

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Procurement of GOODS**

Procurement of  
Library Books for BatStateU ARASOF-  
Nasugbu

**Batangas State University**

REPUBLIC OF THE PHILIPPINES  
**BATANGAS STATE UNIVERSITY**  
BATANGAS CITY

**SECTION I**  
**INVITATION TO BID**

**PROCUREMENT OF LIBRARY BOOKS FOR BATSTATEU ARASOF-NASUGBU**

1. The Batangas State University, intends to apply the sum of **Two Million One Hundred Seventy-Five Thousand Nine Hundred Seventy-One Pesos Only (Php 2,175,971.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Library Books for BatStateU Arasof-Nasugbu**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot	Sub - ABC (Php)
Lot 1	396,565.00
Lot 2	98,988.00
Lot 3	99,985.00
Lot 4	334,807.00
Lot 5	219,083.00
Lot 6	490,562.00
Lot 7	475,525.00
Lot 8	60,456.00

2. The Batangas State University now invites bids for **Procurement of Library Books for BatStateU Arasof-Nasugbu**. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in **Section II Instruction to Bidders**.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184).
4. Interested bidders may obtain further information from Batangas State University and inspect the Bidding Documents at the BAC Office, Ground Floor, CITE Building from 8:00 AM to 5:00 PM, or download it from **PhilGEPS** or from Batangas State University Website (<http://www.batstate-u.edu.ph/>) provided the bidders shall pay the fee for the bidding documents upon submission of their bids. A complete set of Bidding Documents may be acquired by interested Bidders from the above mentioned address starting **January 20, 2016** until the deadline for submission and receipt of bids and upon submission of **letter of intent** and **payment of a nonrefundable fee for the Bidding Documents** in the amount of:

Lot	Sub - ABC (Php)	Amount of Bidding Documents
Lot 1	396,565.00	1,000.00
Lot 2	98,988.00	1,000.00
Lot 3	99,985.00	1,000.00
Lot 4	334,807.00	1,000.00
Lot 5	219,083.00	1,000.00
Lot 6	490,562.00	1,000.00
Lot 7	475,525.00	1,000.00
Lot 8	60,456.00	1,000.00

Only those who have purchased the Bidding Documents shall be allowed to participate in the pre-bid conference and raise or submit queries or clarifications.

5. The Batangas State University will hold a Pre-Bid Conference on **January 27, 2016, 2:00 PM, BAC Office, Ground Floor, CITE Building GPB Campus I** which shall be open only to all interested parties who have purchased the Bidding Documents.
6. Bids must be delivered to the above mentioned address on **February 8, 2016, 9:00 - 10:00 AM. Opening of bids will be at 10:00 AM.** All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
7. The Batangas State University reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

*BAC Office, Ground Floor, CITE Building  
Batangas State University  
Main Campus*

ATTY. EDGARD E. VALDEZ  
BAC Chairman  
Tel. No. 043-980-0385 local 1811

## SECTION II

# INSTRUCTIONS TO BIDDERS

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## A. General

### 1. Scope of Bid

- 1.1. The procuring entity named in the **BDS** (hereinafter referred to as the “Procuring Entity”) wishes to receive bids for supply and delivery of the goods as described in Section VII. Technical Specifications (hereinafter referred to as the “Goods”).
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in ITB Clause 28.

### 2. Source of Funds

The Procuring Entity has a budget or has applied for or received funds from the Funding Source named in the **BDS**, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for the Project, as defined in the **BDS**, to cover eligible payments under the contract.

### 3. Corrupt, Fraudulent, Collusive, and Coercive Practices

- 3.1. Unless otherwise specified in the **BDS**, 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. In pursuance of this policy, the Procuring Entity:
  - (a) defines, for purposes of this provision, the terms set forth below as follows:
    - (i) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA 3019.
    - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
    - (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.

- (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
  - (v) “obstructive practice” is
    - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
    - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
  - (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.
- 3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in ITB Clause 3.1(a).
- 3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a bidder or supplier in the bidding for and performance of a contract themselves or through independent auditors as reflected in the GCC Clause 3.

#### **4. Conflict of Interest**

- 4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (f) below:
- (a) A Bidder has controlling shareholders in common with another Bidder;
  - (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;

- (c) A Bidder has the same legal representative as that of another Bidder for purposes of this bid;
  - (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process. This will include a firm or an organization who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project if the personnel would be involved in any capacity on the same project;
  - (e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid; or
  - (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid.
- 4.2. In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:
- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
  - (b) If the Bidder is a partnership, to all its officers and members;
  - (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders; and
  - (d) If the Bidder is a joint venture (JV), the provisions of items (a), (b), or (c) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.

## 5. Eligible Bidders

- 5.1. Unless otherwise provided in the **BDS**, the following persons shall be eligible to participate in this bidding:
- (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;



- (c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
  - (d) Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines; and
  - (e) Unless otherwise provided in the **BDS**, persons/entities forming themselves into a JV, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%).
- 5.2. Foreign bidders may be eligible to participate when any of the following circumstances exist, as specified in the **BDS**:
- (a) When a Treaty or International or Executive Agreement as provided in Section 4 of the RA 9184 and its IRR allow foreign bidders to participate;
  - (b) Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - (c) When the Goods sought to be procured are not available from local suppliers; or
  - (d) When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Government corporate entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or the Procuring Entity.
- 5.4. Unless otherwise provided in the **BDS**, the Bidder must have completed at least one contract similar to the Project the value of which, adjusted to current prices using the National Statistics Office consumer price index, must be at least equivalent to a percentage of the ABC stated in the **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**, and completed within the relevant period stated in the Invitation to Bid and **ITB** Clause 12.1(a)(iii).

- 5.5 The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (K)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract for this Project.

Where:

K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for a contract duration of more than two years.

The value of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System.

## 6. Bidder's Responsibilities

- 6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII – Bidding Forms as required in **ITB** Clause 12.1(b)(iii).
- 6.2. The Bidder is responsible for the following:
  - (a) Having taken steps to carefully examine all of the Bidding Documents;
  - (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
  - (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
  - (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) as provided under **ITB** Clause 10.3.
  - (e) Ensuring that it is not “blacklisted” or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
  - (f) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
  - (g) Authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;
  - (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;
  - (i) Complying with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of RA 3019; and
  - (j) Complying with existing labor laws and standards, in the case of procurement of services.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

- 6.3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.

- 6.4. It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.
- 6.5. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity.
- 6.6. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.7. Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.
- 6.8. The Bidder should note that the Procuring Entity will accept bids only from those that have paid the nonrefundable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

## 7. Origin of Goods

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of goods other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, subject to **ITB** Clause 27.1.

## 8. Subcontracts

- 8.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Goods to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2. Subcontractors must comply with the eligibility criteria and the documentary requirements specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.
- 8.3. The Bidder may identify the subcontractor to whom a portion of the Goods will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

## B. Contents of Bidding Documents

### 9. Pre-Bid Conference

- 9.1. (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.

(b) *The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GOP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.*

- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents discussed during the pre-bid conference.
- 9.3. Any statement made at the pre-bid conference shall not modify the terms of the Bidding Documents unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental/Bid Bulletin.

## **10. Clarification and Amendment of Bidding Documents**

- 10.1. Bidders who have purchased the Bidding Documents may request for clarification on any part of the Bidding Documents for an interpretation. Such request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of bids.
- 10.2. Supplemental/Bid Bulletins may be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.3. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted on the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity concerned, if available. It shall be the responsibility of all Bidders who secure the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 23.

### **C. Preparation of Bids**

## **11. Language of Bid**

The bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Entity, shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation in English certified by the appropriate embassy or consulate in the Philippines, in which case the English translation shall govern for purposes of interpretation of the bid.

## **12. Documents Comprising the Bid: Eligibility and Technical Components**

12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

(a) Eligibility Documents –

Class “A” Documents:

- (i) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **BDS**;
- (ii) Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (iii) Statement of all its ongoing and completed government and private contracts within the period stated in the **BDS**, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:
  - (iii.1) name of the contract;
  - (iii.2) date of the contract;
  - (iii.3) kinds of Goods;
  - (iii.4) amount of contract and value of outstanding contracts;
  - (iii.5) date of delivery; and
  - (iii.6) end user’s acceptance or official receipt(s) issued for the contract, if completed.
- (iv) Audited financial statements, stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;
- (v) NFCC computation in accordance with ITB Clause 5.5;
- (vi) Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR; and

Class “B” Document:

- (vii) If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

(b) Technical Documents –

- (i) Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:
  - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
  - (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;
- (ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
- (iii) Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section VIII – Bidding Forms.

### **13. Documents Comprising the Bid: Financial Component**

- 13.1. Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:
  - (a) Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.4;
  - (b) If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification from the DTI, SEC, or CDA issued in accordance with **ITB** Clause 27, unless otherwise provided in the **BDS**; and
  - (c) Any other document related to the financial component of the bid as stated in the **BDS**.
- 13.2.
  - (a) Unless otherwise stated in the **BDS**, all bids that exceed the ABC shall not be accepted.
  - (b) Unless otherwise indicated in the **BDS**, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:
    - (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
    - (ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the procuring entity and that the estimates reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.
    - (iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances.

- (iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
- (v) The procuring entity has established a system to monitor and report bid prices relative to ABC and procuring entity's estimate. The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

#### **14. Alternative Bids**

Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.

#### **15. Bid Prices**

- 15.1. The Bidder shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.
- 15.2. The Bidder shall fill in rates and prices for all items of the Goods described in the Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of Quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Government.
- 15.3. The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.
- 15.4. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - (a) For Goods offered from within the Procuring Entity's country:
    - (i) The price of the Goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable:
      - (i.1) on the components and raw material used in the manufacture or assembly of Goods quoted ex works or ex factory; or
      - (i.2) on the previously imported Goods of foreign origin quoted ex warehouse, ex showroom, or off-the-shelf and

any Procuring Entity country sales and other taxes which will be payable on the Goods if the contract is awarded.

- (ii) The price for inland transportation, insurance, and other local costs incidental to delivery of the Goods to their final destination.
  - (iii) 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 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, listed in the **BDS**.
- 15.5. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to **ITB** Clause 24.

All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances. Extraordinary circumstances refer to events that may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon the recommendation of the Procuring Entity. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

## 16. Bid Currencies

- 16.1. Prices shall be quoted in the following currencies:
- (a) For Goods that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Pesos.
  - (b) For Goods that the Bidder will supply from outside the Philippines, the prices may be quoted in the currency(ies) stated in the **BDS**. 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.
- 16.2. If so allowed in accordance with **ITB** Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the foregoing exchange rates.
- 16.3. Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.



## 17. Bid Validity

- 17.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 17.2. In exceptional circumstances, prior to the expiration of the Bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

## 18. Bid Security

- 18.1. The bid security in the amount stated in the **BDS** shall be equal to the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)
(d) Any combination of items (a) to (c) above	Proportionate to share of form with respect to total amount of security
(e) Bid Securing Declaration	No percentage required

For biddings conducted by LGUs, the Bidder may also submit bid securities in the form of cashier's/manager's check, bank draft/guarantee, or irrevocable letter of credit from other banks certified by the BSP as authorized to issue such financial statement.

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the bidder shall enter into contract with the procuring entity and furnish the performance security required under **ITB** Clause 33.2, from receipt of the Notice of Award, and committing to pay the corresponding fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

- 18.2 The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 18.3 No bid securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a motion for reconsideration and/or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the bidder with the Lowest Calculated and Responsive Bid has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in **ITB** Clause 18.2.
- 18.4 Upon signing and execution of the contract pursuant to **ITB** Clause 32, and the posting of the performance security pursuant to **ITB** Clause 33, the successful Bidder's bid security will be discharged, but in no case later than the bid security validity period as indicated in the **ITB** Clause 18.2.
- 18.5 The bid security may be forfeited:
- (a) if a Bidder:
- (i) withdraws its bid during the period of bid validity specified in **ITB** Clause 17;
  - (ii) does not accept the correction of errors pursuant to **ITB** Clause 28.3(b);
  - (iii) fails to submit the requirements within the prescribed period or a finding against their veracity as stated in **ITB** Clause 29.2;
  - (iv) submission of eligibility requirements containing false information or falsified documents;
  - (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
  - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
  - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid;
  - (viii) refusal or failure to post the required performance security within the prescribed time;
  - (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
  - (x) any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;

- (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
  - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- (b) if the successful Bidder:
- (i) fails to sign the contract in accordance with **ITB** Clause 32; or
  - (ii) fails to furnish performance security in accordance with **ITB** Clause 33.

## 19. Format and Signing of Bids

- 19.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII – Bidding Forms on or before the deadline specified in the **ITB** Clauses 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid.
- 19.2. Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3. The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4. The bid, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
- 19.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

## 20. Sealing and Marking of Bids

- 20.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12 in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. \_\_\_ - TECHNICAL COMPONENT” and “COPY NO. \_\_\_ - FINANCIAL COMPONENT” and the outer envelope as “COPY NO. \_\_\_”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

- 20.3. The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.
- 20.4. All envelopes shall:
- (a) contain the name of the contract to be bid in capital letters;
  - (b) bear the name and address of the Bidder in capital letters;
  - (c) be addressed to the Procuring Entity's BAC in accordance with **ITB** Clause 1.1;
  - (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and
  - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with **ITB** Clause 21.
- 20.5. If bids are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid.

#### **D. Submission and Opening of Bids**

##### **21. Deadline for Submission of Bids**

Bids must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the **BDS**.

##### **22. Late Bids**

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared "Late" and shall not be accepted by the Procuring Entity.

##### **23. Modification and Withdrawal of Bids**

23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed, properly identified, linked to its original bid marked as "TECHNICAL MODIFICATION" or "FINANCIAL MODIFICATION" and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

23.2. A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids.

23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that

withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.

- 23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder's bid security, pursuant to **ITB** Clause 18.4, and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR.

## **24. Opening and Preliminary Examination of Bids**

- 24.1. The BAC shall open the first bid envelopes of Bidders in public as specified in the **BDS** to determine each Bidder's compliance with the documents prescribed in **ITB** Clause 12. For this purpose, the BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 24.2. Unless otherwise specified in the BDS, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated "passed". The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as "failed". Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.
- 24.3. Letters of withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened. If the withdrawing Bidder's representative is in attendance, the original bid and all copies thereof shall be returned to the representative during the bid opening. If the representative is not in attendance, the bid shall be returned unopened by registered mail. The Bidder may withdraw its bid prior to the deadline for the submission and receipt of bids, provided that the corresponding Letter of Withdrawal contains a valid authorization requesting for such withdrawal, subject to appropriate administrative sanctions.
- 24.4. If a Bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class "A" Documents, the said certification may be submitted in lieu of the requirements enumerated in **ITB** Clause 12.1(a), items (i) to (v).
- 24.5. In the case of an eligible foreign Bidder as described in **ITB** Clause 5, the Class "A" Documents described in **ITB** Clause 12.1(a) may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned.

- 24.6. Each partner of a joint venture agreement shall likewise submit the requirements in **ITB** Clauses 12.1(a)(i) and 12.1(a)(ii). Submission of documents required under **ITB** Clauses 12.1(a)(iii) to 12.1(a)(v) by any of the joint venture partners constitutes compliance.
- 24.7. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price, bid security, findings of preliminary examination; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.

## **E. Evaluation and Comparison of Bids**

### **25. Process to be Confidential**

- 25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of **ITB** Clause 26.
- 25.2. Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

### **26. Clarification of Bids**

To assist in the evaluation, comparison, and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered.

### **27. Domestic Preference**

- 27.1. Unless otherwise stated in the **BDS**, the Procuring Entity will grant a margin of preference for the purpose of comparison of bids in accordance with the following:
  - (a) The preference shall be applied when (i) the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder, or (ii) the lowest bid offered by a non-Philippine national is lower than the lowest bid offered by a Domestic Entity.
  - (b) For evaluation purposes, the lowest Foreign Bid or the bid offered by a non-Philippine national shall be increased by fifteen percent (15%).
  - (c) In the event that (i) the lowest bid offered by a Domestic Entity does not exceed the lowest Foreign Bid as increased, or (ii) the lowest bid offered by a non-Philippine national as increased, then the Procuring Entity shall award the contract to the Domestic Bidder/Entity at the amount of the lowest Foreign Bid or the bid offered by a non-Philippine national, as the case may be.
  - (d) If the Domestic Entity/Bidder refuses to accept the award of contract at the amount of the Foreign Bid or bid offered by a non-Philippine national within two (2) calendar days from receipt of written advice from the

BAC, the Procuring Entity shall award to the bidder offering the Foreign Bid or the non-Philippine national, as the case may be, subject to post-qualification and submission of all the documentary requirements under these Bidding Documents.

- 27.2. A Bidder may be granted preference as a Domestic Entity subject to the certification from the DTI (in case of sole proprietorships), SEC (in case of partnerships and corporations), or CDA (in case of cooperatives) that the (a) sole proprietor is a citizen of the Philippines or the partnership, corporation, cooperative, or association is duly organized under the laws of the Philippines with at least seventy five percent (75%) of its interest or outstanding capital stock belonging to citizens of the Philippines, (b) habitually established in business and habitually engaged in the manufacture or sale of the merchandise covered by his bid, and (c) the business has been in existence for at least five (5) consecutive years prior to the advertisement and/or posting of the Invitation to Bid for this Project.
- 27.3. A Bidder may be granted preference as a Domestic Bidder subject to the certification from the DTI that the Bidder is offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

## **28. Detailed Evaluation and Comparison of Bids**

- 28.1. The Procuring Entity will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.
- 28.2. The Lowest Calculated Bid shall be determined in two steps:
- (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
  - (b) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- 28.3. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all bids rated "passed," using non-discretionary pass/fail criteria. Unless otherwise specified in the **BDS**, the BAC shall consider the following in the evaluation of bids:
- (a) Completeness of the bid. Unless the ITB specifically allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Procuring Entity; and

- (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications, if allowed in the **BDS**. Any adjustment shall be calculated in monetary terms to determine the calculated prices.
- 28.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.
- 28.5. The Procuring Entity's evaluation of bids shall only be based on the bid price quoted in the Financial Bid Form.
- 28.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.

## 29. Post-Qualification

- 29.1. The Procuring Entity shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid (LCB) complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.
- 29.2. Within a non-extendible period of three (3) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:
- (a) Latest income and business tax returns in the form specified in the **BDS**;
  - (b) Certificate of PhilGEPS Registration; and
  - (c) Other appropriate licenses and permits required by law and stated in the **BDS**.

Failure of the Bidder declared as Lowest Calculated Bid to duly submit the requirements under this Clause or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualification of the Bidder for award.

- 29.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion.
- 29.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the Lowest Calculated Responsive Bid, and recommend to the Head of the Procuring Entity



the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.

- 29.5. A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the Lowest Calculated Responsive Bid is determined for contract award.
- 29.6. Within a period not exceeding seven (7) calendar days from the date of receipt of the recommendation of the BAC, the Head of the Procuring Entity shall approve or disapprove the said recommendation. In the case of GOCCs and GFIs, the period provided herein shall be fifteen (15) calendar days.

### **30. Reservation Clause**

- 30.1. Notwithstanding the eligibility or post-qualification of a Bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.
- 30.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:
- (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
  - (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
  - (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:
    - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the head of the procuring entity;

- (ii) If the project is no longer necessary as determined by the head of the procuring entity; and
  - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.
- 30.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:
- (a) No bids are received;
  - (b) All prospective Bidders are declared ineligible;
  - (c) All bids fail to comply with all the bid requirements or fail post-qualification; or
  - (d) The Bidder with the Lowest Calculated Responsive Bid (LCRB) refuses, without justifiable cause to accept the award of contract, and no award is made.

