

# PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

# Procurement of GOODS

Government of the Republic of the Philippines

Contract Reference No. : **IB\_GOODS\_2024-05-035**

Name of Contract : **PURCHASE AND DELIVERY OF LIBRARY BOOKS**

Location of Contract : **KALINGA STATE UNIVERSITY-MAIN CAMPUS  
NATIONAL HIGHWAY, PUROK 6, BULANAO,  
TABUK CITY, KALINGA**

Name of Procuring Entity : **KALINGA STATE UNIVERSITY (KSU)**



*Kalinga State University envisions to be "a Knowledge and Technology Hub in Asia-Pacific Region"*

Sixth Edition  
July 2020



Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
Tabuk City, Kalinga 3800  
*Bids and Awards Committee*

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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.



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**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 the 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.



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*Section I. Invitation to Bid*



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INVITATION TO BID FOR PURCHASE AND DELIVERY OF LIBRARY BOOKS

1. The Kalinga State University, through the Internally Generated Fund (IGF) for CY 2024, intends to apply the sum of One Million Two Hundred Fifty-Eight Thousand Four Hundred Thirteen Philippine Pesos (Php 1,258,413.00) being the ABC to payments under the contract for the Project- **Purchase and Delivery of Library Books / IB\_Goods\_2024-05-035**. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening. Partial bids are not allowed.
2. The Kalinga State University now invites bids for the above Procurement Project. Deliveries of the Goods, as stated above, are required by **sixty (60) calendar days effective upon receipt of the Purchase Order**. Bidders should have completed, within **five (5) 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 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 **Kalinga State University** and inspect the Bidding Documents at the address given below during *office hours from 9 am to 4 pm*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **May 29, 2024 (Wednesday) until 10 am of June 18, 2024 (Tuesday)** from the given address and websites below. *The costs of bidding documents for this project is Five Thousand Philippine Pesos (Php 5,000.00) as prescribe in the Guidelines for the sum of the ABC.* The Procuring Entity shall allow the bidder to present its proof of payment for the fees *either in person or through electronic means*.
6. The Kalinga State University will hold a Pre-Bid Conference on **June 6, 2024 (Thursday), 10 am** at the BAC Conference Room, Procurement Management Office, Administration Building, KSU-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga, and/or through video conferencing or webcasting via **Google Meet Platform** at the link: [meet.google.com/jvt-pmuu-zda](https://meet.google.com/jvt-pmuu-zda), which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below, on or before **10 am on June 18, 2024 (Tuesday)**. 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 **10:01 am on June 18, 2024 (Tuesday)** at the given address below and/or via **Google Meet Platform** at the link: [meet.google.com/nxg-vcgx-qoa](https://meet.google.com/nxg-vcgx-qoa). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Bidders should comply with the applicable provisions of Section 23.4.1.1 of 2016 Revised IRR of R.A. 9184 (Eligibility Criteria for Procurement of Goods) and with a modified set of requirements integrating eligibility documents and criteria for procurement of goods as provided in Annex D of the 2016 revised IRR of RA No. 9184.
11. The Kalinga State University reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.



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12. For further information, please refer to:

Ricky James B. Sagun  
BAC Secretariat  
Procurement Management Office  
Kalinga State University-Main Campus  
Administration Building, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga 3800  
[procurementservice\\_bac@ksu.edu.ph](mailto:procurementservice_bac@ksu.edu.ph)  
(074) 627-5321  
<https://ksu.edu.ph/>

13. You may visit the following websites:

For downloading of Bidding Documents: <https://ksu.edu.ph/bid/purchase-and-delivery-library-books>

May 28, 2024

(Sgd)  
ROMUALDO U. WACAS, Ph.D  
BAC Chairperson



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*Section II. Instructions to Bidders*





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1. Scope of Bid

The Procuring Entity, **Kalinga State University**, wishes to receive Bids for the **Purchase and Delivery of Library Books**, with identification number **IB\_Goods\_2024-05-035**.

The Procurement Project (referred to herein as "Project") is composed of **One (1) Lot**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP, through the source of funding as indicated below for **CY 2024** in the amount of **One Million Two Hundred Fifty-Eight Thousand Four Hundred Thirteen Philippine Pesos (Php 1,258,413.00)**.

2.2. The source of funding is:

**Internally Generated Fund (IGF) for CY 2024.**

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. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No. 9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.



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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.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address at **BAC Conference Room, Procurement Management Office, Administration Building, KSU-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga**, and/or through video conferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

10.2. The Bidder's SLCC, as indicated in ITB Clause 5.3, should have been completed within **five (5) years** 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 a 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.



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- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

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

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

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

b. For Goods offered from abroad:

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

13. Bid and Payment Currencies

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

a. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration 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 **One Hundred Twenty (120) calendar days**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit **three (3) 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.



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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 at its physical address, as indicated in paragraph 7 of the **IB**.

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

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

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

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

18. **Domestic Preference**

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

19. **Detailed Evaluation and Comparison of Bids**

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

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items that participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

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.



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20. Post-Qualification

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

21. Signing of the Contract

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



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*Section III. Bid Data Sheet*

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## Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ol style="list-style-type: none"> <li>a. Purchase and Delivery of Books, 50% of the ABC; and</li> <li>b. Completed within <b>five (5) years</b> prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	<i>Subcontracting is not allowed.</i>
12	The price of the Goods shall be quoted DDP port of Manila 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: <ol style="list-style-type: none"> <li>a. The amount of not less than <b>two percent (2%) of ABC</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>five percent (5%) of ABC</b>, if bid security is in Surety Bond.</li> </ol>
19.3	The Project will be awarded by One (1) Lot. For the list of items, please refer to Section VII – Technical Specifications.
20.2	List of licenses and permits relevant to the Project and the corresponding law requiring it: <ol style="list-style-type: none"> <li>1. VAT or Non-VAT Registration Certificates; and</li> <li>2. Other appropriate licenses and permits, as may be required during post-qualification evaluation.</li> </ol>
21.2	Contract documents relevant to the Project:  The following relevant documents are to be submitted by the lowest calculated and responsive bidder after issuance of a notice of award: <ol style="list-style-type: none"> <li>1. <b>Performance Security.</b> The Winning Bidder shall be responsible for the extension of its performance security during the remaining period or duration of the Project reckoned from the date of the effectivity of the contract, or for any contract time extension granted by the Procuring Entity, which shall be valid until final acceptance of the Project.   <b>In place of the Performance Security, a post qualified bidder may submit an unnotarized Performance Securing Declaration (PSD) - Revised Edition, to guarantee its faithful performance of obligations under the contract, subject to the following:</b> <ol style="list-style-type: none"> <li>a) Such declaration shall state, among others, that the winning bidder shall be blacklisted from being qualified to participate in any government procurement activity for one (1) year, in case of first offense or two (2) years, if with a prior similar offense, in the event it violates any of the conditions stated in the contract.</li> <li>b) The unnotarized PSD may be accepted, subject to submitting a notarized PSD before payment unless the same is replaced with performance security in the prescribed form.</li> </ol>                     The end-user may require the winning bidder to replace the submitted PSD with performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 upon lifting the State of Calamity, or community quarantine or similar restrictions, as the case may be.                 </li> <li>2. After the delivery, the supplier shall submit the following requirements:                         <ol style="list-style-type: none"> <li>a) Delivery Receipt</li> <li>b) Supplier's Sales Invoice</li> </ol> </li> </ol>



## *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.





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1. **Scope of Contract**

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

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

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

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

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

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

3. **Performance Security**

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

4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project 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.



