



Republic of the Philippines
ROMBLON STATE UNIVERSITY
Odiongan, Romblon

Procurement of Books for the Learning Resource Center of Romblon State University

Solicitation No: RSU-2023-05-042

Source of Fund: 164

Total ABC: PhP1,597,102.00

Total QTY: 1,208

Pre –Bid Conference	:	31 May 2023 (10:30 AM)
Submission of Bid Docs	:	On or Before 13 June 2023 (1:00 PM)
Opening of Bid Docs	:	13 June 2023 (1:00 PM)
Venue	:	BAC Office, Community Outreach Center, Romblon State University, Liwanag Odiongan, Romblon

PHILIPPINE BIDDING DOCUMENTS
Procurement of GOODS
Government of the Republic of the Philippines

Sixth Edition
July 2020

Preface

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

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

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

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

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid.....	7
Section II. Instructions to Bidders.....	10
1. Scope of Bid	11
2. Funding Information.....	11
3. Bidding Requirements	11
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	11
5. Eligible Bidders.....	11
6. Origin of Goods	12
7. Subcontracts	12
8. Pre-Bid Conference	12
9. Clarification and Amendment of Bidding Documents	12
10. Documents comprising the Bid: Eligibility and Technical Components	13
11. Documents comprising the Bid: Financial Component	13
12. Bid Prices	13
13. Bid and Payment Currencies	14
14. Bid Security	14
15. Sealing and Marking of Bids	14
16. Deadline for Submission of Bids	14
17. Opening and Preliminary Examination of Bids	14
18. Domestic Preference	15
19. Detailed Evaluation and Comparison of Bids	15
20. Post-Qualification	15
21. Signing of the Contract	15
Section III. Bid Data Sheet	17
Section IV. General Conditions of Contract	19
1. Scope of Contract	20
2. Advance Payment and Terms of Payment	20
3. Performance Security	20
4. Inspection and Tests	20
5. Warranty	20
6. Liability of the Supplier	21
Section V. Special Conditions of Contract	22
Section VI. Schedule of Requirements	26
Section VII. Technical Specifications	27
Section VIII. Checklist of Technical and Financial Documents	49

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



ROMBLON STATE UNIVERSITY BIDS AND AWARDS COMMITTEE

Community Outreach Center, RSU-Main Campus, Liwanag, Odiongan, Romblon 5505
Telephone: (042) 567-5952
Email: bac@rsu.edu.ph
Website: rsu.edu.ph



INVITATION TO BID FOR PROCUREMENT OF BOOKS FOR THE LEARNING RESOURCE CENTER OF REOMBLON STATE UNIVERSITY (ABC: PhP1,597,102.00, QTY: 1,208)

1. The **Romblon State University**, through the **Fund 164 (2023)** intends to apply the sum of **One Million, Five Hundred Ninety-Seven Thousand, One Hundred Two Pesos Only (PhP1,597,102.00)** being the ABC to payments under the contract for **RSU-2023-05-042**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Romblon State University** now invites bids for the above Procurement Project. Delivery of the Goods is required by **within twenty-five (25) calendar days from receipt of the Notice to Proceed**. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **Romblon State University** and inspect the Bidding Documents at the address given below during **Monday to Friday, 8:00 AM to 5:00 PM, except holidays**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **24 May 2023** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos Only (PhP5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, by facsimile, or through electronic means*.
6. The **Romblon State University** will hold a Pre-Bid Conference¹ on **31 May 2023, 9:00 AM at BAC Office, Community Outreach Center, Romblon State University** and/or through video conferencing or webcasting *via Zoom Conference*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before 1:00 PM, 13 June 2023. Late bids shall not be accepted.

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

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **1:00 PM, 13 June 2023** at the given address below and/or via **Zoom Conferencing**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

The bidder/s must submit one (1) original copy, and three (3) true copies of the bidding documents.

10. The **Romblon State University** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. Pursuant to **Section 61 of RA 9184**, all bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB.
12. For further information, please refer to:

MS. VEE F. FRANCISCO

Head, BAC Secretariat

Romblon State University, Odiongan, Romblon 5505

Email Address: bacrsu2016@gmail.com

Cellphone No. 09398173816

Website: www.rsu.edu.ph

13. You may visit the following websites:

For downloading of Bidding Documents:

www.rsu.edu.ph

<https://notices.philgeps.gov.ph/>

24 May 2023

(SGD) ATTY. GLENN NIÑO M. SARTILLO
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, **Romblon State University** wishes to receive Bids for the **Procurement of Books for the Learning Resource Center of Romblon State University (ABC: PhP1,597,102.00, QTY: 1,208)**, with identification number **RSU-2023-05-042**.

