



National Commission for Culture and the Arts

**NATIONAL LIBRARY OF THE PHILIPPINES**

**P.O. Box 2926  
T. M. Kalaw Street, Ermita 1000  
Manila, Philippines**

**Phone: (632) 310-5035  
Website: [web.nlp.gov.ph](http://web.nlp.gov.ph)**

**BID DOCUMENTS FOR  
PUBLIC BIDDING NO. 13-15**

**SUPPLY AND DELIVERY OF  
REFERENCE BOOKS FOR THE BATANES  
PROVINCIAL LIBRARY (Items 601-1149)**

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## SECTION I. INVITATION TO BID



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**NATIONAL LIBRARY OF THE PHILIPPINES**

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T. M. Kalaw Street, Ermita 1000  
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Website: web.nlp.gov.ph**

### INVITATION TO BID FOR

#### **Supply & Delivery of Reference Books for the Batanes Provincial Library**

The National Library of the Philippines (NLP) through the authorized appropriation for FY 2013 General Appropriation Act (GAA) intends to apply the sum of **One Million Eight Hundred Ninety Two Thousand Eight Hundred Seventy Eight Pesos and Seventy Seven Centavos (PhP1,892,878.77)** being the Approved Budget Contract (ABC) to payments under the contract for the **Supply and Delivery of Reference Books for the Batanes Provincial Library (Items 601-1149)** under **Public Bidding No. 13-15**. Bidding will be through **Line Item Bidding**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The NLP now invites bids for the **SUPPLY AND DELIVERY OF REFERENCE BOOKS FOR THE BATANES PROVINCIAL LIBRARY**. Delivery of the goods is required within 15 calendar 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 to bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders (ITB).

Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.

Interested Bidders may obtain further information from NLP Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below from 8:00 AM to 5:00 PM, Monday to Friday.

A complete set of Bidding Documents may be purchased by interested Bidders beginning on **December 5, 2013** from the address given below and upon payment of a nonrefundable fee in the amount of **One Thousand Pesos only (PhP1,000.00)**. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the NLP, provided that Bidders shall pay

the non-refundable fee for the Bidding Documents not later than the submission of bids.

The NLP will hold a Pre-Bid Conference on **December 9, 2013** at 4:30 PM at the Training Room, 4<sup>th</sup> Floor, Mezzanine, NLP Building at T.M. Kalaw St., Ermita, Manila, which shall be open to all interested bidders.

Bids must be delivered to the address below on or before **December 19, 2013** at 4:30 PM. All Bids must be accompanied by a Bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on **December 19, 2013** immediately after the deadline of submission of bids at the same venue. Bids will be opened in the presence of the bidders or authorized representatives who choose to attend at the address below. Late Bids shall not be accepted.

The NLP reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

For further information, please refer to:

**MARICEL M. DIAZ**  
National Library of the Philippines  
BAC Secretariat  
Tel. No.: 310-5053 loc. 310  
Email: [tnlbac@nlp.gov.ph](mailto:tnlbac@nlp.gov.ph)

**DOLORES D. CARUNGUI**  
Chairperson  
Bids and Awards Committee

## SECTION II. INSTRUCTION TO BIDDERS

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## **A. General**

### **1. Scope of Bid**

- 1.1. The procuring entity named in the [BDS](#) (hereinafter referred to as the “Procuring Entity”) wishes to receive bids for supply and delivery of the goods as described in Section VII. Technical Specifications (hereinafter referred to as “Goods”).
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the [BDS](#). The contracting strategy and basis of evaluation of lots is described in ITB Clause 28.

### **2. Source of Funds**

The Procuring Entity has a budget or has applied for or received funds from the Funding Source named in the [BDS](#), and in the amount indicated in the [BDS](#). It intends to apply part of the funds received for the Project, as defined in the [BDS](#), to cover eligible payments under the contract.

### **3. Corrupt, Fraudulent, Collusive, and Coercive Practices**

- 3.1. Unless otherwise specified in the [BDS](#), 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. In pursuance of this policy, the Procuring Entity:
  - (a) defines, for purposes of this provision, the terms set forth below as follows:
    - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Procuring Entity, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019;
    - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after Bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition;

- (iii) “collusive practices” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels;
- (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
- (v) “obstructive practice” is
  - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
  - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
- (b) will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract.

3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under the applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 3.1(a).

3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a contractor in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 3.

#### **4. Conflict of Interest**

4.1. All bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be



considered to have conflicting interests with another Bidder in any of the events described in paragraphs(a) through (c) and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (g) below:

- (a) A Bidder has controlling shareholders in common with another Bidder;
- (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
- (c) A Bidder has the same legal representative as that of another Bidder for purposes of this Bid;
- (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process. This will include a firm or an organization who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project if the personnel would be involved in any capacity on the same project;
- (e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid; or
- (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the goods and related services that are the subject of the bid.

4.2. In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the bidder, this Clause shall apply to the following persons:

- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
- (b) If the Bidder is a partnership, to all its officers and members;
- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders; and
- (d) If the Bidder is a joint venture (JV), the provisions of items (a), (b), or (c) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.

## 5. Eligible Bidders

- 5.1. Unless otherwise indicated in the **BDS**, the following persons shall be eligible to participate in this Bidding:
- (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - (c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
  - (d) Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines; and
  - (e) Unless otherwise provided in the **BDS**, Persons/entities forming themselves into a JV, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%).
- 5.2. Foreign bidders may be eligible to participate when any of the following circumstances exist, as specified in the **BDS**.
- (a) When a Treaty or International or Executive Agreement as provided in Section 4 of the RA 9184 and its IRR allow foreign bidders to participate;
  - (b) 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;
  - (c) When the Goods sought to be procured are not available from local suppliers; or
  - (d) When there is a need to prevent situations that defeat competition or restrain trade.

- 5.3. Government Corporate Entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or the Procuring Entity.
- 5.4. Unless otherwise provided in the **BDS**, the Bidder must have completed at least one contract similar to the Project the value of which, adjusted to current prices using the National Statistics Office consumer price index, must be at least equivalent to a percentage of the ABC stated in the **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**, and completed within the period stated in the Invitation to Bid and **ITB** Clause 12.1(a)(iii).

- 5.5. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC) or a Commitment from a Universal or Commercial bank to extend a credit line in its favor if awarded the contract for this project (CLC).

The NFCC, computed using the following formula, must be at least equal to the ABC to be bid:

NFCC = [(Current assets minus current liabilities) (K)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract for this Project.

Where:

K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for a contract duration of more than two years.

The CLC must be at least equal to ten percent (10%) of the ABC for this Project. If issued by a foreign bank, it shall be confirmed or authenticated by a Universal or Commercial Bank. In the case of local government units (LGUs), the Bidder may also submit CLC from other banks certified by the Bangko Sentral ng Pilipinas (BSP) as authorized to issue such financial instrument.

## **6. Bidder's Responsibilities**

- 6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII. Bidding Form as required in **ITB** Clause 12.1(b)(iii).
- 6.2. The Bidder is responsible for the following:
  - (a) Having taken steps to carefully examine all of the Bidding Documents;

- (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
- (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
- (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin/s as provided under **ITB** Clause 10.3;
- (e) Ensuring that it is not “blacklisted” or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
- (f) Ensuring that 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;
- (g) Authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;
- (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary’s Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;
- (i) Complying with the disclosure provision under Section 47 of the Act in relation to other provisions of Republic Act 3019; and
- (j) Complying with existing labor laws and standards, if applicable.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

- 6.3. The Bidder is expected to examine all instructions, forms, term, and specifications in the Bidding Documents.
- 6.4. It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.
- 6.5. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity.

- 6.6. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.7. Before submitting their bids, the Bidders are deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect the contract in any way.
- 6.8. Bidders should note that the Procuring Entity will only accept bids only from those that have paid the nonrefundable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

## **7. Origin of GOODS and Services**

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of Goods, or Contracting of Works or Services other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

## **8. Subcontracts**

- 8.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Works to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2. Subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Works shall be disallowed.
- 8.3. The Bidder may identify the subcontractor to whom a portion of the Works will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

## **B. Contents of Bidding Documents**

### **9. Pre-Bid Conference**

- 9.1. If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.
- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to

know the changes and/or amendments to the Bidding Documents discussed during the pre-bid conference.

- 9.3. Any statement made at the pre-bid conference shall not modify the terms of the bidding documents unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental/Bid Bulletin.

## **10. Clarification and Amendment of Bidding Documents**

- 10.1. Bidders who have purchased the Bidding Documents may request for clarification(s) on any part of the Bidding Documents or for an interpretation. Such a request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.
- 10.2. Supplemental/Bid Bulletins may be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.3. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted on the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity concerned, if available. It shall be the responsibility of all Bidders who secure the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 23.

## **C. Preparation of Bids**

### **11. Language of Bid**

The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Entity, shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation in English certified by the appropriate embassy or consulate in the Philippines, in which case the English translation shall govern, for purposes of interpretation of the Bid.