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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*

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## Special Conditions of Contract

GCC Clause	
1	<p><i>Additional requirements for the completion of this Contract.</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>For Goods supplied from abroad:</i></p> <p style="padding-left: 40px;">“The delivery terms applicable to the Contract are DDP delivered in the port of Manila in accordance with INCOTERMS.”</p> <p><i>For Goods supplied from within the Philippines:</i></p> <p>“The delivery terms applicable to this Contract are delivered at the <b>Kalinga State University- Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga</b>. 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:</p> <p style="padding-left: 40px;"> <b>Mr. Joseph Tracy D. Labbutan</b>              Supply and Property Officer              Supply and Management Office              Kalinga State University- Main Campus, National Highway, Purok 6, Bulanao              Tabuk City 3800, Kalinga, Philippines         </p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>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.</li> </ol>



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	<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><b>Spare Parts –</b></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> <ol style="list-style-type: none"> <li>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</li> <li>b. in the event of termination of production of the spare parts:             <ol style="list-style-type: none"> <li>1) advance notification to the Procuring Entity of the pending termination, insufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>2) following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ol> </li> </ol> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b>, and the costs 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 30 days. <i>If not used, a time period of 90 days, which is three times the warranty period.</i></p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <ul style="list-style-type: none"> <li>Name of the Procuring Entity</li> <li>Name of the Supplier</li> <li>Contract Description</li> <li>Final Destination</li> <li>Gross weight</li> <li>Any special lifting instructions</li> <li>Any special handling instructions</li> <li>Any relevant HAZCHEM classifications</li> </ul>



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	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical, the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p><b>Transportation –</b></p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p>
	<p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from the use of the Goods or any part thereof.</p>
2.2	<p><i>Partial payment is not allowed except.</i></p>
4	<p>The inspections and tests that will be conducted are: <b>Testing and Sealing by the Inspectorate and Acceptance Committee of the University, including a COA representative, TWG, and end-users representatives.</b></p>



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## 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.

No.	Lot and Reference	Qty	Unit	Delivered, Weeks/Months
1	PURCHASE AND DELIVERY OF LIBRARY BOOKS	1	lot	Delivery shall be completed within SIXTY (60) CALENDAR DAYS upon acceptance of the Purchase Order

Note:

- a) *Contract Warranty:* One (1) year from the date of acceptance of the Goods
- b) *To be delivered at:* Supply and Property Management Office, Administration Building, Kalinga State University-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

I hereby certify to comply and deliver the above requirements.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name  
of Representative

\_\_\_\_\_  
Date



## *Section VII. Technical Specifications*

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## Technical Specifications

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
				<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>
1	The Teacher and the School Curriculum by Fernando, 2022	1	copy	
2	Assessment in Learning 2: Authentic Assessment by Corpuz, 2021	1	copy	
3	Fire Protection & Arson Investigation by Tello, 2023	1	copy	
4	Guns and Ammo of Police Investigative Report Writing by Tamayo, 2022	1	copy	
5	Specialized Crime Investigation 2 w/ Simulation or Interrogation and Interview by Astilla, 2022	1	copy	
6	Special Crime Investigation with Legal Medicine by Sabino-Diangson, 2023	1	copy	
7	Character formation 1: Patriotism and Nationalism by Rondina, 2024	1	copy	
8	Character formation 2: Leadership, Decision Making, Management and Administration by Literal, 2024	1	copy	
9	Forensic Photography, 6th ed. By Bulan, 2024	1	copy	
10	Traffic Management & Accident Investigation with driving, 2nd ed. By Apela, 2024	1	copy	
11	Law Enforcement Organization and Administration by Detran, 2023	1	copy	
12	Physical Activity Towards Health and Fitness 1 (PATH-Fit 1) by Punzalan, 2023	1	copy	
13	Physical Activity Towards Health and Fitness 2 (PATH-Fit 2) by Bulatao, 2023	1	copy	
14	Physical activity towards health and fitness 3 (PATH-Fit 3) by Punzalan, 2023	1	copy	
15	Physical Activity Towards Health and Fitness 4 (PATH-Fit 4) by Bulatao, 2023	1	copy	
16	Team Sports by Taeza, 2022	1	copy	
17	Survey of Afro-Asian Literature by Escalada-Cordova, 2024	1	copy	
18	Masining sa Pagpapahayag by Centino, 2022	2	copy	
19	Nine Lives by Steel, 2022	1	copy	
20	The Wish by Sparks, 2021	1	copy	
21	Version Zero by Yoon, 2021	1	copy	
22	The Swallows by Lutz, 2021	1	copy	
23	House of Correction by French, 2020	1	copy	



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ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
24	The Other Me by Jeng, 2021	1	copy	
25	Finding Freedom by Amid Scobie Carolyn Durand, 2020	1	copy	
26	Teaching Internship by Borabo, 2024	1	copy	
27	National Service Training Program 2. Minshapers Co., Inc. by Punzalan, 2023	1	copy	
28	Gender and Society with Peace Education tTowards an Inclusive Higher Education Perspective by Tumaming-Espinol	1	copy	
29	Exploring Gender and Society by Ecoben, 2023	1	copy	
30	Science, Technology & Society by Tabotabo, 2023	1	copy	
31	Philosophy of Education by Hermosa, 2023	1	copy	
32	Civil Service Exam Reviewer: Professional & Sub-Professional level by Colas, 2023	1	copy	
33	Education and the Law by Sta. Maria, 2022	1	copy	
34	Professional Development and Applied Ethics by Buenaventura, 2022	1	copy	
35	Events Management: Introduction to Meetings, Incentives, Conferences, Exhibitions (MICE), Festivals, & other Special Events by Rodolfo, 2022	1	copy	
36	Indigenous Peoples' Rights Act by Montemayor, 2023	1	copy	
37	Administrative Law by Gobato, 2023	1	copy	
38	Persons and Family Relations by Pineda, 2022	1	copy	
39	Labor Law: National and International Perspectives by Montemayor, 2023	1	copy	
40	Gender and Society: Concepts, Fundamental Principles, and Methodologies for Comprehending Gender Dynamics in the Philippines Towards Fostering a more Efficient and Highly Gender-Sensitive Society by Bacolod, 2024	1	copy	
41	Information Management by Cortez, 2023	1	copy	
42	Advance Management Information System (MIS) for ITE, Business and Allied Programs by Abante, 2023	1	copy	
43	Kontekstwalisadong Komunikasyon sa Filipino by Maranan, 2023	1	copy	
44	NSTP 1: Guide in Civic Welfare Training Service by Lonez, 2023	1	copy	
45	The Teaching and Assessment of Literature Studies by Bacus, 2022	1	copy	
46	Advanced Human Resource Management (HRM) for Private and Government Institution by Abante, 2024	1	copy	
47	Field Study 1: Observations of Teaching-Learning in Actual School Environment. (2nd ed.) by Leus, 2023	1	copy	
48	Field Study 2: Participation and Teaching Assistantship. (2nd ed.) by Brawner, 2023	1	copy	
49	Teaching Multigrade Classes by Montalbo, 2022	1	copy	
50	Values Education: Legal and Ethical perspective by Peñaflor, 2023	1	copy	
51	Teaching and Assessment of the Macroskills by Alda, 2022	1	copy	
52	The Contemporary World by Gonzales 2024	1	copy	
53	The Contemporary World by Mananay 2024	1	copy	
54	Pharmaceutical Manufacturing Laboratory Manual by Mayo, 2023	1	copy	
55	Practical Research 1 by Maranan, 2023	1	copy	
56	Practical research 2 by Maranan, 2023	1	copy	
57	Science Technology and Society by Calimlim, 2023	1	copy	
58	Assessment of Children's Development and Learning by Menoria-Navarro, 2021	1	copy	
59	A Textbook of Pharmaceutical Chemistry by Hooper, 2022	1	copy	
60	Introduction to Organic Chemistry by Tomar, 2023	1	copy	
61	Community Pharmacy Practice by Alvares, 2022	1	copy	
62	Legal Pharmacy and Ethics by Tubon, 2020	1	copy	
63	Applied Pharmaceutical Practice by Myers, 2022	1	copy	
64	Clinical Use of Drugs in Applied Therapies by Wagner, 2022	1	copy	