The Procurement Project (referred to herein as “Project”) is composed of Three Hundred Fifty-Nine (359) CPS, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **Fiscal Year 2023** in the amount of **One Million, One Hundred Ninety-Seven Thousand, Two Hundred Two Pesos Only**.

2.2. The source of funding is:

a. NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2.

a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

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8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address BAC Office, Community Outreach Center, Romblon State University and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, 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 delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
- ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **10 October 2023**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.2. 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.

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose , contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Involving the delivery of Books. b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP Romblon State University-Main Campus, Odiongan Romblon or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than <u>PhP31,942.04</u> <i>[Indicate the amount equivalent to two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <u>PhP48,000.00</u> <i>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.
20.2	<i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i>
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

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

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall,

repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered to Romblon State Universit-Main Campus, Odiongan, Romblon. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Head of the SPMO.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ol style="list-style-type: none"> e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. <i>[Specify additional incidental service requirements, as needed.]</i> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p>

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

Select appropriate requirements and delete the rest.

1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
2. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of three (3) years.

Spare parts or components shall be supplied as promptly as possible, but in any case, within One (1) month of placing the order.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- Name of the Procuring Entity
- Name of the Supplier
- Contract Description
- Final Destination
- Gross weight
- Any special lifting instructions
- Any special handling instructions
- Any relevant HAZCHEM classifications

	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are:</p> <p style="padding-left: 40px;"><i>a Quality Checking.</i></p>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

Solicitation No. RSU-2023-05-042

ABC: PhP1,597,102.00

QTY: 1,208

Procurement of Books for the Learning Resource Center of Romblon State University

ITEM NO.	UNIT	ITEM DESCRIPTION	STATEMENT OF COMPLIANCE
1	CPS	A Course Module for Art Appreciation / Roldan ©2019	
2	CPS	A Course Module for Mathematics in the Modern World / Manlulu / Hipolito ©2019	
3	CPS	A Course Module for Purposive Communication / Lim ©2019	
4	CPS	A Course Module for Teaching Literacy in the Elementary Grades through Literature / Bulusan ©2021	
5	CPS	A Course Module for Teaching Math in the Intermediate Grades through Literature / Bulusan ©2021	
6	CPS	A Course Module for Teaching Math in the Primary Grades / Gusano et.al. ©2020	
7	CPS	A Course Module for Teaching English in the Elementary Grades (Language Arts) / Reves II et.al. ©2020	
8	CPS	A Course Module for Understanding Gifted and Talented Learners / Crudo et.al. ©2019	
9	CPS	A Course Module the Life, Works and Writing of Jose Rizal (OBE) / Crudo et.al. ©2019	
10	CPS	Action Research for Beginners in Classroom-Based Contexts: A Guide for Pre-Service and In-Service Teachers (OBE-&PPST-Based) / De Leon ©2019	
11	CPS	Angular JS Programming: For Beginner's (OBE Approach) / Pomperada ©2022	
12	CPS	Application Development and Emerging Technology: Using Arduino Microcontroller, led / Aguilar et.al. ©2019	

13	CPS	Applied Business Tools and Technologies in Tourism and Hospitality, led (OBE Approach) / Rodolfa Jr. ©2022	
14	CPS	Aquaculture and Nutrition and Biochemistry / Anand ©2023	
15	CPS	Art Appreciation / Solmerano ©2019	
16	CPS	Asian Cuisine / Banzuelo ©2020	
17	CPS	Assessment in Learning 1, 4ed (OBE-&PPST-Based) / Navarro et.al. ©2019	
18	CPS	Assessment of Children's Development and Learning / Navarro et.al. ©2019	
19	CPS	Aviation Mathematics / Deloso ©2019	
20	CPS	Babasahin Hinggil sa Kasaysayan ng Pilipinas / Ramos ©2019	
21	CPS	Basic Calculus / Lao ©2018	
22	CPS	Basic Financial Management / Pineda ©2019	
23	CPS	Beginner's Guide to C++ Programming / Pomperada ©2019	
24	CPS	Biology of Hillstream Fishes / Singh / Upadhyay ©2020	
25	CPS	Biology of Inland Fishes / Sakhare et.al. ©2021	
26	CPS	Building and Enhancing New Literacies Across the Curriculum (OBE-&PPST-Based) / De Leon ©2020	
27	CPS	Business Finance: For SHS / De Guzman ©2019	
28	CPS	Calculus 1 / Vincencio et.al. ©2019	
29	CPS	Catfishes Systematics, Biology and Farming / Upadhyay ©2020	
30	CPS	Chemical Analysis of Fish Pond Soil and Water / Singh ©2022	
31	CPS	Child and Adolescent: Learners and Learning Principles (OBEandPPST-Based) / Guntalidad et.al. ©2019	
32	CPS	Children and Adolescent Literature (OBE-&PPST-Based) / Gonzales et.al. ©2022	

