortez, et al., c2019	490.00	980.00
259	2	cps	Teaching Profession in the 21st Century / Sarandi & Babao, c2019	450.00	900.00
260	1	cpy	Technical Writing: A Practical Guide for Engineers Scientists, and Nontechnical Professionals/ 2nd edition / Philip A. Laplante, c2019	4,987.00	4,987.00
261	2	cps	Technology for Teaching Learning 1 / P.P. Bilbao, et al., c2019	620.00	1,240.00
262	2	cps	Technology for Teaching-Learning 2 / Espique & Ayao-ao, c2020	670.00	1,340.00
263	1		Television Development: How Hollywood Creates New TV Series / Bob Levy, c2019	3981.00	3,981.00
264	2	cps	The 21st Century Generation: "My # 1 (Uno) Priority in Life" / R. Sisa, c2019	575.00	1,150.00
265	2	cps	The Art of Collecting: A Guide to the Philippine Market / J. Santiago, c2020	845.00	1,690.00
266	2	cps	The Art of Critical Thinking: Logic for Filipino Students 4th ed. / L. Buenaflor, c2019	660.00	1,320.00
267	1	cpy	The Cluster Grouping Handbook / Brulles & Winebrenner, c2019 / Brulles & Winebrenner, c2019	4084.00	4,084.00
268	1	cpy	The New Comprehensive English-Filipino Dictionary with Built-in Thesaurus / Children Press, c2020	6,995.00	6,995.00
269	1	cpy	The New Philippine Almanac Millennial Edition / Brainworld, c2020	8,990.00	8,990.00
270	2	cps	The Philippines is not a small country / G. Lasco, c2020	695.00	1,390.00
271	1	cpy	The Philippines Yearbook: The Fifty Greatest Filipino Athletes of All Time 2020	3,995.00	3,995.00
272	1	cpy	The Psychology of Everything: Climate Change / Geoffrey Beattie, c2019 / Geoffrey Beattie, c2019	1106.00	1,106.00
273	1	cpy	The School Librarian's Technology Playbook:	4275.00	4,275.00

			Innovative Strategies to Inspire Teachers and Learners / Stacy Brown, c2020		
274	2		The Teaching Profession in the Millennial Context / M. Martin, c2019	760.00	1,520.00
275	1	cpy	Theories and Methods of Writing Center Studies: A Practical Guide / Jo Mackiewicz, c2020	4,324.00	4,324.00
276	1	cpy	Theory and Practice of Counseling and Psychotherapy / Gerald Corey, c2011	8,000.00	8,000.00
277	1	cpy	Tourism, Transport and Travel Management / M.R. Dileep, c2019	1200.00	1,200.00
278	1	cpy	Transatlantic Rhetoric / edited by Tom Wright, c2020	1752.00	1,752.00
279	2	cps	Transformissional Values Education / PCEP, c2020	795.00	1,590.00
280	1	cpy	Translinguistics / edited by Jerry Won Lee, c2020	4,324.00	4,324.00
281	1	cpy	Travel and Tourism Public Relations / Arjona, c2020	6,300.00	6,300.00
282	1	cpy	Undergraduate Research in Dance: A Guide for Students / Lynnette Young Overby, c2019	4,105.00	4,105.00
283	2	cps	Understanding Literature through Cultural Experience Rev. Edition Rommel De la Cruz, c2018	700.00	1,400.00
284	1	cpy	Understanding Engagement in Transmedia Culture / Elizabeth Evans, c2020	4,090.00	4,090.00
285	1	cpy	Understanding Logic and Critical Thinking / Layla Barnaby, c2020	4,584.00	4,584.00
286	2	cps	Understanding Media and Information Literacy in the 21st Century / J. Zaporteza, et al., c2018	615.00	1,230.00
287	2	cps	Understanding Philippine History: Reading and Discourse / A. Rosales, et al., c2020	600.00	1,200.00
288	1	cpy	Understanding Ethics for Nursing Students 3rd Edition / Ellis, c2020	2920.00	2,920.00
289	2	cps	Understanding the Self / B. Corpuz, et al., c2020	580.00	1,160.00
290	2	cps	Understanding Travel & Tours Essentials Revised Edition / R.D. Lim, c2017	795.00	1,590.00
291	1	cpy	Using Student Feedback for Successful Teaching / Klaus Zierer, c2019	2,557.00	2,557.00
292	1	cpy	What can I do to help heal the Environment Crisis? / Haydn Washington, c2020	3856.00	3,856.00
293	2	cps	Women Who Stay / R. Galam, c2018	920.00	1,840.00
294	2	cps	Workbook on Care of the Mother / M. Sande, c2020	700.00	1,400.00
295	2	cps	Writing An Action Research: Made easy / R. Ragma, c2019	320.00	640.00
296	1	cpy	Writing Qualitative Inquiry / H.L. Goodall, Jr., c2019	3,654.00	3,654.00
297	1	cpy	100 Brain-Friendly Lessons for Unforgettable Teaching and Learning: c2020 / Tate	4049.00	4,049.00
298	1	cpy	100 Brain-Friendly Lessons for Unforgettable Teaching and Learning: K-8, c2020 / Tate	4,049.00	4,049.00

