PHILIPPINE BIDDING DOCUMENTS

Procurement of Books for URS URS-22-09-011

Government of the Republic of the Philippines

UNIVERSITY OF RIZAL SYSTEM

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.

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 the **Procurement of Books for URS**

- 1. The University of Rizal System, through the fund 011 of 2022 intends to apply the sum of Two Million Two Hundred Five Thousand One Hundred Twenty Five **Pesos and 80/100 Only (₱2,205,125.80)** being the ABC to payments under the contract for Procurement of Books for URS URS-22-09-011. Bids received in excess of the ABC shall be automatically rejected at bid opening.
- 2. The University of Rizal System now invites bids for the above Procurement Project. Delivery of the Goods is required by sixty (60) calendar days. 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 nondiscretionary "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 a. 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 University of Rizal System and inspect the Bidding Documents at the address given below during office hours 8:00 AM to 5:00 PM.
- 5. A complete set of Bidding Documents may be acquired by interested Bidders on June 30, 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 Two Thousand Five Hundred Pesos Only (#2,500.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
- 6. The University of Rizal System will hold a Pre-Bid Conference¹ on July 8, 2022, 1:30 PM at BAC Conference Room, URS Morong Campus, Morong, Rizal and through

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.

video conferencing or webcasting via **Google Meet**, 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 **1:00 PM of July 20, 2022**. Late bids shall not be accepted.
- 8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
- 9. Bid opening shall be on July 20, 2022, 1:30 PM at AVEC, URS Morong Campus, J. Sumulong St., Brgy San Juan, Morong, Rizal and through video conferencing or webcasting via Google Meet. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
- 10. The **University of Rizal System** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
- 11. For further information, please refer to:

Mr. John John C. Faulve Head of BAC Secretariat URS Morong Campus, J. Sumulong St., Brgy San Juan, Morong, Rizal Tel. No. 8653-2860 Email: <u>spmo@urs.edu.ph</u> / <u>bacsecretariat@urs.edu.ph</u>

12. You may visit the following websites:

For downloading of Bidding Documents: http://www.urs.edu.ph/bid-opportunities/

June 30, 2022

NELSON S. GONZALES, Ed. D. Chairperson, Bids and Awards Committee

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, **University of Rizal System** wishes to receive Bids for the **Procurement of Books for URS**, with identification number **URS-22-09-011**.

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 2022 in the amount of **Two Million Two Hundred Five Thousand One Hundred Twenty** Five Pesos and 80/100 Only (₱2,205,125.80).
- 2.2. The source of funding is:
 - a. NGA, the General Appropriations Act or Special Appropriations.

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 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 and either at its physical address BAC Conference Room, URS Morong Campus, J. Sumulong St., Brgy San Juan, Morong, Rizal and 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 **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 foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, exwarehouse, 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 the **BDS**.
 - 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 the **BDS**.

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:

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 October 20, 2022. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

 $^{^2}$ 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.

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 Entity's 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 14 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:

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. 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**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

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.

| ITB | |
|--------|--|
| Clause | |
| 5.3 | For this purpose, contracts similar to the Project shall be: |
| | a. Procurement of Books, Journals and other Publications . |
| | b. completed within five (5) years prior to the deadline for the submission and receipt of bids. |
| 7.1 | Subcontracting is not allowed |
| 12 | The price of the Goods shall be quoted DDP URS Morong Campus, J. Sumulong St., Brgy San Juan, Morong, Rizal 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: |
| | a. The amount of not less than ₱44,102.52, 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 P110,256. if bid security is in Surety Bond. |
| 19.3 | The list of items and ABC can be found in Section VII (Technical Specifications) |
| 20.2 | None |
| 21.2 | None |

Bid Data Sheet

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 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 VII (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

- 5.1 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.
- 5.2 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.

GCC Clause 1 [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:] **Delivery and Documents –** 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: [For Goods supplied from abroad, state:] "The delivery terms applicable to the Contract are DDP delivered [indicate place of destination]. In accordance with **INCOTERMS.**" [For Goods supplied from within the Philippines, state:] "The delivery terms applicable to this Contract are delivered [indicate place of destination]. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination." Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause the Procuring Entity's Representative at the Project Site is [indicate name(s)]. Incidental Services – The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: *Select appropriate requirements and delete the rest.* performance or supervision of on-site assembly and/or start-up of a. the supplied Goods: furnishing of tools required for assembly and/or maintenance of the b. supplied Goods; furnishing of a detailed operations and maintenance manual for each c. appropriate unit of the supplied Goods; performance or supervision or maintenance and/or repair of the d. 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

Special Conditions of Contract

| e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. [Specify additional incidental service requirements, as needed.] The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services. |
|---|
| Spare Parts – |
| Spare 1 arts – |
| The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier: |
| Select appropriate requirements and delete the rest. |
| 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 |
| 2. in the event of termination of production of the spare parts: |
| i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and |
| ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. |
| The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price. |
| The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [<i>indicate here the time period specified. If not used indicate a time period of three times the warranty period</i>]. |
| 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. |
| |

| Packaging – |
|--|
| 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. |
| 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. |
| The outer packaging must be clearly marked on at least four (4) sides as follows: |
| 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 |
| 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. |
| Transportation – |
| 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. |
| 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. |

| | Where the Supplier is required under Contract to deliver the Goods CIF, CIF DDP, Goods are to be transported on carriers of Philippine registry. In the ev that no carrier of Philippine registry is available, Goods may be shipped b carrier which is not of Philippine registry provided that the Supplier obtains a presents to the Procuring Entity certification to this effect from the near Philippine consulate to the port of dispatch. In the event that carriers Philippine registry are available but their schedule delays the Supplier in performance of this Contract the period from when the Goods were first rea for shipment and the actual date of shipment the period of delay will considered force majeure. | | | |
|-----|--|--|--|--|
| | 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. | | | |
| | Intellectual Property Rights – | | | |
| | 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. | | | |
| 2.2 | [If partial payment is allowed, state] "The terms of payment shall be as follows: | | | |
| 4 | The inspections and tests that will be conducted are: [Indicate the applicable inspections and tests] | | | |

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.

