

**PHILIPPINE BIDDING DOCUMENTS**

**Procurement of  
GOODS**

Government of the Republic of the Philippines

**PROCUREMENT OF FILIPINIANA REFERENCE/TRADE  
BOOKS FOR NLP AND NLP-AFFILIATED PUBLIC LIBRARIES  
PB24-28**

**(Early Procurement Activity)**

**ABC: PhP2,794,138.60**

**Sixth Edition  
November 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

<b>Glossary of Acronyms, Terms, and Abbreviations .....</b>	<b>4</b>
<b>Section I. Invitation to Bid.....</b>	<b>7</b>
<b>Section II. Instructions to Bidders.....</b>	<b>11</b>
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 .....	18
21. Signing of the Contract .....	18
<b>Section III. Bid Data Sheet .....</b>	<b>19</b>
<b>Section IV. General Conditions of Contract .....</b>	<b>56</b>
1. Scope of Contract .....	57
2. Advance Payment and Terms of Payment .....	57
3. Performance Security .....	57
4. Inspection and Tests .....	57
5. Warranty .....	58
6. Liability of the Supplier .....	58
<b>Section V. Special Conditions of Contract .....</b>	<b>59</b>
<b>Section VI. Schedule of Requirements .....</b>	<b>63</b>
<b>Section VII. Technical Specifications .....</b>	<b>64</b>
<b>Section VIII. Checklist of Technical and Financial Documents .....</b>	<b>118</b>

# ***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 PROCUREMENT OF  
FILIPINIANA REFERENCE/TRADE BOOKS FOR NLP AND  
NLP-AFFILIATED PUBLIC LIBRARIES**

1. The **National Library of the Philippines (NLP)**, through the authorized appropriation for **FY 2025 National Expenditure Program (NEP)** intends to apply the sum of **Two Million Seven Hundred Ninety-Four Thousand One Hundred Thirty-Eight Pesos and Sixty Centavos (Php2,794,138.60)** being the Approved Budget Contract (ABC) to payments under the contract for **PB24-28 PROCUREMENT OF FILIPINIANA REFERENCE/TRADE BOOKS FOR NLP AND NLP-AFFILIATED PUBLIC LIBRARIES (EARLY PROCUREMENT ACTIVITY) (LINE ITEM BIDDING - 5,503 VOLUMES)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

No.	Project Description	ABC	Cost of Bidding Docs	Bid Opening	Venue
1	Procurement of Filipiniana Reference/Trade Books for NLP and NLP-Affiliated Public Libraries	Php2,794,138.60	Php5,000.00	December 18, 2024; 10:01 AM	3 <sup>rd</sup> Floor BSD/RPD Office Area, NLP Building, T.M. Kalaw St. Ermita, Manila

2. The NLP now invites bids for the above Procurement Project. Delivery of the Goods is required **within thirty (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.
  - a. 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 **NLP Bids and Awards Committee (BAC) Secretariat** email address and inspect the Bidding Documents posted at the **Philippine Government Electronic Procurement System (PhilGEPS)** and in our official website at <https://web.nlp.gov.ph/>.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 21, 2024** from the given address and website below and upon payment of a nonrefundable 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 through email.
6. The NLP will hold an online Pre-Bid Conference on **December 2, 2024 at 10:00 AM** through videoconferencing which shall be open to all prospective bidders. Express interest by sending an email to [bac@nlp.gov.ph](mailto:bac@nlp.gov.ph) with the subject: *Request to Join the Pre-Bid Conference for Public Bidding No. 24-28*.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address provided below on or before **10:00 AM of December 18, 2024**. Submit a soft copy of technical (in PDF) and financial (in Word or Excel) requirements in USB flash drive. 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 **December 18, 2024, 10:01 AM** at the 3<sup>rd</sup> Floor BSD/RPD Office Area, NLP Building, T.M. Kalaw St. Ermita, Manila. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. This is an Early Procurement Activity (EPA) and the Notice of Award will be issued once the General Appropriations Act (GAA) 2025 has been approved.
11. 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.
12. For further information, please refer to:  
**MAUREEN C. TERRENAL**  
**MARIE JOY H. BESTOIR**  
**ELEANOR C. SIYANG**  
**JONATHAN F. SANTOS**  
BAC Secretariat  
National Library of the Philippines  
Tel. No.: (02) 5314-2100 loc. 114/406 / 412  
Email: [bac@nlp.gov.ph](mailto:bac@nlp.gov.ph)  
Website: <https://web.nlp.gov.ph/>
13. You may visit the following websites to download the Bidding Document:  
[https://web.nlp.gov.ph/category/bids\\_opportunities/](https://web.nlp.gov.ph/category/bids_opportunities/)

<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 *Procurement of Filipiniana Reference/Trade Books for NLP and NLP-Affiliated Public Libraries* with identification number **PB24-28**.

The Procurement Project (referred to herein as “Project”) is composed of *five thousand five hundred three (5,503) 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 2025 in the amount of **Two Million Seven Hundred Ninety-Four Thousand One Hundred Thirty-Eight Pesos and Sixty Centavos (Php2,794,138.60)**.

2.2. The source of funding is *NGA, the National Expenditure Program (NEP) 2025*.

## 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. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
  - b. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of (a) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements:
    - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and
    - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 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 **December 2, 2024 at 10:00 AM** through **videoconferencing via Zoom** which shall be open to prospective bidders, 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 Declaration<sup>1</sup> 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 one copy of original of the first and second components of its Bid, plus 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.

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<sup>1</sup> 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.

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

## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

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

- 19.4. The Project shall be awarded as follows:

~~Option 1 — One Project having several items that shall be awarded as one contract.~~

~~Option 2 — One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.~~

Option 3 - One Project having several items, which shall be awarded as separate contracts per item.

- 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

## PROCUREMENT OF FILIPINIANA REFERENCE/TRADE BOOKS FOR NLP AND NLP-AFFILIATED PUBLIC LIBRARIES

**PB24-28**

**ABC: Php2,794,138.60**

ITB Clause																																			
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. Procurement of print books.</li> <li>b. Completed within the last two (2) years prior to the deadline for the submission and receipt of bids.</li> </ul>																																		
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	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than <u>Php55,882.77</u> (2% of the ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <u>Php139,706.93</u> (5% of the ABC), if bid security is in Surety Bond.</li> </ul>																																		
19.3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Unit</th> <th style="width: 50%;">Item Description</th> <th style="width: 10%;">Qty</th> <th style="width: 10%;">Unit Cost</th> <th style="width: 10%;">Total Cost</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">vol</td> <td>'GAPÔ (At isang puting Pilipino, sa mundo ng mga Amerikanong karakul brown)/ Lualhati Bautista. ISBN 9789712737978. 2023. Anvil Pub.</td> <td style="text-align: center;">3</td> <td style="text-align: right;">295.00</td> <td style="text-align: right;">885.00</td> </tr> <tr> <td style="text-align: center;">vol</td> <td>(PATH – FIT 2) PHYSICAL ACTIVITY TOWARDS HEALTH and FITNESS Rhythmic Dance and Social Activities. Punzalan, Habana. ISBN 978-621-406-266-9. 2024. Mindshapers Co., Inc.</td> <td style="text-align: center;">3</td> <td style="text-align: right;">345.00</td> <td style="text-align: right;">1,035.00</td> </tr> <tr> <td style="text-align: center;">vol</td> <td>(PATH FIT 1) Physical Activity Towards Health and Fitness 1 Health &amp; Wellness Movement Educ. &amp; Exercise Program. Punzalan, Habana. ISBN 978-971-9655-56-5. 2023. Mindshapers Co., Inc.</td> <td style="text-align: center;">3</td> <td style="text-align: right;">335.00</td> <td style="text-align: right;">1,005.00</td> </tr> <tr> <td style="text-align: center;">vol</td> <td>(PATH FIT 4 SPORTS) Menu of Sports. Punzalan et al. ISBN 978-971-9655-85-5. 2024. Mindshapers Co., Inc.</td> <td style="text-align: center;">3</td> <td style="text-align: right;">345.00</td> <td style="text-align: right;">1,035.00</td> </tr> <tr> <td style="text-align: center;">vol</td> <td>(PATH-FIT 3) MENU DANCE : Physical</td> <td style="text-align: center;">3</td> <td style="text-align: right;">300.00</td> <td style="text-align: right;">900.00</td> </tr> </tbody> </table>					Unit	Item Description	Qty	Unit Cost	Total Cost	vol	'GAPÔ (At isang puting Pilipino, sa mundo ng mga Amerikanong karakul brown)/ Lualhati Bautista. ISBN 9789712737978. 2023. Anvil Pub.	3	295.00	885.00	vol	(PATH – FIT 2) PHYSICAL ACTIVITY TOWARDS HEALTH and FITNESS Rhythmic Dance and Social Activities. Punzalan, Habana. ISBN 978-621-406-266-9. 2024. Mindshapers Co., Inc.	3	345.00	1,035.00	vol	(PATH FIT 1) Physical Activity Towards Health and Fitness 1 Health & Wellness Movement Educ. & Exercise Program. Punzalan, Habana. ISBN 978-971-9655-56-5. 2023. Mindshapers Co., Inc.	3	335.00	1,005.00	vol	(PATH FIT 4 SPORTS) Menu of Sports. Punzalan et al. ISBN 978-971-9655-85-5. 2024. Mindshapers Co., Inc.	3	345.00	1,035.00	vol	(PATH-FIT 3) MENU DANCE : Physical	3	300.00	900.00
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		Activity Towards Health and Fitness. Punzalan. ISBN 978-971-9655-57-2. 2023. Mindshapers Co., Inc.			
vol		10 most annoying English grammar errors/ Jose Carillo. ISBN 971928237. 2008. Manila Times	2	120.00	240.00
vol		2024 Amendments to the Tax Code: A Comparative Between the NIRC and EOPT. Manahan. ISBN 978-621-02-2436-8. hb. 2024. Central Books.	3	1,780.00	5,340.00
vol		26: Dagli Diagrams. Fajardo, Jayson. ISBN--2023. Balangay Books.	3	500.00	1,500.00
vol		3 Mindful Habits/ Gabbie Villaluz. ISBN 9786219632263. 2020. Shepherds Voice Pub.	2	500.00	1,000.00
vol		30 Days With Paulo/ Jel Tordesillas. ISBN 978-621-96272-2-1. 2019. HS Grafik Print/PaperKat Books	1	400.00	400.00
vol		500 FANTASTIC FACTS-CHEMISTRY WS Pacific Publications, Inc ., 9781839233715	56	599.00	33,544.00
vol		500 FANTASTIC FACTS-GEOGRAPHY WS Pacific Publications, Inc ., 9781839233746	56	599.00	33,544.00
vol		501 FANTASTIC FACTS-PHYSICS WS Pacific Publications, Inc ., 9781839233739	56	599.00	33,544.00
vol		A GIRL & HER MONSTER: A classroom's secret after sunset / Shirley Siaton. ISBN 978-621-8371-17-0. 2024. Inky Sword Book Pub.	3	480.00	1,440.00
vol		A Handbook of COVID-19 – Prevention & Control / Wang Zhou M.D. 2020. ISBN 9789712735912. Anvil Pub.	3	199.00	597.00
vol		A Handbook on the Fundamentals of Marriage and its Dissolution. Gomos. ISBN 978-621-02-2421-4. HB. 2024. Central Books.	3	1,380.00	4,140.00
vol		A HEART THAT DOES NOT CEASE TO DREAM! A MISSIONARY'S JAGGED LIFE JOURNEY/ Ramon D. Fruto. ISBN ---. 2023. Claretian Comm. Found. Inc	3	500.00	1,500.00
vol		A Modular Approach in Advanced Writing. Pagalilauan. ISBN 621-418-336-4. 2023. Wiseman's Books	2	350.00	700.00
vol		A Summary of Our Nation's History. Atty. Rolando A. Suarez. ISBN 978-621-04-4684-5 Paperbound. 2023. Rex Bookstore.	2	800.00	1,600.00
vol		A Walk Through War Memories in Southeast Asia/ Hayase, Shinzo. ISBN 9789711012113. 2010. New Day Pub.	2	215.00	430.00
vol		Abstracting and Indexing Made Easy. Buenrostro, J. ISBN 9789719645641. 2018. Great Books Trading	1	395.00	395.00
vol		ACCIDENTAL MONK: A CHRONICLE OF STRUGGLE, FAITH, AND SURRENDER/ Wil Hernandez. ISBN ----. Claretian Comm. Found. Inc	3	595.00	1,785.00
vol		ACCOMPLICES OF THE SPIRIT: the new paradigm of mission/ Jose Cristo Rey Garcia Paredes. ISBN -----. Claretian Comm. Found. Inc	3	425.00	1,275.00
vol		Accounting Research Methods/ Danny A. Cabulay. ISBN 978-621-04-4125-3. 2022. Rex Bookstore.	3	385.00	1,155.00
vol		Action Research (An Essential Writing Guide for Teachers and Would-be Teachers). Bargo, D.	3	595.00	1,785.00