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ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
65	Essentials of Administrative Office Management by Sergote, 2022	3	copy	
66	Office Layout and Work Simplification by Gray, 2023	1	copy	
67	Philippine Politics and Governance: with 1987 Philippine Constitution by Sanchez, 2023	1	copy	
68	Management of Human Behavior in an Organization, 2nd ed. By Camilar-Serrano, 2022	1	copy	
69	Total Quality Management, 2nd ed. By Camilar-Serrano, 2023	1	copy	
70	Thermodynamics by Yadav, 2024	1	copy	
71	Development in Modern physics by Bolivar, 2023	1	copy	
72	Introduction to Public Administration, 2nd ed. By Bihasa, 2022	1	copy	
73	Entrepreneurship in Tourism and Hospitality by Marcelo, 2022	3	copy	
74	Sustainable Tourism by Santos, 2023	2	copy	
75	Discipline and Ideas in the Social Sciences for Senior High School by Siquete, 2021	1	copy	
76	Mobile Robotics by Sharma, 2024	1	copy	
77	Introduction to Robotics Mechanics and Control by Yohannan, 2023	1	copy	
78	Mathematics of Investment, 4th ed. By Sirug, 2023	1	copy	
79	Plane and Solid geometry by Gupta, 2023	1	copy	
80	Biological Chemistry by Chua, 2022	1	copy	
81	Nursing Research by McLaughlin, 2023	1	copy	
82	Health & Physical Assessment in Nursing, 4th ed. By Barbarito, 2022	1	copy	
83	Pharmaceutical Dosage Forms Capsules by Pennington, 2022	1	copy	
84	Multimedia Application and Web Designing by Dunn, 2024	1	copy	
85	Numerical Analysis, 2023	1	copy	
86	Mass Media and Communication by Ojha, 2021	1	copy	
87	Introduction to Computer Programming with Java by Pomperada, 2022	1	copy	
88	Introduction to linguistics by Gonzales, 2021	1	copy	
89	National Service Training Program 2 by Punzalan, 2023	1	copy	
90	NSTP CWTS: A Textbook for the New General Education Curriculum by Dela Cruz, 2022	1	copy	
91	Post-Harvest Science and Technology of Horticulture Crops by Bernard, 2024	1	copy	
92	Ornamental Crop Production Technology by Berge, 2022	1	copy	
93	Topology, 2nd ed. By 3G E-Learning, 2023	1	copy	
94	Discrete Mathematics, 2nd ed. By 3G E-Learning, 2023	1	copy	
95	General Chemistry 1 and 2, 4th ed. By 3G E-Learning, 2023	1	copy	
96	3GE Collection on Environmental Science: Earth Observation Application and Global Policy Frameworks by 3G E-Learning, 2023	1	copy	
97	Crop, Fruit and Vegetable: Production and Products by Frost, 2022	1	copy	
98	Commercial Poultry Production and Management by Ince, 2023	1	copy	
99	5G Wireless Communication and Internet of Things by Adams, 2024	1	copy	
100	Soil Mechanics and Foundation Engineering by Hamson, 2023	1	copy	
101	Farm Mechanization by Wafullah, 2022	1	copy	
102	Reversible Computing by Singh, 2024	1	copy	
103	Multimedia Communication System: Techniques, Standards and Networks by Vasquez, 2023	1	copy	
104	Tourism and hospitality research by Cariño, 2021	1	copy	
105	Risk Management as Applied to Safety, Security and Sanitation, 2nd ed. By Somoray, 2023	2	copy	
106	Entrepreneurship in Tourism and Hospitality Industry by Arenas, 2022	2	copy	
107	Ergonomics and Facilities Planning for the Hospitality Industry, 2nd ed. By Mendoza, 2024	3	copy	