| Item Number | Description | Quantity | Total | Delivered, Weeks/Months |
|----------------|--|----------|-------|----------------------------|
| 1. | 10 Keys to Student Empowerment: Unlocking the Hero in Each Child. Beachboard, Cathleen. 2020. ISBN 9780367189228. | 2 | 2 | 60 calendar days |
| 2. | 107AwesomeElementaryTeachingIdeasYouCanImplementTomo,Reifman,Steve,2020,ISBN 9780367431693 | 3 | 3 | 60 calendar days |
| 3. | 500 AP Human Geography Questions to Know by Test Day .3ed., Anaxos, 2020, ISBN 9781260459739 | 2 | 2 | 60 calendar days |
| 4. | 500 AP World History Questions to Knwo Test Day .3ed., Stevens, Adam, ISBN 9781260460193 | 1 | 1 | 60 calendar days |
| 5. | 80 Awesome Sports Games The Epic Handbook Of Indoor And Outdoor Physical Education Games For Elementary, Junior And High School Kids. Dalton. 2020 | 1 | 1 | 60 calendar days |
| 6. | A Gift of Fire: Social, Legal, Ethical Issues for Computing Technology. Baase. 5th ed. 2018. ISBN 9789813133617 | 2 | 2 | 60 calendar days |
| 7. | A Turning Point In Teacher Education, Kirylo. 2019. ISBN 9781475827064 | 1 | 1 | 60 calendar days |
| 8. | AbnormalPsychology(original).Kring.2019.ISBN9781119586845ISBN | 1 | 1 | 60 calendar days |
| 9. | Accounting for Decision Making and Control .10ed. Zimmerman, Jerold. 2020. ISBN 9781260565478 | 1 | 1 | 60 calendar days |
| 10. | Accounting for Non Accountants. Horner, David 12th ed. 2020. ISBN 9781789664300 | 1 | 1 | 60 calendar days |
| 11. | ActionResearchinSoftwareEngineering:TheoryandApplications.Staron,Miroslaw.2019, ISBN 9783030326098 | 1 | 1 | 60 calendar days |
| 12. | Administrative secretary.3G E-Learning.2019.ISBN9781984625731 | 1 | 1 | 60 calendar days |

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| 13. | Adolescent Development. Meeus. 2019. ISBN 9781138611511 | 2 | 2 | 60 calendar days |
| 14. | Advances in Meat Processing Technology: Contemporary Food Engineering. Bekhit, Alaa ElDin A. 2018. ISBN 9781498700481 | 1 | 1 | 60 calendar days |
| 15. | AE Introductory Econometrics .7ed.: A Modern Approach Wooldridge, Jeffrey M.,2020 9789814866088 | 1 | 1 | 60 calendar days |
| 16. | AE Organizational Behavior. 13th ed. Ricky W. Griffin. 2020. ISBN 9789814866323 | 1 | 1 | 60 calendar days |
| 17. | AE Understanding Management. 11th ed. Richard L. Daft. 2020. ISBN 9789814866347 | 1 | 1 | 60 calendar days |
| 18. | All-in-One Nursing Care Planning Resource:Medical-Surgical, Pediatric,Pediatric,Maternity,and Psyuchiatric.Psyuchiatric.5th ed.Swearinger, ISBN 9780323532006 | 1 | 1 | 60 calendar days |
| 19. | An Introduction to Helping Skills. Westergaard. 2019. ISBN 9781473925113 | 1 | 1 | 60 calendar days |
| 20. | Announcing for Broadcasting and the Internet: The Modern Guide to Performance, Technology and Ethics. Hausman, Carl. 2019. ISBN 9781138294516 | 1 | 1 | 60 calendar days |
| 21. | AP English Literature 2020: 5 Steps To A 5. Rankin, Estelle M. 2020. ISBN 9781260455663 | 1 | 1 | 60 calendar days |
| 22. | AP Macroeconomics 2020: 5 Steps To A 5 Dodge, Eric R.,2020 9781260454857 | 1 | 1 | 60 calendar days |
| 23. | AP Microeconomics 2020: 5 Steps To A 5 Dodge, Eric R.,2020 9781260455816 | 1 | 1 | 60 calendar days |
| 24. | Armstrong's Handbook of Human Resource Management Practice. Michael Armstrong. 2020. ISBN 9780749498276 | 1 | 1 | 60 calendar days |
| 25. | Ask, Explore, Write!: An InquiryDriven Approach to Science and Literacy Learning, Hicks, Troy, 2020, ISBN 9780367225131 | 2 | 2 | 60 calendar days |
| 26. | Assessment for Reading Instruction 4ed. Dougherty Stahl, Katherin, 2020. ISBN 9781462541577 | 2 | 2 | 60 calendar days |
| 27. | Becoming a Personal Assistant: A Complete Career Guide. Peter Stone. 2018. ISBN 9781635498530 | 1 | 1 | 60 calendar days |

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| 28. | Becoming a Translator .4ed.: An Introduction to the Theory and Practice of Translation Robinson, Douglas, 2020 9780367227326 | 1 | 1 | 60 calendar days |
| 29. | Becoming an Industrial - Organizational Psychologist. Doverspike. 2019. ISBN 9781138480698 | 1 | 1 | 60 calendar days |
| 30. | Beginner's Guide to Home Sewing, A, RPS, ISBN 9781782496434 | 1 | 1 | 60 calendar days |
| 31. | Beginning Ada Programming: From Novice to Professional. Shvet, Andrew T. 2020, ISBN 9781484254271 | 1 | 1 | 60 calendar days |
| 32. | Big Data Analytics for Large-Scale Multimedia Search. Vrochidis, Stefanos. 2019, ISBN 9781119376972 | 1 | 1 | 60 calendar days |
| 33. | Biology a Global Approach. Campbell. 12th ed. 2021. ISBN 978-9813134812 | 1 | 1 | 60 calendar days |
| 34. | Biology Today and Tomorrow with Physiology. 6th ed. Cecie Starr. 2021, ISBN 9780357127544 | 1 | 1 | 60 calendar days |
| 35. | Book Business, The: What Everyone Needs to Know. Shtzkin, Mike. 2019. ISBN 9780190628048 | 1 | 1 | 60 calendar days |
| 36. | Brand Positioning: Connecting Marketing Strategy and Communications . 2020 . Kostelijk, Erik . ISBN 9780367250195 | 1 | 1 | 60 calendar days |
| 37. | BrockBiologyofMircroorganisms.16thed.Madigan.2022,ISBN9781292404790 | 1 | 1 | 60 calendar days |
| 38. | Business and Society : Ethics, Sustainability & Stakeholder Management. 10th ed. Carroll, Archie B. 2018, ISBN 9781305959828 | 1 | 1 | 60 calendar days |
| 39. | Business Ethics. 5th ed. Hartman. 2021. ISBN 9781260575811. | 2 | 2 | 60 calendar days |
| 40. | Business Law. 18th ed. Prenkert. 2022. ISBN 9781265406394. | 2 | 2 | 60 calendar days |
| 41. | CaseManagement:AnIntroductiontoConceptsandSkills.Frankel,ArthurJ.4thed.2019.ISBN 9780190858889 | 1 | 1 | 60 calendar days |
| 42. | Casino Management in Integrated Resorts . 2020 . Lam, Desmond . ISBN 9781138097506 | 1 | 1 | 60 calendar days |
| 43. | Chemistry (original). Chang. 2019. ISBN 978-1260085310 | 2 | 2 | 60 calendar days |

