

PHILIPPINE BIDDING DOCUMENTS

Procurement of GOODS

Government of the Republic of the Philippines

PROCUREMENT OF CHILDREN'S BOOKS FOR NLP

(Early Procurement Activity (EPA)PB24-30

ABC: PhP350,000.00

**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

<u>Glossary of Acronyms, Terms, and Abbreviations.....</u>	<u>4</u>
<u>Section I. Invitation to Bid.....</u>	<u>7</u>
<u>Section II. Instructions to Bidders.....</u>	<u>10</u>
1. <u>Scope of Bid.....</u>	<u>11</u>
2. <u>Funding Information.....</u>	<u>11</u>
3. <u>Bidding Requirements.....</u>	<u>11</u>
4. <u>Corrupt, Fraudulent, Collusive, and Coercive Practices.....</u>	<u>11</u>
5. <u>Eligible Bidders.....</u>	<u>11</u>
6. <u>Origin of Goods.....</u>	<u>12</u>
7. <u>Subcontracts.....</u>	<u>12</u>
8. <u>Pre-Bid Conference.....</u>	<u>13</u>
9. <u>Clarification and Amendment of Bidding Documents.....</u>	<u>13</u>
10. <u>Documents comprising the Bid: Eligibility and Technical Components.....</u>	<u>13</u>
11. <u>Documents comprising the Bid: Financial Component.....</u>	<u>13</u>
12. <u>Bid Prices.....</u>	<u>14</u>
13. <u>Bid and Payment Currencies.....</u>	<u>14</u>
14. <u>Bid Security.....</u>	<u>15</u>
15. <u>Sealing and Marking of Bids.....</u>	<u>15</u>
16. <u>Deadline for Submission of Bids.....</u>	<u>15</u>
17. <u>Opening and Preliminary Examination of Bids.....</u>	<u>15</u>
18. <u>Domestic Preference.....</u>	<u>15</u>
19. <u>Detailed Evaluation and Comparison of Bids.....</u>	<u>16</u>
20. <u>Post-Qualification.....</u>	<u>16</u>
21. <u>Signing of the Contract.....</u>	<u>16</u>
<u>Section III. Bid Data Sheet.....</u>	<u>17</u>
<u>Section IV. General Conditions of Contract.....</u>	<u>20</u>
1. <u>Scope of Contract.....</u>	<u>21</u>
2. <u>Advance Payment and Terms of Payment.....</u>	<u>21</u>
3. <u>Performance Security.....</u>	<u>21</u>
4. <u>Inspection and Tests.....</u>	<u>21</u>
5. <u>Warranty.....</u>	<u>22</u>
6. <u>Liability of the Supplier.....</u>	<u>22</u>
<u>Section V. Special Conditions of Contract.....</u>	<u>23</u>
<u>Section VI. Schedule of Requirements.....</u>	<u>26</u>
<u>Section VII. Technical Specifications.....</u>	<u>27</u>
<u>Section VIII. Checklist of Technical and Financial Documents.....</u>	<u>58</u>

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 CHILDREN'S BOOKS FOR NLP

- a. The **National Library of the Philippines (NLP)**, through the authorized appropriation for **FY 2025 National Expenditure Program (NEP)** intends to apply the sum of **Three Hundred Fifty Thousand Pesos (Php350,000.00)** being the Approved Budget Contract (ABC) to payments under the contract for **PB24-30 PROCUREMENT OF CHILDREN'S BOOKS FOR NLP (Early Procurement Activity (EPA) for 2025 .** Bidding will be through **LINE ITEM BIDDING**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Line Item	Project Description	ABC	Cost of Bidding Docs	Bid Opening	Venue
	Procurement of Children's Books	PhP350,000.00	PhP500.00	December 12 , 2024 ; 10:01 AM	3rd Floor Office Area, NLP Bldg, T.M. Kalaw St. Ermita, Manila

- b. The NLP now invites bids for the above Procurement Project. Delivery of the Goods is required **within 60 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).
- c. 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.
- d. Prospective Bidders may obtain further information from the **BAC Secretariat** and inspect the Bidding Documents posted at the **Philippine Government Electronic Procurement System (PhilGEPS)** and in our official website at <http://web.nlp.gov.ph/>.
- e. 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 the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the*

amount of

Five Hundred Pesos (PhP500.00) . The Procuring Entity shall allow the bidder to present its proof of payment for the fees through email.