33	CPS	Coastal Marine Tourism, Planning and Development / Kumar ©2021	
34	CPS	Cognitive Psychology / Arora ©2020	
35	CPS	Commercial Baking with Entrepreneurship Leading to Bread and Pastry Production NC II / Dinaga / Lirasan ©2019	
36	CPS	Communication for Society: Purposive Communication / Uychoco / Santos ©2018	
37	CPS	Consumer Behavior: Dynamics, Dimensions & Models (OBE Approach) / Mendoza/Garcia ©2019	
38	CPS	Corporate: Social Responsibility (OBE Approach) / Viernes ©2022	
39	CPS	Cost Control in Hospitality Industry / Fababaer/Dinaga/Retorika Jr. ©2020	
40	CPS	Crimonological Research and Statistics / Forondo ©2020	
41	CPS	Cruise Tourism / Escabillas ©2019	
42	CPS	CSS and Networking Guide for CCNA and CSS (NC II) / Sarmiento et.al. ©2019	
43	CPS	Deep Sea Demersal Fish and Fisheries / Singh ©2020	
44	CPS	Dictionary of Fisheries (Illustrated, Instructive, Comprehensive) / Garg ©2017	
45	CPS	Dictionary of Geography and Geology (Illustrated, Instructive, Comprehensive) / Devi ©2018	
46	CPS	Differential Calculus: A Work Text, Rev. Ed. (OBE Approach) / Aspuria et.al. ©2019	
47	CPS	Digital Logic Design / San Agustin et.al. ©2018	
48	CPS	Disciplines and Ideas in the Social Sciences / Llenas/Valeroso ©2018	
49	CPS	Distribution Management (OBE Approach) / Acierto/Acierto ©2019	
50	CPS	Economics of World Fisheries / Anand ©2019	
51	CPS	Ecotourism Planning and Management / Choudhary ©2022	

52	CPS	Emerging Trends in Tourism and Hospitality Marketing / Singh ©2018	
53	CPS	Engineering Drawing and Graphics Using AutoCAD / Singh ©2023	
54	CPS	English for Purposive Communication (A Modular Approach) / Gutierrez-Ang ©2019	
55	CPS	Entrepreneurial Management (OBE Approach) / Acierto ©2019	
56	CPS	Entrepreneurial Mind / Paurom/Ybanez ©2021	
57	CPS	Entrepreneurial Mindset (OBE Approach) / Serrano ©2021	
58	CPS	Entrepreneurship, 2022 Edition, (OBE Approach) / Frias/Banastao ©2022	
59	CPS	Environmental Management: Concepts, Principles, and Practices with Introduction to Philippine EIS System (OBE Approach) / Mendoza/Garcia ©2018	
60	CPS	Environmental Science for All / Cobar ©2022	
61	CPS	ERM Enterprise Risk Management Creating Stronger Governance & Competitive Edge (OBE Approach) / Mendoza/Garcia ©2019	
62	CPS	Essence and Essentials of Purposive Communication in the 21st Century / Dapat et.al. ©2018	
63	CPS	Essentials of Business Ethics (OBE Approach) / Sergote ©2019	
64	CPS	Ethics (OBE-&PPST - Based) / Corpuz/Corpuz ©2020	
65	CPS	Ethics and Values Especially for Law Enforcement Officers and Other Public Servants / Cabrera ©2022	
66	CPS	Ethics for College Students Ched Curriculum-Compliant / Leaño Jr. ©2018	
67	CPS	Ethics: A Textbook for the New General Education Curriculum / Padilla ©2019	

68	CPS	Ethics: Exploring Moral Philosophy (with Chapters on Social Media Ethics) / Palean et.al. ©2019	
69	CPS	Events Management: Introduction To Meetings, Incentives, Conferences, Exhibitions (MICE), Festivals & Other Special Events / Rodolfa Jr. ©2022	
70	CPS	Experience Baking / Cariño/Lazaro ©2020	
71	CPS	Facilitating Learner-Centered Teaching (PATEF) / Rungduin et.al. ©2020	
72	CPS	Facilitating Learner-Centered Teaching, 5ed / Lucas/Corpuz ©2020	
73	CPS	Feasibility Study: Guidelines for Undergraduate Courses / Calayag/Valenzuela ©2019	
74	CPS	Filipino 2: Pagbasa at Pagsulat sa Masining na Pananaliksik sa Antas Tersaryo / Cruz et.al. ©2018	
75	CPS	Finacial Accounting and Reporting Fundamentals II (Partnership and Corporation), (OBE Approach) / Frias / Fajardo ©2019	
76	CPS	Financial Management (OBE Approach) / Acierto et.al. ©2022	
77	CPS	Fish Biology and Ecological Theory / Singh ©2019	
78	CPS	Fish By-Products and Utilization of Fishery Waste / Bhalla ©2021	
79	CPS	Fisheries Extension and Administration / Anand ©2020	
80	CPS	Fisheries: Digestive Physiology / Singh ©2022	
81	CPS	Food and Beverage Service Management, 3ed / Punay ©2019	
82	CPS	Food Beverage Services / Siggaoat ©2019	
83	CPS	Foundations of Special and Inclusive Education / Halal et.al. ©2020	
84	CPS	Fundamentals in Lodging Operations - Laboratory Manual / Osorno/Badjao ©2020	