### **12. Documents Comprising the Bid: Eligibility and Technical Components**

- 12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

(α) Eligibility Documents –

Class "A" Documents:

- (i) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **BDS**;
- (ii) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (iii) Statement of all its ongoing and completed government and private contracts within the period stated in the **BDS**, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:
  - (iii.1) name of the contract;
  - (iii.2) date of the contract;
  - (iii.3) kinds of Goods;
  - (iii.4) amount of contract and value of outstanding contracts;
  - (iii.5) date of delivery; and
  - (iii.6) end user's acceptance or official receipt(s) issued for the contract, if completed.
- (iv) 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 bid submission;
- (vi) NFCC computation or CLC in accordance with **ITB** Clause 5.5; and

Class "B" Document:

- (vii) If applicable, the 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.

(b) Technical Documents –

- (i) Bid security as prescribed in **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:
  - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued

by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or

- (i.2) a surety bond accompanied by a certification coming from an authorized Insurance Commission that a surety or insurance company is authorized to issue such instruments;
- (ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
- (iii) Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.

### **13. Documents Comprising the Bid: Financial Component**

13.1. Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:

- (a) Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.4;
- (b) If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification from the DTI, SEC, or CDA issued in accordance with **ITB** Clause 27, unless otherwise provided in the [BDS](#); and
- (c) Any other document related to the financial component of the bid as stated in the [BDS](#).

13.2. Unless indicated in the **BDS**, all Bids that exceed the ABC shall not be accepted.

### **14. Alternative Bids**

Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.

### **15. Bid Prices**

15.1. The Bidder shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.

15.2. The Bidder shall fill in rates and prices for all items of the Goods described in the Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of



Quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Government.

- 15.3. The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.
- 15.4. 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), including all customs duties and sales and other taxes already paid or payable:
- (i.1) on the components and raw material used in the manufacture or assembly of Goods quoted ex works or ex factory; or
- (i.2) on the previously imported Goods of foreign origin quoted ex warehouse, ex showroom, or off-the-shelf and any Procuring Entity country sales and other taxes which will be payable on the Goods if the contract is awarded.
- (ii) The price for inland transportation, insurance, and other local costs incidental to delivery of the Goods to their final destination.
- (iii) 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 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, listed in the [BDS](#).

- 15.5. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to **ITB** Clause 24.

All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances. Extraordinary circumstances refer to events that may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon the recommendation of the Procuring Entity. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

## **16. Bid Currencies**

- 16.1. All bid prices shall be quoted in Philippine Pesos unless otherwise provided in the **BDS**. However, for purposes of bid evaluation, bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate prevailing on the day of the Bid opening.
- 16.2. If so allowed in accordance with **ITB** Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 16.3. Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.

## **17. Bid Validity**

- 17.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 17.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

## **18. Bid Security**

- 18.1. The bid security, issued in favor of the Procuring Entity, in the amount stated

in the **BDS** shall be equal to the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	Five percent (5%)
(d) Any combination of the foregoing	Proportionate to share of form with respect to total amount of security.

For biddings conducted by local government units, the Bidder may also submit bid securities in the form of cashier's/manager's check, bank draft/guarantee, or irrevocable letter of credit from other banks certified by the BSP as authorized to issue such financial statement.

- 18.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 18.3. No bid securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a motion for reconsideration and/or protest. Without prejudice on its forfeiture, Bid Securities shall be returned only after the bidder with the Lowest Calculated Responsive Bid has signed the contract and furnished the Performance Security, but in no case later than the expiration of the Bid Security validity period indicated in **ITB** Clause 18.2.
- 18.4. Upon signing and execution of the contract, pursuant to **ITB** Clause 31, and the posting of the performance security, pursuant to **ITB** Clause 32, the successful Bidder's Bid security will be discharged, but in no case later than the Bid security validity period as indicated in **ITB** Clause 18.2.
- 18.5. The bid security may be forfeited:

- (a) if a Bidder:
  - (i) withdraws its bid during the period of bid validity specified in **ITB** Clause 17;
  - (ii) does not accept the correction of errors pursuant to **ITB** Clause 28.3(b);
  - (iii) fails to submit the requirements within the prescribed period, or a finding against their veracity, as stated in **ITB** Clause 29.2;
  - (iv) submission of eligibility requirements containing false information or falsified documents;
  - (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
  - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
  - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid;
  - (viii) refusal or failure to post the required performance security within the prescribed time;
  - (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
  - (x) any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;
  - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
  - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- (β) if the successful Bidder:
  - (i) fails to sign the contract in accordance with **ITB** Clause 31;
  - (ii) fails to furnish performance security in accordance with **ITB** Clause 32; or

## 19. Format and Signing of Bids

- 19.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section IX. Bidding Forms on or before the deadline specified in the **ITB** Clause 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid.
- 19.2. Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3. The Bidder shall prepare an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4. The bid, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
- 19.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

## 20. Sealing and Marking of Bids

- 20.1. Unless otherwise indicated in the **BDS**, Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12, in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID".
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. \_\_\_ - TECHNICAL COMPONENT" and "COPY NO. \_\_\_ - FINANCIAL COMPONENT" and the outer envelope as "COPY NO. \_\_\_", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 20.3. The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.
- 20.4. All envelopes shall:
  - (a) contain the name of the contract to be bid in capital letters;

- (b) bear the name and address of the Bidder in capital letters;
- (c) be addressed to the Procuring Entity's BAC in accordance with **ITB** Clause 1.1;
- (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and
- (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with **ITB** Clause 21.

20.5. If bids are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid.

#### **D. Submission and Opening of Bids**

##### **21. Deadline for Submission of Bids**

Bids must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the **BDS**.

##### **22. Late Bids**

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared "Late" and shall not be accepted by the Procuring Entity.

##### **23. Modification and Withdrawal of Bids**

23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed, properly identified, linked to its original bid marked as "TECHNICAL MODIFICATION" or "FINANCIAL MODIFICATION" and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

23.2. A Bidder may, through a letter of withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids.

23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid,

directly or indirectly, for the same contract.

- 23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder's bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil, and criminal sanctions as prescribed by RA 9184 and its IRR.

## **24. Opening and Preliminary Examination of Bids**

- 24.1. The BAC shall open the first bid envelopes of Bidders in public as specified in the **BDS** to determine each Bidder's compliance with the documents prescribed in **ITB** Clause 12. For this purpose, the BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 24.2. Immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder those first bid envelope was rated "passed". The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as "failed". Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.
- 24.3. Letters of withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened. If the withdrawing Bidder's representative is in attendance, the original bid and all copies thereof shall be returned to the representative during the bid opening. If the representative is not in attendance, the Bid shall be returned unopened by registered mail. The Bidder may withdraw its bid prior to the deadline for the submission and receipt of bids, provided that the corresponding letter of withdrawal contains a valid authorization requesting for such withdrawal, subject to appropriate administrative sanctions.
- 24.4. If a Bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class "A Documents, the said certification may be submitted in lieu of the requirements enumerated in **ITB** Clause 12.1(a), items (i) to (v).

- 24.5. In the case of an eligible foreign Bidder as described in **ITB** Clause 5, the Class “A” Documents enumerated in **ITB** Clause 12.1(a) may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned.
- 24.6. Each partner of a joint venture agreement shall likewise submit the documents required in **ITB** Clauses 12.1(a)(i) and 12.1(a)(ii). Submission of documents required under **ITB** Clauses 12.1(a)(iii) to 12.1(a)(vi) by any of the joint venture partners constitutes compliance.
- 24.7. A Bidder determined as “failed” has three (3) calendar days upon written notice or, if present at the time of bid opening, upon verbal notification within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the Bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed Bidder signifies his intent to file a request for reconsideration, the BAC shall keep the bid envelopes of the said failed Bidder unopened and/or duly sealed until such time that the request for reconsideration or protest has been resolved.
- 24.8. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price, bid security of preliminary examination; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.

## **E. Evaluation and Comparison of Bids**

### **25. Process to be Confidential**

- 25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of **ITB** Clause 26.
- 25.2. Any effort by a bidder to influence the Procuring Entity in the Procuring Entity’s decision in respect of Bid evaluation, Bid comparison or contract award will result in the rejection of the Bidder’s Bid.