- f. The NLP will hold an online Pre-Bid Conference on **November 29, 2024 at 10:00 AM** through videoconferencing which shall be open to all prospective bidders. Sending an email to bac@nlp.gov.ph with the subject: *Request to Join the Pre-Bid Conference for Public Bidding No. 24-30.*
- g. 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 12, 2024**. **USB flash drive** containing the soft copy of the technical (in PDF) and financial (in Word or Excel) requirements must be included in the Original Copy of the Technical Documents. Late bids shall not be accepted.
- h. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
- i. Bid opening shall be on **December 12, 2024, 10:01 AM** at the 6th Floor Function Room, NLP Building. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
- j. 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.
- k. For further information, please refer to:

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

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

- l. You may visit the following websites:

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

(SGD.) MARICEL M. UREÑA
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, *National Library of the Philippines (NLP)*, wishes to receive Bids for the **PROCUREMENT CHILDREN'S BOOKS FOR NLP** with identification number **PB24-30**.

The Procurement Project, (**referred to herein as "Project"**) is composed of **289titles/800Volumes**, 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 Three Hundred Fifty Thousand Pesos (**Php350,000.00**).

2.2 The source of funding is:

a. NGA, the General Appropriations Act FY 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 Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

5.3 Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

- a. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- b. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) 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 **November 29, 2024 at 10:00 AM** through Zoom Videoconferencing which shall be to prospective bidder 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**.

a. For Goods offered from abroad:

- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
- ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

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

13.2 Payment of the contract price shall be made in:

- a. Philippine Pesos.

14. Bid Security

14.1 The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

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

15. Sealing and Marking of Bids

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

15.2 The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

18.1 The Procuring Entity will grant a margin of preference for the purpose of

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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:

One Project having several items, which shall be awarded as separate contracts per lot.

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 IUTB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

PROCUREMENT OF CHILDREN’S BOOKS FOR NLP

PB24-30

ABC: Php350,000.00

ITB Clause									
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. Supply and Delivery of Children’s Books b. Completed within the last two (2) years prior to the deadline for the submission and receipt of bids. 								
7.1	Subcontracting is NOT allowed.								
12	The Bid prices for Goods supplied from outside the Philippines shall be quoted in Philippine Pesos.								
14.1	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"> a. The amount of not less than <u>two percent (2%) of ABC</u>, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <u>five percent (5%) of ABC</u>, if bid security is in Surety Bond. 								
19.3	<i>Procurement of the following:</i> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%; text-align: center;">Title</th> <th style="width: 20%; text-align: center;">QTY</th> <th style="width: 20%; text-align: center;">ABC</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Procurement of Children’s Books for NLP</td> <td style="text-align: center;">289T /800V</td> <td style="text-align: center;">Php350,000.00</td> </tr> </tbody> </table>			Title	QTY	ABC	Procurement of Children’s Books for NLP	289T /800V	Php350,000.00
Title	QTY	ABC							
Procurement of Children’s Books for NLP	289T /800V	Php350,000.00							
20.2	Copies of the following documents of the supplier shall need to be completely submitted along with the bid proposal: <ul style="list-style-type: none"> a. PhilGEPS Certificate of Registration and shall form part of the bidder’s eligibility documents including Annex “A” of the Certificate of PhilGEPS Registration and Platinum Membership with updated; i. Registration Certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives; ii. Certificate of Incorporation or Article of Incorporation or Amended Articles of Incorporation 								

	<p>shall be accepted in lieu of the SEC Registration Certificate.</p> <p>iii. 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;</p> <p>iv. Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);</p> <p>v. 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.</p>
21.2	<p>List of additional contract documents relevant to the Project to form part of the Contract:</p> <p>Instructions to Bidders with signature in every page;</p> <p>Bid Data Sheet with signature in every page;</p> <p>General Conditions of Contract with signature in every page;</p> <p>Special Conditions of Contract with signature in every page; and</p> <p>Supplemental Bid Bulletin with signature in every page (if any).</p>
22	<p>No further instructions</p>