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ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
108	Entrepreneurship, 4th ed. By 3G E-Learning, 2023	1	copy	
109	Tourism, Transport and Travel Management by 3G E-Learning, 2022	1	copy	
110	Entrepreneurial Behavior, 2nd ed. By 3G E-Learning, 2023	1	copy	
111	Entrepreneurial Leadership: The Art of Launching New Ventures, Inspiring Others, Running Stuff by Peterson, 2020	1	copy	
112	Assessment of Learning 1 by Manas, 2024	1	copy	
113	Soil Science as an Ecological Study by Malode, 2023	1	copy	
114	Introduction to Financial Management by Pandiya, 2023	1	copy	
115	Pre Calculus by Mahanta, 2023	1	copy	
116	Agricultural Machinery Industry by Kuchana, 2023	1	copy	
117	Labor Laws and Social Legislation by Peñafior, 2023	1	copy	
118	Advanced Marketing Management by Abante, 2024	1	copy	
119	Managerial Economics by Teshome, 2024	1	copy	
120	Agricultural Implements and Machinery by 3G E-Learning, 2023	1	copy	
121	Essentials of Financial Management, 5th ed. By Brigham, 2023	1	copy	
122	Organization: Theory and Behavior by Lagare, 2024	1	copy	
123	Understanding Public Health Interventions: Isolation, Quarantine and Social Distancing by Neelima, 2022	1	copy	
124	Advanced Human Resource Management by Abante, 2024	1	copy	
125	Applied Pharmaceutical Practice by Myers, 2022	1	copy	
126	Parasitology by Downey, 2023	1	copy	
127	Fundamentals of Pharmacology for Midwives by Peate, 2022	1	copy	
128	Forest Conservation and Management by Oliver, 2023	1	copy	
129	Genetics and Plant Breeding by Yadav, 2022	1	copy	
130	Developing Skills for Business Leadership: Building Personal Effectiveness and Business Acumen by Watson, 2023	1	copy	
131	Introduction to Global Health by Jacobsen, 2024	1	copy	
132	Breeding and Crop Production by Carter, 2023	1	copy	
133	Farm Machinery and Power by Aitken, 2023	1	copy	
134	5 Steps to a 5: AP World History: Modern by Bartolini-Salimbeni, 2023	1	copy	
135	Anatomy and Physiology All-in-One for Dummies by Oद्या, 2023	1	copy	
136	Integrated Critical Thinking & Clinical Reasoning in Pharmacy Practice by Mobley, 2024	1	copy	
137	Medical Pharmacology & Therapeutics by Waller, 2018	1	copy	
138	Gender, Power, and Global Justice: The Healing Power of Psychotherapy by Daneshpour, 2023	1	copy	
139	Mastering Python Networking, 4th ed. , 2023	1	copy	
140	Teaching Young Children in Multicultural Classrooms: Issues, Concepts, and Strategies, 6th ed. By De Melendez, 2024	1	copy	
141	Packaging Drug and Pharmaceuticals by Kumar, 2024	1	copy	
142	Critical Care Pharmatherapeutics by Thomas, 2024	1	copy	
143	Inorganic Chemistry by Motola, 2024	1	copy	
144	Handbook of Preventive Care in Obstetrics and Gynecology by Gupta, 2022	1	copy	
145	Human Anatomy & Physiology by Hall, 2024	1	copy	
146	Nutrition and Dietetics for Nurses by 3G E-Learning, 2024	1	copy	
147	Injections Disease and Public Health by Shepard, 2022	1	copy	
148	Handbook in Human Behavior and Victimology by Duno, 2023	1	copy	
149	Forensic Review by Domingo, 2021	1	copy	
150	Fundamentals of Criminal Investigation & Intelligence by Lopez, 2024	1	copy	
151	First Aid, Rescue and Water Safety by Dongui-is, 2024	1	copy	
152	BLE Criminologist by Tampos, 2024	1	copy	
153	Non-Institutional Correction (CBCcopy) by Villaluz, 2023	1	copy	
154	Non-Institutional Correction by Danglosi, 2023	1	copy	
155	Institutional Correction for Criminology Students by Villaluz, 2024	1	copy	



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ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
156	Forensic Ballistics by Barreda, 2021	1	copy	
157	Fire Behavior and Investigation, 4th ed. By Bustria, 2023	1	copy	
158	Law Enforcement (Police) Operations & Planning w/ Crime Mapping, 2nd ed. By Florendo, 2023	1	copy	
159	Criminal Law & Jurisprudence for Criminologists by Guevara, 2021	1	copy	
160	Engineering Drawing & Graphics using AutoCAD by Singh, 2023	1	copy	
161	Basic Self Defense with Illustrations by Abisado-Robbins, 2021	1	copy	
162	Data Structure Lab Experiment with C by Salanke, 2022	1	copy	
163	Digital Logic Design by Murray, 2024	1	copy	
164	Data Communication and Computer Networks by Advin, 2024	1	copy	
165	Landscape Gardening and Environment by Kumar, 2023	1	copy	
166	International Business Management by Lobo, 2023	1	copy	
167	Grid computing Techniques and Applications by Kumar, 2024	1	copy	
168	Algebraic Topology by Pandey, 2022	1	copy	
169	Multimedia System and Peripheral Devices. (2nd ed.) by 3G E-Learning, 2023	1	copy	
170	Medical Terminology by Henderson, 2020	1	copy	
171	Pricing Strategy by Agustin-Acierto, 2022	1	copy	
172	Entrepreneurship Success in SMEs by Verma, 2023	1	copy	
173	Handbook of Gynaecology and Obetetrics by Panda, 2024	1	copy	
174	Health Education and Community Pharmacy by Kumar, 2023	1	copy	
175	Health Education & Community Pharmacy by Parmar, 2023	1	copy	
176	Advance Management Information System (MIS) for ITE, Business and Allied Programs by Abante, 2023	1	copy	
177	Database Management System by Yadav, 2023	1	copy	
178	Computer System Security by Tiwari	1	copy	
179	Computer organization by Keshari, 2023	1	copy	
180	Fundamentals of Computer Programming and Information Technology by Singh, 2023	1	copy	
181	Science, Technology & Society by Tabotabo, 2023	1	copy	
182	Practical Research 1 by Maranan, 2023	1	copy	
183	Practical Research 2 by Maranan, 2023	1	copy	
184	Practical Research 1: Qualitative Research by Francisco, 2022	1	copy	
185	Practical Research 2: Quantitative Research by Francisco, 2022	1	copy	
186	Genetics for Dummies by Spock, 2020	1	copy	
187	Environmental Science by Srivastava, 2022	1	copy	
188	Ugat: Textbook in Readings in Philippine History by Salonga, 2023	1	copy	
189	Nursing Drug Handbook 2024 by Saunders	1	copy	
190	The Principles of Curriculum Development by Chavez, 2023	1	copy	
191	Communication for Development by Tuckey, 2022	1	copy	
192	Sketch up: Civil Engineer and the Heavy Construction Industry by Simonouski, 2021	1	copy	
193	World History: For Dummies by Haugen, 2022	1	copy	
194	Geography: For Dummies by Mitchell, 2022	1	copy	
195	Managing Medical & Obstetric Emergencies and Trauma by Rosamunde, 2022	1	copy	
196	Physics 1: Workbook, 2022	1	copy	
197	Drug Information: A Guide for Pharmacists by Johnson, 2023	1	copy	
198	Symptoms in the Pharmacy by Bleukinsopp, 2023	1	copy	
199	Media Law and Ethics, 6th ed. By Moore, 2022	1	copy	
200	Introduction to Research for Midwives by Daughtry, 2023	1	copy	
201	Anatomy and Physiology for Midwives by Coad, 2020	1	copy	
202	Circuits and Systems: An Engineer Perspective by Fuller, 2023	1	copy	
203	Medical Terminology: Active Learning Through Case Studies by Joan-Beth, 2023	1	copy	
204	Public Policy Making, 9th ed. By Anderson, 2023	1	copy	



