



Republic of the Philippines
ROMBLON STATE UNIVERSITY
Odiongan, Romblon

Procurement of Books for the Learning Resource Center of Romblon State University (Repost)

Solicitation No: RSU-2023-05-042
Source of Fund: 164
Total ABC: PhP1,575,531.90
Total QTY: 879

Pre –Bid Conference : 29 June 2023 (10:00 AM)

Submission of Bid Docs : On or Before 11 July 2023 (11:00 AM)

Opening of Bid Docs : 11 July 2023 (11:00 AM)

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	43

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 (REPOST) (ABC: PhP1,575,531.90, QTY: 879)

1. The **Romblon State University**, through the **Fund 164 (2023)** intends to apply the sum of **One Million, Five Hundred Seventy-Five Thousand, Five Hundred Thirty-One Pesos and Ninety Centavos Only (PhP1,575,531.90)** 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 **11 July 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 **10:00 AM, 29 June 2023 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 11:00 AM, 11 July 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 **11:00 AM, 11 July 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/>

21 June 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 (Repost) (ABC: PhP1,575,531.90, QTY: 879)**, with identification number **RSU-2023-05-042**.

The Procurement Project (referred to herein as “Project”) is composed of Two Hundred Fifty-Three (253) copy, 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, Five Hundred Seventy-Five Thousand, Five Hundred Thirty-One Pesos and Ninety Centavos 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.

s

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 **8 November 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>PhP31,510.64</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>PhP78,776.60</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: PhP1,575,531.90

QTY: 879

Procurement of Books for the Learning Resource Center of Romblon State University (Repost)

ITEM NO.	UNIT	ITEM DESCRIPTION	STATEMENT OF COMPLIANCE
1	copy	Modular approach to Art appreciation / Inocian, et al ©2021	
2	copy	General mathematics 2nd ed. / Gutierrez et al. ©2020	
3	copy	Purposive Communication in Diverse Context/ Josue ©2023	
4	copy	A Course Module for Teaching Literacy in the Elementary Grades through Literature / Bulusan ©2021	
5	copy	A Course Module for Teaching Math in the Intermediate Grades / Gusano et.al. ©2021	
6	copy	A Course Module for Teaching Math in the Primary Grades / Gusano et.al. ©2020	
7	copy	A Course Module for Teaching English in the Elementary Grades (Language Arts) / Reyes II et.al. ©2021	
8	copy	A Course Module for Understanding Gifted and Talented Learners / Pawilen & Roldan ©2021	
9	copy	Life and Works of Jose Rizal / Doctor-Salinas, et al. ©2022	
10	copy	Understanding Research Design and Methods: Basic Business Approach for Understanding Level / Molines-Siniguan et al @2023	
11	copy	Angular JS Programming: For Beginner's (OBE Approach) / Pomperada ©2022	
12	copy	Applied Business Tools and Technologies in Tourism and Hospitality, 1ed (OBE Approach) / Rodolfa Jr. ©2022	
13	copy	Asian Cuisine / Banzuelo ©2020	

14	copy	Assessment of Children's Development and Learning / Navarro et.al. ©2021	
15	copy	Basic Calculus / Bacani, et al/ ©2020	
16	copy	Financial Management / Agustin-Acierto et al. ©2022	
17	copy	Biology of Hillstream Fishes / Singh/Upadhyay ©2020	
18	copy	Biology of Inland Fishes / Sakhare et.al. ©2021	
19	copy	Building and Enhancing New Literacies Across the Curriculum (OBE-&PPST-Based) / De Leon ©2020	
20	copy	Catfishes Systematics, Biology and Farming / Upadhyay ©2020	
21	copy	Chemical Analysis of Fish Pond Soil and Water / Singh ©2022	
22	copy	A Course Module for Child & Adolescent: Learners and Learning Principles / Mingoa et.al. ©2021	
23	copy	Children and Adolescent Literature (OBE) / Gonzales et.al. ©2022	
24	copy	Coastal Marine Tourism, Planning and Developmet / Kumar ©2021	
25	copy	Passion to bake: Basic Guide for Beginners, Revised Ed./ Gabriel & Banzel ©2023	
26	copy	Corporate: Social Responsibility (OBE Approach) / Viernes ©2022	
27	copy	Cost Control in Hospitality Industry / Fababaer/Dinaga/Retorika Jr. ©2020	
28	copy	Crimonological Research and Statistics / Forondo ©2020	
29	copy	Deep Sea Demersal Fish and Fisheries / Singh ©2020	
30	copy	Philippine Culture and Tourism Geography / Badjao/Osorno ©2021	
31	copy	Differential Calculus/ Kumar et.al. ©2022	
32	copy	Emerging Innovative Marketing Strategies in the Tourism Industry/ Bedi ©2022	