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 CHILDREN’S BOOKS FOR NLP

PB24-30

ABC: PhP350,000.00

GCC Clause	
1	<p>Delivery and Documents – For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows: The delivery terms applicable to this Contract are delivered to Government Procurement Policy Board – Technical Support Office Building at Commonwealth Avenue, UP Diliman, Quezon City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.” Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p>
	<p>Packaging – The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit. The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity. The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <ul style="list-style-type: none"> Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation – 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>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure. The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights – The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
<p>2.2</p>	<p>The terms of payment shall be as follows: Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer Facility within (30) calendar days from the submission of billing statement.</p>

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
	Procurement of Children's Books for NLP	289 Titles/800 Volumes	Php 350,000.00	Within 60 working days upon receipt of Purchase Order

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item	Specification	Quantity	Unit Cost	Total Cost	Statement of Compliance
	<p>Minimum specifications (equivalent or better):</p>				<p><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></p>
	<p>PROCUREMENT OF</p>				

	CHILDREN'S BOOKS FOR NLP, 289T/800V				
	SPECIFICATION:				
vol	The Night The Moon Went Missing / Brendan Kearney , 32pp , 2021 Pb , Dorling Kindersley	1	1,000.00	1,000.00	
vol	1,000 Amazing World Facts Pb / Dorling Kindersley , 2024, ISBN 9780241656969	1	1,000.00	1,000.00	
vol	100 Things to Know About the Unknown/ Jerome Martin, Usborne, 2023, ISBN 9781803705286	1	1,800.00	1,800.00	
vol	513 Weird Facts That Every Kid Should Know/ Canavan, Thomas, Arcturus, 2022, ISBN 9781398827073	1	2,000.00	2,000.00	
1 set	7 BEST THINGS ABOUT FAMILY ISBN 9781486729210 7 BEST THINGS ABOUT BEDTIME ISBN 9781486729227 7 BEST THINGS ABOUT PRESCHOOL ISBN 9781486729234 7 BEST THINGS ABOUT READING ISBN 9781486729241	1	516.00	516.00	
vol	75 Fantastic Physics Facts Every Kid Should Know!/ Rooney, Anne, Arcturus, 2023, ISBN 9781398821941	1	1,200.00	1,200.00	
vol	79 Amazing Science Games to Blow Your Mind!/ Claybourne, Anna, Arcturus, 2022, ISBN 9781398811102	1	1,200.00	1,200.00	
vol	81 Mind-Blowing Biology Facts Every Kid Should Know!/ Rooney, Anne, Arcturus, 2024, ISBN 9781398821927	1	1,200.00	1,200.00	
1 set	A CELEBRATION OF MINDFULNESS-PEACE: ISBN 9781486729258 A CELEBRATION OF MINDFULNESS-LOVE: ISBN	1	516.00	516.00	

	9781486729265 A CELEBRATION OF MINDFULNESS-JOY: ISBN 9781486729272 A CELEBRATION OF MINDFULNESS-BELIEVE: ISBN 9781486729289				
vol	A child's bible / Sally Ann Wright and Honor Ayres , 2021, ISBN 9786214740314. Lampara Publishing House	2	450.00	900.00	
vol	A Kids Book About Anxiety / Ross Szabo, HB , Dorling Kindersley , 2023, ISBN 9780241634554	1	2,250.00	2,250.00	
vol	A Kids Book About Belonging / Kevin Carroll , 72pp, HB , Dorling Kindersley , 2023 , ISBN 9780241634578	1	2,250.00	2,250.00	
vol	A Kids Book About Confidence , Joy Cho , Dorling Kindersley , 2022, ISBN 9780241656259	1	2,250.00	2,250.00	
vol	A Kids Book About Disability / Kristine Napper , 72pp ,HB, Dorling Kindersley , 2023, ISBN 9780241634547,	1	2,250.00	2,250.00	
vol	A Kids Book About Failure / Laymon Hicks, Dorling Kindersley , 2023 , ISBN 9780241634585	1	2,250.00	2,250.00	
vol	A Kids Book About Imagination / LeVar Burton , HB ,Dorling Kindersley ,2023 , ISBN 9780241634561	1	2,250.00	2,250.00	
vol	A Kids Book About Periods / Jessica Biel , HB ,Dorling Kindersley ,2024, ISBN 9780241694442	1	2,079.00	2,079.00	
vol	Behind the glass window /Jacqueline Tiu, Illustrated by Bettina Eshra Camado, 2020. ISBN 9789710749560 . Vibal Group	2	250.00	500.00	
vol	A Whale In Prison/ written by Mary Ann Ordinario and Illustrated by Danielle	3	250.00	750.00	

