



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



PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

PROCUREMENT OF VARIOUS BOOKS

PROJECT NO. QCU-23-BMOP-0501

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



September 04, 2023

	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	CAD-23-OESC-0602	CITY ARCHITECT DEPARTMENT	INK CARTRIDGE AND OTHERS	P 1,004,051.60	GENERAL FUND	30 CD
2.	CAO-23-PS3-1436	CITY ADMINISTRATOR'S OFFICE	SUPPLY AND DELIVERY OF QUEZON CITY UNIFIED ID CARDS	P 42,000,000.00	GENERAL FUND	30 CD
3.	CGSD-23-ESLC-1446	CITY GENERAL SERVICES DEPARTMENT	SUPPLY AND INSTALLATION OF LED LIGHTS, CABLE TIE AND OTHERS	P 3,999,915.00	GENERAL FUND	30 CD
4.	CGSD-23-GRMS-0496	CITY GENERAL SERVICES DEPARTMENT	REPAIR OF FIRE PROTECTION ALARM SYSTEM AND FIRE DETECTION ALARM SYSTEM OF CIVIC CENTER BUILDINGS A & B, QUEZON CITY HALL COMPOUND	P 1,996,440.00	GENERAL FUND	60 CD
5.	CGSD-23-GRMS-1442	CITY GENERAL SERVICES DEPARTMENT	MODERNIZATION OF SERVICE ELEVATOR AT QCRRMO BUILDING INCLUDING DISMANTLING, INSTALLATION, TESTING AND COMMISSIONING	P 1,865,000.00	GENERAL FUND	30 CD
6.	CLIMATE-23-EM-1423	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT	EXTENDED PRODUCER RESPONSIBILITY (EPR) SUMMIT	P 3,000,000.00	GENERAL FUND	1 MONTH
7.	CONSO-23-BMOP-1400	LIGA NG MGA BARANGAY	LINE 1: VARIOUS BOOKS (EXPERIENCING THE WORLD OF MAPEH 7 REVISED AND OTHERS)	P 14,936,800.00	GENERAL FUND	30 CD
			LINE 2: VARIOUS BOOKS (SIBIKA AT KULTURA AND OTHERS)	P 7,578,880.00	GENERAL FUND	30 CD
			LINE 3: VARIOUS BOOKS (JOY IN WRITING CAPITAL LETTERS AND OTHERS)	P 1,997,066.00	GENERAL FUND	60 CD
8.	CONSO-23-GARMENTS-1426	TRAFFIC AND TRANSPORT MANAGEMENT DEPARTMENT	LINE 1: T-SHIRT WITH PRINT	P 1,370,000.00	GENERAL FUND	30 CD
			LINE 2: TRAFFIC UNIFORM AND OTHERS	P 4,464,468.81		
9.	CONSO-23-MSLI-1395	QUEZON CITY HEALTH DEPARTMENT	VARIOUS MEDICAL AND LABORATORY SUPPLIES	P 41,980,311.07	GENERAL FUND	45 CD
10.	CTO-23-OESC-0661B	CITY TREASURER'S OFFICE	RIBBON CARTRIDGE AND OTHERS	P 1,734,639.00	GENERAL FUND	30 CD
11.	DPOS-23-HCS-1346	DEPARTMENT OF PUBLIC ORDER AND SAFETY	PRE-FABRICATED CONCRETE PLANT BOX WITH PLANTS	P 18,525,408.72	TRUST FUND	60 CD
12.	DSQC-23-GARMENTS-1383	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	T-SHIRT AND OTHERS	P 2,295,895.00	GENERAL FUND	30 CD
13.	DSQC-23-MF-1387	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	LARGE GARBAGE RECEPTACLE AND TENT	P 7,515,943.50	GENERAL FUND	30 CD
14.	ENGINEERING-23-CE2-0844C	DEPARTMENT OF ENGINEERING	INSULATION MULTI-METER AND OTHERS	P 1,643,393.34	GENERAL FUND	30 CD
15.	ENGINEERING-23-CMS2-1438	DEPARTMENT OF ENGINEERING	SUPPLY AND DELIVERY OF BITUMINOUS TACK COAT AND BITUMINOUS CONCRETE SURFACE COURSE (FD)	P 39,895,000.00	GENERAL FUND	2 MONTHS
16.	ENGINEERING-23-VPA-0835	DEPARTMENT OF ENGINEERING	VARIOUS VEHICLE PARTS AND ACCESSORIES	P 2,068,693.00	GENERAL FUND	2 MONTHS
17.	HEALTH-23-JS2-1221	QUEZON CITY HEALTH DEPARTMENT	ALCOHOL AND OTHERS	P 13,611,936.69	GENERAL FUND	30 CD
18.	HEALTH-23-OESC-0697B	QUEZON CITY HEALTH DEPARTMENT	TONER AND INK CARTRIDGE	P 1,654,739.00	GENERAL FUND	30 CD
19.	LIGA-23-BMOP-1086B	LIGA NG MGA BARANGAY	VARIOUS BOOKS	P 7,420,528.40	GENERAL FUND	60 CD
20.	OCM(POPS)-23-SERVICES-1250	OFFICE OF THE CITY MAYOR - POPS PLAN	PREVENTIVE AND CORRECTIVE MAINTENANCE OF PROJECT AURORA PHASE 1 AND CCTV PROJECT OF BARANGAY MANRESA AND BARANGAY SAN ANTONIO	P 20,000,000.00	GENERAL FUND	2 MONTHS
21.	OCM(POPS)-23-SOP-0393	OFFICE OF THE CITY MAYOR - POPS PLAN	HANDCUFF AND WAIST CHAIN	P 3,000,000.00	GENERAL FUND	30 CD
22.	OCM(POPS)-23-VEHICLES-0867B	OFFICE OF THE CITY MAYOR - POPS PLAN	AMBULANCE	P 2,000,000.00	GENERAL FUND	90 CD
23.	OCM(POPS)-23-VEHICLES-1175B	OFFICE OF THE CITY MAYOR - POPS PLAN	MOTORCYCLE	P 3,199,999.92	GENERAL FUND	30 CD
24.	OCM(POPS)-23-VEHICLES-1286	OFFICE OF THE CITY MAYOR - POPS PLAN	PASSENGER VAN	P 1,800,000.00	GENERAL FUND	30 CD
25.	OCM-23-CSI-1441	OFFICE OF THE CITY MAYOR	FOOD AND DRINKS	P 26,000,000.00	GENERAL FUND	2 MONTHS