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ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
205	Public Health and Society: Current Issues by Burke, 2024	1	copy	
206	A History of Public Health by Carney, 2023	1	copy	
207	Machine Learning for Transportation Research & Apps by Wang, 2023	1	copy	
208	Law Enforcement Organization and Admin by Roy, 2023	1	copy	
209	Barry's Advance Construction of Buildings by Emmitt, 2023	1	copy	
210	Women, Gender, and Crime by Mallicot, 2023	1	copy	
211	Forensic Mental Health, 2nd ed. By Bratina, 2023	1	copy	
212	Foundations of Family Resource Management, 6th ed. By Goldsmith	1	copy	
213	Elementary Number Theory by Arias, 2024	1	copy	
214	Object Oriented Programming. (3rd ed.) by 3G E-Learning, 2023	1	copy	
215	Numerical Analysis by Lee, 2023	1	copy	
216	Comparative and International Education (Re) Assembled by Salajan, 2023	1	copy	
217	Fractional Differential Equations and Inclusions: Classical and Advanced Topics by Abbas, 2023	1	copy	
218	Computer Graphics and Multimedia by Singh, 2022	1	copy	
219	Linear Algebra II: Advanced Topics for Applications by Murota, 2022	1	copy	
220	Network Coding by Kuzmiakova, 2022	1	copy	
221	Introductory Guide to Operating Systems by Padallan, 2023	1	copy	
222	Probability: The Logic of Science by Strokes, 2023	1	copy	
223	Criminal Procedure and Court Testimony by Abastillas, 2021	5	copy	
224	Evidence by Velasco, 2021	1	copy	
225	Rizal w/o the Overcoat by Ocampo 2022	1	copy	
226	Dispatches: Contestation and Celebration on the Filipino Heritage Consciousness by Allan 2021	1	copy	
227	NSTP 2: National Service Training Program by Punzalan 2023	1	copy	
228	The Life and Works of Rizal By Enrique, Balin Jr. E.	2	copy	
229	Philippines Government and Constitution By: Albano 2022	1	copy	
230	Violence Against women and their Children by Tagupa 2024	1	copy	
231	Environmental and Natural Resources Laws by Claridades 2022	1	copy	
232	Social Welfare and Social Work by Mendoza 2022	1	copy	
233	Domestic Violence in the Philippines by Monte Mayor Jr. 2023	1	copy	
234	Introduction to Humanities Visual and Performing Arts by Marcos 2021	2	copy	
235	Gender and Society with Peace Education by Tumaming [et.al] 2023	2	copy	
236	Exploring Gender and Society By: Wenceslao, Beterbo E.2023	2	copy	
237	Gender and Society by Bacolod S. 2024	1	copy	
238	Introduction to Philippines Government Politics By: Francisco, Riodique III [et.al] 2023	1	copy	
239	The Contemporary World by Mananay 2024	1	copy	
240	Reading in Philippines History by Bacolod 2023	2	copy	
241	Mga Babasahin Hinggil sa Kasaysayan ng Pilipinas by Ramos 2023	1	copy	
242	Rizal and development of the Filipino nationalism by Garcia 2023	2	copy	
243	Revisiting Reading in Philippines History by Baes D. [et.al] 2023	1	copy	
244	Gender Sensitivity and Laws on Women and Children by Aquino 2023	1	copy	
245	Ethics by Bacolod [et.al] 2023	2	copy	
246	Ethics by Mondares 2024	1	copy	
247	Ethics in Public Service by Robert [et.al] 2023	1	copy	
248	NSTP 1: Guide in Civic Welfare Training service 2023	1	copy	



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249	National Service Training Program Civic Welfare Training Services 1 by Reyes 2022	1	copy	
250	National Service Training Program Civic Welfare Training Services 2 by Reyes 2023	1	copy	
251	The Contemporary World by Gonzales 2024	1	copy	
252	Life and Work of Jose Rizal by Lomibao 2024	1	copy	
253	Reading in Philippines History by Dela Vega 2024	1	copy	
254	Ugat: Textbook in Reading in Philippines History by Roel 2023	2	copy	
255	Path Fit 3 Menu of Dance by Punzalan 2023	1	copy	
256	Practical Financial Accounting 2023 Vol 1. by Valix 2023	1	copy	
257	Practical Financial Accounting 2023 Vol 2. by Valix 2023	1	copy	
258	Basic of Arnis De Mano by Cuachin 2023	1	copy	
259	Path Fit 1 Health and Fitness by Punzalan 2023	1	copy	
260	Physical Activity Toward: Health and Fitness(Pat Fit Dance) Bua-ay 2022	1	copy	
261	CPA Examination Reviewer: Auditing Practice 2023-2024 edition by Roque 2023	1	copy	
262	Path Fit 2 Exercise Based Fitness Activities by Ballecer 2023	1	copy	
263	Physical Fitness by Taeza 2022	1	copy	
264	Science and Technology and Society by Aldea 2022	1	copy	
265	Science and Technology Society by Tabotabo 2023	2	copy	
266	Assessment of Learning 1 by Manas 2024	1	copy	
267	Science and Technology and Society 2nd edition by Calimlim 2023	1	copy	
268	Civil Service Exam Reviewer 2nd Edition by Colas 2023	1	copy	
269	Modules in Administrative Module Management by Saidali 2021	1	copy	
270	Methods of Research in Business Education by Francisco 2023	1	copy	
271	Strategic Management by Marcelo Jr. 2020	1	copy	
272	Management Human Behavior in an Organization by Marcelo Jr. 2022	1	copy	
273	Psychological Statistics by Lambojan Jr. 2021	1	copy	
274	Gender and Society by Martinez Jr. 2022	2	copy	
275	Operation Management w/ Total Quality Management by Marcelo Jr. 2022	1	copy	
276	Civil Service Exam Reviewer 2nd Edition by Colas 2023	1	copy	
277	E-Governance for Development Administration by Abante 2024	1	copy	
278	Total Quality Management by Camillar –Serrano 2023	1	copy	
279	Training and Development 2023	1	copy	
280	Macro Economics by Marcelo Jr. 2021	1	copy	
281	Understanding Culture, Society and Politics by Mendoza 2022	1	copy	
282	The Rapture by Glasson 2019	1	copy	
283	How to Find Your Way Home by Regan 2022	1	copy	
284	Auditing and Assurance: Concept and Application by Cabrera 2022	1	copy	
285	Introduction to Information Technology and Computer Fundamentals by Pomperda 2023	1	copy	
286	Corporate, Governance, Business Ethics, Risk Management and Internal Control 2021-2022 edition By: Cabrera 2021	1	copy	
287	Fundamentals of Accounting vol.2 Partnership and Corporation by Empleo 2022	1	copy	
288	Management Science Quantitative Methods for Business Operation Research by Sirug 2023	1	copy	
289	Statistical Analysis for Business by Sirug 2023	1	copy	
290	Computer Fundamentals By: Teodoro, Revano Jr., F. 2023	1	copy	
291	Conceptual Framework and Accounting Standard by Cabrera 2022	1	copy	
292	Principles of Auditing and Assurance Services 1 by Cabrera 2023	1	copy	
293	Cost Accounting and Control by De leon 2022	1	copy	
294	Introductory Accounting 3rd Edition By: Solita, Frias A. 2022	1	copy	



