

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

# **Procurement of GOODS**

**Procurement of Library Books for  
Main and Extension Campuses**

**Lot 2 (Re-bidding)**

**Batangas State University**

**Fifth Edition  
August 2016**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines (GOP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), and local government units (LGUs) and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory<sup>1</sup> use in projects that are financed in whole or in part by the GOP or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (c) the expected contract duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in Bidders (ITB) and in Section IV. General Conditions of Contract (GCC). Data and provisions specific to each procurement and contract should be included in Section III. Bid Data Sheet (BDS); Section V. Special Conditions of (SCC); Section VI. Schedule of Requirements; and Section VII. Technical Specifications. The forms to be used are provided in Section VIII. Bidding Forms.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. In addition, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents, except for the notes introducing Section VIII. Bidding Forms where the information is useful for the Bidder. The following general directions should be observed when using the documents:

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

contain no footnotes except Section VIII. Bidding Forms since these provide important guidance to Bidders.

- (d) The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.
- (e) If modifications must be made to bidding requirements, they can be presented in the BDS. Modifications for specific Project or Contract details should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the BDS or SCC these terms shall be printed in bold type face on Section I. Instructions to Bidders and Section III. General Conditions of Contract, respectively.

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## SECTION I. INVITATION TO BID

### Procurement of Library Books for Main and Extension Campuses Lot 2 (Re-bidding)

1. The **Batangas State University**, through the **PTR FY 2016 (Library Fee)** intends to apply the sum of **One Million Eight Hundred Two Thousand Nine Hundred Ninety Six (Php 1,802,996.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Library Books for Main and Extension Campuses Lot 2 (Re-bidding)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Batangas State University** now invites bids for **Procurement of Library Books for Main and Extension Campuses Lot 2 (Re-bidding)**. Delivery of the Goods is required **thirty (30) calendar days**. Bidders should have completed, within **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.
4. Interested bidders may obtain further information from Batangas State University and inspect the Bidding Documents at the address given below from 8:00 am – 5:00 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders from **July 14, 2017 – August 2, 2017** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Two Thousand Pesos (Php 2,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the Batangas State University website (<http://www.batstate-u.edu.ph/>), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The Batangas State University will hold a Pre-Bid Conference on **July 21, 2017, 2:00 PM** at **Lecture Room 2, Second Floor, CITE Building, GPB Campus I, Rizal Avenue Extension, Batangas City** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below from **1:00 PM** to **2:00 PM** on **August 2, 2017**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**.

Bid opening shall be on **August 2, 2017, 2:00 PM** at **Lecture Room 2, Second Floor, CITE Building, GPB Campus I, Rizal Avenue Extension, Batangas City**. 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.

8. The Batangas State University reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

*ATTY. EDGARD E. VALDEZ*  
*Office of the Bids and Awards Committee*  
*2<sup>nd</sup> Floor CITE Building, GPB Campus I*  
*Rizal Avenue Extension, Batangas City*  
*Telephone No.: (043) 980-0385 loc 1549*  
*E-mail address: bids\_awards@yahoo.com*  
*University Website: <http://www.batstate-u.edu.ph/>*

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*ATTY. EDGARD E. VALDEZ*  
*BAC Chairman*

# Section II. Instructions to Bidders

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## **A. General**

### **1. Scope of Bid**

- 1.1. The Procuring Entity named in the **BDS** invites bids for the supply and delivery of the Goods as described in Section VII. Technical Specifications.
- 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 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 (g) 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;
- (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;
- (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; or
- (g) A Bidder 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.

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 (HoPE), 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;
- (d) If the Bidder is a cooperative, to all its officers, directors, and controlling shareholders or members; and

- (e) If the Bidder is a joint venture (JV), the provisions of items (a), (b), (c), or (d) 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
  - (e) Persons/entities forming themselves into a Joint Venture (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 JV 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 RA 9184 and its IRR allow foreign bidders to participate;
  - (b) Citizens, corporations, or associations of a country, 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 owned or –controlled corporations (GOCCs) 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 attached agencies of the Procuring Entity.

- 5.4. Unless otherwise provided in the **BDS**, the Bidder must have completed a Single Largest Completed Contract (SLCC) similar to the Project and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) 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)(ii).

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

NFCC = [(Current assets minus current liabilities) (15)] 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 to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

## **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 10.4.

- (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 HoPE 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 and its IRR in relation to other provisions of RA 3019;
- (j) Complying with existing labor laws and standards, in the case of procurement of services; Moreover, bidder undertakes to:
  - (i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers’ wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

- (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, bidder undertakes to suspend contract implementation pending clearance to proceed from the DOLE Regional Office and to comply with Work Stoppage Order; and

- (iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and
- (k) Ensuring that it 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.

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. However, the Procuring Entity shall ensure that all information in the Bidding Documents, including bid/supplemental bid bulletin/s issued, are correct and consistent.
- 6.6. 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.
- 6.7. 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.
- 6.8. The Bidder should note that the Procuring Entity will accept bids only from those that have paid the applicable 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 submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria 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, but not earlier than seven (7) calendar days from the posting of the invitation to bid/bidding documents in the PhilGEPS website. 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 as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.
- 9.3. Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.



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

- 10.1. Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. 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. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.
- 10.3. Supplemental/Bid Bulletins may also 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.
- 10.4. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS and the website of the Procuring Entity concerned, if available, and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Bidders who have properly secured 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 Bids**

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. 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) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR.
- (ii) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and

Statement of the Bidder’s SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the **BDS**.

The two statements required shall indicate for each contract the following:

- (ii.1) name of the contract;
  - (ii.2) date of the contract;
  - (ii.3) contract duration;
  - (ii.4) owner’s name and address;
  - (ii.5) kinds of Goods;
  - (ii.6) For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
  - (ii.7) For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA’s consumer price index, if necessary for the purpose of meeting the SLCC requirement;
  - (ii.8) date of delivery; and
  - (ii.9) end user’s acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.
- (iii) NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank.

Class “B” Document:

- (iv) If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.
- (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 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.
  - (iv) For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

### **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 applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.4;
  - (b) If the Bidder claims preference as a Domestic Bidder, a certification from the DTI 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 monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

## **14. Alternative Bids**

- 14.1 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.
- 14.2 Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

## **15. Bid Prices**

- 15.1. The Bidder shall complete the appropriate Schedule of Prices 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 Schedule of Prices. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Schedule of Prices, 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 zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be accomplished.
- 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);
    - (ii) The cost of all customs duties and sales and other taxes already paid or payable;
    - (iii) The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - (iv) The price of other (incidental) services, if any, listed in the **BDS**.
  - (b) For Goods offered from abroad:
    - (i) Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted 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**.
  - (c) For Services, based on the form which may be prescribed by the Procuring Entity, in accordance with existing laws, rules and regulations
- 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 for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances. Upon the recommendation of the Procuring Entity, price escalation may be allowed in extraordinary circumstances as may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon approval by the GPPB. 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 *Bangko Sentral ng Pilipinas* (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 Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount stated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not Less than the 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%)

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, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as 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 request for reconsideration and/or protest, or upon the lapse of the reglementary period to file a request for reconsideration or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the Bidder with the Lowest Calculated Responsive Bid (LCRB) 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) has a finding against the veracity of any of the documents submitted 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 LCRB;
- (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. This shall also be observed for each lot in the case of lot procurement.
- 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 addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4. Each and every page of the Bid Form, including the Schedule of Prices, under Section VIII hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- 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 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. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

## **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. The BAC shall record in the minutes of bid submission and opening, the Bidder's name, its representative and the time the late bid was submitted.

### **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 and properly identified in accordance with **ITB** Clause 20, 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. The Letter of Withdrawal must be executed by the duly authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.

- 23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder, who has acquired the bidding documents, 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 18.5, 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 bids in public, immediately after the deadline for the submission and receipt of bids, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and reschedule the opening of Bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.
- 24.2. Unless otherwise specified in the **BDS**, the BAC shall open the first bid envelopes and determine each Bidder's compliance with the documents prescribed in **ITB** Clause 12, 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".
- 24.3. 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.

- 24.4. 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.
- 24.5. All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.
- 24.6. In the case of an eligible foreign bidder as described in **ITB** Clause 5, the following Class “A” Documents may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned, which shall likewise be uploaded and maintained in the PhilGEPS in accordance with Section 8.5.2 of the IRR:
- (a) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
  - (b) Mayor’s/Business permit issued by the local government where the principal place of business of the bidder is located; and
  - (c) Audited Financial Statements showing, among others, the prospective bidder’s total and current assets and liabilities stamped “received” by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.
- 24.7. Each partner of a joint venture agreement shall likewise submit the requirements in **ITB** Clause 12.1(a)(i). Submission of documents required under **ITB** Clauses 12.1(a)(ii) to 12.1(a)(iii) by any of the joint venture partners constitutes compliance.
- 24.8. 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 (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.
- 24.8. The bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids as read and the minutes of the bid opening shall be made available to the public upon written request and payment of a specified fee to recover cost of materials.
- 24.9. To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The notice shall be issued within seven (7) calendar days from the date of the bid opening.

## **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 the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder.
  - (b) For evaluation purposes, the lowest Foreign Bid shall be increased by fifteen percent (15%).
  - (c) In the event that the lowest bid offered by a Domestic Bidder does not exceed the lowest Foreign Bid as increased, then the Procuring Entity shall award the contract to the Domestic Bidder at the amount of the lowest Foreign Bid.
  - (d) If the Domestic Bidder refuses to accept the award of contract at the amount of the Foreign Bid 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, 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 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. The BAC shall consider the following in the evaluation of bids:
  - (a) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, Schedule of Prices, 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 zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity, except those required by law or regulations to be provided for; and
  - (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications. 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 be based on the bid price quoted in the Bid Form, which includes the Schedule of Prices.
- 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.

- 28.7. If so indicated pursuant to **ITB** Clause 1.2, Bids are being invited for individual lots or for any combination thereof, provided that all Bids and combinations of Bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid prices quoted shall correspond to all items specified for each lot and to all quantities specified for each item of a lot. Bid Security as required by **ITB** Clause 18 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in BDS Clause 28.3.

## **29. Post-Qualification**

- 29.1. The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid 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 five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

- 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, which shall be completed within a period of twelve (12) calendar days.
- 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 LCRB, and recommend to the HoPE 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 with a fresh period 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 LCRB is determined for recommendation for contract award.

- 29.6. Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the LCRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.
- 29.7. In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Bidder in writing of such decision and the grounds for it. When applicable, the BAC shall conduct a post-qualification of the Bidder with the next Lowest Calculated Bid. A request for reconsideration may be filed by the bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

### **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 HoPE;



- (ii) If the project is no longer necessary as determined by the HoPE; 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 LCRB refuses, without justifiable cause to accept the award of contract, and no award is made in accordance with Section 40 of the IRR of RA 9184.

## **F. Award of Contract**

### **31. Contract Award**

- 31.1. Subject to **ITB** Clause 29, the HoPE or its duly authorized representative 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 duly received by the Bidder or its representative 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 following documents within ten (10) calendar days from receipt of the Notice of Award:
    - (i) Valid JVA, if applicable; or
    - (ii) In the case of procurement by a Philippine Foreign Service Office or Post, the PhilGEPS Registration Number of the winning foreign Bidder;
  - (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, as provided in Section 37.3 of the IRR of RA 9184.

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, 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 (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
- (d) Performance Security;
- (e) Notice of Award of Contract; and
- (f) 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 not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the 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 demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

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 have a fresh period to 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 recommendation of 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, if necessary.

### **34. Notice to Proceed**

Within seven (7) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue the Notice to Proceed (NTP) together with a copy or copies of the approved contract to the successful Bidder. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

### **35. Protest Mechanism**

Decisions of the procuring entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

## Section III. Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is <b>Batangas State University</b>.</p> <p>The name of the Contract is <b>Procurement of Library Books for Main and Extension Campuses Lot 2 (Re-bidding)</b>.</p> <p>The identification number of the Contract is <b>BSU Project No. 2017-146</b>.</p>
1.2	Not applicable.
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through <b>PRE FY 2016 (Library Fee)</b> in the amount of <b>One Million Eight Hundred Two Thousand Nine Hundred Ninety Six (Php 1,802,996.00)</b></p> <p>The name of the Project is: <b>Procurement of Library Books for Main and Extension Campuses Lot 2 (Re-bidding)</b>.</p>
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	The Bidder must have completed, within the period specified in the Invitation to Bid and <b>ITB Clause 12.1(a)(ii)</b> , a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	<p>The Procuring Entity will hold a pre-bid conference for this Project on <b>July 21, 2017, 2:00 PM</b> at</p> <p><b><i>BAC Office Lecture Room 2, Second Floor CITE Building, GPB Campus I Rizal Avenue Extension, Batangas City</i></b></p>
10.1	<p>The Procuring Entity's address is:</p> <p><b><i>2nd Floor, CITE Building Batangas State University, GPB Campus I</i></b></p>

	<p><i>Rizal Avenue Extension, Batangas City</i></p> <p><b>Dr. Tirso A. Ronquillo</b>  <b>University President</b>  <b>(043) 980-0385 local 1546</b></p>
12.1(a)	No further instructions.
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed within three (3) years prior to the deadline for the submission and receipt of bids.
13.1	No additional requirements.
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	The ABC is <b>One Million Eight Hundred Two Thousand Nine Hundred Ninety Six (Php 1,802,996.00)</b> . Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iv)	No incidental services are required.
15.4(b)	Not applicable.  No incidental services are required.
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	Not applicable.
17.1	Bid validity period is <i>one hundred twenty (120) calendar days</i> from the date of opening of goods.
18.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>1. The amount of not less than <b>two percent (2%) of the ABC</b> or <b>Thirty Six Thousand Fifty Nine and 92/100 (Php 36,059.92)</b> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>2. The amount of not less than <b>five percent (5%) of the ABC</b> or <b>Ninety Thousand One Hundred Forty Nine and 80/100 (Php 90,149.80)</b> if bid security is in Surety Bond.</li> </ol>
18.2	The bid security shall be valid for <i>one hundred twenty (120) calendar days</i> from the date of the opening of bid.
20.3	Each Bidder shall submit <i>one (1)</i> original and <i>two (2)</i> copies of the first and

	second components of its bid.
21	<p>The address for submission of bids is</p> <p><b><i>BAC Office Ground Floor, CITE Building GPB Campus I, Rizal Avenue Extension, Batangas City</i></b></p> <p>The deadline for submission of bids is <b>August 2, 2017, 2:00 P.M.</b></p>
24.1	<p>The place of bid opening is</p> <p><b><i>BAC Office Ground Floor, CITE Building Batangas State University, GPB Campus I Rizal Avenue Extension, Batangas City</i></b></p> <p>The date and time of bid opening is</p> <p><b><i>August 2, 2017 at 2:00 P.M.</i></b></p>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3 (a)	Partial bid is not allowed. 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.
28.4	No further instructions.
29.2	No additional requirement.
32.4(f)	No additional requirement.