### **26. Clarification of Bids**

To assist in the evaluation, comparison and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered



## 27. Domestic Preference

- 27.1 Unless otherwise stated in the [BDS](#), the Procuring Entity will grant a margin of preference for the purpose of comparison of bids in accordance with the following:
- (a) The preference shall be applied when (i) the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder, or (ii) the lowest bid offered by a non-Philippine national is lower than the lowest bid offered by a Domestic Entity.
  - (b) For evaluation purposes, the lowest Foreign Bid or the bid offered by a non-Philippine national shall be increased by fifteen percent (15%).
  - (c) In the event that (i) the lowest bid offered by a Domestic Entity does not exceed the lowest Foreign Bid as increased, or (ii) the lowest bid offered by a non-Philippine national as increased, then the Procuring Entity shall award the contract to the Domestic Bidder/Entity at the amount of the lowest Foreign Bid or the bid offered by a non-Philippine national, as the case may be.
  - (d) If the Domestic Entity/Bidder refuses to accept the award of contract at the amount of the Foreign Bid or bid offered by a non-Philippine national within two (2) calendar days from receipt of written advice from the BAC, the Procuring Entity shall award to the bidder offering the Foreign Bid or the non-Philippine national, as the case may be, subject to post-qualification and submission of all the documentary requirements under these Bidding Documents.
- 27.2 A Bidder may be granted preference as a Domestic Entity subject to the certification from the DTI (in case of sole proprietorships), SEC (in case of partnerships and corporations), or CDA (in case of cooperatives) that the (a) sole proprietor is a citizen of the Philippines or the partnership, corporation, cooperative, or association is duly organized under the laws of the Philippines with at least seventy five percent (75%) of its interest or outstanding capital stock belonging to citizens of the Philippines, (b) habitually established in business and habitually engaged in the manufacture or sale of the merchandise covered by his bid, and (c) the business has been in existence for at least five (5) consecutive years prior to the advertisement and/or posting of the Invitation to Bid for this Project.
- 27.3 A Bidder may be granted preference as a Domestic Bidder subject to the certification from the DTI that the Bidder is offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

## 28. Detailed Evaluation and Comparison of Bids

- 28.1. The Procuring Entity will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.
- 28.2. The Lowest Calculated Bid shall be determined in two steps:
- (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
  - (b) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- 28.3. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all bids rated "passed," using non-discretionary pass/fail criteria. Unless otherwise specified in the [BDS](#), the BAC shall consider the following in the evaluation of bids:
- (a) Completeness of the bid. Unless the ITB specifically allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Procuring Entity; and
  - (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications, if allowed in the [BDS](#). Any adjustment shall be calculated in monetary terms to determine the calculated prices.
- 28.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the [BDS](#).
- 28.5. The Procuring Entity's evaluation of bids shall only be based on the bid price quoted in the Financial Bid Form.
- 28.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form

and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.

## **29. Post-Qualification**

- 29.1 The Procuring Entity shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid (LCB) complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.
- 29.2 Within a non-extendible period of three (3) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:
- (a) Tax clearance per Executive Order 398, Series of 2005;
  - (b) Latest income and business tax returns in the form specified in **BDS**;
  - (c) Certificate of PhilGEPS Registration; and
  - (d) Other appropriate licenses and permits required by law and stated in the **BDS**.

Failure of the Bidder declared as Lowest Calculated Bid to duly submit the requirements under this Clause or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualification of the Bidder for award.

- 29.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion.
- 29.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the Lowest Calculated Responsive Bid, and recommend to the Head of the Procuring Entity the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.
- 29.5 A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the Lowest Calculated Responsive Bid is determined for contract award.

- 29.6. Within a period not exceeding seven (7) calendar days from the date of receipt of the recommendation of the BAC, the Head of the Procuring Entity shall approve or disapprove the said recommendation. In the case of GOCCs and GFIs, the period provided herein shall be fifteen (15) calendar days.

### **30. Reservation Clause**

- 30.1. Notwithstanding the eligibility or post-qualification of a bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.
- 30.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all Bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:
- (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the bidders, or if the collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
  - (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
  - (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:
    - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the head of the procuring entity;
    - (ii) If the project is no longer necessary as determined by the head of the procuring entity; and
    - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.

- 30.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:
- (a) No bids are received;
  - (b) All prospective bidders are declared ineligible;
  - (c) All bids fail to comply with all the bid requirements or fail post-qualification;
  - (d) The bidder with the Lowest Calculated Responsive Bid refuses, without justifiable cause to accept the award of contract, and no award is made.

## **F. Award of Contract**

### **31. Contract Award**

- 31.1. Subject to **ITB** Clause 29, the Procuring Entity shall award the contract to the Bidder whose bid has been determined to be the Lowest Calculated and Responsive Bid (LCRB).
- 31.2. Prior to the expiration of the period of Bid validity, the Procuring Entity shall notify the successful Bidder in writing that its Bid has been accepted, through a Notice of Award received personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 31.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
- (a) Submission of the valid JVA, if applicable, within ten (10) calendar days from receipt by the Bidder of the notice from the BAC that the Bidder has the LCRB;
  - (b) Posting of the performance security in accordance with **ITB** Clause 33;
  - (c) Signing of the contract as provided in **ITB** Clause 32; and
  - (d) Approval by higher authority, if required.
- 31.4. At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in Section VI. Schedule of Requirements.

### **32. Signing of the Contract**

- 32.1. At the same time as the Procuring Entity notifies the successful Bidder that its

Bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which Contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.

- 32.2. Within Ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to the Procuring Entity.
- 32.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar days period provided that all the documentary requirements are complied with.
- 32.4. The following documents shall form part of the contract:
  - (a) Contract Agreement;
  - (b) Bidding Documents;
  - (c) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted;
  - (d) Performance Security;
  - (e) Credit line in accordance with **ITB** Clause 5.5, if applicable;
  - (f) Notice of Award of Contract; and
  - (g) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

**33. Performance Security**

- 33.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.
- 33.2. The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount equal to the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it	

shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	Thirty percent (30%)
(d) Any combination of the foregoing	Proportionate to share of form with respect to total amount of security

33.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the Lowest Calculated and Responsive Bid is identified and selected for contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement.

**34. Notice to Proceed**

- 34.1. Within three (3) calendar days from the date of approval of the Contract by the appropriate government approving authority, the Procuring Entity shall issue its Notice to Proceed to the Bidder.
- 34.2. The contract effectivity date shall be provided in the Notice to Proceed by the Procuring Entity, which date shall not be later than seven (7) calendar days from the issuance of the Notice to Proceed.

**SECTION III. BID DATA SHEET**

<b>ITB Clause</b>	
1.1	The PROCURING ENTITY is <b>National Library of the Philippines</b>

1.2	<p>This bidding will use Line Item bidding awarding as follows:</p> <p><b>SUPPLY AND DELIVERY OF REFERENCE BOOKS FOR THE BATANES PROVINCIAL LIBRARY</b></p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the authorized appropriation for FY 2013 General Appropriation Act (GAA) in the amount of <b>PhP1,892,878.77</b>.</p> <p>The name of the Project is <b>Supply and Delivery of Reference Books for the Batanes Provincial Library (Items 601-1149)</b></p>
5.1	No further instructions
5.2	Bidding is restricted to eligible bidders as defined in ITB Clause 5.1.
5.4	<p>The Bidder must have completed, within Two (2) years from the submission of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the Approved Budget of the Contract to be bid. Such contract must be part of, or included in, the Statement under Item 12.1 (a)(iii) hereof.</p> <p>Similar contract includes project for the Supply and Delivery of Reference Books</p>
5.5	No further instructions
6.3	No further instructions
7	No further instructions
8.1	Subcontracting allowed
8.2	Not applicable
9.1	The Procuring Entity will hold a pre-bid conference for this Project on <b>December 9, 2013 at 4:30 PM</b> to be held at the <b>Training Room, 4<sup>th</sup> Floor, Mezzanine, NLP Building, T.M. Kalaw St., Ermita, Manila.</b>
10.1	<p>The Procuring Entity's address is:</p> <p><b>National Library of the Philippines</b> T.M. Kalaw St. Ermita, Manila</p> <p><b>Maricel M. Diaz</b> BAC Secretary Tel. No.: 310-5053 loc. 310 Email: <a href="mailto:tnlbac@nlp.gov.ph">tnlbac@nlp.gov.ph</a></p>
12.1	No further instructions
12.1(a)(i)	For corporations/partnerships: the following may also be submitted: latest articles of incorporation/partnership or by-laws, or amendments thereto, duly approved by the Securities and Exchange Commission.



	For Authorized Representative: submit an Authorization Letter or Certificate duly signed by the eligible Bidder
12.1(a)(iii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within two (2) years prior to the deadline for the submission and receipt of bids.
12.1(b)(iii)	Notarization of this document shall comply with the 2004 Rules on Notarial Practice which limits competent evidence of identity to the following: (I) identification documents issued by an official agency bearing the photograph and signature of the individual i.e. passport, SSS ID, GSIS e-card, etc.; and (ii) the oath of affirmation of one credible witness not privy to the instrument, document or transaction who is personally known to the notary public and who personally knows the individual and shows to the notary public documentary identification.
13.1	No additional requirements
13.1(b)	No further instructions
13.2	The ABC is One Million Eight Hundred Ninety Two Thousand Eight Hundred Seventy Eight Pesos and Seventy Seven Centavos Only (PhP1,892,878.77). Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iii)	No further instructions
15.4(b)	No further instructions
16.1(b)	The bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	No further instructions
17.1	Bids will be valid within a period of 120 calendar days from the date of opening of bids.
18.1	The bid security issued in favor of the National Library of the Philippines shall be in the following forms and amount:  a. 2% of the ABC or <b>PhP37,857.58</b> bid security is in cash, cashier's/manager's check, bank, bank draft/guarantee or irrevocable letter of credit;  b. 5% of the ABC or <b>PhP94,643.94</b> if bid security is in Surety Bond accompanied with a certification from Insurance Commission that insurance company is authorized to insure such security;  c. Bid Securing Declaration; or  d. Any combination of the foregoing proportionate to the share of form with respect to total amount of security.
18.2	The bid security shall be valid within a period of <b>120 calendar days</b> from the date of opening of bids.