		ISBN 9789719645801. 2020. Great Books Trading			
	vol	Add On/ Eyrich Cortez. ISBN 9789717893488. Christian Literature Crusade	3	300.00	900.00
	vol	ADEQUATE, BUT NOT ENOUGH / Jose M. De Mesa. ISBN -----. Claretian Comm. Found. Inc	3	165.00	495.00
	vol	ADNU @70/ Danilo Gerona. ISBN 9789719330295 . 2010. Ateneo De Naga Univ. Press	3	450.00	1,350.00
	vol	ADR Claustrophobia: A “Promdi” guide to Alternative Dispute Resolution. Atty. Joenar Pueblo. ISBN 980 978-621-04-5012-5. PB. 2023. Rex Bookstore.	3	980.00	2,940.00
	vol	Advance Management Information System. Abante, M.V. ISBN 978-971-9655-24-4. 2023. Mindshapers Co., Inc.	3	525.00	1,575.00
	vol	Advanced Social Philosophy. Hermosa et.al. ISBN 978-621-02-2444-3. pb. 2024. Central Books.	3	450.00	1,350.00
	vol	Age Well/ Rissa Singson Kawpeng. ISBN 9789710072712. 2023. Shepherds Voice Pub.	59	375.25	22,139.75
	vol	Agrarian Law. Montemayor. ISBN978-621-02-2437-5. hb. 2024. Central Books.	3	1,450.00	4,350.00
	vol	Ahente 5: the ultimate ahente/ Emmanuel Santos. ISBN 9789712736841. 2021. Anvil Pub.	3	250.00	750.00
	vol	Alguien ya contó las horas. Topacio-Aplaon. ISBN . 2017. Balangay Books.	3	700.00	2,100.00
	vol	All The Lonely People/ Kannika Claudine Pena. ISBN 9789718281260. 2023. Milflores Pub.	2	599.00	1,198.00
	vol	Allegories and Realities Ofelia Gelvezon-Tequi: in Retrospect. 2021. CCP	3	600.00	1,800.00
	vol	AMIC@50:Turning Gold: A History of the Asian Media Information and Communication Center/ Maslog, Crispin. ISBN: --- 2021. New Day Pub.	2	500.00	1,000.00
	vol	An Dalan Kan Peregrino/ Victor Dennis T. Nierva. ISBN 9786214720248. 2022. Ateneo De Naga Univ. Press	1	500.00	500.00
	vol	AN EMBRACE OF HOPE THOUGHTS OF POPE FRANCIS FOR THE SICK / edited by Edmondo A.Caruana and Lorenzo Tagliaferri ; translated by Leo-Martin Angelo R. Ocampo. ISBN -----. Claretian Comm. Found. Inc	1	120.00	120.00
	vol	An Eye for Art Appreciation: Perception and Expression, 2nd Edition. Sonsona, et al. ISBN 978-621-409-236-9. 2024. Books Atbp.	3	450.00	1,350.00
	vol	Ang batang si Nena at ang sabi niyang "um-ah-um-ah-ah!" / Cruz, Abet B. -- Quezon City : Lampara Publishing House, Inc., 2024.	56	199.75	11,186.00
	vol	Ang Bisa ng Pag-uulit sa Katutubong Panitikan. ISBN 9786214482900. 2023. ADMU Press by Golden Books	3	1,750.00	5,250.00
	vol	Ang Buhay ni Lam-ang/ Pedro Bucaneg, Ariel Sotelo Tabag (translator). ISBN 978-621-8389-04-5. 2023. Sadiri Publishing.	3	150.00	450.00
	vol	ANG MAGANDA SA TEOLOHIYA/ Jose M. de Mesa. ISBN-- 2017. Claretian Comm. Found. Inc	1	140.00	140.00

vol	Ang mga Prusisyong dumaan sa unang bangungot/ Frank Cimat. ISBN 978-971-991-381-8. 2018. Ateneo De Naga Univ. Press	3	550.00	1,650.00
vol	Ang Mundo Kong Kahel Chikiting Books	56	160.00	8,960.00
vol	Ang Pag-ibig ni Crayon/ Pam Castro. ISBN 978-621-487-003-5 (Paperback). 2023. HS Grafik Print/PaperKat Books	3	500.00	1,500.00
vol	Ang Pambansang Alagad, Sining, at Panitikan: Mga Piling Sanaysay/ Bienvenido Lumbera. ISBN 978-971-991-372-6. 2018. Ateneo De Naga Univ. Press	3	200.00	600.00
vol	ANG PANGALAN NG DIYOS AY AWA: isang panayam kasama si Andrea Tornielli / Papa Francisco. ISBN Claretian Comm. Found. Inc	1	150.00	150.00
vol	Ang Pinakamagarang Sapatos Chikiting Books	56	160.00	8,960.00
vol	Ang Shaket Talaga Bes: pusong disciplinshape/ Bood Burce. ISBN 9789717893402. Christian Literature Crusade	3	125.00	375.00
vol	Ang Wikang Pambansa at Amerikanisasyon: Isang Kasaysayan ng Pakikihamok ng Filipino para maging Wikang Pambansa. ISBN 9786214482719. 2023. ADMU Press by Golden Books	3	2,250.00	6,750.00
vol	ANGEL: a novella / Shirley Siaton. ISBN 978-621-490-061-9. 2024. Inky Sword Book Pub.	1	440.00	440.00
vol	Annotations and Case Law Dissections on Evidence. Gabato. ISBN 978-621-02-2314-9. 2024. hb. Central Books.	3	1,580.00	4,740.00
vol	Antares. Arguelles, Mesandel. ISBN ---. 2018. Balangay Books.	3	500.00	1,500.00
vol	Application Development and Emerging Technologies. Juaneza, J.P./Iligan, S.A.R. ISBN 9786214460212. 2023. Great Books Trading	3	495.00	1,485.00
vol	Archipelagic Baselines and the Philippine Territory. Tria. ISBN 978-621-02-2136-7. 2023. cb. Central Books.	3	880.00	2,640.00
vol	Artificial Intelligence. Montemayor. ISBN 978-621-02-2290-6. 2024. hb. Central Books.	3	1,450.00	4,350.00
vol	ARTS: Beyond Borders (Contemporary Arts from the Regions). Constantino Jr., & Marquez. ISBN 978-621-409-155-3. 2023. Books Atbp.	3	295.00	885.00
vol	At Home With Crazy/ Katrina Martin. ISBN 9789718281222. 2022. Milflores Pub.	3	499.00	1,497.00
vol	At the Crossroads of Church and World/ Bienvenido Nebres. ISBN 9789712736209. 2021. Anvil Pub.	3	295.00	885.00
vol	At Wars End/ Rony V. Diaz. ISBN 971944706. 2010. Manila Times	3	300.00	900.00
vol	Atra: mga tula 1999-2019. Arguelles, Mesandel. ISBN 978-971-9699-22-4. 2020. Balangay Books.	3	1,500.00	4,500.00
vol	AUDIAM: I WILL LISTEN TO YOUR WORDS, O LORD/ Duane M. Cartujano. ISBN.-- 2022. Claretian Comm. Found. Inc	1	290.00	290.00
vol	Auslander. Lumen Al Joseph. ISBN 9786219678179. 2023. Balangay Books.	3	700.00	2,100.00
vol	Aviation Mathematics, 2e. Desolo. ISBN 978-621-409-254-3. 2024. Books Atbp.	3	400.00	1,200.00
vol	Babaylan Sing Back: Philippine Shamans and	3	1,450.00	4,350.00



		Voice, Gender and Place. ISBN 9786214481873. 2023. ADMU Press by Golden Books			
vol		Balangay: Stories/ Maria Elena Paulma. 2023 ISBN 978-971-9094-38-8. Xavier Univ. Press	3	385.00	1,155.00
vol		Balita: The Story of Philippine Journalism (1811-2019)/ by Dr. José Victor Torres. ISBN 978-971-07-4461-9. 2021. Vibal Pub.	3	499.00	1,497.00
vol		Bamboo Girls: Stories and Poems from A Forgotten Life/ Ian Rosales Casocot. ISBN 978-971-991-348-1. 2018. Ateneo De Naga Univ. Press	3	500.00	1,500.00
vol		Bansay # 1 James J. O'Brien, S.J. - Bikolnon Biography Series (BBS)/ Greg S. Castilla. ISBN 978-971-991-332-0. 2015. Ateneo De Naga Univ. Press	3	100.00	300.00
vol		Bansay #10: Simeon Ola- Bikolnon Biography Series (BBS)/ Christian Dy. ISBN 978-971-991-358-0. 2018. Ateneo De Naga Univ. Press	3	100.00	300.00
vol		Bansay #3 Luis General Jr.- Bikolnon Biography Series (BBS)/Jose Martin O. General. ISBN 978-971-991-337-5. 2015. Ateneo De Naga Univ. Press	3	100.00	300.00
vol		Bansay #7: Tomas Arejola- Bikolnon Biography Series (BBS)/ Evelyn Caldera Soriano. ISBN 978-9719913-76-4. 2018. Ateneo De Naga Univ. Press	3	100.00	300.00
vol		Bansay #8: Jorge I. Barlin- Bikolnon Biography Series (BBS)/ Jose Fernando Obias. ISBN 978-971-991-354-2. 2016. Ateneo De Naga Univ. Press	3	100.00	300.00
vol		Bansay #9: Raul S. Roco- Bikolnon Biography Series (BBS)/Wilfredo Prilles. ISBN 978-971-991-357-3. 2016. Ateneo De Naga Univ. Press	3	100.00	300.00
vol		Barcelona Criselda Yabes 19th Avenida Publishing House 978-6218264-23-6 2023	56	375.00	21,000.00
vol		Basâ-Basa/ Ton Daposala. 2018. ISBN 978-971-9094-23-4. Xavier Univ. Press	3	325.00	975.00
vol		Basic of Arnis de Mano: A Handbook for Teachers and Students. Anajao, et al. ISBN 978-621-409-237-6. 2023. Books Atbp.	3	175.00	525.00
vol		Bata, Bata... Pa'no Ka Ginawa? / Lualhati Bautisata. ISBN 9712738555. 2024. Anvil Pub.	2	295.00	590.00
vol		BATANG MATALINO ANG ALAMAT NG BAYABAS WS Pacific Publications, Inc ., 9789714331284	56	69.75	3,906.00
vol		BATANG MATALINO ANG ALAMAT NG BUTIKI WS Pacific Publications, Inc ., 9789714331277	56	69.75	3,906.00
vol		BATANG MATALINO ANG ALPABETONG FILIPINO WS Pacific Publications, Inc ., 9786214330935	56	99.75	5,586.00
vol		BATANG MATALINO BOOK ANG ALAMAT NG PALAY WS Pacific Publications, Inc ., 9786214332205	56	69.00	3,864.00
vol		Bayani Biographies: Andres Bonifacio / by John Ray Ramos and Michael Charleston "Xiao" Chua / St. Matthew's Publishing Corporation / 2019 / 978-971- 625-422-8	56	200.00	11,200.00
vol		Bayani Biographies: Apolinario Mabini / by	56	200.00	11,200.00