85	CPS	Fundamentals of Accountancy, Business and Management 2: For SHS (Kto12) / Acierto/Abarquez ©2018	
86	CPS	Fundamentals of Accounting and Inventory Management in Hospitality and Tourism Business / Bajao ©2021	
87	CPS	Fundamentals Investigation and Intelligence, led / Sumad-on ©2020	
88	CPS	Fundamentals of Management Functions, Practices and Cases (OBE Approach) / Mutya ©2019	
89	CPS	Fundamentals of Performance Management (OBE Approach) / Dela Cruz ©2022	
90	CPS	Fundamentals of Python Programming / Pomperada/Moises ©2019	
91	CPS	General Mathematics for SHS: A Comprehensive Approach (Kto12) / Sirug ©2021	
92	CPS	Genes, Genomes, Genetics and Chromosomes / Aguilar ©2019	
93	CPS	Geography and International Tourism / Rajput ©2019	
94	CPS	Geoscience Analysis and Applications / Kumar ©2021	
95	CPS	Global Tourism Geography / Rajput ©2019	
96	CPS	Graphical Set Theory and Symmetric Functions / Pandey ©2023	
97	CPS	Handbook of Pollution Air Noise and Water / Singh ©2021	
98	CPS	HM ELECT 1 Food Processing / Osorno ©2019	
99	CPS	Home Economics Literacy: A Guide for Teaching Technology and Livelihood Education / De Los Reyes ©2020	
100	CPS	Human Resource Development (OBE Approach) / Marcelo Jr. et.al. ©2021	
101	CPS	Human Resource Management / Pereda ©2019	

102	CPS	Human Resource Management: Current Directions & New Challenges with Overview of International HRM (OBE Approach) / Mendoza/Garcia ©2019	
103	CPS	Human Rights Education for Criminal Justice / Rago/Blancaflor ©2022	
104	CPS	Humanities 6: Social Philosophy: Being Social Being / Agdalpen ©2019	
105	CPS	ICT Empowerment with MS Office Application (Kto12) / Abante et.al. ©2019	
106	CPS	Idioms for English Language Learners / Tulalian ©2020	
107	CPS	Inorganic Chemistry / Reid ©2018	
108	CPS	Instructional Modules in Fundamentals of Criminal Investigation and Intelligence / Rago ©2022	
109	CPS	International Business & Trade (OBE Approach) / Martin ©2021	
110	CPS	Internet Marketing (OBE Approach) / Acierto ©2022	
111	CPS	Introduction to C# Programming (OBE) / Pomperada ©2018	
112	CPS	Introduction to Commercial Cookery Kitchen Essentials & Basic Food Preparation, 1ed / Roldan ©2019	
113	CPS	Introduction to Computer Networking (OBE Approach) / Pomperada/Ilustrisimo ©2020	
114	CPS	Introduction to Computer Programming and Logic: Formulation Using C Language Programming: Programming Language for Beginners, 3ed / Abante et.al. ©2019	
115	CPS	Introduction to Database Using Microsoft Access (OBE Approach) / Abante et.al. ©2019	
116	CPS	Introduction to GO Programming (OBE Approach) / Pomperada ©2022	
117	CPS	Introduction to Information Technology and Computer Fundamentals (OBE Approach) / Besueña/Pomperada ©2019	