20.3	Each Bidder shall submit one (1) original and One (1) duplicate copy of the first and second components of its bid.
21	The address for submission of bids is at the <b>Training Room 4<sup>th</sup> Floor, Mezzanine, NLP Building, T.M. Kalaw St., Ermita, Manila.</b>  The deadline for submission of bids is on <b>December 19, 2013 at 4:30 PM.</b> Late bids shall not be accepted.
24.1	The place of bid opening is at the <b>Training Room, 4<sup>th</sup> Floor, Mezzanine, NLP Building, T.M. Kalaw St., Ermita, Manila.</b>  The date and time of bid opening is on <b>December 19, 2013</b> immediately after the deadline of the submission of bids.
24.2	No further instructions
27.1	No further instructions
28.3	The goods will be evaluated through line item bidding.  The goods are grouped in single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.  <b>Supply and Delivery of Reference Books for the Batanes Provincial Library (Items 601-1149)</b>
28.3(b)	Bid modification is allowed in case of arithmetical corrections only.
28.4	No further instructions
29.2(b)	Latest Income and Business Tax Returns, whether manually filed or through the Electronic Filing and Payments System (EFPS), consisting of the following: - 2013 Income Tax Return - VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from April to September 2013.
29.2(d)	No further instructions
32.4(g)	No further instructions
33	No further instructions

## SECTION IV. GENERAL CONDITIONS OF CONTRACT

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## 1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) “The Goods” means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.
- (d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) “GCC” means the General Conditions of Contract contained in this Section.
- (f) “SCC” means the Special Conditions of Contract.
- (g) “The Procuring Entity” means the organization purchasing the Goods, as named in the [SCC](#).
- (h) “The Procuring Entity’s country” is the Philippines.
- (i) “The Supplier” means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the [SCC](#).
- (j) The “Funding Source” means the organization named in the [SCC](#).
- (k) “The Project Site,” where applicable, means the place or places named in the [SCC](#).
- (l) “Day” means calendar day.
- (m) The “Effective Date” of the contract will be the date of receipt by the Supplier of the Notice to Proceed or the date provided in the Notice to Proceed. Performance of all obligations shall be reckoned from the Effective Date of the Contract.

- (n) “Verified Report” refers to the report submitted by the Implementing Unit to the Head of the Procuring Entity setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

## 2. Corrupt, Fraudulent, Collusive, and Coercive Practices

2.1 Unless otherwise provided in the [SCC](#), the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
  - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
  - (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
  - (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
  - (v) “obstructive practice” is
    - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements

to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

2.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in **GCC** Clause 2.1(a).

### **3. Inspection and Audit by the Funding Source**

The Supplier shall permit the Funding Source to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

#### **4. Governing Law and Language**

- 4.1 This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.
- 4.2 This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

#### **5. Notices**

- 5.1 Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the [SCC](#), which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.
- 5.2 A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the [SCC](#) for GCC Clause 5.1

#### **6. Scope of Contract**

- 6.1 The GOODS and Related Services to be provided shall be as specified in SECTION VI. Schedule of requirements.
- 6.2 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. Any additional requirements for the completion of this Contract shall be provided in the [SCC](#).

#### **7. Subcontracting**

- 7.1 Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 7.2 Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to compliance with the required qualifications and the approval of the Procuring Entity.

## **8. Procuring Entity's Responsibilities**

- 8.1 Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2 The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with **GCC** Clause 6.

## **9. Prices**

- 9.1 For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.
- 9.2 Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

## **10. Payment**

- 10.1 Payments shall be made only upon a certification by the Head of the Procuring Entity to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (10%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in **GCC** Clause 17.
- 10.2 The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the **SCC** provision for **GCC** Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract.
- 10.3 Pursuant to **GCC** Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.
- 10.4 Unless otherwise provided in the **SCC**, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.

## **11. Advance Payment and Terms of Payment**



11.1 Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex “D” of RA 9184.

11.2 For Goods supplied from abroad, the terms of payment shall be as follows:

- (a) On Contract Signature: Ten percent (10%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.
- (b) On Delivery: Seventy percent (70%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the [SCC](#) provision on Delivery and Documents.
- (c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity’s authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity’s authorized representative within forty five (45) days of the date shown on the delivery receipt the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity’s own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the [SCC](#) provision on Delivery and Documents.

11.3 All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.

## **12. Taxes and Duties**

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

## **13. Performance Security**

13.1. Within ten (10) calendar days from receipt of the Notice of Award 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 the forms prescribed in the **ITB** Clause 33.2

13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.

- 13.3 The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 13.4 The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:
  - a. There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;
  - b. The Supplier has no pending claims for labor and materials filed against it; and
  - c. Other terms specified in the [SCC](#).
- 13.5 In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

#### **14. Use of Contract Documents and Information**

- 14.1 The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 14.2 Any document, other than this Contract itself, enumerated in **GCC** Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

#### **15. Standards**

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specification; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

## **16. Inspection and Tests**

- 16.1 The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The [SCC](#) and Section VII. Technical Specification 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.
- 16.2 If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.
- 16.3 The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 16.4 The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to **GCC Clause 5**.
- 16.5 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

## **17. Warranty**

- 17.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 17.2 The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

- 17.3 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the SCC. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least ten percent (10%) of the final payment, or a special bank guarantee equivalent to at least ten percent (10%) of the Contract Price or other such amount if so specified in the SCC. The said amounts shall only be released after the lapse of the warranty period specified in the SCC; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4 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, within the period specified in the SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

## **18. Delays in the Supplier's Performance**

- 18.1 Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.
- 18.2 If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under **GCC** Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.
- 18.3 Except as provided under **GCC** Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to **GCC** Clause 19, unless an extension of time is agreed upon pursuant to **GCC** Clause 29 without the application of liquidated damages.

## **19. Liquidated Damages**

Subject to GCC Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity shall rescind the Contract pursuant to GCC Clause 23, without prejudice to other courses of action and remedies open to it.

## **20. Settlement of Disputes**

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.
- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 (“R.A. 9285”), otherwise known as the “Alternative Dispute Resolution Act of 2004.”
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

## **21. Liability of the Supplier**

- 21.1 The Supplier’s liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the [SCC](#).

- 21.2 Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **22. Force Majeure**

- 22.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Supplier's delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.
- 22.2 For purposes of this Contract the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Contractor could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 22.3 If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

## **23. Termination for Default**

- 23.1 The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:
- (a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
  - (b) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; or

(c) The Supplier fails to perform any other obligation under the Contract.

23.2 In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under GCC Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.

23.3 In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

#### **24. Termination for Insolvency**

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

## 25. Termination for Convenience

- 25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The Head of the Procuring Entity may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.
- 25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:
- (a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
  - (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.
- 25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

## 26. Termination for Unlawful Acts

- 26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:
- (a) Corrupt, fraudulent, and coercive practices as defined in **ITB** Clause 3.1(a);
  - (b) Drawing up or using forged documents;
  - (c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
  - (d) Any other act analogous to the foregoing.

## 27. Procedures for Termination of Contracts



27.1. The following provisions shall govern the procedures for termination of this Contract:

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Implementing Unit, the Head of the Procuring Entity shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
  - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
  - (ii) the extent of termination, whether in whole or in part;
  - (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
  - (iv) special instructions of the Procuring Entity, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
- (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the Head of the Procuring Entity a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the Head of the Procuring Entity shall issue an order terminating this Contract;
- (e) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;
- (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the Procuring Entity shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;

- (g) The Head of the Procuring Entity may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the Procuring Entity; and
- (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

**28. Assignment of Rights**

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

**29. Contract Amendment**

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

**30. Application**

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.

## SECTION V. SPECIAL CONDITIONS OF CONTRACT

GCC Clause	
1.1 (g)	The procuring Entity is the National Library of the Philippines (NLP)
1.1 (i)	The Supplier is:
1.1 (j)	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the authorized appropriation for FY 2013 General Appropriation Act (GAA) in the amount of <b>One Million Eight Hundred Ninety Two Thousand Eight Hundred Seventy Eight Pesos and Seventy Seven Centavos.</b></p>
1.1 (k)	<p style="text-align: center;">National Library of the Philippines T.M. Kalaw St., Ermita, Manila</p>
5.1	<p><b><u>The Procuring Entity's address for Notices is:</u></b>  National Library of the Philippines  T.M. Kalaw St., Ermita, Manila  Tel. Nos.: (02) 310-5035</p> <p>Contact Person:  <b>Ms. Maricel M. Diaz</b>  Reference Division, 3<sup>rd</sup> Floor NLP Building  Tel.: 310-5035 loc. 310</p> <p><b><u>The Supplier's address for Notices is:</u></b></p>
6.1	The Goods shall only be delivered by the Supplier at the National Library of the Philippines, T.M. Kalaw St. Ermita Manila and upon instruction by the Administrative Officer not later than 4:00pm on the day of delivery as indicated in Section VI. Schedule of Requirements.

	Moreover, the delivery schedule as indicated in Section VI. Schedule of Requirements may be modified at the option of the Procuring Entity, with prior due notice, written or verbal, to the Supplier.
10.2	No further instructions
10.4	No further instructions
13.1	No further instructions
13.4	No further instructions
14.	No further instructions
16.1	<p>The Goods delivered are accepted by the Procuring Entity as to quantity only. However, inspection as to the Goods' compliance with the technical specifications, and its order and condition, will be done in the presence of the representatives of both Supplier and Procuring Entity upon prior due notice, written or verbal, to the authorized representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the results of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.</p> <p>The inspection and tests that will be conducted shall be in accordance with Section VII. Technical Specifications.</p>
17.4 and 17.5	No further instructions
19	No further instruction
21.1	If applicable, all partners to the joint venture shall be jointly and severally liable to the procuring entity.