	John Ray Ramos / St. Matthew's Publishing Corporation / 2023 / 978-971-625-500-3			
vol	Before I Do/ Kath C. Eustaquio-Derla. ISBN 978-621-95109-4-3. 2015. HS Grafik Print/PaperKat Books	2	210.00	420.00
vol	Behind that Girl/ Angelica Soriano. ISBN 978-621-487-029-5 (paperback) 2024. HS Grafik Print/PaperKat Books	3	550.00	1,650.00
vol	Behind The Veil: A Guide To Alamat, A History of the Awakened/ Kadi Serafica. ISBN 978-621-487-018-9. 2024. HS Grafik Print/PaperKat Books	3	300.00	900.00
vol	Better Lovers/ Bo Sanchez. ISBN 9789710072798. 2024. Shepherds Voice Pub.	3	450.00	1,350.00
vol	Better Today Than Yesterday/ Bo Sanchez. ISBN 9789710072774. 2023. Shepherds Voice Pub.	56	427.50	23,940.00
vol	Better Today Than Yesterday/ Bo Sanchez. ISBN 9789710072774. 2023. Shepherds Voice Pub.	3	450.00	1,350.00
vol	Biblical Preaching 3rd Ed/ Haddon Robinson. ISBN 9789710099115.2022. OMF Lit.	3	425.00	1,275.00
vol	Bigkas-Galing sa Pabuhol-Dila (Tongue Twister). Valverde, O. ISBN 9786214460205. 2023. Great Books Trading	3	120.00	360.00
vol	Bikol Dictionary vol. 1 and 2/ Malcolm Mintz.. ISBN 9780958038355. 2004. Ateneo De Naga Univ. Press	3	2,500.00	7,500.00
vol	Bikol Studies: Nora/ Jaya Jacobo, ISBN 9782423199004. 2020. Ateneo De Naga Univ. Press	3	400.00	1,200.00
vol	Bikol Studies: Promise/ Frederico Jose Lagdameo. ISBN 9772423199005. 2014. Ateneo De Naga Univ. Press	3	300.00	900.00
vol	Binhi ng Paglaya/ Amanda Socorro Lacaba Echanis. ISBN 978-621-96513-9-4. 2023. Gantala Press.	3	350.00	1,050.00
vol	Biyak. Montañano, Joyce Rochelle. ISBN --. 2018. Balangay Books.	3	400.00	1,200.00
vol	BLACK CAT: A Poetry Collection ~ Woman in Verse / Shirley Siaton. ISBN 978-621-8374-86-7. 2024. Inky Sword Book Pub.	3	460.00	1,380.00
vol	BLESSED AMONG US/ Robert Ellsberg. ISBN -----. Claretian Comm. Found. Inc	3	595.00	1,785.00
vol	Blessedness in Pain/ Rev. Philip Henry B. Morales. ISBN 9798386305062. 2023. Lolakwentosera Book Pub.	2	349.00	698.00
vol	Blood and Gospel: Vampire's Night Market/Amelia D. Pagdanganan. ISBN 978620614381. 2024. Lolakwentosera Book Pub.	3	349.00	1,047.00
vol	Blue Daisies (Part 1)/ Arrowheads. ISBN 9712738104. 2024. Anvil Pub.	3	199.00	597.00
vol	Blue Daisies (Part 2)/ Arrowheads. ISBN 9712738197. 2024. Anvil Pub.	3	199.00	597.00
vol	Boundless Optimism/ Rosalie De Silva. ISBN 97862181154361. 2020. Shepherds Voice Pub.	3	249.00	747.00
vol	Brave Andres / Malabed, Liwliwa N. -- Quezon City : Lampara Publishing House, Inc., 2024.	56	199.75	11,186.00

vol	Bride Price and Other Stories/ Calbi Anji Asain. 2023. ISBN 978-971-9094-32-6. Xavier Univ. Press	3	450.00	1,350.00
vol	Broken Faith/ Nelson T. Dy. ISBN 9789710099023. 2022. OMF Lit.	3	250.00	750.00
vol	BUM TIYAYA BUM: Philippine Nursery Rhymes and Verse 978-621-422-048-9 2023	56	695.00	38,920.00
vol	Business Writing Bloopers: Common Mistakes To Avoid/ Jonah Chipeco. ISBN 978-621-8232-31-0. 2021. HS Grafik Print/PaperKat Books	1	700.00	700.00
vol	CABINET OF CURIOSITIES SB Anvil Publishing, 2023 9712737916	59	395.00	23,305.00
vol	Can You Trust The Bible?/ Harold J. Sala ISBN 9789710098194. 2019. OMF Lit.	3	275.00	825.00
vol	Cancion Kan Tawong Lipod/ H. Francisco V. Penones, Jr. With Select Translations by Marne Kilates. ISBN 978-971-9913-12-2. 2014. Ateneo De Naga Univ. Press	3	280.00	840.00
vol	Canticles for Three Women/ Rony V. Diaz. ISBN 971944708. 2012. Manila Times	1	450.00	450.00
vol	CELY'S CROCODILE 971-621-422-041-0 Tahanan Books for Young Readers, 2020	56	195.00	10,920.00
vol	Children of war / Joan Orendain. ISBN 978-971-97-0819-3 (Hardbound). 2023. Vibal Pub.	2	1,400.00	2,800.00
vol	Chosen : No Matter Where You've Been or What You've Done / Shaina Cua. ISBN 9789710099535. 2023. OMF Lit.	2	375.00	750.00
vol	CHRISTUS VIVIT CHRIST IS ALIVE! APOSTOLIC EXHORTATION TO YOUNG PEOPLE AND TO THE ENTIRE PEOPLE OF GOD / Pope Francis. ISBN -----. Claretian Comm. Found. Inc	1	245.00	245.00
vol	CHURCH REFORMS FROM VATICAN I TO VATICAN II AND BEYOND: A HISTORICO-THEOLOGICAL SYNOPSIS IN THE LIGHT OF POPE FRANCIS' PASTORAL ECCLESIOLOGY (VOLUME 2) / Jose Mario Bautista Maximiano. ISBN ----. Claretian Comm. Found. Inc	3	390.00	1,170.00
vol	COGITATIONS/ Nil Guillemette. Claretian Comm. Found. Inc.	2	265.00	530.00
vol	Collected Plays 1: Revitalizing Tradition in Three Full-Length Plays. ISBN 9786214483068. 2023. ADMU Press by Golden Books.	3	2,100.00	6,300.00
vol	Collected Plays 2: Resurrecting History in Three Full-Length Musicals. ISBN 9786214483082. 2023. ADMU Press by Golden Books.	3	2,250.00	6,750.00
vol	Collected Short Stories/ F. Sionil Jose. ISBN 9789718845721. 2022. New Day Pub.	3	1,065.00	3,195.00
vol	Colonialism and Modernity Re-mapping Philippine History/ Oscar V. Campomanes Nobutaka Suzuki & Yoshiko Nagano, editors History. ISBN 978-621-472-027-9. 2022. Ateneo De Naga Univ. Press	3	650.00	1,950.00
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vol		THE ART OF DYING/ Ma. Lourdes de Vera. ISBN.---- Claretian Comm. Found. Inc.	3	235.00	705.00
vol		The Art of Rest/ Adam Mabry. ISBN 9789710099153. 2022. OMF Lit.	3	445.00	1,335.00
vol		The Awakening Volume One of Alamat: A History of the Awakened Kadi Serafica. Paperkat Books ISBN 978-621-487-000-4 2024	56	550.00	30,800.00
vol		The Awakening Volume One of Alamat: A History of the Awakened/ Kadi Serafica. ISBN 978-621-487-000-4. 2023. HS Grafik Print/PaperKat Books	1	600.00	600.00
vol		The Battle of Marawi / Criselda Yabes. ISBN978-621-96301-4-6. 2020. Pawikan Press	2	550.00	1,100.00
vol		THE BLUE BOOK - Reviewer for Board Licensure Examination for Criminologists Volume 1: Professional Courses. Garcia. ISBN 621-418-330-2. 2024. Wiseman's Books	3	698.00	2,094.00
vol		THE BLUE BOOK - Reviewer for Board Licensure Examination for Criminologists Volume 2: Area 2 A-C Major Courses. Garcia. ISBN 621-418-356-2. 2024. Wiseman's Books	3	898.00	2,694.00
vol		THE BLUE BOOK - Reviewer for Board Licensure Examination for Criminologists Volume 3: Area 2 D-E Major Courses + Area 3 Special Courses . Garcia. ISBN 621-418-358-6. 2024. Wiseman's Books	3	698.00	2,094.00
vol		The Book of Pedro Bautista: A Novella/ Mary Jane Guazon Uy. ISBN 978-971-991-387-0. 2019. Ateneo De Naga Univ. Press	3	400.00	1,200.00
vol		The Broken Places/ Teddy Espela. ISBN 978-621-472-026-2. 2022. Ateneo De Naga Univ. Press	2	400.00	800.00
vol		The Burning of Macabebe by Ian Christopher Alfonso Holy Angel University, Inc., Angeles City, Philippines 979-971-0546-70-1	56	600.00	33,600.00
vol		The Cautious Legal Writer. Mendoza. ISBN	3	1,150.00	3,450.00

		978-621-02-1859-6. 2022. cb. Central Books.			
vol		THE CHURCH CAN HANDLE THE TRUTH/ Jose Mario Bautista Maximiano. ISBN -- Claretian Comm. Found. Inc.	1	250.00	250.00
vol		The Complete Poems and Plays of Jose Rizal, SC by Nick Joaquin FEU Press 2023 9789716780703	56	780.00	43,680.00
vol		The Contemporary World: Looking through the Lenses of Globalization. Bihasa, CR. ISBN 978- 621-409-174-4. 2022. Books Atbp.	2	495.00	990.00
vol		THE COURAGE TO BE HAPPY/ Pope Francis. ISBN ----. Claretian Comm. Found. Inc.	3	195.00	585.00
vol		The Crime Circle Second Edition/ Yeyet Soriano. ISBN 978-621-487-020-2. 2024. HS Grafik Print/PaperKat Books	3	700.00	2,100.00
vol		The Data Privacy Law. Montemayor. ISBN 978- 621-02-0961-7. 2021. cb. Central Books.	3	880.00	2,640.00
vol		The Drama of Dictatorship: Martial Law and the Communist Parties of the Philippines. ISBN 9786214483051. 2023. ADMU Press by Golden Books.	3	2,100.00	6,300.00
vol		THE FILIPINO CHURCH AT THE CROSSROADS / Michael Demetrius H. Asis. ISBN --- Claretian Comm. Found. Inc.	1	225.00	225.00
vol		The Garden of God's Grace/ Darlene Sala, Bonnie Sala, Luisa Collopy. ISBN 9789710099047. 2021. OMF Lit.	3	275.00	825.00
vol		The Good and Beautiful You/ James Bryan Smith. ISBN 9789710099252. 2022. OMF Lit.	3	325.00	975.00
vol		The Gospel of Food/ Sharwin Tee. ISBN 9789712736445. 2021. Anvil Pub.	2	250.00	500.00
vol		The Government Procurement Reform Act (Principles and Practices) Atty. Lawrence P. Villanueva. ISBN 978-621-04-5004-0.2023. Clothbound. Rex Bookstore	3	1,750	5,250.00
vol		The Islands of Faith/ Fr. Andrew Recepcion. ISBN 978-621-472-032-3. 2022. Ateneo De Naga Univ. Press	1	750.00	750.00
vol		The Kindness of Birds/ Merlinda Bobis. ISBN : 9789712736711. 2021. Anvil Pub.	2	295.00	590.00
vol		THE LAST DIVIDE / Shirley Siaton. ISBN 978- 621-8371-13-2. 2024. Inky Sword Book Pub.	1	540.00	540.00
vol		The Last Sacristan Mayor and the Most Expensive Mass for the Dead: Tales from Ticao/ISBN 9789719913658. 2017. Ateneo De Naga Univ. Press	3	350.00	1,050.00
vol		The Legend of Tessie Agana: Beloved Childstar of the Philippines. Mylene Agana Jao Richardson. ISBN 978-621-8289-46-8. hardbound. BookshelfPH Ambidextr	3	1,680.00	5,040.00
vol		The Life and The Manila Times of David T. Boguslav. ISBN 971944706. 2011. Manila Times.	2	1,290.00	2,580.00
vol		The Literary Life. ISBN 971928238. 2007. Manila Times	2	347.00	694.00
vol		The Local Government Code with Implementing Rules and Regulations. ISBN 978-621-02-2023- 0. 2023. cb. Central Books	3	1,750.00	5,250.00
vol		The One Year Salt and Light Devotional/ Chris	3	365.00	1,095.00