33	copy	Engineering Drawing and Graphics Using AutoCAD / Singh ©2023	
34	copy	Entrepreneurial Mindset / Camilar-Serrano ©2021	
35	copy	Entrepreneurial Mind / Paurom/Ybanez ©2021	
36	copy	Entrepreneurial Mindset (OBE Approach) / Serrano ©2021	
37	copy	Entrepreneurship, 2022 Edition, (OBE Approach) / Frias/Banastao ©2022	
38	copy	Environmental Science for All / Cobar ©2022	
39	copy	Governance, Business Ethics, Risk Management, and Internal Control/ Menesses/Villaceran ©2022	
40	copy	Ethics (OBE-&PPST - Based) / Corpuz/Corpuz ©2020	
41	copy	Ethics and Values Especially for Law Enforcement Officers and Other Public Servants / Cabrera ©2022	
42	copy	A Course Module for Ethics / Bulaong Jr. et al. ©2021	
43	copy	Ethics (OBE)/ Corpuz/Corpuz ©2020	
44	copy	Events Management: Introduction To Meetings, Incentives, Conferences, Exhibitions (MICE), Festivals & Other Special Events / Rodolfa Jr. ©2022	
45	copy	Experience Baking / Cariño/Lazaro ©2020	
46	copy	Facilitating Learner-Centered Teaching (PATEF) / Rungduin et.al. ©2020	
47	copy	Facilitating Learner-Centered Teaching, 5ed / Lucas/Corpuz ©2020	
48	copy	Financial Management (OBE Approach) / Acierto et.al. ©2022	
49	copy	Manual of Fishes: Ichthyology, Fish Biology and Aquaculture / Cailliet et al. ©2022	
50	copy	Fish By-Products and Utilization of Fishery Waste / Bhalla ©2021	

51	copy	Fisheries Extension and Administration / Anand ©2020	
52	copy	Fisheries: Digestive Physiology / Singh ©2022	
53	copy	Foundations of Special and Inclusive Education / Halal et.al. ©2020	
54	copy	Fundamentals in Lodging Operations - Laboratory Manual / Osorno/Badjao ©2020	
55	copy	Fundamentals of Accounting and Inventory Management in Hospitality and Tourism Business / Bajao ©2021	
56	copy	Fundamentals of Investigation and Intelligence, 1ed / Sumad-on ©2020	
57	copy	Fundamentals of Management (OBE) / Martin ©2022	
58	copy	Fundamentals of Performance Management (OBE Approach) / Dela Cruz ©2022	
59	copy	General Mathematics for SHS: A Comprehensive Approach (Kto12) / Sirug ©2021	
60	copy	Guide to International Trade Organizations / Barton ©2023	
61	copy	Geoscience Analysis and Applications / Kumar ©2021	
62	copy	Graphical Set Theory and Symmetric Functions / Pandey ©2023	
63	copy	Handbook of Pollution Air Noise and Water / Singh ©2021	
64	copy	Home Economics Literacy: A Guide for Teaching Technology and Livelihood Education / De Los Reyes ©2020	
65	copy	Human Resource Development (OBE Approach) / Marcelo Jr. et.al. ©2021	
66	copy	Human Rights Education for Criminal Justice / Rago/Blancaflor ©2022	
67	copy	Idioms for English Language Learners / Tulalian ©2020	
68	copy	Textbook of Advanced Inorganic Chemistry / Henderson ©2023	