118	CPS	Introduction to Java Programming, Rev. Ed. (OBE) / Pomperada ©2018	
119	CPS	Introduction to jQuery Programming (OBE Approach) / Pomperada/Villaluna ©2021	
120	CPS	Introduction to Linguistics (OBE-Based) / Gonzales ©2021	
121	CPS	Introduction to Meetings, Incentives, Conferences & Events Management (MICE) / Bajao ©2020	
122	CPS	Introduction to Perl Programming (OBE Approach) / Pomperada ©2021	
123	CPS	Introduction to Ruby Programming (OBE Approach) / Pomperada et.al. ©2019	
124	CPS	Introduction to Swine Raising / Loreto ©2021	
125	CPS	Introduction to Technopreneurship (OBE Approach) / Juaneza/Pomporada ©2019	
126	CPS	Introductory Accounting, 3ed (OBE Approach) / Frias/Kemie ©2022	
127	CPS	Introduksiyon sa Pag-aaral ng Wika (Pandalubhasaan) / Balawan et.al. ©2021	
128	CPS	Introduksiyon sa Pananaliksik sa Wika at Panitikan / Alvarado et.al. ©2022	
129	CPS	Introduksiyon sa Pananaliksik sa Wika at Panitikan / Macatabon ©2022	
130	CPS	Introduksiyon sa Pananaliksik sa Filipino: Isang Batayan / Ichiano/Balunsay ©2020	
131	CPS	Introspection: Understanding the Self / Palean et.al. ©2018	
132	CPS	Jose Rizal, Social Reformer and Patriot: A Study of His Life and Times / DeViana et.al. ©2018	
133	CPS	Jose Rizal: A Review on the Life and Works of the First Filipino / Umali et.al. ©2019	
134	CPS	Komukasyon sa Akademikong Filipino, 2ed (OBE) / Sanchez ©2018	
135	CPS	Komukasyon sa Akademikong Filipino, 2ed (OBE) / Sanchez ©2018	

136	CPS	Kontekstwalisadong Filipino sa Malayuning Komunikasyon (OBE) / Acopra et.al. ©2018	
137	CPS	Kontekstwalisadong Komunikasyon sa Filipino: Alinsunod sa CMO 57, Serye ng 2017 at Silabus ng Bagong Asignaturang Filipino sa Kolehiyo na Inihanda ng Tanggol ng Wika / Maranan et.al. ©2020	
138	CPS	Laboratory Manual in Biochemistry, 3ed / Beltran-Cruz ©2019	
139	CPS	Laboratory Manual in Microbiology and Pasitology: For Health and Allied Sciences / Cruz ©2019	
140	CPS	Laboratory Manual Linear Algebra with Matlab (TIP) / Llanes et.al. ©2019	
141	CPS	Language Learning Materials Development (OBE) / Abao et.al. ©2021	
142	CPS	Language, Culture and Society / Mananay/Sumalinog ©2021	
143	CPS	Leadership & Personality Development: For Tourism and Hospitality Professionals / Rodolfa Jr. et.al. ©2018	
144	CPS	Learning Guide in Methods of Research / Yazon ©2019	
145	CPS	LET Comprehensive Reiewer: Based on the NCBTS and Table of Specifications (TOS) Specialization Social Studies/Social Sciences / LPI ©2017	
146	CPS	Let Comprehensive Reviewer: Based on the NCBTS and Table of Specifications (TOS) Specialization Biological Science / Corpuz/Faltado III ©2018	
147	CPS	LET Comprehensive Reviewer: LET-TOS PPST-Based Specialization English, Book 3 / Arboleda et.al. ©2020	
148	CPS	LET Comprehensive Reviewer: LET-TOS PPST-Based Specialization Filipino / Fabregas et.al. ©2020	
149	CPS	Levelling Up Your Personality Sevenfold Components: A Practical Guide / Bunyi ©2022	
150	CPS	Likha-Sining Art Appreciation for the 21st Century Filipino University Student (A	

		Modular Approach) / Gutierrez-Ang ©2019	
151	CPS	Living in the Information Technology Era / Revano Jr. ©2019	
152	CPS	Macro Perspectives of Tourism and Hospitality / Disimulacion ©2019	
153	CPS	Macroeconomics (OBE Approach) / Marcelo Jr. ©2021	
154	CPS	Management of Human Behavior in an Organization, 2ed (OBE Approach) / Serrano/Flores ©2022	
155	CPS	Management: Concepts and Organization / Revano ©2019	
156	CPS	Mandarin 1, Rev. Ed. / Morillo et.al. ©2019	
157	CPS	Marketing for Tourism and Hospitality (OBE Approach) / Serrano ©2020	
158	CPS	Mathematics in the Modern World (OBE-&PPST-Based) / Daligdig ©2019	
159	CPS	Mathematics in the Modern World / Carpio ©2018	
160	CPS	Mathematics in the Modern World CHED Curriculum Compliant / Sirug ©2018	
161	CPS	Maunlad na Pananaliksik sa Filipino (Mga Teorya at Praktika ng Pananaliksik sa Wika, Panitikan, at Kultura) / Balunsay ©2020	
162	CPS	Micro Perspectives of Tourism and Hospitality / Disimulacion ©2019	
163	CPS	Micro Perspectives on Toursim and Hospitality / Lim ©2019	
164	CPS	Modular Approach to Art Appreciation / Inocian et.al. ©2021	
165	CPS	Modyul para sa Pagtuturo ng filipino sa elementary 1 (Estruktura at Gamit ng Wikang Filipino) / Comiso-Gallo et.al. ©2020	
166	CPS	Multicultural Diversity in Workplace for the Tourism Professional / Osorno/Bajao ©2022	