		Tiegreen. ISBN 9789710098453. 2019. OMF Lit.			
	vol	The Patchwork City: Class, Space, and Politics in Metro Manila. ISBN 9786214483006. 2023. ADMU Press by Golden Books.	3	1,650.00	4,950.00
	vol	THE POPE FRANCIS AGENDA/ Donal Dorr . ISBN --- Claretian Comm. Found. Inc.	3	275.00	825.00
	vol	THE PRIESTHOOD IN A CHURCH RENEWED/ Amado L. Picardal. ISBN _____. Claretian Comm. Found. Inc	1	225.00	225.00
	vol	The Public - Private Partnership Code of the Philippines. Nague. ISBN 978-621-02-2427-6. hb. 2024. Central Books	3	1,580.00	4,740.00
	vol	The Revised Penal Code Book I - Understanding Criminal Law (2nd Edition). Tulalian. ISBN 621-418-229-9. 2024. Wiseman's Books	3	398.00	1,194.00
	vol	The Revised Penal Code Book II Notes and Cases. Atty. Carmencita Dabu, Ann Kathryn Diaz, Pedro Dabu. ISBN 978-621-04-5006-4 Clothbound. 2023. Rex Bookstore	3	2,350.00	7,050.00
	vol	The Revised Penal Code Book II, Specific Crimes and Their Elements 2nd edition. Tulalian. ISBN 621-418-230-5. 2024. Wiseman's Books	3	498.00	1,494.00
	vol	The Revolutionary Reader of E. San Juan Jr.: Essays on Critical Theory and Cultural Politics. ISBN 978-971-97-0857-5. Vibal Pub.	3	1,650.00	4,950.00
	vol	THE RISK OF HOPE: telling the story of God in our day/ Cardinal Luis Antonio Tagle. ISBN-----. Claretian Comm. Found. Inc	3	175.00	525.00
	vol	The Sacrament of Orders and the Clerical State/ Adolfo Dacanay. ISBN 9789712735868. 2020. Anvil Pub	2	395.00	790.00
	vol	The Saga of the Blue Dress/ Marily Sasota Gayeta. ISBN 978-621-8232-95-2. 2023. HS Grafik Print/PaperKat Books	3	600.00	1,800.00
	vol	The Saga of the Fugitive Indio Priest: A Novella/ Elmer A. Ordonez. ISBN 978-971-991-380-1. 2018. Ateneo De Naga Univ. Press	3	400.00	1,200.00
	vol	The Secret of Derek Guerrero/ Mark Manalang. ISBN 978-621-96328-7-4. 2021. HS Grafik Print/PaperKat Books	1	650.00	650.00
	vol	THE SEVEN LAST WORDS OF CHRIST/ Fr. Thomas Rosica. ISBN -----. Claretian Comm. Found. Inc.	3	135.00	405.00
	vol	THE SEVENTEENTH WAVE / Cesar Pulido Vallarta. ISBN.-----. Claretian Comm. Found. Inc.	3	550.00	1,650.00
	vol	The Shadow Immortals/ John Luke Chica. ISBN 978-621-8232-25-9. 2021. HS Grafik Print/PaperKat Books	1	620.00	620.00
	vol	The Solemn Lantern Maker / Merlinda Bobis. ISBN 9712737947. 2024. Anvil Pub	2	295.00	590.00
	vol	The Star of Panghulo/ Patricio Mariano, Soledad S. Reyes, Translator. ISBN 978-971-991-375-7. 2018. Ateneo De Naga Univ. Press	3	350.00	1,050.00
	vol	The Town of Perpetual Autum/Beatrice Pobre. ISBN 978-621-487-027-1 (paperback).2024. HS Grafik Print/PaperKat Books	3	550.00	1,650.00

vol	The True Taste of Water: A Social Worker's Lived Experience of Volunteerism/ Angelito B. Meneses. ISBN 978-621-8389-07-6. 2024. Sadiri Publishing.	2	500.00	1,000.00
vol	The Ultimate Filipino Adobo: stories + recipes from the heart (2nd edition)/ Claude Tayag. ISBN 9712738531. 2024. Anvil Pub.	3	650.00	1,950.00
vol	The world of Manila-Acapulco Galleons. ISBN 978-971-97-0702-8 (hardbound). Vibal Pub.	3	2,750.00	8,250.00
vol	The You-Have-To-Go-Through-A-Lot-Of-Crap-Ideas-To-Get-Good-Ideas Book/ David Guerrero. ISBN 789718281130. 2022. Milflores Pub.	3	225.00	675.00
vol	Theories of Crime Causation - An Instruction and Learning Guide. Caballero/ Barican. ISBN 621-418-340-1. 2024. Wiseman's Books	3	498.00	1,494.00
vol	Theories of Crime Causation/ B. Salamanca, E. Vibar-Galindez, D. Lucenara. ISBN 978-621-488-000-3. 2024. Chapter House Pub.	2	448.00	896.00
vol	Therapeutic Modalities 3rd Ed./ M. Balares, C. Beit-Chavez, R. Pecson, R. Tamayo. ISBN 978-621-488-026-3. 2024. Chapter House Pub.	2	448.00	896.00
vol	Thesis and Dissertation Writing Made Easy. Mendoza et al. ISBN 978-971-9655-53-4. 2023. Mindshapers Co., Inc.	3	250.00	750.00
vol	THIRTY DAYS WITH LOLO KIKO: a deepening on Pope Francis' teachings and wisdom in his 2015 pastoral visit to the Philippines / Bro. Jess N. Matias, OFS. ISBN--- Claretian Comm. Found. Inc.	2	140.00	280.00
vol	THIS HEART OF MINE: A Love Poem Collection. Shirley Siaton. ISBN 978-621-8371-15-6. 2024. Inky Sword Book Pub.	3	470.00	1,410.00
vol	This Season of Grief/ Various Contributors. ISBN 9789710098903. 2018. OMF Lit.	3	275.00	825.00
vol	Thrive! A Parent's Journey to Resilience/ Cherie Ann Lo, MA, MSc, Rpsy and 5 others. ISBN 9789712737862. 2023. Anvil Pub.	3	200.00	600.00
vol	Tikim: Essays on Phil. food and Culture (expanded and updated)/ Doreen Fernandez. ISBN 9712738524. 2024. Anvil Pub.	2	299.00	598.00
vol	Tingle: Anthology of Pinoy Lesbian Writing/ Jhoanna Lynn Cruz. ISBN 9789712735974. 2021. Anvil Pub.	3	295.00	885.00
vol	Tomana/ Juan S.P. Hidalgo Jr. ISBN 978-621-8389-03-8. 2023. Sadiri Publishing.	3	600.00	1,800.00
vol	Torts and Damages Commentary and Jurisprudence. Albano. ISBN 978-621-02-2349-1. 2024. hb. Central Books.	3	1,480.00	4,440.00
vol	TOWARD A BAI THEOLOGY CATHOLIC FEMINISM IN THE PHILIPPINES/ edited by Virginia Fabella, MM and Agnes M. Brazal. ISBN – 2023. Claretian Comm. Found. Inc.	1	400.00	400.00
vol	Transcendence: Understanding Contemporary Global Dynamics, Issues, and Challenges. DC Coronacion; FC Calilung. ISBN 978-621-409-249-9. 2024. Books Atbp.	3	495.00	1,485.00
vol	Transforming Believers/ Dr Alfonso G. Pablo Sr. ISBN 9789717893693. Christian Literature	3	350.00	1,050.00

		Crusade			
vol		Transforming Faith/ Dr. Alfonso G. Pablo Sr. ISBN 9789717893778. Christian Literature Crusade	3	425.00	1,275.00
vol		Transforming Households/ Dr Alfonso G Pablo Sr. ISBN 9789717892993. 2014. Christian Literature Crusade	2	275.00	550.00
vol		Transforming Women/ Filipina A. Pablo. ISBN 9789717893716. Christian Literature Crusade	3	325.00	975.00
vol		Traveling: A Spiritual Seeker's Guide. Josefina J. Card. ISBN 978-621-8289-63-5. pbk. BookshelfPH Ambidextr	3	782.88	2,348.64
vol		Treatise on Administrative Investigation and Adjudication. Malabanan. ISBN 978-621-02-2280-7. 2024. hb. Central Books.	3	1,480.00	4,440.00
vol		Treatise on Improving the Professional Standards of Customs Brokers in the Philippines. Nague. ISBN978-621-02-2412-2 hb. 2024. Central Books.	3	1,080.00	3,240.00
vol		Treatise on the Local Government Law in the Philippines: Notes and Cases. Central Book Supply, Inc., ISBN 978-621-02-2498-6 Madrona pb 2024	56	850.00	47,600.00
vol		Trilohiya ng mga Bilang (Box Set : Volumes 1-3). Edgar Calabia Samar. . Pb. AUP/ 2023/ 9786214482849 (Volume 1), 9786214482863 (Volume 2), 9786214482887 (Volume 3)	2	4,050.00	8,100.00
vol		Tuklas Sining Coffee Table Book: essays on the Philippine arts. ISBN --. CCP	3	1,000.00	3,000.00
vol		Turning back the Pages/ Rosalinda L. Orosa. ISBN 9719447030. 2010. Manila Times.	2	300.00	600.00
vol		Two Less Lonely People in the World/ Amelia D. Pagdanganan. ISBN 9786218163713. 2021. Lolakwentosera Book Pub.	3	349.00	1,047.00
vol		UKAY-UKAY, HALUKAY AT BUHAY/ Wilfredo M. Sanson, SJ. ISBN ----. Claretian Comm. Found. Inc.	3	235.00	705.00
vol		Unburdened/ Chris Tiegreen. ISBN 9789710098897. 2020. OMF Lit.	3	325.00	975.00
vol		Under Cover Revised & Updated/ John Bevere. ISBN 9781404113572. 2019. OMF Lit.	3	450.00	1,350.00
vol		Under The City Lights/ S.J. Wolf. ISBN 978-621-96328-3-6. 2020. HS Grafik Print/PaperKat Books	1	600.00	600.00
vol		Understanding the Self: A Guide for the Perplexed. ISBN 978-971-07-4543-2. 2020. Vibal Pub.	3	450.00	1,350.00
vol		Understanding the Self: New Normal Edition. Palean, et al. ISBN 978-621-409-224-6. 2024.Books Atbp.	3	490.00	1,470.00
vol		Unmasking the Myth on Male Abuse. Jimenez. ISBN 978-621-02-2200-5. 2023. cb. Central Books.	3	880.00	2,640.00
vol		Unraveling the Absolute Moral Principle: Ethics for College Students (rev.ed). L.E. Buenaflor, et al. ISBN 978-621-409-229-1. 2024. Books Atbp.	3	475.00	1,425.00
vol		Unraveling the Past: Readings in Philippine History. ISBN 978-971-07-4235-6. 2018. Vibal Pub.	3	460.00	1,380.00

	vol	Unrequited/Raymond Oliver Aquino Cruz. ISBN 978-621-8232-04-4 (paperback). 2020. HS Grafik Print/PaperKat Books	1	300.00	300.00
	vol	Upscaling Oral Communication Skills in the 21st Century Global Space. Gutierrez, et al. ISBN 978-621-409-255-0. 2024. Books Atbp.	3	325.00	975.00
	vol	Vice and Drug Education and Control 4th Ed./ PLTCOL L Cejes, PLTCOL M Libres. ISBN 978-621-488-023-2. 2024. Chapter House Pub.	2	428.00	856.00
	vol	Violence Against Women and their Children. Central Book Supply, Inc., ISBN 978-621-02-2253-1 Tagupa hb 2024	59	1,080.00	63,720.00
	vol	Voyager and Other Fictions (New Edition)/ Jose Y. Dalisay Jr. ISBN 9789712737794. 2023. Anvil Pub.	3	399.00	1,197.00
	vol	WALKING TOGETHER ON THE ROAD OF DIALOGUE/ Sebastiano D' Ambra. ISBN --- Claretian Comm. Found. Inc.	1	180.00	180.00
	vol	Web Applications Using Php & MySQL. Pahayahay. ISBN 978-971-9655-75-6. 2024. Mindshapers Co., Inc.	3	400.00	1,200.00
	vol	What Am I To You/ Kath C. Eustaquio-Derla. ISBN 978-621-95553-4-0. 2017.	3	320.00	960.00
	vol	When Bad News is Good News/ Bernadette Sembrano. ISBN 9789710072743. 2023. Shepherds Voice Pub.	58	427.50	24,795.00
	vol	White Lady Black Christ/ Charlson Ong. ISBN 9789718281369. Milflores Pub.	1	599.00	599.00
	vol	Why Keanu Reeves is Lonely and Why the World Goes On as It Does/ Simeon Dumdum, Jr. ISBN 9789718281055. 2023. Milflores Pub.	1	399.00	399.00
	vol	Will You Happen, Past the Silence, through the Dark?: Remembering Leonard Ralph Casper. ISBN 9786214482764. 2023. ADMU Press by Golden Books.	3	1,800.00	5,400.00
	vol	Women of the Word : how to study the bible/ Jen Wilkin. ISBN 9789710099283. 2022. OMF Lit.	3	325.00	975.00
	vol	WORD ON FIRE: PROCLAIMING THE POWER OF CHRIST/ Robert Baron. ISBN --- Claretian Comm. Found. Inc.	1	260.00	260.00
	vol	Write Here Write Now: 12th Anniversary Edition/ AA Patawaran. ISBN 9712738722. 2024. Anvil Pub.	2	350.00	700.00
	vol	X75+ Coffee Table Book/ Xavier University. 2010. ISBN 978-971-9094-07-4. Xavier Univ. Press	1	1,150.00	1,150.00
	vol	Yes! You Really CAN Change/ Chip Ingram. ISBN 9789710099412. 2022. OMF Lit.	3	395.00	1,185.00
	The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184.				
20.1	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:  1. Registration Certificate from the Securities and Exchange Commission				

