



REPUBLIC OF THE PHILIPPINES
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE –
GOODS AND SERVICES



PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

PROCUREMENT OF LIBRARY BOOKS (A HANDBOOK OF MANAGEMENT TECHNIQUES AND OTHERS)

PROJECT NO. **QCPL-23-BMOP-0700B**

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.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency

which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

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.



QUEZON CITY GOVERNMENT
BAC – GOODS AND SERVICES
INVITATION TO BID



July 10, 2023

	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	CGSD-23-ES-0433	CITY GENERAL SERVICES DEPARTMENT	CABLE TIE, BATTERY AND OTHERS	P 2,089,635.60	GENERAL FUND	30 CD
2.	CGSD-23-PS2-0420	CITY GENERAL SERVICES DEPARTMENT	PRINTING OF STICKER AND OTHERS	P 1,133,279.50	GENERAL FUND	30 CD
3.	CONSO-23-CS1-1127	OFFICE FOR THE SENIOR CITIZENS AFFAIRS	FOOD AND DRINKS AND OTHERS	P 4,046,500.00	GENERAL FUND	4 MONTHS
4.	CONSO-23-FFRSE-1154	CITY GENERAL SERVICES DEPARTMENT	FIRE EXTINGUISHER AND REFILLING/ PREVENTIVE MAINTENANCE OF FIRE EXTINGUISHER (HCFC)	P 1,042,500.00	GENERAL FUND	30 CD
5.	ENGINEERING-23-CE2-0844	DEPARTMENT OF ENGINEERING	INSULATION MULTI-METER AND OTHERS	P 1,643,393.34	GENERAL FUND	30 CD
6.	HCDRD-23-SS2-0888	HOUSING, COMMUNITY DEVELOPMENT AND RESETTLEMENT DEPARTMENT	SURVEY WORKS AND TITLING DOCUMENTATION	P 7,257,500.00	GENERAL FUND	4 MONTHS
7.	HEALTH-23-AAS2-0976	QUEZON CITY HEALTH DEPARTMENT	SUPPLY AND INSTALLATION OF AIRCONDITIONING UNITS	P 1,207,201.50	GENERAL FUND	30 CD
8.	HEALTH-23-CCP-0748	QUEZON CITY HEALTH DEPARTMENT	DISINFECTANT AND OTHERS	P 1,540,200.00	GENERAL FUND	30 CD
9.	HEALTH-23-DM-0183B	QUEZON CITY HEALTH DEPARTMENT	LINE 7: VARIOUS DRUGS AND MEDICINES FOR QC EMPLOYEES	P 11,297,541.15	GENERAL FUND	4 MONTHS
10.	HEALTH-23-PS2-0974	QUEZON CITY HEALTH DEPARTMENT	PRINTING OF PHILHEALTH SIGNAGES	P 1,504,100.00	TRUST FUND	30 CD
11.	OCM(POPS)-23-HLMF-1027	OFFICE OF THE CITY MAYOR - POPS PLAN	HOTEL ACCOMMODATION AND OTHERS	P 5,297,100.00	GENERAL FUND	4 MONTHS
12.	OVM-23-EMS-0299	OFFICE OF THE VICE MAYOR	BACKPACK WITH SCHOOL SUPPLIES	P 29,998,800.00	GENERAL FUND	30 CD
13.	PD-23-OE-1089	PROCUREMENT DEPARTMENT	MULTI FUNCTION PRINTER	P 1,953,000.00	TRUST FUND	60 CD
14.	QCRRMO-23-IT-1078	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF EMERGENCY OUTDOOR ALERTING SYSTEM FOR DISASTER RISK REDUCTION AND MANAGEMENT	P 32,000,000.00	GENERAL FUND	60 CD
15.	QCPL-23-BMOP-0700B	QUEZON CITY PUBLIC LIBRARY	PROCUREMENT OF LIBRARY BOOKS (A HANDBOOK OF MANAGEMENT TECHNIQUES AND OTHERS)	P 1,703,205.30	GENERAL FUND	30 CD
16.	QCSBCDPO-23-CS1-1046	QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS OFFICE	FOOD AND DRINKS	P 1,500,000.00	GENERAL FUND	4 MONTHS
17.	SDO-23-BMOP-0951	SCHOOLS DIVISION OFFICE	VARIOUS READING BOOKS FOR GRADE 1 TO 3	P 14,699,200.00	SPECIAL EDUCATION FUND	30 CD

18.	SDO-23-BMOP-0952	SCHOOLS DIVISION OFFICE	VARIOUS BOOKS (ECCD LEARNING PACKAGE)	P 5,529,304.00	SPECIAL EDUCATION FUND	30 CD
19.	SDO-23-CS1-0815B	SCHOOLS DIVISION OFFICE	FOOD AND DRINKS	P 4,109,900.00	GENERAL FUND	4 MONTHS
20.	SDO-23-HME-0968	SCHOOLS DIVISION OFFICE	HEIGHT AND WEIGHING SCALE	P 1,132,000.00	SPECIAL EDUCATION FUND	30 CD
21.	SDO-23-PP-0955	SCHOOLS DIVISION OFFICE	TABLET ARMCHAIRS AND KIDDIE TABLE AND CHAIR SET	P 96,350,000.00	SPECIAL EDUCATION FUND	45 CD
22.	SSDD-23-GM-0911	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	TOOTHPASTE AND OTHERS	P 1,411,266.80	GENERAL FUND	15 CD
23.	SSDD-23-PS2-0928	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	PRINTING OF ECCD CHECKLIST AND MODULE GUIDE	P 2,034,330.00	GENERAL FUND	4 MONTHS

1. The **QUEZON CITY LOCAL GOVERNMENT**, through the *General Fund, Special Education Fund and Trust Fund of various years* intends to apply the sums stated above being the ABC to payments under the contract for the above stated projects of contract for each lot/item. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **QUEZON CITY LOCAL GOVERNMENT** now invites bids for various *Projects*. Delivery of the Goods is required *as stated above*. Bidders should have completed, within *the last three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 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 **QUEZON CITY GOVERNMENT Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below during *weekdays from 8:00 a.m. – 5:00 p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on **Tuesday, July 11, 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*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.