	Florendo. 2024, 9789710492589. ABC Educational Inc.				
vol	Adventures of Domestic Animals/ Portia P. Padilla, et al. 2023, ISBN 978971078555. HB.Vibal Group.	3	820.00	2,460.00	
vol	Adventurous Philippine Myths/ Cheeno Marlo M. Sayuno, et al. 2023. ISBN 9789710758654. Vibal Group.	3	820.00	2,460.00	
vol	Agawan base / Isinulat ni Jez Martin De Veyra,2021(hb) ,ISBN 9789719689409 . Looking for Juan	2	1,300.00	2,600.00	
vol	Ako ay Isang Bata (I Am a Child)/ Genaro R. Gojo Cruz, 2023, ISBN 9786218098671. Johhny and Hansel Pub.	2	190.00	380.00	
vol	Ako ay may kiki / Glenda Oris, 2020, picturebook. ISBN 9789715189286. Lampara	30	200.00	6,000.00	
vol	Ako ay may titi /kuwento ni/story by Genaro R. Gojo Cruz ,2019. picturebook, ISBN 9789715189125 ,Lampara	30	200.00	6,000.00	
vol	Ako si Dumay Gawid, Hanunuo Mangyan/ Rowena Festin. 2022. ISBN 9786219680509. Aklat Mirasol	3	200.00	600.00	
vol	Ako si Mudjat, Isang Dumagat/ Erwin M. Mallari. 2023. ISBN 9786219680523. Aklat Mirasol	3	200.00	600.00	
vol	Alamat ng Mariposa / Cepheus Quiñones, 2022. ISBN 9789719689577.hardbound .Lo oking for Juan.	2	1,550.00	3,100.00	
vol	Alin? Alin? Ang Daming Damdamin! /Jacqueline Franquelli. 2023. ISBN 9789710099610.OMF Literature	3	150.00	450.00	
vol	All You Need to Know about Your Body by Age 7/ Alice James, Usborne, 2023, ISBN 9781803701639	1	2,050.00	2,050.00	

vol	Ang Aking Pamayanan , 2023. ISBN 9789715089500. Adarna House. (Big Book)	1	349.00	349.00	
vol	ANG BATANG SI NENA AT ANG SABI NIYANG UM-AH-UM-AH-AH/ Abet Cruz.2024. ISBN 9786214745630. Lampara Pub. House	3	199.75	599.25	
vol	Ang Disaster Town Watch/ Jerry Vicente B. Catabijan. 2023. ISBN 9789710131938. St. Mary's Pub. Corp.	3	280.00	840.00	
vol	Ang gansa na nangitlog ng ginto/ Retold by Boots S.A. Pastor, ISBN 9786214740659. Lampara Publishing House	2	300.00	600.00	
vol	Ang Kabutihang Dulot ng Bakawan/ Jerry Vicente B. Catabijan, 2023. ISBN 9789710132000. St. Mary's Pub. Corp.	3	280.00	840.00	
vol	Ang Mahiwagang Bantay ng Bundok Arayat/ Christine Bellen-Ang,2023. ISBN 9789718281406.Milflores Pub.	3	499.00	1,497.00	
vol	Ang mainggiting kuting/ Eugene Y. Evasco, 2016. ISBN 9789715188463, Lampara Publishing House	2	175.00	350.00	
vol	Ang mga Islang lumulutang/ Jerry Vicente B. Catabijan, 2023. ISBN 9789710131907.St. Mary's Pub. Corp.	3	280.00	840.00	
vol	Ang mga Paghahanda ni Niño sa Tagtuyot/ Jerry Vicente B. Catabijan. ISBN 9789710132041. 2023. St. Mary's Pub. Corp.	3	280.00	840.00	
vol	Ang Naglalakad na Bahay/ Marites Ramos-San. 2021. ISBN 9789710751662. Vibal Group.	3	160.00	480.00	
vol	Ang Nanay ko ay Isang Pugita/ Jan Adams D. Magtanong. 2021. ISBN 9789710751679. Vibal Group.	3	160.00	480.00	