26.	OCM-23-EMS-1425	OFFICE OF THE CITY MAYOR	EDUCATIONAL MATERIALS AND SUPPLIES	P 60,302,107.25	GENERAL FUND	30 CD
27.	OCM-23-FIXTURES-1296	OFFICE OF THE CITY MAYOR	SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER WORKS FOR DISTRICT 6 ACTION OFFICE BUILDING AT SB PARK	P 14,084,642.00	GENERAL FUND	2 MONTHS
28.	OCM-23-GM-1440	OFFICE OF THE CITY MAYOR	MATERNAL AND CHILD KIT	P 2,449,000.00	GENERAL FUND	30 CD
29.	OCM-23-OESC-1384	OFFICE OF THE CITY MAYOR	TONER AND OTHERS	P 11,772,500.00	GENERAL FUND	30 CD
30.	OCM-23-DM-1455	OFFICE OF THE CITY MAYOR	DRUGS AND MEDICINE FOR SENIOR CITIZENS	P 49,999,996.10	GENERAL FUND	2 MONTHS
31.	OCM-23-PHB-1370	OFFICE OF THE CITY MAYOR	ECO BAG	P 22,000,500.00	GENERAL FUND	30 CD
32.	OCM-23-SERVICES-1444	OFFICE OF THE CITY MAYOR	LINE 1: RENTAL OF LED PANEL SCREEN AND OTHERS	P 20,725,000.00	GENERAL FUND	2 MONTHS
			LINE 2: RENTAL OF LED PANEL SCREEN AND OTHERS	P 38,975,000.00		
33.	OVM-23-AAS2-1327	OFFICE OF THE VICE MAYOR	SUPPLY AND INSTALLATION OF AIR CONDITIONING UNITS	P 12,650,558.00	GENERAL FUND	60 CD
34.	OVM-23-EM-1198	OFFICE OF THE VICE MAYOR	PHYSICAL ARRANGEMENT, VIDEO COVERAGE AND OTHERS	P 1,452,000.00	GENERAL FUND	2 MONTHS
35.	PESO-23-IT-0747B	PUBLIC EMPLOYMENT SERVICE OFFICE	SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING OF ELECTRONIC DATA GATHERING SYSTEM FOR LABOR MARKET INFORMATION SURVEY AND PROFILING OF CHILD LABORERS	P 2,000,000.00	GENERAL FUND	60 CD
36.	QCCCD-23-MDE-0642	QUEZON CITY CENTER FOR CHILDREN WITH DISABILITIES	HEARING AID AND OTHERS	P 3,085,000.00	GENERAL FUND	30 CD
37.	QCDRRMO-23-CS1-1329	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	FOOD AND DRINKS AND OTHERS	P 3,988,221.28	GENERAL FUND	2 MONTHS
38.	QCDRRMO-23-EHSE-1261	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF FLOOD MONITORING SENSORS AND STREET LEVEL FLOOD ANALYSIS SYSTEM	P 17,575,313.00	GENERAL FUND	30 CD
39.	QCDRRMO-23-EM-1268	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	FUTURE @ WORK TWO DAY CONFERENCE - BUILDING A SAFE, INCLUSIVE, RESILIENT AND SUSTAINABLE WORKPLACE IN QUEZON CITY	P 30,974,220.00	GENERAL FUND	2 MONTHS
40.	QCDRRMO-23-SOP-1359	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	DISASTER KIT	P 6,790,440.00	GENERAL FUND	30 CD
41.	QCGH-23-JS2-1144	QUEZON CITY GENERAL HOSPITAL	VARIOUS SUPPLIES (DISINFECTANT SPRAY AND OTHERS)	P 2,187,493.21	GENERAL FUND	60 CD
42.	QCGH-23-MSLI-1330	QUEZON CITY GENERAL HOSPITAL	VARIOUS MEDICAL SUPPLIES	P54,304,203.37	GENERAL FUND	60 CD
43.	QCSBCDPO-23-GM-0263	QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS OFFICE	LIVELIHOOD STARTER SET FOR ANTI-BAC MULTIPURPOSE DETERGENT POWDER MAKING	P 9,979,750.00	GENERAL FUND	30 CD
44.	QCU-23-AMS-1299	QUEZON CITY UNIVERSITY	REPAIR OF QCU AIRCONDITIONING UNITS	P 1,851,200.00	GENERAL FUND	30 CD
45.	QCU-23-BMOP-0501	QUEZON CITY UNIVERSITY	VARIOUS BOOKS	P 14,167,617.00	GENERAL FUND	60 CD
46.	QCU-23-ELTE-1295	QUEZON CITY UNIVERSITY	INDUSTRIAL ELECTRONICS TRAINER (BASIC COMMUNICATION SYSTEM) AND OTHER	P 14,095,125.00	GENERAL FUND	120 CD
47.	QCU-23-IS-1360	QUEZON CITY UNIVERSITY	SUPPLY AND DELIVERY OF MOBILE INTERNET CONNECTIVITY AND INCLUSION OF NECESSARY DEVICE FREE OF CHARGE FOR THE FACULTY AND STUDENTS OF THE QUEZON CITY UNIVERSITY FOR THE YEAR 2023	P 10,193,400.00	GENERAL FUND	2 MONTHS
48.	QCU-23-OESC-1103	QUEZON CITY UNIVERSITY	VARIOUS CONSUMABLES	P 1,519,839.20	GENERAL FUND	30 CD
49.	QCU-23-OSD-1135	QUEZON CITY UNIVERSITY	VARIOUS OFFICE SUPPLIES	P 1,449,576.41	GENERAL FUND	30 CD
50.	SDO-23-AAS2-0966B	SCHOOLS DIVISION OFFICE	SUPPLY AND INSTALLATION OF SPLIT TYPE AIRCON	P 2,969,990.00	SPECIAL EDUCATION FUND	30 CD
51.	SDO-23-BMOP-0813C	SCHOOLS DIVISION OFFICE	SUPPLY AND DELIVERY OF FILIPINO READING RESOURCES FOR PUBLIC ELEMENTARY SCHOOLS IN QUEZON CITY	P 2,804,010.00	SPECIAL EDUCATION FUND	30 CD
52.	SDO-23-FFRSE-0967	SCHOOLS DIVISION OFFICE	FIRE EXTINGUISHER	P 10,248,000.00	SPECIAL EDUCATION FUND	30 CD
53.	SDO-23-IS-1342	SCHOOLS DIVISION OFFICE	LINE 1: SUPPLY AND INSTALLATION OF INTERNET CONNECTIVITY FOR PUBLIC SCHOOLS IN DISTRICTS 1, 3 AND 4 OF QUEZON CITY	P 10,212,000.00	SPECIAL EDUCATION FUND	2 MONTHS
			LINE 2: SUPPLY AND INSTALLATION OF INTERNET CONNECTIVITY FOR PUBLIC SCHOOLS IN DISTRICTS 2, 5 AND 6 OF QUEZON CITY	P 13,800,000.00		
54.	SDO-23-SERVICES-1363	SCHOOLS DIVISION OFFICE	QC READING AND NUMERACY TUTORING PROGRAM	P 6,996,000.00	TRUST FUND	2 MONTHS
55.	SSDD-23-FOODSTUFF-1322	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	SWEET POTATO AND OTHERS	P 6,211,500.00	GENERAL FUND	30 CD
56.	SSDD-23-GM-0885	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	BLANKET AND OTHERS	P 2,310,736.05	GENERAL FUND	30 CD
57.	SSDD-23-GM-0899	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	VARIOUS TRAINING SUPPLIES	P 1,790,288.58	GENERAL FUND	30 CD



