

PHILIPPINE BIDDING DOCUMENTS

Procurement of GOODS

Government of the Republic of the Philippines

**SUPPLY AND DELIVERY OF FOREIGN EBOOKS FOR NEW
AFFILIATED PUBLIC LIBRARIES
PB24-08**

ABC: PhP1,500,000.00

**Sixth Edition
May 2024**

Preface

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

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

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

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

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

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations.....	4
Section I. Invitation to Bid	7
Section II. Instructions to Bidders.....	11
1. Scope of Bid.....	12
2. Funding Information	12
3. Bidding Requirements	12
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	12
5. Eligible Bidders	12
6. Origin of Goods	13
7. Subcontracts	14
8. Pre-Bid Conference.....	14
9. Clarification and Amendment of Bidding Documents	14
10. Documents comprising the Bid: Eligibility and Technical Components.....	14
11. Documents comprising the Bid: Financial Component	14
12. Bid Prices	15
13. Bid and Payment Currencies.....	15
14. Bid Security	16
15. Sealing and Marking of Bids	16
16. Deadline for Submission of Bids	16
17. Opening and Preliminary Examination of Bids	16
18. Domestic Preference	17
19. Detailed Evaluation and Comparison of Bids.....	17
20. Post-Qualification	17
21. Signing of the Contract	18
Section III. Bid Data Sheet.....	19
Section IV. General Conditions of Contract	22
1. Scope of Contract.....	23
2. Advance Payment and Terms of Payment	23
3. Performance Security.....	23
4. Inspection and Tests.....	23
5. Warranty	24
6. Liability of the Supplier	24
Section V. Special Conditions of Contract.....	25
Section VI. Schedule of Requirements	32
Section VII. Technical Specifications.....	33
Section VIII. Checklist of Technical and Financial Documents.....	66

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.



Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES

INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF FOREIGN EBOOKS FOR NEW AFFILIATED PUBLIC LIBRARIES

1. The **National Library of the Philippines (NLP)**, through the authorized appropriation for **FY 2024 General Appropriations Act (GAA)** intends to apply the sum of **One Million Five Hundred Thousand Pesos (Php1,500,000.00)** being the Approved Budget Contract (ABC) to payments under the contract for **PB24-08 SUPPLY AND DELIVERY OF FOREIGN EBOOKS FOR NEW AFFILIATED PUBLIC LIBRARIES**. Bidding will be through **LOT BIDDING**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The NLP now invites bids for the above Procurement Project. Delivery of the Goods is required **within 30 working days upon receipt of Purchase Order**. Bidders should have completed, within **two (2) 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.

Bidding is restricted to Filipino citizens/sole proprietorship, 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 5183.

4. Prospective Bidders may obtain further information from the **BAC Secretariat** and inspect the Bidding Documents posted at the **Philippine Government Electronic Procurement System (PhilGEPS)** and in our official website at <http://web.nlp.gov.ph/>.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **May 22, 2024** from the given address and website below and *upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of One Thousand Pesos (PhP1,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through email.
6. The NLP will hold an online Pre-Bid Conference on **May 30, 2024** at **01:30 PM** through videoconferencing which shall be open to all prospective bidders. Sending an email to bac@nlp.gov.ph with the subject: *Request to Join the Pre-Bid Conference for Public Bidding No. 24-08*.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office

address provided below on or before **01:30 PM of June 13, 2024. USB flash drive** containing the soft copy of the technical (in PDF) and financial (in Word or Excel) requirements must be included in the Original Copy of the Technical Documents. 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 **June 13, 2024, 01:31 PM** at the 6th Floor Function Room, NLP Building. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The NLP 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:

MAUREEN C. TERRENAL
MARIE JOY H. BESTOIR
ELEANOR C. SIYANG
JONATHAN SANTOS
BAC Secretariat

National Library of the Philippines Tel. No.:
(02) 5314-2100 loc. 114 / 406 / 412
Email: bac@nlp.gov.ph Website:
<http://web.nlp.gov.ph/>

12. You may visit the following websites:

For downloading of Bidding Document: <http://web.nlp.gov.ph/nlp/?q=bidsv2>
<https://notices.philgeps.gov.ph/>

(SGD.) MARICEL M. UREÑA
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, *National Library of the Philippines (NLP)*, wishes to receive Bids for the **SUPPLY AND DELIVERY OF FOREIGN EBOOKS FOR NEW AFFILIATED PUBLIC LIBRARIES** with identification number **PB24-08**.

The Procurement Project, (referred to herein as “Project”) is composed of *one (1) lot* that consists of **65 Titles/ Volumes**, 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 FY 2024 in the amount of **One Million Five Hundred Thousand Pesos (Php1,500,000.00)**.