# 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 signing the contract, however the Supplier shall commence performance of its obligations only upon receipt of the Notice to Proceed and copy of the approved contract.

- (n) “Verified Report” refers to the report submitted by the Implementing Unit to the HoPE 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 Section VI. Schedule of Requirements.
- 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. If subcontracting is allowed, the Supplier may identify its subcontractor during contract implementation. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract. In either case, subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria 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. 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 HoPE 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. Payments shall be in accordance with the schedule stated in the **SCC**.
- 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.
- 10.5. Unless otherwise provided in the **SCC**, payments using Letter of Credit (LC), in accordance with the Guidelines issued by the GPPB, is allowed. For this purpose, the amount of provisional sum is indicated in the **SCC**. All charges for the opening of the LC and/or incidental expenses thereto shall be for the account of the Supplier.

## **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. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.
- 11.3. For Goods supplied from abroad, unless otherwise indicated in the **SCC**, the terms of payment shall be as follows:

- (a) On Contract Signature: Fifteen Percent (15%) 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: Sixty-five percent (65%) 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.

## **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 Section VII. Technical Specifications; 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 Section VII. Technical Specifications shall specify what inspections and/or tests the Procuring Entity requires and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 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 one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total 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 may rescind or terminate 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 Supplier 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 Supplier. 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 contract 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 HoPE 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 3.1(a);
  - (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 HoPE 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 HoPE 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 HoPE 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 HoPE 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 HoPE 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 HoPE; 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 CONTRACT

GCC Clause	
1.1(g)	The Procuring Entity is <b>Batangas State University</b> .
1.1(i)	The Supplier is _____.
1.1(j)	The Funding Source is the Government of the Philippines (GOP) through <b>PRE FY 2016 (Library Fee)</b> .
1.1(k)	The Project Site is <b>Batangas State University</b> .
2.1	No further instructions.
5.1	<p>The Procuring Entity's address for Notices is:</p> <p style="text-align: center;"><i><b>Dr. Tirso A. Ronquillo</b></i>  <i><b>University President</b></i>  <i><b>Batangas State University</b></i>  <i><b>2<sup>nd</sup> Floor CITE Building, GPB Main Campus I</b></i>  <i><b>Rizal Avenue Extension, Batangas City</b></i></p> <p>The Supplier's address for Notices is: _____</p>
6.2	<p><b>Delivery and Documents –</b></p> <p>The delivery terms applicable to this Contract are delivered to <b>Batangas State University</b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are as follows:</p> <p><i>For Goods supplied from within the Philippines:</i></p> <p>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:</p> <ul style="list-style-type: none"> <li>(i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;</li> <li>(ii) Original and four copies delivery receipt/note, railway receipt,</li> </ul>

or truck receipt;

- (iii) Original Supplier's factory inspection report;
- (iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;
- (v) Original and four copies of the certificate of origin (for imported Goods);
- (vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;
- (vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and
- (viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.

For purposes of this Clause the Procuring Entity's Representative at the Project Site is the University Librarian **ROSARIO L. CUEVAS**.

**Incidental Services –**

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:

- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- (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.

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

**Patent Rights –**

The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.



10.4	Not applicable.
10.5	Payment using LC is not allowed.
11.3	No further instructions.
13.4(c)	No further instructions.
16.1	The inspections and tests that will be conducted is: Checking based on the required specifications.
17.3	Not applicable.
17.4	The period for correction of defects in the warranty period is <b>fifteen (15) days.</b>
21.1	All partners to the joint venture shall be jointly and severally liable to the Procuring Entity.”

## *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.

### **LOT 2**

<b>ITEM NO.</b>	<b>TITLE OF BOOK</b>	<b>AUTHOR</b>	<b>COPYRIGHT / ED</b>	<b>BINDING</b>	<b>QTY</b>	<b>Delivery Days/Weeks</b>
1	Animation (3D Digital): Advanced With Dvd	3G Learning	2016	PB	1	30 calendar days
2	Applied Petroleum Geochemistry	Gabriel Brown	2014	HB	1	30 calendar days
3	Automotive Mechanical Assembly: Intermediate, W/ Dvd	3G Learning	2016	PB	1	30 calendar days
4	Basic Civil Engineering With Dvd	3G Learning	2015	PB	1	30 calendar days
5	Basic Mechanical Engineering (Books With Dvd)	3G Learning	2015	PB	1	30 calendar days
6	Chemical Separations	Quinten Czetybok	2015	HB	1	30 calendar days
7	Computer And Management Information System	Sharma	2014	HB	1	30 calendar days
8	Computer Systems Servicing: Intermediate W/Dvd	3G Learning	2016	PB	1	30 calendar days
9	Computer Graphics Handbook	Prof. Wen Kwok	2015	HB	1	30 calendar days
10	Control And Analysis For Biocatalysis And Food Biotechnology	Edward Morgan	2014	HB	1	30 calendar days

11	Data Acquisition Handbook	Thomas Rohsenow	2015	HB	1	30 calendar days
12	Ecology:Concepts And Applications	Molles	2016/7th ed.	PB	1	30 calendar days
13	Engineering The Metabolism Of Food And Nutraceuticals	Edward Morgan	2014	HB	1	30 calendar days
14	Enhanced Oil Recovery And Other Techniques For Oil Pollution Control	Jane Urry	2015	HB	1	30 calendar days
15	Environmental Engineering And Water Resources	Nikki Funke	2016	HB	1	30 calendar days
16	Environmental Ethics,	Dr. Murtaza Ali	2014	HB	1	30 calendar days
17	Environmental Risk Management	Hudson Bednarski	2015	HB	1	30 calendar days
18	Extreme Minimalism Architecture	Chris Van Uffelen	2014	HB	1	30 calendar days
19	Financial Management In Small Business (Book With Dvd Included)	3G Learning	2015	PB	1	30 calendar days
20	Food And Beverage Service: Intermediate	3G Learning	2016	PB	1	30 calendar days
21	Food And Industrial Microbiology	Daniele Sohier	2016	HB	1	30 calendar days
22	Food Processing: Intermediate,	3G Learning	2016	PB	1	30 calendar days
23	Food Technology (Book With Dvd)	3G Learning	2014	PB	1	30 calendar days
24	Future Trens In Microelectronics	Agrafena Sobakov	2015	HB	1	30 calendar days
25	Gas Metal Arc Welding: Beginner	3G Learning	2016	PB	1	30 calendar days

26	Gas Metal Arc Welding: Advanced	3G Learning	2016	PB	1	30 calendar days
27	Gas Welding: Intermediate	3G Learning	2016	PB	1	30 calendar days
28	Green Building And Energy Efficiency	Matilda Schmidt	2016	HB	1	30 calendar days
29	Green Technology	Marriane Fox	2016	HB	1	30 calendar days
30	Handbook Of Algorithms For Physical Design Automation	Prof. Wen Kwok	2015	HB	1	30 calendar days
31	Handbook Of Computational Hydraulics	Avinash Tripathi	2014	HB	1	30 calendar days
32	Handbook Of Geochemistry	Karolina Jensen	2015	HB	1	30 calendar days
33	Handbook Of Microalgal Culture	Hernan Green	2015	HB	1	30 calendar days
34	Heating And Air Conditioning	3G Learning	2015	HB	1	30 calendar days
35	Housekeeping: Intermediate,	3G Learning	2016	PB	1	30 calendar days
36	Human Nutrition: A Modern Perspective	Vivian Belt	2016	HB	1	30 calendar days
37	Hydraulics In Civil And Environmental Engineering	Dmitriy Demodov	2014	HB	1	30 calendar days
38	Industrial Chemistry	Gerald Cole	2016	HB	1	30 calendar days
39	Integrated Circuits (Book With Dvd)	3G Learning	2014	PB	1	30 calendar days
40	Machining: Beginner W/ Dvd	3G Learning	2016	PB	1	30 calendar days

41	Manufacturing Engineering And Materials Processing	Casan Anderson	2016	HB	1	30 calendar days
42	Masonry: Intermediate, W/ Dvd	3G Learning	2016	PB	1	30 calendar days
43	Materials Engineering	Reece Hughes	2016	HB	1	30 calendar days
44	Mechanical Drafting: Beginner, W/Dvd	3G Learning	2016	PB	1	30 calendar days
45	Microbiology And Technology Of Fermented Foods	Thomas Hogg	2014	HB	1	30 calendar days
46	Microelectromechanical Systems: Advanced Technologies And Devices	Eve Versuh	2016	HB	1	30 calendar days
47	Mediterranean Living: Stylish And Elegant Or Close To Nature	Manuela Roth	2015	HB	1	30 calendar days
48	Mining Engineering	Beth Thorpe	2016	HB	1	30 calendar days
49	Mobile Robotics	Jared Kroff	2015	HB	1	30 calendar days
50	Mobile Telecommunications Technology	Adam Houle	2016	HB	1	30 calendar days
51	Modern Transportation Systems And Networks	Samuel Morgan	2016	HB	1	30 calendar days
52	Molecular Virology	Drew Farmer	2016	HB	1	30 calendar days
53	Nanoengineering: Advances And Applications	Peggy Rusk	2016	HB	1	30 calendar days
54	Operational Procedures Of Equipments Of Food Analysis Laboratory	Gwen Mckenzie	2014	HB	1	30 calendar days
55	Photography: Intermediate W/Dvd	3G Learning	2016	PB	1	30 calendar days
56	Phycotoxins: Chemistry And Biochemisrty	Lovell Perry	2015	HB	1	30 calendar days

57	Physical Chemistry And Bioanalytical Applications	Jerymy Brown	2015	HB	1	30 calendar days
58	Plumbing: Beginner W/Dvd	3G Learning	2016	PB	1	30 calendar days
59	Plumbing: Intermediate W/Dvd	3G Learning	2016	PB	1	30 calendar days
60	Powder Metallurgy Handbook,	Carl Burt	2015	HB	1	30 calendar days
61	Power System Analysis	John J. Grainger	2016	PB	1	30 calendar days
62	Predictive Analytics And Data Optimization,	Mick Benson	2016	HB	1	30 calendar days
63	Principles And Applications Of Electrical Engineering 6Th Ed	Giorgio Rizzoni	2016	PB	1	30 calendar days
64	Production Scheduling Handbook,	Jeff Hansen	2015	HB	1	30 calendar days
65	Programming Absolute Beginner 2Nd Ed	Ford	2016	PB	1	30 calendar days
66	Recent Concepts And Development In Hydrology	Steffany Gardner	2015	HB	1	30 calendar days
67	Research For Designers:A Guide To Methods And Practice	Gjoko Muratovski	2016	PB	1	30 calendar days
68	Structural Mechanics (Book With Dvd )	3G Learning	2014	PB	1	30 calendar days
69	System Formwork Installation: Intermediate,	3G Learning	2016	PB	1	30 calendar days
70	Technical Drafting: Intermediate W/Dvd	3G Learning	2016	PB	1	30 calendar days
71	Technology Of Food Preservation And Processing: Principles And Practices	Poornima	2014	HB	1	30 calendar days
72	Textbook Of Analytical Biochemistry,	Jessica Carol	2016	HB	1	30 calendar days