	<p>(SEC) or Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives (Certificate of Incorporation or Article of Incorporation or Amended Articles of Incorporation shall be accepted in lieu of the SEC Registration Certificate);</p> <ol style="list-style-type: none"> <li>2. Latest Mayor's / Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or areas;</li> <li>3. Tax Clearance per E.O. 398 s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and</li> <li>4. Audited Financial Statements stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from the date of bid submissions.</li> </ol> <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 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>
21.2	<i>No further instructions</i>



## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

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

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

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

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

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

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project 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

## PROCUREMENT OF FILIPINIANA REFERENCE/TRADE BOOKS FOR NLP AND NLP-AFFILIATED PUBLIC LIBRARIES PB24-28 ABC: PhP2,794,138.60

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to the Contract are DDP delivered to the <i>National Library of the Philippines</i>. In accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are delivered to the <i>National Library of the Philippines</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><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> <li>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.</li> </ol>

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.

**Packaging –**

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

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

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

Name of the Procuring Entity

Name of the Supplier

Contract Description

Final Destination

Gross weight

Any special lifting instructions

Any special handling instructions

Any relevant HAZCHEM classifications

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.

**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 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.</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><b>Intellectual Property Rights –</b></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>The terms of payment shall be on Acceptance:</p> <p>100% of the Contract Price per Delivery Order Slip shall be paid on the Supplier.</p>
4	<p>The inspections and tests that will be conducted are:</p> <ol style="list-style-type: none"> <li>1. Physical condition of Goods;</li> <li>2. Conformity of Goods to the Technical Specifications;</li> <li>3. Authenticity of Goods; and</li> <li>4. Whether Goods delivered are functioning.</li> </ol>

## ***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.

<b>Lot Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
<b>1</b>	<b>Procurement of Filipiniana Reference/Trade Books for NLP and NLP-Affiliated Public Libraries</b>	<b>5,503 volumes</b>	<b>Php2,794,138.60</b>	<b>Within 30 working days upon receipt of Purchase Order</b>

I hereby certify to comply and deliver the requirements upon turn-over to National Library of the Philippines.

\_\_\_\_\_  
**Name of Company/Bidder**

\_\_\_\_\_  
**Signature over Printed Name**

\_\_\_\_\_  
**Date**



## ***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

Unit	Specification	Qty	Unit Price	Total Price	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>
vol	'GAPÔ (At isang puting Pilipino, sa mundo ng mga Amerikanong karakul brown)/ Lualhati Bautista. ISBN 9789712737978. 2023. Anvil Pub.	3	295.00	885.00	
vol	(PATH – FIT 2) PHYSICAL ACTIVITY TOWARDS HEALTH and FITNESS Rhythmic Dance and Social Activities. Punzalan, Habana. ISBN 978-621-406-266-9. 2024. Mindshapers Co., Inc.	3	345.00	1,035.00	
vol	(PATH FIT 1) Physical Activity Towards Health and Fitness 1 Health & Wellness Movement Educ. & Exercise Program. Punzalan, Habana. ISBN 978-971-9655-56-5. 2023. Mindshapers Co., Inc.	3	335.00	1,005.00	
vol	(PATH FIT 4 SPORTS) Menu of Sports. Punzalan et al. ISBN 978-971-9655-85-5. 2024. Mindshapers Co., Inc.	3	345.00	1,035.00	

vol	(PATH-FIT 3) MENU DANCE : Physical Activity Towards Health and Fitness. Punzalan. ISBN 978-971-9655-57-2. 2023. Mindshapers Co., Inc.	3	300.00	900.00	
vol	10 most annoying English grammar errors/ Jose Carillo. ISBN 971928237. 2008. Manila Times	2	120.00	240.00	
vol	2024 Amendments to the Tax Code: A Comparative Between the NIRC and EOPT. Manahan. ISBN 978-621-02-2436-8. hb. 2024. Central Books.	3	1,780.00	5,340.00	
vol	26: Dagle Diagrams. Fajardo, Jayson. ISBN-- 2023. Balangay Books.	3	500.00	1,500.00	
vol	3 Mindful Habits/ Gabbie Villaluz. ISBN 9786219632263. 2020. Shepherds Voice Pub.	2	500.00	1,000.00	
vol	30 Days With Paulo/ Jel Tordesillas. ISBN 978-621-96272-2-1. 2019. HS Grafik Print/PaperKat Books	1	400.00	400.00	
vol	500 FANTASTIC FACTS-CHEMISTRY WS Pacific Publications, Inc ., 9781839233715	56	599.00	33,544.00	
vol	500 FANTASTIC FACTS-GEOGRAPHY WS Pacific Publications, Inc ., 9781839233746	56	599.00	33,544.00	
vol	501 FANTASTIC FACTS-PHYSICS WS Pacific Publications, Inc ., 9781839233739	56	599.00	33,544.00	
vol	A GIRL & HER MONSTER: A classroom's secret after sunset / Shirley Siaton. ISBN 978-621-8371-17-0. 2024. Inky Sword Book Pub.	3	480.00	1,440.00	
vol	A Handbook of COVID-19 – Prevention & Control / Wang Zhou M.D. 2020. ISBN 9789712735912. Anvil Pub.	3	199.00	597.00	
vol	A Handbook on the Fundamentals of Marriage and its Dissolution. Gomos. ISBN 978-621-02-2421-4. HB. 2024. Central Books.	3	1,380.00	4,140.00	
vol	A HEART THAT DOES NOT CEASE TO DREAM! A MISSIONARY'S JAGGED LIFE JOURNEY/ Ramon D. Fruto. ISBN -- -. 2023. Claretian Comm. Found. Inc	3	500.00	1,500.00	
vol	A Modular Approach in Advanced Writing. Pagalilauan. ISBN 621-418-336-4. 2023. Wiseman's Books	2	350.00	700.00	

vol	A Summary of Our Nation's History. Atty. Rolando A. Suarez. ISBN 978-621-04-4684-5 Paperbound. 2023. Rex Bookstore.	2	800.00	1,600.00	
vol	A Walk Through War Memories in Southeast Asia/ Hayase, Shinzo. ISBN 9789711012113. 2010. New Day Pub.	2	215.00	430.00	
vol	Abstracting and Indexing Made Easy. Buenrostro, J. ISBN 9789719645641. 2018. Great Books Trading	1	395.00	395.00	
vol	ACCIDENTAL MONK: A CHRONICLE OF STRUGGLE, FAITH, AND SURRENDER/ Wil Hernandez. ISBN ----. Claretian Comm. Found. Inc	3	595.00	1,785.00	
vol	ACCOMPLICES OF THE SPIRIT: the new paradigm of mission/ Jose Cristo Rey Garcia Paredes. ISBN -----. Claretian Comm. Found. Inc	3	425.00	1,275.00	
vol	Accounting Research Methods/ Danny A. Cabulay. ISBN 978-621-04-4125-3. 2022. Rex Bookstore.	3	385.00	1,155.00	
vol	Action Research (An Essential Writing Guide for Teachers and Would-be Teachers). Bargo, D. ISBN 9789719645801. 2020. Great Books Trading	3	595.00	1,785.00	
vol	Add On/ Eyrich Cortez. ISBN 9789717893488. Christian Literature Crusade	3	300.00	900.00	
vol	ADEQUATE, BUT NOT ENOUGH / Jose M. De Mesa. ISBN -----. Claretian Comm. Found. Inc	3	165.00	495.00	
vol	ADNU @70/ Danilo Gerona. ISBN 9789719330295 . 2010. Ateneo De Naga Univ. Press	3	450.00	1,350.00	
vol	ADR Claustrophobia: A "Promdi" guide to Alternative Dispute Resolution. Atty. Joenar Pueblo. ISBN 980 978-621-04-5012-5. PB. 2023. Rex Bookstore.	3	980.00	2,940.00	
vol	Advance Management Information System. Abante, M.V. ISBN 978-971-9655-24-4. 2023. Mindshapers Co., Inc.	3	525.00	1,575.00	
vol	Advanced Social Philosophy. Hermosa et.al. ISBN 978-621-02-2444-3. pb. 2024. Central Books.	3	450.00	1,350.00	
vol	Age Well/ Rissa Singson Kawpeng. ISBN 9789710072712. 2023. Shepherds Voice	59	375.25	22,139.75	

	Pub.				
vol	Agrarian Law. Montemayor. ISBN978-621-02-2437-5. hb. 2024. Central Books.	3	1,450.00	4,350.00	
vol	Ahente 5: the ultimate ahente/ Emmanuel Santos. ISBN 9789712736841. 2021. Anvil Pub.	3	250.00	750.00	
vol	Alguien ya contó las horas. Topacio-Aplaon. ISBN _____. 2017. Balangay Books.	3	700.00	2,100.00	
vol	All The Lonely People/ Kannika Claudine Pena. ISBN 9789718281260. 2023. Milflores Pub.	2	599.00	1,198.00	
vol	Allegories and Realities Ofelia Gelvezon-Tequi: in Retrospect. 2021. CCP	3	600.00	1,800.00	
vol	AMIC@50:Turning Gold: A History of the Asian Media Information and Communication Center/ Maslog, Crispin. ISBN: --- 2021. New Day Pub.	2	500.00	1,000.00	
vol	An Dalan Kan Peregrino/ Victor Dennis T. Nierva. ISBN 9786214720248. 2022. Ateneo De Naga Univ. Press	1	500.00	500.00	
vol	AN EMBRACE OF HOPE THOUGHTS OF POPE FRANCIS FOR THE SICK / edited by Edmondo A.Caruana and Lorenzo Tagliaferri ; translated by Leo-Martin Angelo R. Ocampo. ISBN ----- . Claretian Comm. Found. Inc	1	120.00	120.00	
vol	An Eye for Art Appreciation: Perception and Expression, 2nd Edition. Sonsona, et al. ISBN 978-621-409-236-9. 2024. Books Atbp.	3	450.00	1,350.00	
vol	Ang batang si Nena at ang sabi niyang "um-ah-um-ah-ah!" / Cruz, Abet B. -- Quezon City : Lampara Publishing House, Inc., 2024.	56	199.75	11,186.00	
vol	Ang Bisa ng Pag-uulit sa Katutubong Panitikan. ISBN 9786214482900. 2023. ADMU Press by Golden Books	3	1,750.00	5,250.00	
vol	Ang Buhay ni Lam-ang/ Pedro Bucaneg, Ariel Sotelo Tabag (translator). ISBN 978-621-8389-04-5. 2023. Sadiri Publishing.	3	150.00	450.00	
vol	ANG MAGANDA SA TEOLOHIYA/ Jose M. de Mesa. ISBN-- 2017. Claretian Comm. Found. Inc	1	140.00	140.00	
vol	Ang mga Prusisyong dumaan sa unang bangungot/ Frank Cimat. ISBN 978-971-	3	550.00	1,650.00	