STANDARD RATES:

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

The following are the requirements for purchase of Bidding Documents;

1. PhilGEPS Registration Certificate (Platinum – 3 pages)
2. Document Request List (DRL)
3. Authorization to Purchase Bidding Documents
 - 3.1 Corporate Secretary Certificate for corporation (specific for the project)
 - 3.2 Special Power of Attorney for single proprietorship (specific for the project)
4. Notarized Joint Venture Agreement (as applicable)

2"

6. The *Quezon City Local Government* will hold a Pre-Bid Conference on 10:30 A.M. of **Tuesday, July 18, 2023** at **2nd Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**, and/or through video conferencing *via Zoom* which shall be open to prospective bidders.

Topic: BAC-GOODS Pre-Bid Conference Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/84835002246?pwd=QVRuVE0wczZMNXYwZG5LaWd1dXk1QT09>

Meeting ID: 848 3500 2246

Passcode: 154733

7. Bids must be duly received by the BAC Secretariat through manual submission at the **2nd Floor, Procurement Department, Finance Building, Quezon City Hall Compound** on or before **10:00 A.M. of Monday, July 31, 2023**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **11:00 A.M. of Monday, July 31, 2023** at the given address below and/or via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Topic: BAC-GOODS & SERVICES BIDDING

Join Zoom Meeting

<https://us02web.zoom.us/j/85850855933?pwd=R2dZUUp4Z3lyU29iZGV1WmdKRjZCdz09>

Meeting ID: 858 5085 5933

Passcode: 118682

10. The *Quezon City Local Government* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

ATTY. DOMINIC B. GARCIA

OIC, Procurement Department

2nd Floor, Procurement Department,

Finance Building, Quezon City Hall Compound

Elliptical Road, Barangay Central Diliman, Quezon City.

Email Add: bacgoods.procurement@quezoncity.gov.ph

Tel. No. (02)8988-4242 loc. 8506/8710

Website: www.quezoncity.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: www.quezoncity.gov.ph

By:


MS. MA. MARGARITA T. SANTOS, PhD
Chairperson, QC-BAC-Goods and Services

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, **Quezon City Local Government** wishes to receive Bids for the **PROCUREMENT OF LIBRARY BOOKS (A HANDBOOK OF MANAGEMENT TECHNIQUES AND OTHERS)** with identification number **QCPL-23-BMOP-0700B**.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

The Procurement Project (referred to herein as “Project”) is composed of **two hundred ninety-six (296) items**, 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 **2023** in the amount of **ONE MILLION SEVEN HUNDRED THREE THOUSAND TWO HUNDRED FIVE PESOS AND 30/100 ONLY (Php1,703,205.30)**.

2.2. The source of funding is:

a) LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership 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: Subcontracting is not allowed.

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 and/or through videoconferencing as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *the last three (3) 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 e.
- 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 **Section VII (Technical Specifications)**.

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 Declaration¹ 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 *in no case shall exceed One Hundred Twenty (120) calendar days from the date of opening of bids, unless duly extended by the bidder upon the request of the Head of the Procuring Entity (HoPE) of the Quezon City Local Government*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

¹ 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.

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 through manual submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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 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 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

One Project having several items 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

20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> A single contract similar to the item/s to be bid and must be at least fifty percent (50%) of the ABC. Completed within the last three (3) years prior to the deadline for the submission and receipt of bids substantially in a FORM prescribed by the QC-BAC-GOODS AND SERVICES, must be accompanied by a copy of Certificate of Acceptance by the end-user or Official Receipt (O.R) or Sales Invoice (S.I.) issued for the Contract.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <i>within Quezon City</i> 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> <ol style="list-style-type: none"> The amount of not less than Php 34,064.11 or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or The amount of not less than Php 85,160.27 or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	<p>List of required licenses and permits relevant to the Project and the corresponding law requiring it.</p> <ul style="list-style-type: none"> No additional requirement
21.2	<p>Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity.</p> <ul style="list-style-type: none"> Copy of Authority to sell from the Publisher (if not the copyright owner) Copy of Certificate of Registration from the National Book Development Board.

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 prior to 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 specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (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

6.1. 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.

- 6.2. 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	
<p>1</p>	<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><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. 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 <i>[indicate name(s)]</i>.</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: <i>Select appropriate requirements and delete the rest.</i></p> <ul 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
	<ul 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> <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:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none">a. 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; andb. in the event of termination of production of the spare parts:<ul style="list-style-type: none">i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; andii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p>Packaging –</p> <p>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.</p> <p>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.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier</p>

	<p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>
	<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: <i>Product Presentation/Demonstration/Site Inspection, if applicable.</i></p>

Section VI. Schedule of Requirements

PROJECT NAME: **PROCUREMENT OF LIBRARY BOOKS (A HANDBOOK OF MANAGEMENT TECHNIQUES AND OTHERS)**
PROJECT NO. **QCPL-23-BMOP-0700B**