73	The Fundamentals Of Interior Design 2E	Simon Dodsworth	2015	PB	1	30 calendar days
74	The Fundamentals Of Landscape Architecture,2E	Tim Waterman	2015	PB	1	30 calendar days
75	The Principles & Processes Of Interactive Design	Jamie Steane	2014	PB	1	30 calendar days
76	A Practical Approach To Linear Algebra	Krishna Singh	2014	HB	2	30 calendar days
77	Advance Methodology	Sheng Chan Woo	2014	HB	1	30 calendar days
78	Algebra For College Students, 10Th Edition	Kaufmann, Schwitters	2015	HB	1	30 calendar days
79	Algebra For College Students, 10Th Edition	Waner S.	2014	HB	1	30 calendar days
80	A Guidance Approach For The Encouraging Classroom, 6Th Ed	Gartrell D.	2014	PB	1	30 calendar days
81	Body Structures And Functions, 12Th Edition	Scott A.S.	2014	PB	1	30 calendar days
82	Cognitive Science And Technology	Ella Hunter	2016	HB	1	30 calendar days
83	Communication For Development Theory And Practice For Empowerment And Social Justice,3Rd Ed	Srinivas R Melkote	2015	PB	1	30 calendar days
84	Corporate Social Responsibility,	Esben Rahbek Gjerdrum Pedersen	2015	PB	2	30 calendar days
85	Current Issues And Challenges In Socio-Cultural Development	Gwen Smith	2016	HB	1	30 calendar days
86	Discrete Mathematics	Dr. Olegovna Korotayev	2015	HB	2	30 calendar days
87	Disorders Of Childhood: Development And Psychopathology, 2Ed Ed	Parritz R.H.	2014	PB	1	30 calendar days

88	Doing Qualitative Research Online	Janet Salmons	2016	PB	1	30 calendar days
89	English Insigth 2: Teacher'S Guide (With Cd-Inlcuded)	David A. Hill	2014	PB	1	30 calendar days
90	Essential Clinical Skills For Nurses Step By Step	Catherine Delves-Yates	2015	SB	1	30 calendar days
91	Essentials In Reserch Methods	Dr Myra Myklebust	2014	HB	1	30 calendar days
92	Exploring Art: A Global,Thematic Approach,5Th Ed	Margaret Lazzari	2016	PB	1	30 calendar days
93	Exploring The Work Of Edward S. Casey	Azucena Cruz-Pierre	2015	PB	1	30 calendar days
94	Fundamentals Of Set Theory	J, G. Mcnew	2015	HB	1	30 calendar days
95	Human Physiology (With Access Code)	Watson	2015	PB	1	30 calendar days
96	Integral Calculus	João Inácio Da Silva Filho Et Al.	2016	HB	1	30 calendar days
97	Linear Algebra	Saeed Karimi Et Al.	2016	HB	1	30 calendar days
98	Managing Today'S News Media: Audience First	Samir Husni	2016	PB	1	30 calendar days
99	Multivariable And Vector Calculus: An Introduction	Santos, David	2015	HB	1	30 calendar days
100	Prealgebra And Introductory Algebra: An Applied Approach, 3Ed	Aufmann R.	2014	PB	1	30 calendar days
101	Public Relations Management	Cassandra Young	2016	HB	1	30 calendar days
102	Reason And Responsibility: Readings In Some Basic Problems Of Philosophy, 15Th Edition	Feinberg J.	2014	PB	1	30 calendar days
103	Socio-Cultural Development	Anthony White	2016	HB	1	30 calendar days



104	Standards And Ethics For Counselling In Action, 4Th Ed	Tim Bond	2015	PB	1	30 calendar days
105	The Call To Write, 6Th Edition	Trimbur J.	2014	PB	1	30 calendar days
106	The Cognitive Value Of Philosophical Fiction	Jukka Mikkonen	2014	PB	1	30 calendar days
107	The Poetic Imagination In Heidegger And Schelling	Christopher Yates	2015	PB	1	30 calendar days
108	30 Essential Skills For The Qualitative Researcher	John W. Creswell	2016	PB	1	30 calendar days
109	Analysing Quantitative Data For Business And Management Students	Charles Scherbaum	2015	PB	1	30 calendar days
110	Analysing Quantitative Data: Variable-Based And Case-Based Approaches To Non-Experimental Datasets	Raymond A Kent	2015	PB	1	30 calendar days
111	Athletics Skills & Techniques	Dr. U.C. Gupta	2014	HB	5	30 calendar days
112	Basic In Educational Research	Jesse Taylor	2014	HB	1	30 calendar days
113	Behavioural Dynamics In Organization	Gopal Verma	2014	HB	1	30 calendar days
114	Buying And Merchandising (Book With Dvd)	3G Learning	2015	PB	1	30 calendar days
115	Consumer Electronics: Advanced, W/Dvd	3G Learning	2016	PB	1	30 calendar days
116	Cookery: Intermediate, W/Dvd	3G Learning	2016	PB	1	30 calendar days
117	Dressmaking (Casual): Intermediate	3G Learning	2016	PB	1	30 calendar days
118	Essentials Of Athletic Injury Management, 10Th Ed	Prentice	2016	PB	1	30 calendar days
119	Events Management Services: Advanced, W/Dvd	3G Learning	2016	PB	1	30 calendar days

120	Fluid Mechanics, 8Th Edition	Frank M. White	2016	HB	1	30 calendar days
121	Designing Research Questionnaires For Business And Management Students	Yuksel Ekinci	2015	PB	1	30 calendar days
122	Designs And Technologies In Production Management	Jacoury Jenkins	2014	HB	1	30 calendar days
123	Food And Beverage Service: Intermediate, W/Dvd	3G Learning	2016	PB	1	30 calendar days
124	Differentiating Instruction: Planning For Universal Design And Teaching For College And Career Readiness	Jacqueline S. Thousand	2015	PB	1	30 calendar days
125	Food Processing: Intermediate	3G Learning	2016	PB	1	30 calendar days
126	Foodservice Operations And Managemen	Cas Czetyrbok	2015	HB	1	30 calendar days
127	Fundamental Element Of Physical Education (Second Updated And Revised Edition)	Dr. M.L. Kamlesh	2014	HB	5	30 calendar days
128	Genetically Modified Food	Dr. Peng Zhou	2015	HB	1	30 calendar days
129	Horticulture: Advanced, W/ Dvd	3G Learning	2016	PB	1	30 calendar days
130	Introduction To Comparative And International Education	Jennifer Marshall	2014	PB	1	30 calendar days
131	Leadership Coaching For Educators Bringing Out The Best In School Administrators 2Nd Ed	Karla Reiss	2015	PB	1	30 calendar days
132	Leadership: Contemporary Critical Perspectives	Brigid Carroll	2015	PB	1	30 calendar days
133	Machining: Beginner, W/Dvd	3G Learning	2016	PB	1	30 calendar days
134	Masonry: Intermediate, W/Dvd	3G Learning	2016	PB	1	30 calendar days

135	Mechanical Drafting: Beginner, W/Dvd	3G Learning	2016	PB	1	30 calendar days
136	Officiating, Coaching And Training Methods In Physical Education & Sports	Dr. Yousufzai N.S	2014	HB	2	30 calendar days
137	Pattern Making: Intermediate, W/Dvd	3G Learning	2016	PB	1	30 calendar days
138	Play & Learn Bowling	Dr. Devendra Balayan	2014	HB	5	30 calendar days
139	Play & Learn Boxing	Thomas Inch	2014	HB	5	30 calendar days
140	Play & Learn Judo	Deepak Jain	2014	HB	5	30 calendar days
141	Play & Learn Jumping	Dr. N.P. Sharma	2014	HB	5	30 calendar days
142	Play & Learn Women Gymnastics,	Rachina Jain	2014	HB	5	30 calendar days
143	Practical Cookery For The Level 2 Professional Cookery Diploma,3Ed	David Foskett	2015	HB	1	30 calendar days
144	Practical Cookery, 13Th Edition For Level 2 Nvqs And Apprenticeships	David Foskett	2015	HB	1	30 calendar days
145	Qualitative Methodology: A Practical Guide	Jane Mills	2014	PB	1	30 calendar days
146	Qualitative Research:Bridging The Conceptual,Theoretical, And Methodological	Sharon M. Ravitch	2016	PB	1	30 calendar days
147	Reconceptualizing Qualitative Research Methodologies Without Methodology	Mirka Koro-Ljungberg	2016	PB	1	30 calendar days
148	Reflective Teaching: In Early Education	Colwell	2015	PB	1	30 calendar days
149	Stretching Exercises For Qualitative Researches, 4Th Edition	Valerie J. Janesick	2016	PB	1	30 calendar days

150	Structural Erection: Intermediate	3G Learning	2016	PB	1	30 calendar days
151	Swimming Skills & Techniques	Dr. Ravi Ambast	2014	HB	5	30 calendar days
152	Table Tennis: Skills & Techniques	D.K. Gupta	2014	HB	5	30 calendar days
153	Tae Kwon Do : Basics	Keith D. Yates		PB	5	30 calendar days
154	Tae Kwon Do For Kids	Keith D. Yates		PB	5	30 calendar days
155	The Soccer Goalkeeping Handbook, 3Rd Edition	Alex Welsh	2014	PB	1	30 calendar days
156	Animation (3D Digital): Advanced With Dvd	3G Learning	2016	PB	1	30 calendar days
157	All-In-One Nursing Care Planning Resource: Medical-Surgical, Pediatric, Maternity, And Psychiatric-Mental Health 4Ed	Swearingen, Pamela	2016	PB	1	30 calendar days
158	Clinical Companion For Medical-Surgical Nursing: Patient-Centered Collaborative Care 8Ed	Ignatavicius, Donna	2016	PB	1	30 calendar days
159	Emergency Medical Services: Intermediate, W/Dvd	3G Learning	2016	PB	1	30 calendar days
160	Essential Clinical Skills For Nurses Step By Step	Catherine Delves-Yates	2015	SB	1	30 calendar days
161	Human Nutrition: Science For Healthy Living	Stephenson Schiff	2016	HB	1	30 calendar days
162	Manual Of Critical Care Nursing: Nursing Interventions And Collaborative Management 7Ed	Baird, Marianne	2016	HB	1	30 calendar days
163	Manual Of Psychiatric Nursing Care Planning: Assessment Guides Diagnoses Psychopharmacology, 5Th Ed	Elizabeth M. Varcropolis	2015	PB	1	30 calendar days
164	Mosby'S 2016 Nursing Drug Reference: 29Ed	Skidmore-Roth, Linda	2016	HB	1	30 calendar days

165	Saunders Nursing Drug Handbook 2016	Kizior, Robert	2016	HB	1	30 calendar days
166	Saunders Q & A Review For The Nclex-Rn® Examination: 6Ed	Linda Silvestri	2015	PB	1	30 calendar days
167	Vander'S Humanphysiology:The Mechanisms Of Body Function	Eric P. Widmaier	2016	PB	1	30 calendar days
168	Animation (3D Digital): Advanced With Dvd	3G Learning	2016	PB	1	30 calendar days
169	Advanced Financial Reporting An Ifrs Perspective	Nelson Lam	2016	PB	2	30 calendar days
170	Analytical Techniques In Biotechnology	Suzy Hill	2016	HB	1	30 calendar days
171	Business Intelligence For Business Development	Wendy Witte	2015	HB	1	30 calendar days
172	Century 21: Accounting Multicolumn Journal, 10Th Edition	Gilbertson	2014	HB	1	30 calendar days
173	Chemistry And Biochemistry Of Food And Food Products	Liam Edberg	2015	HB	1	30 calendar days
174	Computational Stability: Analytical Aspects And Developments	Gregory Rago	2015	HB	1	30 calendar days
175	Cornerstones Of Managerial Accounting, 5Th Edition	Mowen, Hansen	2014	HB	1	30 calendar days
176	Data Modeling And Database Design, 2Nd Edition	Umanath   Scamell	2015	HB	1	30 calendar days
177	Decorate Cakes, Cupcakes, And Cookies With Kids	Autumn Carpenter	2014	PB	1	30 calendar days
178	Doing Your Business Research Project	John Beech	2015	PB	1	30 calendar days
179	Economics For Today, 8Th Edition	Tucker I.B.	2014	PB	1	30 calendar days

180	Encyclopedia Of Quality Assurance And Management	Stacy Escobar	2015	HB	1	30 calendar days
181	Entrepreneurship And Business Management	Ralph Borsella	2016	HB	1	30 calendar days
182	Entrepreneurship Education And Training	Jie Yáng	2016	HB	1	30 calendar days
183	Entrepreneurship: Concepts, Theory And Perspective	Dr. Ronald Scott	2015	HB	1	30 calendar days
184	Enzyme Technology & Biotechnology	Aurelia Chandler	2016	HB	1	30 calendar days
185	Ethical Decision Making In Accounting	Mark Juber	2015	HB	1	30 calendar days
186	Etrepreneurship: A Global Overview,	Ralph Borsella	2016	HB	1	30 calendar days
187	Experimental Microbiological Techniques In Food And Food Products	Aaron Remington	2014	HB	1	30 calendar days
188	Experiments And Trials For Drug Discovery	Nedburnett	2016	HB	1	30 calendar days
189	Fish Processing Technology	T.Lakshmi Prasad	2014	HB	5	30 calendar days
190	Food Industry: Food Types, Quality And Safety	Lisa Jordan	2015	HB	1	30 calendar days
191	Fundamental Financial Accounting Concepts 9Th Ed	Edmonds	2016	PB	1	30 calendar days
192	Handbook Of Flovours & Food Coloaurants Technology	Prof. Maria Baun	2015	HB	1	30 calendar days
193	Handbook Of Natural Products Chemistry	Daren Toure	2015	HB	1	30 calendar days
194	Human Resource Development,	Camille Zellweger	2016	HB	1	30 calendar days