vol	Ang Pinakamagandang Bulaklak (The Most Beautiful Flower) / Erwin M. Mallari, 2022, ISBN 9786218098602, Johnny and Hansel	2	198.00	396.00	
vol	Ang Pinakamahabang Pasko: The Philippine Christmas from A to Z/ Cyan Abad-Jugo. 2023, ISBN 9789718281413. Milflores Pub.	3	499.00	1,497.00	
vol	Ang Punla ng Aratiles / Isinulat ni Eugene Evasco, 2023. ISBN 9789719689591.hb. Looking for Juan	2	450.00	900.00	
vol	Ang Regalo Para kay Matsing (A Gift for Matsing) / Erwin M. Mallari, 2023, ISBN 9786218098787. Johnny and Hansel Publications	2	198.00	396.00	
vol	Ang Safety Buddy/ Jerry Vicente B. Catabijan., 2023. ISBN 9789710131891, St. Mary's Pub. Corp.	3	280.00	840.00	
vol	Ang Sampayang Hindi Natatapos/ Michael Kevin Monforte. 2021. ISBN 9789710753581. Vibal Group.	3	160.00	480.00	
vol	Ang Sigaw ni Jericho/ Jerry Vicente B. Catabijan. 2023. ISBN 9789710131914. St. Mary's Pub. Corp.	3	280.00	840.00	
vol	Anger (Galit) / Agnes and Salem de Bezenac, 2022, ISBN 9786214740178. Lampara Publishing House	2	175.00	350.00	
vol	Ano ang Dapat Kong Dalhin? Ano ang Dapat Kong Iwan? (What Should I Bring? What Should I Leave Behind?) / Genaro R. Gojo Cruz, 2018. ISBN 9786219575508. Johnny and Hansel	2	185.00	370.00	
vol	Appreciating What Really Matters/ Genaro Gojo Cruz, et al. 2023, ISBN 9789710758500. HB. 2023. Vibal Group.	3	820.00	2,460.00	

vol	Araw sa palengke = A day in the market / kuwento ni May Tobias-Papa ; guhit ni Isabel Roxas, 2014. picture book. ISBN 9789715083171, Adarna House	30	160.00	4,800.00	
vol	Aray, Nasugatan Ako! (updated edition)/ Luis P. Gatmaitan. 2023. ISBN 9789710099627.OMF Literature	3	150.00	450.00	
1 set	Around the World in 80 Activities/ Finnegan, Ivy, Arcturus, 2023, ISBN 9781398816091	1	1,400.00	1,400.00	
vol	Awesome Riddles for Kids/ Hilton, Samantha, Arcturus, 2024, ISBN 9781398833777	1	1,400.00	1,400.00	
vol	Bago na ang Dating Ako (The New Me) /Patrick O. Opeña,2023, ISBN 9786218098701. Johnny and Hansel	2	198.00	396.00	
vol	Bakit Babae ang Bagong Hari (Why is the New King a Woman) / Neil Omar B. Gamos,2023. ISBN 9786218098749, Johnny and Hansel	2	198.00	396.00	
vol	Bakit Umuurong ang mga Baybayin/ Jerry Vicente B. Catabijan. 2023. ISBN 9789710132010. St. Mary's Pub. Corp.	3	280.00	840.00	
vol	Bayanihan para kay Umang /Eugene Y. Evasco,9786214740536. Lampara Publishing House	2	300.00	600.00	
vol	Big Fish, Small Fish Stories: Broken Promise. Ernestina Go Shi. ISBN 9719297913. pbk. BookshelfPH	3	280.00	840.00	
vol	Big Fish, Small Fish Stories: Buy Me. Ernestina Go Shi. ISBN 9719297956 . pbk. BookshelfPH	3	280.00	840.00	
vol	Big Fish, Small Fish Stories:	3	280.00	840.00	