1. The **QUEZON CITY LOCAL GOVERNMENT**, through the *General Fund, Trust Fund and Special Education 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, September 05, 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)
6. The *Quezon City Local Government* will hold a Pre-Bid Conference on 10:30 A.M. of **Tuesday, September 12, 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=OVRuVE0weXZMNXYwZG5LaWd1dXk1QT09>

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 Tuesday, September 26, 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 Tuesday, September 26, 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, DPA
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 VARIOUS BOOKS** with identification number **QCU-23-BMOP-0501**.

[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 ***Five Hundred Twenty Two (522) 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 **FOURTEEN MILLION ONE HUNDRED SIXTY SEVEN THOUSAND SIX HUNDRED SEVENTEEN PESOS AND 00/100 ONLY (Php14,167,617.00)**.

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"> <i>A single contract similar to the item/s to be bid and must be at least fifty percent (50%) of the ABC.</i> 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 Php283,352.34 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 Php708,380.85 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 valid and current Certificate of Copyright Registration. 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 VARIOUS BOOKS
PROJECT NO. QCU-23-BMOP-0501

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
A	Information Technology			Within Sixty (60) Calendar Days Upon Issuance of Notice to Proceed
1	Data Mining and Business Intelligence Jain, C2018 ISBN:9789352691074, HB, Random Publications, Bookpaper, 24cm x 16cm, 180 pages	copy	5	
2	Artificial intelligence & Knowledge Management 3G Learning, C2017 ISBN:9781680954050, PB, 3G Learning LLC, Bookpaper, 184mm x 234mm, 160 pages	copy	5	
3	Parallel Program: Concepts & Practice Schmidt, C2018 ISBN:9780128498903, Bookpaper, 191mm x 235mm, 416 pages	copy	3	
4	Modern Concepts of Communication Systems Mishra, C2019 ISBN:9789352691142, HB, Random Publications, Bookpaper, 24cm x 16cm, 200 pages	copy	5	
5	Operating Systems: Principles & Practices Barnes, C2017 ISBN:9781635494228, PB, Larsen and Keller Education, Bookpaper, 203mm x 276mm, 347 pages	copy	5	
6	Introductory Discrete Mathematics Rhoades, C2018 ISBN:9781682855492, 3G Learning LLC, Bookpaper, 170mm x 205mm, 240 pages	copy	5	
7	Computer-Aided Design: Concepts & Applications Knowles, C2018 ISBN:9781635497922, PB, Larsen and Keller Education, PB, Bookpaper, 203mm x 276mm, 232 pages	copy	5	
8	Data Structure & Algorithms in Computer Science Oswald, C2018 ISBN:9781632407573, Arcler Press, Bookpaper, 180mm x 220mm, 240 pages	copy	5	
9	Database System Concepts / 7th Edition SILBERSCHATZ, C2020 ISBN:9781260084504, PB, McGraw-Hill Education, Bookpaper, 6.8inches x 9inches, 1,370 pages	copy	5	
10	Modern Operating System Summers, C2018 ISBN:9781682855348, PB, Larsen and Keller Education, Bookpaper, 203mm x 276mm, 347 pages	copy	3	
11	Living in the IT Era Revano, C2019, PB, Mindshapers Co., Inc., NP, 6inches x 9inches, 298 pages	copy	8	
12	Basic Computer Coding: C++ 2nd Edition 3G Learning, C2020 ISBN:9781984659019, PB, 3G E-Learning LLC, Bookpaper, 184mm x 234mm, 180 pages	copy	3	
13	Java: The Complete Reference / 12th Edition Schildt, C2020 ISBN:9781260463415, PB, McGraw-Hill Education., Bookpaper, 185mm x 231mm, 1,280 pages	copy	3	
14	Operating Systems / 2nd Edition Barnes, C2022 ISBN:9781984658920, PB, 3G Learning LLC, Bookpaper, 184mm x 234mm, 175 pages	copy	3	
15	Digital Logic & Microprocessor Design with Interfacing/ 2nd Edition Hwang, C2018 ISBN:9789814844307, HB, CENGAGE Learning Custom Publishing, Bookpaper, 188mm x 234mm, 608 pages	copy	3	
16	Illustrated Handbook of Software Design 3G E-Learning, C2022 ISBN:9871984660220, HB, 3G Learning LLC, Bookpaper, 178mm x 234mm, 250 pages	copy	3	
17	Information Technology: Service Management 3G Learning, C2019 ISBN:978168514108, PB, 3G Learning LLC, Bookpaper, 178mm x 234mm, 172 pages	copy	4	
18	Intro Computing Systems: Bits & Gates C & Beyond 3rd Edition Patt, C2020 ISBN:9781269565911, PB, McGraw-Hill Education., Bookpaper, 189mm x 230mm, 800 pages	copy	5	