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	Unit of Issue	Quantity	Delivered, Weeks / Months
	LIBRARY BOOKS (Foreign Books)			
1	Alternative Sources of Energy: Biofuels SAH, 9789352693887, 2022, HB, Random Publisher, 6 1/4x1 1/4x 9 3/8 inches, 470pages	copy	1	Within Thirty (30) Calendar Days Upon Issuance of Notice to Proceed
2	A Companion To Public Art Cher Krause Knight, 9781119190806, 2020, PB, JW Publisher, 6 5/8 x 3/4 x 9 1/2 inches, 491pages	copy	1	
3	A Handbook of Management Techniques Colonel Berinder Singh Kullar, 9789390780167, 2022, HB, RP Publisher, 6 1/4x7/8x9 3/8 inches 315pages	copy	1	
4	A Simple Strategy to Inspire High Performance and Lasting Success , Dave Gordon, 9781119641445, 2020, HB, Random Publisher, 5 5/8x3/4x8 3/4 inches 199pages	copy	1	
5	Achievement On Learning , Dr. S. K. Panneer Selvam, 9789386391681, 2022, HB, Random Publisher, 6 1/4x3/4x9 3/8 inches, 273pages	copy	1	
6	Adobe Photoshop Lightroom Classic For Dummies , 2nd Edition, Rob Sylvan, 9781119873211, 2022, PB, JW Publication, 7 3/8x5/8x9 1/8inches, 386pages	copy	1	
7	Advanced positioning, flow and sentiment analysis in commodity markets , 2nd ed., Mark J S Keenan, 9781119603825, 2020, HB, JW Publisher, 7 1/8x5/8x10 1/8 inches, 260pages	copy	1	
8	Advances in experimental philosophy of logic and mathematics , Andrew Aberden, 9781350217959, 2021, PB, MM Publisher, 6x1/2x9 1/8 inches, 280pages	copy	1	
9	Advances in experimental philosophy of science , Daniel A. Wilkenfeld, 9781350250062, 2021, PB, MM Publisher, 6x1/2x9 1/8 inches, 257pages	copies	2	
10	AI and The Future of The Public Sector: The Creation of Sector 4.0 , Tony Boobier, 9781119868101, 2022, HB, JW Publisher, 6 7/8x 3/4 x 9 3/4 inches, 260pages	copy	1	
11	An introduction to functional analysis James C. Robinson, 9780521728393, 2020, PB, CUP Publisher, 5 7/8 x 3/4 x 8 7/8 inches, 403pages	copy	1	
12	Analyzing Student Feedback in Higher Education , Elena Zaitseva, 9780367687229, 2022, PB, T&F Publisher, 6 x 3/8 x 9 1/8 inches, 221pages	copy	1	
13	APPLIED ETHICS: AN INTRODUCTION ROBIN ATTFIELD, 9781509547388, 2023, PB, JW Publisher, 5 7/8 x 5/8 x 9 inches, 218pages	copy	1	
14	Applying Turbulence Theory to Educational Leadership in Challenging Times: A Case -Based Approach , Steven Jay Gross, 9781138046726,	copy	1	

	2020, PB, T&F Publisher, 6x3/8x8 7/8 inches, 192pages			
15	Architecting Enterprise Blockchain Solutions Joseph Holbrook, 9781119557692, 2020, PB JW Publisher, 7 1/4x5/8x9 1/8 inches, 372pages	copies	2	
16	Architecture and Environment Vikram Ghosh, 9789395431002, 2023, HB, RP Publisher, 6 1/4x7/8x9 3/8 inches, 302pages	copy	1	
17	Architecture and Sculpture Chetan Desai, 9789395431477, 2023, HB, RP Publisher, 6 1/4x3/4x9 3/8 inches, 272pages	copy	1	
18	Architecture and the smart city Sergio M. Figueiredo, 9780367342074, 2020, PB, T&F Publisher, 6 3/4x1/2x9 1/2 inches, 259pages	copy	1	
19	Art and Science of Management in The Digital Era , R.P. Banerjee, 9789353885076, 2020, PB, Sage Publisher, 5 3/8x1 1/8x8 3/8 inches, 515pages	copy	1	
20	Artificial Insemination Dr. Vijaya Kuchana, 9789393884664, 2022, HB, RP Publisher, 6 1/4x1x9 3/8 inches, 348pages	copies	2	
21	Arts and Health Promotion J. Hope Corbin, 9783030564162, 2021, HB, SN Publication, 6 1/8x7/8x9 3/8 inches, 367pages	copy	1	
22	Asian women leadership Chin-Chung Chao, 9780367133115, 2020, PB, T&F Publisher, 6x3/8x9 1/8 inches, 231pages	copy	1	
23	Astrology for dummies , 3rd ed. Rae Orion, 9781119594161, 2020, PB, JW Publisher, 7 1/4x5/8x9 1/8 inches, 418pages	copy	1	
24	Attachment Theory and Psychosis: Current Perspectives and Future Directions. Katherine Berry, 9781138956759, 2020, PB, T&F Publisher, 6 1/8x1/2x9 1/8 inches, 283pages	copies	2	
25	Attitude Of Moral Values Dr. V. Balakrishnan, Dr. M. GOVINDAN, 9789394137295, Random Publisher, 2022, HB 6 1/4x3/4x9 3/8 inches, 242pages	copy	1	
26	Autocad For Dummies, 19th Edition Ralph Grabowski, 9781119868767, 2022, PB, JW Publisher, 7 3/8x1 1/4x9 1/4 inches, 529pages	copy	1	
27	Basic Mechanical Engineering Dr. Suresh Kumar Sinha, 9789395431637, 2023, PB Random Publisher, 6 1/4x3/4x9 3/8 inches, 268pages	copy	1	
28	Beginner's guide to reflective practice in nursing , Catherine Delves-Yates, 9781473969216, 2021, PB, Sage Publisher, 6 5/8x3/8x9 1/2 inches, 214pages	copy	1	
29	Beginning rust programming Ric Messier, 9781119712978, 2021, PB, JW Publisher, 7 1/4x3/4x9 1/8 inches, 388pages	copy	1	
30	Cancer Chemotherapy: A Nursing Process Approach , Dr. P. Hyma, 9789393884107, 2022, HB, RP Publisher, 6 1/4x1x9 3/8 inches, 323pages	copy	1	
31	Case Studies for Student Development Theory: Advancing Social Justice and Inclusion in Higher Education , Jason C. Garvey 9781138610743, 2020, PB, T&F Publisher 5 7/8x3/8x9 inches, 208pages	copy	1	
32	CBT and Existential psychology; Philosophy, psychology and therapy. Michael Worrell, 9781119310969, 2023, PB, JW Publisher, 5 1/2x5/8x8 1/2 inches, 332pages	copy	1	
33	Ceilings and dreams: The Architecture of levity Paul Emmons, 9781138479388, 2020, PB, T&F Publisher, 6 3/4x1/2x9 5/8 inches, 252pages	copies	2	