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295	Child and Adolescent: Learners and Learning Principles By: Teresita, Rungduin T. 2019	1	copy	
296	Philippines Politics and Governance: with 1987 Philippines Constitution By: Remedios 2023	1	copy	
297	Great and Precious Things by Yarros 2020	1	copy	
298	A Most English Princess by Mc Hugh 2020	1	copy	
299	Early Morning Riser by Heiny 2021	1	copy	
300	Secret of Happiness by Silber 2021	1	copy	
301	Accounting for Special Transaction by Millan 2023	1	copy	
302	Accounting for Business Combination( Advanced acct'g 2)2023	1	copy	
303	Obligation and Contracts by Soriano 2022	1	copy	
304	A Far Quick Notes( Advanced Acct 1) by Bagayo 2024	1	copy	
305	Managerial Accounting by Cabrera 2022	1	copy	
306	Transfer and Business Taxation by Tapag 2023	1	copy	
307	Intermediate Financial Reporting by Empleo 2022	1	copy	
308	Income Taxation by Tabag 2023	1	copy	
309	Conceptual Framework and Accounting Standard by Millan 2021	1	copy	
310	Income Taxation by Ampongan 2022	1	copy	
311	Intermediate Accounting 1A by Millan 2023	1	copy	
312	Intermediate Accounting 2 by Millan 2023	1	copy	
313	Intermediate Accounting 3 by Millan 2023	1	copy	
314	Intermediate Accounting Vol.1 by Valix 2023	1	copy	
315	Intermediate Accounting Vol.2 by Valix 2023	1	copy	
316	Intermediate Accounting Vol. 3 by Valix 2022	1	copy	
317	Exploring Gender and society by Ecoben 2023	1	copy	
318	Financial Accounting and Reporting Fundamentals by Cabrera 2022	1	copy	
319	Government Accounting by Punzalan 2022	1	copy	
320	The Student Trainees Guide to the Internship Program by Ocampo 2022	1	copy	
321	Personal Development: Theory and Practice by Magalona 2022	1	copy	
322	Leveling up your Personality Sevenfold Components by Bunyi 2022	1	copy	
323	Fundamental of Performance Management by Dela Cruz 2022	1	copy	
324	CPA Examination Reviewer Auditing Practice 2024-2023 ed by Roque	1	copy	
325	Micro Economics: Theories and Application by Marcelo Jr. 2023	1	copy	
326	Simplified Income Taxation by Ramelo 2024	1	copy	
327	Personal Finance by Cabrera 2022	1	copy	
328	Intermediate Accounting vol.2 by Robles 2024	2	copy	
329	Intermediate Accounting vol.1 by Robles 2023	2	copy	
330	Personal Development by Camilar –Serrano 2022	1	copy	
331	Business Mathematics: A Comprehensive Approach by Sirug 2023	1	copy	
332	Mathematics in Modern World by Ogoy 2023	2	copy	
333	Intermediate Accounting vol.3 by Robles 2023	1	copy	
334	Principles of Auditing and Assurance Services by Cabrera 2023	1	copy	
335	Practical Financial Accounting vol.2 by Valix	2	copy	
336	Understanding the Self : Developing Life Skill by Magalona 2018	1	copy	
337	Conceptual Framework and Accounting Standards by Cabrera et.al 2022	1	copy	
338	Simplified Income Taxation by Gloria 2024	1	copy	
339	Textbook in Auditing Practice by Frias 2022	1	copy	
340	Strategic Cost Management by Cabrera 2021	1	copy	
341	Introductory Accounting by Frias 2022	1	copy	





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342	Mathematics in the Modern World By: Juan Apolinario C. Reyes 2022	1	copy	
343	Total Quality Management by Camilar –Serrano 2023	1	copy	
344	Fundamentals of Accounting Service and Merchandise vol. 1 by Arriola 2024	1	copy	
345	Philippine Income Tax vol. 1 by Llamado 2023	1	copy	
346	Business Mathematics: A Practical Approach by Sirug 2023	1	copy	
347	E Governance Development Administration by Abante 2024	1	copy	
348	Textbook in Accounting Practice 2021 edition By: Solita A. Frias 2022	1	copy	
349	Introductory Accounting by Frias	1	copy	
350	Credit Collection by Flores 2023	1	copy	
351	Professional Development : A Guide to Carrer Success by Magalona 2023	3	copy	
352	Personal Finance 2022 Edition by Cabrera 2022	1	copy	
353	Simplified Transfer and Business Taxation by Gloria 2024	1	copy	
354	Zoology:Study of the Animal Kingdom by Porter 2023	1	copy	
355	Zoology:Understanding the Animal World by Wade 2022	1	copy	
356	Abnormal Psychology by Singh 2023	1	copy	
357	Introduction to Psychology by Anukampa 2023	1	copy	
358	Abnormal Psychology by Stafford 2023	1	copy	
359	Psychological Testing by Lloyal / Reed 2019	1	copy	
360	Generalist case management A: Method of human service by Woodside 2018	1	copy	
361	Child Rights Protection and Welfare by 3g E- Learning 2023	1	copy	
362	Social Psychology by David 2022	1	copy	
363	Human Rights Education by Tancangco 2022	1	copy	
364	Gender and Society by Maghinay 2022	1	copy	
365	Understanding Human Rights and International Humanitarian Law by Dela Cruz Jr 2023	1	copy	
366	Applied Business Tools and Technology by Osorno 2021	1	copy	
367	Learn and Enjoy Intermediate Statistic the Easy Way.Vol.2 by Uriarte 2024	1	copy	
368	Introduction to Public Administration by Chakas, 2022	1	copy	
369	Learning General Psychology the Easy Way by Uriarte, G., 2024	1	copy	
370	Introduction to Psychology 101 2nd Edition by Pelayo III 2022	1	copy	
371	Handbook in Juvenile Delinquency and Violence Against Woman and their Children by Dusan 2024	1	copy	
372	Professional Conduct and Ethical Standard by Lud-Ayen 2023	1	copy	
373	Learn and Enjoy Statistic the Easy Way vol.1 by: Uriate, G. 2024	1	copy	
374	Training and Development by Serrano 2023	1	copy	
375	Applied Business Tools and Technology by Rusiana- Zapanta 2021	1	copy	
376	Cancer Guidance and Counseling Through the Lifespan by Prabha 2021	1	copy	
377	Introduction to ETHICS by Umali 2023	1	copy	
378	A Perfect Guide for Personalty Development by David	1	copy	
379	Gender and Society with Peace Education Towards an Inclusive Higher Education Perspective by Tumambling 2023	2	copy	
380	Hajimemashoo,Learn Basic Japanese by Rea-Dakun 2023	1	copy	
381	General Psychology with Aids Education by Banalo 2022	1	copy	
382	Developmental Psychology by Padma 2021	1	copy	
383	Office Administration by David 2023	1	copy	
384	International Business Management by Lobo 2023	1	copy	
385	The Psychology Student's Guide to Study Employability by Graham 2022	1	copy	
386	Theory and Practice of Office Management by Gopal 2023	1	copy	