19	Introduction to Computer Programming and Numerical Methods / 3G E-Learning and Jocelyn O. Padallan, C2021 ISBN:9781774076385, HB, Arcler Press, Bookpaper, 152mm x 229mm, 277 pages	copy	3
20	JAVASCRIPT A BEGINNER'S GUIDE / 5th Edition POLLOCK, C2020 ISBN:9781260457681, PB, McGraw-Hill Education., Bookpaper, 183mm x 231mm, 560 pages	copy	5
21	Fundamentals of Python Programming Promperada, C2019, PB, Mindshapers Co., Inc. NP, 6inches x 9inches, 298 pages	copy	8
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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 VARIOUS BOOKS

PROJECT NO. QCU-23-BMOP-0501

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>
A	Information Technology	
1	Data Mining and Business Intelligence Jain, C2018 ISBN:9789352691074, HB, Random Publications, Bookpaper, 24cm x 16cm, 180 pages	
2	Artificial intelligence & Knowledge Management 3G Learning, C2017 ISBN:9781680954050, PB, 3G Learning LLC, Bookpaper,184mm x 234mm, 160 pages	
3	Parallel Program: Concepts & Practice Schmidt, C2018 ISBN:9780128498903, Bookpaper, 191mm x 235mm, 416 pages	
4	Modern Concepts of Communication Systems Mishra, C2019 ISBN:9789352691142, HB, Random Publications, Bookpaper, 24cm x 16cm, 200 pages	
5	Operating Systems: Principles & Practices Barnes, C2017 ISBN:9781635494228, PB, Larsen and Keller Education, Bookpaper, 203mm x 276mm, 347 pages	
6	Introductory Discrete Mathematics Rhoades, C2018 ISBN:9781682855492, 3G Learning LLC, Bookpaper, 170mm x 205mm, 240 pages	
7	Computer-Aided Design: Concepts & Applications Knowles, C2018 ISBN:9781635497922, PB, Larsen and Keller Education, PB, Bookpaper, 203mm x 276mm, 232 pages	
8	Data Structure & Algorithms in Computer Science Oswald, C2018 ISBN:9781632407573, Arcler Press, Bookpaper, 180mm x 220mm, 240 pages	
9	Database System Concepts / 7th Edition SILBERSCHATZ, C2020 ISBN:9781260084504, PB, McGraw-Hill Education, Bookpaper, 6.8inches x 9inches, 1,370 pages	
10	Modern Operating System Summers, C2018 ISBN:9781682855348, PB, Larsen and Keller Education, Bookpaper, 203mm x 276mm, 347 pages	
11	Living in the IT Era Revano, C2019 PB, Mindshapers Co., Inc., NP, 6inches x 9inches, 298 pages	
12	Basic Computer Coding: C++ 2nd Edition 3G Learning, C2020 ISBN:9781984659019, PB, 3G E-Learning LLC, Bookpaper, 184mm x 234mm,180 pages	
13	Java: The Complete Reference / 12th Edition Schildt, C2020 ISBN:9781260463415, PB, McGraw-Hill Education., Bookpaper, 185mm x 231mm,1,280 pages	
14	Operating Systems / 2nd Edition Barnes, C2022 ISBN:9781984658920, PB, 3G Learning LLC, Bookpaper,184mm x 234mm, 175 pages	