299	1	cpy	A Student's Guide to Education Studies, 4ed, c2020 / Simon	3,410.00	3,410.00
300	1	cpy	Adventure Tourism and outdoor activities management: a 21st Century toolkit / Jenkins, c2019	4,700.00	4,700.00
301	1	cpy	An Introduction to Theories of Learning / Matthew H. Olson, c2020	7200.00	7,200.00
302	1	cpy	Autism and Pervasive Developmental Disorders, 3ed, c2019 / Volkmar	4950.00	4,950.00
303	1	cpy	Becoming a Research-Informed School : Why What How / Tim Cain,c2019	2913.00	2,913.00
304	1	cpy	Bringing Innovative Practices to Your School, c2020 / Richardson	3,430.00	3,430.00
305	1	cpy	Check Your English Vocabulary for Leisure, Travel and Tourism: all you need to improve your voca... / Wyatt, c2019	2,670.00	2,670.00
306	1	cpy	Child Centred Planning in the Early Years Foundation Stage, c2019 / Mcevoy	3,919.00	3,919.00
307	1	cpy	Childhood in Society for the Early Years, 4ed, c2020 / Mcdowall-Clark	3335.00	3,335.00
308	1	cpy	Communication for the Early Years, c2019 / Kent	2689.00	2,689.00
309	1	cpy	Creating Curriculum in Early Childhood, c2020 / Bullard	4289.00	4,289.00
310	1	cpy	Current Trends and Legal Issues in Special Education, c2019 / Bateman	4,454.00	4,454.00
311	1	cpy	Doing Action Research in Your Own Organization, 5ed, c2019 / Coghlan	4,862.00	4,862.00
312	1	cpy	Early Childhood Educational Research, c2018 / Nutbrown	4,693.00	4,693.00
313	1	cpy	Early Modern Childhood, c2020 / French	4,092.00	4,092.00
314	1	cpy	Educational Research: An Unorthodox Introduction / Biesta, c2020	3040.00	3,040.00
315	1	cpy	Enhancing Digital Literacy and Creativity, c2020 / Blum-Ross	3865.00	3,865.00
316	1	cpy	Enriching Mathematics in the Primary Curriculum, c2019 / Pope	3493.00	3,493.00
317	1	cpy	Foundation of Special and Inclusive Education, c2020 / 3G	6975.00	6,975.00
318	1	cpy	Foundations of Early Childhood Education, c2020 / 3G	6,975.00	6,975.00
319	1	cpy	Grading for Equity : What It Is, Why It Matters, and How It Can Transform Schools and Classrooms / Joe Feldman, c2019	3324.00	3,324.00
320	1	cpy	Growth Mindset for Teachers / Sherria Hoskins, c2020	3,440.00	3,440.00
321	1	cpy	Introducing Research in Early Childhood / Bolshaw, c2019	3105.00	3,105.00
322	1	cpy	Introducing Research Methodology, 3ed, c2020 / Flick	4819.00	4,819.00
323	1	cpy	Key Issues in Special Educational Needs, Disability & Inclusion, 3ed, c2019 / Hodkinson	3874.00	3,874.00
324	1	cpy	Leadership for Educational Psychologists,		2,118.00