34	Changes in European Energy markets. Felicetta Lovino, 9781839091100, 2020, PB, 5x3/8x7 3/4 inches, 165pages	copy	1
35	Cities After Crisis, Carlos Garcia Vazquez, 9780367673277, 2022, PB, T&F Publisher, 5 7/8x3/8x8 7/8 inches, 204pages	copy	1
36	City society and planning, Chander Pal Jandu 9789390780396, 2022, HB, Random Publisher, 6 1/4x7/8x9 3/8 inches, 314pages	copy	1
37	Climate Adaptation and Resilience Across Scales, Nicholas B. Rajkovich, 9780367467333, 2022, PB, T&F Publisher, 6 3/4x1/2x9 1/2 inches, 264pages	copy	1
38	Codeswitching in the classroom, MacSwan 9781138225060, 2020, PB, T&F Publisher, 5 7/8x1/2x9 inches, 290pages	copy	1
39	Cognitive Behavioral Therapy for Dummies Rhena Branch, 9781119601128, 2020, PB, JW Publisher, 7 3/8x3/4x9 1/8 inches, 414pages	copy	1
40	Cognitive psychology, Dr. Sanjeev Arora, 9789393884381, 2022, HB, Random Publisher, 6 1/4x7/8x9 3/8 inches, 294pages	copy	1
41	Compensation Management Dr. A. Sajeevan Rao, 9789393884077, 2022, HB, Random Publisher, 6 1/4x7/8x9 3/8 inches, 320pages	copies	3
42	CompTIA A+ Guide to IT Technical Support 10th ed., Jean Andrews, 9780357108291, 2020, HB, CLA Publisher, 8 5/8x1 5/8x11 1/8 inches, 1,161pages	copies	2
43	CompTIA A+ Core 1 Exam guide to computing infrastructure, 10th ed., Jean Andrews, 9780357108376, 2020, PB, CLA Publisher, 8 5/8x1x11 inches, 670pages	copy	1
44	CompTIA Cloud Essentials + Study Guide 2nd. Ed., Quentin Docter, 9781119642220, 2020 PB, JW Publisher, 7 1/4x5/8x9 1/8 inches, 331pages	copy	1
45	Computer graphics science Manjeet Singh, 9789395431125, 2023, HB, Random Publisher, 6 1/4x3/4x9 3/8 inches, 252pages	copy	1
46	Computer graphics software Manjeet Singh, 9789393884114, 2022, HB, Random Publisher, 8 1/4x3/4x9 3/8 inches, 261pages	copy	1
47	Computer Graphics Science Manjeet Singh, 9789393884039, 2022, HB, Random Publisher, 8 1/4x3/4x9 3/8 inches, 261pages	copy	1
48	Computer-Integrated manufacturing Henry Webber, 9781632387868, 2020, PB, NY Research Publisher, 6 7/8x1/2x9 7/8 inches, 259pages	copy	1
49	Condensed Matter Physics Bashir Ahmed, 9789390780952, 2022, HB, Random Publisher, 6 1/4x7/8x9 3/8 inches, 309pages	copy	1
50	Conducting Undergraduate Research in Education: A Guide for Students in Teacher Education Programs, Ruth J. Palmer, 9781032128368, 2022, PB, T&F Publisher, 5 7/8x1/8x8 7/8 inches, 179pages	copy	1
51	Construction Management, Control and Valuation of A Building, Sudeep Tyagi, 9789395431088, 2023, HB, Random Publisher, 6 1/4x3/4x9 3/8 inches, 271pages	copy	1

52	Consumer Behaviour Isabelle Szmigin, 9780198862567, 2022, PB, Oxford Publisher, 7 3/8x7/8x9 5/8 inches, 582pages	copy	1	
53	Contemporary Artificial Intelligence 9789395431606, 2023, HB, Random Publisher, 6 1/4x7/8x9 3/8 inches, 320pages	copy	1	
54	Contemporary Circus Kate Lavers, 9781138680722, 2020, PB, T&F Publisher, 6x3/8x9 inches, 221pages	copy	1	
55	Contemporary language motivation theory Pb'2020 , Al-Hoorie, 9781788925181, 2020, PB, LK Publisher, 6x5/8x9 1/8 inches, 344pages	copy	1	
56	Corporate Turnaround Artistry Fix Any Business In 100 Days. Jeff Sands, 9781119539988, 2020, HB JW Publisher, 6 1/8x1x9 1/8 inches, 316pages	copy	1	
57	Crafting & executing strategy 22nd ed. Arthur A. Thompson, 9781260565935, 2020, PB, McGH Publisher, 7 3/4x1/2x9 7/8 inches, 432pages	copy	1	
58	Creating Great Places Evidence-Based Urban Design for Health and Wellbeing; Debra Flanders Cushing, 9780367257460, 2020, PB, 5 7/8x3/8x9 inches, 203pages	copy	1	
59	Critical Race English Education Lamar L. Johnson, 9780367276423, 2022, PB, T&F Publisher, 5 7/8x1/4x8 7/8 inches, 146pages	copy	1	
60	Creativity in Organizations Ashok Purohit, 9789393884985, 2022, HB, RP Publisher, 6 1/4x7/8x9 3/8 inches, 333pages	copy	1	
61	Critical thinking in psychology. 2nd ed. Robert J. Sternberg, 9781108739528, 2020, PB, CUP Publisher, 5 7/8x3/4x8 7/8 inches, 390pages	copy	1	
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205	Small Business Management: Launching and Growing Entrepreneurial Ventures. 19th ed. Justin G. Longenecker, 9780357039410, 2020, HB, CLA Publisher, 8 1/2x1x11 inches, 598pages	copy	1
206	Smart growth and sustainable transport in cities , Amir Shakibamanesh, 9780367262242, 2020, PB, T&F Publisher, 6x3/8x9 1/8 inches, 218pages	copy	1
207	Social Intelligence Dr. V. Balakrishnan, Dr. K. DEVISRI, 9789394137707, 2022, HB, Random Publisher, 6 1/4x1/2x9 3/8 inches, 136pages	copy	1
208	Social Intelligence Of Prospective Teachers , Dr. V. Balakrishnan, Dr. C. E. JAYANTHI, 9789394137585, 2022, HB, Random Publisher, 6 1/4x5/8x9 3/8 inches, 202pages	copy	1
209	Social Justice and Community College Education , Bryan Reece, 9780367675585, 2022, PB, T&F Publisher, 7x3/8x9 7/8 inches, 226pages	copy	1
210	Social Media Marketing for Dummies. Shiv Singh, 9781119617006, 2020, PB, JW Publisher, 7 3/8x7/8x9 1/8 inches, 430pages	copy	1
211	Social Network Analysis. 3E. David Knoke, 9781506389318, 2020, PB, Sage Publisher, 5 3/8x3/8x8 1/2 inches, 181pages	copy	1
212	Sociology in modules , 5th ed. Richard T. Schaefer, 9781260565720, 2020, PB McGH Publisher, 8 7/8x5/8x10 3/4 inches, 537pages	copy	1
213	Software architecture Vishnu Prasad, 9789393884411, 2022, HB, Random Publisher, 6 1/4x3/4x9 3/8 inches, 262pages	copy	1
214	Sports Medicine Essentials Dr. Ashok Kumar Yadav, 9789352697182, 2021, HB, RP Publisher, 6 1/4x7/8x9 3/8 inches, 339pages	copy	1
215	Stereotypes and the Construction of the Social World. , Perry R. Hinton, 9781138637559, 2020, PB, T&F Publisher, 6 1/8x3/8x9 1/8 inches, 246pages	copy	1
216	Strategic Project Organizing Graham Winch, 9780198861997, 2022, PB, Oxford Publisher, 6x1/2x9 1/8 inches, 289pages	copy	1
217	Strategic Sport Marketing Adam Karg, 9781760878801, 2022, PB, T&F Publisher, 6 1/8x5/8x9 1/8 inches, 307pages	copy	1
218	Streamlined ID 2nd ed	copy	1