2.2. The source of funding is:

a. NGA, the General Appropriations Act FY 2024.

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. 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.

5.3. 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. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through Zoom 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 **past two (2) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;

- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing 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 shall be valid until *120 calendar days from the date of submission, receipt and opening of bids*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit three (3) copies of the first and second components of its Bid. One (1) original copy and two (2) copies of its kind, labeled as copy 1 and copy 2, of the first and second components of its Bid. It should be properly tabbed with its corresponding letter for each document. (*See the checklist for reference*)

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.

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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.

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

the prospective Bidder.

- 19.4. The Project shall be awarded as One (1) 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

SUPPLY AND DELIVERY OF FOREIGN EBOOKS FOR NEW AFFILIATED PUBLIC LIBRARIES

PB24-08

ABC: Php1,500,000.00

ITB Clause							
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Supply and Delivery of Foreign eBooks. b. Completed within the last two (2) years prior to the deadline for the submission and receipt of bids. 						
7.1	Subcontracting is NOT allowed.						
12	The Bid prices for Goods supplied from outside the Philippines shall be quoted in Philippine Pesos.						
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than <u>two percent (2%) of ABC</u>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <u>five percent (5%) of ABC</u>, if bid security is in Surety Bond. 						
19.3	<p><i>Procurement of the following:</i></p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">IB Number</th> <th style="text-align: center;">Item Description</th> <th style="text-align: center;">TOTAL ABC</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">PB24-08</td> <td>Supply and Delivery of Foreign ebooks for New Affiliated Public Libraries</td> <td style="text-align: center;">Php1,500,000.00</td> </tr> </tbody> </table>	IB Number	Item Description	TOTAL ABC	PB24-08	Supply and Delivery of Foreign ebooks for New Affiliated Public Libraries	Php1,500,000.00
IB Number	Item Description	TOTAL ABC					
PB24-08	Supply and Delivery of Foreign ebooks for New Affiliated Public Libraries	Php1,500,000.00					
20.2	<p>The Lowest Calculated Bidder shall submit the following documentary requirements within a non-extendible period of five (5) calendar days from receipt of the notification that contain the following:</p> <ul style="list-style-type: none"> 1. Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing (EFPS) within the last three (3) months 2. Latest Mayor's Permit / Business Permit 3. Valid and current Certificate of PhilGEPS Registration <p>Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the Bidder for award. Provided in the</p>						

	<p>event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.</p>
<p>21.2</p>	<p>List of additional contract documents relevant to the Project to form part of the Contract:</p> <ol style="list-style-type: none"> 1. Instructions to Bidders with signature in every page; 2. Bid Data Sheet with signature in every page; 3. General Conditions of Contract with signature in every page; 4. Special Conditions of Contract with signature in every page; and 5. Supplemental Bid Bulletin with signature in every page (if any).

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

SUPPLY AND DELIVERY OF FOREIGN EBOOKS FOR NEW AFFILIATED PUBLIC LIBRARIES

PB24-08

ABC: PhP1,500,000.00

GCC Clause	
1	<p>Delivery and Documents – 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: The delivery terms applicable to this Contract are delivered to Government Procurement Policy Board – Technical Support Office Building at Commonwealth Avenue, UP Diliman, Quezon City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.” Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p>
	<p>Packaging – The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit. The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity. The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<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 – 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. 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</p>

	related costs shall be included in the contract price.
	<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. 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 – 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	The terms of payment shall be as follows: Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer Facility within (30) calendar days from the submission of billing statement.
4	Not applicable.

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Supply and Delivery of Foreign eBooks for New Affiliated Public Libraries	65 Titles / Volumes	Php1,500,000.00	Within 30 working days upon receipt of Purchase Order

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

Item	Specification	Statement of Compliance
	Minimum specifications (equivalent or better):	<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>
	SUPPLY AND DELIVERY OF FOREIGN BOOKS FOR NEW AFFILIATED PUBLIC LIBRARIES (1 TITLE/VOLUME)	
1	3D Printing Technologies: Digital Manufacturing, Artificial Intelligence, Industry 4.0 / Kumar, Ajay / Kumar, Parveen / Sharma, Naveen / Srivastava, Ashish Kumar / 2024 / 9783111215112	
2	A Roadmap for Enabling Industry 4.0 by Artificial Intelligence / Chatterjee / 2023 / 9781119905141	
3	Aesthetics in Digital Photography / Maître / 2023 / 9781394225972	
4	Agri-Innovations and Development Challenges - Engineering, Value Chains and Socio-economic Models / Casadella / 2024 / 9781394236503	
5	AI Applications to Communications and Information Technologies - The Role of Ultra Deep Neural Networks / Minoli / 2024 / 9781394190034	
6	AI Doctor - The Rise of Artificial Intelligence in Healthcare - A Guide for Users, Buyers, Builders and Investors / Razmi, MD / 2024 / 9781394240197	
7	Aquatic Contamination - Tolerance and Bioremediation / Bhat / 2024 / 9781119989318	