	991-381-8. 2018. Ateneo De Naga Univ. Press				
vol	Ang Mundo Kong Kahel Chikiting Books	56	160.00	8,960.00	
vol	Ang Pag-ibig ni Crayon/ Pam Castro. ISBN 978-621-487-003-5 (Paperback). 2023. HS Grafik Print/PaperKat Books	3	500.00	1,500.00	
vol	Ang Pambansang Alagad, Sining, at Panitikan: Mga Piling Sanaysay/ Bienvenido Lumbera. ISBN 978-971-991-372-6. 2018. Ateneo De Naga Univ. Press	3	200.00	600.00	
vol	ANG PANGALAN NG DIYOS AY AWA: isang panayam kasama si Andrea Tornielli / Papa Francisco. ISBN Claretian Comm. Found. Inc	1	150.00	150.00	
vol	Ang Pinakamagarang Sapatos Chikiting Books	56	160.00	8,960.00	
vol	Ang Shaket Talaga Bes: pusong discipleshape/ Bood Burce. ISBN 9789717893402. Christian Literature Crusade	3	125.00	375.00	
vol	Ang Wikang Pambansa at Amerikanisasyon: Isang Kasaysayan ng Pakikihamok ng Filipino para maging Wikang Pambansa. ISBN 9786214482719. 2023. ADMU Press by Golden Books	3	2,250.00	6,750.00	
vol	ANGEL: a novella / Shirley Siaton. ISBN 978-621-490-061-9. 2024. Inky Sword Book Pub.	1	440.00	440.00	
vol	Annotations and Case Law Dissections on Evidence. Gabato. ISBN 978-621-02-2314-9. 2024. hb. Central Books.	3	1,580.00	4,740.00	
vol	Antares. Arguelles, Mesandel. ISBN ---. 2018. Balangay Books.	3	500.00	1,500.00	
vol	Application Development and Emerging Technologies. Juaneza, J.P./Iligan, S.A.R. ISBN 9786214460212. 2023. Great Books Trading	3	495.00	1,485.00	
vol	Archipelagic Baselines and the Philippine Territory. Tria. ISBN 978-621-02-2136-7. 2023. cb. Central Books.	3	880.00	2,640.00	
vol	Artificial Intelligence. Montemayor. ISBN 978-621-02-2290-6. 2024. hb. Central Books.	3	1,450.00	4,350.00	
vol	ARTS: Beyond Borders (Contemporary Arts from the Regions). Constantino Jr., &	3	295.00	885.00	

	Marquez. ISBN 978-621-409-155-3. 2023. Books Atbp.				
vol	At Home With Crazy/ Katrina Martin. ISBN 9789718281222. 2022. Milflores Pub.	3	499.00	1,497.00	
vol	At the Crossroads of Church and World/ Bienvenido Nebres. ISBN 9789712736209. 2021. Anvil Pub.	3	295.00	885.00	
vol	At Wars End/ Rony V. Diaz. ISBN 971944706. 2010. Manila Times	3	300.00	900.00	
vol	Atra: mga tula 1999-2019. Arguelles, Mesandel. ISBN 978-971-9699-22-4. 2020. Balangay Books.	3	1,500.00	4,500.00	
vol	AUDIAM: I WILL LISTEN TO YOUR WORDS, O LORD/ Duane M. Cartujano. ISBN.-- 2022. Claretian Comm. Found. Inc	1	290.00	290.00	
vol	Auslander. Lumen Al Joseph. ISBN 9786219678179. 2023. Balangay Books.	3	700.00	2,100.00	
vol	Aviation Mathematics, 2e. Desolo. ISBN 978-621-409-254-3. 2024. Books Atbp.	3	400.00	1,200.00	
vol	Babaylan Sing Back: Philippine Shamans and Voice, Gender and Place. ISBN 9786214481873. 2023. ADMU Press by Golden Books	3	1,450.00	4,350.00	
vol	Balangay: Stories/ Maria Elena Paulma. 2023 ISBN 978-971-9094-38-8. Xavier Univ. Press	3	385.00	1,155.00	
vol	Balita: The Story of Philippine Journalism (1811-2019)/ by Dr. José Victor Torres. ISBN 978-971-07-4461-9. 2021. Vibal Pub.	3	499.00	1,497.00	
vol	Bamboo Girls: Stories and Poems from A Forgotten Life/ Ian Rosales Casocot. ISBN 978-971-991-348-1. 2018. Ateneo De Naga Univ. Press	3	500.00	1,500.00	
vol	Bansay # 1 James J. O'Brien, S.J. - Bikolnon Biography Series (BBS)/ Greg S. Castilla. ISBN 978-971-991-332-0. 2015. Ateneo De Naga Univ. Press	3	100.00	300.00	
vol	Bansay #10: Simeon Ola- Bikolnon Biography Series (BBS)/ Christian Dy. ISBN 978-971-991-358-0. 2018. Ateneo De Naga Univ. Press	3	100.00	300.00	
vol	Bansay #3 Luis General Jr.- Bikolnon Biography Series (BBS)/Jose Martin O. General. ISBN 978-971-991-337-5. 2015.	3	100.00	300.00	



	Ateneo De Naga Univ. Press				
vol	Bansay #7: Tomas Arejola- Bicolnon Biography Series (BBS)/ Evelyn Caldera Soriano. ISBN 978-9719913-76-4. 2018. Ateneo De Naga Univ. Press	3	100.00	300.00	
vol	Bansay #8: Jorge I. Barlin- Bicolnon Biography Series (BBS)/ Jose Fernando Obias. ISBN 978-971-991-354-2. 2016. Ateneo De Naga Univ. Press	3	100.00	300.00	
vol	Bansay #9: Raul S. Roco- Bicolnon Biography Series (BBS)/Wilfredo Prilles. ISBN 978-971-991-357-3. 2016. Ateneo De Naga Univ. Press	3	100.00	300.00	
vol	Barcelona Criselda Yabes 19th Avenida Publishing House 978-6218264-23-6 2023	56	375.00	21,000.00	
vol	Basâ-Basa/ Ton Daposala. 2018. ISBN 978-971-9094-23-4. Xavier Univ. Press	3	325.00	975.00	
vol	Basic of Arnis de Mano: A Handbook for Teachers and Students. Anajao, et al. ISBN 978-621-409-237-6. 2023. Books Atbp.	3	175.00	525.00	
vol	Bata, Bata... Pa'no Ka Ginawa? / Lualhati Bautisata. ISBN 9712738555. 2024. Anvil Pub.	2	295.00	590.00	
vol	BATANG MATALINO ANG ALAMAT NG BAYABAS WS Pacific Publications, Inc ., 9789714331284	56	69.75	3,906.00	
vol	BATANG MATALINO ANG ALAMAT NG BUTIKI WS Pacific Publications, Inc ., 9789714331277	56	69.75	3,906.00	
vol	BATANG MATALINO ANG ALPABETONG FILIPINO WS Pacific Publications, Inc ., 9786214330935	56	99.75	5,586.00	
vol	BATANG MATALINO BOOK ANG ALAMAT NG PALAY WS Pacific Publications, Inc ., 9786214332205	56	69.00	3,864.00	
vol	Bayani Biographies: Andres Bonifacio / by John Ray Ramos and Michael Charleston "Xiao" Chua / St. Matthew's Publishing Corporation / 2019 / 978-971- 625-422-8	56	200.00	11,200.00	
vol	Bayani Biographies: Apolinario Mabini / by John Ray Ramos / St. Matthew's Publishing Corporation / 2023 / 978-971- 625-500-3	56	200.00	11,200.00	
vol	Before I Do/ Kath C. Eustaquio-Derla. ISBN 978-621-95109-4-3. 2015. HS Grafik	2	210.00	420.00	

	Print/PaperKat Books				
vol	Behind that Girl/ Angelica Soriano. ISBN 978-621-487-029-5 (paperback) 2024. HS Grafik Print/PaperKat Books	3	550.00	1,650.00	
vol	Behind The Veil: A Guide To Alamat, A History of the Awakened/ Kadi Serafica. ISBN 978-621-487-018-9. 2024. HS Grafik Print/PaperKat Books	3	300.00	900.00	
vol	Better Lovers/ Bo Sanchez. ISBN 9789710072798. 2024. Shepherds Voice Pub.	3	450.00	1,350.00	
vol	Better Today Than Yesterday/ Bo Sanchez. ISBN 9789710072774. 2023. Shepherds Voice Pub.	56	427.50	23,940.00	
vol	Better Today Than Yesterday/ Bo Sanchez. ISBN 9789710072774. 2023. Shepherds Voice Pub.	3	450.00	1,350.00	
vol	Biblical Preaching 3rd Ed/ Haddon Robinson. ISBN 9789710099115.2022. OMF Lit.	3	425.00	1,275.00	
vol	Bigkas-Galing sa Pabuhol-Dila (Tongue Twister). Valverde, O. ISBN 9786214460205. 2023. Great Books Trading	3	120.00	360.00	
vol	Bikol Dictionary vol. 1 and 2/ Malcolm Mintz.. ISBN 9780958038355. 2004. Ateneo De Naga Univ. Press	3	2,500.00	7,500.00	
vol	Bikol Studies: Nora/ Jaya Jacobo, ISBN 9782423199004. 2020. Ateneo De Naga Univ. Press	3	400.00	1,200.00	
vol	Bikol Studies: Promise/ Frederico Jose Lagdameo. ISBN 9772423199005. 2014. Ateneo De Naga Univ. Press	3	300.00	900.00	
vol	Binhi ng Paglaya/ Amanda Socorro Lacaba Echanis. ISBN 978-621-96513-9-4. 2023. Gantala Press.	3	350.00	1,050.00	
vol	Biyak. Montañano, Joyce Rochelle. ISBN - -. 2018. Balangay Books.	3	400.00	1,200.00	
vol	BLACK CAT: A Poetry Collection ~ Woman in Verse / Shirley Siaton. ISBN 978-621-8374-86-7. 2024. Inky Sword Book Pub.	3	460.00	1,380.00	
vol	BLESSED AMONG US/ Robert Ellsberg. ISBN -----. Claretian Comm. Found. Inc	3	595.00	1,785.00	

vol	Blessedness in Pain/ Rev. Philip Henry B. Morales. ISBN 9798386305062. 2023. Lolakwentosera Book Pub.	2	349.00	698.00	
vol	Blood and Gospel: Vampire's Night Market/Amelia D. Pagdanganan. ISBN 978620614381. 2024. Lolakwentosera Book Pub.	3	349.00	1,047.00	
vol	Blue Daisies (Part 1)/ Arrowheads. ISBN 9712738104. 2024. Anvil Pub.	3	199.00	597.00	
vol	Blue Daisies (Part 2)/ Arrowheads. ISBN 9712738197. 2024. Anvil Pub.	3	199.00	597.00	
vol	Boundless Optimism/ Rosalie De Silva. ISBN 97862181154361. 2020. Shepherds Voice Pub.	3	249.00	747.00	
vol	Brave Andres / Malabed, Liwliwa N. -- Quezon City : Lampara Publishing House, Inc., 2024.	56	199.75	11,186.00	
vol	Bride Price and Other Stories/ Calbi Anji Asain. 2023. ISBN 978-971-9094-32-6. Xavier Univ. Press	3	450.00	1,350.00	
vol	Broken Faith/ Nelson T. Dy. ISBN 9789710099023. 2022. OMF Lit.	3	250.00	750.00	
vol	BUM TIYAYA BUM: Philippine Nursery Rhymes and Verse 978-621-422-048-9 2023	56	695.00	38,920.00	
vol	Business Writing Bloopers: Common Mistakes To Avoid/ Jonah Chipeco. ISBN 978-621-8232-31-0. 2021. HS Grafik Print/PaperKat Books	1	700.00	700.00	
vol	CABINET OF CURIOSITIES SB Anvil Publishing, 2023 9712737916	59	395.00	23,305.00	
vol	Can You Trust The Bible?/ Harold J. Sala ISBN 9789710098194. 2019. OMF Lit.	3	275.00	825.00	
vol	Cancion Kan Tawong Lipod/ H. Francisco V. Penones, Jr. With Select Translations by Marne Kilates. ISBN 978-971-9913-12-2. 2014. Ateneo De Naga Univ. Press	3	280.00	840.00	
vol	Canticles for Three Women/ Rony V. Diaz. ISBN 971944708. 2012. Manila Times	1	450.00	450.00	
vol	CELY'S CROCODILE 971-621-422-041-0 Tahanan Books for Young Readers, 2020	56	195.00	10,920.00	
vol	Children of war / Joan Orendain. ISBN 978-971-97-0819-3 (Hardbound). 2023.	2	1,400.00	2,800.00	