	Miriam B. Larson, 9780815366706, 2022, PB, T&F Publisher, 8 3/8x7/8x10 7/8 inches, 425pages			
219	Streamlined ID: A Practical guide to instructional design.2nd ed , Miriam B. Larson, 9780815366706, 2022, PB, T&F Publisher, 8 3/8x7/8x10 7/8 inches, 425pages	copy	1	
220	Structure for architects: a case study in steel, wood, and reinforced concrete design , Ashwani Bedi, 9781138554382, 2020, PB, T&F Publisher, 7 3/8x3/8x9 1/2 inches, 225pages	copy	1	
221	Studies in Adolescent Development Youth in superdiverse societies. , Peter F. Titzmann, 9781138488397, 2020, PB, T&F Publisher, 6x1/2x9 1/8 inches, 314pages	copy	1	
222	Super Trends: 50 Things You Need to Know About Future. , Lars Tvede, 9781119646839, 2020, PB, JW Publisher, 5 1/2x1/2x8 1/2 inches, 290pages	copy	1	
223	Supporting Adult Survivors of Child Sexual Abuse: A Mimetic Theory Approach for The Local Church. , Christopher C. H. Cook, 9781785925016, 2020, PB, APD Publisher, 5 7/8x1/4x8 7/8 inches, 144pages	copy	1	
224	Supporting Behaviour and Emotions in the Early Years Strategies and Ideas for Early Years Educators , Tamsin Grimmer, 9780367684259, 2022, PB, T&F Publisher, 5 3/4x1/4x8 1/8 inches, 162pages	copy	1	
225	Sustainable Building Materials Sudeep Tyagi, 9789395431101, 2023, HB, Random Publisher, 6 1/4x3/4x9 3/8 inches, 254pages	copy	1	
226	Sustainable Infrastructure for Cities and Societies , Michael Neuman, 9780367340247, 2022, PB, T&F Publisher, 6x3/8x9 1/8 inches, 225pages	copy	1	
227	Teaching Competency Of Prospective Teachers , Dr. V. Balakrishnan, Dr. V. MARY RITA MARTINA, 9789394137684, 2022, HB, Random Publisher, 6 1/4x3/4x9 3/8 inches, 222pages	copy	1	
228	Teaching For Justice & Belonging: A Journey for Educators & Parents , Tehia Starker Glass, 9781119834328, 2022, PB, JW Publisher, 6x3/8x8 7/8 inches, 180pages	copy	1	
229	Technical Analysis for Dummies. 4th ed. , Barbara Rockefeller, 9781119596554, 2020, PB, JW Publisher, 7 1/4x3/4x9 1/8 inches, 367pages	copy	1	
230	Technological Advances in Robotics 9789395431545, 2023, HB, Random Publisher, 6 1/4x3/4x9 3/8 inches, 264pages	copy	1	
231	The Art And Craft Of Tv Directing Conversations With Episodic Television Directors , JIM HEMPHILL, 9780367152451, 2020, T&F Publisher, PB, 6x1/4x9 1/8 inches, 152pages	copy	1	
232	The Business and Management of Convention and Visitor Bureaus- a global approach. Krzysztof Celuch, 9781911396802, 2020, PB, Goodfellow Publisher, 7 1/4x3/8x9 5/8 inches, 178pages	copy	1	
233	The Cambridge Companion To Ancient Greek And Roman Science. , LIBA TAUB, 9781107465763, 2020, PB, CUP Publisher, 5 7/8x5/8x8 7/8 inches, 344pages	copy	1	
234	The democratic courthouse: a modern history of design, due process and dignity , Linda Mulcahy, 9780367208356, 2020, PB, T&F Publisher, 6x5/8x9 1/8 inches, 349pages	copy	1	