## **F. Award of Contract**

### **31. Contract Award**

- 31.1. Subject to **ITB** Clause 29, the Procuring Entity shall award the contract to the Bidder whose bid has been determined to be the LCRB.
- 31.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award received personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 31.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
- (a) Submission of the valid JVA, if applicable, within ten (10) calendar days from receipt by the Bidder of the notice from the BAC that the Bidder has the LCRB;
  - (b) Posting of the performance security in accordance with **ITB** Clause 33;
  - (c) Signing of the contract as provided in **ITB** Clause 32; and
  - (d) Approval by higher authority, if required.
- 31.4. At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in Section VI-Schedule of Requirements.

### **32. Signing of the Contract**

- 32.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the

Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.

- 32.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security and sign and date the contract and return it to the Procuring Entity.
- 32.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 32.4. The following documents shall form part of the contract:
  - (a) Contract Agreement;
  - (b) Bidding Documents;
  - (c) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted;
  - (d) Performance Security;
  - (e) Credit line in accordance with **ITB** Clause 0, if applicable;
  - (f) Notice of Award of Contract; and
  - (g) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

### 33. Performance Security

- 33.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.
- 33.2. The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount equal to the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon	Thirty percent (30%)

demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	
(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

33.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the LCRB is identified and selected for contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement.

### 34. Notice to Proceed

34.1. Within three (3) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue its Notice to Proceed to the Bidder.

34.2. The contract effectivity date shall be provided in the Notice to Proceed by the Procuring Entity, which date shall not be later than seven (7) calendar days from the issuance of the Notice to Proceed.

### 35. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the Revised Implementing Rules and Regulations of Republic Act 9184.

## SECTION III BID DATA SHEETS

<b>ITB Clause</b>																			
1.1	<b>The Procuring Entity is <i>Batangas State University</i></b>																		
1.2	Not applicable																		
<u>2</u>	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) in the amount of <b>Two Million One Hundred Seventy-Five Thousand Nine Hundred Seventy-One Pesos Only (Php 2,175,971.00)</b>.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Lot</th> <th style="text-align: center;">Sub - ABC (Php)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Lot 1</td> <td style="text-align: right;">396,565.00</td> </tr> <tr> <td style="text-align: center;">Lot 2</td> <td style="text-align: right;">98,988.00</td> </tr> <tr> <td style="text-align: center;">Lot 3</td> <td style="text-align: right;">99,985.00</td> </tr> <tr> <td style="text-align: center;">Lot 4</td> <td style="text-align: right;">334,807.00</td> </tr> <tr> <td style="text-align: center;">Lot 5</td> <td style="text-align: right;">219,083.00</td> </tr> <tr> <td style="text-align: center;">Lot 6</td> <td style="text-align: right;">490,562.00</td> </tr> <tr> <td style="text-align: center;">Lot 7</td> <td style="text-align: right;">475,525.00</td> </tr> <tr> <td style="text-align: center;">Lot 8</td> <td style="text-align: right;">60,456.00</td> </tr> </tbody> </table> <p>The name of the Project is <b>Procurement of Library Books for BatStateU Arasof-Nasugbu</b>.</p> <p>The identification number of the Project is BSU-Project NO. 2016-_____.</p>	Lot	Sub - ABC (Php)	Lot 1	396,565.00	Lot 2	98,988.00	Lot 3	99,985.00	Lot 4	334,807.00	Lot 5	219,083.00	Lot 6	490,562.00	Lot 7	475,525.00	Lot 8	60,456.00
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Lot 4	334,807.00																		
Lot 5	219,083.00																		
Lot 6	490,562.00																		
Lot 7	475,525.00																		
Lot 8	60,456.00																		
3.1	No further instructions.																		
5.1	No further instructions.																		
5.2	Bidding is restricted to eligible bidders as defined in ITB Clause 5.1.																		
5.4	Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.																		
5.5	No further instructions.																		
6.3	No further instructions.																		
7	No further instructions.																		
8.1	Subcontracting is not allowed.																		
8.2	Not applicable.																		
9.1	The Procuring Entity will hold a pre-bid conference for this Project on <b>January 27, 2016, 2:00 PM</b> .																		

	<p><b>BAC Office</b>  <b>Ground Floor, CITE Building</b>  <b>Batangas State University, GPB Campus I</b>  <b>Rizal Avenue Extension, Batangas City</b></p>
10.1	<p>The Procuring Entity's address is:  <b>2<sup>nd</sup> Floor, CITE Building,</b>  <b>Batangas State University, GPB Campus I</b>  <b>Rizal Avenue Extension, Batangas City</b></p> <p><b>Dr. Tirso A. Ronquillo</b>  <b>University President</b>  <b>Tel. No. (043) 723-0339 / 980-0385 local 1546</b></p>
12.1	<i>No further instructions.</i>
12.1(a)(i)	No other acceptable proof of registration is recognized.
12.1(a)(iii)	The statement "covers all ongoing and completed government and private contracts" shall include all such contracts within <b>three (3) years</b> prior to the deadline for the submission and receipt of bids, including contracts awarded but not yet started, if any. The value of the prospective Bidder's largest contract, adjusted to current price index must be at least fifty percent (50%) of the ABC/Sub ABC in order to be eligible to bid for the project.
13.1	No additional requirements.
13.2	<p>The Total ABC is <b>Two Million One Hundred Seventy-Five Thousand Nine Hundred Seventy-One Pesos Only (Php 2,175,971.00).</b></p> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>
15.4(a)(iii)	No incidental services are required.
15.4(a)(iii)	<p>Not applicable</p> <p>No incidental services are required.</p>
15.5	Bid Prices shall be fixed. Adjustable price proposals shall be treated as non-responsive and shall be rejected.
15.6	Extraordinary circumstances refer to events that may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon the recommendation of the Procuring Entity.
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	No further instructions.
17.1	Bid validity period is <b>One Hundred Twenty (120) calendar days</b> from the date of opening of bids.

18.1	<p>The bid security shall be in the following amount:</p> <ol style="list-style-type: none"> <li>1. <b>Two (2%) of the ABC</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>2. <b>Five (5%) of the ABC</b> if bid security is in Surety Bond; or</li> <li>3. <b>Any combination of the foregoing proportionate to the share of form with respect to total amount of security.</b></li> <li>4. <b>Bid Securing Declaration (Use BatStateU Goods Form No. 5c)</b></li> </ol>
18.2	<p><b>The validity period for bid security is One Hundred twenty (120) calendar days from the date of opening of bid.</b></p>
20.3	<p>Each Bidder shall submit <b>one (1)</b> original and <b>two (2)</b> copies of the first and second components of its bid.</p>
21	<p>The address for submission of bids is</p> <p>BAC Office              Ground Floor, CITE Building              Batangas State University, GPB Campus I              Rizal Avenue Extension, Batangas City</p> <p>The deadline for submission of bids is <b>9:00 to 10:00 AM, February 8, 2016.</b></p>
24.1	<p>The place of bid opening is</p> <p>BAC Office              Ground Floor, CITE Building              Batangas State University, GPB Campus I              Rizal Avenue Extension, Batangas City</p> <p>The date and time of bid opening is <b>10:00AM, February 8, 2016.</b></p>
24.2	<p>No further instructions.</p>
27.1	<p>No further instructions.</p>
28.3	<p>The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p>
28.3(b)	<p><i>Bid modification in whatever form is not allowed.</i></p>
28.4	<p>No further instructions.</p>
29.2(a)	<p>No further instructions.</p>
29.2(b)	<p><i>Not applicable</i></p>
29.2(d)	<p><i>No other licenses required.</i></p>

32.4(g)	<i>No other contract documents needed.</i>
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## **SECTION IV**

### **GENERAL CONDITIONS OF THE CONTRACT**

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## 1. Definitions

- 1.1. In this Contract, the following terms shall be interpreted as indicated:
- (a) “The Contract” means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
  - (c) “The Goods” means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.
  - (d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
  - (e) “GCC” means the General Conditions of Contract contained in this Section.
  - (f) “SCC” means the Special Conditions of Contract.
  - (g) “The Procuring Entity” means the organization purchasing the Goods, as named in the **SCC**.
  - (h) “The Procuring Entity’s country” is the Philippines.
  - (i) “The Supplier” means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the **SCC**.
  - (j) The “Funding Source” means the organization named in the **SCC**.
  - (k) “The Project Site,” where applicable, means the place or places named in the **SCC**.
  - (l) “Day” means calendar day.
  - (m) The “Effective Date” of the contract will be the date of receipt by the Supplier of the Notice to Proceed or the date provided in the Notice to Proceed. Performance of all obligations shall be reckoned from the Effective Date of the Contract.
  - (n) “Verified Report” refers to the report submitted by the Implementing Unit to the Head of the Procuring Entity setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

## 2. Corrupt, Fraudulent, Collusive, and Coercive Practices

- 2.1. Unless otherwise provided in the **SCC**, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
- (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
  - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
  - (iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
  - (iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
  - (v) "obstructive practice" is
    - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
    - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

- 2.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in **GCC** Clause 2.1(a).

### **3. Inspection and Audit by the Funding Source**

The Supplier shall permit the Funding Source to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

### **4. Governing Law and Language**

- 4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.
- 4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

### **5. Notices**

- 5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.
- 5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the **SCC** for **GCC** Clause 5.1.

### **6. Scope of Contract**

- 6.1. The GOODS and Related Services to be provided shall be as specified in **Error! Reference source not found.**
- 6.2. 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. Any additional requirements for the completion of this Contract shall be provided in the **SCC**.

### **7. Subcontracting**

- 7.1. Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this 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.

- 7.2. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to compliance with the required qualifications and the approval of the Procuring Entity.

## **8. Procuring Entity's Responsibilities**

- 8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with **GCC** Clause 6.

## **9. Prices**

- 9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.
- 9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

## **10. Payment**

- 10.1. Payments shall be made only upon a certification by the Head of the Procuring Entity to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (10%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in **GCC** Clause 17.
- 10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the **SCC** provision for **GCC** Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract.
- 10.3. Pursuant to **GCC** Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.
- 10.4. Unless otherwise provided in the SCC, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.

## **11. Advance Payment and Terms of Payment**

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 11.2. For Goods supplied from abroad, the terms of payment shall be as follows:
  - (a) On Contract Signature: Ten percent (10%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.
  - (b) On Delivery: Seventy percent (70%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.
  - (c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty five (45) days of the date shown on the delivery receipt the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.
- 11.3. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.

## **12. Taxes and Duties**

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

## **13. Performance Security**

- 13.1. Within ten (10) calendar days from receipt of the Notice of Award 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 the forms prescribed in the **ITB** Clause 33.2.
- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.

- 13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:
- (a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;
  - (b) The Supplier has no pending claims for labor and materials filed against it; and
  - (c) Other terms specified in the **SCC**.
- 13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

## **14. Use of Contract Documents and Information**

- 14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 14.2. Any document, other than this Contract itself, enumerated in **GCC** Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

## **15. Standards**

The Goods provided under this Contract shall conform to the standards mentioned in the **Error! Reference source not found.**; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

## **16. Inspection and Tests**

- 16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The **SCC** and **Error! Reference source not found.** 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.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the



Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.

- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to **GCC** Clause 5.
- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

## **17. Warranty**

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the **SCC**. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least ten percent (10%) of the final payment, or a special bank guarantee equivalent to at least ten percent (10%) of the Contract Price or other such amount if so specified in the **SCC**. The said amounts shall only be released after the lapse of the warranty period specified in the **SCC**; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4. 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, within the period specified in the **SCC** and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

## **18. Delays in the Supplier's Performance**

- 18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in **Section VI-Schedule of Requirements**.
- 18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under **GCC Clause 22**, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.
- 18.3. Except as provided under **GCC Clause 22**, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to **GCC Clause 19**, unless an extension of time is agreed upon pursuant to **GCC Clause 29** without the application of liquidated damages.

## **19. Liquidated Damages**

Subject to **GCC Clauses 18 and 22**, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity shall rescind the Contract pursuant to **GCC Clause 23**, without prejudice to other courses of action and remedies open to it.

## **20. Settlement of Disputes**

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.

- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

## **21. Liability of the Supplier**

- 21.1. The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the **SCC**.
- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **22. Force Majeure**

- 22.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Supplier's delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.
- 22.2. For purposes of this Contract the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Contractor could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 22.3. If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

## **23. Termination for Default**

- 23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:
  - (a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request

made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contact price;

- (b) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; or
- (c) The Supplier fails to perform any other obligation under the Contract.

23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under **GCC** Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.

23.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

## **24. Termination for Insolvency**

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

## **25. Termination for Convenience**

25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The Head of the Procuring Entity may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.

25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:

- (a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

- 25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

## 26. Termination for Unlawful Acts

- 26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:
- (a) Corrupt, fraudulent, and coercive practices as defined in **ITB Clause Error! Reference source not found.**;
  - (b) Drawing up or using forged documents;
  - (c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
  - (d) Any other act analogous to the foregoing.

## 27. Procedures for Termination of Contracts

- 27.1. The following provisions shall govern the procedures for termination of this Contract:
- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
  - (b) Upon recommendation by the Implementing Unit, the Head of the Procuring Entity shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
    - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
    - (ii) the extent of termination, whether in whole or in part;
    - (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
    - (iv) special instructions of the Procuring Entity, if any.
  - (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
  - (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the Head of the Procuring Entity a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven

- (7) day period, either by inaction or by default, the Head of the Procuring Entity shall issue an order terminating this Contract;
- (e) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;
  - (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the Procuring Entity shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
  - (g) The Head of the Procuring Entity may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the Procuring Entity; and
  - (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

## **28. Assignment of Rights**

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

## **29. Contract Amendment**

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

## **30. Application**

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.

## SECTION V

### SPECIAL CONDITIONS OF THE CONTRACT

GCC Clause	
1.1(g)	The Procuring Entity is <b><i>Batangas State University</i></b>
1.1(i)	The Supplier is _____.
1.1(j)	The Funding Source is:  The Government of the Philippines (GOP) through the <b><i>Approved Library Fee Fund</i></b> in the amount of <b><i>Two Million One Hundred Seventy-Five Thousand Nine Hundred Seventy-One Pesos Only (Php 2,175,971.00)</i></b> .
1.1(k)	The Project Site is  <b><i>Batangas State University, ARASOF-Nasugbu Campus Nasugbu, Batangas</i></b>
5.1	The Procuring Entity's address for Notices is:  <b><i>Dr. Tirso A. Ronquillo University President Batangas State University International Affairs Office, GPB Main Campus I Batangas City</i></b>  The Supplier's address for Notices is: _____
6.2	<b>Delivery and Documents –</b>  The delivery terms applicable to this Contract are delivered to <b><i>Batangas State University, GPB Campus I, Rizal Avenue Extension, Batangas City</i></b> . Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.  Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are as follows:  <i>For Goods supplied from within the Philippines:</i>  Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:  (i) Original and copies of the Supplier's invoice showing

	<p>Goods' description, quantity, unit price, and total amount;</p> <ul style="list-style-type: none"><li>(ii) Original and copies delivery receipt/note, railway receipt, or truck receipt;</li><li>(iii) Original Supplier's factory inspection report;</li><li>(iv) Original and copies of the Manufacturer's and/or Supplier's warranty certificate;</li><li>(v) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;</li><li>(vi) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and</li><li>(vii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.</li></ul> <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site are the Executive Director, <b>PROF. ENRICO M. DALANGIN</b> and the Head of Library Services, <b>MRS. JOSEPHINE N. LUNDAG</b>.</p> <p><b>Incidental Services -</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"><li>(a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li><li>(b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li><li>(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li><li>(d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li><li>(e) training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li></ul> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for</p>
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	similar services.  <b>Patent Rights -</b>  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.
10.4	Not applicable
13.4(c)	No further instructions.
16.1	The inspections and tests that will be conducted are: Checking based on the required specifications.
17.3	One (1) year after acceptance by the Procuring Entity of the delivered Goods.
17.4	The period for correction of defects in the warranty period is <b><i>fifteen (15) days.</i></b>
21.1	No additional provision.

## 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 No.	Specifications			QTY.	Delivery Days/Weeks
	Title	Author	Copyright		
<b>LOT 1</b>					
1	Computer Concepts 2012	June Parsons	2012	1	30 calendar days
2	Comprehensive ( with CD ROM included)	June Parsons	2012	1	30 calendar days
3	Computer Concepts ( Illustrated Series) 2nd ed.	Katherine Pinard	2008	1	30 calendar days
4	An Introduction to Programming with C++ 6ed.	Diane Zak	2011	1	30 calendar days
5	Visual Programming	A.A. Puntambekar	2009	1	30 calendar days
6	Distributed Multimedia Databases: Techniques and Applications	Timothy Shih	2002	1	30 calendar days
7	Data Mining: Concepts and Techniques 3ed.	Jiawel Han	2015	1	30 calendar days
8	The Essentials of Computer Organization and Architecture 3ed.	Linda Null	2012	1	30 calendar days
9	Microsoft Visual C# 2012: An Introduction to Object Oriented Programming 5ed.	Joyce Farrell	2014	1	30 calendar days

10	Fundamentals of Java	Kenneth Lambert	2012	1	30 calendar days
11	Developing Effective Websites: A Project Manager's Guide	Roy Strauss	2001	1	30 calendar days
12	Object Oriented Software Engineering: Using UML, Patterns and Java 3ed.	Bernd Bruegge	2010	1	30 calendar days
13	Software Engineering (Alternative Edition)7ed.	Roger S. Pressman	2010	1	30 calendar days
14	Modelling Systems: Practical Tools and Techniques in Software Development	John Fitzgerald	2009	1	30 calendar days
15	A Modern Approach to Artificial Intelligence	Akira Hanako	2015	1	30 calendar days
16	Managing Web Usage in the Workplace : A Social, Ethical and Legal Perspective	Murugan Anandarajan	2002	1	30 calendar days
17	Advances in Network Management	Jianguo Ding	2010	1	30 calendar days
18	Networking Explained 2ed.	Michael Gallo	2002	1	30 calendar days
19	Mobile Multimedia: Tecnological Aspects	Anna Sanders	2015	1	30 calendar days
20	Verilog for Digital Design	Frank Vahid	2007	1	30 calendar days
21	Modern Control Systems 11th Ed.	Richard C. Dorf	2008	1	30 calendar days
22	Control Systems	W. Bolton	2002	1	30 calendar days
23	Control Systems Engineering 3rd Ed.	Norman S. Nise	2000	1	30 calendar days
24	An Introduction to Control Systems	Kevin Warmick	1996	1	30 calendar days
25	Introduction to Digital Processing using Matlab 2 ed.	Robert J. Schilling	2012	1	30 calendar days
26	Digital Signal Processing: A Computer- Based Approach 4ed.	Sanjit K. Mitra	2010	1	30 calendar days
27	Essential Matlab for Scientist and Engineer	Brian D. Hahn	2002	1	30 calendar days

28	Digital Signal Processing Laboratory	Breethan Kuma	2005	1	30 calendar days
29	Electronics Circuit and System 4ed.	Owen Bishop	2011	1	30 calendar days
30	Engineering Ethics Concepts and Cases 5ed.	Charles E. Harris	2014	1	30 calendar days
31	Engineering Business and Professional Ethics	Simon Robinson	2007	1	30 calendar days
32	Introduction to Environmental Engineering	Stefan Franzle	2012	1	30 calendar days
33	Principles of Environmental Engineering and Science 3ed.	Mackenzie K. Davis	2014	1	30 calendar days
34	Learner: Centered Teaching: Five Key Changes to practice	Mary Ellen Weimer	2013	1	30 calendar days
35	Understanding Educational Needs: A Guide for Student Teachers	Michael Farrel	2003	1	30 calendar days
36	The Dance of Air and Sea: How Oceans, weather & Life Link together	Arnold H. Tayler	2011	1	30 calendar days
37	Transformations: Approaches to College Science teaching ( Part of the W.H. Freeman Scientific Teaching Series)	Daborah Allen	2009	1	30 calendar days
38	Celebrating the Earth: Stories, Experience and Activities	Norma J. Livo	2000	1	30 calendar days
39	Managing Diversity in Education: Languages Policies, Pedagogies ( New Perspectiveon Language and Education)	David Little	2014	1	30 calendar days
40	Understanding Language use in the classroom: A Linguistic Guide for College Educators	Syson J. Behrens	2014	1	30 calendar days
41	What English Language Teachers Need to Knowvolume III: Designing Curriculum	Mary Ann Christison	2014	1	30 calendar days
42	From Utterances to Speech Acts	Mikhail Kissine	2013	1	30 calendar days
43	Understanding Educational Weeds: A Guide for Student Teachers	Michael Farrel	2003	1	30 calendar days
44	Through th lacking Glass: Observations in the Early Childhood Classroom	Sheryl Nicolson	2002	1	30 calendar days