## 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	Description	Unit	Qty/ Total	Delivered, Weeks/Months
601	How to teach poetry writing: workshops for ages 5-9/ Michaela Morgan. 2 <sup>nd</sup> ed. Pb/bp		1	15 days upon receipt of Notice to Proceed
602	How to win friends and influence people / Dale Carnegie.-- NY : Simon & Schuster, 2009, hb. 978-1-4391-6734-2.		1	-do-
603	How to woodwork/ Hamlyn.pb/bp.		1	
604	How to write a thesis/ Rowena Murray. – 3 <sup>rd</sup> ed. Pb/bp.		1	

605	How to write history that people want to read/ Ann Curthoys. Pb/bp.		1	-do-
606	How to write reports and proposals: package your ideas: present with confidence; persuade your audience (Sunday Times Creating Success) Bookformat: paperback ed. 2 <sup>nd</sup> ed. Kogan Page / Patrick Foreyth.-- 2010. Pb/bp.		1	-do-
607	How women lead : the 8 essentials strategies successful women know / Sharon Hadary.-- N.Y.: McGraw-Hill, 2013, hb. 978-0-07-178125-1.		1	-do-
608	Human caring science: a theory of nursing/ Jean Watson. 2 <sup>nd</sup> ed.-- Pb/bp.		1	-do-
609	Human cloning : four fallacies and their legal consequences / Kerry Lynn Macintosh.-- New York : Cambridge Univ., Press, 2013, hb. 978-1-107-03185-2.		1	-do-
610	Human Factors for the Design, operation,and Maintenance of Mining Equipment / Tim Johnson Horberry, Robin Burgess-Limerick, Lisa J. Steiner, 2011.		1	-do-
611	Human relations strategies for success by Lowell Lambertson, etal, 4 <sup>th</sup> ed.-- pb. 2007, McGraw-Hill Irwin, Boston.		1	-do-
612	Human relations/ Barry L. Reece. – 11 <sup>th</sup> ed. (international ed.) Pb/bp.		1	-do-
613	Human rights and states security : Indonesia and the Philippines / Anja Jetschke. 2010.		1	-do-
614	Human rights/ Michael Freeman. – 2 <sup>nd</sup> ed. Pb/bp		1	-do-
615	Human sex trafficking / edited by Frances P. Bernat.-- London : Routledge, 2011, pb. 978-0-415-65797-6.		1	-do-
616	Human stem cell manual : a laboratory guide / edited by Jeanne F. Loring.-- USA : Elsevier Inc., 2012, spiral. 978-0-12-385473-5.		1	-do-
617	Human trafficking / Lee. 2007. 1843922414		1	-do-
618	Hummingbird bakery cookbook / Tarek Malouf and the Hummingbird Bakers / photography by Peter Cassidy.-- London : Ryland Peters & Small, 2012, hb. 978-1-84975-391-3. - The		1	-do-
619	Idea of world government/ James Yunker. Pb/bp		1	-do-
620	Ideal hunter: how to find the best ideas and make them happen/ Andy Boynton. Hb/bp. - The		1	-do-
621	IIOVP : global warming. 2012. ISBN 978-0-7377-5681-4		1	-do-
622	Ikebana the Art of Arranging Flowers / Shozo Sato. Tuttle Publishing, 2008. 978480531266		1	-do-
623	Ikebana: a fresh look at Japanese flower arranging/ Diane Norman. Pb/bp		1	-do-
624	Illustrated Dictionary of Architecture, 3 <sup>rd</sup> Ed / Ernest Burden. New York : McGraw Hill, 2012.		1	-do-

625	Imaging painful spine disorders / Czervionke, 2011. hb		1	-do-
626	India today : economy, politics and society / by Stuart Corbridge ... [et al.]. c2013. pb. ISBN 9780745661124		1	-do-
627	Indoor Air Quality: The Latest Sampling and Analytical Methods, Second Edition / Kathleen Hess-Kosa, 2011. 9781439826652		1	-do-
628	Industrial development / Allede Blume. ISBN 9789382226895		1	-do-
629	Infectious diseases : a geographic guide / edited by Eskild Petersen ... [et al.]. c2011. ISBN 9780470655290		1	-do-
630	Influencing early childhood education : key figures, philosophies and ideas / Linda Pound. 2011.		1	-do-
631	Informal Norms in global governance : human rights, intellectual property rules and access to medicines / Wolfgang Hein.-- England : Ashgate, 2013, hb.		1	-do-
632	Information technology in water and wastewater utilities. hb. 2011, McGrawHill, NY.		1	-do-
633	Information warfare : corporate attack defense in a digital world / William Hutchinson. Pb/bp.		1	-do-
634	Innovations in science and technology libraries / William Miller, Rita M. Pellen, editors. c2004. ISBN 9789991512648		1 copy	-do-
635	Innovative intelligence: leading a new wave of thinking about innovation in your organization/ David S. Weiss. Hb/bp		1	-do-
636	Innovative teaching strategies in nursing & related health/ Martha Bradshaw. 5 <sup>th</sup> ed.-- Pb/bp		1	-do-
637	Inside game design/ Iain Simons. Pb/bp		1	-do-
638	Integrating service-learning into the University classroom / J. Alison Bryant.-- Boston : Jones and Bartlett Pub., 2011, pb.		1	-do-
639	Intellectual's Visual Miscellany: An Illustrated Guide to Masterworks of Art, History, Literature, and Science [Hardcover] / Daniel P. Murphy, 2012.		1	-do-
640	Interface design : principles and applications / by Marc Silver. 2013. ISBN 9824424738		1	-do-
641	Interior design bible book format: hardcover ed. Hamlyn Pub., 2009. /APD. Hb/bp. the		1	-do-
642	Interior design in practice : case studies of successful business model / Maurer. 2010. ISBN 978-0-4701-9053-1		1	-do-
643	International adoptions / Margaret Haerens, book editor.-- Detroit : Gale Cengage Learning, 2011. pb. 978-0-7377-4971-7.		1	-do-

644	International business/ Charles W.L. Hill. Pb/bp		1	-do-
645	International cooking: a culinary journey international cuisine/ Heyman. – 2 <sup>nd</sup> ed. Pb/bp		1	-do-
646	International journalism/ Kevin Williams. Pb/bp		1	-do-
647	International tourism and sustainable development / Swadesh Sinha.-- New Delhi: Random Pub., 2012, hb. 978-93-81421-77-2.		1	-do-
648	Internet addiction: a handbook and guide to evaluation and treatment/ Kimberly S. Young. Hb/bp		1	-do-
649	Interpol's forensic science review / editors, Niamh Nic Daeid, Max Houck.-- Boca Raton: CRC Press, 2010, pb.		1	-do-
650	Introduction forensic and criminal investigation / Jane Monckton-Smith.-- Los Angeles : Sage, 2013, pb. 978-0-85702-752-8.		1	-do-
651	An Introduction to applied & environmental geophysics/ John M. Reynolds. – 2 <sup>nd</sup> ed. Pb/bp.		1	-do-
652	Introduction to applied psychology/ Graham C.L. Dav-ey. Pb/bp		1	-do-
653	Introduction to architecture / Francis D.K. Ching.-- New Jersey : John Wiley & Sons, Inc., 2013, pb. 978-1-118-14206-6.		1	-do-
654	Introduction to AutoCAD 2013 : a modern perspective / by Paul Richard and Jim Fitzgerald. c2013. pb. ISBN 9780132954754		1	-do-
655	Introduction to comparative politics / by Mark Kes-selman ... [et al.]. International ed. c2013. pb. ISBN 9781111834197		1	-do-
656	Introduction to corrections / Robert D. Hanser.-- US: Sage Publications, 2013. 978-1-4129-7566-7.		1	-do-
657	Introduction to crime scene investigation/ Aric W. Du-telle. Pb/bp		1	-do-
658	Introduction to criminology : theories, methods, and criminal behavior / Frank E. Hagan.-- Los Angeles : Sage Pub., Inc., 2013, pb. 978-1-4522-4234-7.		1	-do-
659	Introduction to developmental psychology/ Alan Slater. – 2 <sup>nd</sup> ed. Pb/bp		1	-do-
660	Introduction to Electricity / Robert T. Paynter, B. J. Toby Boydell, 2011.		1	-do-
661	Introduction to flight, 7 <sup>th</sup> ed. / John D. Anderson and Professor Emeritus, 2012.		1	-do-
662	Introduction to Forensic psychology : court, law en-forcement, and correctional practices / Stacey L. Ship-ley and Bruce A. Arrigo.-- Boston: Elsevier Inc., 2012, hb. 978-0-12-382169-0.		1	-do-
663	Introduction to globalization : analysis and readings / Richard W. Mansbach and Edward		1	-do-