			c2020 / Hardy	2,118.00	
325	1	cpy	Learning First, Technology Second: The Educator'S Guide To Designing Authentic Lessons / Liz Kolb, c2017	3,250.00	3,250.00
326	1	cpy	Learning Simulations in Education, c2020 / Zoellner	3,130.00	3,130.00
327	1	cpy	Learning Theories for Everyday Teaching, c2020 / Thompson	2699.00	2,699.00
328	1	cpy	Learning Through Touch, 2ed, c2020 / Mclinden, et al	3430.00	3,430.00
329	1	cpy	Legal Issues in Special Education, c2020 / Brady, et al	4092.00	4,092.00
330	1	cpy	Managing Online Learning, c2020 / Vivolo	3,709.00	3,709.00
331	1	cpy	Managing Sustainable Tourism: A Legacy for the Future / Edgell Sr., c2020	6,620.00	6,620.00
332	1	cpy	Marketing for Tourism and Hospitality: Collaboration, Technology and Experiences / Fyall, c2019	5,960.00	5,960.00
333	1	cpy	Mastery Mathematics for Primary Teachers, c2019 / Newell	3352.00	3,352.00
334	1	cpy	Modelling and Simulations for Tourism and Hospitality: An Introduction / Baggio, c2020	7200.00	7,200.00
335	1	cpy	Passionate Leadership : Creating a Culture of Success in Every School / Salome Thomas-El, c2020	3589.00	3,589.00
336	1	cpy	Passionate Leadership: Creating a Culture of Success in Every School, c2020 / Thomas-EL, et al	3,811.00	3,811.00
337	1	cpy	Principles of Educational Leadership and Management, 3ed, c2019 / Bush, et al	4749.00	4,749.00
338	1	cpy	Promoting Positive Mental Health in the Primary School, c2020 / Holt	2898.00	2,898.00
339	1	cpy	Qualitative Methods in Tourism Research: Theory and Research / Hillman, c2019	4,430.00	4,430.00
340	1	cpy	Qualitative Research Methods, 2ed, c2020 / Hennink	4,819.00	4,819.00
341	1	cpy	Reading Fundamentals for Students with Learning Difficulties: Instruction for Diverse K-12 Classrooms, c2020 / Berkeley	6,250.00	6,250.00
342	1	cpy	Reducing Teachers' Marking Workload and Developing Pupils' Learning: How to Create More Impact / Richards, c2020	2450.00	2,450.00
343	1	cpy	Relearning to Teach: Understanding Principles of Great Teaching / Fawcett, c2020	2,730.00	2,730.00
344	1	cpy	Rural Tourism and Sustainable Business with DVD / 3G E Learning, c2019	6,390.00	6,390.00
345	1	cpy	Science Curriculum Topic Study...Bridging the Gap Between Three- Dimensional Standards, Research/ Page Keeley, c2020	4,910.00	4,910.00
346	1	cpy	Service Encounters in Tourism, Events and Hospitality: Staff Perspectives / Firth, c2020	7,200.00	7,200.00
347	1	cpy	Sociology of Education, 2ed, c2020 / Boronski	3874.00	3,874.00
348	1	cpy	Stepping Up!: Teachers Advocating for	4443.00	4,443.00