195	Human Resource Management: Challenges And Developments	Camille Zellweger	2016	HB	1	30 calendar days
196	Intellectual Property And Business The Power Of Intangible Assets	Rodney D Ryder	2014	PB	2	30 calendar days
197	Interpreting Qualitative Data, 5Th Edition	David Silverman	2014	PB	1	30 calendar days
198	Introductory Econometrics: A Modern Approach, 5Th Edition	Jeffrey M. Wooldridge	2013	PB	1	30 calendar days
199	Launching New Ventures: An Entrepreneurial Approach, 6Th Ed	Allen K.R.	2012	HB	1	30 calendar days
200	Leadership And Business Ethics	Prof. Wei Zhu	2015	HB	1	30 calendar days
201	Macroeconomics: Theory And Practice	Brent Wright	2016	HB	1	30 calendar days
202	Managerial Accounting:Tools For Business Decision Making	Terry Ness	2016	HB	1	30 calendar days
203	Organizational Behavior And Business Ethics	Rita Lamota	2016	HB	1	30 calendar days
204	Understanding Copyright Intellectual Property In The Digital Age	Bethany Klein	2015	PB	1	30 calendar days
205	Agricultural Biotechnology	Laura Vivian	2016	HB	1	30 calendar days
206	Agricultural Extension: Farmer Education And Rural Development	Salvador Flores	2016	HB	1	30 calendar days
207	Agri-Environment: Environmental Impacts Of Agricultural Practices	Farrell Waltz	2016	HB	1	30 calendar days
208	Agroforestry:Towards Creating Sustainable Land-Use Systems	Lester Bane	2016	HB	1	30 calendar days
209	Biodiversity And Conservation	Anne Offit	2016	HB	1	30 calendar days

210	Ecology, Environmental And Concervation	Anne Offit	2016	HB	1	30 calendar days
211	Farm Management	Carlos Hassey	2016	HB	1	30 calendar days
212	Handbook Of Soil Science	Porter Bailey	2015	HB	1	30 calendar days
213	Horticulture: Intermediate	3G Learning	2016	PB	1	30 calendar days
214	Insert Biology	Christopher Fleming	2016	HB	1	30 calendar days
215	Soil Ecology And Land-Use Management	Henry Wang	2016	HB	1	30 calendar days
216	Soil Fertility Management	Lester Bane	2016	Hb	1	30 calendar days
217	Sustainable Forest Management: Updated Reviews	Aduardo Hapke	2015	HB	1	30 calendar days
218	Sustainable Organic Farming	Wendel Mason	2016	HB	1	30 calendar days
219	A+ Guide To Software: Managing, Maintaining, And Troubleshooting	Jean Andrews	2017	HB	1	30 calendar days
220	An Introduction To Programming With C++ ,8Th Ed	Zak	2016	PB	1	30 calendar days
221	Animation (3D Digital): Advanced With Dvd	3G Learning	2016	PB	2	30 calendar days
222	Architectural Drafting & Design, 7Th Edition	Alan Jefferis	2017	HB	1	30 calendar days
223	Computer-Aided Design And Manufacturing	Justin Riggs	2016	HB	1	30 calendar days
224	Computer Systems Servicing: Intermediate W/Dvd	3G Learning	2016	PB	2	30 calendar days



225	Computer Graphics Handbook	Prof. Wen Kwok	2015	HB	1	30 calendar days
226	Electrical, Electronic And Control Engineering	Dewayne Hopper	2016	HB	1	30 calendar days
227	Fundamentals Of Computer Operating Systems	Rajesh Verma	2014	HB	1	30 calendar days
228	Harnessing Microstation V8I, (With Cd-Rom Included)	Krishnan G.V.	2011	PB	1	30 calendar days
229	Illuminated Pixels: The Why, What, And How Of Digital Lightning	Virginia Bowman Whissler	2013	PB	1	30 calendar days
230	Interpreting Engineering Drawings, 8Th Edition	Branoff	2016	PB	1	30 calendar days
231	Java Programming, 8Th Ed	Farrell	2016	PB	1	30 calendar days
232	Practical Pc: Practical Series (With Cd-Included), 7Th Edition	Pb, 2014 By Parsons & Oja	2014	PB	1	30 calendar days
233	Programming Absolute Beginner 2Nd Ed	Ford	2016	PB	1	30 calendar days
234	Programming Logic And Design Comprehensive, 8Th Ed	Farrell	2015	PB	1	30 calendar days
235	Programming With Microsoft Visual Basic 2015, 7Th Ed	Diane Zak	2016	PB	1	30 calendar days
236	Routing Techniques In Ad Hoc And Sensor Networks	Frank Elliot	2016	HB	1	30 calendar days
237	Systems Analysis/ And Design In A Changing World, 7Th Ed	Satzinger/Jackson	2016	HB	1	30 calendar days
238	Technical Drafting: Intermediate,	3G Learning	2016	PB	1	30 calendar days
239	Animation (3D Digital): Advanced With Dvd	3G Learning	2016	PB	1	30 calendar days

240	Automotive Mechanical Assembly: Intermediate W/Dvd	3G Learning	2016	PB	1	30 calendar days
241	Basketball Coaching	Alexander Radu	2015	PB	1	30 calendar days
242	Beauty Care: Advanced W/Dvd	3G Learning	2016	PB	1	30 calendar days
243	Building Cross-Platform Mobile And Web Apps For Engineers And Scientist	Pawan Lingras	2017	PB	1	30 calendar days
244	Communication Skills (Book With Dvd Included)	3G Learning	2015	PB	1	30 calendar days
245	Cost Management: A Strategic Emphasis 7Th Ed	Blocher	2016	PB	1	30 calendar days
246	Entrepreneurship: The Art,Science, And Process For Success, 2Ed	Charles E. Bamford	2016	PB	1	30 calendar days
247	Designer Staircase Railings			PB	1	30 calendar days
248	Designing Schools For Meaningful Professional Learning A Guidebook For Educators	Janice Bradley	2015	PB	1	30 calendar days
249	Finance Basics (Book With Dvd Included)	3G Learning	2015	PB	1	30 calendar days
250	First Moves : How To Start A Chess Game	David Pritchard		PB	1	30 calendar days
251	Food Processing: Beginner	3G Learning	2016	PB	1	30 calendar days
252	Fundamentals Of Human Resource Management	Noe	2016	PB	1	30 calendar days
253	Housekeeping: Intermediate W/Dvd	3G Learning	2016	PB	1	30 calendar days
254	Introduction To Managerial Accounting, 7Th Ed	Brewer	2016	HB	1	30 calendar days

255	Introduction To Research Methods In Education,2Nd Ed	Keith Punch	2015	PB	1	30 calendar days
256	Investment And Financial Maanagement (Book With Dvd Included)	3G Learning	2015	PB	1	30 calendar days
257	Line Construction (Electric Power Distribution): Intermediate With Dvd	3G Learning	2016	PB	1	30 calendar days
258	Marketing Specialist (Book With Dvd Included)	3G Learning	2015	PB	1	30 calendar days
259	Microelectronic Circuit Design,5Th Ed	Richard C. Jaeger	2016	PB	1	30 calendar days
260	Pattern Making: Intermediate W/Dvd	3G Learning	2016	PB	1	30 calendar days
261	Photography: Intermediate W/Dvd	3G Learning	2016	PB	1	30 calendar days
262	Plumbing: Beginner	3G Learning	2016	PB	1	30 calendar days
263	Principles Financial Accounting, 2Nd Ed	John Wild	2016	HB	1	30 calendar days
264	Qualitative Research In Management Methods And Experiences	Richa Awasthy	2015	PB	1	30 calendar days
265	Strategic Management: Text And Cases, 8Th Ed	Dess	2016	PB	1	30 calendar days
266	Technical Drafting: Intermediate W/Dvd	3G Learning	2016	PB	1	30 calendar days
267	The Complete Make-Up Artist, 3Rd Ed	Penny Delamar	2016	PB	1	30 calendar days
268	Recent Developments In Mobile Technology	Catherine Hall	2016	HB	1	30 calendar days
269	Applied And Experimental Linguistic	D'Marreio Brooks	2014	HB	1	30 calendar days

270	Acquisition English Grammar	Shaun Taylor	2015	HB	1	30 calendar days
271	Applied Sociolinguistic	Sheng Chan Woo	2014	HB	1	30 calendar days
272	Critical Applied Linguistics : An Introduction	Dr Amanora Puniest	2014	HB	1	30 calendar days
273	Diversity In Organization, 2Nd Edition	Bell	2012	PB	1	30 calendar days
274	Economics Of Development Toward Inclusive Growth	Syed Nawab H. Naqvi	2015	PB	1	30 calendar days
275	Education Policy Search: Design And Practice At A Time Of Rapid Reform	Michael W. Apple	2014	PB	1	30 calendar days
276	Educational Administration: Theory, Concepts And Practice	Charlie Carson	2016	HB	2	30 calendar days
277	English Language And Grammar	Gideon Tavora	2014	HB	2	30 calendar days
278	English Linguistic Communication	Prof. Shaun Taylor	2015	HB	2	30 calendar days
279	Evaluating All Teachers Of English Learners And Students With Disabilities: Supporting Great Teaching	Diane Staehr Fenner	2015	PB	1	30 calendar days
280	Evaluating Instructional Leadership Recognized Practices For Success	Julie R. Smith	2015	PB	1	30 calendar days
281	Global Business, 3Rd Edition	Peng M.W.	2014	HB	1	30 calendar days
282	Global Economics, 13Th Edition	Carbaugh R.J.	2011	PB	1	30 calendar days
283	Global Governance And Ngo Participation	Charlote Dany	2014	PB	1	30 calendar days
284	Globalization: Issues And Challenges	Donna Tapoi	2016	HB	1	30 calendar days
285	How To Do Your Case Study, 2Nd Edition	Gary Thomas	2016	PB	1	30 calendar days

286	Human Exeptionality School, Community, And Family	Michael L. Hardman	2014	HB	1	30 calendar days
287	Introducing Research Methodology: A Beginner'S Guide To Doing A Research Project, 2Nd Edition	Uwe Flick	2015	PB	1	30 calendar days
288	Language Acquisition: The Growth Of Grammar	Dr. Jonathan Grady	2015	HB	1	30 calendar days
289	Language Development And Communications	Trone Alexander	2014	HB	1	30 calendar days
290	Linguistic Ethnography	Flona Copland	2015	PB	1	30 calendar days
291	Linguistics: An Introduction To Language And Communication	Olegovna Ignatyev	2015	HB	1	30 calendar days
292	Linguistics: An Introduction To Language And Communication	Olegovna Ignatyev	2015	HB	1	30 calendar days
293	Methods And Procedures On Development Of Evolutionary Linguistics	Trone Alexander	2014	HB	1	30 calendar days
294	Mixed Methods Research And Culture-Specific Interventions Program Design And Evaluation	Bonnie K. Nastasi	2015	PB	1	30 calendar days
295	New Horizons Of Public Administratio	Zach Jacob	2016	HB	1	30 calendar days
296	Operations Research Manual: A Guide For Business Operations Processes	Lovell Perry	2014	HB	1	30 calendar days
297	Perspectives On Communication Research In Languages And Linguistics	Mark Reynolds	2014	HB	1	30 calendar days
298	Public Administration	Zach Jacob	2016	HB	1	30 calendar days
299	Public Administration: Understanding Management, Politics, And Law In The Public Sector, 8Th Edition	David H. Rosenbloom	2015	PB	1	30 calendar days
300	Qualitative Research Methods In Education And Educational Technology	Anatolyevich Gruzdev	2015	HB	1	30 calendar days

301	Qualitative Social Research:Contemporary Methods For The Digitalage	Vivienne Waller	2016	PB	1	30 calendar days
302	Quantitative Methods In Management Research	Jesse Taylor	2014	HB	1	30 calendar days
303	Surviving Your Dissertation: A Comprehensive Guide To Content And Process, 4Th Edition	Kjell Erik Rudestam	2015	PB	1	30 calendar days
304	The Action Research Dissertation: A Guide For Students And Faculty, 2Nd Edition	Kathryn Herr	2015	PB	1	30 calendar days
305	Management Skills: Assessment And Development	Griffin / Van Fleet	2014	PB	1	30 calendar days
306	The Pbis Tier One Handbook A Practical Approach To Implementing The Champion Model	Jessica Djabrayan Hannigan	2015	PB	1	30 calendar days
307	Theory Of Applied Linguistics	Gerain Coleman	2014	HB	1	30 calendar days
308	Web Survey Methodology	Mario Callegaro	2015	PB	1	30 calendar days
309	Women & Politics: The Pursuit Of Equality, 3Rd Edition	Ford	2011	PB	1	30 calendar days
310	Writing And Doing Action Research	Jean Mcniff	2015	PB	1	30 calendar days