235	The Entrepreneur's Guide to Risk and Decisions Building Successful Early-Stage Ventures, Thomas G. Pittz, 9781838678746, 2020, PB, Emerlad Publisher, 5 3/8x1 1/4x8 3/8 inches, 115pages	copy	1	
236	The future leader Jacob Morgan, 9781119518372, 2020, HB, JW Publisher, 6 1/8x1x9 1/8 inches, 300pages	copy	1	
237	The New Retirementality, Planning Your Life and Living Your Dreams at Any Age You Want. Pb. Mitch Anthony, 9781119611486, 2020, PB, JW Publisher, 5 7/8x1 1/2x8 7/8 inches, 206pages	copy	1	
238	The Official Beginner's Guide for ACT 2020-2021, 9781119634706, 2020, PB, JW Publisher, 8 1/2x1 1/4x10 3/4 inches, 148pages	copy	1	
239	The process of research and statistical analysis in psychology, Dawn M. McBride, 9781544361994, 2020, PB, Sage Publisher, 7 1/4x7/8x9 inches, 477pages	copy	1	
240	The Psychology of Effective Studying: How to Succeed in Your Degree, Paul Penn, 9781138570924, 2020, PB, T&F Publisher, 6x3/8x9 1/8 inches, 227pages	copy	1	
241	The tech executive operating system: creating an R&D organization that moves the needle, Aviv Ben-Yosef, 9781484268940, 2021, PB, Sn Publisher, 6x1 1/4x9 1/8 inches, 173pages	copy	1	
242	The Time of the Landscape on the origins of the Aesthetic Revolution., Jacques Ranciere, 9781509548156, 2023, Paper, JW Publisher, 5 3/8x3/8x8 1/2 inches, 101pages	copy	1	
243	Theatrical Design and Production J. Michael Gillette, 9781260566260, 2020, PB, MCgh Publisher, 9x3/4x10 3/4 inches, 615pages	copy	1	
244	This Is Philosophy Of Mind: An Introduction.,2e, MANDIK, 9781119718888, 2023, PB, JW Publisher, 5 7/8x1 1/2x8 7/8 inches, 264pages	copy	1	
245	Transformative Ground: A Field Guide to the Post-Industrial Landscape., Ross Mclean, 9781138308312, 2020, PB, T&F Publisher, 6x3/8x9 1/8 inches, 222pages	copy	1	
246	Transformative Teaching Around the World, Curtis J. Bonk, 9781032073798, 2022, PB, T&F Publisher, 5 7/8x1 1/2x8 7/8 inches, 298pages	copy	1	
247	Transforming early head start home visiting Bridget A. Walsh, 9781138037113, 2020, PB, T&F Publisher, 7x7/8x9 7/8 inches, 419pages	copy	1	
248	Understanding Well-being Data Improving Social and Cultural Policy, Practice and Research, Susan Oman, 9783030729363, 2021, HB, SN Publisher, 5 7/8x1x8 3/8 inches, 383pages	copy	1	
249	Understanding and Improving the Student Experience in Higher Education Navigating the Third Space, Jan Bamford, 9780367441135, 2022, PB, T&F Publisher, 6 1/8x3/8x6 1/8 inches, 182pages	copy	1	
250	Understanding Enterprise: Entrepreneurship and Small Business, Ashok Purohit, 9789393884060, 2022, HB, Random Publisher, 6 1/4x7/8x9 3/8 inches, 268pages	copy	1	
251	Understanding Lasers Christian West, 9781632389084, 2022, PB, NY Research Publisher, 6 7/8x3/8x9 7/8 inches, 232pages	copy	1	
252	Understanding Management,	copy	1	

	Richard L. Daft, 9780357033821, 2020, PB, CLA Publisher, 8 1/2x5/8x10 3/4 inches, 625pages			
253	Urban Heritage in Divided Cities Contested Pasts., Mirjana Ristic, 9781138624870, 2020, PB, T&F Publisher, 6 1/8x3/8x9 1/8 inches, 267pages	copy	1	
254	Values Education In School Dr. V. Balakrishnan, Dr. S. K. PANNEER SELVAM, 9789394137844, 2022, HB, Random Publisher, 6 1/4x3/4x9 3/8 inches, 235pages	copy	1	
255	What is Ethics? James P. Sterba, 9781509531028, 2020, PB, JW Publisher, 5 3/8x3/8x8 3/8 inches, 131pages	copy	1	
256	What Is Scientific Knowledge: An Introduction To Contemporary Epistemology Of Science. PB., KEVIN MCCAIN, 9781138570153, 2020, PB, T&F Publisher, 5 7/8x5/8x9 inches, 313pages	copy	1	
257	What's the Buzz? For Primary Students: A Social and emotional enrichment programme. 2nd. Ed., Mark Le Messurier, 9781138080317, 2020, PB, T&F Publisher, 8 1/4x5/8x11 5/8 inches, 298pages	copy	1	
258	Windows Operating Systems Fundamentals Crystal Panek, 9781119650515, 2020, PB, JW Publisher, 7 1/4x5/8x9 1/8 inches, 395pages	copy	1	
259	Windows Server Administration Fundamentals Crystal Panek, 9781119650652, 2020, PB, JW Publisher, 7 1/4x5/8x9 1/8 inches, 383pages	copy	1	
260	Yes, you can do this! how women start up, scale up, and build the life they want. Hb.2020 Claudua Reuter, 9781119625605, 2020, HB, John Wiley Publisher, 6 1/8x3/4x9 1/8 inches, 207pages	copy	2	
261	Childhood/Adolescence Voyages In Development. PB'2022, Rathus, 9780357374108, CLA Publisher, 8 3/8 x 7/8x10 1/4 inches, 654 pages	copy	1	
262	Collaborations in Architecture and Engineering. Pb'2022, Clare Olsen and Sinead Mac Namara, T&F Publisher, 9780367862855, 7x1/2x9 7/8 inches, 314pages	copy	1	
263	College Writing For Dummies.PB'2022 GIAMPALMI, JW Publisher, 9781119895039, 7 1/4x5/8x9 1/8 inches, 370pages	copy	1	
264	Computer Bioengineering.Hb'2023 Bal Chandra Joshi, RP Publisher, 9789395431040, 6 1/4x7/8x9 3/8 inches, 316pages	copy	1	
265	Computer Graphics Science.Hb'2023 Manjeet Singh, RP Publisher, 9789395431125, 6 1/4x5/8x9 3/8 inches, 252pages	copy	1	
266	Computer Scanner and Antivirus Programs. Hb'2023, Anju Gautam, 9789395431064, RP Publisher, 6 1/4x3/4x9 3/8 inches, 249pages	copies	2	
267	Design-Centered Entrepreneurship.Pb'2022, Min Basadur, Michael Goldsby and Rob Mathews, T&F Publisher, 9781032070100 6 3/4x5/8x9 1/2 inches, 332pages	copy	1	
268	Digital Architecture Engineering.Hb'2023, RP Publisher, Vikram Ghosh, 9789395431026, 6 1/8x3/4x9 3/8 inches, 260pages	copy	1	
269	Emotional Intelligence.Hb'2022, Dr. S. K. Panneer Selvam, RP Publisher, 9789386391605, 6 1/4x5/8x9 3/8 inches, 192pages	copies	2	