			Sexual and Gender Diversity in Schools, c2018 / Blackburn, et al		
349	1	cpy	Strategic Management for Hospitality and Tourism, 2ed, c2020 / Okumus, et al	5803.00	5,803.00
350	1	cpy	Student-Driven Differentiation, c2018 / Westman	3,352.00	3,352.00
351	1	cpy	Sustainable Tourism: Principles, Contexts and Practices / Fennell, c2020	7200.00	7,200.00
352	1	cpy	Teaching Adolescents and Young Adults with Autism Spectrum Disorder, c2020 / Zager	3430.00	3,430.00
353	1	cpy	Teaching and Supporting Children with Special Educational Needs and Disabilities in Primary Schools, 3ed, c2019 / Glazzard, et al	4023.00	4,023.00
354	1	cpy	Teaching the Primary Curriculum, c2020 / Forster	3,811.00	3,811.00
355	1	cpy	The Communication Effect...How to Enhance Learning by Building Ideas and Bridging Information Gaps / Jeff Zwiers, c2020	3,320.00	3,320.00
356	1	cpy	The Equal Classroom: Life-Changing Thinking About Gender, c2020 / Rycroft-Smith	2319.00	2,319.00
357	1	cpy	The Interactive Classroom, 3ed, c2020 / Nash	3874.00	3,874.00
358	1	cpy	The Power of Assessment for Learning, c2020 / Heritage	2,564.00	2,564.00
359	1	cpy	The School in the Cloud: The Emerging Future of Learning / Sugata Mitra, c2020	4,188.00	4,188.00
360	1	cpy	Tourism Economics and Policy 2E / Dwyer, c2020	7,200.00	7,200.00
361	1	cpy	Tourism Information Technology / Benckendorff, c2019	4,700.00	4,700.00
362	1	cpy	Tourism Policy Planning and Development 1E (Book with DVD)/3G, c2019	6390.00	6,390.00
363	1	cpy	Tourism: Concepts, Issues and Impacts First Edition / Das, c2019	3990.00	3,990.00
364	1	cpy	Understanding & Using Educational Theories, 2ed, c2019 / Aubrey	4,605.00	4,605.00
365	1	cpy	Understanding and Using Educational Theories 2E / Aubrey, c2019	4480.00	4,480.00
366	1	cpy	Understanding Subject Knowledge for Primary Teaching, c2019 / Pope	3,404.00	3,404.00
367	1	cpy	3G Handy Guide: Event Management, c2019 / 3G	6,375.00	6,375.00
368	1	cpy	3GE Collection on Tourism: Climate Change and Tourism, c2020 / 3G	8925.00	8,925.00
369	1	cpy	Cognition and Intractability: A Guide to Classical and Parameterized Complexity Analysis / Rooij, c2019	3519.00	3,519.00
370	1	cpy	Comprehensive Reading Intervention in Grades 3-8 : Fostering Word Learning Comprehension, and Motivation / Gelzheiser, Lynn M., c2019	3510.00	3,510.00
371	1	cpy	Concept-Based Literacy Lessons : Designing Learning to Ignite Understanding and Transfer, Grades 4-10 / Lanning & Brown,	4,188.00	4,188.00

			c2019		
372	1	cpy	Contemporary Tourism, 4ed, c2019 / Cooper	5,249.00	5,249.00
373	1	cpy	Core Concepts in Hospitality and Tourism: Housekeeping with DVD, c2019/3G	6375.00	6,375.00
374	1	cpy	Core Concepts in Mathematics: Applied Mathematics with DVD/3G, c2019	4950.00	4,950.00
375	1	cpy	Core Concepts in Mathematics: Group Theory with DVD / 3G, c2019	4950.00	4,950.00
376	1	cpy	Creating Your Dream Elementary Classroom from the Inside Out : A Practical Hunt Guide for Teachers / Becky, c2019	3,146.00	3,146.00
377	1	cpy	Cultural Tourism / Sophea Tieng, c2020	6,300.00	6,300.00
378	1	cpy	Ethical and Responsible Tourism, c2020 / Koscak	4,905.00	4,905.00
379	1	cpy	Handbook of Hospitality Industry and Tourism, c2019 / Brando	6,900.00	6,900.00
380	1	cpy	Hotel and Restaurant Technology, c2020 / 3G	6,975.00	6,975.00
381	1	cpy	Human Resource Management in Hospitality Industry, c2018 / Duncan	6900.00	6,900.00
382	1	cpy	Inspiring Writing in Primary Schools / Liz Chamberlain, c2019	2813.00	2,813.00
383	1	cpy	Leading English in the Primary School : A Subject Leader's Guide / Baldwin, Lisa, c2019	2681.00	2,681.00
384	1	cpy	Managing People in the Hospitality Industry, c2019 / Riley	3996.00	3,996.00
385	1	cpy	Managing Sustainable Tourism, 3ed, c2020 / Edgell	5,833.00	5,833.00
386	1	cpy	Marketing for Tourism and Hospitality, c2019 / Fyall, et al	4,889.00	4,889.00
386	3	cps	Mathematics of the Modern World / Winston Sirug, c2018	700.00	2,100.00
388	1	cpy	Medical Tourism and Transnational Health Care / Regina Belo, c2020	7300.00	7,300.00
389	1	cpy	Mindset Mathematics: Visualizing and Investigating Big Ideas, Grade 8 / Jo Boaler, c2020	2246.00	2,246.00
390	1	cpy	Nature Education with Young Children : Integrating Inquiry and Practice / Daniel R. Meier, c2020	4,356.00	4,356.00
391	1	cpy	Operations Management in Hospitality Industry, c2018 / Cage	6,900.00	6,900.00
392	2	cps	Performance Tasks: English 1 / Rex Institute for Student Excellence, c2017	500.00	1,000.00
393	2	cps	Performance Tasks: English 10 / Rex Institute for Student Excellence, c2017	500.00	1,000.00
394	2	cps	Performance Tasks: English 2 / Rex Institute for Student Excellence, c2017	500.00	1,000.00
395	2	cps	Performance Tasks: English 3 / Rex Institute for Student Excellence, c2017	500.00	1,000.00
396	2	cps	Performance Tasks: English 4 / Rex Institute		1,000.00