## SECTION VII TECHNICAL SPECIFICATIONS

### LOT 2

ITEM NO.	TITLE OF BOOK	AUTHOR	COPYRIGHT / ED	BINDING	QTY	Statement of Compliance
						Comply / Not Comply
1	Animation (3D Digital): Advanced With Dvd	3G Learning	2016	PB	1	
2	Applied Petroleum Geochemistry	Gabriel Brown	2014	HB	1	
3	Automotive Mechanical Assembly: Intermediate, W/ Dvd	3G Learning	2016	PB	1	
4	Basic Civil Engineering With Dvd	3G Learning	2015	PB	1	
5	Basic Mechanical Engineering (Books With Dvd)	3G Learning	2015	PB	1	
6	Chemical Separations	Quinten Czetybok	2015	HB	1	
7	Computer And Management Information System	Sharma	2014	HB	1	
8	Computer Systems Servicing: Intermediate W/Dvd	3G Learning	2016	PB	1	
9	Computer Graphics Handbook	Prof. Wen Kwok	2015	HB	1	
10	Control And Analysis For Biocatalysis And Food Biotechnology	Edward Morgan	2014	HB	1	
11	Data Acquisition Handbook	Thomas Rohsenow	2015	HB	1	
12	Ecology: Concepts And Applications	Molles	2016/7th ed.	PB	1	
13	Engineering The Metabolism Of Food And Nutraceuticals	Edward Morgan	2014	HB	1	
14	Enhanced Oil Recovery And Other Techniques For Oil Pollution Control	Jane Urry	2015	HB	1	
15	Environmental Engineering And Water Resources	Nikki Funke	2016	HB	1	
16	Environmental Ethics,	Dr. Murtaza Ali	2014	HB	1	
17	Environmental Risk Management	Hudson Bednarski	2015	HB	1	
18	Extreme Minimalism Architecture	Chris Van Uffelen	2014	HB	1	

19	Financial Management In Small Business (Book With Dvd Included)	3G Learning	2015	PB	1	
20	Food And Beverage Service: Intermediate	3G Learning	2016	PB	1	
21	Food And Industrial Microbiology	Daniele Sohier	2016	HB	1	
22	Food Processing: Intermediate,	3G Learning	2016	PB	1	
23	Food Technology (Book With Dvd)	3G Learning	2014	PB	1	
24	Future Trens In Microelectronics	Agrafena Sobakov	2015	HB	1	
25	Gas Metal Arc Welding: Beginner	3G Learning	2016	PB	1	
26	Gas Metal Arc Welding: Advanced	3G Learning	2016	PB	1	
27	Gas Welding: Intermediate	3G Learning	2016	PB	1	
28	Green Building And Energy Efficiency	Matilda Schmidt	2016	HB	1	
29	Green Technology	Marriane Fox	2016	HB	1	
30	Handbook Of Algorithms For Physical Design Automation	Prof. Wen Kwok	2015	HB	1	
31	Handbook Of Computational Hydraulics	Avinash Tripathi	2014	HB	1	
32	Handbook Of Geochemistry	Karolina Jensen	2015	HB	1	
33	Handbook Of Microalgal Culture	Hernan Green	2015	HB	1	
34	Heating And Air Conditioning	3G Learning	2015	HB	1	
35	Housekeeping: Intermediate,	3G Learning	2016	PB	1	
36	Human Nutrition: A Modern Perspective	Vivian Belt	2016	HB	1	
37	Hydraulics In Civil And Environmental Engineering	Dmitriy Demodov	2014	HB	1	
38	Industrial Chemistry	Gerald Cole	2016	HB	1	
39	Integrated Circuits (Book With Dvd)	3G Learning	2014	PB	1	
40	Machining: Beginner W/ Dvd	3G Learning	2016	PB	1	
41	Manufacturing Engineering And Materials Processing	Casan Anderson	2016	HB	1	
42	Masonry: Intermediate, W/ Dvd	3G Learning	2016	PB	1	
43	Materials Engineering	Reece Hughes	2016	HB	1	
44	Mechanical Drafting: Beginner, W/Dvd	3G Learning	2016	PB	1	
45	Microbiology And Technology Of Fermented Foods	Thomas Hogg	2014	HB	1	
46	Microelectromechanical Systems: Advanced Technologies And Devices	Eve Versuh	2016	HB	1	
47	Mediterrenean Living: Stylish And Elegant Or Close To Nature	Manuela Roth	2015	HB	1	



48	Mining Engineering	Beth Thorpe	2016	HB	1	
49	Mobile Robotics	Jared Kroff	2015	HB	1	
50	Mobile Telecommunications Technology	Adam Houle	2016	HB	1	
51	Modern Transportation Systems And Networks	Samuel Morgan	2016	HB	1	
52	Molecular Virology	Drew Farmer	2016	HB	1	
53	Nanoengineering: Advances And Applications	Peggy Rusk	2016	HB	1	
54	Operational Procedures Of Equipments Of Food Analysis Laboratory	Gwen Mckenzie	2014	HB	1	
55	Photography: Intermediate W/Dvd	3G Learning	2016	PB	1	
56	Phycotoxins: Chemistry And Biochemisrty	Lovell Perry	2015	HB	1	
57	Physical Chemistry And Bioanalytical Applications	Jerymy Brown	2015	HB	1	
58	Plumbing: Beginner W/Dvd	3G Learning	2016	PB	1	
59	Plumbing: Intermediate W/Dvd	3G Learning	2016	PB	1	
60	Powder Metallurgy Handbook,	Carl Burt	2015	HB	1	
61	Power System Analysis	John J. Grainger	2016	PB	1	
62	Predictive Analytics And Data Optimization,	Mick Benson	2016	HB	1	
63	Principles And Applications Of Electrical Engineering 6Th Ed	Giorgio Rizzoni	2016	PB	1	
64	Production Scheduling Handbook,	Jeff Hansen	2015	HB	1	
65	Programming Absolute Beginner 2Nd Ed	Ford	2016	PB	1	
66	Recent Concepts And Development In Hydrology	Steffany Gardner	2015	HB	1	
67	Research For Designers:A Guide To Methods And Practice	Gjoko Muratovski	2016	PB	1	
68	Structural Mechanics (Book With Dvd )	3G Learning	2014	PB	1	
69	System Formwork Installation: Intermediate,	3G Learning	2016	PB	1	
70	Technical Drafting: Intermediate W/Dvd	3G Learning	2016	PB	1	
71	Technology Of Food Preservation And Processing: Principles And Practices	Poornima	2014	HB	1	
72	Textbook Of Analytical Biochemistry,	Jessica Carol	2016	HB	1	
73	The Fundamentals Of Interior Design 2E	Simon Dodsworth	2015	PB	1	
74	The Fundamentals Of Landscape Architecture,2E	Tim Waterman	2015	PB	1	
75	The Principles & Processes Of Interactive Design	Jamie Steane	2014	PB	1	
76	A Practical Approach To Linear Algebra	Krishna Singh	2014	HB	2	

77	Advance Methodology	Sheng Chan Woo	2014	HB	1	
78	Algebra For College Students, 10Th Edition	Kaufmann, Schwitters	2015	HB	1	
79	Algebra For College Students, 10Th Edition	Waner S.	2014	HB	1	
80	A Guidance Approach For The Encouraging Classroom, 6Th Ed	Gartrell D.	2014	PB	1	
81	Body Structures And Functions, 12Th Edition	Scott A.S.	2014	PB	1	
82	Cognitive Science And Technology	Ella Hunter	2016	HB	1	
83	Communication For Development Theory And Practice For Empowerment And Social Justice,3Rd Ed	Srinivas R Melkote	2015	PB	1	
84	Corporate Social Responsibility,	Esben Rahbek Gjerdrum Pedersen	2015	PB	2	
85	Current Issues And Challenges In Socio-Cultural Development	Gwen Smith	2016	HB	1	
86	Discrete Mathematics	Dr. Olegovna Korotayev	2015	HB	2	
87	Disorders Of Childhood: Development And Psychopathology, 2Ed Ed	Parritz R.H.	2014	PB	1	
88	Doing Qualitative Research Online	Janet Salmons	2016	PB	1	
89	English Insigh 2: Teacher'S Guide (With Cd-Inlcuded)	David A. Hill	2014	PB	1	
90	Essential Clinical Skills For Nurses Step By Step	Catherine Delves- Yates	2015	SB	1	
91	Essentials In Reserch Methods	Dr Myra Myklebust	2014	HB	1	
92	Exploring Art: A Global,Thematic Approach,5Th Ed	Margaret Lazzari	2016	PB	1	
93	Exploring The Work Of Edward S. Casey	Azucena Cruz- Pierre	2015	PB	1	
94	Fundamentals Of Set Theory	J, G. Mcnew	2015	HB	1	
95	Human Physiology (With Access Code)	Watson	2015	PB	1	
96	Integral Calculus	João Inácio Da Silva Filho Et Al.	2016	HB	1	
97	Linear Algebra	Saeed Karimi Et Al.	2016	HB	1	
98	Managing Today'S News Media: Audience First	Samir Husni	2016	PB	1	
99	Multivariable And Vector Calculus: An Introduction	Santos, David	2015	HB	1	

100	Prealgebra And Introductory Algebra: An Applied Approach, 3Ed	Aufmann R.	2014	PB	1	
101	Public Relations Management	Cassandra Young	2016	HB	1	
102	Reason And Responsibility: Readings In Some Basic Problems Of Philosophy, 15Th Edition	Feinberg J.	2014	PB	1	
103	Socio-Cultural Development	Anthony White	2016	HB	1	
104	Standards And Ethics For Counselling In Action, 4Th Ed	Tim Bond	2015	PB	1	
105	The Call To Write, 6Th Edition	Trimbur J.	2014	PB	1	
106	The Cognitive Value Of Philosophical Fiction	Jukka Mikkonen	2014	PB	1	
107	The Poetic Imagination In Heidegger And Schelling	Christopher Yates	2015	PB	1	
108	30 Essential Skills For The Qualitative Researcher	John W. Creswell	2016	PB	1	
109	Analysing Quantitative Data For Business And Management Students	Charles Scherbaum	2015	PB	1	
110	Analysing Quantitative Data: Variable-Based And Case-Based Approaches To Non-Experimental Datasets	Raymond A Kent	2015	PB	1	
111	Athletics Skills & Techniques	Dr. U.C. Gupta	2014	HB	5	
112	Basic In Educational Research	Jesse Taylor	2014	HB	1	
113	Behavioural Dynamics In Organization	Gopal Verma	2014	HB	1	
114	Buying And Merchandising (Book With Dvd)	3G Learning	2015	PB	1	
115	Consumer Electronics: Advanced, W/Dvd	3G Learning	2016	PB	1	
116	Cookery: Intermediate, W/Dvd	3G Learning	2016	PB	1	
117	Dressmaking (Casual): Intermediate	3G Learning	2016	PB	1	
118	Essentials Of Athletic Injury Management, 10Th Ed	Prentice	2016	PB	1	
119	Events Management Services: Advanced, W/Dvd	3G Learning	2016	PB	1	
120	Fluid Mechanics, 8Th Edition	Frank M. White	2016	HB	1	
121	Designing Research Questionnaires For Business And Management Students	Yuksel Ekinci	2015	PB	1	
122	Designs And Technologies In Production Management	Jacoury Jenkins	2014	HB	1	
123	Food And Beverage Service: Intermediate, W/Dvd	3G Learning	2016	PB	1	
124	Differentiating Instruction: Planning For Universal Design And Teaching For College And Career Readiness	Jacqueline S. Thousand	2015	PB	1	
125	Food Processing: Intermediate	3G Learning	2016	PB	1	

126	Foodservice Operations And Managemen	Cas Czetyrbok	2015	HB	1	
127	Fundamental Element Of Physical Education (Second Updated And Revised Edition)	Dr. M.L. Kamlesh	2014	HB	5	
128	Genetically Modified Food	Dr. Peng Zhou	2015	HB	1	
129	Horticulture: Advanced, W/ Dvd	3G Learning	2016	PB	1	
130	Introduction To Comparative And International Education	Jennifer Marshall	2014	PB	1	
131	Leadership Coaching For Educators Bringing Out The Best In School Administrators 2Nd Ed	Karla Reiss	2015	PB	1	
132	Leadership: Contemporary Critical Perspectives	Brigid Carroll	2015	PB	1	
133	Machining: Beginner, W/Dvd	3G Learning	2016	PB	1	
134	Masonry: Intermediate, W/Dvd	3G Learning	2016	PB	1	
135	Mechanical Drafting: Beginner, W/Dvd	3G Learning	2016	PB	1	
136	Officiating, Coaching And Training Methods In Physical Education & Sports	Dr. Yousufzai N.S	2014	HB	2	
137	Pattern Making: Intermediate, W/Dvd	3G Learning	2016	PB	1	
138	Play & Learn Bowling	Dr. Devendra Balayan	2014	HB	5	
139	Play & Learn Boxing	Thomas Inch	2014	HB	5	
140	Play & Learn Judo	Deepak Jain	2014	HB	5	
141	Play & Learn Jumping	Dr. N.P. Sharma	2014	HB	5	
142	Play & Learn Women Gymnastics,	Rachina Jain	2014	HB	5	
143	Practical Cookery For The Level 2 Professional Cookery Diploma,3Ed	David Foskett	2015	HB	1	
144	Practical Cookery, 13Th Edition For Level 2 Nvqs And Apprenticeships	David Foskett	2015	HB	1	
145	Qualitative Methodology: A Practical Guide	Jane Mills	2014	PB	1	
146	Qualitative Research:Bridging The Conceptual,Theoretical, And Methodological	Sharon M. Ravitch	2016	PB	1	
147	Reconceptualizing Qualitative Research Methodologies Without Methodology	Mirka Koro-Ljungberg	2016	PB	1	
148	Reflective Teaching: In Early Education	Colwell	2015	PB	1	