	Pearly Shell. Ernestina Go Shi. ISBN 9719297948. pbk. BookshelfPH				
vol	Big Fish, Small Fish Stories: Protected Area. Ernestina Go Shi. ISBN 9719297964 . pbk. BookshelfPH	3	280.00	840.00	
vol	Big Fish, Small Fish Stories: Scarface. Ernestina Go Shi. ISBN 971929793X. pbk. BookshelfPH	3	280.00	840.00	
vol	Big Fish, Small Fish Stories: Toothless Kiddo. Ernestina Go Shi. ISBN 9719297905. pbk. BookshelfPH	1	280.00	280.00	
vol	Big Fish, Small Fish Stories: Wiggly Worm Wig. Ernestina Go Shi. ISBN 9719297921 . pbk. BookshelfPH	3	280.00	840.00	
vol	Bilib kami sa iyo/ Eugene Y. Evasco, ISBN 9786214740482. Lampara Publishing House	2	300.00	600.00	
vol	Birdflight (new edition) / Carla M. Pacis, 2014, ISBN 9789712734991. Anvil Publishing	2	310.00	620.00	
vol	Blueplate / Didith T. Rodrigo,2024, ISBN 9786210500325,Bookmark	2	222.00	444.00	
vol	BOOK OF EVERYTHING. ISBN 9781837714452. 2023. WS Pacific	2	784.50	1,569.00	
vol	Boom Bang Clang (BIG BOOK)/ Maloi Malibiran- Salumbides.2023. ISBN 9789710099504. OMF Literature	3	350.00	1,050.00	
vol	BRAVE ANDRES/ Liwliwa Malabed. 2024 .ISBN 9786214744770. Lampara Pub. House	3	199.75	599.25	
vol	Bum Tiyaya Bum: Philippine Nursery Rhymes and Verses/ Edited by Rene O. Villanueva. 2023, ISBN 9786214220489. Ilaw ng Tahanan	3	695.00	2,085.00	