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| 44. | Children's Literature. Carrie Hintz. 2020. ISBN 9781138667952 | 3 | 3 | 60 calendar days |
| 45. | Cognition. 10th ed. Farmer. 2019. ISBN 978-1119657590 | 1 | 1 | 60 calendar days |
| 46. | College Physics. Young. 11th ed. 2020. ISBN 978-9813136731 | 1 | 1 | 60 calendar days |
| 47. | Comparative Politics : Exploring Concepts and Institutions Across Nations. Mahler, George. 6th ed. 2019. ISBN 9781626377905 | 1 | 1 | 60 calendar days |
| 48. | Concepts Database Management. Philip J. Pratt. 10th Ed. 2021. ISBN 9780357422083 | 1 | 1 | 60 calendar days |
| 49. | Conducting Action Research: for Business and Management Students. Coghlan, David. 2018, ISBN 9781526404787 | 1 | 1 | 60 calendar days |
| 50. | Cost and Management Accounting. 9th ed. Drury, Colin. 2018, ISBN 9781473749054 | 1 | 1 | 60 calendar days |
| 51. | Counselling Skills for Social Workers. Loughran, Hilda. 2019. ISBN 9781138504202 | 1 | 1 | 60 calendar days |
| 52. | Crafty Kids Guide to DIY Electronics, The: 20 Fun Projects for Makers, Crafters, and Everyone in Between, Leigh, Helen, 2019, ISBN 9781260142839 | 1 | 1 | 60 calendar days |
| 53. | Cultural Anthropology. 18ed. Kottak, Conrad, 2019 9781260098273 | 1 | 1 | 60 calendar days |
| 54. | Database Design and Relational Theory: Normal FOrms and All That Jazz. Date, C.J. 2020, ISBN 9781484255391 | 1 | 1 | 60 calendar days |
| 55. | Dealing with Difficult People : Fast, Effective Strategies for Handling Problem People. 4th ed. Lilley, Roy. 2019, ISBN 9780749486419 | 1 | 1 | 60 calendar days |
| 56. | Decision Maker's Handbook to Data Science. Kampakis, Stylianos. 2020, ISBN 9781484254936 | 1 | 1 | 60 calendar days |
| 57. | Design and Development of Web Information Systems. Schewe, Klaus-Dieter. 2019, ISBN 9783662588222 | 1 | 1 | 60 calendar days |
| 58. | Designing Microservices with Django: An Overview of Tools and Practices. Hochrein, Akos. 2020, ISBN 9781484253571 | 1 | 1 | 60 calendar days |
| 59. | Designing Quality Survey Questions. Robinson, Sheila B. 2018. ISBN 9781506330549 | 1 | 1 | 60 calendar days |

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| Support VoiceOver, Dynamic Type, and Smart Inverted Colors. Derksen-Staats, Daniel. 2020, ISBN 9781484253076 | 1 | 1 | 60 calendar days |
| Critical Introduction Khan, Shahrukh Rafi,2020 9780415787369 | 1 | 1 | 60 calendar days |
| Dictionary of Construction, Surveying & Civil Engineering, Gorse, Christopher, 2020, ISBN 9780198832485 | 2 | 2 | 60 calendar days |
| Dictionary of Geology and Earth Sciences, A .5ed. Allaby, Michael, 2020, ISBN 9780198839033 | 1 | 1 | 60 calendar days |
| Digital Filters: Analysis, Design, and Signal Processing Applications. 2nd ed. Antoniou, Andreas. 2018, ISBN 9780071846035 | 1 | 1 | 60 calendar days |
| Digital Journalism Studies: The Key Concepts. Franklin, Bob. 2019. ISBN 9781138223066 | 1 | 1 | 60 calendar days |
| Discrete Mathematics with Applications, Metric .5ed.: Metric Version. Epp, Susanna S. 2020. ISBN 9780357114087 | 1 | 1 | 60 calendar days |
| Doing Excellent Social Research with Documents: Practical Examples and Guidance for Qualitative Researchers. Grant, Aimee. 2019. ISBN 9781138038660 | 1 | 1 | 60 calendar days |
| DoingGlobalHistory:AnIntroductionin6ConceptsWenzlhuemer,Roland,20209781350106000 | 1 | 1 | 60 calendar days |
| Doing Pragmatics . 4ed. Grundym Peter, 2020 9781138549487 | 1 | 1 | 60 calendar days |
| Dot-Com Design: The Rise of a Usable, Social, Commercial Web. Ankerson, Megan Sapnar. 2018, ISBN 9781479892907 | 1 | 1 | 60 calendar days |
| Drawing for Landscape Architecture, Hutchison. 2019. ISBN 9780500294888 | 1 | 1 | 60 calendar days |
| Ecology of Tropical Asia, The. Corlett, Richard T. 3rd ed. 2019. ISBN 9780198817024 | 1 | 1 | 60 calendar days |
| E-Commerce 2020-2021. 16th ed. Laudon. 2021. ISBN 9781292343167 | 3 | 3 | 60 calendar days |
| | Type, and Smart Inverted Colors. Derksen-Staats, Daniel. 2020, ISBN 9781484253076 Development Economics: A Critical Introduction Khan, Shahrukh Rafi,2020 9780415787369 Dictionary of Construction, Surveying & Civil Engineering, Gorse, Christopher, 2020, ISBN 9780198832485 Dictionary of Geology and Earth Sciences, A .5ed. Allaby, Michael, 2020, ISBN 9780198839033 Digital Filters: Analysis, Design, and Signal Processing Applications. 2nd ed. Antoniou, Andreas. 2018, ISBN 9780071846035 Digital Journalism Studies: The Key Concepts. Franklin, Bob. 2019. ISBN 9781138223066 Discrete Mathematics with Applications, Metric .5ed.: Metric Version. Epp, Susanna S. 2020. ISBN 9780357114087 Doing Excellent Social Research with Documents: Practical Examples and Guidance for Qualitative Researchers. Grant, Aimee. 2019. ISBN 9781138038660 Doing Global History: An Introduction in 6 Concepts Wenzlhuemer, Roland,2020 9781350106000 Doing Pragmatics . 4ed. Grundym Peter, 2020 9781138549487 Dot-Com Design: The Rise of a Usable, Social, Commercial Web. Ankerson, Megan Sapnar. 2018, ISBN 9780500294888 Ecology of Tropical Asia, The. Corlett, Richard T. 3rd ed. 2019. ISBN 9780198817024 E-Commerce 2020-2021. 16th ed. Laudon. 2021. ISBN | SupportVoiceOver, Dynamic Type, and Smart Inverted Colors. Derksen-Staats, Daniel. 2020, ISBN 9781484253076DevelopmentEconomics: A Critical Introduction Khan, Shahrukh Rafi,2020 97804157873691Dictionary of Construction, Surveying & Civil Engineering, Gorse, Christopher, 2020, ISBN 97801988324852Dictionary of Geology and Earth Sciences, A. 5ed. Allaby, Michael, 2020, ISBN 97801988390332Digital Filters: Analysis, Design, and Signal Processing Applications. 2nd ed. Antoniou, Andreas. 2018, ISBN 97800718460351Digital Journalism Studies: The Key Concepts. Franklin, Bob. 2019. ISBN 97801371140871Doing Excellent Social Research with Documents: Practical Examples and Guidance for Qualitative Researchers. Grant, Aimee. 2019. ISBN 97811380386601Doing Global History: Wenzlhuemer, Roland,2020 97813501060001Doing Pragmatics. Venzlhuemer, Roland,2020 9781385494871Dot-Com Design: The Rise of a Usable, Social, Commercial Web. Ankerson, Megan Sapnar. 2018, ISBN 97801988170241Drawing for Landscape Architecture, Hutchison. 2019. ISBN 97801988170241E-Commerce 2020-2021. 16th ed. Laudon. 2021.1E-Commerce 2020-2021. 16th ed. Laudon. 2021.1 | SupportVoiceOver, Dynamic Type, and Smart Inverted Colors. Derksen-Staats, Daniel. 2020, ISBN 97814842530761DevelopmentEconomics: A Critical Introduction Mannuk Rafi,2020 978041578736911Dictionary of Construction, Surveying & Civil Engineering, Gorse, Christopher, 2020, ISBN 978019883248522Dictionary of Geology and Earth Sciences, A. 5ed. Allaby, Michael, 2020, ISBN 978019883903311Dictionary of Geology and Earth Sciences, A. 5ed. Allaby, Michael, 2020, ISBN 978019883903311Digital Filters: Analysis, Design, and Signal Processing Applications. 2018, ISBN 978007184603511Discrete Version. Epp, Susanna S. 2020. ISBN 978035711408711Doing Excellent Social Research with Documents: Practical Examples and Guidance for Qualitative Researchers. Grant, Aimee. 2019. ISBN 978113803866011Doing Global History: Anitroduction in 6111Doing Pragmatics. 4.4d. Grundym Peter, 2020 978113854948711Doing Pragmatics. 4.4d. Grundym Peter, 2020 978113854948811Doing Pragmatics. ISBN 978047989290711Drawing Sub 97804789290711Drawing for Landscape Architecture, Hutchison. 2019. ISBN 978147989290711Drawing for Landscape Architecture, Hutchison. 2019. ISBN 978047989290711Drawing for Landscape Architecture, Hutchison. 2019. ISBN 978047989290711 |