167	CPS	MySQL (OBE Approach) / Abante et.al. ©2019	
168	CPS	National Development via National Service Training Program: (RA 9163) Common Modules for CWTS, LTS and ROTC / Dela Cruz et.al. ©2019	
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170	CPS	Nihongo for Hospitality and Traveler's Guide / Biscocho ©2019	
171	CPS	Nihongo Module / Ocdenaria/Biscocho ©2018	
172	CPS	NSTP CWTS 2: A Textbook for the New General Education Curriculum / Dela Cruz ©2022	
173	CPS	Operation Management in a Hotel & Restaurant Business / Roldan ©2020	
174	CPS	Organic Farming / Loreto ©2021	
175	CPS	Organic Gardening / Loreto ©2021	
176	CPS	Organization Development Practice in the Philippines / Franco et.al. ©2018	
177	CPS	P.E. 1 - Physical Fitness and Related Activities / Ballecer et.al. ©2019	
178	CPS	Pagpayaman sa Kaalaman Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino: Filipino 1 / Espique ©2018	
179	CPS	Pambansang Diksiyonaryo sa Filipino (hardbound) / Almario ©2021	
180	CPS	Pananaliksik Wika at Panitikan (Isang Komprehensibong Gabay sa Pag-unawa tungo sa Masusing Produksyon, Presentasyon, Deseminasyon, Pablikasyon at Utilisasyon) / De Leon/Abuan ©2021	
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189	CPS	Physical Activity Towards Health and Fitness I (Path-Fit 1): Health & Wellness, Movement Education and Exercise Program / Astillero et.al. ©2021	
190	CPS	Physical Education 1: Movement Enhancement (College Textbook) Rev. Ed. / Punzalan et.al. ©2019	
191	CPS	Physical Education 2: Rhythmic Dance and Social Activities / Punzalan/Mondina ©2020	
192	CPS	Physical Education 4: Team Sports (College Textbook) / Punzalan/Habana Jr. ©2020	
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195	CPS	Practical Guide for Writing Information Technology Education Research Project (OBE Approach) / Balahadia et.al. ©2020	
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197	CPS	Practical Research 2: A Guide Writing a Quantitative Research / Hernandez/Buela ©2018	
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218	CPS	Science, Technology & Society: A Rudimentary Approach / Magalona et.al. ©2020	
219	CPS	Science, Technology and Society / Bueno ©2019	
220	CPS	Simplified Estimates on Building Construction Civil & Structural Work / Architectural Work / Plumbing & Sanitary Work / Electrical Work / Porte ©2019	
221	CPS	Simplified Method on Building Construction (For Fresh Engineers) Part 1: Construction Methods / Porte ©2019	
222	CPS	Simplified Method on Building Construction (For Fresh Engineers) Part 2: Organizing & Estimating / Basic Planning & Scheduling / Monitoring & Controlling / Porte ©2019	
223	CPS	Sinesosyedad: Isang Manwal sa Pagbabasa at Pagsusuri ng Pelikulang Filipino / Gutierrez-Ang ©2020	
224	CPS	Social, Ethical, Legal and Professional Issues in Computing with Complete Explanation of the Philippine Cybercrime Laws / Laviña ©2020	
225	CPS	Statistics for Business and Management (OBE Approach) / Martin ©2021	
226	CPS	Statistics for Thesis Writers / Jabilles/Cos Jr. ©2018	
227	CPS	Strategic Management (OBE Approach) / Marcelo Jr. ©2020	
228	CPS	Strategic Marketing Management / Banaag ©2018	
229	CPS	Structures of English (OBE-Based) / Dapat et.al. ©2021	
230	CPS	Supply Chain and Logistics Management: Enhancing Competitive Edge & Customer Satisfaction (OBE Approach) / Mendoza/Garcia ©2020	
231	CPS	Sustainable Building Materials / Tyagi ©2023	