vol	Caring for Loved Ones/ Manuelita Contreras-Cabera, at al. , et al. 2023. ISBN 9789710758470 . HB. Vibal Group.	3	820.00	2,460.00	
vol	Cheerfulness (Pagkamasayahin) / Agnes and Salem de Bezenac, 2022, ISBN 9786214740161. Lampara Publishing House	2	175.00	350.00	
vol	Colorful Filipino Community/ Mark Norman S. Boquiren, et al.2023. ISBN 9789710758630. HB. Vibal Group.	3	820.00	2,460.00	
vol	Courage (Lakas ng loob) / Agnes and Salem de Bezenac,2022,ISBN 9786214740017. Lampara Publishing House	2	175.00	350.00	
vol	DABOG NANG DABOG SI DINO/ Lauren Macaraeg. 2024. ISBN 9786214745647. Lampara Pub. House (BIG BOOK)	3	270.00	810.00	
vol	Diola - The Heroine of Philippine Eagles (revised ed.)/ Written by Mary Ann Ordinario and Illustrated by Yasmin Ong. 2018, ISBN 9789719217749. ABC Educational	3	150.00	450.00	
vol	DISNEY 7 DAYS OF FRIENDSHIP STORIES-100: 2023, ISBN 9781837713080. WS Pacific	2	599.00	1,198.00	
vol	DISNEY 7 DAYS OF MAGICAL STORIES- PRINCESS. 2023. ISBN 9781837714100. WS Pacific	2	599.00	1,198.00	
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vol	Somebody is Eating the Chocolate Hills (revised)/ Written by Jonamari Kristin Floresta and Illustrated by Frances Alcaras. 2018. ISBN 9789710492329. ABC Educational	3	150.00	450.00	
vol	Step inside Science: Your Body/ Lara Bryan, Hb/ , 2023, ISBN 9781474998864	1	1,950.00	1,950.00	
vol	Stepping Out of Comfort Zones/ Danilo Niño Calalang, et al. 2023. ISBN 9789710758487. HB. Vibal Group	3	820.00	2,460.00	
vol	Stories of Different Forms of Love/ Becky Santos-Gerodias, et al. 2023. ISBN 9789710758524 . HB. Vibal Group	3	820.00	2,460.00	
vol	Stories of Friendship and Family/ Melissa Mabesa Mijares, et al. ISBN 9789710756766. 2023. HB. Vibal Group.	3	820.00	2,460.00	
vol	Stories of Unusual But Beautiful Filipino People/ Mark Norman S. Boquiren. 2022. Vibal Group.	3	520.00	1,560.00	
vol	SUPER BAGYO/ Eugene Evasco. 2024. ISBN 9786214745548. Lampara Pub. House	3	199.75	599.25	
vol	Tahan na, Tahanan / Maria Isabel Alarilla-Arellano, 2011. ISBN 9789719497523. Looking for Juan	2	1,100.00	2,200.00	
vol	Takbo! Kapag Naging Tinig Ang Tunog (2nd Edition)/ Auri Asuncion Yambao. 2024. ISBN 9786214220519. Ilaw ng Tahanan	3	195.00	585.00	
vol	Tales of Little Big Inspirations/ Anselmo S. Osore Jr., et al. 2023. ISBN 9789710758586. Vibal Group.	3	820.00	2,460.00	
vol	Tales of Magic and Wonder/ Aliona Silva, et al. , 2023. ISBN	3	820.00	2,460.00	

	9789710758548. (HB). Vibal Group.				
vol	Tales Within Filipino Homes/ Genaro R. Gojo Cruz, et al. ,2023. ISBN 9789710758616. (HB). Vibal Group.	2	820.00	1,640.00	
vol	Team Abangers at ang Estilong Trumpo / Boon Lauw, 2021 , ISBN 9786214740031. Lampara Publishing House	2	310.00	620.00	
vol	Thankfulness (Pagpapasalamat)/ Agnes and Salem de Bezenac,2022, ISBN 9786214740086, Lampara Publishing House	2	175.00	350.00	
vol	That's it, pancit! / written by/sulat ni Patricia Celina Ngo, 2020. ISBN 9789712735950. Anvil Publishing	2	125.00	250.00	
vol	The Adventure of the Padayon Cohort/ Jerry Vicente B. Catabijan. ISBN 9789710131983. 2023. St. Mary's Pub. Corp.	3	280.00	840.00	
vol	The Adventures of Damgo: Betta and the Dry Lands. Jacqueline Dominique Go. ISBN 9786218289604. pbk. BookshelfPH	3	392.00	1,176.00	
vol	The Big Juan/ Jerry Vicente B. Catabijan. 2023, ISBN 9789710131921. St. Mary's Pub. Corp.	3	280.00	840.00	
vol	The coconut book for kids/ written by Norma O. Chikiamco, 2013. ISBN 9789712727634 . Anvil Publishing	2	175.00	350.00	
vol	The earth healers / Cyan Abad-Jugo,2016, ISBN 9789712733413. Anvil Publishing	2	200.00	400.00	
vol	The family bible / Sally Ann Wright 2021, ISBN 9789715189354. Lampara Publishing House	2	850.00	1,700.00	