8	Artificial Intelligence for Virtual Reality / Hemanth, Jude / Bhatia, Madhulika / De La Torre Diez, Isabel / 2024 / 9783110713817	
9	Augmented and Virtual Reality in Social Learning: Technological Impacts and Challenges / Kumar, Rajendra / Jain, Vishal / A. Elngar, Ahmed / Al-Haraizah, Ahed / 2024 / 9783110981445	
10	Building Futures - Technology, Ecology, and Architectural Practice / Garber / 2023 / 9781119829249	
11	Buildings for People - Responsible Real Estate Development and Planning / Hollander / 2023 / 9781119846604	
12	Caring for the Displaced and Uninsured - Clinical Case Studies in Nursing & Healthcare / Neal-Boylan / 2024 / 9781119866060	
13	Christian Beginnings: A Study in Ancient Mediterranean Religion / Stowers, Stanley / 2024 / 9781399510097	
14	Clean and Renewable Energy Production / Mondal / 2024 / 9781394174805	
15	Clothing Alterations and Repairs: Maintaining a Sustainable Wardrobe / Lewallen / 2024 / 9781350163584	
16	Contemporary Museums - Tension between Universalist and Communitarian Approaches / Girault / 2023 / 9781394229789	
17	Curating Community Collections: A Holistic Approach to Diverse Collection Development / Schreiber / 2024 / 9798216171256	
18	Damage and Cracking of Concrete Structures - From Theory to Practice / Mazars / 2023 / 9781394185979	
19	Digital Business Strategy: How to Design, Build, and Future-Proof a Business in the Digital Age / Callan, Garvan / 2024 / 9783111034713	
20	Digital Transformation and Public Policies / Revest / 2023 / 9781394226306	
21	Epidemics and Pandemics: Your Questions Answered / Vidich / 2024 / 9798765110492	
22	Fire Risk Management - Principles and Strategies for Buildings and Industrial Assets / Fiorentini / 2023 / 9781119827467	
23	Fundamentals of Rational Emotive Behaviour Therapy - A Training Handbook, 3rd Edition / Dryden / 2024 / 9781394198542	
24	High-Speed Railway Bridges / Romo / 2024 / 9783433610381	
25	Hormonal Theory: A Rebellious Glossary / Ford / 2024 / 9781350323025	
26	I Live With: A Learning Disability / Christina Earley / 2024 / 9798887356013	
27	I Live With: ADHD / Christina Earley / 2024 / 9798887355986	
28	I Live With: Autism / Christina Earley / 2024 / 9798887355993	

29	I Live With: Cancer / Christina Earley / 2024 / 9798887356037	
30	I Live With: Diabetes / Christina Earley / 2024 / 9798887356020	
31	I Live With: Down Syndrome / Christina Earley / 2024 / 9798887356006	
32	Infrastructure Robotics - Methodologies, Robotic Systems and Applications / Liu / 2024 / 9781394162871	
33	Leading Impactful Teams: Achieving Low-Stress Success in Project Management / Louttit, James / 2024 / 9783111271149	
34	Mastering Structural Heart Disease / de Marchena / 2023 / 9781119807841	
35	Menopause Transitions and the Workplace: Theorizing Transitions, Responsibilities and Interventions / Beck, Vanessa / Brewis, Jo / 2024 / 9781529215724	
36	Mixed Methods Research: Research Methods / Donna M. Mertens / 2023 / 9781350273191	
37	Planning for Community / Heywood / 2024 / 9781394175741	
38	Podcasting in a Platform Age: From an Amateur to a Professional Medium / Sullivan / 2024 / 9781501380662	
39	Predicting Disasters: Earthquakes, Scientists, and Uncertainty in Modern Japan / Smith, Kerry / 2024 / 9781512825367	
40	Project Based Problem Solving and Decision Making - A Guide for Project Managers / Kerzner / 2024 / 9781394207862	
41	Project Management Metrics, KPIs, and Dashboards - A Guide to Measuring and Monitoring Project Performance, Fourth Edition / Kerzner / 2023 / 9781119851592	
42	Qualitative Interviewing: Research Methods / Rosalind Edwards and Janet Holland / 2023 / 9781350275164	
43	Quality in the Era of Industry 4.0 - Integrating Tradition and Innovation in the Age of Data and AI / Yang / 2024 / 9781119932475	
44	Reading Audio Readers: Book Consumption in the Streaming Age / Berglund / 2024 / 9781350358393	
45	Reflections on the Pandemic: COVID and Social Crises in the Year Everything Changed / Politano, Teresa / 2024 / 9781978831124	
46	Relational Skills Development for Next Generation Leaders: A Business Insider's Perspective / Milian, Nathalie / 2024 / 9783111335339	
47	Renewable Energy Technologies - Advances and Emerging Trends for Sustainability / Kumar / 2023 / 9781119827634	
48	Resiliency of Power Distribution Systems / Srivastava / 2024 / 9781119418689	