270	Engineering Design Graphics: Sketching, Modeling, And Visualization, 3rd Edition.PB'2022, Leake, JW Publisher, 9781119490432, 7 3/4x5/8x9 3/8 inches, 405pages	copy	1	
271	Environmental and Atmospheric Chemistry. Hb'2023, RP Publisher, Dr. Renu Devi, 9789395431309, 6 1/4x7/8x9 3/8 inches, 328pages	copy	1	
272	Financial Accounting: An Introduction. Pb.2022, Jake Collins, WP Publisher, 9781647283902, 6 7/8x3/8x9 7/8 inches, 235 pages	copy	1	
273	Fundamentals Of Corporate Finance, Fifth Edition International Adaptation.PB'2022 Parrino, JW Publisher, 9781119795445, 8 3/8x1 1/8x10 1/4 inches, 852 pages	copy	1	
274	Health Economics & Policy. 8E. PB'2023 Henderson, CLA Publisher, 9780357132869, 7 7/8x3/4x9 7/8 inches, 528pages	copy	1	
275	Human Behavior in Pandemics.Pb'2022 Malgorzata Kossowska, 9781032183527 T&F Publisher, 6 1/8x3/8x9 1/8 inches, 815pages	copy	1	
276	Human Resource Development: Talent Development. 8E. Pb'2022, Werner, CLA publisher, 9780357512524, 8 3/8x7/8x10 3/4 inches, 613 pages	copy	1	
277	Human Rights, Fourth Edition.PB'2022 Freeman, 9781509546046, JW Publisher, 5 1/4x5/8x8 3/8 inches, 263pages	copy	1	
278	Leadership Research Findings, Practice, and Skills. 10th ed. Pb'2023, Andrew J. DuBrin, 9780357716175, CLA Publisher, 8 3/8x5/8x10 3/4 inches, 441pages	copy	1	
279	Managing Human Resources. 19th Ed. PB'2023, Snell/Morris, 9780357716519, CLA Publisher, 7 7/8x7/8x9 7/8 inches, 656pages	copy	1	
280	Modern Engineering Graphics and Design.Hb'2023, Manjeet Singh, 9789395431156, RP Publisher, 6 1/8x5/8x9 3/8 inches, 262pages	copy	1	
281	Physiological Aspects of Biochemistry.Hb'2023 Bal Chandra Joshi, 9789395431200, RP Publisher, 6 1/4x3/4x9 3/8 inches, 295pages	copy	1	
282	Positive Psychology.Pb'2022, Alan Carr T&F Publisher, 9780367536824, 6 3/4x1x9 1/2 inches, 509pages	copy	1	
283	Principles Of Economics Arab World 4E 2022, Mankiw, 9781473774926, CLA Publisher, 7 5/8x1x10 1/8 inches, 710pages	copy	1	
284	Principles Of Information Systems 14th ed. HB'2021, Stair/Reynolds, 9780357112410 CLA Publisher, 8 1/2x1x11 inches, 584pages	copies	4	
285	Programming With Microsoft Visual Basic 2019/2022. 9TH ED. PB' 2023, Diane Zak, 9780357674000, CLA Publisher, 8 3/8x7/8x10 3/4 inches, 615pages	copy	1	
286	Readings from Programming with Java. Pb.2023, Kyla McMullen, CLA Publisher, 9780357637906, 8 3/8x7/8x10 3/4 inches, 588pages	copy	1	
287	Sexual Orientation Equality in Schools. Teacher Advocacy and Action Research. Hb'2021, Matthew Holt, 9783030651428, SV Publisher, 5 3/4x5/8x10 3/8 inches, 238pages	copy	1	
288	Smith & Robersons Business Law .18th ed. HB'2023, Mann/Roberts, 9780357364000, CLA Publisher, 8 3/8x1 7/8x10 1/8 inches, 1217pages	copy	1	

289	Social Media Analytics and Practical Applications.Hb'2022 , Subodha Kumar and Liangfei Qiu, 9781032051390, T&F Publisher, 5 3/8x1 1/4x8 5/8 inches, 66pages	copy	1	
290	Sociology - Introductory Readings 4th Edition 2022 , GIDDENS, 9781509549139, JW Publisher, 7 3/8x7/8x9 1/2 inches, 342pages	copy	1	
291	Starting A Business All-In-One For Dummies, 3rd Edition.Pb'2022 , Tyson, 9781119868569, JW Publisher, 7 1/4x1 1/8x9 1/8 inches, 636pages	copy	1	
292	Technology Success & Illustrated Ms Office 365 & Office 2021. PB'2023 , Beskeen/Campbell/ Ciampa/Clemens/ Cram/Duffy/Freund/ Friedrichs, 9780357675038, CLA Publisher, 8 1/4x1 1/4x10 5/8 inches, 609pages	copy	1	
293	The Exceptional Child. Inclusion In Early Childhood Education. 9E. PB'2022 , Allen/ Cowdery, 9780357630693, CLA Publisher, 8 1/4x3/4x10 3/4 inches, 666pages	copy	1	
294	The New Rules Of Marketing & Pr: How To Use Content Marketing, Podcasting, Social Media, Ai, Live Video, And Newsjacking To Reach Buyers Directly.PB'2022 , SCOTT, 9781119854289, JW Publisher, 5 7/8x7/8x9 inches, 462pages	copy	1	
295	The psychology of women & gender. Pb' 2023 , Matlin, 9780357658178, CLA Publisher, 7 1/4x1x9 inches, 665pages	copies	2	
296	Tools of Biochemistry.Hb'2023 Balaji Yadav Maddina, 9789395431217, RP Publisher, 6 1/4x3/4x9 3/8 inches, 282pages	copy	1	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

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

PROJECT NAME: **PROCUREMENT OF LIBRARY BOOKS (A HANDBOOK OF MANAGEMENT TECHNIQUES AND OTHERS)**
PROJECT NO. **QCPL-23-BMOP-0700B**