45	Effective Early Learning: Case Studies in improvement	Christine Pascal	2001	1	30 calendar days
46	College Reading: The Science and Strategies of expert Readers	Janet N. Zadina	2014	1	30 calendar days
47	Exploring, Translation Theories, 2ed.	Anthony Pym	2014	1	30 calendar days
48	Communicative Practices at Work: Multimodality and Learning in a High Tech. Firm	Jo Anne Kleifgen	2013	1	30 calendar days
49	Understanding Effective Learning: Strategies for the classroom	Des Hewitt	2008	1	30 calendar days
50	Reflection in a Bloodshot Lens: America, Islam & The War of Ideas	L. Pintak	2006	1	30 calendar days
51	Handbook in Transnational Crime and Justice	Philip Reichel	2005	1	30 calendar days
52	Corrections Today 2ed.	Larry J. Siegel	2014	1	30 calendar days
53	Community-Based Correction 9ed.	Leanne F. Alarid	2013	1	30 calendar days
54	Organized Crime 10 ed.	Howard Abadusky	2013	1	30 calendar days
55	Punishment and Prisons: Power and the Carceral State	Joe Sim	2009	1	30 calendar days
56	Forensic Ballistics	Ernulfo M. Grimarez	2006	1	30 calendar days
57	Essentials of Criminal Justice	Siegel	2015	1	30 calendar days
58	2013 Intravenous Medication, A Handbook for Nurses and Health Professionals 29 ed.	Betty L. Gahart	2012	1	30 calendar days
59	Medical Office Procedure	Nenna L. Bayes	2012	1	30 calendar days
60	Essential Midwifery: Intrapartum Care	Dennis Walsh	2010	1	30 calendar days
61	Chronic Illness: Impact and Intervention 8ed.	Ilene Morof	2013	1	30 calendar days
62	Basic of Management of Housekeeping Operations	Pushpender, Singh	2014	1	30 calendar days

63	Fundamentals of Food, Catering and Beverage Management	Atulshrivastava	2014	1	30 calendar days
64	Handbook of Food and Beverage Management	Rohit Sarin	2014	1	30 calendar days
65	Step-by-Step Cake Decorating	Kok Pei Shuen	2014	1	30 calendar days
66	Agricultural Environment and Food Safety	Margo Field	2015	1	30 calendar days
67	Concerns and Advances of Agricultural Water Management	Keith Wheatley	2015	1	30 calendar days
68	Food Industry: Food Types Quality and Safety	Lisa Jordan	2015	1	30 calendar days
69	Food Quality Handbook	Margo Field	2015	1	30 calendar days
70	A Textbook of Algae	Verma	2012	1	30 calendar days
71	Fish Pathology 4th Ed.	Ronald J. Roberts	2012	1	30 calendar days
72	Mismanagement of Marine Fisheries	Alan Longhurst	2010	1	30 calendar days
73	Fundamentals of Ornamental Fish Health	Roberts	2009	1	30 calendar days
74	RDA and Serials Cataloguing	Ed Jones	2013	1	30 calendar days
<b>LOT 2</b>					
1	Data Structures and Algorithms in Java 2ED	Adam Drozek	2007	1	30 calendar days
2	Dreamweaver 8	Marmelo Abante	2009	1	30 calendar days
3	Fireworks and Flash 8	Marmelo Abante	2009	1	30 calendar days
4	Information and Communication Technology in Basic Education	Rommel Andong et al	2008	1	30 calendar days
5	Internet 101	Rachel Khan	2006	1	30 calendar days

6	Introduction to Theory of Computation 2ED	Michael Sipser	2007	1	30 calendar days
7	Management Information Systems 5ED	Effy Oz	2007	2	30 calendar days
8	Turbo C Book 1	Marmelo Abante	2013	1	30 calendar days
9	Turbo C Book 2	Marmelo Abante	2008	1	30 calendar days
10	Visual C++ Programming Made Easy	Marmelo Abante	2009	1	30 calendar days
11	Web Applications Revised Edition	Marmelo Abante	2013	1	30 calendar days
12	Basic Office Applications	Marmelo Abante	2010	1	30 calendar days
13	Basic Computer Concepts: Word Processing	Diosdado Aler	2012	2	30 calendar days
14	C++ Programming Problem Analysis to Programming	Scholl	2014	1	30 calendar days
15	C++ Programming Lab Manual		2014	1	30 calendar days
16	Intro to Logic	Cengage	2014	3	30 calendar days
17	Engineering Fundamentals 3rd Ed.	Moaveni	2014	3	30 calendar days
18	Phil. Nursing Act 2002 Annotated	L. Baldago	2004	1	30 calendar days
19	Students Nurses Handbook	Shahwan,etal	2009	3	30 calendar days
20	Technical Writing for Nursing Students	Leonides Cajucom	2011	3	30 calendar days
21	Taxation Law	A. Bautista, et al	2012	2	30 calendar days
22	The Fundamentals of Law School	Atty. Jim Lopez	2012	1	30 calendar days
23	How Bills Become Philippine Laws	Atty. Mafeo Vibal	2012	1	30 calendar days

24	Bar Review Companion Ethics Law	A. Bautista, et al	2014	1	30 calendar days
25	Set of Bar Review Companion Series	A. Bautista, et al	2014	1	30 calendar days
26	Notarial Practice & Malpractice		2014	1	30 calendar days
27	English for Criminology Students	Teresa Pareja	2008	5	30 calendar days
28	Basic Procedures for First Responders	Nathaniel Laxa	2010	3	30 calendar days
29	Cargo Notes	Seamanship Int'l.	2006	2	30 calendar days
30	Seamanship Notes	Seamanship Int'l.	2006	2	30 calendar days
31	Ship Stability Mates/Masters	Seamanship Int'l.	2006	2	30 calendar days
32	A Handbook for Prospective Seamen	Norlita Petit	2012	3	30 calendar days
33	Speech Communication 1	Wilma Tapalla	2006	2	30 calendar days
34	Speech Communication 2	Wilma Tapalla	2006	2	30 calendar days
35	Public Speaking & Professional Etiquette	Valerie Tapalla, et al	2010	2	30 calendar days
36	Public Speaking & Personality	Valerie Tapalla, et al	2010	2	30 calendar days
37	Anvil Guide to Research Paper Writing	E.Manlapaz	2005	2	30 calendar days
38	The Anvil Guide to Research Paper Writing	Paterno, et al	2015	2	30 calendar days
39	College English for Today-New Ed.	Pacita Habana, et al	2010	1	30 calendar days
40	College Reading and Writing	Aurora Roldan	2010	1	30 calendar days
41	College English for Today 2	Pacita Habana, et al	2010	1	30 calendar days



42	The ELP English Manual	Jonathan Malicsi	2010	1	30 calendar days
43	The ELP: Critical Thinking in Written Comm. 4th Ed.	Jonathan Malicsi	2011	1	30 calendar days
44	The ELP: English Workbook	Jonathan Malicsi	2011	1	30 calendar days
45	20 Speeches That Moved A Nation	M.L. Quezon 111	2002	1	30 calendar days
46	40 Elocution Pieces for Speech	Leo Ortiz	2005	1	30 calendar days
47	A Cultural Workers 1st Manual	F.Sta Maria	2001	1	30 calendar days
48	American English for Filipino	Terry Bannett	2005	1	30 calendar days
49	Creative Reading & Literature w/ a small "I"	John Mcrae	2008	1	30 calendar days
50	Developing Compre. In young Reader	Dina Ocampo	2008	1	30 calendar days
51	Philippine English Linguistic & literacy	M.L Bautista, et al	2009	1	30 calendar days
52	The Community of Asia		2006	1	30 calendar days
53	Instruksiyong Modyular sa Pananaliksik	J. Kiblartec	2011	2	30 calendar days
54	Assessment of Students' Learning	Alberto Rico	2011	2	30 calendar days
55	The Teaching Profession in the Philippines	Pila,et al	2013	2	30 calendar days
56	Retorika Gabay sa Masining na Pagpapahayag	Mortera,et al	2013	2	30 calendar days
57	Introduction to Sociology	Duka, Buraga	2015	3	30 calendar days
58	Elementary Economics Vol.1	G. Sicat	2003	2	30 calendar days
59	Macroeconomics Vol.2	G. Sicat	2003	2	30 calendar days

60	Philippine Economics & Dev't Issues Vol.3	G. Sicat	2003	2	30 calendar days
61	Weighing In:On The Philippine Economics	G. Sicat	2013	1	30 calendar days
62	Asia, History, Civilization & Culture	Hernando, et al	2006	2	30 calendar days
63	Revisiting Marxism in the Phil.	Patricio Abinales	2010	1	30 calendar days
64	World: New Perspective Bk. 1 The Beginning to Middle Ages	Christine Diaz	2011	1	30 calendar days
65	World: New Perspective Bk. 2 The Beginning to Middle Ages	Christine Diaz	2011	1	30 calendar days
66	Arts and Culture: Philippine Art	Fajardo, et al	2012	1	30 calendar days
67	Arts and Culture: Asian Art	Fajardo, et al	2012	1	30 calendar days
68	The Rise of the Philippine Republic	Pila,et al	2013	2	30 calendar days
69	A Workbook for the Rizal Course	M. Cruz, et al	2015	2	30 calendar days
70	1980's Palanca Award-One Act Play	Palanca Foundation	2000	1	30 calendar days
71	1980's Palanca Award-Poetry	Palanca Foundation	2000	1	30 calendar days
72	Carlos Bulosan:An Intro. w/ Selections	E.San Juan Jr.	2003	1	30 calendar days
73	Crisscrossing Through Afro-Asian Literature	Rustica Carpio	2006	1	30 calendar days
74	Daisy Nueve:Collection of Short Story	M. Sarmiento	2003	1	30 calendar days
75	Early Philippine Literature : From Ancient Times to 1941	A.Maramba	2006	1	30 calendar days
76	Filipino Writing: Philippine Literature from the Regions	B. Lumbera	2001	1	30 calendar days
77	Philippine Literature: A History and Anthology	B. Lumbera	2011	1	30 calendar days

78	Windows to Southeast Asia	Low Li Geng, Kwa	2008	1	30 calendar days
79	An Intercultural Approach to English Language Teaching	John Corbett	2007	1	30 calendar days
80	Apat na Screenplay	A. Lao/F. Garcia	1997	1	30 calendar days
81	Cine: Spanish Influences	Nick De Ocampo	2007	1	30 calendar days
82	Ethics & Social Responsibility	Dr. Maximiano	2007	1	30 calendar days
83	Lost Films of Asia	Nick De Ocampo	2006	1	30 calendar days
84	Making Documentaries	Isabel Kenny	2005	1	30 calendar days
85	Sinegabay	Nick De Ocampo	2008	1	30 calendar days
86	Storytelling on Film & Video	Isabel Enriquez Kenny	2008	1	30 calendar days
87	The Media Kit Book 1	Jag Garcia et al	2008	1	30 calendar days
88	The Media Kit Book 2	Jag Garcia et al	2008	1	30 calendar days
89	Media & Culture	Rachel Khan	2011	2	30 calendar days
90	Campus Journalism	Rachel Khan	2010	2	30 calendar days
91	Trip to Quiapo	Ricky Lee	2007	1	30 calendar days
92	Media & Information Literacy Handbook	Rachel Khan	2015	2	30 calendar days
93	A Quick and Easy Guide to Food & Wine	Gene Gonzales	2010	1	30 calendar days
94	A Quick Guide to Filipino Food & Cook	Cris Abiva	2001	1	30 calendar days
95	Baking Handbook	Maya Kitchen	2009	1	30 calendar days

96	Cooking for Health: A Workbook on Modifying Popular Recipes Book 2	Cris Abiva, et al	2007	1	30 calendar days
97	Cooking for Health: Favorite Family Recipes Made Healthy Book 1	Cris Abiva, et al	2007	1	30 calendar days
98	Cooking for Health: Favorite Family Recipes Book 3	Cris Abiva, et al	2007	1	30 calendar days
99	Food Service & Bartending Handbook	Maya Kitchen	2010	3	30 calendar days
100	Food Service & Catering Management: A Practical Guide	Rory Subida	2004	2	30 calendar days
101	Fundamentals of Professional Cooking & Baking	G. Gonzalez	2004	2	30 calendar days
102	Getting Started in the Food Service Industry	S. Yasa	2001	2	30 calendar days
103	Introduction to Tourism	C. Libosada	2007	2	30 calendar days
104	Managing A Food-Safe Kitchen	Maya Kitchen	2007	2	30 calendar days
105	Principles of Tourism	Victor Vibal	2010	2	30 calendar days
106	Restaurant Management	E.R. Anton & R. Gonzales	2010	2	30 calendar days
107	Domestic Tourism	C. Libosada	2010	2	30 calendar days
108	Setting Up & Managing a Small Hotel	Gamboa	2008	1	30 calendar days
109	Principles of Food and Beverage	Lawrence Li Tan, et al	2013	3	30 calendar days
110	Fundamentals of Professional Cooking	Gene Gonzales	2012	3	30 calendar days
111	The Barista Manual	Juan and Francisco	2012	3	30 calendar days
112	On Baking/SB 2nd ed	Labensky	2009	1	30 calendar days
113	On Cooking 4th Ed	Labensky	2007	1	30 calendar days

114	On Cooking On Baking Set	Labensky	2009	1	30 calendar days
115	Philippine Dictionary of Culinary Arts	Labensky	2008	1	30 calendar days
116	Culinary Essentials	Labensky	2006	1	30 calendar days
117	The Events Planning Manual	Paceos Members	2013	3	30 calendar days
118	Kulinarya: A Guide to the Philippine Cuisine	Claude Tayag, et al	2013	1	30 calendar days
119	Country Cooking	M. Fenix	2014	1	30 calendar days
120	Linamnam 2nd ed.	Tayag & Quioc	2014	1	30 calendar days
121	The Little Adobo Book	Gene Gonzales	2015	1	30 calendar days
122	The Little Pancit Book	Gene Gonzales	2015	1	30 calendar days
123	The Little Pulutan Book	Gene Gonzales	2015	1	30 calendar days
124	The Little Inihaw Book	Gene Gonzales	2015	1	30 calendar days
125	The Little kakanin Book	Gene Gonzales	2015	1	30 calendar days
126	The Little Gulay Book	Gene Gonzales	2015	1	30 calendar days
127	Operations Management Models	Jed Loma	2012	2	30 calendar days
128	Employee Relations Handbook	Ramon Jimenez	2010	1	30 calendar days
129	Strategic Training for Empowerment in the Workplace	Carmela Ortigas	2012	2	30 calendar days
130	101 Ways To Motivate Your People	Felix Lao,et al	2007	1	30 calendar days
131	101 Consumer Behavior	M.Jacutan & F. Lao	2009	1	30 calendar days

132	Banking, Theory & Practice	C.Estepa/M.Eleuterio	2010	2	30 calendar days
133	Quantitative Decision Models	Edwin Loma	2012	2	30 calendar days
134	101 Basic Financial Concept and Issues	Felix Lao,et al	2008	1	30 calendar days
135	Business without Capital	Madrid/Carlos Palanca	2013	2	30 calendar days
136	Numerical Methods	J. Cabero, et al	2013	2	30 calendar days
137	Calculations Made Easy	Jensen	2012	2	30 calendar days
138	Solved Problems in Trigonometry	Cabero,et al	2012	2	30 calendar days
139	Solved Problems in Differential Equations	Cabero,et al	2012	2	30 calendar days
140	Trigonometry: A Worktext	Rex Calingasan	2013	2	30 calendar days
141	Basic College Mathematics	Villano,et al	2013	3	30 calendar days
142	Introduction to Entrepreneurship	Ass.of fil Franchisers	2007	2	30 calendar days
143	101 Global Business Issues	Felix Lao, et al	2007	1	30 calendar days
144	Business Ethics & Corporate Social Responsibility	J. Maximiano	2007	1	30 calendar days
145	Learning from Small Businesses: A Casebook	SERDEF	2007	1	30 calendar days
146	Sales,Agency & Bailments	Virginia Diaz	2007	1	30 calendar days
147	Setting Frameworks	Elfren Cruz	2005	1	30 calendar days
148	Blue Way 2 Case Studies on Social Business Enterprise	Asuncion Sebastian	2010	1	30 calendar days
149	Business Statistics	J. Cabero, et al	2013	3	30 calendar days

150	Global Business Leaders	Poblador	2008	1	30 calendar days
151	Business Ethics & Corporate Social Responsibility Revised	J.Maxiamiano	2014	2	30 calendar days
152	Advocacy Marketing	L.Garcia	2014	1	30 calendar days
153	Your Best Guide to Stock Investing	Celso Vinas	2014	1	30 calendar days
154	Corporate Rehabilitation Companies to Distress	Herbert Sancianco	2014	1	30 calendar days
155	On My Terms	Vicente Tirona Paterno	2014	1	30 calendar days
156	Principles of Management	R. Kreitner, et al	2015	3	30 calendar days
157	A Treasury of Quotes for Marketing	Felix Lao	2005	1	30 calendar days
158	Creative Selling Techniques	Felix Lao	2004	1	30 calendar days
159	E-Marketing	Leonardo Garcia	2010	1	30 calendar days
160	Marketing Cases 2	Dr. Felix Lao	2001	1	30 calendar days
161	Pharmaceutical Business Cases	Dr. Felix Lao	2006	1	30 calendar days
162	Pharmaceutical Marketing 4th ed	Dr. Felix Lao	2006	1	30 calendar days
163	Principles of Marketing revised edition	Maria Victoria Ac Ac	2014	3	30 calendar days
164	Profitable Negotiation Techniques	Dr. Felix Lao	2005	1	30 calendar days
165	The Best of Marketing RX	N. Roberto, et al	2009	1	30 calendar days
166	Sales Promotion-Principles & Best Practices	Herbert Sancianco	2010	1	30 calendar days
167	101 Principles of Marketing	Myra Lao Jacutan	2010	1	30 calendar days

168	101 Best Marketing Practices	Felix Lao,et al	2009	1	30 calendar days
169	101 Product Innovations and Marketing	Felix Lao,et al	2008	1	30 calendar days
170	101 Profitable Negotiating Techniques	Felix Lao,et al	2007	1	30 calendar days
171	Successful Selling Strategies	Felix Lao	2010	1	30 calendar days
172	Ahente: Sale Professional Handbook	Santos	2010	1	30 calendar days
173	Negotiating : Turn Prospect	Felix Lao	2010	1	30 calendar days
174	Creating Great Customer Service	Herbert Sancianco	2011	1	30 calendar days
175	Ahente:2.0 : 2.1 Tips	Santos	2013	1	30 calendar days
176	Mga Pilipinong Siyentipiko at Imbentor	971751092		1	30 calendar days
177	Salitang Lahi Kayumanggi	971751038		1	30 calendar days
178	Quick N Easy Cakes, Cookies, Parties and Pies	30046893		1	30 calendar days
179	Quick N Easy Budget Meals	30032009		1	30 calendar days
180	Quick N Easy Meatless Meals	30046665		1	30 calendar days
181	Quick N Easy Meat Dishes	30047231		1	30 calendar days
182	Quick N Easy Regional Cooking	1656138		1	30 calendar days
183	Quick N Easy Seafood Meals	30047388		1	30 calendar days
184	Quick N Easy Rice Meals,Rice Toppings & Rice Cakes	3006826		1	30 calendar days
185	Ang Prinsesang Ayaw Matulog	Feny de Los Angeles		1	30 calendar days