15	Digital Logic & Microprocessor Design with Interfacing/ 2nd Edition Hwang, C2018 ISBN:9789814844307, HB, CENGAGE Learning Custom Publishing, Bookpaper, 188mm x 234mm, 608 pages	
16	Illustrated Handbook of Software Design 3G E-Learning, C2022 ISBN:9871984660220, HB, 3G Learning LLC, Bookpaper, 178mm x 234mm, 250 pages	
17	Information Technology: Service Management 3G Learning, C2019 ISBN:978168514108, PB, 3G Learning LLC, Bookpaper, 178mm x 234mm, 172 pages	
18	Intro Computing Systems: Bits & Gates C & Beyond 3rd Edition Patt, C2020 ISBN:9781269565911, PB, McGraw-Hill Education., Bookpaper, 189mm x 230mm, 800 pages	
19	Introduction to Computer Programming and Numerical Methods / 3G E-Learning and Jocelyn O. Padallan, C2021 ISBN:9781774076385, HB, Arcler Press, Bookpaper, 152mm x 229mm, 277 pages	
20	JAVASCRIPT A BEGINNER'S GUIDE / 5th Edition POLLOCK, C2020 ISBN:9781260457681, PB, McGraw-Hill Education., Bookpaper, 183mm x 231mm, 560 pages	
21	Fundamentals of Python Programming Promperada, C2019 PB, Mindshapers Co., Inc. NP, 6inches x 9inches, 298 pages	
22	MySQL C2019 ISBN:9786214270620, PB, Unlimited Books & Library Services & Publishing, Inc., NP, 6inches x 9inches, 300 pages	
23	Intro to Information Technology and Computer Besuena, C2019 Unlimited Books & Library Services & Publishing, Inc., NP, 6inches x 9inches, 289 pages	
24	Intro to Computer Programing and Logic Abante, C2019 Unlimited Books & Library Services & Publishing, Inc., NP, 6inches x 9inches, 295 pages	
25	Intro to Computer Networking Pomperada, C2020, Unlimited Books & Library Services & Publishing, Inc., NP, 6inches x 9inches, 240 pages	
26	Information Systems Fundamentals Revano, C2019 PB, Mindshapers Co., Inc., NP, 6inches x 9inches, 290 pages	
27	Computer System Organization with Assembly Language Revano, C2018 PB, Mindshapers Co., Inc., NP, 6inches x 9inches, 245 pages	
28	Basic Computer Coding: C++ (2nd Edition) 3G E-Learning, C2022 ISBN:9781984659019, Paperback, Bookpaper, 184mm x 234mm, 180 pages	
29	Basic Computer Coding: Java Script (2nd Edition) 3G E-Learning, C2022 ISBN:9781984658968, Paperback, PB, Bookpaper, 184mm x 234mm, 180 pages	
30	Basic Computer Coding: Python (2nd Edition) 3G E-Learning, C2022 ISBN:9781984658975, Paperback, PB, Bookpaper, 184mm x 234mm, 179 pages	
31	Basic Computer Coding: SQL (2nd Edition) 3G E-Learning, C2022 ISBN:9781984658999, Paperback, PB, Bookpaper, 184mm x 234mm, 181 pages	
32	Computer Networks and Security (2nd Edition) 3G E-Learning, C2022 ISBN:9781984658937, PB, Bookpaper, 184mm x 234mm, 180 pages	
33	Basic Computer Coding: CSS (2nd Edition) 3G E-Learning, C2022 ISBN:9781984658951, PB, Bookpaper, 184mm x 234mm, 178 pages	
34	COMPUTER ACCOUNTING WITH QUICKBOOKS ONLINE: A CLOUD BASED AP / 3rd Edition YACHT, C2021 ISBN:9781260576030, PB, McGraw-Hill Education., Bookpaper, 280mm x 233mm, 720 pages	
35	Computer-Aided Design: Concepts and Applications Knowles, C2018 ISBN:9781635497922, 3G Learning LLC, Bookpaper, 170mm x 205mm, 220 pages	
36	MIKE MEYERS' COMPTIA SECURITY CERTIFY GD EXAM SYO 601 / 3rd Edition MEYERS, C2021 ISBN:9781260473698, PB, McGraw-Hill Education., Bookpaper, 185mm x 231mm, 832 pages	

37	2D Game Art Development: Advanced (In compliance with NC III) C2019 ISBN:9781984634610, PB, 3G E-Learning LLC, Bookpaper, 184mm x 234mm, 210 pages	
38	3D Game Art Development: Advanced with DVD (In compliance with NC III) C2019 ISBN:9781984634627, PB, 3G E-Learning LLC, Bookpaper, 184mm x 234mm, 210 pages	
39	3GE Collection on Computer Science: Networking 3G Learning, C2018 ISBN:9781680959765, HB, Bookpaper, 184mm x 234mm, 290 pages	
40	Animation (2D Digital): Advanced (2nd Edition) with DVD (In compliance with NC III) C2019 ISBN:9781984633699, PB, 3G E-Learning LLC, Bookpaper, 184mm x 234mm, 210 pages	
41	Animation (3D Digital): Advanced (2nd Edition) with DVD (In compliance with NC III) C2019 ISBN:9781984633705, 2019, PB, 3G E-Learning LLC, Bookpaper, 184mm x 234mm, 210 pages	
42	Artificial Intelligence and Applications Onyango, C2018 ISBN:9781773612515, PB, Arcler Education Inc., 152mm x 229mm, 248 pages	
43	Automata Theory and Logic Prudhomme C2018 ISBN:9781773612713, Arcler Education Inc., Bookpaper, 152mm x 229mm, 275 pages	
44	Computer Graphics and Multimedia Agarwal, C2018 ISBN:9789350143162, PB, Katson Books, Bookpaper, 180mm x 250mm, 326 pages	
45	Computer Organization/ 2nd Edition 3G Learning ISBN:9781680948110, Bookpaper, 152mm x 229mm, 190 pages	
46	Computer Security Jha, C2018 ISBN:9789352691050, HB, Random Publications, Bookpaper, 154mm x 234mm, 190 pages	
47	Computer Systems and Networking Technology 3G Learning, C2019 ISBN:9781984625748, Arcler Education Inc., Bookpaper, 152mm x 229mm, 200 pages	
48	Computer-Aided Design: Concepts and Applications Knowles, C2018 ISBN:9781635497922, PB, Larsen and Keller Education, PB, Bookpaper, 203mm x 276mm, 232 pages	
49	Data Mining and Business Intelligence Jain, C2018 ISBN:9789352691074, HB, Random Publications, Bookpaper, 24cm x 16cm, 180 pages	
50	Data Structures and Algorithms in Computer Science Oswald, C2018 ISBN:9781632407573, PB, 7inches x 1.31inches x 10inches, 126 pages	
51	Database Management Systems and Oracle Gautam, C2018, ISBN:9789352690091, HB, Random Publications, Bookpaper, 24cm x 16cm, 195 pages	
52	Digital Logic and Microprocessor Design with Interfacing/ 2nd Edition Hwang, C2018 ISBN:9781305859456, 7.5inches x 1.25inches x 9.25inches, 608 pages	
53	Fundamentals of Computers and Information Technology Sahu, C2018 ISBN:9789352690145, HB, Random Publications, Bookpaper, 24cm x 16cm, 180 pages	
54	Fundamentals of Machine Learning Vaughn, C2018 ISBN:9781635497939, PB, Larsen & Keller, Bookpaper, 180mm x 250mm, 342 pages	
55	Integrating Analysis for Mixed Methods Research Bazeley, C2018 ISBN:9781412961868, SAGE Publications Inc., PB, Bookpaper, 170mm x 242mm, 344 pages	
56	Introducing Information Systems/ 7th Edition Rainer, C2018 ISBN:9781119543442, John Wiley & Sons Inc., PB, Bookpaper, 8.2inches x 10.7inches, 480 pages	
57	Information Systems: An Introduction (with Online Companion Resources) Jalaludin, C2018 ISBN:9789672113362, PB, Oxford University Press, Bookpaper, 10.2inches x 7.5inches, 347 pages	
58	Information Technology: Service Management 3G Learning, C2019 ISBN:9781682514108, PB, 22cm, 243 pages	