	Rhodes, editors. c2013. pb. ISBN 9781608717422			
664	Introduction to information systems / O'Brien. 2012. ISBN 978-0-0701-6708-7		1	-do-
665	Introduction to organization behavior/ Michael Butler. Pb/bp		1	-do-
666	Introduction to physical therapy / Michael A. Pagliarulo. 4 <sup>th</sup> ed. c2012/ ISBN 9789814371049		1	-do-
667	Introduction to policing / Steven M. Cox.-- 2 <sup>nd</sup> ed.-- Los Angeles : Sage Pub., Inc., 2014. pb. 978-1-4522-5661-0.		1	-do-
668	Introduction to public librarianship / Kathleen de la Pena McCook.-- New York : Neal-Schuman Pub., Inc., 2011, pb. 978-1555706975.		1	-do-
669	Introduction to radiologic sciences and patient care, 5 <sup>th</sup> ed. / Adler, 2012. pb		1	-do-
670	An Introduction to signals and systems/ John Alan Stuller. Pb/bp.		1	-do-
671	introduction to supporting people with a learning disability / Elaine Hardie and Liz Tilly.-- Los Angeles : Sage Pub., 2012. pb. 978-0-85725-709-3 - An		1	-do-
672	Introduction to the hospitality industry / Barro. 7 <sup>th</sup> ed. 2012. ISBN 471782766		1	-do-
673	Introduction to the library & information professions/ Roger C. Greer. Pb/bp		1	-do-
674	Investigating sexual assault cases / Arthur S. Chancellor.-- Burlington, MA : Jones & Bartlett Learning, 2014. pb. 978-1-4496-4869-5.		1	-do-
675	Investigations in sociohistorical linguistics : stories of colonisation and contact / Peter Trudgill.-- NY.: Cambridge Univ., Press, 2010.pb.		1	-do-
676	Invisible miracles / by Myron Wentz. 2012. ISBN 7770202865		1	-do-
677	ISE – economic education for consumers / Miller. ISBN 9781439046821		1	-do-
678	ISE automotive electricity & electronics. 2013. ISBN 978-1-1332-8431-4		1	-do-
679	ISE essentials of cultural anthropology. ISBN 978-0-8400-3278-2		1	-do-
680	ISE for skin care : beyond the basics. ISBN 978-1-1113-0936-7		1	-do-
681	ISE sense & nonsense about crime, drugs & communities / Walker. 2011. ISBN 978-0-4951-1268-5		1	-do-
682	ISE- natural hazards and disasters. ISBN 978-0-4951-1490-1		1	-do-
683	Islam modern world / Baqir Sattar.-- New Delhi : Random Pub., 2013, hb. 978-3-82221-258		1	-do-



684	ITCU : sexually transmitted infections. 2011. ISBN 978-0-7377-5699-9		1	-do-
685	Japanese kitchen knives : essential techniques and recipes / Hiromitsu Nozaki.-- New York : Kodansha USA, Inc., 2012, hb. 978-1-56836-490-2.		1	-do-
686	Jarawara language of Southern Amazonia / R.M.W. Dixon.-- N.Y.: Oxford Univ., Press, 2011, pb.		1	-do-
687	Java programming 24-hour trainer/ Yakov Fain. Pb/bp		1	-do-
688	Java tm and early years practice by Kate Wall, 2 ed. pb. 2010. Sage, Los Angeles		1	-do-
689	Judicial activism : noah berlatsky, Book editor.-- Detroit : Gale Cengage Learning, 2012, pb. 978-0-7377-5730-9.		1	-do-
690	Justice in international law : further selected writings of Stephen M. Schwebel.-- NY: Cambridge Univ., Press, 2011. hb.		1	-do-
691	Juvenile delinquency / Clemens Bartollas.-- Boston : Pearson, 2013, pb. 978-0-13-707429-7.		1	-do-
692	Juvenile justice and delinquency / David W. Springer.-- Boston : Jones and Bartlett Pub., 2011. pb.		1	-do-
693	Keep it simple : a guide to assistive technologies / Ravonne A. Green.-- California : Libraries Unlimited, 2011, pb.		1	-do-
694	Kenya, 8 <sup>th</sup> ed. / Anthony Ham, Stuart Butler, Dean Starnes. Lonely Planet, 2012.		1	-do-
695	Key concepts in hospitality management / edited by Roy C. Wood.-- Los Angeles : Sage Publications, Ltd., 2013, pb.		1	-do-
696	Key concepts in learning disabilities / edited by Pat Talbot.-- London : SagePub., Ltd., 2010. pb.		1	-do-
697	Key perspectives in criminology / Tierney. 2010. ISBN 978-0-3352-2914-7		1	-do-
698	Key terms in second language acquisition / Bill Van-Patten.-- London : Continuum Int'l. Pub., Grp., 2010, hb.		1	-do-
699	Key terms in semantics / M. Lynne Murphy .-- London: Continuum Int'l. Pub., Grp., 2010. pb.		1	-do-
700	Keys to business communication/ Carol Carter. Pb/bp		1	-do-
701	Kitchens: the smart approach to design/CH. Pb/bp		1	-do-
702	Knack astrology : a complete illustration to the zodiac (knack make it easy) / Molly Hall. 2010. pb. ISBN 9781599216232		1	-do-
703	Lace ribbons and bows : 35 vintage-inspired projects to make and treasure / Ann Brownfiled and Jane Cassini.-- NY: Ryland Peters Small Ltd., 2013. pb. 978-1-908862-55-6.		1	-do-
704	Landscape architectural detailing: function, construct-		1	-do-

	ibility, aesthetics and sustainability/ Thomas R. Ryan. Pb/bp			
705	Landscape architecture : a manual of environmental planning and design / Barry W. Strake.-- 5 <sup>th</sup> ed.-- NY: McGraw-Hill, 2013, hb. 978-0-07-179765-8.		1	-do-
706	Landscapes of capital: representing time, space globalization in corporate/Robert Goldman Pb/bp		1	-do-
707	Landscaping with stone/ Pat Sagui. – 2 <sup>nd</sup> ed. Pb/bp.		1	-do-
708	Language attrition / Monika S. Schmid.-- Cambridge : Cambridge Univ., Press, 2011. hb.		1	-do-
709	Language complexity as an evolving variable / edited by Geoffrey Sampson.-- Oxford : Oxford Univ., Press, 2009. pb.		1	-do-
710	Language diversity in the USA / edited by kim Potowski.-- Cambridge : Cambridge Univ., Press, 2010. pb.		1	-do-
711	Leader's guide to storytelling, The : mastering the art and discipline of business narrative / Denning. Rev. & updated. 2011. ISBN 978-0-4705-4867-7		1	-do-
712	Leadership and management for nurses/ Anita Finkelman. --2 <sup>nd</sup> ed. Pb/bp		1	-do-
713	Leadership and management in nursing/ Mary Grohar-Murray. – 4 <sup>th</sup> ed. Pb/bp		1	-do-
714	Leadership roles and management functions in nursing: theory and application/ Bessie L. Maquis. Pb/bp		1	-do-
715	Leading Apple with Steve Jobs : management lessons from a controversial genius / Jay Elliot. C2012.		1	-do-
716	Leading from the front : no excuse leadership tactics for women / Angie Morgan and Courtney Lynch.-- NY: McGraw-Hill, 2006, hb. 0-07-146501-4.		1	-do-
717	Leading the technology-powered school/ Marilyn L. Grady. Pb/bp		1	-do-
718	Learning disabilities and related mild disabilities : characteristics, teaching strategies, and new directions / Janet W. Lerner.-- Australia : Wadsworth, 2012, pb. 978-1-111-18570-1.		1	-do-
719	Learning playground, 2012 ed.-- 10 vols.		1 set	-do-
720	Learning principles and applications/ Stephen B. Klein. – 6 <sup>th</sup> ed. Pb/bp		1	-do-
721	Legal Education in the Digital Age [Hardcover] / Edward Rubin (Editor). Cambridge University Press, 2012. 9781107012202		1	-do-
722	Lemons : hundreds of household hints / Diane Sutherland and Jon Sutherland. Flame Tress Pub., 2011. pb. ISBN 9780857752628		1	-do-
723	The Liberty book of simple sewing / text by Lucinda Ganderton & Christine Leech / Photography by Kristin		1	-do-