186	Ang Prinsesang Ayaw Maligo	Rene O. Villanueva		1	30 calendar days
187	Ayokong Pumasok Sa Paaralan	Rene O. Villanueva		1	30 calendar days
188	Dagat Sa Kama Ni Troy	Rene O. Villanueva		1	30 calendar days
189	Gusto Kong Kumain Ng Pansit Ngayon	Rene O. Villanueva		1	30 calendar days
190	Kaibigan Ng Dilim	Rene O. Villanueva		1	30 calendar days
191	Kuya Ni Karina	Feny de Los Angeles		1	30 calendar days
192	Nagsasabi Na Si Patpat	Rene O. Villanueva		1	30 calendar days
193	Nasaan Ang Tsinelas Ko?	RENE O. Villanueva		1	30 calendar days
194	Si Paula Oink-Oink	ReNE O. Villanueva		1	30 calendar days
195	Okaka-Okaka,Ang Batang Palaka	RENE O. Villanueva		1	30 calendar days
196	Si Elephas At Estegodon	RENE O. Villanueva		1	30 calendar days
197	Si Inggolok At Ang Planeta Pakaskas	RENE O. Villanueva		1	30 calendar days
198	Sina Linggit Laban Kay Barakuda	RENE O. Villanueva		1	30 calendar days
199	The Terrible Five	WOLF ERLBRUCH		1	30 calendar days
200	Ang Alamat Ng Araw At Gabi	RENE O. Villanueva		1	30 calendar days
201	Ang Inuwi Ni Nanay	RAMON C. SUNICO		1	30 calendar days
202	Ang Pamilya Ismid	RAMON C. SUNICO		1	30 calendar days
203	Two Friends One World	RAMON C. SUNICO		1	30 calendar days

204	The Boy Who Ate Stars	Alfred YUSON		1	30 calendar days
205	Ang Unang Baboy Sa Langit	RENE O. Villanueva		1	30 calendar days
206	Katuwaan Sa Batibot	RENE O. Villanueva		1	30 calendar days
207	Ang Patsotsay Na Iisa Ang Pakpak	RENE O. Villanueva		1	30 calendar days
208	Anthology of World Literarture for College	Rosario Nem Singh	2011	1	30 calendar days
209	Noli Me Tangere 2010 Edition	L. Ma. Guerrero	2010	2	30 calendar days
210	El Filibusterismo 2010 Edition	L. Ma. Guerrero	2010	2	30 calendar days
211	Rizal: His Legacy to Phil. Society	C. Duka & R. Pila	2015	2	30 calendar days
212	Kuwento ni LB:Student Ed.	Christine Bellen	2004	1	30 calendar days
213	Ang Mahiwagang Biyulin	Christine Bellen	2004	1	30 calendar days
214	Rosamistica	Christine Bellen	2004	1	30 calendar days
215	Ang Parusa ng Dwende	Christine Bellen	2004	1	30 calendar days
216	Ang Plautin ni Periking	Christine Bellen	2004	1	30 calendar days
217	Ang Alamat ng Lamok	Christine Bellen	2005	1	30 calendar days
218	Ang Bb. Tumalo sa Mahal na Hari	Christine Bellen	2005	1	30 calendar days
219	Ang Prinsipe ng mga Ibon	Christine Bellen	2005	1	30 calendar days
220	Ang Prinsipeng Duwag	Christine Bellen	2005	1	30 calendar days
221	Ang Prinsipeng Mahaba ang Ilong	Christine Bellen	2005	1	30 calendar days

222	Si Pandakotyong	Christine Bellen	2005	1	30 calendar days
223	LB: Ang Palasyo ng mga Duwende	Christine Bellen	2005	1	30 calendar days
224	LB:Ang Kapatid ng Tatlong Marya	Christine Bellen	2005	1	30 calendar days
225	LB: Anting-Anting	Christine Bellen	2005	1	30 calendar days
226	LB: Pitong Tanga	Christine Bellen	2005	1	30 calendar days
227	LB: Ang Sultan Saif	Christine Bellen	2005	1	30 calendar days
228	LB: Pedrong Walang Takot	Christine Bellen	2011	1	30 calendar days
229	LB: Ang Mahiwagang Kuba	Christine Bellen	2011	1	30 calendar days
230	LB: Ang Prinsipeng Unggoy	Christine Bellen	2011	1	30 calendar days
231	LB: Ang Pag-ibig ni Mariang Sinukuan	Christine Bellen	2011	1	30 calendar days
232	LB: Ang Labindalawang Masasayang Prinsesa	Christine Bellen	2011	1	30 calendar days
233	Corruptionary:A Dictionary of Filipino Corruption	CENPEG	2010	1	30 calendar days
234	Cultural Dictionary For Filipinos HB	Thelma Kintanar	2009	1	30 calendar days
<b>LOT 3</b>					
1	Management Information Systems 12ed.	Laudon	2013	2	30 calendar days
2	Computer Graphics	Sinha	2008	1	30 calendar days
3	Fundamentals of Software Engineering ( Customized) 8ed.	Pressman	2015	2	30 calendar days
4	Advanced Engineering Mathematics 9ed.	Kreyszig	2006	1	30 calendar days

5	Understanding Engineering Mechanics: Dynamics 3ed.	Pytel	2011	1	30 calendar days
6	Managing Engineering and Technology 6ed.	Morse	2015	2	30 calendar days
7	Environmental Engineering: Fundamentals, Sustainability, Design 1ed.	Mihelcic	2010	1	30 calendar days
8	Introduction to Environmental Engineering 3ed.	Vesilind	2013	2	30 calendar days
9	Vector Mechanics for Engineers: Statistics 10 ed.	Beer	2013	2	30 calendar days
10	Principles of Engineering Mechanics	Estanero	2008	3	30 calendar days
11	Understanding Engineering Mechanics: Statistics 3ed.	Pytel	2011	1	30 calendar days
12	Integral Calculus	Montero- Galliguez	2011	1	30 calendar days
13	Solid Mensuration: Understanding the 3D Space	Earnhart	2011	3	30 calendar days
14	Advanced Accounting Vol. 1	Balocating	2015	3	30 calendar days
15	Politics, Governance & Govt. with Philippine Constitution 2ed.	Dannug	2004	2	30 calendar days
16	Accounting Information System 12 ed.	Simkin	2013	2	30 calendar days
17	System Analysis and Design (L) 9ed.	Kendall	2014	2	30 calendar days
18	Understanding System Analysis and Design (Customized) (L)	Rosenblatt	2014	2	30 calendar days
19	Software Engineering: A Practitioner's Approach (Customized) (L) 8ed.	Pressman	2015	2	30 calendar days
20	A Simplified Approach to E- Commerce (L) 10 ed.	Schneider	2013	2	30 calendar days
21	Computer Ethics ( Customized ) (L) 1ed.	Sanders	2013	2	30 calendar days
22	Modern Database Management (L) 11ed.	Hoffer	2013	2	30 calendar days

23	Medical Jurisprudence (L)	De Belen	2009	1	30 calendar days
24	Medical Jurisprudence (L)- HB	De Belen	2009	1	30 calendar days
25	Fundamentals of Criminal Law	Ros	2009	1	30 calendar days
26	Physical Science ( Customized (L)	Tillery	2014	1	30 calendar days
27	Worktext in Physical Science	Zamora, et al.	2015	1	30 calendar days
28	Baking and Patisserie	Bueno	2015	1	30 calendar days
29	College Algebra 7 Ed	Aufman	2012	1	30 calendar days
30	College Algebra 2nd Ed	Bautista	2012	1	30 calendar days
31	College Algebra	Larson	2013	1	30 calendar days
32	College Algebra Customized Version 2nd Ed	Stewart	2011	1	30 calendar days
33	Algebra and Trigonometry 3rd Ed	Stewart	2011	1	30 calendar days
34	Analytic Geometry 6th Ed	Riddle	2012	1	30 calendar days
35	Basic College Mathematics: An Applied Approach 9th Ed	Aufman	2012	1	30 calendar days
36	Basic Mathematics Customized 9th Ed	Aufman	2013	1	30 calendar days
37	Calculus for Business, Economics, Life Sciences and Social Sciences 13th Ed	Barnett	2015	1	30 calendar days
38	Calculus 10th Ed	Larson	2015	1	30 calendar days
39	Elementary Differential Equations 8th Ed	Rainville	2014	1	30 calendar days
40	Succeeding with Differential Equation 8th Ed	Zill	2013	1	30 calendar days

41	Probability and Statistics for Engineers and Scientists 9th Ed	Walpole	2012	1	30 calendar days
42	Applied Educational Statistics 1	Deauna	2011	1	30 calendar days
43	Statistics for the Behavioral Sciences 9th Ed	Gravetter	2015	1	30 calendar days
44	Statistics 2nd Ed	Kubi	2013	1	30 calendar days
45	Worktext in College Trigonometry 2nd Ed	Domingo, et al	2015	1	30 calendar days
46	Trigonometry Customized 2nd Ed	Larson	2015	1	30 calendar days
47	Trigonometry 7th Ed	McKeague	2014	1	30 calendar days
48	Business Communication: Building Critical Skills 6th Ed	Locker, et al	2014	1	30 calendar days
49	Getting High on English: An English Plus Worktext	Fernandez	2015	1	30 calendar days
50	Grammar to Go: How it works and How to Use it 4th Ed	Goldstein	2015	1	30 calendar days
51	English Communicative Competence: Study and Language Skills	Lana	2015	1	30 calendar days
52	Maritime English Today: Enhancing Grammar and Thinking Skills	Roxas	2014	1	30 calendar days
53	Think Smart: Worktext for Communication Arts I	San Miguel, et al	2015	1	30 calendar days
54	A Worktext in English 2: Writing in the Discipline 2nd Ed	Fernandez	2013	1	30 calendar days
55	Communicate 13th Ed	Verdever	2013	1	30 calendar days
56	Writing with Style: APA Style Made Easy 6th Ed	Szuchman	2014	1	30 calendar days
57	Technical Writer's Survival Kit	Barrot	2015	1	30 calendar days
58	Pagbasa at Pagsulat tungo sa Pananaliksik 2nd Ed	Alejo, et al	2015	1	30 calendar days

59	Film Art: An Introduction 10th Ed	Bordwell	2013	1	30 calendar days
60	Jose Rizal: First Global Filipino Hero	Maranan	2015	1	30 calendar days
61	Biochemistry Laboratory Manual and Workbook for the Health Sciences	Josue	2014	1	30 calendar days
62	Biochemistry Customized 2nd Ed	Stoker	2015	1	30 calendar days
63	Biology Customized 2nd Ed	Starr/ Taggart	2014	1	30 calendar days
64	University Physics Volume 1 Customized 9th Ed	Serway/ Jewett	2014	1	30 calendar days
65	University Physics Volume 2 Customized 9th Ed	Serway/ Jewett	2014	1	30 calendar days
66	University Physics with Modern Physics Technology Volume 1 and 2 13th Ed	Young/ Freedman	2014	1	30 calendar days
67	Chemistry: The Central Science 12th Ed	Brown	2013	1	30 calendar days
68	Laboratory Manual in General Chemistry Part 1 2nd Ed	Ocampo	2015	1	30 calendar days
69	Chemistry Laboratory Manual for Engineering Students Customized	Slowinski	2014	1	30 calendar days
70	General Chemistry 2nd Ed	Stoker	2015	1	30 calendar days
71	Chemistry (CTE w/ Printed Supplement) 10th Ed	Whitten	2014	1	30 calendar days
72	Essential Genetics: A Genomics Perspective 6th Ed	Hartl	2014	1	30 calendar days
73	General Organic and Biological Chemistry 2nd Ed	Smith	2013	1	30 calendar days
74	Organic Chemistry with WileyPlus 2nd Ed	Klein	2015	1	30 calendar days
75	Foundation of Parasitology 9th Ed	Roberts	2013	1	30 calendar days
76	Physical Science Customized 2	Tillery	2014	1	30 calendar days

77	Physical Science Customized 10th Ed	Tillery	2013	1	30 calendar days
78	Introduction to Physics with WileyPlus 9th Ed	Cutnell	2013	1	30 calendar days
79	Physics, Volume 1 and 2 6th Ed	Giancoli	2013	1	30 calendar days
80	Vertebrates: Comparative Anatomy, Function, Evolution 6th Ed	Kardong	2012	1	30 calendar days
81	Zoology 9th Ed	Miller	2013	1	30 calendar days
82	100 Most Frequently Asked Bioethics Questions	Tan-Alora	2015	1	30 calendar days
83	People Smart: Personality and Soft Skills Development for Workplace Success	San Miguel	2015	1	30 calendar days
84	Human Development: A Lifespan View 6th Ed	Kail	2013	1	30 calendar days
85	Principles of Economics 11th Ed	Arnold	2015	1	30 calendar days
86	Economics, Entrepreneurship and Taxation Customized	Sexton and Greene	2015	1	30 calendar days
87	Psychology 3rd Ed	Rathus	2014	2	30 calendar days
88	Psychology: Core Concepts 7th Ed	Zimbardo	2014	1	30 calendar days
89	Macroeconomics: An Introduction	Manapat	2015	1	30 calendar days
90	Reflection on Martial Law: Saving the Republic	Kapunan	2013	1	30 calendar days
91	Auditing and Assurance Services: An Integrated Approach 15th Ed	Arenz	2014	1	30 calendar days
92	Principles of Financial Accounting 3rd Ed	Weygandt	2013	1	30 calendar days
93	Finance 1 Customized Version	Spiceland	2014	1	30 calendar days
94	Intermediate Accounting II Customized	Spiceland	2015	2	30 calendar days



95	Financial Management: Part 1	Timbang	2015	2	30 calendar days
96	Understanding Investment Analysis and Portfolio Management 10th Ed	Brown and Reilly	2014	1	30 calendar days
97	Business Research Methods 12th Ed	Cooper	2014	1	30 calendar days
98	Writing Project Feasibility Study	Aduana	2015	2	30 calendar days
99	International Business Customized 9th Ed	Hill	2013	1	30 calendar days
100	Principles of Organizational Behavior Customized	Dubrin	2013	1	30 calendar days
101	Essentials of Organizational Behavior (Horizon Edition) 11th Ed	Robbins	2013	1	30 calendar days
102	Human Resource Information System 2nd Ed	Kavanagh	2012	1	30 calendar days
103	Human Resource Management	Zarate	2014	1	30 calendar days
104	Marketing Management	Iacobucci	2015	1	30 calendar days
105	Essentials of Marketing Research 3rd Ed	Hair	2013	1	30 calendar days
106	Service Management: Operations, Strategy, Information Technology 8th Ed	Fitzsimmons	2013	1	30 calendar days
107	Operations Management Asia Global Edition 2nd Ed	Stevenson	2014	1	30 calendar days
108	Introduction to Management 12th Ed	Schermerhorn	2013	1	30 calendar days
109	Principles of Marketing 14th Ed	Kotler	2013	1	30 calendar days
110	Principles of Marketing Customized 16th Ed	Kurtz	2014	1	30 calendar days
111	Principles of Marketing	Zarate	2014	2	30 calendar days
112	Project Management: The Managerial Process 5th Ed	Grey et al	2013	1	30 calendar days

113	Quantitative Methods for Business 12th ed	Anderson	2015	1	30 calendar days
114	Marketing Strategy: Texts and Cases 6th Ed	Ferrell	2015	1	30 calendar days
115	Total Quality Management Customized 7th Ed	Evans	2013	1	30 calendar days
116	First Class Service 1: English for the Tourism and Hospitality Industry 1st Ed	Hall	2012	1	30 calendar days
117	First Class Service 2: English for the Tourism and Hospitality Industry 1st Ed	Hall	2012	1	30 calendar days
118	Hotel Front Office Management 5th Ed	Bardi	2011	1	30 calendar days
119	Tourism: Principles, Practices, Philosophies 12th Ed	Goeldner	2012	1	30 calendar days
120	Introduction to Programming with C++ 7th Ed	Zak	2013	1	30 calendar days
121	Programming Logic and Design, Introductory 8th Ed	Farrell	2015	1	30 calendar days
122	Computer Literacy Basic: Comprehensive Guide to IC3 5th Ed	Morrison and Wells	2015	1	30 calendar days
123	Database Management Systems 8th Ed	Pratt	2015	1	30 calendar days
124	Discrete Mathematics: Introduction to Mathematical Reasoning Customized	Epp	2012	2	30 calendar days
125	Discrete Mathematical Structures: Theory and Applciation	Malik	2013	2	30 calendar days
126	Discrete Mathematics and Its Application 7th Ed	Rosen	2012	2	30 calendar days
127	Information Systems Essentials 6th Ed	Stair	2012	1	30 calendar days
128	Construction Project Management User's Manual 3rd Ed	Sarausad	2014	1	30 calendar days
129	Field Study 1: The Learner's Development and Environment 2nd Ed	Reganit et al	2015	2	30 calendar days
130	Field Study 2: Experiencing the Teaching Learning 2nd Ed	Reganit et al	2015	2	30 calendar days

131	Field Study 3: Technology in the Learning Environment 2nd Ed	Reganit et al	2015	2	30 calendar days
132	Field Study 4: Exploring the Curriculum 2nd Ed	Reganit et al	2015	2	30 calendar days
133	Field Study 5: Learning Strategies 2nd Ed	Reganit et al	2015	2	30 calendar days
134	Field Study 6: On Becoming a Teacher 2nd Ed	Reganit et al	2015	2	30 calendar days
135	Swim to Sync	Mascardo	2015	1	30 calendar days
136	Family Law in the Philippines	Legarda et al	2015	1	30 calendar days
137	Service-Learning and Immersion Towards Community Building: NSTP-CWTS 2 Worktext for the College Students	Villasotto	2015	1	30 calendar days
<b>LOT 4</b>					
1	Computer Concepts: Essentials 4e	Belden	2014	1	30 calendar days
2	Introduction to Information Technology with DVD	3G Learning	2015	1	30 calendar days
3	Introduction to Database Management Systems with DVD	3G Learning	2015	1	30 calendar days
4	Computer Architecture	Pidlaski	2015	1	30 calendar days
5	Computer Organization: Principles, Analysis and Design	Jin and Hatfield	2014	1	30 calendar days
6	Intoduction to Programming with Java: A Problem Solving Approach	Dean	2014	1	30 calendar days
7	Joomla! 3 Boot Camp: 30 minute Lessons with Joomla 3 Mastery	Turner	2015	1	30 calendar days
8	Agile Software Architecture: Aligning Agile Processes and Software Architecture	Babar	2014	1	30 calendar days
9	Ethic Information Technology 5ed.	Reynolds	2015	1	30 calendar days
10	Beginning C++ Through Game Programming 4ed.	Dawson	2015	1	30 calendar days

11	Beginning Game Programming 4ed.	Harbour	2015	1	30 calendar days
12	Game Development Principles	Thom	2014	1	30 calendar days
13	Computer Applications in Business	3G Learning	2015	1	30 calendar days
14	Information Technology Project Management	Schwalbe	2014	1	30 calendar days
15	Management Information Systems 7ed.	Sousa	2015	1	30 calendar days
16	Operating System	3G Learning	2015	1	30 calendar days
17	Project Management for Engineering, Business and Technology	3G Learning	2015	1	30 calendar days
18	Software Engineering: A Practitioner's Approach 8ed.	Pressman/ Maxim	2015	1	30 calendar days
19	Electric Circuits 6th Ed.	Nahvi	2014	1	30 calendar days
20	Computer Engineering Technology with DVD	3G Learning	2015	1	30 calendar days
21	Computer Organization Principles, Analysis and Design	Jin and Hatfield	2014	1	30 calendar days
22	Computer Architecture	Pidhaski	2015	1	30 calendar days
23	Introduction to Database Management Systems	3G Learning	2015	1	30 calendar days
24	Basic Electronics with DVD	3G Learning	2015	1	30 calendar days
25	Digital Electronics with DVD	3G Learning	2015	1	30 calendar days
26	The Basic of Electronics	Cooper	2014	1	30 calendar days
27	Digital Circuit and Logic Design	3G Learning	2014	1	30 calendar days
28	Microprocessors with DVD	3G Learning	2015	1	30 calendar days