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| 74. | Educating Girls on the Autism Spectrum: Developing an Integrated Approach. Hebron, Judith. 2019. ISBN 9781785924606 | 2 | 2 | 60 calendar days |
| 75. | Education: An Introduction. Moris, San. 2019. ISBN 9781788823203 | 1 | 1 | 60 calendar days |
| 76. | Educational and Psychological Measurement. Holmes W. Frinch. 2019. ISBN 9781138963443 | 1 | 1 | 60 calendar days |
| 77. | Educational Technology: a Primer for the 21st Century. Huang, R. 2019. ISBN 9789811366420 | 1 | 1 | 60 calendar days |
| 78. | Emerging Biology in the Early Years: How Young Children Learn About the Living World. Tunnicliffe, Sue Dale. 2019. ISBN 9780815377115 | 2 | 2 | 60 calendar days |
| 79. | Engineering Graphics with SOLIDWORKS 2019. Planchard, David. 2019. ISBN9781630572303 | 1 | 1 | 60 calendar days |
| 80. | English in Global Aviation: Context, Research, and Pedagogy Friginal, Eric, 2020 9781350059313 | 1 | 1 | 60 calendar days |
| 81. | English Language Proficiency Testing in Asia: A New Paradigm Bridging Global and Local Contexts. Su-Lily-Wen. 2020. ISBN 9780815368717 | 1 | 1 | 60 calendar days |
| 82. | English Morphology for the Language Teaching Profession, Bauer, Laurie, 2020, ISBN 9780367428013 | 3 | 3 | 60 calendar days |
| 83. | Entrepreneurship Marketing: Principles and Practice of SME Marketing . 2020 . Nwankwo, Sonny . ISBN 9781138585232 | 1 | 1 | 60 calendar days |
| 84. | Entrepreneurship: Theory, Process, Practice. 11th ed. Kuratko, Donald F. 2020, ISBN 9780357033890 | 1 | 1 | 60 calendar days |
| 85. | Entreprenuership: Starting and Operating a Business. Burton, G 2020. ISBN 9781682858516 | 1 | 1 | 60 calendar days |
| 86. | Environmental Science. Enger. 2022. ISBN 9781265324339 | 1 | 1 | 60 calendar days |
| 87. | Essay Essentials with Reading .7ed. Norton, Sarah. 2019. ISBN 9780176721282 | 1 | 1 | 60 calendar days |
| 88. | Essential Business Statistics : Communicating with Numbers. Jaggia, Sanjiv. 2nd ed. 2020. ISBN 9781260547658 | 1 | 1 | 60 calendar days |

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| 89. | Essentials of Accounting for Governmental & Not-for-Profit O. Copley, Paul. 2020, ISBN 9781260570175 | 1 | 1 | 60 calendar days |
| 90. | Essentials of Entrepreneurship & Small Business Management. 9th ed. Scarborough. 2019. ISBN 9781292266022. | 1 | 1 | 60 calendar days |
| 91. | Essentials of Genetics (original). Klug. 10th ed. 2020. ISBN 978- 0134898414 | 1 | 1 | 60 calendar days |
| 92. | Essentials of Instructional Design, The 4ed.: Connecting Fundamentals Principles with Process and Practice. Brown, Abbie H. 2020. ISBN 9781138342606. | 1 | 1 | 60 calendar days |
| 93. | Essentials of Statistics for the Behavioral Sciences. 9th ed. Gravetter. 2019. ISBN 978- 1337098120 | 1 | 1 | 60 calendar days |
| 94. | Ethics: theory and practice. Thiroux. 11 th ed. 2018. ISBN 978- 9813133624 | 2 | 2 | 60 calendar days |
| 95. | Exam Literacy: A Guide to Doing What Works (and not what Does't) to better. Hunton, Jake. 2018. ISBN 9781785831980 | 2 | 2 | 60 calendar days |
| 96. | Explorations 9ed.: Introduction to Astronomy, Arny, Thomas T., 2020, ISBN 9781260565898 | 1 | 1 | 60 calendar days |
| 97. | Farm Management. Kay. 9th ed. 2020. ISBN 9781260566413 | 2 | 2 | 60 calendar days |
| 98. | Fertilizer Technology and Soil Fertility. Virginia Munn. 2018. ISBN 9781635497656 | 1 | 1 | 60 calendar days |
| 99. | Fictional Discourse: A Radical Fictionalist Semantics Predelli, Stefano 2020 9780198854128 | 1 | 1 | 60 calendar days |
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| 475. | Environmental Management: Concepts, Principles and Practice with Introduction to Philippine EIS System. Mendoza, et al. 2018. ISBN 978-621-427-010-1 | 2 | 2 | 60 calendar days |
| 476. | EnvironmentalScience.DavidBueno.2019.ISBN.9786214091126 | 7 | 7 | 60 calendar days |
| 477. | Essentials in Law on OBLIGATIONS and CONTRACTS (For Accountancy, Business and Management Students). Atty. T. Cagurangan. 2022. ISBN 978621-406-325-3 | 1 | 1 | 60 calendar days |
| 478. | Essentials of Business Ethics. Sergote. 2019. ISBN 978-621-427- 047-7 | 1 | 1 | 60 calendar days |
| 479. | Essentials of Marketing. Serrano. 2019. ISBN 978-621-427-069-9 | 1 | 1 | 60 calendar days |
| 480. | Events Management : Introduction to Meetings, Incentives, Conferences, (MICE) Festivals & other Special Events.B. Rodolfo. 2022. ISBN 9786214063215. | 2 | 2 | 60 calendar days |
| 481. | Facilitating Learnercentered teaching 5th edition, Maria Rita D. Lucas/Brenda B. Corpus, 2020, ISBN 9786218035973 | 7 | 7 | 60 calendar days |
| 482. | FinancialAccountingandReportingFundamentalsII(Partnership and Corporation)Year2019Edition.Frias, 2019.978-621-426-084-3 | 2 | 2 | 60 calendar days |
| 483. | Food and Beverage Service Procedures. Cornell, D. 2021. ISBN 9786214061051. | 3 | 3 | 60 calendar days |
| 484. | Food Processing. Bajao & Osorno. 2019. ISBN 621-418-053-0 | 1 | 1 | 60 calendar days |
| 485. | FundamentalsofManagement.Martin.2022.ISBN9786214270965. | 3 | 3 | 60 calendar days |
| 486. | Fundamentals of Management: Functions, Practices & Cases. Alminar-Mutya. 2019. ISBN 978- 621-427-050-7 | 1 | 1 | 60 calendar days |
| 487. | FundamentalsofPhytonProgramming.Pomperada.2019.ISBN 9786214062317 | 2 | 2 | 60 calendar days |