59	Introduction to Computer Networking Davies, C2018 ISBN:9781632407467, PB, Willford Press, Bookpaper, 178mm x 230mm, 300 pages	
60	Introductory Discrete Mathematics Rhoades, C2018 ISBN:9781682855492, PB, Willford Press, 180mm x 250mm	
61	Invitation to Computer Science/ 8th Edition Schneider, C2019 ISBN:9781337561914, PB, Course Technology Inc., Bookpaper, 204mm x 253mm, 912 pages	
62	Network Operating Systems Summary, C2018 ISBN:9781682855348, HB, Random Publications, Bookpaper, 24cm x 16cm, 192 pages	
63	PC Assembling & Troubleshooting/ 2nd Edition 3G Learning, C2019 ISBN:9781680948127, PB, Bookpaper, 178mm x 234mm, 285 pages	
64	PHP, MySQL and JavaScript Blum, C2018 ISBN:9781119468387, PB, John Wiley & Sons Inc., Bookpaper, 195mm x 232mm, 800 pages	
65	Principles of Computer Architecture Bermann, C2018 ISBN:9781682855362, PB, Willford Press, Bookpaper, 203mm x 276mm, 258 pages	
66	Program Evaluation and Performance Measurement and Introduction to Practice/ 3rd Edition McDavid, C2019 ISBN:9781506337067, PB, SAGE Publications Inc., Bookpaper, 203mm x 254mm, 568 pages	
67	Programming (Net Technology): Advanced (Book with DVD) (In compliance with NC III) C2019 ISBN:9781984634849, PB, 3G Learning LLC, Bookpaper, 11.7inches x 8.2inches, 284 pages	
68	Programming (Java): Advanced (Book with DVD) (In compliance with NCIII) C2019 ISBN:9781984634856, PB, 3G Learning LLC, Bookpaper, 11.7inches x 8.2inches, 250 pages	
69	Programming (Oracle Database): Advanced (Book with DVD) (In compliance with NC III) C2019 ISBN:9781984634863, PB, 3G Learning LLC, Bookpaper, 11.7inches x 8.2inches, 250 pages	
70	Programming for Problem Solving (with DVD) Anandamurugan, C2018 ISBN:9789350146736, PB, SK-KATARIA, Bookpaper, 7.72inches x 4.93inches, 150 pages	
71	Programming for Problem Solving Anandamurugan, C2018 ISBN:9789350146736, PB, SK-KATARIA, Bookpaper, 7.72inches x 4.93inches, 150 pages	
72	Software Engineering Theory and Practice Page C2019 ISBN:9781682856987, PB, Willford Press, 180mm x 250mm, 349 pages	
73	Software Technology: Ten (10) Years of Innovation in IEEE Computer Hinchey, C2018 ISBN:9781119174219, PB, John Wiley and Sons Ltd, Bookpaper, 153mm x 235mm, 384 pages	
74	Theory of Computation Prudhomme, C2018 ISBN:9781773612706, HB, Arcler Education Inc., 152mm x 229mm, 275 pages	
75	Theory, Practice and Techniques in Computer Science 3G Learning, C2018 ISBN:9781680948295, PB, Bookpaper, 152mm x 229mm, 275 pages	
76	Theory, Practice and Techniques in Discrete Mathematics 3G Learning, C2018 ISBN:9781680948998, PB, Bookpaper, 152mm x 229mm, 275 pages	
77	Visual Graphic Design: Advanced (with DVD), 3rd Edition 3G Learning, C2019 ISBN:9781984634375, PB, Bookpaper, 11.7inches x 8.2inches, 198 pages	
78	Web Development: Advanced (Book with DVD) (In compliance with NC III) C2019 ISBN:9781984634955, PB, 3G e-Learning LLC, Bookpaper, 11.7inches x 8.2inches, 198 pages	
79	Web Programming Gautam, C2018 ISBN:9789352690220, HB, Random Publications, Bookpaper, 24cm x 16cm, 200 pages	
80	Computer Organization and Design: The Hardware/Software Interface (RISC-V Ed) Patterson, C2018 ISBN:9780128122754, PB, Morgan Kaufmann Publishers, Bookpaper, 191mm x 235mm, 696 pages	