29	Adventures in raspberry Pi 2ed.	Philbin	2015	1	30 calendar days
30	Arduino, Sketches Tools and Techniques for Programming Wizardly	Landbridge	2015	1	30 calendar days
31	Rasbery Pi Projects	Robinson	2014	1	30 calendar days
32	Introduction to Programming with Java, A Problem-approach	Dean	2014	1	30 calendar days
33	System Analysis and Design 10ed.	Rosenblatt	2014	1	30 calendar days
34	Multimedia and Web Page Design with DVD	3G Learning	2015	1	30 calendar days
35	Criminology: The Core 5ed.	Larry J. Siegel	2015	1	30 calendar days
36	Comparative Criminal Justice Systems	Dammer	2014	1	30 calendar days
37	Juvenile Delinquency in a Diverse Society	Bates	2014	1	30 calendar days
38	Juvenile Delinquency: The Core, 3ed.	Siegel	2014	1	30 calendar days
39	Juvenile Delinquency Theory, Practice and Law	Siegel	2015	1	30 calendar days
40	Analog Circuit Design: Vol.3 Design Note Collection	Dobkin	2015	1	30 calendar days
41	Basic Electrical Engineering with DVD	3G Learning	2015	1	30 calendar days
42	Basic Electronics with DVD	3G Learning	2015	1	30 calendar days
43	Building Valve Amplifiers	Jones	2014	1	30 calendar days
44	Electrical Studies for Trades	Herman	2015	1	30 calendar days
45	Electrical Wiring Industrial: Based on the 2014 National Electrical Code, 15	Herman	2015	1	30 calendar days
46	The Electrician's Guide to Photovoltaic System Installation	Fletcher	2014	1	30 calendar days

47	Intoduction to Basic Electricity and Electronics Technology	Gates	2014	1	30 calendar days
48	Fundamentals of Hospitality and Tourism Marketing	Sharmb, Monica	2014	1	30 calendar days
49	Tourism Promotion & Marketing	Sharma	2014	1	30 calendar days
50	Economic Impact of Travel and Tourism	Sisodia	2014	1	30 calendar days
51	Ecological and Environmental Impact of Tourism	Sisodia	2014	1	30 calendar days
52	Hospitality Automation & Computerization	HB Gopal Verma	2013	1	30 calendar days
53	Reserch Methods for Criminal Justice and Ciminology 7ed.	Maxfield	2015	1	30 calendar days
54	Understanding Food Principles and Preparation	Brown	2015	1	30 calendar days
55	Nutrition: Concepts & Controversies	Siger	2014	1	30 calendar days
56	Nutrition & Diet Theraphy	Roth	2014	1	30 calendar days
57	Nutrition & Diagnosis Related Care	Stump	2015	1	30 calendar days
58	Health Assessment and Physical Examination	Estee	2014	1	30 calendar days
59	Carnitine Metabolism and Human Nutrition	Wall	2014	1	30 calendar days
60	Career Guide: Nutritionist with DVD	3G Learning	2015	1	30 calendar days
61	Front Office Operations with DVD	3G Learning	2015	1	30 calendar days
62	Artisan Bread: 100 Years of Techniques and Recipe	Cohen	2014	1	30 calendar days
63	Catering Management	Scanlon	2013	1	30 calendar days
64	The Professional Bakeshop: Tools Techniques and Formulas for the Professional Baker	Gisllen	2013	1	30 calendar days

65	Wines and Spirits w/ DVD	3G Learning	2015	1	30 calendar days
66	News Writing 2 Ed	McKane	2014	1	30 calendar days
67	Career Guide: Midwifery with DVD	3G Learning	2015	1	30 calendar days
<b>LOT 5</b>					
1	Microeconomic Theory ( Original)	Nicholson	2012	1	30 calendar days
2	Macroeconomics	Blanchard	2013	1	30 calendar days
3	Microeconomics	Pindyck	2013	1	30 calendar days
4	Introduction to Physical Science 13 th Ed.	Shipman	2013	1	30 calendar days
5	University Physics (Calculus- Based) 2014	Baver	2014	1	30 calendar days
6	Biochemistry	Campbell	2014	1	30 calendar days
7	Introduction to Organic Chemistry	Brown	2014	1	30 calendar days
8	Biology ( Original)	Mader	2013	1	30 calendar days
9	Ecology	Molles	2013	1	30 calendar days
10	Environmental Science	Miller, G.	2014	1	30 calendar days
11	Essentials of Genetics	Klog	2014	1	30 calendar days
12	Integrated Principles of Zoology	Hickman	2014	1	30 calendar days
13	Educational Psychology	Sternberg	2013	1	30 calendar days
14	Experience Human Development	Nolan	2012	1	30 calendar days

15	Essentials of Anatomy and Physiology	Tontora	2013	1	30 calendar days
16	Analytic Geometry	Winston Sirog	2014	1	30 calendar days
17	College Algebra Revised	Winston Sirog	2014	1	30 calendar days
18	Child and Adolescent Development	Winston Sirog	2014	1	30 calendar days
19	Action Research Made Easy	Tamayo	2015	1	30 calendar days
20	Curriculum Development for Teacher	Billao	2014	1	30 calendar days
21	Special Topics Vol.1	Baylogo	2012	1	30 calendar days
22	Special Topics Vol.2	Morslen	2012	1	30 calendar days
23	Special Topics Vol.3	Dayagbik	2012	1	30 calendar days
24	Special Topics Vol.4	Corpuz	2013	1	30 calendar days
25	Creative Oral Communication	Chavez	2012	1	30 calendar days
26	College Writing Skills with Reading	Langan	2011	1	30 calendar days
27	Correct College Reading	Dole	2014	1	30 calendar days
28	Algebra and Trigonometry with Analytic Geometry	Swokowski	2013	1	30 calendar days
29	Calculus	Stewart	2013	1	30 calendar days
30	Introduction to Probability and Statistics	Mendenhal	2014	1	30 calendar days
31	Primary Health Care Module On Bathing an Adult	Pestano	2004	1	30 calendar days
32	Medical First Aid (MEFA) - c2000 - (np), reptd	Ventosa	2004	1	30 calendar days



33	Political Ideologies: An Introduction	Heywood	2012	1	30 calendar days
34	Understanding International Relations	Brown	2009	1	30 calendar days
35	A concise Guide in Food & Beverage Service Procedures 2nd ed	Cornell, Abellana	2015	1	30 calendar days
36	Baking & Pastry Arts	Reyes, Ruth	2014	1	30 calendar days
37	Bar & Beverage Service	Rojo, Lorenzo G.	2008	1	30 calendar days
38	Bar & Beverage Service with Mixology, 2nd edition	Rojo, Lorenzo G.	2013	1	30 calendar days
39	Basic Baking & Cake Decorating	Natad, Abellana et al	2014	1	30 calendar days
40	Beverage Knowledge	Trinidad Ma. Cristina	2009	1	30 calendar days
41	Culinary Arts	Dr. Ruth Reyes	2015	1	30 calendar days
42	Dessert Merchandising Laboratory Manual	Natad, Abellana et al	2014	1	30 calendar days
43	Eco Tourism with Tourism Planning & Development Essentials	Lim, Romeo D.	2013	1	30 calendar days
44	Events Management	Rodolfa Bernardo, B. Jr	2012	1	30 calendar days
45	Experience Baking	Cariño, Lazaro	2009	1	30 calendar days
46	Food Production Management	Borja, Samson	2007	1	30 calendar days
47	Food Safety Sanitation & hygiene	Alvarez, Cabahug	2010	1	30 calendar days
48	Food Selection & Preparation BP	C. Reyes, J. Simon	2009	1	30 calendar days
49	Food Service & Management II	Vina, Jake	2015	1	30 calendar days
50	Food Weights and Measures	Aquino/Siggaoat	2015	1	30 calendar days

51	Foreign Language, A Simplified Principle of Italian Grammar	Bunag, Willie	2013	1	30 calendar days
52	Front Office System and Procedures	Lago, Elpedia	2010	1	30 calendar days
53	Fundamentals of Food Service Management	Cariño, De Vera	2015	1	30 calendar days
54	Gaming & Cruise	Lim, Romeo D.	2014	1	30 calendar days
55	Hotel Rooms Division Management & Control System	Rodolfa, bernardo Jr.	2012	1	30 calendar days
56	Introduction to Cruise Line	Laxa, Nathaniel E.	2014	1	30 calendar days
57	Laboratory Manual in Food Chemistry	H. Alvarez ,Cabuhall	2007	1	30 calendar days
58	Laboratory Manual in Food Microbiology	H. Alvarez, Narca	2006	1	30 calendar days
59	Leadership & Personality Development	Rodolfa, Aquino, Dellova, Tiongco	2012	1	30 calendar days
60	Learn and Practice Hotel Housekeeping Revised ed	Cariño, Landrito, Yap	2013	1	30 calendar days
61	Management Information System in Tourism & Hospitality Industry	Rodolfa, Bernardo Jr.	2014	1	30 calendar days
62	Notes on Relevant Hospitality Laws: Philippine Setting	M. Castor	2007	1	30 calendar days
63	Personality Development & Human Relations:	Magalona, Salting	2008	1	30 calendar days
64	Pertinent Laws on Hospitality Management Revised	Maranan, Maranan, Caluza	2012	1	30 calendar days
65	Pertinent Laws on Hospitality Mgt. (Tourism Laws)	Maranan, Rodriguez	2007	1	30 calendar days
66	Practicum Manual : College of Accountancy SSCR	De Guzman et al	2012	1	30 calendar days
67	Practicum Manual : Hospitality Management	Reyes, Corazon	2007	1	30 calendar days
68	Principles & Scopes of Tourism	Lim, Romeo D.	2012	1	30 calendar days

69	Resorts Recreation Management: An Introduction	Cornell, Abellana, Bernardo	2015	1	30 calendar days
70	Restaurant and Cafeteria: Management & Service	B. Villanueva	2010	1	30 calendar days
71	Restaurant Practicum Manual	Ganchero, Castillo, Cornell	2014	1	30 calendar days
72	Room Division, Mgt. and Contrl System	Lago, Jerusalem	2011	1	30 calendar days
73	The Hospitality Industry: An Introduction Revised Ed.	Cariño, Beltran	2013	1	30 calendar days
74	Tour Guiding as a Profession	Salamanca, MD	2006	1	30 calendar days
75	Understanding Travel & Tours Esentials	Lim, Romeo D.	2012	1	30 calendar days
76	Western Cuisine	Carino, Luces, Carandang	2014	1	30 calendar days
77	A Handbook in English 1: Basic English	Rivero, Rowena	2013	1	30 calendar days
78	Business Feasibility Study	Serrano	2014	1	30 calendar days
79	Business Organization Operations & Management	Morales, Saidali	2015	1	30 calendar days
80	English 101	Ang, Jaime	2010	1	30 calendar days
81	English 102: Writing Across Disciplines	Ang, Jaime	2012	1	30 calendar days
82	English Macro Skills	Valdez, Uy	2007	1	30 calendar days
83	Essentials of Oral Communication Towards Effective & Responsible Speech	Valdez, S.F, Dela Cruz, R. M.	2013	1	30 calendar days
84	Gems reading in Phillipine Literature	Perez, Rodolfo	2015	1	30 calendar days
85	Introduction to Film	Ang Jaime, G.	2014	1	30 calendar days
86	Introduction to Literature	Marcos, Bantados, Marquez	2012	1	30 calendar days

87	Lets Go Back to Basics	Valdez, Juner Windel	2011	1	30 calendar days
88	Literary Genres: Within & Beyond the World	Mariano, L.L. et al	2013	1	30 calendar days
89	Literatura ng Iba't Ibang Rehiyon ng Pilipinas	Espina et al	2009	1	30 calendar days
90	Literature 101 Phil. Literatures: A Course Reader	Ang, Jaime G.	2012	1	30 calendar days
91	Mandarin 1	Fr. Morillo , Uy Kaw	2010	1	30 calendar days
92	Philippine Literary Heritage	Marcos, Nielo, Valdez	2009	1	30 calendar days
93	Philippine Literature: A Student Guide	M. G. Dones	2009	1	30 calendar days
94	Principles of Public Speaking for College	Uy, Valdez	2009	1	30 calendar days
95	Research, Technical and Business Communication	Dones, Marichelle	2011	1	30 calendar days
96	Speech and Oral Communication	Clarissa DC Guia	2008	1	30 calendar days
97	Speech and Oral Communication Revised	Dela Cruz, Guia	2011	1	30 calendar days
98	Study and Thinking Skills	Sebastian, Serapio	2014	1	30 calendar days
99	Technical Communication	Serapio, Perpetua	2014	1	30 calendar days
100	Technical Writing in the Modern World	Minas, Ferianiza	2008	1	30 calendar days
101	The Novel Way of Learning Grammar	L. Opetina	2012	1	30 calendar days
102	Understanding & Appreciating Literary Arts	S. Valdez, D. Dianco	2008	1	30 calendar days
103	Understanding Literary Arts & Appreciating Lit. of the World	S. Valdez, D. Dianco	2009	1	30 calendar days
104	Understanding Literature through Cultural Experience	Dela Cruz, et al	2014	1	30 calendar days

105	Values Module	Aceron at al	2009	1	30 calendar days
106	Laboratory Manual: General Chemistry / Revised (Committee)	Pagurayan, Pepito	2012	1	30 calendar days
107	Physics 1 Workbook	Sayson, Navalta	2015	1	30 calendar days
108	Workbook in General Chemistry	Carballo et al	2013	1	30 calendar days
109	Workbook in Physics	Baylon, Ramirez	2015	1	30 calendar days
110	Computer System Organization w/ Assembly language	T. Revano	2010	1	30 calendar days
111	Automata	Lavinia, Niguidula	2010	1	30 calendar days
112	Computer Fundamentals	M. Soriano	2010	1	30 calendar days
113	Database Administration in My SQL	Caluya, Susan et al	2012	1	30 calendar days
114	Discrete Mathematics	M. Fernandez	2010	1	30 calendar days
115	Ethics for IT professionals	lavina, Erise, Barcenas, Caluya	2012	1	30 calendar days
116	Fundamentals in Programming Using C language	Niguidula, Caballero	2011	1	30 calendar days
117	Fundamentals of Programming: CC++ language	Reyes, Marvin	2012	1	30 calendar days
118	Introduction to my SQL	A. Hernandez	2010	1	30 calendar days
119	Physical Science	Cadiz, Macasil, Cauguiran	2015	1	30 calendar days
120	System Quality Assurance	Niguidula, Sicat	2012	1	30 calendar days
121	Worktext in Database Management System	San Luis, Pangilinan, Flora	2013	1	30 calendar days
122	Worktext in Database Management System revised ed	San Luis, et al	2015	1	30 calendar days

123	Worktext in Mgt. Information System	Mendoza, San Luis	2011	1	30 calendar days
124	Worktext in Mgt. Information System Revised Ed	Mendoza, San Luis	2015	1	30 calendar days
125	Worktext in MS Excel/Powerpoint	San Luis, R.	2012	1	30 calendar days
126	Career Guidance	Aseron et al	2012	1	30 calendar days
127	Developmental Reading 2	E. Bernardez	2009	1	30 calendar days
128	Basic Quantitative Method for Business	Winston Sirug	2012	1	30 calendar days
129	Business Organization Operations & Management	Morales, Saidali	2015	1	30 calendar days
130	Child & Adolescent Development	Ma. Perpetua Arcilla-Serapio	2014	1	30 calendar days
131	Entrep Pinoy: Intro to Entrepreneurship	Pereda, Pereda, Acierto	2012	1	30 calendar days
132	Fundamentals of Economics with Agrarian	Leaño, Corpuz		1	30 calendar days
133	Fundamentals of Management	Flores M. F. et al	2013	1	30 calendar days
134	Microeconomics Price Theory	Pagaduan M.	2011	1	30 calendar days
135	Microeconomics Price theory Revised Ed	Pagaduan M.	2015	1	30 calendar days
136	Modules in Administrative Office Mgt.	Saidali Margarita	2012	1	30 calendar days
137	Organization & Management	Pereda, Pereda	2011	1	30 calendar days
138	Pinoy Human behavior Organization	Pereda, Pereda	2012	1	30 calendar days
139	Principles of Marketing	Pereda, Castillo	2014	1	30 calendar days
140	Principles of Mgt. & Organization	Pereda, Pedrito	2014	1	30 calendar days

141	Taxation and Cooperatives (A Modern Approach)		2012	1	30 calendar days
142	The Entrepreneur	Saidali , Ala-Manalad	2015	1	30 calendar days
143	Criminology and Psychology of Crimes	P.C. Madelo	2010	1	30 calendar days
144	Forensic chemistry & Toxicology	Garcia, Galdys mae	2013	1	30 calendar days
145	Industrial Security Management	Laxa, N., Banzuelo P.	2013	1	30 calendar days
146	Industrial Security Management	Domingo W.C.	2010	1	30 calendar days
147	Module in Fire Technology & Arson Investigation	M. L. Montanio	2010	1	30 calendar days
148	Module in Institutional Corrections	M. A. Garcia	2010	1	30 calendar days
149	Philippine Criminal Justice System	Camo, Amante	2009	1	30 calendar days
150	Police Intelligence	Cordova	2009	1	30 calendar days
151	Polygraph (Criminalistics 5)	C. M. Nulud	2009	1	30 calendar days
152	Special Crime Investigation	Rago, Arnold Grecia	2012	1	30 calendar days
153	Komunikasyon sa Makabagong Filipino	Acopra et al	2014	1	30 calendar days
154	Komunikasyon sa Akademikong Pilipino	Espina et al	2014	1	30 calendar days
155	Literatura	Espine at al	2014	1	30 calendar days
156	Masining na Pagpapahayag sa Antas Tersyarya 1st ed	Maranan, Mario H.	2007	1	30 calendar days
157	Masining na Pagpapahayag sa Antas Tersyarya 2nd ed.	Maranan, Mario H.	2013	1	30 calendar days
158	Masining na Pakikipagtalastasan Filipino 1	Gonzalvo R. Jr.	2011	1	30 calendar days

159	Modyul ng Komunikasyon sa Akademikong Filipino (Green)	Espina, et al	2007	1	30 calendar days
160	Modyul ng Komunikasyon sa Akademikong Filipino (Pink)	Espina, et al	2007	1	30 calendar days
161	Pagbasa at Pagsulat (Fil. 2)	Cruz, Morong et al	2013	1	30 calendar days
162	Pagbasa at Pagsulat (Fil. 2)	Cruz, Morong et al	2010	1	30 calendar days
163	Pagbasa at Pagsulat Tungo sa Pananaliksik (Fil.2)	Espina et al	2009	1	30 calendar days
164	Pagbasa, Pagsulat at Pananaliksik (filipino 2)	Astorga, Jr. Eriberto	2010	1	30 calendar days
165	Pagbasa, Pagsulat at Pananaliksik (filipino 2) revised	Astorga, Jr. Eriberto	2013	1	30 calendar days
166	Panitikan sa Ibat Ibang Rehiyon ng Pilipinas	Espina et al	2013	1	30 calendar days
167	Retorika: Masining na Pagpapahayag	Astorga, Jr. Eriberto	2011	1	30 calendar days
168	Talas-Isip Pagbasa at Pagsulat Tungo sa Pananaliksik (F11.2)	Constantino, Rada	2013	1	30 calendar days
169	Analytic Geometry	Winston Sirug	2014	1	30 calendar days
170	Basic Accounting for Non-Accountant	Abitang etal	2014	1	30 calendar days
171	Basic Math	Pagala, Renante	2013	1	30 calendar days
172	Business mathematics Revised ed.	Winston Sirug	2014	1	30 calendar days
173	College Algebra	Oredina, Nora	2014	1	30 calendar days
174	College Algebra Revised	Winston Sirug	2014	1	30 calendar days
175	Contemporary Mathematics (PB)	Gonzalvo, Gonzalvo	2012	1	30 calendar days
176	Fundamentals of Discrete Mathematics	Winston Sirug	2012	1	30 calendar days