69	copy	Instructional Modules in Fundamentals of Criminal Investigation and Intelligence / Rago ©2022	
70	copy	International Business & Trade (OBE Approach) / Martin ©2021	
71	copy	Internet Marketing (OBE Approach) / Acierto ©2022	
72	copy	Person deprived to Liberty: A guide to Food safety and cookery for Better Food Service / Sanchez ©2021	
73	copy	Introduction to Computer Networking (OBE Approach) / Pomperada/Ilustrisimo ©2020	
74	copy	Introduction to GO Programming (OBE Approach) / Pomperada ©2022	
75	copy	Introduction to Information Technology and Computer Fundamentals (OBE Approach) / Besueña/Pomperada ©2023	
76	copy	Introduction to Computer Programming with Java / Pomperada ©2022	
77	copy	Introduction to jQuery Programming (OBE Approach) / Pomperada/Villaluna ©2021	
78	copy	Introduction to Linguistics (OBE-Based) / Gonzales ©2021	
79	copy	Introduction to Meetings, Incentives, Conferences & Events Management (MICE) / Bajao ©2020	
80	copy	Introduction to Perl Programming (OBE Approach) / Pomperada ©2021	
81	copy	Introduction to Swine Raising / Loreto ©2021	
82	copy	Technopreneurship / Sachdeva ©2020	
83	copy	Introductory Accounting, 3ed (OBE Approach) / Frias/Kemie ©2022	
84	copy	Introduksiyon sa Pag-aaral ng Wika (Pandalubhasaan) / Balawan et.al. ©2021	
85	copy	Introduksiyon sa Pananaliksik sa Wika at Panitikan / Alvarado et.al. ©2022	
86	copy	Introduksiyon sa Pananaliksik sa Wika at Panitikan / Macatabon ©2022	

87	copy	Introduksyon sa Pananaliksik sa Filipino: Isang Batayan / Ichiano/Balunsay ©2020	
88	copy	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	
89	copy	Language Learning Materials Development (OBE) / Abao et.al. ©2021	
90	copy	Language, Culture and Society / Mananay/Sumalinog ©2021	
91	copy	LET Comprehensive Reviewer: LET-TOS PPST-Based Specialization English, Book 3 / Arboleda et.al. ©2020	
92	copy	LET Comprehensive Reviewer: LET-TOS PPST-Based Specialization Filipino / Fabregas et.al. ©2020	
93	copy	Levelling Up Your Personality Sevenfold Components: A Practical Guide / Bunyi ©2022	
94	copy	Living in the Information Technology Era / Kumar ©2023	
95	copy	Macroeconomics (OBE Approach) / Marcelo Jr. ©2021	
96	copy	Management of Human Behavior in an Organization, 2ed (OBE Approach) / Serrano/Flores ©2022	
97	copy	Essentials of Administrative Office Management (OBE)/ Sergote @2022	
98	copy	Advanced Manadarin Language Course/ Go ©2022	
99	copy	Marketing for Tourism and Hospitality (OBE Approach) / Serrano ©2020	
100	copy	Maunlad na Pananaliksik sa Filipino (Mga Teorya at Praktika ng Pananaliksik sa Wika, Panitikan, at Kultura) / Balunsay ©2020	
101	copy	Quality Service Management in Tourism and Hospitality/ Busion & Osorno ©2023	
102	copy	Modular Approach to Art Appreciation / Inocian et.al. ©2021	

103	copy	Modyul para sa Pagtuturo ng Filipino sa elementary 1 (Estruktura at Gamit ng Wikang Filipino) / Comiso-Gallo et.al. ©2020	
104	copy	Multicultural Diversity in Workplace for the Tourism Professional / Osorno/Bajao ©2022	
105	copy	Web Programming Using PHP & MySQL (OBE Approach) / Lambawog/Pomperada ©2021	
106	copy	NSTP 1 / Punzalan et.al. ©2020	
107	copy	Hajimemashou: Learn Basic Japanese / Rea-Dafun ©2022	
108	copy	NSTP CWTS 2: A Textbook for the New General Education Curriculum / Dela Cruz ©2022	
109	copy	Operation Management in a Hotel & Restaurant Business / Roldan ©2020	
110	copy	Organic Farming / Loreto ©2021	
111	copy	Organic Gardening / Loreto ©2021	
112	copy	Principles of Management and Organization / Pereda ©2021	
113	copy	Physical Activities Towards Health and Fitness PATHFit 2 (Exercise-Based Fitness Activities) / Ballecer et.al. ©2023	
114	copy	Introduksyon sa Pananaliksik sa Wika at Panitikan/ Arbastro&Macatabon, et al ©2022	
115	copy	Pambansang Diksiyonaryo sa Filipino (hardbound) / Almario ©2021	
116	copy	Pananaliksik Wika at Panitikan (Isang Komprehensibong Gabay sa Pag-unawa tungo sa Masusing Produksyon, Presentasyon, Deseminasyon, Pablikasyon at Utilisasyon) / De Leon/Abuan ©2021	
117	copy	Panimulang Lingguwistika (Pandalubhasaan) / Loñez et.al. ©2021	
118	copy	Panitikang Panlipunan: Alinsunod sa OBE Kurikulum / Acopra et.al. ©2020	