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| 488. | General Education Environmental Science. Benjamin Doria,et al. 2019. ISBN 978-621-8122-25-3 | 1 | 1 | 60 calendar days |
| 489. | Human Resource Development. Lopez, Marcel. 2021. ISBN 9786214270767. | 3 | 3 | 60 calendar days |
| 490. | Human Resource Management, 2nd Edition. Pereda, Arcega. 2020. ISBN 9786214270644. | 3 | 3 | 60 calendar days |
| 491. | Human Resource Management: Current Directions and New Challenges with Overviewing. Mendoza, Garcia. 2019. ISBN 978- 621-427-057-6 | 1 | 1 | 60 calendar days |
| 492. | InformationSystemsFundamentals.Revano.2019.ISBN 9786214062300 | 2 | 2 | 60 calendar days |
| 493. | InformationTechnologyFundamentals.Macatangga, et al.2018.ISBN 978-621-8122-09-3 | 1 | 1 | 60 calendar days |
| 494. | International Business & Trade.Martin.2021.9786214270859. | 4 | 4 | 60 calendar days |
| 495. | Introduction to Computer Networking. Pomperada. 2020. ISBN 9786214270736 | 4 | 4 | 60 calendar days |
| 496. | Introduction to Database Using Microsoft ACCESS. Abante. 2019. ISBN 9786214270613 | 4 | 4 | 60 calendar days |
| 497. | Introduction to Information Technology and ComputersFundamentals. Besueña. 2019. ISBN 978621427058. | 2 | 2 | 60 calendar days |
| 498. | Introduction to Jquerry. Pomperda. 2021. ISBN 9786214270941 | 3 | 3 | 60 calendar days |
| 499. | Introduction to Meetings, Incentives, Conference and Events Management. Bajao.Osorno. 2020. ISBN 6214180974 | 8 | 8 | 60 calendar days |
| 500. | Introduction to Pearl Programming.Pomperda.2021.9786214270774ISBN | 3 | 3 | 60 calendar days |
| 501. | Introduction to Ruby Programing. Pomperada. 2019. ISBN 9786214270712 | 2 | 2 | 60 calendar days |
| 502. | Introduction to Technopreneurship. Pomperada, Juaneza. 2019, ISBN 9786214270675 | 3 | 3 | 60 calendar days |
| 503. | Introduksiyon sa pag aaral ng wika (pandalubhasaan) Vizmin version red cover, Canasa et al, 2021, ISBN 9786214063123 | 5 | 5 | 60 calendar days |
| 504. | Introduksiyon sa pag aaral ng wika (pandalubhasaan), Luzon version | 7 | 7 | 60 calendar days |

| | green cover, Balawan et al, 2021, | | | |
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| | ISBN 9786214063116 Kitchen Essentials & Basic Food | | | |
| 505. | Preparation Manual. Bajao & Osorno. 2019. ISBN 621-4180-66- 0 | 1 | 1 | 60 calendar days |
| 506. | Kitchen Essentials & Basic Food Preparation. Dinaga, Liraza. 2021. ISBN 9786214063048 | 6 | 6 | 60 calendar days |
| 507. | Laboratory Manual in Biochemistry, 3e. Cruz, 2019, ISBN 9786214091140 | 5 | 5 | 60 calendar days |
| 508. | LaboratoryManualinMicrobiologyandParasitologyCruz, 2019, ISBN 9786214091157 | 5 | 5 | 60 calendar days |
| 509. | Law on Sales Made Easy. De Belen. 2019. ISBN 971-9667-11-7 | 1 | 1 | 60 calendar days |
| 510. | Legal Aspects in Tourism & Hospitality (The Philippine Tourisms Laws Simplified). Atty. T. Cagurangan. 2022. ISBN 9786214062980. | 2 | 2 | 60 calendar days |
| 511. | Let reviewer TOS PPST based english (book 3), Arboleda et al. 2020, ISBN 9786218035720 | 5 | 5 | 60 calendar days |
| 512. | Let reviewer TOS PPST based filipino, Furaque et al, 2020, ISBN 9786218035706 | 5 | 5 | 60 calendar days |
| 513. | Let reviewer TOS PPST based mathematics, Manrique et al, 2020, 9786218035713 | 5 | 5 | 60 calendar days |
| 514. | Life and Works of Dr. Jose P. Rizal. Pangilinan et al. 2018. ISBN 9786214062034. | 3 | 3 | 60 calendar days |
| 515. | Living in the I. T. Era. Revano. 2019. ISBN 978-621-406-243-0 | 1 | 1 | 60 calendar days |
| 516. | Malikhaing Pagsulat. Lontoc, et al. 2019. ISBN 978-621-8122-20-8 | 1 | 1 | 60 calendar days |
| 517. | Mathematics in the Modern World (New General Education). Almazan, Et.Al,2018. ISBN 978971967699. | 2 | 2 | 60 calendar days |
| 518. | Micro Perspective On Tourism. Lim. 2019. 97862140619832. | 2 | 2 | 60 calendar days |
| 519. | Multicultural Diversity In Workplace for the Tourism Professional. Baluyot. 2022. ISBN 9786214063222. | 2 | 2 | 60 calendar days |
| 520. | MYSQl. Abante. 2019. ISBN 9786214270620 | 2 | 2 | 60 calendar days |
| 521. | Nihongo for HospItality and Traveler's Guide. Biscocho. 2019. ISBN 978-627-427-030-9 | 1 | 1 | 60 calendar days |