177	Fundamentas of Accounting	Baltazar, William	2014	1	30 calendar days
178	Mathematics of Investment 3rd Ed	Winston Sirug	2014	1	30 calendar days
179	Microeconomics Price theory Revised	Pagaduan M.	2015	1	30 calendar days
180	Microeconomics Price Theory	Pagaduan M.	2011	1	30 calendar days
181	Plane trigonometry	Mamhot, Tarepe	2012	1	30 calendar days
182	Practicum Manual: College of Accountancy, Business Ad	De Guzman et el	2012	1	30 calendar days
183	Statistics Revised	Pagala, Renante	2011	1	30 calendar days
184	Art Appreciation / rev.ed	C. Tabotabo	2010	1	30 calendar days
185	Balintataw	Domingo, et al	2009	1	30 calendar days
186	Ethics for Filipinos	Corpuz, Tabotabo, dela cruz	2011	1	30 calendar days
187	Ethics: Standards of Human Conduct	Corpuz et.al.	2007	1	30 calendar days
188	Got Logic	Inductivo Ivan Brian L.	2013	1	30 calendar days
189	Intro to integrated Humanities	Yagyagan et al	2010	1	30 calendar days
190	Intro to the Humanities, Visual and Performing Arts	L. Marcos	2010	1	30 calendar days
191	Introduction to Humanities & the Basic of Art Appreciation	Tabotabo, et al	2013	1	30 calendar days
192	Logic for Right Living	Tubo, Dennis	2013	1	30 calendar days
193	logic: Basic Principles of Critical thinking	Buñag, Angulo, Libarnes	2014	1	30 calendar days
194	Philosophy of Man	Buñag, Angulo	2012	1	30 calendar days

195	Universal Ethics and Contemporary Values	Cebreros, Nazario	2015	1	30 calendar days
196	Values & Work Ethics	Saidali, Saidali	2015	1	30 calendar days
197	1987 Philippine Constitution	Estoque, Corpuz, Wy	2007	1	30 calendar days
198	Asian Civilization Revised	Leaño, Bautista, et. al	2011	1	30 calendar days
199	Being Social Being	Inductivo, Ivan brian	2012	1	30 calendar days
200	Jose P. Rizal	Pangilinan, Michael	2015	1	30 calendar days
201	Jose P. Rizal A College textbook on Jose Rizal's Life & Writings	Franciso, Virlyn Jaime	2015	1	30 calendar days
202	Jose Rizal: A Hero's Life (Revised Edition)	Tabotabo/ Leaño	2008	1	30 calendar days
203	Life, Works and writings of DR. Jose Rizal	Ariola, Mariano M. (PB)	2013	1	30 calendar days
204	Phil. History & Government with new Constitution & Impeachment Trial	Ariola, Mariano M. (PB)	2012	1	30 calendar days
205	Philippine History	Francisco, Francisco	2015	1	30 calendar days
206	Philippine History	Torres, Dante	2006	1	30 calendar days
207	Philippine History & Government	Areola, Mariano	2012	1	30 calendar days
208	Philippine History and Constitution	Corpuz, Wy, Dela Cruz	2008	1	30 calendar days
209	Philippine History and Constitution new	Corpuz, Mellejor, Dela Cruz	2012	1	30 calendar days
210	Philippine History with Politics & Governance	Corpuz, tabotabo etal	2012	1	30 calendar days
211	Politics & Government	Francisco, Francisco	2015	1	30 calendar days
212	Time Travel: A Glimpse to Philippine History	Corpuz, Wy	2008	1	30 calendar days

213	Understanding Basic Concepts in Political Science (Purely)	Valenzuela, Edwin	2012	1	30 calendar days
214	Understanding Philippine Constitution	Corpuz, Mellejor	2012	1	30 calendar days
215	Before you Leap: A Simple Guide to Preparing Project Feasibility Study	Alvarado, Evelina P.	2012	1	30 calendar days
216	Child & Adolescent development	Serapio Ma, Perpetua	2014	1	30 calendar days
217	College Psychology	R. Estoque	2006	1	30 calendar days
218	College Sociology	R. Estoque	2006	1	30 calendar days
219	Essentials of PE 1 & 2	Manalo, Africa	2012	1	30 calendar days
220	Essentials of Research Methodology	Amante, Atienza, Mendoza	2009	1	30 calendar days
221	General Psychology	Corpuz et al	2013	1	30 calendar days
222	General Psychology Today with Drug Addiction	Ariola Mariano	2012	1	30 calendar days
223	Introduction to Social Philosophy	Corpuz, Tabotabo	2011	1	30 calendar days
224	Methods of Research	Merle Salmorin	2006	1	30 calendar days
225	Physical Education 1	Dimapilis et al	2009	1	30 calendar days
226	Physical Education 3	Dimapilis et al	2009	1	30 calendar days
227	Physical Science	Cadiz, Macasil	2015	1	30 calendar days
228	Research & Statistics with Thesis and Dissertation Writing	Mariano M. Ariola	2014	1	30 calendar days
229	Research Writing Made Simple	Bermudo, Yango et al	2010	1	30 calendar days
230	Sociology & Anthropology with Family Planning	Ariola Mariano	2012	1	30 calendar days

231	Understanding & Appreciating Literary Arts	S. Valdez, D. Dianco	2008	1	30 calendar days
232	Towards a Better Communication in Modern Times	T. F. Ballesteros	2006	1	30 calendar days
233	Technical Writing	T. F. Ballesteros	2006	1	30 calendar days
234	Understanding Literary Arts and Appreciating Literatures of the World	S. Valdez, D. Dianco	2009	1	30 calendar days
235	Tour Guiding as a Profession	D. Salamanca	2006	1	30 calendar days
236	Developing Skills in Writing and Research	L. Ramos	2010	1	30 calendar days
237	Masining na Pagpapahayag:para sa Antas Tersyarya	Maranan Mario H.	2007	1	30 calendar days
238	English Macro Skills	Nielo, Uy, Valdez	2009	1	30 calendar days
239	Philippine History	Dante C. Torres	2006	1	30 calendar days
240	Logic: The Art of Living w/ Reason	P. Umali	2007	1	30 calendar days
241	Beverage Knowledge: An Intro. to Bar Operation	Trinidad, Reyes	2009	1	30 calendar days
242	Assesment of Student Learning Book One: The Conventional	Buenaflor	2012	1	30 calendar days
243	Advanced Grammar and Composition Module	Aceron	2015	1	30 calendar days
244	Assesment of Student Learning 1&2	Del Socorro	2011	1	30 calendar days
245	Basic Mathematics	Acevedo	2012	1	30 calendar days
246	Computer Oriented Numerical and Statistical Methods	Mishra, S.S	2013	1	30 calendar days
247	Creative Oral Communication for Filipino Students: A Practical Application	Chavez	2012	1	30 calendar days
248	Early Childhood Care and Education	Gupta, M.S	2013	1	30 calendar days

249	Effective Classroom Mangement and Marketing	Patron, I	2013	1	30 calendar days
250	English for the Workplace 1: A professional Reading	Niem-Gam	2014	1	30 calendar days
251	English for the Workplace 2: A professional Writing	Mondez, R	2014	1	30 calendar days
252	English for the Workplace 3: A professional Speaking	Sudaprase	2014	1	30 calendar days
253	Psychological Testing in the Philippines: practice,directions & perspectives	Munarriz	2013	1	30 calendar days
254	Readings from World Literatures: Understanding People (colored)	Cerda, et a	2013	1	30 calendar days
255	Teaching Values Using Creative Strategies	Del Castillo	2013	1	30 calendar days
256	The Hallmarks of a Good Speaker	Novo	2015	1	30 calendar days
257	Voyages in Maritime English: Enhancing Seafarer's	Librero-Des	2014	1	30 calendar days
258	Writing in the Discipline: A textbook for College Student	Bargo, D.	2014	1	30 calendar days
259	GEMS in Philippine Literature-1st yr	Remoto	2010	1	30 calendar days
260	GEMS in Afro Asian Literature-2nd yr	Calixihan	2010	1	30 calendar days
261	GEMS in English & American Literature-3rd yr	Mercado	2010	1	30 calendar days
262	GEMS in World of Literature-4th yr	R. Nem Singh	2010	1	30 calendar days
263	Elementary Statistics Revised Edition	Blay	2014	1	30 calendar days
264	Beginning Algebra	J. Villano, et al	2012	1	30 calendar days
265	Intermediate Algebra	J. Villano, et al	2012	1	30 calendar days
266	Geometry	J. Villano, et al	2012	1	30 calendar days

267	Advanced Algebra w/ Trigo	J. Villano, et al	2012	1	30 calendar days
268	Painless Math: Advance Algebra	Alicia L. Padua , at al	2008	1	30 calendar days
269	Painless Math: Elementary Algebra	Alicia L. Padua , at al	2008	1	30 calendar days
270	Painless Math: Geometry	Alicia L. Padua , at al	2008	1	30 calendar days
271	Painless Math: Intermediate Algebra	Alicia L. Padua , at al	2008	1	30 calendar days
272	Speed Math:Multiplication and Addition	Paz Lacsamana-Jensen	2005	1	30 calendar days
273	Speed Math: Subtraction and Division	Paz Lacsamana-Jensen	2006	1	30 calendar days
274	Physics	Luis de Luna	2011	1	30 calendar days
275	Asia: History, Civilization & Culture for High Sch.	Hernando , et al	2007	1	30 calendar days
276	Economics for High School	V.Galvez, et al	2005	1	30 calendar days
277	The Other Phil. History Textbook-Book 1	Christine Diaz	2009	1	30 calendar days
278	The Other Phil. History Textbook-Book 2	Christine Diaz	2009	1	30 calendar days
279	World History for the Filipino Students	Virgilio Galvez, et al	2011	1	30 calendar days
280	Tungo sa Mapayapang Mundo	Castro, et al	2009	1	30 calendar days
281	Meaning and History	Ambeth Ocampo	2013	1	30 calendar days
282	A Question of Heroes	Nick Joaquin	2013	1	30 calendar days
283	Rizal: His Legacy to Phil. Society	C. Duka & R. Pila	2010	1	30 calendar days
284	Rizal In Our Time-Revised	Epifanio San Juan	2011	1	30 calendar days

285	Rizal Makata	Virgilio Almario	2011	1	30 calendar days
286	The Anvil Jose Rizal Reader	Ani Habulan, et al	2011	1	30 calendar days
287	First Filipino	David Guerrero	2010	1	30 calendar days
288	Noli Me Tangere 2011 Edition	V. Almario	2011	1	30 calendar days
289	First Filipino 2010 Ed	L. Ma. Guerrero	2010	1	30 calendar days
290	El Filibusterismo 3rd Edition	V. Almario	2011	1	30 calendar days
291	Rizal: His Legacy to Philippine Society	C. Duka & R. Pila	2015	1	30 calendar days
292	Mga Alamat at Kuwentong Bayan bp	Nem Singh	2010	1	30 calendar days
293	Mga Bugtong at Salawikain	Tica & Tica	2002	1	30 calendar days
294	Salawikain-Kawikaan at Bugtong sa Pilipinas	Paz Belvez	2013	1	30 calendar days
295	Mga Piling Alamat	Nem Singh	2015	1	30 calendar days
296	Games Filipinos Play	Jovita Calixihan	2010	1	30 calendar days
297	Anthology of World Literature for College	Rosario Nem Singh	2011	1	30 calendar days
<b>LOT 6</b>					
1	Effective Project Management Traditional, Agile, Extreme	Wysocki	2014	1	30 calendar days
2	Handbook of Digital Communication	Ekman	2015	1	30 calendar days
3	Signals and System	Nahvi	2014	1	30 calendar days
4	Electronics Principles	Malvino	2016	1	30 calendar days

5	Introduction to Digital Signal Processing			1	30 calendar days
6	Differentials Equations for Engineers and Scientist	Cengel	2013	1	30 calendar days
7	Security Leaders Insights for Effective Management	PB Harrison	2014	1	30 calendar days
8	Security Risk Assessment: Managing Physical and Operational	PB White	2014	1	30 calendar days
9	Statistics for Ciminology and Criminal Justice	PB GAU	2016	1	30 calendar days
10	Statistics for Criminology and Criminal Justice	PB GAU	2016	1	30 calendar days
11	The Penal System: An Introduction	PB Cavadino	2013	1	30 calendar days
12	Introducing Forensic and Criminal Investigation	Jane Monckton-Smith	2013	1	30 calendar days
13	Introduction to Criminal Justice System, Diversity, and Changes	PB Rennison	2016	1	30 calendar days
14	Introduction to Criminology Theories, Methods, and Criminal	Hagan	2013	1	30 calendar days
15	Police Administration	Cordner	2013	1	30 calendar days
16	Security Awareness applying Practical Security on your World	Ciampa	2014	1	30 calendar days
17	Global Learning and Education: Key Concepts and Effective Practice	PB Peterson	2014	1	30 calendar days
18	Exloring Children's Literature: Reading	PB Gamble	2013	1	30 calendar days
19	Coaching Classroom Instruction: Classroom Strategies	PB Marzano	2013	1	30 calendar days
20	Classroom Teaching Skills	PB Cooper	2013	1	30 calendar days
21	Classroom Teaching Skills	PB Cooper	2014	1	30 calendar days
22	Classroom Behavior, Context and Inteventions	HB Cook	2012	1	30 calendar days



23	L.S. Vygotsky and Education	PB Moll	2012	1	30 calendar days
24	Learning Theories	PB Schunk	2012	1	30 calendar days
25	Learning Theory and classroom practice in th Lifelong Learning	PB Gould	2012	1	30 calendar days
26	Formative Assessment for Reading and Learning	PB Boyle	2014	1	30 calendar days
27	A Case for Teaching Literature in the Secondary School	Alsup	2015	1	30 calendar days
28	Language and Literacy for the Early Years	PB Sally, Neaum	2012	1	30 calendar days
29	Teaching and Learning English Literature	PBCanbers Gregory	2014	1	30 calendar days
30	Teaching Mathematics in Grades 6-12 Developing Research Base	PB Groth	2013	1	30 calendar days
31	Criminal & Behavioral Profiling	Bartol	2013	1	30 calendar days
32	Criminal Investigation	Branda	2014	1	30 calendar days
33	Criminal Justice Ethics	Haves	2015	1	30 calendar days
34	Criminalistic Laboratory Manual	Erickson	2014	1	30 calendar days
35	Forensic Testimony Science: Low and Expert Evidence	Bowers	2014	1	30 calendar days
36	An Intoduction to Crime Scene Investigation	Dutelle	2014	1	30 calendar days
37	Contemporary Drug Policy	Browntein	2013	1	30 calendar days
38	Correctional Counselling: A Cognitive Growth Perspective	Sun	2013	1	30 calendar days
39	Correctional Counselling and Rehabilitation	Van Voorhis	2013	1	30 calendar days
40	Crime Scene Investigation	PB Fish	2014	1	30 calendar days

41	Understanding Criminological Research: A Guide to Data Analysis	Cramberlain	2013	1	30 calendar days
42	Victimology: Theories and Application	Burgess	2013	1	30 calendar days
43	Victims of Crime	Davis	2013	1	30 calendar days
44	Food Industrial Process Handbook	Baun	2015	1	30 calendar days
45	Food Microbiology: An Introduction	Adam	2014	1	30 calendar days
46	HACCP: A Food Industry Briefing	Mortimore	2015	1	30 calendar days
47	Handbook of Toxicology of natural Substances: Foods, Bac...	Alvin Machin	2013	1	30 calendar days
48	Food Borne Infection and Intoxication	Morris	2013	1	30 calendar days
49	Cruise Marketing and Management	Chaitanya Prakash	2012	1	30 calendar days
50	An Introduction to Ecotourism	Chauhan	2014	1	30 calendar days
51	Hospitality Transportation Management	Neelam Singh	2013	1	30 calendar days
52	Management of Travel Agency	Tiwari	2013	1	30 calendar days
53	Successful Event Management	Shone	2013	1	30 calendar days
54	Tour & Travel Agency Management with DVD	3G Learning	2014	1	30 calendar days
55	Worldwide Destinations: The Geography of Travel and Tourism	Brian Boniface	2012	1	30 calendar days
56	Airlines Management with DVD	3G Learning	2015	1	30 calendar days
57	Role of Information Technology in Front Office	3G Learning	2015	1	30 calendar days
58	Ecological and Environmental Impact of Tourism	Sisodi	2014	1	30 calendar days

59	Key Concepts in Tourism Research	David Botterill	2012	1	30 calendar days
60	Tourism Marketing Management	Akhil Mathur	2012	1	30 calendar days
61	Tourism Planning & Management	Sinha	2012	1	30 calendar days
62	Drive Tourism: Trends and Emerging Market	PB Prideaux	2015	1	30 calendar days
63	Tourism: Principles, Practices, Philosophies	Charles R. Goeldner	2012	1	30 calendar days
64	Understanding Media Ethics	Horner	2015	1	30 calendar days
65	Media Ethics: Issues and Cases	Paterson and Wilkil	2014	1	30 calendar days
66	Global Media Ethics: Problems and Perspective	Ward	2013	1	30 calendar days
67	Mass Communication Living in a Media World	Hanson, Ralph	2016	1	30 calendar days
68	The New Ethics of Journalism : Principles for the 21st Century	Steele	2014	1	30 calendar days
69	Applying Communication Theory for Professional Life	Dainton	2014	1	30 calendar days
70	Dynamics of Mass Communication	Dominick, Joseph R.	2013	1	30 calendar days
71	Film Studies: A Global Introduction	Davis	2015	1	30 calendar days
72	Film Studies: The Basics	Villarejo	2015	1	30 calendar days
73	Producing for TV and New Media A Real- World Approach	Kellison	2013	1	30 calendar days
74	Food Analysis and Preservation: Current Research Topics	Kontomina	2013	1	30 calendar days
75	Food Packaging: Relating Logistics and Fresh	Acharya	2014	1	30 calendar days
76	Food Processing Technology	Ulanowicz	2015	1	30 calendar days

77	Food Processing Technology Principles and Practice			1	30 calendar days
78	Food Quality Handbook	Soong	2015	1	30 calendar days
79	Food Safety: Theory and Practice	Knechtges	2012	1	30 calendar days
80	Food Science and Quality Control	Poornima	2014	1	30 calendar days
81	Introduction to Food Engineering 5th Ed	Singh	2013	1	30 calendar days
82	Modern Technology of Food Processing			1	30 calendar days
83	Preservation and Canning of Fruits and Vegetables			1	30 calendar days
84	Technology of Food Preservation and Processing			1	30 calendar days
85	The Complete Technology Book on Processing Dehydration			1	30 calendar days
86	Food Processing Engineering: Theory and Laboratory Experiment	Sharma	2013	1	30 calendar days
87	HACCP a Food Industry Briefing	Mortimor	2015	1	30 calendar days
88	Handbook of Food Additives	Kosma	2015	1	30 calendar days
89	A Manual of Thesis Writing	Cole		1	30 calendar days
90	3000 Proverbs	Phillips		1	30 calendar days
91	3000 Idioms and Phrases	Phillips		1	30 calendar days
92	3000 Quotations	Phillips		1	30 calendar days
93	Dictionary of Education	Taneja		1	30 calendar days
94	Developing Reading Skills Level D			1	30 calendar days