232	CPS	Teacher and the Community, School Culture and Organizational Leadership (OBE-&PPST-Based) / Prieto et.al. ©2019	
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234	CPS	Teaching Internship / Borabo ©2018	
235	CPS	Teaching Internship / Borabo/Din ©2022	
236	CPS	Teaching Mathematics in the Intermediate Grades (OBE-Based) / Camarista/Oranio ©2020	
237	CPS	Teaching Profession in the 21st Century / Sarandi ©2019	
238	CPS	Technology for Teaching and Learning 1 / Bilbao/Dequilla/Rosano ©2019	
239	CPS	Technology for Teaching and Learning 2: Mathematics and Science Education / Espique ©2021	
240	CPS	Textbook in Auditing Practice, 2021 Edition (OBE Approach) / Frias ©2022	
241	CPS	Textbook in Business Finance, 2ed (OBE Approach) / Frias ©2022	
242	CPS	The Child and Adolescent Learners and Learning Principles (OBE-PPST-Based) / Corpuz et.al. ©2018	
243	CPS	The Contemporary World, 1ed (OBE) / Aldama ©2018	
244	CPS	The School and the Community, School Culture, and Organizational Leadership / Pawilen et.al. ©2019	
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246	CPS	The Teaching and Assessment of Grammar (OBE) / Bacus et.al. ©2021	
247	CPS	The Teaching Profession, 4ed / Bilbao et.al. ©2018	
248	CPS	The World Almanac and Book of Facts 2022 / Janssen ©2021	

249	CPS	Total Quality Management for Tourism and Hospitality (OBE Approach) / Martin ©2021	
250	CPS	Tourism & Hospitality Research / Cariño ©2021	
251	CPS	Tourism Practicum Manual & Workbook, 1ed / Lopez ©2020	
252	CPS	Travel & Tour Management: An Industrial Training Reference for the National Certification II: Assesstment in Travel Services and the Future Profession / Apid ©2021	
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254	CPS	Understanding Programming for Beginners Using C# (OBE Approach) / Mortel et.al. ©2020	
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260	CPS	A textbook on forest management in agriculture, horticulture and forestry / Maddina / 2021	
261	CPS	Abiotic stress tolerance in crop plants / Gredholt / 2023	
262	CPS	Advanced highway and transportation engineering / Larsen / 2022	
263	CPS	Advances in seafood biochemistry / Joshi / 2022	
264	CPS	Advertising 3rd ed. / Arens / 2018	
265	CPS	Agricultural innovation systems in Asia / Singh / 2020	

266	CPS	Agricultural machinery industry / Kuchana / 2023	
267	CPS	Agriculture: science and technology / Joseph / 2022	
268	CPS	Agroforestry, Natural Resources Sustainability, Livelihood and Climate Moderation / Choda / 2022	
269	CPS	An Introduction to invertebrates / 2nd ed. / 3G Learning / 2022	
270	CPS	AP Microeconomics / Dodge / 2021	
271	CPS	Applied educational psychology / O'Neil / 2022	
272	CPS	Applied Environmental Science / Roy / 2022	
273	CPS	Aquaculture and biotechnology / Hopkins / 2022	
274	CPS	Aquaculture and nutrition and biochemistry / Anand / 2023	
275	CPS	Aquaculture management techniques and their benefits / Torphy / 2022	
276	CPS	Aquaculture production economics / Purohit / 2021	
277	CPS	Aquatic resources and fisheries techniques / Howe / 2023	
278	CPS	Bacterial Plant Pathology / Langosh / 2023	
279	CPS	Basic Computer Coding: C++ 2nd ed / 3G Learning / 2022	
280	CPS	Big Data Mining and Complexity / Castellani / 2021	
281	CPS	Biofertilizer technology / Muller / 2023	
282	CPS	Bioinformatics and the cell / Dooley / 2023	
283	CPS	Biology of fishes: theory and practice / Mckenzie / 2022	
284	CPS	Botany (Agricultural applications) / Singh / 2022	
285	CPS	Broadcast journalism in the 21st century / Baleria / 2022	

286	CPS	Categorical Data Analysis and Multilevel Modeling using R / Liu / 2023	
287	CPS	Chemical analysis of fish pond soil and water / Singh / 2022	
288	CPS	Computer Architecture and parallel processing	
289	CPS	Computer graphics and animation / Moody / 2022	
290	CPS	Computer graphics science / Singh / 2023	
291	CPS	Computer System Servicing: a career guide / Harris / 2022	
292	CPS	Computing predictive analytics, business intelligence and economics / Nourni / 2020	
293	CPS	Critical theory and international relation / Murray / 2022	
294	CPS	Crptology, Classical and Modern 2nd ed. / Klima / 2019	
295	CPS	Data structure Lab Experiment with C / Salanke / 2022	
296	CPS	Essentials of virology in crop production/ Balwan / 2018	
297	CPS	Evaluating research 3rd ed / Dane / 2023	
298	CPS	Experimental Designs / Ariel / 2021	
299	CPS	Extensive Aquaculture / Borges / 2022	
300	CPS	Fisheries Digestive Physiology / Singh / 2022	
301	CPS	Fisheries Protein Nutrition / Bhalia / 2021	
302	CPS	Fisheries Resource Conservation / Borges / 2021	
303	CPS	Fishery resources / Anand / 2020	
304	CPS	Focus on Asia: georgraphy and environment / 3G Learning / 2019	
305	CPS	Freshwater fish development and management / Hane / 2023	
306	CPS	Fundamentals of Cost Accounting / 7th ed / Lanen / 2023	