119	copy	Sinesosyedad: Isang Manwal sa Pagbabasa at Pagsusuri ng Pelikulang Filipino / Gutierrez-Ang ©2020	
120	copy	Pananaliksik Wika at Panitikan (Isang Komprehensibong Gabay sa Pag-unawa Tungo sa Masusing Produksyon, Presentasyon, Deseminasyon, Pablikasyon at Utilisasyon) (OBE) / De Leon&Abuan ©2021	
121	copy	Physical Activity Towards Health and Fitness I (Path-Fit 1): Health & Wellness, Movement Education and Exercise Program / Astillero et.al. ©2021	
122	copy	Movement Literacy and Engagement: A Text and Workbook for Physical Activity Towards Health and Fitness (PATHFit) 1 / Cobar&Dimarucot ©2022	
123	copy	Physical Education 2: Rhythmic Dance and Social Activities / Punzalan/Mondina ©2020	
124	copy	Physical Education 4: Team Sports (College Textbook) / Punzalan/Habana Jr. ©2020	
125	copy	Plane Geometry with Basic Trigonometry: A Simplified Approach, Rev. Ed. (OBE Approach) / Sarmiento ©2022	
126	copy	Police Professional Conduct and Ethical Standards with Police Community Relations / Dascil ©2022	
127	copy	Practical Guide for Writing Information Technology Education Research Project (OBE Approach) / Balahadia et.al. ©2020	
128	copy	Practical Research 1 on Qualitative Research (Kto12) / Serrano ©2021	
129	copy	Practical Research 2: Quantitative Research / Francisco et.al. ©2022	
130	copy	Practicum Training Record Book for Hospitality Management / Bajao ©2020	
131	copy	Pricing Strategy (OBE Approach) / Acierto ©2022	
132	copy	Profesional Conduct and Ethical Standards / Floreda ©2020	

133	copy	Professional Development & Applied Ethics (OBE Approach) / Somoray ©2021	
134	copy	Project Management (OBE Approach) / Flores/Serrano ©2020	
135	copy	Understanding Programming for Beginners Using C# (OBE Approach) / Mortel et.al. ©2020	
136	copy	Quality Service Management in Tourism and Hospitality / Baluyot ©2021	
137	copy	Reading and Writing Skills, 2ed (Kto12) / Basilan ©2022	
138	copy	A Course Module for Readings in Philippine History / Candelaria et.al. ©2021	
139	copy	Resorts & Recreation Management, 2ed / Cornell ©2020	
140	copy	Risk Management as Applied to Safety, Security, & Sanitation (OBE Approach) / Somoray ©2020	
141	copy	Safety Management (OBE Approach) / Martin ©2021	
142	copy	Modyul para sa Pagtuturo ng Filipino sa Elementary 1 (Estruktura at Gamit ng Wikang Filipino) / Comiso-Gallo et.al. ©2020	
143	copy	Science, Technology & Society: A Rudimentary Approach / Magalona et.al. ©2020	
144	copy	Social, Ethical, Legal and Professional Issues in Computing with Complete Explanation of the Philippine Cybercrime Laws / Laviña ©2020	
145	copy	Statistics for Business and Management (OBE Approach) / Martin ©2021	
146	copy	Statistics: A Guide for Researchers and Thesis Writers / Yazon ©2020	
147	copy	Strategic Management (OBE Approach) / Marcelo Jr. ©2020	
148	copy	Strategic Marketing Management: Simplified Moves for Rookies / Naval ©2021	