95	Modern Method of Teaching Science in Secondary Schools			1	30 calendar days
96	Art of Communication in English	Bhatia		1	30 calendar days
97	Chinese Made Easy	Sharma		1	30 calendar days
98	Dictionary of English Grammar	Michelson		1	30 calendar days
99	Dictionary of Prepositions	Rashey		1	30 calendar days
100	Learn Chinese Through English	Sharma		1	30 calendar days
101	A Textbook of Fish and Fisheries	Kumar	2008	1	30 calendar days
102	A-Z of Fisheries and Aquaculture Technology	Bhardwaj	2011	1	30 calendar days
103	Biology of Fishes	Khanna	2004	1	30 calendar days
104	Economics of Fisheries	Pandey	2005	1	30 calendar days
105	Knots and Splices	Day	2006	1	30 calendar days
106	Anatomy and Physiology	Ross/ Gilenister		1	30 calendar days
107	Midwives and Changing Childbirth			1	30 calendar days
108	Nursing Calculations			1	30 calendar days
109	20th Century media: Power and Persuasion			1	30 calendar days
110	Food Science 5th Ed	Potter		1	30 calendar days
111	Electrician Coursebook	Prakash	2015	1	30 calendar days
112	Basic Electronics	Mandal	2013	1	30 calendar days

113	Electronics 1000 Questions and Answers	Mittal		1	30 calendar days
114	Electronics Coursebook	Prakash	2013	1	30 calendar days
115	Beating Bullying 5 Vols-Set	Peterson	2013	1	30 calendar days
116	Understanding School Bullying: Its Nature and Prevention Strategies	Smith	2014	1	30 calendar days
<b>LOT 7</b>					
1	Computing Fundamentals: Introduction to Computers	Wempen, Faiti	2015	1	30 calendar days
2	A Concise Introduction to Data Structures Using Java	Jonson, Mari	2014	1	30 calendar days
3	C++ Programming Program Design Including Data Structures	Malik, D.S.	2014	1	30 calendar days
4	Beginning Programming with C++ for Dummies 2ed.	Davies, Stephei	2015	1	30 calendar days
5	A Guide to SQL 9ed.	Pratt, Philip	2015	1	30 calendar days
6	Beginner Data Base Design and SQL Programming	Toth, Kalman	2014	1	30 calendar days
7	Computer Organization, Design and Architecture	Shiva, Sajjan	2014	1	30 calendar days
8	Beginning Programming with JAVA for Dummies 4ed.	Burd, Barry	2014	1	30 calendar days
9	Java Programming for Android Developers for Dummies	Burd, Barry	2014	1	30 calendar days
10	Formal Languages, Automata and Numeration Systems 1	Rig, Michel	2015	1	30 calendar days
11	HTML, JavaScript and JQuery 24 Hour Trainer Complete	Cameron	2015	1	30 calendar days
12	PHP and MySQL Web Development: A Beginner's Guide	Matthews	2015	1	30 calendar days
13	Software Engineering: A Practitioner's Approach 8ed.	Pressman	2015	1	30 calendar days

14	Beginning Software Engineering	Stephens, Rod	2015	1	30 calendar days
15	Artificial Intelligence for Humans Vol.2	Heaton,Jeff	2014	1	30 calendar days
16	Artificial Intelligence Problems and Their Solutions	Kopec, Danny	2014	1	30 calendar days
17	Robot Building for Teens	Salemi	2015	1	30 calendar days
18	Blender for Dummies 3ed.	Gumster	2015	1	30 calendar days
19	Game Engine Architecture 2ed.	Gregory	2014	1	30 calendar days
20	Holistic Mobile Game Development with Unity	De Byl,Penny	2015	1	30 calendar days
21	Computer Skills and Applications	3G Learning	2015	1	30 calendar days
22	Beyond Cybersecurity Protecting your Digital Business	Kaplan James	2015	1	30 calendar days
23	Digital Logic Design and Computer Organization	Faroughi	2015	1	30 calendar days
24	Data Mining and Predictive Analytics	Larose	2015	1	30 calendar days
25	Microsoft Office 2013, First and Second Course Set	Baskeen	2014	1	30 calendar days
26	Multimedia Computing	Friedland	2014	1	30 calendar days
27	Oracle PL/SQL Performance Tuning Tips and Techniques	Dorsey, Paul	2014	1	30 calendar days
28	Predictive Analytics for Dummies	Bari	2014	1	30 calendar days
29	System Analysis and Design in a Changing World 7E	Satzinger	2016	1	30 calendar days
30	Linux Bible The Comprehensive Tutorial 9ed.	Negus	2015	1	30 calendar days
31	Mobile Devices Tools and Technologies	Collins	2015	1	30 calendar days

32	The Practice of Cloud System Administration Designing	Limoncelli	2015	1	30 calendar days
33	College Algebra real Mathematics real People	Larson, Ron 7E	2016	1	30 calendar days
34	Computer Organization Design + Architecture	Shiva, Sajjan 5E	2014	1	30 calendar days
35	Digital Logic Design and Computer Organization with Computer..	Faroughi, N. 1E	2015	1	30 calendar days
36	Introduction to Solid Modeling Using Solidworks 2014	Howard, Will 10E	2015	1	30 calendar days
37	Up and Running with Autocad 2015 2D and 3D Drawing and Modelling	Gindis, Elliot	2014	1	30 calendar days
38	PID and Predictive Control of Electrical Drives and Power .....	Wang, Liuping	2015	1	30 calendar days
39	Beginning Programming with C++ for Dummies	Davis, S 2E	2015	1	30 calendar days
40	C++ Program Design including Data Structure	Malik, D. S. 7E	2015	1	30 calendar days
41	A course in ordinary Differential Equation	Wirkuss, Stephen 2E	2015	1	30 calendar days
42	Differential Equation TheoryTechnique and Practice 2ed.	Krantz, Steven	2015	1	30 calendar days
43	Differential Equation with Matlab axploration, Application	McKibben, Mark A.	2015	1	30 calendar days
44	Essentials of Digital Signal Ptoessing	Lathi, B.P.	2014	1	30 calendar days
45	Logic and Discrete Mathematics a Concise Introduction	Conradie, Willem	2015	1	30 calendar days
46	Environmental Engineering Principles and Practices	Mines, Richard O.	2004	1	30 calendar days
47	Chemical Principles for Organic Chemistry	Boikess, Robert	2015	1	30 calendar days
48	Organic Chemistry 9ed.	McMurry, John E.	2016	1	30 calendar days
49	Organic Chemistry Study Guide Key Concepts, Problem...	Oullette, Robe	2015	1	30 calendar days



50	Basic Engineering Physics with DVD ROM	3G Learning	2015	1	30 calendar days
51	Basic Physics with DVD ROM	3G Learning	2015	1	30 calendar days
52	Physic for Scientists and Engineers Foundation and...	Katz, Debora M.	2016	1	30 calendar days
53	Physic for Scientists and Engineers Technology Update 9ed.	Serway, Raymon	2016	1	30 calendar days
54	Fundamentals Math and Physics for Scientist and Engineers	Yevick, David	2015	1	30 calendar days
55	Principles of Communication System, Modulation and NOISE 7ed.	Ziemer, Rodge	2015	1	30 calendar days
56	Introduction to Probability	Blitzstein, Josef	2015	1	30 calendar days
57	Numerical Analysis for Engineers and Scientists	Miller, G.	2014	1	30 calendar days
58	Statistics for Engineers and Scientiss, 1ed.	Navidi, William 4ed.	2015	1	30 calendar days
59	Introduction to Probability and Statistics for Engineers... 5ed.	Ross, S.	2014	1	30 calendar days
60	Programming in C. with DVD	3G Learning	2015	1	30 calendar days
61	C++ for Dummies	Davis, S.	2015	1	30 calendar days
62	System Analysis and Design 6ed.	Dennis, Allan	2015	1	30 calendar days
63	Wiley CPA Excel Exam Review 2015 Study Guide: Regulation	Whittington, Ray		1	30 calendar days
64	Criminal Investigation	Brandl, Steven	2014	1	30 calendar days
65	Prisons & Punishment The Essentials	Scott, David	2014	1	30 calendar days
66	Ecotourism	Fennell, David	2015	1	30 calendar days
67	Tourism Management	Weaver, David	2014	1	30 calendar days

68	Digital Media Ethics	Ess, Charles	2014	1	30 calendar days
69	Routledge Handbook of Media Law	Price, Monroe	2015	1	30 calendar days
70	Student Journalism and Media Literacy	Fromn, Megan	2015	1	30 calendar days
71	Advancing the Story: Journalism in a Multimedia World	Wenger, Debor	2015	1	30 calendar days
72	Communicating Environmental Patriotism: A Rhetorical History	Todd, Anne	2014	1	30 calendar days
73	Producing and Directing the Short Film and Video	Rea, Peter	2015	1	30 calendar days
74	Film Analysis: A Casebook	Crdulo, Bert	2015	1	30 calendar days
75	Film Theory: An Introduction trough the Senses	Elsaesser, Thorn	2015	1	30 calendar days
76	Advertising Critical Approaches	Wharton, Chris	2015	1	30 calendar days
77	Media and Society Production, Content and Participation	Carah, Nicholas	2015	1	30 calendar days
78	Celebrity Cultures: An Introduction	Barron, Lee	2015	1	30 calendar days
79	The Easy Kitchen Asian Food Simple Recipes for Delicious Food	Strandling	2014	1	30 calendar days
80	Cooking with an Asian Accent Eastern Wisdom in Western Kitchen	Compestine, Yin	2014	1	30 calendar days
81	Food and Beverage Cost Control	Dopson, Lea	2016	1	30 calendar days
82	Catering Business Start-up with DVD	3G Learning	2015	1	30 calendar days
83	The First Book of Origami	Kodansha	2012	1	30 calendar days
84	Basic Electrical and Electronics Engineering with DVD ROM	3G Learning	2014	1	30 calendar days
85	Complete Conditioning for Volleyball	Oldenburg	2015	1	30 calendar days

<b>LOT 8</b>					
1	Forensic Ballistics, 2ed.	Grimares	2013	1	30 calendar days
2	The Essentials of Polygraphy	Adra	2013	1	30 calendar days
3	Understanding Forensic Ballistics	Fagela	2013	1	30 calendar days
4	Forensic Ballistics, A Table on Firearms identification with Practical Lab. Exercises	Sarmiento	2012	1	30 calendar days
5	Polygraphy: The Arts & Science of Lie Detection	Caballero	2012	1	30 calendar days
6	Police Organization & Administration w/ Police Planning	Vinas	2008	1	30 calendar days
7	Handbook in Police Intelligence	Sarmiento	2008	1	30 calendar days
8	Primer on Industrial Security Management	Hipolito	2008	1	30 calendar days
9	Laboratory Manual in Polygraphy	Chavez	2016	1	30 calendar days
10	Laboratory Manual in Forensic Ballistics	Revissa	2016	1	30 calendar days
11	Laboratory Manual in Criminalistics ( Police Photography)	Villarba	2011	1	30 calendar days
12	Laboratory Manual in Forensic Chemistry	Francisco	2011	1	30 calendar days
13	Essentials of Forensic Chemistry & Toxicology, 2ed.	Cañete	2010	1	30 calendar days
14	Legal Medicine	Lagonera	2010	1	30 calendar days
15	Instructional Handbook on Police Photography with Lab. Manual	Kalalang	2009	1	30 calendar days
16	Investigation of Crimes Against Children & Women	Florendo	2014	1	30 calendar days
17	Special Crime Investigation 2ed.	Almojuela	2014	1	30 calendar days

18	Traffic Management & Accident Investigation 2ed.	Delizo	2014	1	30 calendar days
19	Dangerous Drugs & Vice Control	Guevara	2013	1	30 calendar days
20	Fire Behavior & Arson Investigations 2ed.	Bustria	2013	1	30 calendar days
21	Fire Organization and Administration with Fire Operation	Revisa	2015	1	30 calendar days
22	Fire Investigation & Fire Technology	Alcelja	2015	1	30 calendar days
23	Organized Crime Investigation : Lecture Series 3ed.	Garcia	2015	1	30 calendar days
24	Crime Detection & Investigation	Viñas	2015	1	30 calendar days
25	Instructional Module in Special Crime Investigation	Villaluz	2014	1	30 calendar days
26	Afis- Automated Fingerprint Identification System	Cacdac	2008	1	30 calendar days
27	Forensic Documents Investigation 2ed.	Magbanua	2008	1	30 calendar days
28	Forensic Questioned Documents Examination	Gonzales	2008	1	30 calendar days
29	The Basics of Fingerprint with Manual in Personal Identification with Practicum	Depayso	2008	1	30 calendar days
30	Forensic Ballistics	Grimares	2006	1	30 calendar days
31	Drug Education and Vice Control	Cañete	2010	1	30 calendar days
32	Soco: Scene of the crimes Operations	Cacdac	2004	1	30 calendar days
33	Fire Behavior & Arson Investigations 1ed.	Bustria	2006	1	30 calendar days
34	Philippine Criminal Justice System with Indegenous Justice System	Caday	2016	1	30 calendar days
35	Values, Ethics & Professional Conduct to Criminology Student	Guerero	2016	1	30 calendar days

36	Criminal Justice System	Foronda	2009	1	30 calendar days
37	Technical Report writing for Criminal Justice Education	Foronda	2009	1	30 calendar days
38	Ethics and Values for Law Enforcers 2ed.	Guevara	2014	1	30 calendar days
39	Human Behavior & Crisis Management	Eduardo	2015	1	30 calendar days
40	Juvenile Delinquency & Crime Prevention	Bautista	2008	1	30 calendar days
41	The Questioned Document	Mendoza	2012	1	30 calendar days
42	Polygraphy: Lie Detection	Pensa	2011	1	30 calendar days
43	Fingerprinting: A Means of Personal Identification	Montalba	2011	1	30 calendar days
44	Forged or Genuine ( A Questioned Document Handbook)	Sorra	2011	1	30 calendar days
45	Laboratory Manual for Forensic Chemistry & Toxicology 2ed.	Cañete	2011	1	30 calendar days
46	Questioned Documents Exam- An Instructional Handbook	Kalalang	2009	1	30 calendar days
47	Simplified Manual Lab. Workbook in Dactyloscopy	Badua	2009	1	30 calendar days
48	Industrial Security Management Manual	Corpuz	2011	1	30 calendar days
49	Police Planning & Operations with Master Plans & Procedures	Florendo	2011	1	30 calendar days
50	Police Intelligence and Secret Service	Guevara Tatoy	2010	1	30 calendar days
51	Police Patrol Plans & Operations with Police/ Public Radio Communication	Garcia	2010	1	30 calendar days
52	Textbook on Police Personnel & Records Management	Badua	2010	1	30 calendar days
53	Security Management Principles & Practices	Peckley	2013	1	30 calendar days

54	Police Administration, Organization & Planning- An Instructional Book	Taneangco	2012	1	30 calendar days
55	Security Officers & Guards Manual	Peckley	2012	1	30 calendar days
56	Bank Security Management	Ajero	2011	1	30 calendar days
57	Comparative Police System	Garcia	2011	1	30 calendar days
58	Police Organization & Administration w/ Police Planning 2ed.	Guevara	2015	1	30 calendar days
59	Police Patrol Operations and Communication System	Florendo	2015	1	30 calendar days
60	Industrial & Corporate Security Management	Ajero	2014	1	30 calendar days
61	Mall Security Management	Ajero	2014	1	30 calendar days
62	Philippine Law Enforcement Administration	Bautista	2013	1	30 calendar days
63	Fundamentals of Traffic Management	Valdueza	2013	1	30 calendar days
64	Fundamentals of Criminal Investigation	Florendo	2012	1	30 calendar days
65	A Textbook on Comparative Police & Criminal Justice System	Garcia	2015	1	30 calendar days
66	Fundamentals of Criminology	Eduardo	2015	1	30 calendar days
67	Introduction to Criminology & Psychology of Crimes	Alviola	2014	1	30 calendar days
68	Understanding Human Behavior & Crisis Management	Perentrante	2014	1	30 calendar days
69	Fundamentals of Criminology 4ed.	Manwang	2013	1	30 calendar days
70	Sociology of Crime Ethics	Guevara	2013	1	30 calendar days
71	Criminological Research & Statistics	Foronda	2012	1	30 calendar days

72	Juvenile Delinquency	Alviola	2012	1	30 calendar days
73	Police Ethics & Police Community Relations 3ed.	Florendo	2012	1	30 calendar days
74	Introduction to Criminology with Psychology in Crime	Kalalang	2011	1	30 calendar days
75	Criminology 101	Guevara	2010	1	30 calendar days
76	Essentials of Criminology	Eduardo	2010	1	30 calendar days
77	Correctional Administration ( Institutional Correction) 2ed.	Foronda	2014	1	30 calendar days
78	Correctional Administration (Non Institutional Correction) 2ed.	Foronda	2014	1	30 calendar days
79	Corrections & Restorative Justice	Manwong	2014	1	30 calendar days
80	Comprehensive Penology ( Insti & Non Insti Corrections )	Bautista	2013	1	30 calendar days
81	Philippine Correctional Administration	Señar	2013	1	30 calendar days
82	Handbook on Markmanship and Combat Shooting, 2ed.	Vicente	2015	1	30 calendar days
83	Firearms and Firearms Safety, 2ed.	Peckley	2013	1	30 calendar days
84	Mixed Martial Arts for Criminology Students & Law Enforcers	Teves	2013	1	30 calendar days
85	First Aid, Responding to Emergency transport of the sick & injured	Mogol	2011	1	30 calendar days
86	Institutional Correction with Addendum on RA No. 4103 Instructional Manual	Villaluz	2012	1	30 calendar days
87	Swimming & Water Survival	Bustria	2011	1	30 calendar days
88	Street Rapid Defense System	Vargas	2008	1	30 calendar days
89	On-the- Job Training Manual of Operations for BS Criminology	Garcia	2014	1	30 calendar days

90	Handbook on First Aid & Water Safety	Vicente	2015	1	30 calendar days
91	Criminalistics 2ed.	Guevara	2015	1	30 calendar days
92	Forensic Photography for Criminology students & Practitioners w/ lab. Manual	Villarba	2015	1	30 calendar days
93	Forensic Chemistry & Toxicology	Cañete	2015	1	30 calendar days
94	Forensic Photography for Criminology	Villarba	2008	1	30 calendar days
95	Polygraphy: Lie Detection 2nd Ed	Revisa	2014	1	30 calendar days
96	Fundamentals of Criminal Investigation	Florendo	2012	1	30 calendar days
97	Instructional Materials in Drug Education & Vice Control 3ed.	Manwong	2013	1	30 calendar days
98	Maritime Ethics	Vilar	2015	1	30 calendar days
99	Study and Thinking Skills Made Easy for Maritime Students	Aballe	2014	1	30 calendar days
100	Strenght of Materials 4ed.	Singer		1	30 calendar days
101	Fundamentals of Accounting	Bautista	2016	1	30 calendar days
102	Basic Statistics for Research 1st Ed	De Belen	2015	1	30 calendar days
103	Elements of Business and Technical Writing 1st Ed	De Belen	2015	1	30 calendar days
104	Gabay sa Pagbasa, Pagsulat at Pananaliksik sa Filipino	Arnilla	2015	1	30 calendar days
105	Instructional Module in Mathematics of Investment	Antivola	2015	1	30 calendar days
106	Research Methods and Thesis Writing 1st Ed	De Belen	2015	1	30 calendar days
107	Student's Manual on the New Philippine Constitution	Naganag	2015	1	30 calendar days