307	CPS	Graphical set theory and symmetric functions / Pandey / 2023	
308	CPS	Greenhouse horticultural crops / Kumar / 2022	
309	CPS	Hacker Culture and the new rules of innovation / Rayner / 2018	
310	CPS	Handbook of aquaculture engineering / Singh / 2022	
311	CPS	Handbook of Mariculture / Pawar / 2022	
312	CPS	Handbook of plumbing / Nair / 2020	
313	CPS	Handbook of soil fungu / Cole / 2023	
314	CPS	Herbicides and weed control / Jhala / 2021	
315	CPS	Horticultural farming / Kumar / 2023	
316	CPS	Human Rights: theory and practice / Owens / 2022	
317	CPS	Illustrated Handbook of Artificial Photosynthesis / Singh	
318	CPS	Insect physiology and biochemistry / Joshi / 2023	
319	CPS	Interactive computer graphics / Lloyd / 2022	
320	CPS	International perspectives on Cyber Bullying / Khan / 2021	
321	CPS	Internet, Services, Challenges and Applications / Bhatnagar / 2021	
322	CPS	Introduction to Embedded Systems / Thomas / 2022	
323	CPS	Introduction to Epidemiology 8th ed / Merrill / 2021	
324	CPS	Introduction to the biology of marine life / Parker / 2022	
325	CPS	Investment Management / Elliot / 2022	
326	CPS	Key concepts in Geomorphology / Hunter / 2022	
327	CPS	Landscape gardening and environment / Kumar / 2023	

328	CPS	Larval Nutrition and Culture of Fish Food Organisms / Anand / 2022	
329	CPS	Leisure and Tourism / Choudhary / 2020	
330	CPS	Linear regression / Martin / 2021	
331	CPS	Machine Learning for cloud management / Kumar / 2022	
332	CPS	Marine Parasitology / Clifford Whitley / 2022	
333	CPS	Natural resources conservation and precision farming / Kshlern / 2020	
334	CPS	New Perspectives HTML 5 and CSS Comprehensive / Carey / 2021	
335	CPS	New perspectives Microsoft Office 365 Powerpoint 2019 Comprehensive / Pinard / 2020	
336	CPS	Object Oriented Programming using C++ / Garrett / 2022	
337	CPS	Object-Oriented Analysis and Design / Garrett / 2022	
338	CPS	Ocean animals and their ecosystems / Colon / 2020	
339	CPS	Operating Systems: design and implementation / Holmes / 2022	
340	CPS	Parallel Computing, concepts and applications / Gautam / 2022	
341	CPS	Photography: a career guide (Intermediate) / Burton / 2022	
342	CPS	Plant physiology, Biochemistry and Molecular Biology / Cormier / 2023	
343	CPS	Practical Cytography / White / 2022	
344	CPS	Principles and practice of bacteriology / Jaxon / 2022	
345	CPS	Programming languages: principles and practices / Garrett / 2022	
346	CPS	Programming logic & Design Introductory / Farrell / 2018	
347	CPS	Programming the raspberry Pi: Getting started with python	

348	CPS	Reasoning in mathematical theory and matrices / Pandey / 2022	
349	CPS	Sayaw Dances of the Philippine Islands	
350	CPS	Shrim Farming / Gibson / 2023	
351	CPS	Social media communication 2nd ed / Lipschultz / 2018	
352	CPS	Soil and water microbiology / Glover / 2023	
353	CPS	Statistical methods for Environmental Science / 3G Elearning / 2019	
354	CPS	The creative qualitative research / Facer / 2022	
355	CPS	The Cyber Risk Handbook / Antonucci / 2017	
356	CPS	The Dream book / Bethards / 2019	
357	CPS	The histology of fisheries / Kirschbahr / 2020	
358	CPS	Viral diseases in plants / Chauhan / 2022	
359	CPS	Water irrigation management and land development / Anand / 2023	

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**
- (b) DTI Business Registration or SEC Registration;
- (c) Business Permit;
- (d) Tax Clearance;
- (e) Articles of Partnership or Incorporation (*if applicable*).

Technical Documents

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

Financial Documents

- (h) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

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

II. FINANCIAL COMPONENT ENVELOPE

- (j) Original of duly signed and accomplished Financial Bid Form; **and**
- (k) Original of duly signed and accomplished Price Schedule(s).

Other documents are downloadable at <https://www.gppb.gov.ph/downloadables.php>

Republic of the Philippines



Government Procurement Policy Board