149	copy	Structures of English (OBE-Based) / Dapat et.al. ©2021	
150	copy	Supply Chain and Logistics Management: Enhancing Competitive Edge & Customer Satisfaction (OBE Approach) / Mendoza/Garcia ©2020	
151	copy	Sustainable Building Materials / Tyagi ©2023	
152	copy	Values Education: Legal and Ethical Perspective, 2ed / Peñaflor ©2023	
153	copy	Teaching and Assessment of the Macroskills (OBE-Based) / Alda et.al. ©2022	
154	copy	Teaching Internship / Borabo/Din ©2022	
155	copy	Teaching Mathematics in the Intermediate Grades (OBE-Based) / Camarista/Oranio ©2020	
156	copy	Teaching Profession (PATEF) / Ilanan et.al. ©2020	
157	copy	A Course Module for Technology for Teaching and Learning 1 / Alata-Bruza et.al. ©2021	
158	copy	Technology for Teaching and Learning 2: Mathematics and Science Education / Espique ©2021	
159	copy	Textbook in Auditing Practice, 2021 Edition (OBE Approach) / Frias ©2022	
160	copy	Textbook in Business Finance, 2ed (OBE Approach) / Frias ©2022	
161	copy	A Course Module for Child and Adolescent Learners and Learning Principles / Mingoa et.al. ©2021	
162	copy	A Course Module for Contemporary World / Botor et.al. ©2020	
163	copy	The Teaching and Assessment of Grammar (OBE) / Bacus et.al. ©2021	
164	copy	The Teaching Profession / Gallardo ©2022	
165	copy	The World Almanac and Book of Facts 2022 / Janssen ©2021	

166	copy	Total Quality Management for Tourism and Hospitality (OBE Approach) / Martin ©2021	
167	copy	Tourism & Hospitality Research / Cariño ©2021	
168	copy	Tourism Practicum Manual & Workbook, 1ed / Lopez ©2020	
169	copy	Travel & Tour Management: An Industrial Training Reference for the National Certification II: Assesstment in Travel Services and the Future Profession / Apid ©2021	
170	copy	Understanding Programming for Beginners Using C# (OBE Approach) / Mortel et.al. ©2020	
171	copy	Understanding the Self, 2ed / Frando/Isip ©2022	
172	copy	Web Programming Using PHP & MySQL (OBE Approach) / Lampawog/Pomperada ©2021	
173	copy	Western Cuisine / Dinaga et.al. ©2022	
174	copy	Textbook in Business Finance, 2ed (OBE) / Frias ©2022	
175	copy	5 step to As AP Environmental Science / Maver / 2021	
176	copy	A textbook on forest management in agriculture, horticulture and forestry / Maddina / 2021	
177	copy	Advanced highway and transportation engineering / Larsen / 2022	
178	copy	Advances in seafood biochemistry / Joshi / 2022	
179	copy	Agricultural innovation systems in Asia / Singh / 2020	
180	copy	Agricultural machinery industry / Kuchana / 2023	
181	copy	Agriculture: science and technology / Joseph / 2022	
182	copy	Agroforestry, Natural Resources Sustainability, Livelihood and Climate Moderation / Choda / 2022	

183	copy	An Introduction to invertebrates / 2nd ed. / 3G Learning / 2022	
184	copy	AP Microeconomics / Dodge / 2021	
185	copy	Applied Environmental Science / Roy / 2022	
186	copy	Aquaculture and biotechnology / Hopkins / 2022	
187	copy	Aquaculture and nutrition and biochemistry / Anand / 2023	
188	copy	Aquaculture production economics / Purohit / 2021	
189	copy	Basic Computer Coding: C++ 2nd ed / 3G Learning / 2022	
190	copy	Big Data Mining and Complexity / Castellani / 2021	
191	copy	Biology of fishes: theory and practice / Mckenzie / 2022	
192	copy	Botany (Agricultural applications) / Singh / 2022	
193	copy	Broadcast journalism in the 21st century / Baleria / 2022	
194	copy	Categorical Data Analysis and Multilevel Modeling using R / Liu / 2023	
195	copy	Chemical analysis of fish pond soil and water / Singh / 2022	
196	copy	Computer graphics and animation / Moody / 2022	
197	copy	Computer graphics science / Singh / 2023	
198	copy	Computing predictive analytics, business intelligence and economics / Nourni / 2020	
199	copy	Critical theory and international relation / Murray / 2022	
200	copy	Data structure Lab Experiment with C / Salanke / 2022	
201	copy	Evaluating research 3rd ed / Dane / 2023	
202	copy	Experimental Designs / Ariel / 2021	
203	copy	Extensive Aquaculture / Borges / 2022	