			for Student Excellence, c2017	500.00	
397	2	cps	Performance Tasks: English 5 / Rex Institute for Student Excellence, c2017	500.00	1,000.00
398	2	cps	Performance Tasks: English 6 / Rex Institute for Student Excellence, c2017	500.00	1,000.00
399	2	cps	Performance Tasks: English 7 / Rex Institute for Student Excellence, c2017	500.00	1,000.00
400	2	cps	Performance Tasks: English 8 / Rex Institute for Student Excellence, c2017	500.00	1,000.00
401	2	cps	Performance Tasks: English 9 / Rex Institute for Student Excellence, c2017	500.00	1,000.00
402	2	cps	Performance tasks: Math 1 / Rex Institute for Student Excellence, c2017	500.00	1,000.00
403	2	cps	Performance tasks: Math 2 / Rex Institute for Student Excellence, c2017	500.00	1,000.00
404	2	cps	Performance tasks: Math 3 / Rex Institute for Student Excellence, c2017	500.00	1,000.00
405	2	cps	Performance tasks: Math 4 / Rex Institute for Student Excellence, c2017	500.00	1,000.00
406	2	cps	Performance tasks: Math 5 / Rex Institute for Student Excellence, c2017	500.00	1,000.00
407	2	cps	Performance tasks: Math 6 / Rex Institute for Student Excellence, c2017	500.00	1,000.00
408	1	cpy	School Leadership & Administration: Imports Concepts Case Studies & Simulations / Gorton, Richard, c2019	3397.00	3,397.00
409	1	cpy	Strategic Management for Tourism, Hospitality and Events / Nigel Evans, c2020	7126.00	7,126.00
410	1	cpy	Subject Literacy in Culturally Diverse Secondary Schools : Supporting EAL Learners / Daborn Zacharias, c2020	2840.00	2,840.00
411	1	cpy	Teaching Gender and Sexuality at School : Letters to Teachers / Goldstein, Tara, c2019	5,896.00	5,896.00
412	1	cpy	The EAL Teaching Book : Promoting Success for Multilingual Learners / Jean Conteh, c2019	3,739.00	3,739.00
413	1	cpy	The Fundamentals of Event Design, c2020 / Antchak	4775.00	4,775.00
414	1	cpy	Tourism, Hospitality and Digital Transformation, c2020 / Tajeddini, et al	4775.00	4,775.00
415	1	cpy	Tourism, Transport and Travel Management with DVD / 3G E-Learning, c2020	5700.00	5,700.00
416	1	cpy	Tourism: Concepts and Principles, c2019 / Norris	6750.00	6,750.00
417	1	cpy	Using Computers in Hotels and Restaurants, c2019 / 3G	6,375.00	6,375.00
418	1	cpy	What Are You Grouping For? : How to Guide Small Groups Based on Readers - Not the Book, Grades 3-8 / Wrigh & Hoonan, c2019	3068.00	3,068.00
419	1	cpy	Worth A Thousand Words : Using Graphic Novels to Teach Visual and Verbal Literacy / Meryl Jaffe, c2019	2,606.00	2,606.00

Delivery of the Goods is required by *Thirty (30) Calendar Days*. Bidders should have completed, within *Two (2) Years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from *Cebu Normal University* and inspect the Bidding Documents at the address given below during office hours at *8:00 A.M. to 5:00 P.M.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on *September 14 to October 5, 2022* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Three Thousand Pesos (Php 3,000.00).* The Procuring Entity shall allow the bidder to present its proof of payment for the fees *if it will be presented in person, by facsimile, or through electronic means.*
6. The *Cebu Normal University* will hold a Pre-Bid Conference¹ on *September 22, 2022, 2:30 P.M.* at the *Tandang Sora Hall, Cebu Normal University, Osmeña Boulevard, Cebu City*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the *BAC Office, Room 203 2/F Administration Building, Cebu Normal University, Osmeña Boulevard, Cebu City*, on or before *October 5, 2022, 1:00 P.M.* Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *October 5, 2022, 2:30 P.M.* at the *Tandang Sora Hall, Cebu Normal University, Osmeña Boulevard, Cebu City*. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
10. The *Cebu Normal University* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in

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

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:

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

12. You may visit the following websites:

For downloading of Bidding Documents: www.philgeps.gov.ph
www.cnu.edu.ph

September 7, 2022



Dr. ANGELINE M. POGOY
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, *Cebu Normal University* wishes to receive Bids for the *Procurement of Books for CNU Library* with identification number 22-07-477.