49	Responding to Extreme Weather Events / Sempere-Torres / 2024 / 9781119741374	
50	Sexual Offending in Asia - A Psycho-Criminological Perspective / Chan / 2023 / 9781119853350	
51	Smart Villages: Generative Innovation for Livelihood Development / Krueger, Robert / Vedogbeton, Hermine / Fofana, Mustapha / Soboyejo, Wole / 2024 / 9783110786231	
52	Sustainability, Green Management, and Performance of SMEs / Mehta, Kiran / Sharma, Renuka / 2024 / 9783111170022	
53	Sustainable Cities in a Changing Climate - Enhancing Urban Resilience / Al-Ghamdi / 2024 / 9781394201532	
54	Teaching Creative Writing: The Essential Guide / Vanderslice / 2024 / 9781350276529	
55	The Bible in Folklore Worldwide: A Handbook of Biblical Reception in Folklores of Africa, Asia, Oceania, and the Americas / Ziolkowski, Eric / 2024 / 9783110478211	
56	The Handbook of Gender, Communication, and Women's Human Rights / Montiel / 2023 / 9781119800729	
57	The Holocaust Sites of Europe: An Historical Guide / Winstone / 2024 / 9781350332065	
58	The New Global Universities: Reinventing Education in the 21st Century / Penprase, Bryan / Pickus, Noah / 2024 / 9780691231488	
59	The Publishing Business: A Guide to Starting Out and Getting On / Smith / 2024 / 9781350259409	
60	Transforming Education with Virtual Reality / Malik / 2024 / 9781394200498	
61	Transforming Issues in Housing Design / Guler / 2024 / 9781119857198	
62	Treating Stalking - A Practical Guide for Clinicians / McEwan / 2024 / 9781119856771	
63	Urbanism and Town Planning - Understanding and Anticipating Urban Renewal / Antoni / 2024 / 9781394256266	
64	Water Chemistry, Analysis and Treatment: Pollutants, Microbial Contaminants, Water and Wastewater Treatment / Elzagheid, Mohamed / 2024 / 9783111332468	
65	Winning with Data Science: A Handbook for Business Leaders / Swaminathan, Akshay / Friedman, Howard Steven / 2024 / 9780231556699	
	Technical Specifications:	
	1. Upon purchase, the NLP should own these titles in perpetuity (perpetual access).	
	2. These materials should be purchased with no annual fee, no maintenance fee, no hosting fee, and no support fee.	
	3. Provide 24/7 unlimited access/ user using IP/Username and Password authentication to NLP.	
	4. Provide FREE training and seminars, monthly usage statistics (to be submitted by email before the 5th day of the succeeding month, Manila time), administrator and technical support for online database related concerns.	

	5. The vendor will provide continuous support to NLP promoting the eBooks.	
	6. Must provide technically feasible, functional and reliable database system with 95% uptime.	
	7. These titles should be accessed in one platform only or in platforms with existing NLP eBooks Collection.	
	8. Must provide MARC Records and PDF copy of the material.	
	9. Submit a soft copy of technical and financial requirements onto USB flash drive or CD or DVD. Use the attached Excel Template in providing the metadata.	
	10. The vendor will agree:	
	a. to include in the NLP ePortal without violating any law.	
	b. to the provision of URL Reference	
	c. to allow to NLP to post the remote access account in the NLP ePortal. If URL Reference is not available. NLP is not liable for any misuse of the remote access account.	
	11. Bundled with minimum of 25 Desktops with estimated amount of P30,000.00 per unit - Intel Core I5 10th Gen Gigabyte H410 - 8GB Ram DDR4 - 1TB HDD - Neutron Case - 19" Monitor LED - W/ keyboard and Mouse - 240GB SSD SATA - H510M MOTHERBOARD	

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; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the 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) **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.

II. FINANCIAL COMPONENT ENVELOPE

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