| 522. | NSTP 1. Tan, Maranan, PUN. 2020. ISBN 978-621-406-299-7 | 1 | 1 | 60 calendar days |
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| 523. | NSTP National Service Training Program. Punzalan. Rev. ed. 2019. ISBN 978-621-406-225-6 | 1 | 1 | 60 calendar days |
| 524. | PanimulangLingguwistika(pandalubhasaan)Luzon, /Vizmin,Lonez, Ariaso et al, 2021, ISBN9786214063185 | 7 | 7 | 60 calendar days |
| 525. | Parliamentary Procedures. Asturias. 2017. ISBN 978-621- 406-138-9 | 1 | 1 | 60 calendar days |
| 526. | Philippine Culture and Tourism Geography. Bajao & Osorno. 2021. ISBN 621-418-189-6 | 1 | 1 | 60 calendar days |
| 527. | Physical Education 1 Movement Enhancement(College Textbook). Punzalan, Habana. 2019. ISBN 978-621-406-240-9A | 2 | 2 | 60 calendar days |
| 528. | Physical Education 2 Fitness Exercises. Punzalan. 2019. ISBN 978-621-406-207-2 | 1 | 1 | 60 calendar days |
| 529. | Physical Education 2 Rhythmic dance and Social Activities. Punzalan, Habana. 2020. ISBN 978-621-406-266-9 | 1 | 1 | 60 calendar days |
| 530. | Physical Education 4 Team Sports College Textbook. Punzalan, Habana. 2020. ISBN 978-621-406- 268-3 | 1 | 1 | 60 calendar days |
| 531. | Phyton Programming. Abante. 2019. ISBN 9786214270545 | 2 | 2 | 60 calendar days |
| 532. | Plane Geometry with Basic Trigonometry : A simplified approach, revised ed. Sarmiento. 2022. ISBN 9789214270996. | 3 | 3 | 60 calendar days |
| 533. | Practical Guide for Writing Information Technology Education Research Project. Balahadia, Abante. 2020. ISBN 978-621-427- 079-8 | 1 | 1 | 60 calendar days |
| 534. | Practical Guide to Poultry Raising, reprinted. Sangatanan. 2019. ISBN 971-7472-01-7 | 2 | 2 | 60 calendar days |
| 535. | Practice Set In Accounting Book 1: Instruction Book, Practice Set In Accounting Book 2: Suppliers and Customers' Documents, Practice Set In Accounting Book 3: Books of Accounts and Reports, Practice Set In Accounting Book 4: Forms of Computer Dot Com. Timbang. 2018. ISBN 978-621-427-004-0, | 1 | 1 | 60 calendar days |

| | 978-621-427-005-7, 978-621-427- | | | |
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| | 006-4, 978-621-427-007-1 | | | |
| 536. | Production Management. Martin. 2021. ISBN 9786214270903. | 3 | 3 | 60 calendar days |
| 537. | Quality Service Management in Tourism & Hospitality. Baluyot, M.B. 2021. ISBN 9786214063321. | 2 | 2 | 60 calendar days |
| 538. | Readings in Philippine History. Vanessa Umali et al. 2018. ISBN 978-621-95653-9-4 | 1 | 1 | 60 calendar days |
| 539. | Risk Management as Applied to Safety, Security, & Sanitation. Somoray. 2020. ISBN 978-621- 427-072-9 | 1 | 1 | 60 calendar days |
| 540. | Safety Management. Martin. 2021. ISBN 9786214270958. | 3 | 3 | 60 calendar days |
| 541. | Science Technology & Society. Doria, Et. Al. 2018. ISBN 9786218122116. | 2 | 2 | 60 calendar days |
| 542. | Science, Technology and Society. Prieto. Et al. 2019. ISBN 97862180355465. | 2 | 2 | 60 calendar days |
| 543. | Sikolohistang Pilipino. Castro- Kusano & Maglinte. 2018. ISBN 9786214090921 | 1 | 1 | 60 calendar days |
| 544. | Simplified Approach to Financial Management: Theories & Practices. Bautista ISBN 978-621- 427-012-5 | 1 | 1 | 60 calendar days |
| 545. | Social and Ethical, Legal and Professional Issues in Computing. LaviñaCharlemagn. 2020. ISBN 9786214062935 | 2 | 2 | 60 calendar days |
| 546. | Teaching internship, Milagros. L. Borabo, 2018, ISBN 9786218035416 | 5 | 5 | 60 calendar days |
| 547. | Technology for teaching & learning 2 (for language education english/filipino). Espique, Felina P. 2020. ISBN 9786218035898. | 7 | 7 | 60 calendar days |
| 548. | Total Quality Management for Tourism and Hospitality. Martin. 2021. ISBN 978-621-427-087-3 | 1 | 1 | 60 calendar days |
| 549. | Tourism & Hospitality Research.Cariño.2021.9786214063024 | 8 | 8 | 60 calendar days |
| 550. | Tourism Practicum Manual & Workbook. Bajao.Osorno. 2020. ISBN 6214181445 | 7 | 7 | 60 calendar days |
| 551. | Travel & Tour Management. Alwen, Jose Apid. 2021. ISBN 9786214063178. | 2 | 2 | 60 calendar days |
| 552. | Understanding the Self. Dellomos, Et.al. 2019. ISBN 978621812225 | 2 | 2 | 60 calendar days |

| 553. | Understanding the Self. Luna. 2022. ISBN 9786214271023. | 4 | 4 | 60 calendar days |
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| 554. | UnderstndingProgrammingforBeginnersUsing,C#.Balahadia,et.al.2020.ISBN9786214270750 | 2 | 2 | 60 calendar days |
| 555. | Web Programming Using PHP and MySQL. Lampawag. 2021. ISBN 9786214270811 | 2 | 2 | 60 calendar days |
| 556. | Western Cuisine. Dinaga, Liraza. 2022. ISBN 9786214063260. | 2 | 2 | 60 calendar days |
| 557. | Worktext In Basic and Advanced Keyboarding. San Luis. 2019. ISBN 978-621-406-241-6 | 1 | 1 | 60 calendar days |
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[Use this form for Framework Agreement:]

Framework Agreement List

Limited to repeatedly required goods and services that are identified to be necessary and desirable, but, by its nature, use or characteristic, the quantity and/ or exact time of need cannot be accurately pre-determined and are not advisable to be carried in stock.