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

The Procurement Project (referred to herein as “Project”) is composed of *[indicate number of lots or items]*, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2022 in the amount of *Php 1,198,580.00*.

2.2. The source of funding is:

a. NGA, the *Special Trust Fund*.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

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

8. Pre-Bid Conference

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

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

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

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

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

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

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

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

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

13. Bid and Payment Currencies

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

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

- a. Philippine Pesos.

14. Bid Security

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

14.2. The Bid and bid security shall be valid until **February 1, 2023**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

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.

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

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

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

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

20. Post-Qualification

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

21. Signing of the Contract

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

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

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

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

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. <i>Supply of Library Books.</i> b. completed within Two (2) Years prior to the deadline for the submission and receipt of bids.
7.1	<i>[Specify the portions of Goods to be subcontracted, which shall not be a significant or material component of the Project as determined by the Procuring Entity.]</i>
12	The price of the Goods shall be quoted DDP <i>[state place of destination]</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than Php 23,971.60 <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 Php 59,929.00 <i>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.
19.3	<i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i> <i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i>
20.2	<i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i>
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>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> <ul 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> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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. <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: _____.” Not Applicable.
4	The inspections and tests that will be conducted are: <i>quality of paper, clarity of texts, durability and quality of the binding.</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

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

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

Item	Technical Specifications	Statement of Compliance
Procurement of Books for the CNU Main Library		

Item No.	Copies	Book Title	
1	2	21st Century Literature from the Philippines and the World / Martinez, Henson-Dado, c2019	
2	2	A Study of Philippine Games / M. Lopez, c2017	
3	2	Human Behavior and Victimology / W. Revisa, et al., c2020	
4	1	Applied Business Tools and Technology in Tourism (Book with DVD) / 3G E Learning, c2020	
5	2	21st Century Literature from the Philippines and the World / Martinez & Henson-Dado, c2019	

6	2	21st Century Teaching and Learning / L. Laforteza, et al., c2018	
7	1	3G Handy Guide: Office Management / 3G E Learning, c2019	
8	1	A Communicative Approach to Conflict, Forgiveness, and Reconciliation : Reimagining our Relationships / Douglas L. Kelley, c2019	
9	1	A History of Psychology Vol II / George Sidney Brett, c2016	
10	2	Action Research (An Essential Writing Guide for Teachers and Would-be Teachers) / D. Bargo, c2020	
11	2	Action Research for Beginners in Classroom-Based Context (A	
		Guide for Pre-Service and In- Service Teachers) / E. De Leon, c2019	
12	2	Action Research: Primer for Faculty Researchers / J.C. Prado, et al. / 2019	
13	1	Advanced Statistics for Kinesiology and Exercise Science / Moh Malek, 2019	
14	1	Advancing The Profession of Exercise Physiology / Tommy Bonne, c2019	
15	2	Adventures in 21st Century Literature from the Philippines and the World (1st Edition) / E.T. Solmerano, et al., c2019	
16	2	Ako Bibo Kase Dapat #ABKD Alpabeto ng Inobatibo at Makabagong Guro sa Agham Panlipunan,... / V. Villanueva, c2018	
17	2	American Imperial Pastoral: The Architecture of US Colonialism in the Philippines / R. McKenna, c2019	
18	1	An Introduction to the Policy Process: Theories, Concepts, and Models of Public Policy Making/ 5th edition / Thomas Birkland, c2020	
19	2	Ang Imahen ng Filipino sa Sining / J. Teodoro, c2018	
20	1	Applying Career Development Theory to Counseling / Richard S. Sharf, c2014	
21	1	Art Therapy and Psychology / Robert Gray, c2019	
22	2	Assessment of Learning 1 / Ubiña-Balagtas, M., c2020	
23	2	Assessment In Learning 2 / Ubiña-Balagtas, M. et al., c2020	
24	2	Assessment in Learning with Basic Statistics / A. Ordanza-Cortez, et al., c2019	
25	2	Assessment in Student Learning / A. Yazon & E. Callo, c2019	
26	2	Babasahin Hinggil sa Kasaysayan ng Pilipinas / G. Ramos, c2019	
27	2	Bank Security Management: Principles and Practices / M.F., Peckley, c2019	
28	2	Basic Self Defense with Illustrations / Robbins & Jaudian, c2021	
29	2	Basic Statistics / R. De Belen, c2019	
30	1	Best Technologies for Public Libraries: Policies, Programs, and Services / DeCristofaro, c2020	
31	2	Beyond DSM Casebook in Abnormal Psychology and Mental	