149	Stretching Exercises For Qualitative Researches, 4Th Edition	Valerie J. Janesick	2016	PB	1	
150	Structural Erection: Intermediate	3G Learning	2016	PB	1	
151	Swimming Skills & Techniques	Dr. Ravi Ambast	2014	HB	5	
152	Table Tennis: Skills & Techniques	D.K. Gupta	2014	HB	5	
153	Tae Kwon Do : Basics	Keith D. Yates		PB	5	
154	Tae Kwon Do For Kids	Keith D. Yates		PB	5	
155	The Soccer Goalkeeping Handbook, 3Rd Edition	Alex Welsh	2014	PB	1	
156	Animation (3D Digital): Advanced With Dvd	3G Learning	2016	PB	1	
157	All-In-One Nursing Care Planning Resource: Medical-Surgical, Pediatric, Maternity, And Psychiatric-Mental Health 4Ed	Swearingen, Pamela	2016	PB	1	
158	Clinical Companion For Medical-Surgical Nursing: Patient-Centered Collaborative Care 8Ed	Ignatavicius, Donna	2016	PB	1	
159	Emergency Medical Services: Intermediate, W/Dvd	3G Learning	2016	PB	1	
160	Essential Clinical Skills For Nurses Step By Step	Catherine Delves-Yates	2015	SB	1	
161	Human Nutrition: Science For Healthy Living	Stephenson Schiff	2016	HB	1	
162	Manual Of Critical Care Nursing: Nursing Interventions And Collaborative Management 7Ed	Baird, Marianne	2016	HB	1	
163	Manual Of Psychiatric Nursing Care Planning: Assessment Guides Diagnoses Psychopharmacology, 5Th Ed	Elizabeth M. Varcropolis	2015	PB	1	
164	Mosby'S 2016 Nursing Drug Reference: 29Ed	Skidmore-Roth, Linda	2016	HB	1	
165	Saunders Nursing Drug Handbook 2016	Kizior, Robert	2016	HB	1	
166	Saunders Q & A Review For The Nclex-Rn® Examination: 6Ed	Linda Silvestri	2015	PB	1	
167	Vander'S Humanphysiology:The Mechanisms Of Body Function	Eric P. Widmaier	2016	PB	1	
168	Animation (3D Digital): Advanced With Dvd	3G Learning	2016	PB	1	
169	Advanced Financial Reporting An Ifrs Perspective	Nelson Lam	2016	PB	2	
170	Analytical Techniques In Biotechnology	Suzy Hill	2016	HB	1	
171	Business Intelligence For Business Development	Wendy Witte	2015	HB	1	
172	Century 21: Accounting Multicolumn Journal, 10Th Edition	Gilbertson	2014	HB	1	
173	Chemistry And Biochemistry Of Food And Food Products	Liam Edberg	2015	HB	1	

174	Computational Stability: Analytical Aspects And Developments	Gregory Rago	2015	HB	1	
175	Cornerstones Of Managerial Accounting, 5Th Edition	Mowen, Hansen	2014	HB	1	
176	Data Modeling And Database Design, 2Nd Edition	Umanath   Scamell	2015	HB	1	
177	Decorate Cakes, Cupcakes, And Cookies With Kids	Autumn Carpenter	2014	PB	1	
178	Doing Your Business Research Project	John Beech	2015	PB	1	
179	Economics For Today, 8Th Edition	Tucker I.B.	2014	PB	1	
180	Encyclopedia Of Quality Assurance And Management	Stacy Escobar	2015	HB	1	
181	Entrepreneurship And Business Management	Ralph Borsella	2016	HB	1	
182	Entrepreneurship Education And Training	Jie Yang	2016	HB	1	
183	Entrepreneurship: Concepts, Theory And Perspective	Dr. Ronald Scott	2015	HB	1	
184	Enzyme Technology & Biotechnology	Aurelia Chandler	2016	HB	1	
185	Ethical Decision Making In Accounting	Mark Juber	2015	HB	1	
186	Entrepreneurship: A Global Overview,	Ralph Borsella	2016	HB	1	
187	Experimental Microbiological Techniques In Food And Food Products	Aaron Remington	2014	HB	1	
188	Experiments And Trials For Drug Discovery	Nedburnett	2016	HB	1	
189	Fish Processing Technology	T.Lakshmi Prasad	2014	HB	5	
190	Food Industry: Food Types, Quality And Safety	Lisa Jordan	2015	HB	1	
191	Fundamental Financial Accounting Concepts 9Th Ed	Edmonds	2016	PB	1	
192	Handbook Of Flavours & Food Colourants Technology	Prof. Maria Baun	2015	HB	1	
193	Handbook Of Natural Products Chemistry	Daren Toure	2015	HB	1	
194	Human Resource Development,	Camille Zellweger	2016	HB	1	
195	Human Resource Management: Challenges And Developments	Camille Zellweger	2016	HB	1	
196	Intellectual Property And Business The Power Of Intangible Assets	Rodney D Ryder	2014	PB	2	
197	Interpreting Qualitative Data, 5Th Edition	David Silverman	2014	PB	1	
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201	Macroeconomics: Theory And Practice	Brent Wright	2016	HB	1	
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203	Organizational Behavior And Business Ethics	Rita Lamota	2016	HB	1	
204	Understanding Copyright Intellectual Property In The Digital Age	Bethany Klein	2015	PB	1	
205	Agricultural Biotechnology	Laura Vivian	2016	HB	1	
206	Agricultural Extension: Farmer Education And Rural Development	Salvador Flores	2016	HB	1	
207	Agri-Environment: Environmental Impacts Of Agricultural Practices	Farrell Waltz	2016	HB	1	
208	Agroforestry: Towards Creating Sustainable Land-Use Systems	Lester Bane	2016	HB	1	
209	Biodiversity And Conservation	Anne Offit	2016	HB	1	
210	Ecology, Environmental And Concervation	Anne Offit	2016	HB	1	
211	Farm Management	Carlos Hassey	2016	HB	1	
212	Handbook Of Soil Science	Porter Bailey	2015	HB	1	
213	Horticulture: Intermediate	3G Learning	2016	PB	1	
214	Insect Biology	Christopher Fleming	2016	HB	1	
215	Soil Ecology And Land-Use Management	Henry Wang	2016	HB	1	
216	Soil Fertility Management	Lester Bane	2016	Hb	1	
217	Sustainable Forest Management: Updated Reviews	Aduardo Hapke	2015	HB	1	
218	Sustainable Organic Farming	Wendel Mason	2016	HB	1	
219	A+ Guide To Software: Managing, Maintaining, And Troubleshooting	Jean Andrews	2017	HB	1	
220	An Introduction To Programming With C++ ,8Th Ed	Zak	2016	PB	1	
221	Animation (3D Digital): Advanced With Dvd	3G Learning	2016	PB	2	
222	Architectural Drafting & Design, 7Th Edition	Alan Jefferis	2017	HB	1	
223	Computer-Aided Design And Manufacturing	Justin Riggs	2016	HB	1	
224	Computer Systems Servicing: Intermediate W/Dvd	3G Learning	2016	PB	2	
225	Computer Graphics Handbook	Prof. Wen Kwok	2015	HB	1	
226	Electrical, Electronic And Control Engineering	Dewayne Hopper	2016	HB	1	
227	Fundamentals Of Computer Operating Systems	Rajesh Verma	2014	HB	1	
228	Harnessing Microstation V8I, (With Cd-Rom Included)	Krishnan G.V.	2011	PB	1	
229	Illuminated Pixels: The Why, What, And How Of Digital Lightning	Virginia Bowman Whissler	2013	PB	1	
230	Interpreting Engineering Drawings, 8Th Edition	Branoff	2016	PB	1	

231	Java Programming, 8Th Ed	Farrell	2016	PB	1	
232	Practical Pc: Practical Series (With Cd-Included), 7Th Edition	Pb, 2014 By Parsons & Oja	2014	PB	1	
233	Programming Absolute Beginner 2Nd Ed	Ford	2016	PB	1	
234	Programming Logic And Design Comprehensive, 8Th Ed	Farrell	2015	PB	1	
235	Programming With Microsoft Visual Basic 2015, 7Th Ed	Diane Zak	2016	PB	1	
236	Routing Techniques In Ad Hoc And Sensor Networks	Frank Elliot	2016	HB	1	
237	Systems Analysis/ And Design In A Changing World, 7Th Ed	Satzinger/Jackson	2016	HB	1	
238	Technical Drafting: Intermediate,	3G Learning	2016	PB	1	
239	Animation (3D Digital): Advanced With Dvd	3G Learning	2016	PB	1	
240	Automotive Mechanical Assembly: Intermediate W/Dvd	3G Learning	2016	PB	1	
241	Basketball Coaching	Alexander Radu	2015	PB	1	
242	Beauty Care: Advanced W/Dvd	3G Learning	2016	PB	1	
243	Building Cross-Platform Mobile And Web Apps For Engineers And Scientist	Pawan Lingras	2017	PB	1	
244	Communication Skills (Book With Dvd Included)	3G Learning	2015	PB	1	
245	Cost Management: A Strategic Emphasis 7Th Ed	Blocher	2016	PB	1	
246	Entrepreneurship: The Art,Science, And Process For Success, 2Ed	Charles E. Bamford	2016	PB	1	
247	Designer Staircase Railings			PB	1	
248	Designing Schools For Meaningful Professional Learning A Guidebook For Educators	Janice Bradley	2015	PB	1	
249	Finance Basics (Book With Dvd Included)	3G Learning	2015	PB	1	
250	First Moves : How To Start A Chess Game	David Pritchard		PB	1	
251	Food Processing: Beginner	3G Learning	2016	PB	1	
252	Fundamentals Of Human Resource Management	Noe	2016	PB	1	
253	Housekeeping: Intermediate W/Dvd	3G Learning	2016	PB	1	
254	Introduction To Managerial Accounting, 7Th Ed	Brewer	2016	HB	1	
255	Introduction To Research Methods In Education,2Nd Ed	Keith Punch	2015	PB	1	
256	Investment And Financial Maangement (Book With Dvd Included)	3G Learning	2015	PB	1	



257	Line Construction (Electric Power Distribution): Intermediate With Dvd	3G Learning	2016	PB	1	
258	Marketing Specialist (Book With Dvd Included)	3G Learning	2015	PB	1	
259	Microelectronic Circuit Design,5Th Ed	Richard C. Jaeger	2016	PB	1	
260	Pattern Making: Intermediate W/Dvd	3G Learning	2016	PB	1	
261	Photography: Intermediate W/Dvd	3G Learning	2016	PB	1	
262	Plumbing: Beginner	3G Learning	2016	PB	1	
263	Principles Financial Accounting, 2Nd Ed	John Wild	2016	HB	1	
264	Qualitative Research In Management Methods And Experiences	Richa Awasthy	2015	PB	1	
265	Strategic Management: Text And Cases, 8Th Ed	Dess	2016	PB	1	
266	Technical Drafting: Intermediate W/Dvd	3G Learning	2016	PB	1	
267	The Complete Make-Up Artist, 3Rd Ed	Penny Delamar	2016	PB	1	
268	Recent Developments In Mobile Technology	Catherine Hall	2016	HB	1	
269	Applied And Experimental Linguistic	D'Marreo Brooks	2014	HB	1	
270	Acquisition English Grammar	Shaun Taylor	2015	HB	1	
271	Applied Sociolinguistic	Sheng Chan Woo	2014	HB	1	
272	Critical Applied Linguistics : An Introduction	Dr Amanora Puniest	2014	HB	1	
273	Diversity In Organization, 2Nd Edition	Bell	2012	PB	1	
274	Economics Of Development Toward Inclusive Growth	Syed Nawab H. Naqvi	2015	PB	1	
275	Education Policy Search: Design And Practice At A Time Of Rapid Reform	Michael W. Apple	2014	PB	1	
276	Educational Administration: Theory, Concepts And Practice	Charlie Carson	2016	HB	2	
277	English Language And Grammar	Gideon Tavora	2014	HB	2	
278	English Linguistic Communication	Prof. Shaun Taylor	2015	HB	2	
279	Evaluating All Teachers Of English Learners And Students With Disabilities: Supporting Great Teaching	Diane Staehr Fenner	2015	PB	1	
280	Evaluating Instructional Leadership Recognized Practices For Success	Julie R. Smith	2015	PB	1	
281	Global Business, 3Rd Edition	Peng M.W.	2014	HB	1	

282	Global Economics, 13Th Edition	Carbaugh R.J.	2011	PB	1	
283	Global Governance And Ngo Participation	Charlote Dany	2014	PB	1	
284	Globalization: Issues And Challenges	Donna Tapoi	2016	HB	1	
285	How To Do Your Case Study, 2Nd Edition	Gary Thomas	2016	PB	1	
286	Human Exeptionality School, Community, And Family	Michael L. Hardman	2014	HB	1	
287	Introducing Research Methodology: A Beginner'S Guide To Doing A Research Project, 2Nd Edition	Uwe Flick	2015	PB	1	
288	Language Acquisition: The Growth Of Grammar	Dr. Jonathan Grady	2015	HB	1	
289	Language Development And Communications	Trone Alexander	2014	HB	1	
290	Linguistic Ethnography	Fiona Copland	2015	PB	1	
291	Linguistics: An Introduction To Language And Communication	Olegovna Ignatyev	2015	HB	1	
292	Linguistics: An Introduction To Language And Communication	Olegovna Ignatyev	2015	HB	1	
293	Methods And Procedures On Development Of Evolutionary Linguistics	Trone Alexander	2014	HB	1	
294	Mixed Methods Research And Culture-Specific Interventions Program Design And Evaluation	Bonnie K. Nastasi	2015	PB	1	
295	New Horizons Of Public Administratio	Zach Jacob	2016	HB	1	
296	Operations Research Manual: A Guide For Business Operations Processes	Lovell Perry	2014	HB	1	
297	Perspectives On Communication Research In Languages And Linguistics	Mark Reynolds	2014	HB	1	
298	Public Administration	Zach Jacob	2016	HB	1	
299	Public Administration: Understanding Management, Politics, And Law In The Public Sector, 8Th Edition	David H. Rosenbloom	2015	PB	1	
300	Qualitative Research Methods In Education And Educational Technology	Anatolyevich Gruzdev	2015	HB	1	
301	Qualitative Social Research:Contemporary Methods For The Digitalage	Vivienne Waller	2016	PB	1	
302	Quantitative Methods In Management Research	Jesse Taylor	2014	HB	1	