81	Doing Research in the Real World/ 4th Edition Gray, C2018 ISBN:9781526418524, PB, SAGE Publications Ltd, Bookpaper, 195mm x 265mm, 824 pages	
82	Essentials of Software Engineering/ 4th Edition Tsui, C2018 ISBN:9781284106008, PB, Jones and Bartlett Publishers, Inc., Bookpaper, 185mm x 228mm, 334 pages	
83	Ethics Theory and Contemporary Issues Olsen, C2019 ISBN:9781641720274, PB, Cengage Learning, Bookpaper, 7.25inches x 9.25inches, 640 pages	
84	Introduction to Perl Programming C2020 ISBN:9786214270774, Unlimited Books Pub. NP/PB, 7inches x 9inches, 270 pages	
85	Python Programming C2019 ISBN:9786214270545, Unlimited Books Pub. NP/PB, 7inches x 9inches, 290 pages	
86	Internet and Web Technology Prasad, C2018 ISBN:9789352690183, HB, 9789352690183, Random Publications, Bookpaper, 24cm x 16cm, 250 pages	
87	Essentials of Human Computer Interaction C2021 ISBN:9786214270842, NP/PB, Mindshapers, 7inches x 9inches, 260 pages	
88	PRINCIPLES COMPUTER SECURITY COMPTIA SECURITY / 6th Edition CONKLIN, C2022 ISBN:9781260474312, PB, 9781260474312, McGraw-Hill Education, Bookpaper, 203mm x 266mm, 1,072 pages	
89	Computer System Servicing: Intermediate with DVD (In compliance with NC II) C2019 ISBN:9781984633927, PB, 3G E-Learning LLC, Bookpaper, 184mm x 234mm, 220 pages	
90	A Guide to Qualitative Field Research/ 3rd Edition Bailey, C2018 ISBN:9781506306995, PB, Sage Publications Ltd, Bookpaper, 187mm x 231mm, 280 pages	
91	An Introduction to Data Analysis Bergin, C2018 ISBN:9781446295151, PB, Sage Publications Ltd, Bookpaper, 170mm x 242mm, 296 pages	
B	Entrepreneurship/Business/Management	
92	Supply Chain: Logistics Mngt./ 5th Edition Bowersox, C2020 ISBN:9781260547825, PB, McGraw-Hill Education, Bookpaper, 201mm x 252mm, 960 pages	
93	Theory, Practice & Techniques In Productions & Operations Management 3G Learning, C2018 ISBN:9781680947700, 3G e-Learning LLC, Bookpaper, 145mm x 203mm, 220 pages	
94	Project Management Santos, C2018 ISBN:9781773613048, HB, 9781773613048, Bookpaper, 152mm x 229mm, 275 pages	
95	Macroeconomics: Theories & Applications for Emerging Economics Banerjee, C2018 ISBN:9789386602091, PB, SAGE Publications India Pvt Ltd, Paperback, 184mm x 241mm, 512 pages	
96	E-Commerce: A Guide To Business & E-Marketing Doyle, C2018 ISBN:9781635498622, Larsen and Keller Education, Bookpaper, 178mm x 254mm, 205 pages	
97	Production Management McClure, C2017 ISBN:9781635493832, 3G e-Learning LLC, Bookpaper, 145mm x 203mm, 215 pages	
98	Macroeconomics: Theories & Applications for Emerging Economics Banerjee, C2018 ISBN:9789386602091, PB, SAGE Publications India Pvt Ltd, Paperback, 184mm x 241mm, 512 pages	
99	Consumer Behavior and Marketing Research (with DVD) / 2nd Edition 3G Learning, C2019 ISBN:9781984624512, 3G e-Learning LLC, Bookpaper, 145mm x 203mm, 215 pages	
100	Marketing for Entrepreneurs and MSE's Chanda, C2017 ISBN:9781680947076, HB, Arcler Education Inc., Bookpaper, 152mm x 229mm, 218 pages	
101	Technology & Innovation Management Diego, C2016 ISBN:9781682850619, Willford Press, HB, Bookpaper, 152mm x 229mm, 357 pages	

102	Consumer Behavior: Building Marketing Strategy / 14th Edition MOTHERSBAUGH, C2020 ISBN:9781260566482, PB, McGraw-Hill Education, Bookpaper, 205mm x 253mm, 832 pages	
103	Business Ethics: Decision Making for Personal Integrity & Social Responsibility/ 5th Edition HARTMAN, C2019 ISBN:9781260575811, PB, McGraw-Hill Education, Bookpaper, 232mm x 186mm, 432 pages	
104	Operations Management with Total Quality Management Stevenson & Juran, C2018 ISBN:9781307379648, PB, Larsen & Keller, Bookpaper 7.5inches x 9.2inches	
105	Consumer Behavior: Convergence of Divergent Perspective with Applications To Marketing Management Raiagonal, C2018 ISBN:9781947441149, PB, 189mm x 246mm x 25.4mm, 376 pages	
106	E-Commerce & Enterprises Resources Planning Sahu, C2018 ISBN:9789352690121, HB, Random Publishing 7inches x 9inches, 350 pages	
107	Operations Research / Cobb, C2018 ISBN:9781682855300, Unlimited, NP/PB , 7inches x 9inches, 240 pages	
108	Innovation Management / Diego, C2016 ISBN:9781682852590, HB, Willford Press, 8inches x 10.5inches, 320 pages	
109	Lean impact: how to innovate for radically greater social good Chang, C2019 ISBN:9781119506607, PB, Wiley, 5.9inches x 1.2inches x 8.6 inches, 336 pages	
110	Basic Financial Management Pineda, C2019, PB, 808 pages, 6.75inches x 0.66inches x 9.75 inches	
111	Logistic Management with DVD 3G Learning, C2015 ISBN:9789351154884, 3G e-Learning LLC, Bookpaper, 145mm x 203mm, 220 pages	
112	Operations management in the supply chain: decisions & cases / 8th Edition Schroeder, C2021 ISBN:9781260571431, PB, McGraw-Hill Education, Bookpaper, 252mm x 202mm, 544 pages	
113	STAFFING ORGANIZATIONS / 10th Edition Heneman III, C2022 ISBN:9781260597608, PB, McGraw-Hill Education, Bookpaper, 183mm x 229mm, 800 pages	
114	Productivity and Quality Management (OBE Approach) Serrano, C2016, NP/BP/ Unlimited, NP/PB, 7inches x 9inches, 220 pages	
115	Retailing Putit, C2018 ISBN:9789672113041, PB, Oxford University Press, Bookpaper, 178mm x 254mm, 188 pages	
116	Theory, practice and techniques in project management 3G Learning, C2018 ISBN:9781680947823, 3G e-Learning LLC, Bookpaper, 145mm x 203mm, 210 pages	
117	Building and Enhancing New Literacies Across the Curriculum De Leon, C2020, PB, 250 pages, 22cm., Lorimar Publishing, NP	
118	Essentials of Business Ethics Sergote, C2019, PB, Unlimited Books, 7inches x 9inches, 345 pages	
119	"Management Concept and Organization Revano, C2019, PB, Mindshapers, 7inches x 9inches, 315 pages	
120	Strategic Management Marcelo, C2020, PB/Unlimited Books , 7inches x 9inches, 286 pages	
121	Supply Chain and Logistic Management Mendoza, C2020, PB/Unlimited Books, 7inches x 9inches, 312 pages	
122	The Basics of Income and Business Taxation Austria, C2019, PB/ Books Atbp., 7inches x 9inches, 271 pages	
123	International Business & Trade Martin, C2021, PB/Unlimited Books, , 7inches x 9inches, 240 pages	