		Health / M. Melgar, et al., c2018	
32	2	Business & Technical Writing / R. De Belen, et al., c2019	
33	1	Business Practices in Higher Education: A Guide for Today's Administrators/ 2nd edition / Mark Kretovics, c2020	
34	1	Career Counseling: A Holistic Approach / Vernon Zunker, c2011	
35	2	Child Adolescent (Learners and Learning Principles) / Rungduin, c2019	
36	2	Classroom Assessment 1 (Revised Edition) / L. Jazmin-Hena, c2018	
37	2	Clothing the Colony: Nineteenth-Century Philippine Sartorial Culture, 1820–1896 / C. Bautista, c2019	
38	2	Community Pharmacy The Ultimate Reference Guide / PPhA-QCEM, c2019	
39	2	Consumer Behavior: Dynamics, Dimensions & Models / Mendoza, c2019	
40	2	Convergence (A College Textbook in Contemporary World) / D. Coronacion, F. Calilung, c2018	
41	2	Corporate Governance, Business Ethics, Risk Management and Internal Control 2019-2020 Ed. / E.E. Cabrera & G. Cabrera, c2019	
42	2	Corporate Social Responsibility and Good Governance in the Millennial Age / A. Camillar-Serrano, c2019	
43	2	Corporate Social Responsibility, Good Governance and Environmental Accountability OBE / Mendoza & Garcia, c2018	
44	2	Cost Control in Hospitality Industry / Fababaer, c2020	
45	2	Counterrevolution: The Global Rise of the Far Right / W. Bello, c2019	
46	2	Court Testimony An Introduction / Tulalian, c2021	
47	2	Cruise Tourism / A. Escabillas, c2019	
48	2	Curriculum Development / N. Vaquilar-Romo, c2019	
49	2	De Profundis and Other Latin Terms / V. Tulalian & S. Tulalian, c2020	
50	1	Debates in Physical Education 2nd edition / Susan Capel, ed., c2020	
51	2	Debujo: Contemporary Philippine Arts from the Regions / Basilan & Arguelles, c2018	
52	2	Decoding Culture, Society and Politics / J. Chong, et al., c2019	
53	1	Designs for Experimentation and Inquiry / Asa Makitalo, c2020	
54	1	Developmental and Adapted Physical Education: Making Ability Count/ 6th edition / Michael Horvat, c2019	
55	1	Digital Storytelling/ 4th edition / Carolyn Handler Miller, c2020	