	Vibal Pub.				
vol	Chosen : No Matter Where You've Been or What You've Done / Shaina Cua. ISBN 9789710099535. 2023. OMF Lit.	2	375.00	750.00	
vol	CHRISTUS VIVIT CHRIST IS ALIVE! APOSTOLIC EXHORTATION TO YOUNG PEOPLE AND TO THE ENTIRE PEOPLE OF GOD / Pope Francis. ISBN --- --. Claretian Comm. Found. Inc	1	245.00	245.00	
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vol	Taxation Laws in the Philippines. Masacayan. ISBN 978-621-02-2248-7. 2024. pb. Central Books.	3	620.00	1,860.00	
vol	TDT Manual (Timothy Discipleship Training)/ Jose C Floresta. ISBN 9789717893495. 2017. Christian Literature Crusade	3	275.00	825.00	
vol	Teaching and Assessment of Literature Studies/ Maureen Domingo-Bondoc, Rodolfo Grefiel Reyes II. ISBN 978-621- 04-5078-1. 2024. Rex Bookstore.	3	365.00	1,095.00	
vol	TEACHING THE FAITH/ Maria Lucia C. Natividad. ISBN ----. Claretian Comm. Found. Inc.	3	245.00	735.00	
vol	TEARS IN A BOTTLE / Msgr. Fernando Gutierrez. ISBN -----. Claretian Comm. Found. Inc.	1	230.00	230.00	
vol	Technical English 1: Investigative Report Writing and Presentation / PMAJ J Alvarez. ISBN 978-971-9647-74-4. 2023. Chapter House Pub.	2	428.00	856.00	
vol	Technical English 2: Legal Forms/ PMAJ J Alvarez. ISBN 978-971-9647-75-1. 2023. Chapter House Pub.	2	438.00	876.00	
vol	TELLING THE STORY OF JESUS/ Cardinal Luis Antonio Tagle. ISBN --- Claretian Comm. Found. Inc.	3	120.00	360.00	
vol	Ten Talks Ten Cities/ Merlee Cruz-Jayme. ISBN 97127-3817-3. 2024. Anvil Pub.	3	299.00	897.00	
vol	The Law on Public Officers. Gabato. ISBN 978-621-02-2169-5. 2023. hb. Central Books	3	1,450.00	4,350.00	
vol	The Adventures of Cayo Malinao and Other Philippine Novelettes. ISBN 978-971-97- 0843-8 (hardbound). Vibal Pub. HB	3	770.00	2,310.00	
vol	The Anti-Terrorism Law and Allied Laws. Romano. ISBN 978-621-02-2459-7. hb.	3	1,250.00	3,750.00	

	2024. Central Books.				
vol	The Art of Duddley Diaz (SB). ISBN 978-971-0538-09-6. Vibal Pub.	3	1,100.00	3,300.00	
vol	THE ART OF DYING/ Ma. Lourdes de Vera. ISBN.---- Claretian Comm. Found. Inc.	3	235.00	705.00	
vol	The Art of Rest/ Adam Mabry. ISBN 9789710099153. 2022. OMF Lit.	3	445.00	1,335.00	
vol	The Awakening Volume One of Alamat: A History of the Awakened Kadi Serafica. Paperkat Books ISBN 978-621-487-000-4 2024	56	550.00	30,800.00	
vol	The Awakening Volume One of Alamat: A History of the Awakened/ Kadi Serafica. ISBN 978-621-487-000-4. 2023. HS Grafik Print/PaperKat Books	1	600.00	600.00	
vol	The Battle of Marawi / Criselda Yabes. ISBN978-621-96301-4-6. 2020. Pawikan Press	2	550.00	1,100.00	
vol	THE BLUE BOOK - Reviewer for Board Licensure Examination for Criminologists Volume 1: Professional Courses. Garcia. ISBN 621-418-330-2. 2024. Wiseman's Books	3	698.00	2,094.00	
vol	THE BLUE BOOK - Reviewer for Board Licensure Examination for Criminologists Volume 2: Area 2 A-C Major Courses. Garcia. ISBN 621-418-356-2. 2024. Wiseman's Books	3	898.00	2,694.00	
vol	THE BLUE BOOK - Reviewer for Board Licensure Examination for Criminologists Volume 3: Area 2 D-E Major Courses + Area 3 Special Courses . Garcia. ISBN 621-418-358-6. 2024. Wiseman's Books	3	698.00	2,094.00	
vol	The Book of Pedro Bautista: A Novella/ Mary Jane Guazon Uy. ISBN 978-971-991-387-0. 2019. Ateneo De Naga Univ. Press	3	400.00	1,200.00	
vol	The Broken Places/ Teddy Espela. ISBN 978-621-472-026-2. 2022. Ateneo De Naga Univ. Press	2	400.00	800.00	
vol	The Burning of Macabebe by Ian Christopher Alfonso Holy Angel University, Inc., Angeles City, Philippines 979-971-0546-70-1	56	600.00	33,600.00	
vol	The Cautious Legal Writer. Mendoza. ISBN 978-621-02-1859-6. 2022. cb.	3	1,150.00	3,450.00	

	Central Books.				
vol	THE CHURCH CAN HANDLE THE TRUTH/ Jose Mario Bautista Maximiano. ISBN -- Claretian Comm. Found. Inc.	1	250.00	250.00	
vol	The Complete Poems and Plays of Jose Rizal, SC by Nick Joaquin FEU Press 2023 9789716780703	56	780.00	43,680.00	
vol	The Contemporary World: Looking through the Lenses of Globalization. Bihasa, CR. ISBN 978-621-409-174-4. 2022. Books Atbp.	2	495.00	990.00	
vol	THE COURAGE TO BE HAPPY/ Pope Francis. ISBN ----. Claretian Comm. Found. Inc.	3	195.00	585.00	
vol	The Crime Circle Second Edition/ Yeyet Soriano. ISBN 978-621-487-020-2. 2024. HS Grafik Print/PaperKat Books	3	700.00	2,100.00	
vol	The Data Privacy Law. Montemayor. ISBN 978-621-02-0961-7. 2021. cb. Central Books.	3	880.00	2,640.00	
vol	The Drama of Dictatorship: Martial Law and the Communist Parties of the Philippines. ISBN 9786214483051. 2023. ADMU Press by Golden Books.	3	2,100.00	6,300.00	
vol	THE FILIPINO CHURCH AT THE CROSSROADS / Michael Demetrius H. Asis. ISBN --- Claretian Comm. Found. Inc.	1	225.00	225.00	
vol	The Garden of God's Grace/ Darlene Sala, Bonnie Sala, Luisa Collopy. ISBN 9789710099047. 2021. OMF Lit.	3	275.00	825.00	
vol	The Good and Beautiful You/ James Bryan Smith. ISBN 9789710099252. 2022. OMF Lit.	3	325.00	975.00	
vol	The Gospel of Food/ Sharwin Tee. ISBN 9789712736445. 2021. Anvil Pub.	2	250.00	500.00	
vol	The Government Procurement Reform Act (Principles and Practices) Atty. Lawrence P. Villanueva. ISBN 978-621-04-5004-0.2023. Clothbound. Rex Bookstore	3	1,750	5,250.00	
vol	The Islands of Faith/ Fr. Andrew Recepcion. ISBN 978-621-472-032-3. 2022. Ateneo De Naga Univ. Press	1	750.00	750.00	
vol	The Kindness of Birds/ Merlinda Bobis.	2	295.00	590.00	

	ISBN : 9789712736711. 2021. Anvil Pub.				
vol	THE LAST DIVIDE / Shirley Siaton. ISBN 978-621-8371-13-2. 2024. Inky Sword Book Pub.	1	540.00	540.00	
vol	The Last Sacristan Mayor and the Most Expensive Mass for the Dead: Tales from Ticao/ISBN 9789719913658. 2017. Ateneo De Naga Univ. Press	3	350.00	1,050.00	
vol	The Legend of Tessie Agana: Beloved Childstar of the Philippines. Mylene Agana Jao Richardson. ISBN 978-621-8289-46-8. hardbound. BookshelfPH Ambidextr	3	1,680.00	5,040.00	
vol	The Life and The Manila Times of David T. Boguslav. ISBN 971944706. 2011. Manila Times.	2	1,290.00	2,580.00	
vol	The Literary Life. ISBN 971928238. 2007. Manila Times	2	347.00	694.00	
vol	The Local Government Code with Implementing Rules and Regulations. ISBN 978-621-02-2023-0. 2023. cb. Central Books	3	1,750.00	5,250.00	
vol	The One Year Salt and Light Devotional/ Chris Tiegreen. ISBN 9789710098453. 2019. OMF Lit.	3	365.00	1,095.00	
vol	The Patchwork City: Class, Space, and Politics in Metro Manila. ISBN 9786214483006. 2023. ADMU Press by Golden Books.	3	1,650.00	4,950.00	
vol	THE POPE FRANCIS AGENDA/ Donal Dorr . ISBN --- Claretian Comm. Found. Inc.	3	275.00	825.00	
vol	THE PRIESTHOOD IN A CHURCH RENEWED/ Amado L. Picardal. ISBN _____. Claretian Comm. Found. Inc	1	225.00	225.00	
vol	The Public - Private Partnership Code of the Philippines. Nague. ISBN 978-621-02-2427-6. hb. 2024. Central Books	3	1,580.00	4,740.00	
vol	The Revised Penal Code Book I - Understanding Criminal Law (2nd Edition). Tulalian. ISBN 621-418-229-9. 2024. Wiseman's Books	3	398.00	1,194.00	
vol	The Revised Penal Code Book II Notes and Cases. Atty. Carmencita Dabu, Ann Kathryn Diaz, Pedro Dabu. ISBN 978-621-04-5006-4 Clothbound. 2023. Rex	3	2,350.00	7,050.00	