Prepared by the End-User, attached to the APP and submitted to the BAC for the approval of the HOPE.

| FRAMEWORK AGREEMENT LIST (AGENCY) | | | | | | |
|--|----------------------------------|---------------------------|------------------------|--|--|--|
| Item / Service Type and nature of each item/service | Cost per item or service | Maximum Quantity | Total Cost per Item | | | |
| TOTAL | | | | | | |
| (Approved Budget for the Contract) | | | | | | |
| Expected delivery timeframe after receipt of a Call-Off. | Within [no. of days] ca | lendar days upon issuance | of Call-off. | | | |
| Remarks | Indicate here any oth necessary. | er appropriate informati | on as may be | | | |
| SIGNATURE OVER PRINTED NAME | POSITION | DEPARTMEN | T/DIVISION | | | |

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 | l | Specification | Statement of Compliance | ABC |
|-----|------|--------|--|----------------------------|-----------|
| 1. | 2 | copies | 10 Keys to Student Empowerment: Unlocking the Hero in Each Child. Beachboard, Cathleen. 2020. ISBN 9780367189228. | • | 6,612.48 |
| 2. | 3 | copies | 107 Awesome Elementary Teaching Ideas You Can Implement Tomo, Reifman, Steve, 2020, ISBN 9780367431693 | | 9,935.52 |
| 3. | 2 | copies | 500 AP Human Geography Questions to Know by Test Day .3ed., Anaxos, 2020, ISBN 9781260459739 | | 2,472.96 |
| 4. | 1 | сору | 500 AP World History Questions to Knwo Test Day .3ed., Stevens, Adam, ISBN 9781260460193 | | 1,236.48 |
| 5. | 1 | сору | 80 Awesome Sports Games The Epic Handbook Of Indoor And Outdoor Physical Education Games For Elementary, Junior And High School Kids. Dalton. 2020 | | 2,154.88 |
| 6. | 2 | copies | A Gift of Fire: Social, Legal, Ethical Issues for Computing Technology. Baase. 5th ed. 2018. ISBN 9789813133617 | | 2,795.52 |
| 7. | 1 | сору | A Turning Point In Teacher Education, Kirylo. 2019. ISBN 9781475827064 | | 2,715.86 |
| 8. | 1 | сору | Abnormal Psychology (original). Kring. 2019. ISBN 9781119586845 | | 4,701.76 |
| 9. | 1 | сору | Accounting for Decision Making and Control .10ed. Zimmerman, Jerold. 2020. ISBN 9781260565478 | | 4,291.84 |
| 10. | 1 | copy | Accounting for Non Accountants. Horner, David 12th ed. 2020. ISBN 9781789664300 | | 2,056.32 |
| 11. | 1 | сору | Action Research in Software Engineering: Theory and Applications. Staron, Miroslaw. 2019, ISBN 9783030326098 | | 8,356.32 |
| 12. | 1 | сору | Administrative secretary. 3G E- Learning. 2019. ISBN9781984625731 | | 4,188.80 |
| 13. | 2 | copies | Adolescent Development. Meeus. 2019. ISBN 9781138611511 | | 8,910.72 |
| 14. | 1 | сору | Advances in Meat Processing Technology: Contemporary Food Engineering. Bekhit, Alaa ElDin A. 2018. ISBN 9781498700481 | | 19,299.84 |

| | Item | l | Specification | Statement of Compliance | ABC |
|-----|------|--------|---|----------------------------|----------|
| 15. | 1 | сору | AE Introductory Econometrics .7ed.: A Modern Approach Wooldridge, Jeffrey M.,2020 9789814866088 | • | 8,820.00 |
| 16. | 1 | copy | AE Organizational Behavior. 13th ed. Ricky W. Griffin. 2020. ISBN 9789814866323 | | 8,820.00 |
| 17. | 1 | copy | AE Understanding Management. 11th ed. Richard L. Daft. 2020. ISBN 9789814866347 | | 8,820.00 |
| 18. | 1 | сору | All-in-One Nursing Care Planning Resource: Medical-Surgical, Pediatric, Maternity, and Psyuchiatric. 5th ed. Swearinger, Pamela. 2019. ISBN 9780323532006 | | 4,933.60 |
| 19. | 1 | copy | An Introduction to Helping Skills. Westergaard. 2019. ISBN 9781473925113 | | 5,120.42 |
| 20. | 1 | сору | Announcing for Broadcasting and the Internet: The Modern Guide to Performance, Technology and Ethics. Hausman, Carl. 2019. ISBN 9781138294516 | | 8,219.49 |
| 21. | 1 | сору | AP English Literature 2020: 5 Steps To A 5. Rankin, Estelle M. 2020. ISBN 9781260455663 | | 1,391.04 |
| 22. | 1 | сору | AP Macroeconomics 2020: 5 Steps To A 5 Dodge, Eric R.,2020 9781260454857 | | 1,391.04 |
| 23. | 1 | сору | AP Microeconomics 2020: 5 Steps To A 5 Dodge, Eric R.,2020 9781260455816 | | 1,391.04 |
| 24. | 1 | сору | Armstrong's Handbook of Human Resource Management Practice. Michael Armstrong. 2020. ISBN 9780749498276 | | 4,693.92 |
| 25. | 2 | copies | Ask, Explore, Write!: An InquiryDriven Approach to Science and Literacy Learning, Hicks, Troy, 2020, ISBN 9780367225131 | | 6,623.68 |
| 26. | 2 | copies | Assessment for Reading Instruction 4ed. Dougherty Stahl, Katherin, 2020. ISBN 9781462541577 | | 8,467.20 |
| 27. | 1 | copy | Becoming a Personal Assistant: A Complete Career Guide. Peter Stone. 2018. ISBN 9781635498530 | | 5,040.00 |
| 28. | 1 | сору | Becoming a Translator .4ed.: An Introduction to the Theory and Practice of Translation Robinson, Douglas, 2020 9780367227326 | | 4,019.68 |

| | Item | | Specification | Statement of Compliance | ABC |
|-----|------|--------|---|----------------------------|-----------|
| 29. | 1 | сору | Becoming an Industrial - Organizational Psychologist. Doverspike. 2019. ISBN 9781138480698 | • | 3,357.76 |
| 30. | 1 | copy | Beginner's Guide to Home Sewing, A, RPS, ISBN 9781782496434 | | 1,120.00 |
| 31. | 1 | сору | Beginning Ada Programming: From Novice to Professional. Shvet, Andrew T. 2020, ISBN 9781484254271 | | 3,651.00 |
| 32. | 1 | сору | Big Data Analytics for Large-Scale Multimedia Search. Vrochidis, Stefanos. 2019, ISBN 9781119376972 | | 10,046.40 |
| 33. | 1 | сору | Biology a Global Approach. Campbell. 12th ed. 2021. ISBN 978-9813134812 | | 3,469.76 |
| 34. | 1 | сору | Biology Today and Tomorrow with Physiology. 6th ed. Cecie Starr. 2021, ISBN 9780357127544 | | 7,140.00 |
| 35. | 1 | сору | Book Business, The: What Everyone Needs to Know. Shtzkin, Mike. 2019. ISBN 9780190628048 | | 1,443.68 |
| 36. | 1 | сору | Brand Positioning: Connecting Marketing Strategy and Communications . 2020 . Kostelijk, Erik . ISBN 9780367250195 | | 4,140.64 |
| 37. | 1 | copy | Brock Biology of Mircroorganisms. 16th ed. Madigan. 2022, ISBN 9781292404790 | | 8,397.60 |
| 38. | 1 | сору | Business and Society : Ethics, Sustainability & Stakeholder Management. 10th ed. Carroll, Archie B. 2018, ISBN 9781305959828 | | 9,172.80 |
| 39. | 2 | copies | Business Ethics. 5th ed. Hartman. 2021. ISBN 9781260575811. | | 9,408.00 |
| 40. | 2 | copies | Business Law. 18th ed. Prenkert. 2022. ISBN 9781265406394. | | 12,315.52 |
| 41. | 1 | сору | Case Management: An Introduction to Concepts and Skills. Frankel, Arthur J. 4th ed. 2019. ISBN 9780190858889 | | 3,830.40 |
| 42. | 1 | сору | Casino Management in Integrated Resorts . 2020 . Lam, Desmond . ISBN 9781138097506 | | 3,731.84 |
| 43. | 2 | copies | Chemistry (original). Chang. 2019. ISBN 978-1260085310 | | 5,819.52 |
| 44. | 3 | copies | Children's Literature. Carrie Hintz. 2020. ISBN 9781138667952 | | 5,873.28 |
| 45. | 1 | сору | Cognition. 10th ed. Farmer. 2019. ISBN 978-1119657590 | | 3,727.36 |