56	2	Disaster Risk Reduction and Management Handbook for Academic Institutions / F. Llanes, c2018	
57	2	Dispute Resolution & Crisis Management / C. Domingo, c2020	
58	2	Distribution Management (OBE Approach) / M. Acierto & G. Acierto, c2019	
59	1	Doing a Master's Dissertation in TESOL and Applied Linguistics / Lindy Woodrow, c2020	
60	2	Economic Crimes / G.C. San Diego, c2019	
61	1	Economic Education for Consumers / Roger LeRoy Miller & Alan Stafford, c2010	
62	2	Ecotourism Inquiry-Based Learning Approach / B.G. Ricaforte, c2017	
63	2	Education Laws Jurisprudence & Governance / R.T. De Belen, c2019	
64	1	Education Research: The Basics / Michael Hammond, c2020	
65	2	Empowering the 21st Century Communicators / De Guzman, et al., c2019	
66	2	Entrepreneurial Mindset / A. Camilar-Serrano, c2021	
67	2	Entrepreneurship in Tourism & Hospitality / Osorno & Bajao, c2020	
68	1	Environmental Management / Testa Daddi, c2020	
69	2	Environmental Science / D. Bueno, c2019	
70	1	Envisioning the future of Reference: Trends, Reflections, and Innovations / Zabel and Reiter, c2020	
71	2	Error-Proofing Your Research: Common Mistakes and How to address them / J. Trinidad, c2019	
72	2	Essentials of Human Computer Interaction / Cortez, c2021	
73	2	Essential of Teacher Leadership / Llagas & Corpuz, c2018	
74	1	Essentials of Performance Analysis in Sport/ 3rd edition/ Edited by: Mike Hughes, c2020	
75	1	Ethical Dilemmas in the Creative, Cultural and Service Industries / Johan Bouwer, ed., c2019	
76	2	Ethics: Ako at ang Kagandahang Asal Bilang Isang Filipino / R. Agdalpen, c2019	
77	2	EU and ASEAN Regionalism: An Interdisciplinary Approach	
78	1	Evaluation and Library Decision Making / John McClain, c2020	
79	1	Experimental Psychology / 3G E-Learning, c2020	
80	1	Eye Tracking in Second Language Acquisition and Bilingualism: A Research Synthesis and Methodological Guide / Aline Godfroid, 2020	
81	2	Feasibility Study Guidelines for Undergraduate Courses / E. Calayag & E. Valenzuela, c2019	
82	2	Filipino 2 (Pagbasa at Pagsulat sa Masining na Pananaliksik sa Antas Tersaryo) OBE / C.B. Cruz, et al, c2018	
83	2	Filipino sa Iba't Ibang Disiplina / R. Aganon, et al., c2019	
84	2	Filipino sa Piling Larangan (K-12) / Basilan & Navarro, c2019	

85	2	Financial Management Comprehensive Volume (2019-2020) / E.B. Cabrera, c2020	
86	2	Foundational Values Education / PCEP, c2020	
87	1	Foundations for Teaching Chemistry: Chemical Knowledge for Teaching / Keith S. Taber, c2020	
88	2	Fundamentals of Database Management (OBE Approach) / Padre Manuel, c2017	
89	1	Gender and Distance Education Anu Aneja, c2020	
90	1	Gender and Society/ 2nd edition / 3G E Learning, c2020	
91	1	Gender, Conflict and International Humanitarian Law / Orlyn Maya Stern, c2019	
92	2	General Education Environmental Science / B. Doria, et al., c2019	
93	2	General Mathematics Made Simple / Morales, et al., c2019	
94	1	Global Masculinities: Interrogations and Reconstructions / Negri	
95	2	Grassroots Globalization: Reforestation and Cultural Revitalization in the Philippine Cordilleras / Hiromu & Brown, c2019	
96	1	Great American Short Stories / Negri	
97	1	Great English Short Stories / Negri	
98	1	Great Russian Short Stories / Negri	
99	2	Guide to Planting and Care of Edible Fruits and Nuts in the Home Garden / R.E. Coronel, c2017	
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410	1	Subject Literacy in Culturally Diverse Secondary Schools : Supporting EAL Learners / Daborn Zacharias, c2020	
411	1	Teaching Gender and Sexuality at School : Letters to Teachers / Goldstein, Tara, c2019	
412	1	The EAL Teaching Book : Promoting Success for Multilingual Learners / Jean Conteh, c2019	
413	1	The Fundamentals of Event Design, c2020 / Antchak	
414	1	Tourism, Hospitality and Digital Transformation, c2020 / Tajeddini, et al	
415	1	Tourism, Transport and Travel Management with DVD / 3G E-Learning, c2020	
416	1	Tourism: Concepts and Principles, c2019 / Norris	
417	1	Using Computers in Hotels and Restaurants, c2019 / 3G	
418	1	What Are You Grouping For? : How to Guide Small Groups Based on Readers - Not the Book, Grades 3-8 / Wrigh & Hoonan, c2019	
419	1	Worth A Thousand Words : Using Graphic Novels to Teach Visual and Verbal Literacy / Meryl Jaffe, c2019	

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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

AFFIDAVIT

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

1. [Select one, delete the other:]
[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];
[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
2. [Select one, delete the other:]
[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;
[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];
3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. [Select one, delete the rest:]

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

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

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

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

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

Financial Documents

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

Capacity (NFCC);

or

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

Class “B” Documents

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

or

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

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

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

25 FINANCIAL COMPONENT ENVELOPE

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