	Bookstore				
vol	The Revised Penal Code Book II, Specific Crimes and Their Elements 2nd edition. Tulalian. ISBN 621-418-230-5. 2024. Wiseman's Books	3	498.00	1,494.00	
vol	The Revolutionary Reader of E. San Juan Jr.: Essays on Critical Theory and Cultural Politics. ISBN 978-971-97-0857-5. Vibal Pub.	3	1,650.00	4,950.00	
vol	THE RISK OF HOPE: telling the story of God in our day/ Cardinal Luis Antonio Tagle. ISBN-----. Claretian Comm. Found. Inc	3	175.00	525.00	
vol	The Sacrament of Orders and the Clerical State/ Adolfo Dacanay. ISBN 9789712735868. 2020. Anvil Pub	2	395.00	790.00	
vol	The Saga of the Blue Dress/ Marily Sasota Gayeta. ISBN 978-621-8232-95-2. 2023. HS Grafik Print/PaperKat Books	3	600.00	1,800.00	
vol	The Saga of the Fugitive Indio Priest: A Novella/ Elmer A. Ordonez. ISBN 978-971-991-380-1. 2018. Ateneo De Naga Univ. Press	3	400.00	1,200.00	
vol	The Secret of Derek Guerrero/ Mark Manalang. ISBN 978-621-96328-7-4. 2021. HS Grafik Print/PaperKat Books	1	650.00	650.00	
vol	THE SEVEN LAST WORDS OF CHRIST/ Fr. Thomas Rosica. ISBN -----. Claretian Comm. Found. Inc.	3	135.00	405.00	
vol	THE SEVENTEENTH WAVE / Cesar Pulido Vallarta. ISBN-----. Claretian Comm. Found. Inc.	3	550.00	1,650.00	
vol	The Shadow Immortals/ John Luke Chica. ISBN 978-621-8232-25-9. 2021. HS Grafik Print/PaperKat Books	1	620.00	620.00	
vol	The Solemn Lantern Maker / Merlinda Bobis. ISBN 9712737947. 2024. Anvil Pub	2	295.00	590.00	
vol	The Star of Panghulo/ Patricio Mariano, Soledad S. Reyes, Translator. ISBN 978-971-991-375-7. 2018. Ateneo De Naga Univ. Press	3	350.00	1,050.00	
vol	The Town of Perpetual Autumn/Beatrice Pobre. ISBN 978-621-487-027-1 (paperback).2024. HS Grafik Print/PaperKat Books	3	550.00	1,650.00	

vol	The True Taste of Water: A Social Worker's Lived Experience of Volunteerism/ Angelito B. Meneses. ISBN 978-621-8389-07-6. 2024. Sadiri Publishing.	2	500.00	1,000.00	
vol	The Ultimate Filipino Adobo: stories + recipes from the heart (2nd edition)/ Claude Tayag. ISBN 9712738531. 2024. Anvil Pub.	3	650.00	1,950.00	
vol	The world of Manila-Acapulco Galleons. ISBN 978-971-97-0702-8 (hardbound). Vibal Pub.	3	2,750.00	8,250.00	
vol	The You-Have-To-Go-Through-A-Lot-Of-Crap-Ideas-To-Get-Good-Ideas Book/ David Guerrero. ISBN 789718281130. 2022. Milflores Pub.	3	225.00	675.00	
vol	Theories of Crime Causation - An Instruction and Learning Guide. Caballero/ Barican. ISBN 621-418-340-1. 2024. Wiseman's Books	3	498.00	1,494.00	
vol	Theories of Crime Causation/ B. Salamanca, E. Vibar-Galindez, D. Lucenara. ISBN 978-621-488-000-3. 2024. Chapter House Pub.	2	448.00	896.00	
vol	Therapeutic Modalities 3rd Ed./ M. Balares, C. Beit-Chavez, R. Pecson, R. Tamayo. ISBN 978-621-488-026-3. 2024. Chapter House Pub.	2	448.00	896.00	
vol	Thesis and Dissertation Writing Made Easy. Mendoza et al. ISBN 978-971-9655-53-4. 2023. Mindshapers Co., Inc.	3	250.00	750.00	
vol	THIRTY DAYS WITH LOLO KIKO: a deepening on Pope Francis' teachings and wisdom in his 2015 pastoral visit to the Philippines / Bro. Jess N. Matias, OFS. ISBN--- Claretian Comm. Found. Inc.	2	140.00	280.00	
vol	THIS HEART OF MINE: A Love Poem Collection. Shirley Siaton. ISBN 978-621-8371-15-6. 2024. Inky Sword Book Pub.	3	470.00	1,410.00	
vol	This Season of Grief/ Various Contributors. ISBN 9789710098903. 2018. OMF Lit.	3	275.00	825.00	
vol	Thrive! A Parent's Journey to Resilience/ Cherie Ann Lo, MA, MSc, Rpsy and 5 others. ISBN 9789712737862. 2023. Anvil Pub.	3	200.00	600.00	
vol	Tikim: Essays on Phil. food and Culture (expanded and updated)/ Doreen	2	299.00	598.00	

	Fernandez. ISBN 9712738524. 2024. Anvil Pub.				
vol	Tingle: Anthology of Pinoy Lesbian Writing/ Jhoanna Lynn Cruz. ISBN 9789712735974. 2021. Anvil Pub.	3	295.00	885.00	
vol	Tomana/ Juan S.P. Hidalgo Jr. ISBN 978-621-8389-03-8. 2023. Sadiri Publishing.	3	600.00	1,800.00	
vol	Torts and Damages Commentary and Jurisprudence. Albano. ISBN 978-621-02-2349-1. 2024. hb. Central Books.	3	1,480.00	4,440.00	
vol	TOWARD A BAI THEOLOGY CATHOLIC FEMINISM IN THE PHILIPPINES/ edited by Virginia Fabella, MM and Agnes M. Brazal. ISBN – 2023. Claretian Comm. Found. Inc.	1	400.00	400.00	
vol	Transcendence: Understanding Contemporary Global Dynamics, Issues, and Challenges. DC Coronacion; FC Calilung. ISBN 978-621-409-249-9. 2024. Books Atbp.	3	495.00	1,485.00	
vol	Transforming Believers/ Dr Alfonso G. Pablo Sr. ISBN 9789717893693. Christian Literature Crusade	3	350.00	1,050.00	
vol	Transforming Faith/ Dr. Alfonso G. Pablo Sr. ISBN 9789717893778. Christian Literature Crusade	3	425.00	1,275.00	
vol	Transforming Households/ Dr Alfonso G Pablo Sr. ISBN 9789717892993. 2014. Christian Literature Crusade	2	275.00	550.00	
vol	Transforming Women/ Filipina A. Pablo. ISBN 9789717893716. Christian Literature Crusade	3	325.00	975.00	
vol	Traveling: A Spiritual Seeker's Guide. Josefina J. Card. ISBN 978-621-8289-63-5. pbk. BookshelfPH Ambidextr	3	782.88	2,348.64	
vol	Treatise on Administrative Investigation and Adjudication. Malabanan. ISBN 978-621-02-2280-7. 2024. hb. Central Books.	3	1,480.00	4,440.00	
vol	Treatise on Improving the Professional Standards of Customs Brokers in the Philippines. Nague. ISBN978-621-02-2412-2 hb. 2024. Central Books.	3	1,080.00	3,240.00	
vol	Treatise on the Local Government Law in the Philippines: Notes and Cases. Central Book Supply, Inc., ISBN 978-621-02-2498-	56	850.00	47,600.00	

	6 Madrona pb 2024				
vol	Trilohiya ng mga Bilang (Box Set : Volumes 1-3). Edgar Calabia Samar. . Pb. AUP/ 2023/ 9786214482849 (Volume 1), 9786214482863 (Volume 2), 9786214482887 (Volume 3)	2	4,050.00	8,100.00	
vol	Tuklas Sining Coffee Table Book: essays on the Philippine arts. ISBN --. CCP	3	1,000.00	3,000.00	
vol	Turning back the Pages/ Rosalinda L. Orosa. ISBN 9719447030. 2010. Manila Times.	2	300.00	600.00	
vol	Two Less Lonely People in the World/ Amelia D. Pagdanganan. ISBN 9786218163713. 2021. Lolakwentosera Book Pub.	3	349.00	1,047.00	
vol	UKAY-UKAY, HALUKAY AT BUHAY/ Wilfredo M. Sanson, SJ. ISBN ----. Claretian Comm. Found. Inc.	3	235.00	705.00	
vol	Unburdened/ Chris Tiegreen. ISBN 9789710098897. 2020. OMF Lit.	3	325.00	975.00	
vol	Under Cover Revised & Updated/ John Bevere. ISBN 9781404113572. 2019. OMF Lit.	3	450.00	1,350.00	
vol	Under The City Lights/ S.J. Wolf. ISBN 978-621-96328-3-6. 2020. HS Grafik Print/PaperKat Books	1	600.00	600.00	
vol	Understanding the Self: A Guide for the Perplexed. ISBN 978-971-07-4543-2. 2020. Vibal Pub.	3	450.00	1,350.00	
vol	Understanding the Self: New Normal Edition. Palean, et al. ISBN 978-621-409-224-6. 2024.Books Atbp.	3	490.00	1,470.00	
vol	Unmasking the Myth on Male Abuse. Jimenez. ISBN 978-621-02-2200-5. 2023. cb. Central Books.	3	880.00	2,640.00	
vol	Unraveling the Absolute Moral Principle: Ethics for College Students (rev.ed). L.E. Buenaflor, et al. ISBN 978-621-409-229-1. 2024. Books Atbp.	3	475.00	1,425.00	
vol	Unraveling the Past: Readings in Philippine History. ISBN 978-971-07-4235-6. 2018. Vibal Pub.	3	460.00	1,380.00	
vol	Unrequited/Raymond Oliver Aquino Cruz. ISBN ISBN 978-621-8232-04-4 (paperback). 2020. HS Grafik	1	300.00	300.00	

	Print/PaperKat Books				
vol	Upscaling Oral Communication Skills in the 21st Century Global Space. Gutierrez, et al. ISBN 978-621-409-255-0. 2024. Books Atbp.	3	325.00	975.00	
vol	Vice and Drug Education and Control 4th Ed./ PLTCOL L Cejes, PLTCOL M Libres. ISBN 978-621-488-023-2. 2024. Chapter House Pub.	2	428.00	856.00	
vol	Violence Against Women and their Children. Central Book Supply, Inc., ISBN 978-621-02-2253-1 Tagupa hb 2024	59	1,080.00	63,720.00	
vol	Voyager and Other Fictions (New Edition)/ Jose Y. Dalisay Jr. ISBN 9789712737794. 2023. Anvil Pub.	3	399.00	1,197.00	
vol	WALKING TOGETHER ON THE ROAD OF DIALOGUE/ Sebastiano D' Ambra. ISBN ---Claretian Comm. Found. Inc.	1	180.00	180.00	
vol	Web Applications Using Php & MySQL. Pahayahay. ISBN 978-971-9655-75-6. 2024. Mindshapers Co., Inc.	3	400.00	1,200.00	
vol	What Am I To You/ Kath C. Eustaquio-Derla. ISBN 978-621-95553-4-0. 2017.	3	320.00	960.00	
vol	When Bad News is Good News/ Bernadette Sembrano. ISBN 9789710072743. 2023. Shepherds Voice Pub.	58	427.50	24,795.00	
vol	White Lady Black Christ/ Charlson Ong. ISBN 9789718281369. Milflores Pub.	1	599.00	599.00	
vol	Why Keanu Reeves is Lonely and Why the World Goes On as It Does/ Simeon Dumdum, Jr. ISBN 9789718281055. 2023. Milflores Pub.	1	399.00	399.00	
vol	Will You Happen, Past the Silence, through the Dark?: Remembering Leonard Ralph Casper. ISBN 9786214482764. 2023. ADMU Press by Golden Books.	3	1,800.00	5,400.00	
vol	Women of the Word : how to study the bible/ Jen Wilkin. ISBN 9789710099283. 2022. OMF Lit.	3	325.00	975.00	
vol	WORD ON FIRE: PROCLAIMING THE POWER OF CHRIST/ Robert Baron. ISBN --- Claretian Comm. Found. Inc.	1	260.00	260.00	
vol	Write Here Write Now: 12th Anniversary Edition/ AA Patawaran. ISBN 9712738722.	2	350.00	700.00	

	2024. Anvil Pub.				
vol	X75+ Coffee Table Book/ Xavier University. 2010. ISBN 978-971-9094-07-4. Xavier Univ. Press	1	1,150.00	1,150.00	
vol	Yes! You Really CAN Change/ Chip Ingram. ISBN 9789710099412. 2022. OMF Lit.	3	395.00	1,185.00	

## ***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).

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

- (k) *[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.

- (1) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

### A. AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

***[Jurat]***

*[Format shall be based on the latest Rules on Notarial Practice]*

## Performance Securing Declaration (Revised)

*[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents] To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.

2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;

3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:

- a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
  - i. Procuring Entity has no claims filed against the contract awardee;
  - ii. It has no claims for labor and materials filed against the contractor; and
  - iii. Other terms of the contract; or
- b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

***[Jurat]***

*[Format shall be based on the latest Rules on Notarial Practice]*

## **Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### **BID SECURING DECLARATION** **Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

***[Jurat]***

*[Format shall be based on the latest Rules on Notarial Practice]*

## Contract Agreement Form for the Procurement of Goods (Revised)

*[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]*

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### CONTRACT AGREEMENT

THIS AGREEMENT made the \_\_\_\_\_ day \_\_\_\_\_ of 20\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:

- i. Philippine Bidding Documents (PBDs);
  - i. Schedule of Requirements;
  - ii. Technical Specifications;
  - iii. General and Special Conditions of Contract; and
  - iv. Supplemental or Bid Bulletins, if any
- ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

iii. Performance Security;

iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and

v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

### **1. Acknowledgment**

*[Format shall be based on the latest Rules on Notarial Practice]*