vol	The Hairy Fruit (revised)/ Written by Mary Ann Ordinario and Illustrated by Kora Albano. 2018. ISBN 9789719217794. ABC Educational	3	150.00	450.00	
vol	THE LOOKING GLASS TREE/ Cyan Abad-Jugo, 2016. ISBN 9789712733437. Anvil Publishing	2	200.00	400.00	
vol	The monkey and the turtle / retold by Jo Ann Cruz ; illustrated by Peter Espina, 2004, picture book, Adarna	30	160.00	4,800.00	
vol	The Pencil Who Would Not Write/ Written by Mary Ann Ordinario and Illustrated by Beth Parrocha. 2019. ISBN 9789710492404. ABC Educational	3	250.00	750.00	
vol	The Rocking Horse (Softbound Edition) / Written by Becky Bravo, 2006. ISBN 9789715063876. Looking for Juan	2	450.00	900.00	
vol	The Sad Cat (BIG BOOK) / Michellan Sarile-Alagao. ISBN 9789710099443. 2023. OMF Literature	3	350.00	1,050.00	
1 set	The Secret Explorers Series (set of 2 books) / SJ King / Pb / Dorling Kindersley / 2023 9780241610763 - the Cave Crisis 9780241553572 - the Desert Disappearance	1	2,250.00	2,250.00	
vol	The Smelly Fruit =Ang Mabahong Prutas (revised)/ Written by Mary Ann Ordinario and Illustrated by Rolando Nolasto Royong II. 2018. ISBN 9789719217718. ABC Educational	3	150.00	450.00	
vol	The Steadfast Snail / Dani Go, 2022. ISBN 9789710099214. Hiyas	2	185.00	370.00	
vol	The Superhero in Me/ Russell Molina, et al. 2023. ISBN 9789710758623. (HB). Vibal	2	820.00	1,640.00	

	Group.				
1 set	The Timekeepers Series (set of 3 books) / SJ King / Pb / Dorling Kindersley / 2024 9780241559154 - Eiffel Tower Emergency 9780241538654 - First Flight 9780241538678 - The Ancient Olympics	1	3,450.00	3,450.00	
vol	The Triangle Man and the Flightless Diwata / written by Kate Osias,2015. ISBN 9789719587828 . Looking for Juan	2	1,100.00	2,200.00	
vol	The Visit (English) / Khristian Ross P. Pimentel.2023. ISBN 9786218098718. Johnny and Hansel	2	198.00	396.00	
1 set	This is How Series (set of 4 board books) / HB / Dorling Kindersley / 2021 9780241502648 - We Get Ready 9780241502686 - We Keep Healthy 9780241502655 - We Make Friends 9780241502679 - We Stay Safe	1	3,450.00	3,450.00	
vol	Tulog na / kuwento ni Lawrence , 2023. ISBN 9789715089746. Adarna House	2	180.00	360.00	
vol	Araw ng Kabaligtaran/ The Opposite Day/Jomike Tejido, 2016 .	3	220.00	660.00	
vol	Ultimate Pokemon Go Handbook, 2016. ISBN 9781783122868	2	425.00	850.00	
vol	Ultimate Super Mario Run Handbook, ISBN 9781780979694, 2017	2	425.00	850.00	
vol	Values that stick diligence / Agnes de Bezenac,2015, ISBN 9789055644698. Lampara Publishing House	2	150.00	300.00	
vol	Values that stick gratitude / Agnes de Bezenac, 2015, ISBN 9789055644704. Lampara Publishing House	2	150.00	300.00	
vol	Values that stick self-control	2	150.00	300.00	

	/Agnes de Bezenac,2015, ISBN 9789055644681. Lampara				
vol	War Makes Me Sad (revised)/ Written by Mary Ann Ordinario and Illustrated by Biboy Blu. ISBN 978-971-92177-32. 2018. ABC Educational	2	150.00	300.00	
vol	Why Is A Pig's Nose Flat?/ Written by Mary Ann Ordinario and Illustrated by Beth Parrocha. ISBN 978-971-0492- 305. ABC Educational	3	250.00	750.00	
vol	Wonders of Philippine Art/ Erwin M. Mallari, et al.2023. ISBN 9789710756742. (HB). Vibal Group.	3	820.00	2,460.00	
vol	WORDS HAVE POWER/ Marie Yvette Alcazar. 2024. ISBN 9786214745654. Lampara Pub. House (BIG BOOK)	3	270.00	810.00	
vol	Yaya Maya and the white king / Cyan Abad-Jugo, 2016, ISBN 9789712733444.Anvil Publishing	2	200.00	400.00	
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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).