	Perers, illustrations by Lucinda Ganderton.-- London : Quadrille Pub., Ltd., 2013, hb. 978-184949-309-3. hb.			
724	Librarian's handbook for seeking, writing and managing grant/ Sylvia D. Hall-Ellis. Pb/bp		1	-do-
725	Libraries and identity : the role of institutional self-image and identity in the emergence of new types of libraries (Chandos Information Professional Series) / by Joacim Hanson. c2010.		1	-do-
726	Library and information science / Dombro L. Davies. 2013. ISBN 9789382226314		1	-do-
727	Library and information systems and ejournal archiving / Steinfeld Bagley. 2013. ISBN 9789382226321		1	-do-
728	Library classification / Niranjan Singh. 2012. ISBN 9789381421680		1	-do-
729	Library information systems and e-journal archiving / Steinfeld Bagley.-- New Delhi : Random Exports, 2013,hb. 978-93-82226-32-1.		1	-do-
730	Library services for children and young people : challenges and opportunities in the digital age / edited by Carolyn Rankin and Avrik Brock.-- London : Facet Pub., 2012, pb. 978-1-85604-712-8.		1	-do-
731	Libya : the rise and fall of Qaddafi / by Alison Pargeter. c2012. hb. ISBN 9780300139327		1	-do-
732	Lighting retrofit and relighting: a guide to energy efficient lighting/ James Benya. Hb/bp		1	-do-
733	Little book of math : theorems, theories and things / Surendra Verma. 2010. ISBN 9788122204155		1	-do-
734	Low carbon transport in Asia : strategies for optimizing co-benefits / edited by Eric Zusman.-- New York : Earthscan, 2012, pb. 978-1-84407-915-5.		1	-do-
735	M-libraries 3 : transforming libraries with mobile technology / edited by Mohamed Ally and Gill Needham.-- London: Facet Pub., 2012. pb. 978-1-85604-776-0.		1	-do-
736	MacArthur highway and other relics of American empire in the Philippines / Joseph P. McCallus. 2010.		1	-do-
737	Making men: the formation of elite male identities in England, c.1660-1900 : a sourcebook / edited by Mark Rothery and Henry French.-- London : Palgrave Macmillan, 2012. pb. 978-0-230-24308-8.		1	-do-
738	Making sense of theory and practice in early childhood : the power of ideas / edited by Tim Waller, Judy Whitmarsh and Karen Clarke.--- NY: Open Univ., Press, 2011.		1	-do-
739	Making wines, liqueurs & cordials / Beshlie Grimes, 2012. hb		1	-do-
740	Man's guide to life and love in the Philippines / Larry Elterman. Book Surge. 2009.		1	-do-

741	Management accounting. – Robert S. Kaplan. – 6 <sup>th</sup> ed. Pb/bp		1	-do-
742	Management of Cancer in the Older Patient / Arash Naeim, David B. Reuben and Patricia A. Ganz. Elsevier Sanders, 2012. 9781437713985		1	-do-
743	Management of information organizations / Waseem Afzal.-- Oxford : Chandos Pub., 2012, pb. 978-1-84334-624-1.		1	-do-
744	Management strategy : achieving sustained competitive advantage by Alfred A. Marcus, 2 <sup>nd</sup> ed. pb. 2011. McGraw-Hill, Boston.		1	-do-
745	Management: people, performance, change/ Luis R. Gomez-Mejia. Pb/bp		1	-do-
746	Management: principles and practice/ Ricky W. Griffin. Pb/bp		1	-do-
747	Managing human resources : productivity, quality of work life, profits / Wayne F. Cascio.		1	-do-
748	Managing systems and IT projects/ Frank Tsui. Pb/bp		1	-do-
749	Managing the Complications of Cirrhosis: A Practical Approach / edited by Atif Zaman. USA : SLACK Incorporated, 2012.		1	-do-
750	Manual for psychiatric nursing skills/ Sudha C. Patel. Pb/bp		1	-do-
751	Manual of forensic odontology.-- 5 <sup>th</sup> ed.-- / editors, David R. Senn and Richard A. Weems.-- Boca Raton.-- CRC Press, 2013. hb. 978-1-4398-5133-3		1	-do-
752	Manual on oil pollution / section 1 – prevention.-- London : International Maritime Organization, 2011. pb. 978-92-801-4244-0.		1	-do-
753	Marketing in Asia / Roger A. Kerin.-- New York: McGraw-Hill, 2013, pb. 978-1-259-00789-7.		1	-do-
754	The Marketing plan handbook/ Marian Burk Wood.--4 <sup>th</sup> ed. Pb/bp.		1	-do-
755	Marketing/Planning library and information services/ Darlene E. Weingand. Pb/bp		1	-do-
756	Marriage and family: the quest for intimacy/ Robert H. Lauer. Pb/bp		1	-do-
757	Mastering architecture: becoming a creative innovator in practice/ Leon Van Schaik. Pb/bp		1	-do-
758	Mastering grammar/ Gary R. Muschla. Pb/bp		1	-do-
759	Materials and the environment : eco-informed material choice / Michael F. Ashby.-- Amsterdam : Elsevier, 2013. pb 978-0-12-385971-6.		1	-do-
760	Materials development in language teaching/ Brian Tomlinson. – 2 <sup>nd</sup> ed. Pb/bp		1	-do-
761	Materials for architects and builders/ Arthur Lyons.--4 <sup>th</sup> ed. Hb/bp		1	-do-

762	Maternal newborn nursing care plans/ Carol J. Green. --2 <sup>nd</sup> ed. Pb/bp		1	-do-
763	McKeachie's teaching tips / Marilla Svinivki.-- USA : Wadsworth Cengage Learning, 2011, pb.		1	-do-
764	Meaning in landscape architecture and gardens/ Marc Treib. Pb/bp		1	-do-
765	Meaningful workplaces : reframing how and where we work / Chalofsky. 2010. ISBN 978-0-4704-0300-6		1	-do-
766	Mediating politics / Washbourne. 2011. ISBN 978-0-3352-1759-5		1	-do-
767	Mediation ethics: case and commentaries/ Ellen Waldman. Hb/bp		1	-do-
768	Medical problems in dentistry, 6 <sup>th</sup> ed. / Scully, 2010. hb.		1	-do-
769	Medical surgical nursing care/ Karen M. Burke. – 3 <sup>rd</sup> ed. Hb/bp		1	-do-
770	The medicinal chef : eat your way to better health / Dale Pinnock.-- London: Quadrille Pub., Ltd., 2013, hb.978-1-84949-262-1.		1	-do-
771	Medicines management in children's nursing/ Karen Blair. Pb/bp.		1	-do-
772	The Men's and women's programs: ending rape through peer education/ John D. Foubert. Pb/bp		1	-do-
773	Mental health ethics: the human context/ Phil Barker. Pb/bp		1	-do-
774	Merriam-Webster's French dictionary. c2005. ISBN 9780877799177		1	-do-
775	Metadata and its impact on libraries/ Sheila S. Inther. Pb/bp		1	-do-
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970	Sexuality/ Joseph Bristow. – 2 <sup>nd</sup> ed. Pb/bp		1	-do-
971	Sexually motivated crimes : understanding the profile of the sex offender and applying theory to practice / Janet R. Oliva.-- Boca Raton : CRC Press, 2013, hb. 978-1-4398-8255-9.		1	-do-
972	Shaping places: urban planning, design and development / David Adams and Steve Tiesdell.-- New York: Routledge, 2013, pb. 978-0-415-49797-8.		1	-do-
973	The Shipping point: China at the forefront of supply chain innovation/Peter J. Levesque. Hb/bp.		1	-do-
974	Shoestrolgy : discover your birthday shoe / The AstroTwins. Tall & Ophira Educ. 2012. ISBN 9780307985040		1	-do-
975	Signals and systems: analysis using transform methods & MATLAB/ M.J. Roberts. Pb/bp.		1	-do-
976	Signs and symbols : what they mean and how we use them / Mark O'Connell and Raje Airey. 2009. ISBN 9781844768851		1	-do-
977	Silver drawing test and draw-a-story: assessing depression, aggression, and cognitive skills/ Rawler Silver. Pb/bp. The		1	-do-

978	Simulation using promodel/ Charles R. Harrell. – 3 <sup>rd</sup> ed. Pb/bp.		1	-do-
979	Singapore / Shawn Low and Daniel McCrohan. Lonely Planet, 2012.		1	-do-
980	Single woman and the fairytale prince / Jean-Claude Kaufmann.-- Translated by David Macey.-- Cambridge : Polity Press, 2008, pb. 978-0-7456-4050-1.		1	-do-
981	Sketching and drawing: simple drills & skills for beginners/ Matt Pagett. Pb/bp.		1	-do-
982	Skills in clinical nursing/ Audrey J. Berman. --7 <sup>th</sup> ed. Pb/bp.		1	-do-
983	Skin Disease Diagnosis & Treatment, 3 <sup>rd</sup> Ed / Thomas P. Habif, et al. Edinburg, Londno : Elsevier Saunders, 2011. 978032E+012.		1	-do-
984	Smart or lucky?: how technology leaders turn chance into success/Judith Hurwitz. Hb/bp.		1	-do-
985	Smith and Tanagho's general urology / by Jack W. McAninch. 18 <sup>th</sup> ed. c2013. ISBN 9780071742795		1	-do-
986	Social engineering: the art of human hacking/ Christopher Hadnagy. Pb/bp.		1	-do-
987	The Social entrepreneur's handbook: how to start, build, and run business that improves the world/ Rupert Scofield. Hb/bp.		1	-do-
988	Social marketing and social change : strategies and tools for health, well-being, and the environment / R. Craig Lefebvre.-- San Francisco : John Wiley & Sons, Inc., 2013. pb. 978-0-470-93684-9.		1	-do-
989	Social media for social good : a how-to guide for non-profits / Heather Mansfield.-- 6 <sup>th</sup> ed.-- New York: McGraw-Hill, 2012, hb. 978-0-07-177081-1.		1	-do-
990	Social psychology / David G. Myers.-- USA : McGraw-Hill. 2013, pb. 978-0-07-131864-8.		1	-do-
991	Sociology of globalization/ Luke Martell. Pb/bp. The		1	-do-
992	Soil science & management / Edward J. Plaster.-- Australia : Delmar Cengage Learning, 2014, pb. 978-0-8400-2438-1.		1	-do-
993	Solid waste management / by L.R. Patro. C2012. Hb. ISBN 9788184113808		1	-do-
994	Solving Employee Performance Problems: How to Spot Problems Early, Take Appropriate Action, and Bring Out the Best in Everyone/ Anne Bruce. Pb/bp.		1	-do-
995	The sound patterns of syntax / edited by Nomi Erteschik-Shir.-- Oxford : Oxford Univ., Press, 2010. pb.		1	-do-
996	Southeast Asian affairs 2013 / edited by Daljit Singh.-- Singapore : ISEAS Pub., 2013, pb. 978-981-4459-54-9.		1	-do-
997	Southeast Asian history : essential readings / eited by		1	-do-