303	Surviving Your Dissertation: A Comprehensive Guide To Content And Process, 4Th Edition	Kjell Erik Rudestam	2015	PB	1	
304	The Action Research Dissertation: A Guide For Students And Faculty, 2Nd Edition	Kathryn Herr	2015	PB	1	
305	Management Skills: Assessment And Development	Griffin / Van Fleet	2014	PB	1	
306	The Pbis Tier One Handbook A Practical Approach To Implementing The Champion Model	Jessica Djabrayan Hannigan	2015	PB	1	
307	Theory Of Applied Linguistics	Gerain Coleman	2014	HB	1	
308	Web Survey Methodology	Mario Callegaro	2015	PB	1	
309	Women & Politics: The Pursuit Of Equality, 3Rd Edition	Ford	2011	PB	1	
310	Writing And Doing Action Research	Jean Mcniff	2015	PB	1	

**BID FORM**

Date: \_\_\_\_\_  
Invitation to Bid N<sup>o</sup>: \_\_\_\_\_

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] [description of the Goods] in conformity with the said Bidding Documents for the sum of [total Bid amount in words and figures] or such other sums 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 Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by 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 Calculated Bid or any Bid you may receive.

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

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

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

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

**List of all Ongoing Government & Private Contracts including contracts awarded but not yet started**

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

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
							Total Cost	

Note: This statement shall be supported with:

- 1 Notice of Award and/or Contract
- 2 Notice to Proceed issued by the owner
- 3 Certificate of Accomplishments signed by the owner or authorized representative

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

**Statement of Single Largest Government or 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 c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			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 = [(Current assets minus current liabilities) (15)] 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 to be bid.

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

The value of bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

Herewith attached are certified true copies of the 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.

<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.**

X-----X

**BID SECURING DECLARATION**  
**Invitation to Bid: [Insert Reference number]**

To: [Insert name and address of the Procuring Entity]

I/We<sup>1</sup>, 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 a 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, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
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 the bidder with the Lowest Calculated 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 [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED  
REPRESENTATIVE]  
[Insert Signatory's Legal Capacity]  
Affiant

<sup>1</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, 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 *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

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

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

Roll of Attorneys 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

### LOT 2

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ITEM NO.	TITLE OF BOOK	AUTHOR	COPYRIGHT / ED	BINDING	QTY	REMARKS
						Comply / Not Comply
1	Animation (3D Digital): Advanced With Dvd	3G Learning	2016	PB	1	
2	Applied Petroleum Geochemistry	Gabriel Brown	2014	HB	1	
3	Automotive Mechanical Assembly: Intermediate, W/ Dvd	3G Learning	2016	PB	1	
4	Basic Civil Engineering With Dvd	3G Learning	2015	PB	1	
5	Basic Mechanical Engineering (Books With Dvd)	3G Learning	2015	PB	1	
6	Chemical Separations	Quinten Czetybok	2015	HB	1	
7	Computer And Management Information System	Sharma	2014	HB	1	
8	Computer Systems Servicing: Intermediate W/Dvd	3G Learning	2016	PB	1	
9	Computer Graphics Handbook	Prof. Wen Kwok	2015	HB	1	
10	Control And Analysis For Biocatalysis And Food Biotechnology	Edward Morgan	2014	HB	1	
11	Data Acquisition Handbook	Thomas Rohsenow	2015	HB	1	
12	Ecology: Concepts And Applications	Molles	2016/7th ed.	PB	1	
13	Engineering The Metabolism Of Food And Nutraceuticals	Edward Morgan	2014	HB	1	
14	Enhanced Oil Recovery And Other Techniques For Oil Pollution Control	Jane Urry	2015	HB	1	
15	Environmental Engineering And Water Resources	Nikki Funke	2016	HB	1	
16	Environmental Ethics,	Dr. Murtaza Ali	2014	HB	1	
17	Environmental Risk Management	Hudson Bednarski	2015	HB	1	

18	Extreme Minimalism Architecture	Chris Van Uffelen	2014	HB	1	
19	Financial Management In Small Business (Book With Dvd Included)	3G Learning	2015	PB	1	
20	Food And Beverage Service: Intermediate	3G Learning	2016	PB	1	
21	Food And Industrial Microbiology	Daniele Sohier	2016	HB	1	
22	Food Processing: Intermediate,	3G Learning	2016	PB	1	
23	Food Technology (Book With Dvd)	3G Learning	2014	PB	1	
24	Future Trens In Microelectronics	Agrafena Sobakov	2015	HB	1	
25	Gas Metal Arc Welding: Beginner	3G Learning	2016	PB	1	
26	Gas Metal Arc Welding: Advanced	3G Learning	2016	PB	1	
27	Gas Welding: Intermediate	3G Learning	2016	PB	1	
28	Green Building And Energy Efficiency	Matilda Schmidt	2016	HB	1	
29	Green Technology	Marriane Fox	2016	HB	1	
30	Handbook Of Algorithms For Physical Design Automation	Prof. Wen Kwok	2015	HB	1	
31	Handbook Of Computational Hydraulics	Avinash Tripathi	2014	HB	1	
32	Handbook Of Geochemistry	Karolina Jensen	2015	HB	1	
33	Handbook Of Microalgal Culture	Hernan Green	2015	HB	1	
34	Heating And Air Conditioning	3G Learning	2015	HB	1	
35	Housekeeping: Intermediate,	3G Learning	2016	PB	1	
36	Human Nutrition: A Modern Perspective	Vivian Belt	2016	HB	1	
37	Hydraulics In Civil And Environmental Engineering	Dmitriy Demodov	2014	HB	1	
38	Industrial Chemistry	Gerald Cole	2016	HB	1	
39	Integrated Circuits (Book With Dvd)	3G Learning	2014	PB	1	
40	Machining: Beginner W/ Dvd	3G Learning	2016	PB	1	
41	Manufacturing Engineering And Materials Processing	Casan Anderson	2016	HB	1	
42	Masonry: Intermediate, W/ Dvd	3G Learning	2016	PB	1	
43	Materials Engineering	Reece Hughes	2016	HB	1	
44	Mechanical Drafting: Beginner, W/Dvd	3G Learning	2016	PB	1	
45	Microbiology And Technology Of Fermented Foods	Thomas Hogg	2014	HB	1	
46	Microelectromechanical Systems: Advanced Technologies And Devices	Eve Versuh	2016	HB	1	
47	Mediterrenean Living: Stylish And Elegant Or Close To Nature	Manuela Roth	2015	HB	1	

48	Mining Engineering	Beth Thorpe	2016	HB	1	
49	Mobile Robotics	Jared Kroff	2015	HB	1	
50	Mobile Telecommunications Technology	Adam Houle	2016	HB	1	
51	Modern Transportation Systems And Networks	Samuel Morgan	2016	HB	1	
52	Molecular Virology	Drew Farmer	2016	HB	1	
53	Nanoengineering: Advances And Applications	Peggy Rusk	2016	HB	1	
54	Operational Procedures Of Equipments Of Food Analysis Laboratory	Gwen Mckenzie	2014	HB	1	
55	Photography: Intermediate W/Dvd	3G Learning	2016	PB	1	
56	Phycotoxins: Chemistry And Biochemisrty	Lovell Perry	2015	HB	1	
57	Physical Chemistry And Bioloanalytical Applications	Jerymy Brown	2015	HB	1	
58	Plumbing: Beginner W/Dvd	3G Learning	2016	PB	1	
59	Plumbing: Intermediate W/Dvd	3G Learning	2016	PB	1	
60	Powder Metallurgy Handbook,	Carl Burt	2015	HB	1	
61	Power System Analysis	John J. Grainger	2016	PB	1	
62	Predictive Analytics And Data Optimization,	Mick Benson	2016	HB	1	
63	Principles And Applications Of Electrical Engineering 6Th Ed	Giorgio Rizzoni	2016	PB	1	
64	Production Scheduling Handbook,	Jeff Hansen	2015	HB	1	
65	Programming Absolute Beginner 2Nd Ed	Ford	2016	PB	1	
66	Recent Concepts And Development In Hydrology	Steffany Gardner	2015	HB	1	
67	Research For Designers:A Guide To Methods And Practice	Gjoko Muratovski	2016	PB	1	
68	Structural Mechanics (Book With Dvd )	3G Learning	2014	PB	1	
69	System Formwork Installation: Intermediate,	3G Learning	2016	PB	1	
70	Technical Drafting: Intermediate W/Dvd	3G Learning	2016	PB	1	
71	Technology Of Food Preservation And Processing: Principles And Practices	Poornima	2014	HB	1	
72	Textbook Of Analytical Biochemistry,	Jessica Carol	2016	HB	1	
73	The Fundamentals Of Interior Design 2E	Simon Dodsworth	2015	PB	1	
74	The Fundamentals Of Landscape Architecture,2E	Tim Waterman	2015	PB	1	
75	The Principles & Processes Of Interactive Design	Jamie Steane	2014	PB	1	
76	A Practical Approach To Linear Algebra	Krishna Singh	2014	HB	2	
77	Advance Methodology	Sheng Chan Woo	2014	HB	1	



78	Algebra For College Students, 10Th Edition	Kaufmann, Schwitters	2015	HB	1	
79	Algebra For College Students, 10Th Edition	Waner S.	2014	HB	1	
80	A Guidance Approach For The Encouraging Classroom, 6Th Ed	Gartrell D.	2014	PB	1	
81	Body Structures And Functions, 12Th Edition	Scott A.S.	2014	PB	1	
82	Cognitive Science And Technology	Ella Hunter	2016	HB	1	
83	Communication For Development Theory And Practice For Empowerment And Social Justice,3Rd Ed	Srinivas R Melkote	2015	PB	1	
84	Corporate Social Responsibility,	Esben Rahbek Gjerdrum Pedersen	2015	PB	2	
85	Current Issues And Challenges In Socio-Cultural Development	Gwen Smith	2016	HB	1	
86	Discrete Mathematics	Dr. Olegovna Korotayev	2015	HB	2	
87	Disorders Of Childhood: Development And Psychopathology, 2Ed Ed	Parritz R.H.	2014	PB	1	
88	Doing Qualitative Research Online	Janet Salmons	2016	PB	1	
89	English Insigh 2: Teacher'S Guide (With Cd-Inlcuded)	David A. Hill	2014	PB	1	
90	Essential Clinical Skills For Nurses Step By Step	Catherine Delves- Yates	2015	SB	1	
91	Essentials In Reserch Methods	Dr Myra Myklebust	2014	HB	1	
92	Exploring Art: A Global, Thematic Approach,5Th Ed	Margaret Lazzari	2016	PB	1	
93	Exploring The Work Of Edward S. Casey	Azucena Cruz- Pierre	2015	PB	1	
94	Fundamentals Of Set Theory	J, G. Mcnew	2015	HB	1	
95	Human Physiology (With Access Code)	Watson	2015	PB	1	
96	Integral Calculus	João Inácio Da Silva Filho Et Al.	2016	HB	1	
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98	Managing Today'S News Media: Audience First	Samir Husni	2016	PB	1	

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108	30 Essential Skills For The Qualitative Researcher	John W. Creswell	2016	PB	1	
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110	Analysing Quantitative Data: Variable-Based And Case-Based Approaches To Non-Experimental Datasets	Raymond A Kent	2015	PB	1	
111	Athletics Skills & Techniques	Dr. U.C. Gupta	2014	HB	5	
112	Basic In Educational Research	Jesse Taylor	2014	HB	1	
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114	Buying And Merchandising (Book With Dvd)	3G Learning	2015	PB	1	
115	Consumer Electronics: Advanced, W/Dvd	3G Learning	2016	PB	1	
116	Cookery: Intermediate, W/Dvd	3G Learning	2016	PB	1	
117	Dressmaking (Casual): Intermediate	3G Learning	2016	PB	1	
118	Essentials Of Athletic Injury Management, 10Th Ed	Prentice	2016	PB	1	
119	Events Management Services: Advanced, W/Dvd	3G Learning	2016	PB	1	
120	Fluid Mechanics, 8Th Edition	Frank M. White	2016	HB	1	
121	Designing Research Questionnaires For Business And Management Students	Yuksel Ekinci	2015	PB	1	
122	Designs And Technologies In Production Management	Jacoury Jenkins	2014	HB	1	
123	Food And Beverage Service: Intermediate, W/Dvd	3G Learning	2016	PB	1	
124	Differentiating Instruction: Planning For Universal Design And Teaching For College And Career Readiness	Jacqueline S. Thousand	2015	PB	1	