108	Basic of the English Grammar, A Textbook-Workbook for the English Language	De La Cruz	2014	1	30 calendar days
109	ROTC Book (Reserved Officer Training Corps)	Fagela	2014	1	30 calendar days
110	Civil Welfare Training Service Practice, 2nd Ed	Caday	2013	1	30 calendar days
111	Civil Welfare Training Service , 2nd Ed	Caday	2013	1	30 calendar days
112	Guide to Effective Barangay Administration	Araña	2013	1	30 calendar days
113	Komunikasyon sa Akademikong Filipino	Arnilla	2013	1	30 calendar days
114	Retorika: Mabisa at Masining na Pagpapahayag	Bendalan	2013	1	30 calendar days
115	Government and Politics	Rabbon	2008	1	30 calendar days
116	National Achievement Test Reviewer 4th Year	Catchuela	2014	1	30 calendar days
117	National Achievement Test Reviewer Grade 6	Catchuela	2014	1	30 calendar days
118	Reading and Preparation Guide for Professional Teacher	Palabyab	2012	1	30 calendar days
119	Understanding Children and Teens	Penetrante	2011	1	30 calendar days
120	Fight the Bully Battle	Penetrante	2009	1	30 calendar days
121	Cook Book for Modern Food Processor and Entrepreneur	Flores	2014	1	30 calendar days
122	Culinary Tricks for Filipino Dishes 2nd Ed	Flores	2014	1	30 calendar days
123	Experimental Cookery and Food Preservation 2nd Ed	Flores	2014	1	30 calendar days
124	Food Selection, Preparation and Cooking 2nd Ed	Flores	2014	1	30 calendar days
125	Laboratory Manual on Food Fermentation 2nd Ed	Flores	2014	1	30 calendar days

126	Handbook on First Aid, Rescue & Water Safety	Vicente	2015	1	30 calendar days
127	Nursing Leadership and Management A Breakthrough Approach Vol. I	Buhat/ De Belen	2014	1	30 calendar days
128	Nursing Leadership and Management A Breakthrough Approach Vol. II	Buhat/ De Belen	2014	1	30 calendar days
129	Orthopaedic Nursing Manual - 3rd ed.	Buitre	2011	1	30 calendar days
130	Manual on Basic Health Procedures 2nd Ed	Pecson	2010	1	30 calendar days
131	Operating Room Technique, 2nd Revised Ed	Barela	2010	1	30 calendar days
132	Instructional Guide on Maternal and Child Health Care	Pecson	2009	1	30 calendar days
133	Criminal Jurisprudence and Procedures 2nd Ed	Guevara	2014	1	30 calendar days
134	National Security in a NUTSHELL	San Diego	2016	1	30 calendar days
135	Dynamics of Law Enforcement and Public Safety Administration	San Diego	2010	1	30 calendar days
136	Workbook in Dactyloscopy (Fingerprints for Personal ID)	Panelo	2013	1	30 calendar days
137	Advanced Techniques in Dactyloscopy with AFIS 2nd Ed	Vinluan	2012	1	30 calendar days
138	Crimes and Criminals	Valdueza	2015	1	30 calendar days
139	Essentials of Criminal Psychology	Pelayo	2014	1	30 calendar days
140	Criminology Dictionary	Peckley	2015	1	30 calendar days
141	Criminology Glossary 3rd Ed	Guevara	2014	1	30 calendar days
142	Montalba's Compilation in: Criminilistics	Montalba	2014	1	30 calendar days
143	Speech and Oral Communication for Criminology Students	Nano	2015	1	30 calendar days

144	Remedial English: Basic Grammar for Criminology Students	Nano	2015	1	30 calendar days
145	Technical Report Writing 1	Nano	2014	1	30 calendar days
146	Technical Report Writing 2	Pioquinto	2014	1	30 calendar days

## SECTION VII TECHNICAL SPECIFICATIONS

Item No.	Specifications			QTY.	STATEMENT OF COMPLIANCE
	Title	Author	Copyright		Comply/Not Comply
<b>LOT 1</b>					
1	Computer Concepts 2012	June Parsons	2012	1	
2	Comprehensive ( with CD ROM included)	June Parsons	2012	1	
3	Computer Concepts ( Illustrated Series) 2nd ed.	Katherine Pinard	2008	1	
4	An Introduction to Programming with C++ 6ed.	Diane Zak	2011	1	
5	Visual Programming	A.A. Puntambekar	2009	1	
6	Distributed Multimedia Databases: Techniques and Applications	Timothy Shih	2002	1	
7	Data Mining: Concepts and Techniques 3ed.	Jiawel Han	2015	1	
8	The Essentials of Computer Organization and Architecture 3ed.	Linda Null	2012	1	
9	Microsoft Visual C# 2012: An Introduction to Object Oriented Programming 5ed.	Joyce Farrell	2014	1	
10	Fundamentals of Java	Kenneth Lambert	2012	1	
11	Developing Effective Websites: A Project Manager's Guide	Roy Strauss	2001	1	

12	Object Oriented Software Engineering: Using UML, Patterns and Java 3ed.	Bernd Bruegge	2010	1	
13	Software Engineering (Alternative Edition)7ed.	Roger S. Pressman	2010	1	
14	Modelling Systems: PracticalTools and Techniques in Software Development	John Fitzgerald	2009	1	
15	A Modern Approach to Artificial Intelligence	Akira Hanako	2015	1	
16	Managing Web Usage in the Workplace : A Social, Ethical and Legal Perspective	Murugan Anandarajan	2002	1	
17	Advances in Network Management	Jianguo Ding	2010	1	
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38	The Anvil Guide to Research Paper Writing	Paterno, et al	2015	2	
39	College English for Today-New Ed.	Pacita Habana, et al	2010	1	
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139	Solved Problems in Differential Equations	Cabero,et al	2012	2	
140	Trigonometry: A Worktext	Rex Calingasan	2013	2	
141	Basic College Mathematics	Villano,et al	2013	3	
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2	Introduction to Information Technology with DVD	3G Learning	2015	1	
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23	Introduction to Database Management Systems	3G Learning	2015	1	
24	Basic Electronics with DVD	3G Learning	2015	1	
25	Digital Electronics with DVD	3G Learning	2015	1	
26	The Basic of Electronics	Cooper	2014	1	
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160	Modyul ng Komunikasyon sa Akademikong Filipino (Pink)	Espina, et al	2007	1	
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162	Pagbasa at Pagsulat (Fil. 2)	Cruz, Morong et al	2010	1	
163	Pagbasa at Pagsulat Tungo sa Pananaliksik (Fil.2)	Espina et al	2009	1	
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224	Methods of Research	Merle Salmorin	2006	1	
225	Physical Education 1	Dimapilis et al	2009	1	
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242	Assesment of Student Learning Book One: The Conventional	Buenafior	2012	1	
243	Advanced Grammar and Composition Module	Aceron	2015	1	
244	Assesment of Student Learning 1&2	Del Socorro	2011	1	
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286	The Anvil Jose Rizal Reader	Ani Habulan, et al	2011	1	
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290	El Filibusterismo 3rd Edition	V. Almario	2011	1	
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11	The Penal System: An Introduction	PB Cavadino	2013	1	
12	Introducing Forensic and Criminal Investigation	Jane Monckton-Smith	2013	1	
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14	Introduction to Criminology Theories, Methods, and Criminal	Hagan	2013	1	
15	Police Administration	Cordner	2013	1	
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114	Electronics Coursebook	Prakash	2013	1	
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9	Java Programming for Android Developers for Dummies	Burd, Barry	2014	1	
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<b>LOT 8</b>					
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11	Laboratory Manual in Criminalistics ( Police Photography)	Villarba	2011	1	
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42	Polygraphy: Lie Detection	Pensa	2011	1	
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49	Police Planning & Operations with Master Plans & Procedures	Florendo	2011	1	
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51	Police Patrol Plans & Operations with Police/ Public Radio Communication	Garcia	2010	1	
52	Textbook on Police Personnel & Records Management	Badua	2010	1	
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54	Police Administration, Organization & Planning- An Instructional Book	Taneangco	2012	1	
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107	Student's Manual on the New Philippine Constitution	Naganag	2015	1	

108	Basic of the English Grammar, A Textbook-Workbook for the English Language	De La Cruz	2014	1	
109	ROTC Book (Reserved Officer Training Corps)	Fagela	2014	1	
110	Civil Welfare Training Service Practice, 2nd Ed	Caday	2013	1	
111	Civil Welfare Training Service , 2nd Ed	Caday	2013	1	
112	Guide to Effective Barangay Administration	Araña	2013	1	
113	Komunikasyon sa Akademikong Filipino	Arnilla	2013	1	
114	Retorika: Mabisa at Masining na Pagpapahayag	Bendalan	2013	1	
115	Government and Politics	Rabbon	2008	1	
116	National Achievement Test Reviewer 4th Year	Catchuela	2014	1	
117	National Achievement Test Reviewer Grade 6	Catchuela	2014	1	
118	Reading and Preparation Guide for Professional Teacher	Palabyab	2012	1	
119	Understanding Children and Teens	Penetrante	2011	1	
120	Fight the Bully Battle	Penetrante	2009	1	
121	Cook Book for Modern Food Processor and Entrepreneur	Flores	2014	1	
122	Culinary Tricks for Filipino Dishes 2nd Ed	Flores	2014	1	
123	Experimental Cookery and Food Preservation 2nd Ed	Flores	2014	1	
124	Food Selection, Preparation and Cooking 2nd Ed	Flores	2014	1	
125	Laboratory Manual on Food Fermentation 2nd Ed	Flores	2014	1	

126	Handbook on First Aid, Rescue & Water Safety	Vicente	2015	1	
127	Nursing Leadership and Management A Breakthrough Approach Vol. I	Buhat/ De Belen	2014	1	
128	Nursing Leadership and Management A Breakthrough Approach Vol. II	Buhat/ De Belen	2014	1	
129	Orthopaedic Nursing Manual - 3rd ed.	Buitre	2011	1	
130	Manual on Basic Health Procedures 2nd Ed	Pecson	2010	1	
131	Operating Room Technique, 2nd Revised Ed	Barela	2010	1	
132	Instructional Guide on Maternal and Child Health Care	Pecson	2009	1	
133	Criminal Jurisprudence and Procedures 2nd Ed	Guevara	2014	1	
134	National Security in a NUTSHELL	San Diego	2016	1	
135	Dynamics of Law Enforcement and Public Safety Administration	San Diego	2010	1	
136	Workbook in Dactyloscopy (Fingerprints for Personal ID)	Panelo	2013	1	
137	Advanced Techniques in Dactyloscopy with AFIS 2nd Ed	Vinluan	2012	1	
138	Crimes and Criminals	Valdueza	2015	1	
139	Essentials of Criminal Psychology	Pelayo	2014	1	
140	Criminology Dictionary	Peckley	2015	1	
141	Criminology Glossary 3rd Ed	Guevara	2014	1	
142	Montalba's Compilation in: Criminilistics	Montalba	2014	1	
143	Speech and Oral Communication for Criminology Students	Nano	2015	1	

144	Remedial English: Basic Grammar for Criminology Students	Nano	2015	1	
145	Technical Report Writing 1	Nano	2014	1	
146	Technical Report Writing 2	Pioquinto	2014	1	

## **SECTION VIII**

### **BIDDING FORMS**

#### **List of Forms**

<b>Form No.</b>	<b>Title</b>
BatStateU Goods Form No. 1	Bid Form
BatStateU Goods Form No. 2	List of On-going Government and Private Contracts including Contracts Awarded but not yet started
BatStateU Goods Form No. 3	Statement of all Government and Private completed contracts which are similar in nature
BatStateU Goods Form No. 4	Net Financial Contracting Capacity
BatStateU Goods Form No. 5a	Bank Guarantee
BatStateU Goods Form No. 5b	Surety Bond
BatStateU Goods Form No. 5c	Bid Securing Declaration
BatStateU Goods Form No. 6	Conformity with Technical Specifications and Schedule of Requirements
BatStateU Goods Form No. 7	Omnibus Sworn Statement
BatStateU Goods Form No. 8	Request for Clarification
BatStateU Goods Form No. 9	Bill of Quantities

**BID FORM**

Date: \_\_\_\_\_

To: **ATTY. EDGARD E. VALDEZ**  
BAC Chairman  
Batangas State University  
Batangas City

Gentlemen and / or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers [*insert numbers*], the receipt of which is hereby duly acknowledge, we, the undersigned, offer to [*supply / deliver / perform*][*description of the Goods*] in conformity with the said Bidding Documents for the sum as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity specified in the **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid to us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and Address of agent	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____		

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We certify / confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_.





**Statement of all Government & Private Contracts completed which are similar in nature**

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion	a. Date Awarded b. Contract Effectivity
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

- 1 Contract
- 2 Certificate of Completion
- 3 Certificate of Acceptance

Submitted by : \_\_\_\_\_  
 (Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

### NET FINANCIAL CONTRACTING CAPACITY

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (current asset - current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P \_\_\_\_\_

*K = 10 for a contract duration of one year or less, 15 for more than one year up to two years and 20 for more than two years*

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted by:

\_\_\_\_\_  
Name of Supplier / Distributor / Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

Date : \_\_\_\_\_

**NOTE:**

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

**BID SECURITY  
(BANK GUARANTEE)**

WHEREAS, (Name of Bidder) (hereinafter called "the Bidder") has submitted his bid dated (Date) for the (Name of Contract) (hereinafter called "the Bid").

KNOW ALL MEN by these presents that We (Name of Bank) of (Name of Country) having our registered office at \_\_\_\_\_ (hereinafter called "the Bank" are bound unto (Name of Employer) (hereinafter called "the Employer") in the sum of \_\_\_\_\_<sup>2</sup> for which payment well and truly to be made to the said Employer the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

THE CONDITIONS of this obligation are:

- 1) If the Bidder withdraws his Bid during the period of bid validity specified in the Form of Bid; or
- 2) If the Bidder does not accept the correction of arithmetical errors of his bid price in accordance with the Instructions to Bidder; or
- 3) If the Bidder having been notified of the acceptance of his bid by the Employer during the period of bid validity:
  - a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
  - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

we undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two (2) conditions, specifying the occurred condition or conditions.

The Guarantee will remain in force up to and including the date \_\_\_\_\_<sup>3</sup> days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE \_\_\_\_\_ SIGNATURE OF THE BANK \_\_\_\_\_

WITNESS \_\_\_\_\_ SEAL \_\_\_\_\_

\_\_\_\_\_  
(Signature, Name and Address)

<sup>2</sup> The bidder should insert the amount of the guarantee in words and figures, denominated in the currency of the Employer's country or an equivalent amount in a freely convertible currency. This figure should be the same as shown of the Instructions to Bidders.

<sup>3</sup> Usually 28 days after the end of the validity period of the Bid. Date should be inserted by the Employer before the bidding documents are issued.

**BID SECURITY  
SURETY BOND**

BOND NO.: \_\_\_\_\_

DATE BOND EXECUTED: \_\_\_\_\_

By this bond, We (Name of Bidder) (hereinafter called "the Principal") as Principal and (Name of Surety) of the country of (Name of Country of Surety), authorized to transact business in the country of (Name of Country of Employer) (hereinafter called "the Surety") are held and firmly bound unto (Name of Employer) (hereinafter called "the Employer") as Obligee, in the sum of \_\_\_\_\_<sup>1</sup> for the payment of which sum, well and truly to be made, we, the said Principal and Surety bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

SEALED with our seals and dated this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

WHEREAS, the Principal has submitted a written Bid to the Employer dated the \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_, for the \_\_\_\_\_ (hereinafter called "the Bid").

NOW, THEREFORE, the conditions of this obligation are:

- 1) If the Principal withdraws his Bid during the period of bid validity specified in the Form of Bid; or
- 2) If the Principal does not accept the correction of arithmetical errors of his bid price in accordance with the Instruction's to Bidders; or
- 3) If the Principal having been notified of the acceptance of his Bid by the Employer during the period of bid validity:
  - a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
  - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

then this obligation shall remain in full force and effect, otherwise it shall be null and void.

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<sup>1</sup> The bidder should insert the amount of bond in words and figures, denominated in the currency of the Employer's country of an equivalent amount in a freely convertible currency and callable on demand. This figure should be the same as shown in the Instructions to Bidders.

PROVIDED HOWEVER, that the Surety shall not be:

- a) liable for a greater sum than the specified penalty of this bond, nor
- b) liable for a greater sum than the difference between the amount of the said Principal's Bid and the amount of the Bid that is accepted by the Employer.

This Surety executing this instrument hereby agrees that its obligation shall be valid for 120 calendar days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Surety is hereby waived.

PRINCIPAL \_\_\_\_\_

SURETY \_\_\_\_\_

SIGNATURE(S) \_\_\_\_\_

SIGNATURES(S) \_\_\_\_\_

NAME(S) AND TITLE(S) \_\_\_\_\_

NAME(S) \_\_\_\_\_

SEAL \_\_\_\_\_

SEAL \_\_\_\_\_

**REPUBLIC OF THE PHILIPPINES)**  
**CITY OF \_\_\_\_\_)S.S.**

**BID-SECURING DECLARATION**

Invitation to Bid No. \_\_\_\_\_ *[insert reference number]*

To: BATANGAS STATE UNIVERSITY  
RIZAL AVENUE, BATANGAS CITY

I / We, the undersigned, declare that:

1. I / we understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I / We accept that: (a) I / we will be automatically disqualified from bidding for any contract with any procuring entity for the period of two (2) years upon receipt of your Blacklisting Order; and (b) I / we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, if I / we have committed any of the following actions:
  - i) Withdrawn my / our Bid during the period of bid validity required in the Bidding documents; or
  - ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
3. I / we understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b) I am / we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I / we failed to timely file a request for reconsideration or (ii) I / we filed a waiver to avail of said right;
  - c) I am / we are declared as the bidder with the Lowest Calculated and Responsive Bid / Highest Rated and Responsive Bid, and I / we have furnished the performance security and signed the Contract.

**IN WITNESS WHEREOF**, I / we have hereunto set my / our hand/s this \_\_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_.

**Name of Bidder**  
**Authorized Representative**  
**Legal Capacity**  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines. Affiant /s is / are personally known to me and was / were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M.) No. 02-8-13-SC). Affiant/s exhibited to me his / her *[insert type of government identification card used]*, with his / her photograph and signature appearing thereon, with no.\_\_\_\_ and his / her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of \_\_\_\_\_.

NAME OF NOTARIAL PUBLIC

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorney's No. \_\_\_\_\_

PTR No. \_\_\_\_\_, *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

## CONFORMITY WITH SCHEDULE OF REQUIREMENTS

Item No.	Section VI-Schedule of Requirements	QTY.	REMARKS
			Comply/ Not Comply
1	Lot 1	1 lot	
2	Lot 2	1 lot	
3	Lot 3	1 lot	
4	Lot 4	1 lot	
5	Lot 5	1 lot	
6	Lot 6	1 lot	
7	Lot 7	1 lot	
8	Lot 8	1 lot	



## CONFORMITY WITH TECHNICAL SPECIFICATIONS

Item No.	Section VII-Technical Specifications	QTY.	REMARKS
			Comply/ Not Comply
1	Lot 1	1 lot	
2	Lot 2	1 lot	
3	Lot 3	1 lot	
4	Lot 4	1 lot	
5	Lot 5	1 lot	
6	Lot 6	1 lot	
7	Lot 7	1 lot	
8	Lot 8	1 lot	

## Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES     )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

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

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards;
8. *[Name of Bidder]* did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity; and
9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

*[JURAT]*

## REQUEST FOR CLARIFICATION

Date of Letter

**ATTY. EDGARD E. VALDEZ**  
BAC Chairman  
Batangas State University  
Rizal Avenue, Batangas City  
Telephone No.: 980-0385 local 1811

Dear Sir:

In relation to the Section \_\_\_\_ of Page \_\_\_\_ of the Bidding Documents for (Name of the Project),  
to wit:

” (Quote unclear provision) “

We would appreciate it if you could provide further explanation or clarification on the above.  
Thank you very much.

Very truly yours,

Name of Representative of the Bidder  
Name of the Bidder