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387	Political Theory: An Introduction by Heywood, 2023	1	copy	
388	Evidence-Building and Evaluation in Government by Newcomer, 2022	1	copy	
389	Personal Developments Second Edition by Camilar-Serrano 2022	1	copy	
390	5 Steps to A 5: AP Psychology by Maitland, 2024	1	copy	
391	Diagnostic and Statistical Manual of Mental Disorders by American Psychiatric Association 5th ed.	1	copy	
392	Inventors of Ideas: Introduction to Political Thought by Tannenbaum, D.G. 2024	1	copy	
393	Plan, Conduct and Review Training and Recovery Programs by 3G E-Learning 2022	1	copy	
394	Introduction to International Relations by 3G E-Learning 2023	1	copy	
395	Business Laws and Regulations 2021 by Coda	1	copy	
396	The Law on Income Taxation 2022 by De Leon	1	copy	
397	The Law on Transfer and Business Taxation 2022 by De Leon	2	copy	
398	Cost Accounting and Control 2022 by Drury	3	copy	
399	RFBT 2 (Regulatory Framework and Business Transactions) 2023 by Domingo	2	copy	
400	Regulatory Framework and Legal Issues in Business Part 1 2021 by Domingo	1	copy	
401	Regulatory Framework and Legal Issues in Business Part 2 2021 by Domingo	2	copy	
402	Criminal Law 2 2022 by Domingo	3	copy	
403	Income Taxation 2023 by Banggawan	3	copy	
404	Introduction to Philippine Government and Politics by Francisco,	1	copy	
405	Information Technology by Kumar	2	copy	
406	NSTP Civic Welfare Training Services 2 by Reyes	1	copy	
407	NSTP 2 Citizen Empowerment Towards Community Building by Punzalan	1	copy	
408	NSTP-CWTS 1 by Reyes	1	copy	
409	Physical Activities Towards Health & Fitness PATH Fit 2 by Ballecu	1	copy	
410	PATH-Fit 1 by Punzalan	1	copy	
411	PATH-Fit 4 by Bulatao	1	copy	
412	Individual and Dual Sports by Taza	1	copy	
413	Effects of Climate Change on Ecosystem by Iman	1	copy	
414	Textbook of Environmental Chemistry by Singh	1	copy	
415	Essentials of Meteorology by Walton	1	copy	
416	Statistics and Probability by Sirug	1	copy	
417	Agricultural Valuations: A practical Guide 5th. Ed. By Moody	1	copy	
418	Gender and Society by Rodolfo	1	copy	
419	Analytical Chemistry by Kasa	1	copy	
420	Introduction to Botany by Sawyer	1	copy	
421	Animal Physiology & Morphology by Morales	1	copy	
422	Micro Organisms in Soil & Water by Hush	1	copy	
423	Sustainable Agriculture Management of Soil Fertility by Balks	1	copy	
424	Process of Soil Formation & Classification by Balks	1	copy	
425	Entrepreneurial Small Business by Katz	1	copy	
426	Remote Sensing & GIS Applications in Natural Resource Management by Coop	1	copy	
427	Foundations of Educational Research	1	copy	
428	Ecology of Aquatic Environment by Roy	1	copy	
429	Talano's Foundations in Microbiology Basic Principles by Chess, 2024	1	copy	
430	Farming with the Environment by Stoats	1	copy	
431	Environmental Pollution & Health Hazards by Segura	1	copy	
432	New Frontiers of Zoology by Nandan	1	copy	
433	Principles of Soil Microbiology by Silva	1	copy	



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434	Almanac 2024 by National Geographic Kids, 2023, ISBN 978-1-4263-7530-9	1	copy	
435	Guinness World Records 2024 by Guinness World Records Ltd., 2023, ISBN 978-1-913484-38-5	1	copy	
436	Ripley's believe it or not!: All True Weird New 2024 by Ripley Publishing, 2023, ISBN 978-1-529-91660-7	1	copy	
437	The World Almanac 2024. (2023).	1	copy	
438	Wild Philippines by Hicks, 2019, ISBN	1	copy	
439	Introduction to Information Technology and Computer Fundamentals by Besueña, 2023, 2nd ed., ISBN	2	copy	
440	Computer Fundamentals by Revano, 2023, ISBN	2	copy	
441	Science, Technology, and Society, by Calimlim, 2023, ISBN	2	copy	
442	Children and Adolescent Literature by Gonzalea...[et al.], 2022, ISBN	1	copy	
443	Collected Stories and Tales, by Hidalgo, 2019, ISBN	1	copy	
444	A Veritable Terra Incognita: Situating the Philippines in Postcolonial Literature by Arong, 2020, ISBN	1	copy	
445	Aswanglout by Derain, 2021, ISBN	1	copy	
446	Fantasy Filipino Fiction for Young Adults by Alfar, 2018, ISBN	1	copy	
447	Journalism Approach to Teaching and Learning Communication in English by Natano, 2019, ISBN	2	copy	
448	Philippine Folk Literature: The Epics (Reprint) by Eugenio, 2022, ISBN	2	copy	
449	Culinary Nutrition: The Science and Art of Healthy Cooking by Natad, 2023, ISBN	2	copy	
450	Ugat: Textbook in Readings in Philippine History by Salonga, 2023, ISBN	2	copy	
451	Basic Calculus by Molina...[et al.], 2024, ISBN	2	copy	
452	Personal Development K to12 by Santos, 2022, 3rd ed., ISBN 978 621 04 2483 6	1	copy	
453	Commercial Baking with Entrepreneurship Leading to Bread and Pastry Production NC II by Dinaga 2022, ISBN 978-971-9655-11-4	1	copy	
454	General Biology 1 (STEM K to 12) by Rea...[et al.], 2020, Rev. ed., ISBN	1	copy	
455	Food and Beverage Processing: A Beginner's Guide to Basic Food Processing by Hondilla, 2023), ISBN 978-971-9656-85-2	2	copy	
456	The Art of Critical Thinking: Logic for Filipino Students by Buenaflor, 2019, 4th ed., ISBN	2	copy	
457	Kitchen Essentials and Basic Food Preparation by Remaneses...[et al.], 2023, ISBN 978-621-409-225-3	2	copy	
458	Asian Cuisine by Melchor, 2021, ISBN 978-621-8179-72-1	1	copy	
459	Cookery. Edric Publishing House by Festijo, 2022, ISBN . 978-621-478-001-3	1	copy	
460	The Bright & the Pale by Rubinkowski, 2021, ISBN 978-0-06-287150-3	1	copy	
461	Song Beneath the Tides by Birch, 2020, ISBN 978-1-913101-07-7	1	copy	
462	Hazel Bly and the deep blue sea, by Blake, 2021, ISBN 978-0-316-53547-2	1	copy	
463	Broken Beautiful Hearts by Garcia, 2018, ISBN 978-1-250-0792	1	copy	
464	Philippine Regional Cuisine by Melchor, 2021, ISBN 978-621-8179-74-5	1	copy	
465	Ill will: The Untold Story of Heathcliff by Stewart, 2018, ISBN 978-0-00-824819-2	1	copy	
466	Her Last Flight: A Novel by Williams, 2021, ISBN 978-0-06-283479-9	1	copy	
467	The Puppetmaster's Apprentice by Deselm, 2020, ISBN 978-1-64567-080-3	1	copy	
468	Losing Brave by Madison, 2018, ISBN 978-0-310-76054-2	1	copy	
469	Girl in the Walls by Gnuse, 2021, ISBN 978-0-00-838102-8	1	copy	