125	Food Processing: Intermediate	3G Learning	2016	PB	1	
126	Foodservice Operations And Managemen	Cas Czetyrbok	2015	HB	1	
127	Fundamental Element Of Physical Education (Second Updated And Revised Edition)	Dr. M.L. Kamlesh	2014	HB	5	
128	Genetically Modified Food	Dr. Peng Zhou	2015	HB	1	
129	Horticulture: Advanced, W/ Dvd	3G Learning	2016	PB	1	
130	Introduction To Comparative And International Education	Jennifer Marshall	2014	PB	1	
131	Leadership Coaching For Educators Bringing Out The Best In School Administrators 2Nd Ed	Karla Reiss	2015	PB	1	
132	Leadership: Contemporary Critical Perspectives	Brigid Carroll	2015	PB	1	
133	Machining: Beginner, W/Dvd	3G Learning	2016	PB	1	
134	Masonry: Intermediate, W/Dvd	3G Learning	2016	PB	1	
135	Mechanical Drafting: Beginner, W/Dvd	3G Learning	2016	PB	1	
136	Officiating, Coaching And Training Methods In Physical Education & Sports	Dr. Yousufzai N.S	2014	HB	2	
137	Pattern Making: Intermediate, W/Dvd	3G Learning	2016	PB	1	
138	Play & Learn Bowling	Dr. Devendra Balayan	2014	HB	5	
139	Play & Learn Boxing	Thomas Inch	2014	HB	5	
140	Play & Learn Judo	Deepak Jain	2014	HB	5	
141	Play & Learn Jumping	Dr. N.P. Sharma	2014	HB	5	
142	Play & Learn Women Gymnastics,	Rachina Jain	2014	HB	5	
143	Practical Cookery For The Level 2 Professional Cookery Diploma,3Ed	David Foskett	2015	HB	1	
144	Practical Cookery, 13Th Edition For Level 2 Nvqs And Apprenticeships	David Foskett	2015	HB	1	
145	Qualitative Methodology: A Practical Guide	Jane Mills	2014	PB	1	
146	Qualitative Research:Bridging The Conceptual,Theoretical, And Methodological	Sharon M. Ravitch	2016	PB	1	

147	Reconceptualizing Qualitative Research Methodologies Without Methodology	Mirka Koro-Ljungberg	2016	PB	1	
148	Reflective Teaching: In Early Education	Colwell	2015	PB	1	
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150	Structural Erection: Intermediate	3G Learning	2016	PB	1	
151	Swimming Skills & Techniques	Dr. Ravi Ambast	2014	HB	5	
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153	Tae Kwon Do : Basics	Keith D. Yates		PB	5	
154	Tae Kwon Do For Kids	Keith D. Yates		PB	5	
155	The Soccer Goalkeeping Handbook, 3Rd Edition	Alex Welsh	2014	PB	1	
156	Animation (3D Digital): Advanced With Dvd	3G Learning	2016	PB	1	
157	All-In-One Nursing Care Planning Resource: Medical-Surgical, Pediatric, Maternity, And Psychiatric-Mental Health 4Ed	Swearingen, Pamela	2016	PB	1	
158	Clinical Companion For Medical-Surgical Nursing: Patient-Centered Collaborative Care 8Ed	Ignatavicius, Donna	2016	PB	1	
159	Emergency Medical Services: Intermediate, W/Dvd	3G Learning	2016	PB	1	
160	Essential Clinical Skills For Nurses Step By Step	Catherine Delves-Yates	2015	SB	1	
161	Human Nutrition: Science For Healthy Living	Stephenson Schiff	2016	HB	1	
162	Manual Of Critical Care Nursing: Nursing Interventions And Collaborative Management 7Ed	Baird, Marianne	2016	HB	1	
163	Manual Of Psychiatric Nursing Care Planning: Assessment Guides Diagnoses Psychopharmacology, 5Th Ed	Elizabeth M. Varcarolis	2015	PB	1	
164	Mosby'S 2016 Nursing Drug Reference: 29Ed	Skidmore-Roth, Linda	2016	HB	1	
165	Saunders Nursing Drug Handbook 2016	Kizior, Robert	2016	HB	1	
166	Saunders Q & A Review For The Nclex-Rn® Examination: 6Ed	Linda Silvestri	2015	PB	1	
167	Vander'S Humanphysiology:The Mechanisms Of Body Function	Eric P. Widmaier	2016	PB	1	
168	Animation (3D Digital): Advanced With Dvd	3G Learning	2016	PB	1	

169	Advanced Financial Reporting An Ifrs Perspective	Nelson Lam	2016	PB	2	
170	Analytical Techniques In Biotechnology	Suzy Hill	2016	HB	1	
171	Business Intelligence For Business Development	Wendy Witte	2015	HB	1	
172	Century 21: Accounting Multicolumn Journal, 10Th Edition	Gilbertson	2014	HB	1	
173	Chemistry And Biochemistry Of Food And Food Products	Liam Edberg	2015	HB	1	
174	Computational Stability: Analytical Aspects And Developments	Gregory Rago	2015	HB	1	
175	Cornerstones Of Managerial Accounting, 5Th Edition	Mowen, Hansen	2014	HB	1	
176	Data Modeling And Database Design, 2Nd Edition	Umanath   Scamell	2015	HB	1	
177	Decorate Cakes, Cupcakes, And Cookies With Kids	Autumn Carpenter	2014	PB	1	
178	Doing Your Business Research Project	John Beech	2015	PB	1	
179	Economics For Today, 8Th Edition	Tucker I.B.	2014	PB	1	
180	Encyclopedia Of Quality Assurance And Management	Stacy Escobar	2015	HB	1	
181	Entrepreneurship And Business Management	Ralph Borsella	2016	HB	1	
182	Entrepreneurship Education And Training	Jie Yáng	2016	HB	1	
183	Entrepreneurship: Concepts, Theory And Perspective	Dr. Ronald Scott	2015	HB	1	
184	Enzyme Technology & Biotechnology	Aurelia Chandler	2016	HB	1	
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186	Etrepreneurship: A Global Overview,	Ralph Borsella	2016	HB	1	
187	Experimental Microbiological Techniques In Food And Food Products	Aaron Remmington	2014	HB	1	
188	Experiments And Trials For Drug Discovery	Nedburnett	2016	HB	1	
189	Fish Processing Technology	T.Lakshmi Prasad	2014	HB	5	
190	Food Industry: Food Types, Quality And Safety	Lisa Jordan	2015	HB	1	
191	Fundamental Financial Accounting Concepts 9Th Ed	Edmonds	2016	PB	1	
192	Handbook Of Flovours & Food Coloaurants Technology	Prof. Maria Baun	2015	HB	1	
193	Handbook Of Natural Products Chemistry	Daren Toure	2015	HB	1	
194	Human Resource Development,	Camille Zellweger	2016	HB	1	
195	Human Resource Management: Challenges And Developments	Camille Zellweger	2016	HB	1	
196	Intellectual Property And Business The Power Of Intangible Assets	Rodney D Ryder	2014	PB	2	

197	Interpreting Qualitative Data, 5Th Edition	David Silverman	2014	PB	1	
198	Introductory Econometrics: A Modern Approach, 5Th Edition	Jeffrey M. Wooldridge	2013	PB	1	
199	Launching New Ventures: An Entrepreneurial Approach, 6Th Ed	Allen K.R.	2012	HB	1	
200	Leadership And Business Ethics	Prof. Wei Zhu	2015	HB	1	
201	Macroeconomics: Theory And Practice	Brent Wright	2016	HB	1	
202	Managerial Accounting:Tools For Business Decision Making	Terry Ness	2016	HB	1	
203	Organizational Behavior And Business Ethics	Rita Lamota	2016	HB	1	
204	Understanding Copyright Intellectual Property In The Digital Age	Bethany Klein	2015	PB	1	
205	Agricultural Biotechnology	Laura Vivian	2016	HB	1	
206	Agricultural Extension: Farmer Education And Rural Development	Salvador Flores	2016	HB	1	
207	Agri-Environment: Environmental Impacts Of Agricultural Practices	Farrell Waltz	2016	HB	1	
208	Agroforestry:Towards Creating Sustainable Land-Use Systems	Lester Bane	2016	HB	1	
209	Biodiversity And Conservation	Anne Offit	2016	HB	1	
210	Ecology, Environmental And Concervation	Anne Offit	2016	HB	1	
211	Farm Management	Carlos Hassey	2016	HB	1	
212	Handbook Of Soil Science	Porter Bailey	2015	HB	1	
213	Horticulture: Intermediate	3G Learning	2016	PB	1	
214	Insert Biology	Christopher Fleming	2016	HB	1	
215	Soil Ecology And Land-Use Management	Henry Wang	2016	HB	1	
216	Soil Fertility Management	Lester Bane	2016	Hb	1	
217	Sustainable Forest Management: Updated Reviews	Aduardo Hapke	2015	HB	1	
218	Sustainable Organic Farming	Wendel Mason	2016	HB	1	
219	A+ Guide To Software: Managing, Maintaining, And	Jean Andrews	2017	HB	1	

	Troubleshooting					
220	An Introduction To Programming With C++ ,8Th Ed	Zak	2016	PB	1	
221	Animation (3D Digital): Advanced With Dvd	3G Learning	2016	PB	2	
222	Architectural Drafting & Design, 7Th Edition	Alan Jefferis	2017	HB	1	
223	Computer-Aided Design And Manufacturing	Justin Riggs	2016	HB	1	
224	Computer Systems Servicing: Intermediate W/Dvd	3G Learning	2016	PB	2	
225	Computer Graphics Handbook	Prof. Wen Kwok	2015	HB	1	
226	Electrical, Electronic And Control Engineering	Dewayne Hopper	2016	HB	1	
227	Fundamentals Of Computer Operating Systems	Rajesh Verma	2014	HB	1	
228	Harnessing Microstation V8I, (With Cd-Rom Included)	Krishnan G.V.	2011	PB	1	
229	Illuminated Pixels: The Why, What, And How Of Digital Lightning	Virginia Bowman Whissler	2013	PB	1	
230	Interpreting Engineering Drawings, 8Th Edition	Branoff	2016	PB	1	
231	Java Programming, 8Th Ed	Farrell	2016	PB	1	
232	Practical Pc: Practical Series (With Cd-Included), 7Th Edition	Pb, 2014 By Parsons & Oja	2014	PB	1	
233	Programming Absolute Beginner 2Nd Ed	Ford	2016	PB	1	
234	Programming Logic And Design Comprehensive, 8Th Ed	Farrell	2015	PB	1	
235	Programming With Microsoft Visual Basic 2015, 7Th Ed	Diane Zak	2016	PB	1	
236	Routing Techniques In Ad Hoc And Sensor Networks	Frank Elliot	2016	HB	1	
237	Systems Analysis/ And Design In A Changing World, 7Th Ed	Satzinger/Jackson	2016	HB	1	
238	Technical Drafting: Intermediate,	3G Learning	2016	PB	1	
239	Animation (3D Digital): Advanced With Dvd	3G Learning	2016	PB	1	
240	Automotive Mechanical Assembly: Intermediate W/Dvd	3G Learning	2016	PB	1	
241	Basketball Coaching	Alexander Radu	2015	PB	1	
242	Beauty Care: Advanced W/Dvd	3G Learning	2016	PB	1	
243	Building Cross-Platform Mobile And Web Apps For Engineers And Scientist	Pawan Lingras	2017	PB	1	
244	Communication Skills (Book With Dvd Included)	3G Learning	2015	PB	1	
245	Cost Management: A Strategic Emphasis 7Th Ed	Blocher	2016	PB	1	

246	Entrepreneurship: The Art, Science, And Process For Success, 2Ed	Charles E. Bamford	2016	PB	1	
247	Designer Staircase Railings			PB	1	
248	Designing Schools For Meaningful Professional Learning A Guidebook For Educators	Janice Bradley	2015	PB	1	
249	Finance Basics (Book With Dvd Included)	3G Learning	2015	PB	1	
250	First Moves : How To Start A Chess Game	David Pritchard		PB	1	
251	Food Processing: Beginner	3G Learning	2016	PB	1	
252	Fundamentals Of Human Resource Management	Noe	2016	PB	1	
253	Housekeeping: Intermediate W/Dvd	3G Learning	2016	PB	1	
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## 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 or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

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

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

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *duly notarized Special Power of Attorney*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. **Select one, delete the rest:**

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

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

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

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the 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].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

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

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], 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 *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

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

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

Roll of Attorneys No. \_\_\_\_\_

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

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

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

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

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

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

## REQUEST FOR CLARIFICATION

Date of Letter

**ATTY. EDGARD E. VALDEZ**  
BAC Chairman  
Batangas State University  
Rizal Avenue, Batangas City  
Telephone No.: (043) 980-0385 local 1549

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

**Bill of Quantities**

Name of Bidder \_\_\_\_\_ Invitation to Bid Number \_\_\_\_ Page of \_\_\_\_.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Cost of local labor, raw material, and component <sup>2</sup>	Total price EXW per item (cols. 4 x 5)	Unit prices per item final destination and unit price of other incidental services	Sales and other taxes payable per item if Contract is awarded	Total Price delivered Final Destination (col 8 + 9) x 4

\_\_\_\_\_  
*[signature]*

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

Duly organized to sign Bid for and on behalf of \_\_\_\_\_