124	Evidence-Based Recruiting: How to Build a Company of Star Performers Through Systematic and Repeatable Hiring Practices Tarki, C2020 ISBN:9781260461411, HB, McGraw-Hill Education, Bookpaper, 157mm x 231mm, 272 pages	
125	FINANCIAL & MANAGERIAL ACCOUNTING WILLIAMS, C2021 ISBN:9781260575576, PB, McGraw-Hill Education, Bookpaper, 225mm x 281mm, 1,280 pages	
126	Accounting Information System/4th Edition Turner, C2020 ISBN:9781119667445, John Wiley & Sons Inc., PB, Bookpaper, 203mm x 252mm, 592 pages	
127	Human Resource Management/4th Edition Perada, C2020, Unlimited, NP/PB, 7inches x 9inches, 240 pages	
128	Marketing Management C2019, Mindshapers, NP, 7inches x 9inches, 250 pages	
C	Accountancy	
129	Accounting: Business Reporting for Decision Making (interactive bookcode inside)/ 7th Edition Birth, C2019 ISBN:9780730369325, PB, John Wiley & Sons , 216mm x 277mm, 592 pages	
130	Bank Management Forester, C2018 ISBN:9781635497786, PB, Larsen and Keller Education, Bookpaper, 7inches x 10inches, 243 pages	
131	Corporate Finance: Core Principles & Applications/ 6th Edition Ross, C2018 ISBN:9781260083279, PB, McGraw-Hill Education, Bookpaper, 203mm x 252mm, 736 pages	
132	Accounting Ethics/ 3rd Edition Duska, C2018 ISBN:9781119118787, PB, John Wiley and Sons Ltd, Bookpaper, 155mm x 226mm, 318 pages	
133	Financial Accounting: The Basics Basioudis, C2019 ISBN:9781138605510, Taylor & Francis Ltd, Bookpaper, 129mm x 198mm, 392 pages	
134	Advanced Accounting & Auditing (2 Volume Set) Khanna, C2016 ISBN:9789383728305, HB, Galaxy Book Company, Bookpaper, 22cm, 643 pages	
135	Intermediate Accounting: Reporting & Analysis/ 3rd Edition Wahlen, C2020 ISBN:9781337788281, Cengage Learning, Bookpaper, 235mm x 284mm", 1,488 pages	
136	Auditing & Assurance Services/ 8th Edition Louwers, C2018 ISBN:9781260570519, PB, McGraw-Hill Education, 218mm x 274mm, 992 pages	
137	Accounting All-In-One For Dummies Boyd, C2018 ISBN:9781119453895, John Wiley & Sons, 7.2inches x 9.1inches, 768 pages	
138	Cost Accounting Das, C2017 ISBN:9789671463666, Oxford University Press, Bookpaper, 7.2inches x 9inches, 180 pages	
139	Accounting Ethics / 3rd Edition Duska, C2018 ISBN:9781119453895, PB, John Wiley and Sons Ltd, Bookpaper, 155mm x 226mm, 318 pages	
140	Accounting for Decision Making and Control/ 10th Edition Zimmerman, C2020 ISBN:9781260565478, PB, 9inches x 2inches x 11inches, McGraw Hill, Bookpaper, 688 pages	
141	Advanced Financial Accounting Tan, Lim & Kuah, C2020 ISBN:9789814821278, McGraw-Hill Education, BP (Asia) 200inches x 255inches, 457 pages	
142	College Accounting / 16th Edition Price, C2021 ISBN:9781260570953, McGraw-Hill Educ. PH, 8.5inches x 10inches, 1,120 pages	
143	DATA ANALYTICS FOR ACCOUNTING / 2nd Edition RICHARDSON, C2021 ISBN:9781260571097, PB, McGraw-Hill Education, Bookpaper, 204mm x 254mm, 420 pages	
144	FINANCIAL & MANAGERIAL ACCOUNTING WILLIAMS, C2021 ISBN:9781260575576, PB, McGraw-Hill Education, Bookpaper, 225mm x 281mm, 1,280 pages	
145	FINANCE: APPLICATIONS AND THEORY / 5th Edition CORNETT, C2020 ISBN:9781260566673, PB, 275mm x 217mm, 752 pages	
146	Business Feasibility Study Serrano, C2014, PB, 7inches x 9inches, 296 pages	

147	Essentials of Business Ethics/ Sergote, C2019,PB, Unlimited Books, 7inches x 9inches, 345 pages	
148	"Revised Corporation Code of the Philippines: Republic Act No. 11232 Commentaries and Cases Joseph Sedfrey S. Santiago, et al.,C2019, Ateneo de Manila University Press, BP/PB, 22cm, 243 pages	
149	ADVERTISING AND PROMOTION: AN INTEGRATED MARKETING COMMUNICATION / 12th Edition BELCH, C2021 ISBN:9781260570991, PB, McGraw-Hill Education, PB, 217mm x 274mm, 848 pages	
150	APPLIED STATISTICS IN BUSINESS AND ECONOMICS / 7th Edition DOANE, 2022 ISBN:9781260597646, McGraw-Hill Education, Bookpaper, 276mm x 217mm, 848 pages	
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515	Chemistry for Engineers Kumar, C2020 ISBN:9789352694938, HB, 292 pages, 24cm x 16cm	
516	Engineering Physics Ayouch, C2022 ISBN:9781788827607, HB, 386 pages, 7inches x 10inches	
517	Information Technology Infrastructure and its Management Aggarwal, C2018 ISBN:9789352690176, HB, 312 pages, 24cm x 16cm	
518	Business Research Methods (HB) Jackson, C2019 ISBN:9781788822916, HB, 320 pages, 7inches x 10inches	
519	Global Human Resource Management (HB) Nixon, C2019 ISBN:9781788823357, HB, 325 pages, 7inches x 10inches	
520	Micro Economics (HB) Blanchard, C2019 ISBN:9781788823760, HB, 368 pages, 7inches x 10inches	
521	E-commerce and mobile commerce technologies, Bass, C2020 ISBN:9781788823760, HB, 354 pages, 7inches x 10inches, HB	
522	Global Marketing Management (HB) Morales, C2020 ISBN:9781788823364, HB 385 pages, 7inches x 10inches	
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 valid and current Certificate of Copyright Registration.
- 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