204	copy	Fisheries Digestive Physiology / Singh / 2022	
205	copy	Fisheries Protein Nutrition / Bhalia / 2021	
206	copy	Fisheries Resource Conservation / Borges / 2021	
207	copy	Fishery resources / Anand / 2020	
208	copy	Fundamentals of Cost Accounting / 7th ed / Lanen / 2023	
209	copy	Graphical set theory and symmetric functions / Pandey / 2023	
210	copy	Greenhouse horticultural crops / Kumar / 2022	
211	copy	Handbook of aquaculture engineering / Singh / 2022	
212	copy	Handbook of Mariculture / Pawar / 2022	
213	copy	Handbook of plumbing / Nair / 2020	
214	copy	Handbook of soil fungu / Cole / 2023	
215	copy	Herbicides and weed control / Jhala / 2021	
216	copy	Horticultural farming / Kumar / 2023	
217	copy	Human Rights: theory and practice / Owens / 2022	
218	copy	Illustrated Handbook of Artificial Photosynthesis / Singh / 2021	
219	copy	Insect physiology and biochemistry / Joshi / 2023	
220	copy	Interactive computer graphics / Lloyd / 2022	
221	copy	International perspectives on Cyber Bullying / Khan / 2021	
222	copy	Internet, Services, Challenges and Applications / Bhatnagar / 2021	
223	copy	Introduction to Embedded Systems / Thomas / 2022	
224	copy	Introduction to Epidemiology 8th ed / Merrill / 2021	
225	copy	Introduction to the biology of marine life / Parker / 2022	

226	copy	Investment Management / Elliot / 2022	
227	copy	Key concepts in Geomorphology / Hunter / 2022	
228	copy	Landscape gardening and environment / Kumar / 2023	
229	copy	Larval Nutrition and Culture of Fish Food Organisms / Anand / 2022	
230	copy	Leisure and Tourism / Choudhary / 2020	
231	copy	Linear regression / Martin / 2021	
232	copy	Machine Learning for cloud management / Kumar / 2022	
233	copy	Marine Parasitology / Clifford Whitley / 2022	
234	copy	Natural resources conservation and precision farming / Kshlern / 2020	
235	copy	New Perspectives HTML 5 and CSS Comprehensive / Carey / 2021	
236	copy	Object Oriented Programming using C++ / Garrett / 2022	
237	copy	Object-Oriented Analysis and Design / Garrett / 2022	
238	copy	Ocean animals and their ecosystems / Colon / 2020	
239	copy	Operating Systems: design and implementation / Holmes / 2022	
240	copy	Parallel Computing, concepts and applications / Gautam / 2022	
241	copy	Photography: a career guide (Intermediate) / Burton / 2022	
242	copy	Plant physiology, Biochemistry and Molecular Biology / Cormier / 2023	
243	copy	Practical Cytography / White / 2022	
244	copy	Principles and practice of bacteriology / Jaxon / 2022	
245	copy	Programming languages: principles and practices / Garrett / 2022	
246	copy	Programming the raspberry Pi: Getting started with python / Monk / 2021	

247	copy	Reasoning in mathematical theory and matrices / Pandey / 2022	
248	copy	Shrim Farming / Gibson / 2023	
249	copy	Soil and water microbiology / Glover / 2023	
250	copy	The creative qualitative research / Facer / 2022	
251	copy	The histology of fisheries / Kirschbahrn / 2020	
252	copy	Viral diseases in plants / Chauhan / 2022	
253	copy	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