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
	LIBRARY BOOKS (Foreign Books)	
A.1	Alternative Sources of Energy: Biofuels SAH, 9789352693887, 2022, HB, Random Publisher, 6 1/4x1 1/4x 9 3/8 inches, 470pages	
2	A Companion To Public Art Cher Krause Knight, 9781119190806, 2020, PB, JW Publisher, 6 5/8 x 3/4 x 9 1/2 inches, 491pages	
3	A Handbook of Management Techniques Colonel Berinder Singh Kullar, 9789390780167, 2022, HB, RP Publisher, 6 1/4x7/8x9 3/8 inches 315pages	
4	A Simple Strategy to Inspire High Performance and Lasting Success , Dave Gordon, 9781119641445, 2020, HB, Random Publisher, 5 5/8x3/4x8 3/4 inches 199pages	
5	Achievement On Learning , Dr. S. K. Panneer Selvam, 9789386391681, 2022, HB, Random Publisher, 6 1/4x3/4x9 3/8 inches, 273pages	
6	Adobe Photoshop Lightroom Classic For Dummies , 2nd Edition, Rob Sylvan, 9781119873211, 2022, PB, JW Publication, 7 3/8x5/8x9 1/8inches, 386pages	
7	Advanced positioning, flow and sentiment analysis in commodity markets , 2nd ed., Mark J S Keenan, 9781119603825, 2020, HB, JW Publisher, 7 1/8x5/8x10 1/8 inches, 260pages	
8	Advances in experimental philosophy of logic and mathematics , Andrew Aberden, 9781350217959, 2021, PB, MM Publisher, 6x1/2x9 1/8 inches, 280pages	
9	Advances in experimental philosophy of science , Daniel A. Wilkenfeld, 9781350250062, 2021, PB, MM Publisher, 6x1/2x9 1/8 inches, 257pages	
10	AI and The Future of The Public Sector: The Creation of Sector 4.0 , Tony Boobier, 9781119868101, 2022, HB, JW Publisher, 6 7/8x 3/4 x 9 3/4 inches, 260pages	
11	An introduction to functional analysis James C. Robinson, 9780521728393, 2020, PB, CUP Publisher, 5 7/8 x 3/4 x 8 7/8 inches, 403pages	

12	Analyzing Student Feedback in Higher Education, Elena Zaitseva, 9780367687229, 2022, PB, T&F Publisher, 6 x 3/8 x 9 1/8 inches, 221pages	
13	APPLIED ETHICS: AN INTRODUCTION ROBIN ATTFIELD, 9781509547388, 2023, PB, JW Publisher, 5 7/8 x 5/8 x 9 inches, 218pages	
14	Applying Turbulence Theory to Educational Leadership in Challenging Times: A Case -Based Approach, Steven Jay Gross, 9781138046726, 2020, PB, T&F Publisher, 6x3/8x8 7/8 inches, 192pages	
15	Architecting Enterprise Blockchain Solutions Joseph Holbrook, 9781119557692, 2020, PB JW Publisher, 7 1/4x5/8x9 1/8 inches, 372pages	
16	Architecture and Environment Vikram Ghosh, 9789395431002, 2023, HB, RP Publisher, 6 1/4x7/8x9 3/8 inches, 302pages	
17	Architecture and Sculpture Chetan Desai, 9789395431477, 2023, HB, RP Publisher, 6 1/4x3/4x9 3/8 inches, 272pages	
18	Architecture and the smart city Sergio M. Figueiredo, 9780367342074, 2020, PB, T&F Publisher, 6 3/4x1/2x9 1/2 inches, 259pages	
19	Art and Science of Management in The Digital Era, R.P. Banerjee, 9789353885076, 2020, PB, Sage Publisher, 5 3/8x1 1/8x8 3/8 inches, 515pages	
20	Artificial Insemination Dr. Vijaya Kuchana, 9789393884664, 2022, HB, RP Publisher, 6 1/4x1x9 3/8 inches, 348pages	
21	Arts and Health Promotion J. Hope Corbin, 9783030564162, 2021, HB, SN Publication, 6 1/8x7/8x9 3/8 inches, 367pages	
22	Asian women leadership Chin-Chung Chao, 9780367133115, 2020, PB, T&F Publisher, 6x3/8x9 1/8 inches, 231pages	
23	Astrology for dummies, 3rd ed. Rae Orion, 9781119594161, 2020, PB, JW Publisher, 7 1/4x5/8x9 1/8 inches, 418pages	
24	Attachment Theory and Psychosis: Current Perspectives and Future Directions. Katherine Berry, 9781138956759, 2020, PB, T&F Publisher, 6 1/8x1/2x9 1/8 inches, 283pages	
25	Attitude Of Moral Values Dr. V. Balakrishnan, Dr. M. GOVINDAN, 9789394137295, Random Publisher, 2022, HB 6 1/4x3/4x9 3/8 inches, 242pages	
26	Autocad For Dummies, 19th Edition Ralph Grabowski, 9781119868767, 2022, PB, JW Publisher, 7 3/8x1 1/4x9 1/4 inches, 529pages	
27	Basic Mechanical Engineering Dr. Suresh Kumar Sinha, 9789395431637, 2023, PB Random Publisher, 6 1/4x3/4x9 3/8 inches, 268pages	
28	Beginner's guide to reflective practice in nursing, Catherine Delves-Yates, 9781473969216, 2021, PB, Sage Publisher, 6 5/8x3/8x9 1/2 inches, 214pages	
29	Beginning rust programming Ric Messier, 9781119712978, 2021, PB, JW Publisher, 7 1/4x3/4x9 1/8 inches, 388pages	
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B.	Compliance to the Schedule of Requirements (Section VI)	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

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;**

Technical Documents

- ☐ (b) 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 (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**); **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 (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**); **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) Conformity with Section VI. (Schedule of Requirements) and Section VII. (Technical Specifications), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) 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

- ☐ (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- ☐ (h) 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.

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

- ☐ (i) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).

III. REQUIRED DOCUMENTS in BDS SECTION 20.2 and 21.2

- Copy of Authority to sell from the Publisher (if not the copyright owner)
- Copy of Certificate of Registration from the National Book Development Board.

Note:

1. Please refer to
[\[https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAblR1p/view?usp=sharing\]](https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAblR1p/view?usp=sharing) for the following requirements:
 - a. Computation of NFCC;
 - b. List of All Ongoing Contracts/List of Contracts already awarded but not yet started;
 - c. Statement of Single Largest Completed Contract
2. Please refer to GPPB Resolution No. 16-2020 for the following requirements:
 - a. Bid Form;
 - b. Price Schedule (for Goods Offered from Abroad/ Within the Philippines)
 - c. Bid Securing Declaration; and
 - d. Omnibus Sworn Statement