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ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
470	The Kindest Lie by Johnson, 2021, ISBN 978-0-06-300563-1	1	copy	
471	Island Queen: A Novel by Riley, 2021, ISBN 978-0-06-300284-5	1	copy	
472	Practical Research 1: Qualitative Research by Francisco, 2022, ISBN 978-621-406-341-3	1	copy	
473	Practical Research 2: Quantitative Research by Francisco, 2022, ISBN 978-621-406-340-6	1	copy	
474	General Biology 2: For Senior High School by Faltado III...[et al.], 2020, ISBN 978-621-8035-69-0	1	copy	
475	The New Philippine Comprehensive Dictionary & Thesaurus w/ Phil. 12 Major Dialects, 2019, ISBN	1	copy	
<b>TERMS AND CONDITIONS:</b>				
1) The Acronym used in this Technical Specifications: a) ISBN - International Standard Book Number				
2) The Supplier shall replace any rejected item within fifteen (15) calendar days from receipt of a written notice from the end-user.				
3) Provision of CD / DVD / Flash Drive including inside and cover pages, for applicable items. These e-resources shall be used by the end-user unit during accreditation and uploading in the university website.				
4) The items as specified in this Technical Specifications shall be delivered only to the address indicated herein to be received by authorized personnel.				
5) The Supplier shall notify the indicated authorized receiving personnel at the Project Site at the scheduled date of delivery at least three (3) working days in advance, and shall ensure that the authorized receiving personnel of the Purchaser is present during the date and time of delivery. The Receiving Personnel reserves the right to refuse to receive/accept delivered Goods made before 8:00 A.M. or after 5:00 P.M., and on non-working days.				
6) The total price offered/quoted is subject to withholding tax and payable checks.				
7) Prior to issuing the Certificate of Complete Deliveries, the Inspectorate Team together with the end-users must conduct appropriate testing and ceiling of the delivered items.				
8) After the Testing and Ceiling, the Supplier shall be evaluated and will conform to the end user's evaluation rating results as a requirement for payment.				

I hereby certify to comply with all the above Technical Specifications including the terms and conditions stipulated herein.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name  
of Representative

\_\_\_\_\_  
Date



## *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 Documents

Name of Project	PURCHASE AND DELIVERY OF LIBRARY BOOKS
Approved Budget for the Contract	Php 1,258,413.00
Name of Bidder	
Address of Bidder	

ITEM NO.	REQUIREMENTS	PASSED	FAILED
I.	TECHNICAL COMPONENT ENVELOPE		
	<i>Class "A" Documents</i>		
	<i>Legal Documents</i>		
<input type="checkbox"/>	A. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); <b>and</b>		
<input type="checkbox"/>	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, <b>and</b>		
<input type="checkbox"/>	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; <b>and</b>		
<input type="checkbox"/>	D. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).		
	<i>Technical Documents</i>		
<input type="checkbox"/>	E. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; <b>and</b>		
<input type="checkbox"/>	F. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;  This statement shall be supported with any of the following as applicable:  a) [ ] For Government Contracts: i. Certificate of Final Acceptance (CFA) and/or Certificate of Complete Deliveries (CCD) signed by Head of the Procuring Entity (HOPE) or its duly authorized representative, <b>or</b> ii. Official Receipt(s) of the bidder covering the full amount of the contract; <b>or</b> Sales Invoice issued for the contract, if completed.  b) [ ] For Private Contracts: i. End-user's Acceptance, <b>or</b> ii. Official Receipt(s) of the bidder covering the full amount of the contract; <b>and</b>		



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ITEM NO.	REQUIREMENTS	PASSED	FAILED
<input type="checkbox"/>	G. [ ] Original copy of Bid Security. If in the form of a Surety Bond, also submit a certification issued by the Insurance Commission; <b>or</b>  [ ] Original copy of Notarized Bid Securing Declaration; <b>and</b>		
<input type="checkbox"/>	H. Conformity with <b>Technical Specifications</b> , which include Production/Delivery Schedule based on Section VI- Schedule of Requirements, and After-Sales/Parts, if applicable  <b>and</b>		
<input type="checkbox"/>	<b>I. Original duly signed revised Omnibus Sworn Statement, with the following supporting paragraphs as follows:</b>		
	1) Signatory is proprietor/duly authorized representative of bidder.		
	2) Full power and authority to perform acts or represent bidder.		
	3) Not “blacklisted” or barred from bidding		
	4) Each document is authentic copy of original, complete, and correct.		
	5) Authorizing Head of Procuring Entity to verify all documents submitted.		
	6) Not related to HOPE, BAC, TWG, Secretariat, PMO/IU, within 3rd civil degree.		
	7) Complies with existing labor laws and standards.		
	8) Aware of and undertaken responsibilities as a bidder.		
	9) Did not give any commission, amount, fee, or consideration.		
	10) 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.		
<input type="checkbox"/>	i.1. if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; <b>or</b> 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 ( <i>Authority of the signatory</i> )  <b>and</b>		
<input type="checkbox"/>	i.2. Integrity Pledge of KSU Service Provider with the attached ID of AMO with three (3) specimen signature;		
<i>Financial Documents</i>			
<input type="checkbox"/>	J. The Supplier’s <b>audited financial statements</b> , 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; <b>and</b>		
<input type="checkbox"/>	K. [ ] The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC); <b>or</b>  [ ] A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.		



Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
 Tabuk City, Kalinga 3800  
*Bids and Awards Committee*

ITEM NO.	REQUIREMENTS	PASSED	FAILED
<i>Class "B" Documents</i>			
<input type="checkbox"/>	L. <input type="checkbox"/> If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; <b>or</b>  <input type="checkbox"/> 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.		
<i>Other documentary requirements under RA No. 9184 (as applicable)</i>			
<input type="checkbox"/>	M. <i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> 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.		
<input type="checkbox"/>	N. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.		
<input type="checkbox"/>	O. Certificate of Exclusive Distributorship, if applicable		
<input type="checkbox"/>	P. License to Operate issued by a relevant government agency		

**NOTE:**

1. Any missing, incomplete, or patently insufficient document in the above-mentioned Checklist is a ground for outright rejection (non-complying) of the bid.
2. For hassle-free and easier bid evaluation, the Technical and Financial Envelopes must be soft bound and with Ear-Tabbing for each Checklist.

CHECKED BY:

BAC MEMBER's/TWG's Name and Signature: \_\_\_\_\_

DATE AND TIME OF EVALUATION: \_\_\_\_\_

REMARKS:

- Eligible/ Passed
- Non-Eligible/ Failed





## Checklist of Financial Documents

<b>Name of Project</b>	<b>:</b>	<b>PURCHASE AND DELIVERY OF LIBRARY BOOKS</b>
<b>Approved Budget for the Contract</b>	<b>:</b>	<b>Php 1,258,413.00</b>
<b>Name of Bidder</b>	<b>:</b>	
<b>Address of Bidder</b>	<b>:</b>	

ITEM NO.	REQUIREMENTS	PASSED	FAILED
<b>II. FINANCIAL COMPONENT ENVELOPE</b>			
<input type="checkbox"/>	A. Original of duly signed and accomplished Financial Bid Form; and		
<input type="checkbox"/>	B. Original of duly signed and accomplished Price Schedule(s)		

**NOTE:**

1. Any missing, incomplete, or patently insufficient document in the above-mentioned Checklist is a ground for outright rejection (non-complying) of the bid.
2. For hassle-free and easier bid evaluation, the Technical and Financial Envelopes must be soft bound and with Ear-Tabbing for each Checklist.
3. Each and every page of the Documents comprising the Financial Proposal shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.

**CHECKED BY:**

BAC MEMBER's/TWG's Name and Signature: \_\_\_\_\_

DATE AND TIME OF EVALUATION: \_\_\_\_\_

**REMARKS:**

- Complying**  
 **Non-Complying**