| | Item | | Specification | Statement of Compliance | ABC |
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| 46. | 1 | сору | College Physics. Young. 11th ed. 2020. ISBN 978-9813136731 | 1 1 1 | 2,237.76 |
| 47. | 1 | сору | Comparative Politics : Exploring Concepts and Institutions Across Nations. Mahler, George. 6th ed. 2019. ISBN 9781626377905 | | 4,035.52 |
| 48. | 1 | сору | Concepts Database Management. Philip J. Pratt. 10th Ed. 2021. ISBN 9780357422083 | | 7,140.00 |
| 49. | 1 | сору | Conducting Action Research: for Business and Management Students. Coghlan, David. 2018, ISBN 9781526404787 | | 2,593.92 |
| 50. | 1 | copy | Cost and Management Accounting. 9th ed. Drury, Colin. 2018, ISBN 9781473749054 | | 5,488.00 |
| 51. | 1 | сору | Counselling Skills for Social Workers. Loughran, Hilda. 2019. ISBN 9781138504202 | | 3,652.32 |
| 52. | 1 | сору | Crafty Kids Guide to DIY Electronics, The: 20 Fun Projects for Makers, Crafters, and Everyone in Between, Leigh, Helen, 2019, ISBN 9781260142839 | | 1,932.00 |
| 53. | 1 | copy | Cultural Anthropology. 18ed. Kottak, Conrad, 2019 9781260098273 | | 5,128.32 |
| 54. | 1 | copy | Database Design and Relational Theory: Normal FOrms and All That Jazz. Date, C.J. 2020, ISBN 9781484255391 | | 4,481.12 |
| 55. | 1 | сору | Dealing with Difficult People : Fast, Effective Strategies for Handling Problem People. 4th ed. Lilley, Roy. 2019, ISBN 9780749486419 | | 1,082.72 |
| 56. | 1 | copy | Decision Maker's Handbook to Data Science. Kampakis, Stylianos. 2020, ISBN 9781484254936 | | 3,342.08 |
| 57. | 1 | сору | Design and Development of Web Information Systems. Schewe, Klaus- Dieter. 2019, ISBN 9783662588222 | | 9,500.13 |
| 58. | 1 | сору | Designing Microservices with Django: An Overview of Tools and Practices. Hochrein, Akos. 2020, ISBN 9781484253571 | | 3,342.08 |
| 59. | 1 | сору | Designing Quality Survey Questions. Robinson, Sheila B. 2018. ISBN 9781506330549 | | 3,676.96 |

| | Item Specification | | | Statement of Compliance | ABC |
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| 60. | 1 | сору | Developing Accessible iOS Apps: Support VoiceOver, Dynamic Type, and Smart Inverted Colors. Derksen-Staats, Daniel. 2020, ISBN 9781484253076 | A | 3,342.08 |
| 61. | 1 | сору | Development Economics: A Critical Introduction Khan, Shahrukh Rafi,2020 9780415787369 | | 5,040.96 |
| 62. | 2 | copies | Dictionary of Construction, Surveying & Civil Engineering, Gorse, Christopher, 2020, ISBN 9780198832485 | | 3,445.12 |
| 63. | 1 | сору | Dictionary of Geology and Earth Sciences, A .5ed. Allaby, Michael, 2020, ISBN 9780198839033 | | 1,722.56 |
| 64. | 1 | сору | Digital Filters: Analysis, Design, and Signal Processing Applications. 2nd ed. Antoniou, Andreas. 2018, ISBN 9780071846035 | | 11,328.00 |
| 65. | 1 | сору | Digital Journalism Studies: The Key Concepts. Franklin, Bob. 2019. ISBN 9781138223066 | | 4,182.08 |
| 66. | 1 | сору | Discrete Mathematics with Applications, Metric .5ed.: Metric Version. Epp, Susanna S. 2020. ISBN 9780357114087 | | 7,235.20 |
| 67. | 1 | сору | Doing Excellent Social Research with Documents: Practical Examples and Guidance for Qualitative Researchers. Grant, Aimee. 2019. ISBN 9781138038660 | | 3,553.76 |
| 68. | 1 | copy | Doing Global History: An Introduction in 6 Concepts Wenzlhuemer, Roland,2020 9781350106000 | | 3,294.88 |
| 69. | 1 | сору | Doing Pragmatics . 4ed. Grundym Peter, 2020 9781138549487 | | 3,653.44 |
| 70. | 1 | сору | Dot-Com Design: The Rise of a Usable, Social, Commercial Web. Ankerson, Megan Sapnar. 2018, ISBN 9781479892907 | | 2,226.56 |
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Technical Specifications

| TECHNICAL SPECIFICATIONS | | | | |
|--------------------------|---------------------|--|--|--|
| Item / Service | Maximum Quantity | Technical Specifications / Scope of Work | Statement of Compliance | |
| | | | [Bidders must state here eithe "Comply" or "Not Comply" again, 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 be evidence in a Bidders Bid and cross referenced to that evidence. Evidence shall be in the form of manufacturer un-amended sales literature unconditional statements of specification and compliance issue by the manufacturer, sample independent test data etc., a appropriate. A statement that is not subsequently found to be contradicted by the evidence presented will rended the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance of 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.] | |

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,

<u>and</u>

- □ (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
 and
- □ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- □ (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- □ (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
 or

Original copy of Notarized Bid Securing Declaration; and

- □ (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable; and
- (i) Original duly signed Omnibus Sworn Statement (OSS);
 and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

<u>or</u>

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

Class "B" Documents

 \Box (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence:

<u>or</u>

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.

II. FINANCIAL COMPONENT ENVELOPE

- \Box (m) Original of duly signed and accomplished Financial Bid Form; **and**
- \Box (n) Original of duly signed and accomplished Price Schedule(s).

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

- (o) [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.
- □ (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