	D.R. Sardesai.-- 2 <sup>nd</sup> ed., 2013. pb. 978-0-8133-4857-5.			
998	Southeast Asian specialties : a culinary journey through Singapore, Malaysia and Indonesia. Rosalind Mowe (editor) ... 2007.		1	-do-
999	Sports & exercise Massage: comprehensive care in athletics, fitness & rehabilitation / Sandy Fritz.-- Riverport Lane, St. Louis Missouri : Elsevier, 2013, pb. 978-0-323-08382-9. 978-0-323-08382-9.		1	-do-
1000	Sports medicine essentials : workbook / Clover. 2 <sup>nd</sup> ed. ISBN 9781401861865		1	-do-
1001	Stand out social marketing : 6 keys to rise above the noise, differentiate your brand, and build an outstanding online presence / Mike Lewis.-- New York : McGraw-Hill, 2013, pb. 978-0-07-179496-1.		1	-do-
1002	Standard aircraft handbook for mechanics and technicians / edited by Larry Reithmaier. 6 <sup>th</sup> ed. 2010. ISBN 9780071088534		1	-do-
1003	Start and run an internet business / Carol Anne Strange. 2010. ISBN 9788129116796		1	-do-
1004	State of the world's oceans / Michelle Allsopp.-- London : Springer, 2009, hb. 978-1-4020-9115-5.		1	-do-
1005	Statistics for nursing: a practical approach/ Elizabeth Heavey. Pb/bp.		1	-do-
1006	Stem cell culture / Trister Bray.-- New Delhi : Random Exports, 2013, hb. 93-82226-02-8.		1	-do-
1007	Stem cells / by Melissa Abramovitz.-- Detroit : Gale Cengage Learning, 2012, hb. 978-1-4205-0748-5.		1	-do-
1008	Step-by-step cooking Middle Eastern : delightful ideas for everyday meals / by Hayedeh Sedghi. c2013. pb. ISBN 9789814408257		1	-do-
1009	Stewart's algebra and trigonometry / James Stewart ... [et al.]. Cengage Learning. 2012. ISBN 9789814352529		1	-do-
1010	Storytelling: art and technique/ Ellin Greene. 4 <sup>th</sup> ed. Hb/bp.		1	-do-
1011	Strategic hospitality management / Ajay Kaul, 2013. hb		1	-do-
1012	Strategic management: from theory to practice/ Allen Amason. Pb/bp.		1	-do-
1013	Strategies : for teaching learners with special needs / Edward A. Polloway.-- 10 ed.-- Boston : Pearson Educ. Inc., 2013. pb. 978-0-13-262615-6.		1	-do-
1014	Strategy instruction for middle and secondary students with mild disabilities : creating independent learners / Greg Conderman.-- California : Corwin A Sage Company, 2013. 978-1-4129-9632-7.		1	-do-
1015	The Structural basis of architecture/ Bjorn N. Sandaker. - 2 <sup>nd</sup> ed. pb/bp		1	-do-

1016	Structural dynamics of electric and photonic systems/ Ephram suhir. Hb/bp.		1	-do-
1017	Student atlas of world politics / Allen. 9 <sup>th</sup> ed. 2011. ISBN 978-0-0734-0148-5		1	-do-
1018	Student discovery science encyclopedia, 2011 ed.-- 13 vols.		1 set	-do-
1019	The Student newspaper survival guide. – 2 <sup>nd</sup> ed. Pb/bp.		1	-do-
1020	Students with mild exceptionalities : characteristics and applications / Sydney S. Zentall.-- Los Angeles : Sage Pub., 2014, pb. 978-1-4129-7470-7.		1	-do-
1021	Substance abuse counseling/ Judith A. Lewis.-- 4 <sup>th</sup> ed. Pb/bp		1	-do-
1022	Superfoods : the healthiest foods on the planet / Roz Hopkins / Tonia Reinhard.-- London : Roz Hopkins, 2010. pb. 978-1-84543-379-6.		1	-do-
1023	Supervising police personnel : the fifteen responsibilities / Paul M. Whisenand.-- 7 <sup>th</sup> ed.-- Boston : Pearson Educ., Inc., 2011, hb.		1	-do-
1024	The survival guide for kids with autism spectrum disorders (and their parents) / by Elizabeth Verdick & Elizabeth Reeve : illustrated by Nick Kobyluch.-- US : Free Spirit Pub., 2012. pb. 978-1-57542-385-2.		1	-do-
1025	Sustainability science / Bert J.M. De Vries.-- New York: Cambridge Univ., Press, 2013, pb. 978-0-521-18470-0.		1	-do-
1026	Sustainable school architecture: design for elementary and secondary schools/ Lisa Gelfand. Hb/bp.		1	-do-
1027	Symbols, signs & visual codes / Mark O'Connell and Raje Aiye. 2009. ISBN 9781844763573		1	-do-
1028	Taking sides : clashing views in gender / Jacquelyn W. White.-- New York: McGraw-Hill, 2013. pb. 978-0-07-805030-5.		1	-do-
1029	Taking sides: clashing view in special education / 6 <sup>th</sup> ed.-- Mary Ann Byrnes : McGraw Hill, 2013. pb. 978-0-07-805048-0.		1	-do-
1030	Tasting / Rebecca Rissman. 2010. ISBN 978-0-431-19482-0		1	-do-
1031	Tasting success: your guide to becoming a professional chef/ Charles Carroll. Hb/bp.		1	-do-
1032	Teach yourself : transform your life with NLP. By Paul Jenner, pb. 2010.		1	-do-
1033	Teach yourself electricity and electronics/ Stan Gibilisco. --5 <sup>th</sup> ed. Pb/bp.		1	-do-
1034	Teaching early reading and phonic : creative approaches to early literacy / Kathy Gouch and Andrew Lambirth.-- London : Sage Pub., Ltd., 2011, pb.		1	-do-
1035	Teaching values : using creative strategies / Fide Antonio-del Castillo.-- Cavite St., : Great Books Pub.,		1	-do-

	2013, pb. 978-971-0391-83-7.			
1036	Teaching young children a second language / Tatiana Gordon.-- London : Praeger Pub., 2007, hb.		1	-do-
1037	Teaching your baby to swim : introduce your child to swimming: an expert guide shown step by step in more than 200 photographs / Fancoise Barbira Freedman.-- Wigston, Leicestershire : Lorenz Books, 2012, hb. 978-0-7548-2478-7.		1	-do-
1038	Team building : proven strategies for improving team performance /W. Gibb Dyer Jr.-- 5 <sup>th</sup> e.-- San Francisco : Jossey-Bass, 2013. pb. 978-1-118-10513-9.		1	-do-
1039	The tech set / 1-10 vols.-- New York : Neal-Schuman Publishers, Inc., 2010, pb. 978-1-55570-714-9.		1 set	-do-
1040	Technical communication fundamentals/ William S. Pfeiffer. – 1 <sup>st</sup> ed. Pb/bp.		1	-do-
1041	Techniques of crime scene investigation / Barry A. J. Fisher.-- 8 <sup>th</sup> ed.-- Boca Raton : CRC Press, 2012. hb. 978-1-4398-1005-7		1	-do-
1042	Techniques of healthy cooking / by The Culinary Institute of America (CIA). 4 <sup>th</sup> ed. c2013. hb. ISBN 9780470635438		1	-do-
1043	Technology & the future.-- 12 <sup>th</sup> ed. / Albert H. Teich.-- Int. ed.-- Australia : Wadsworth, 2013. pb. 978-1-111-82856-1.		1	-do-
1044	Technology training in libraries/ Sarah Houghton-Jan. Pb/bp.		1	-do-
1045	Technology ventures: from the ideal to enterprise tectonic shift/ Thomas H. Byers. Pb/bp.		1	-do-
1046	Teen pregnancy / by Jenny MacKay.-- Detroit : Gale Cengage Learning, 2011. hb. 978-1-4205-0479-8.		1	-do-
1047	Teens, libraries, and social networking: what librarians need to know/ Denise E. Agosto. Pb/bp.		1	-do-
1048	Tell me where? : answers to hundreds of questions! 2010. ISBN 978-0-753720-84-4		1	-do-
1049	Terrorism : a philosophical investigation / by Igor Primoratz. c2013. pb. ISBN 9780745651446		1	-do-
1050	Terrorism : the basics / James Lutz and Brenda Lutz.-- New York: Routledge, 2011. pb. 978-0-415-57334-4.		1	-do-
1051	Terrorism and communication : a critical introduction / Jonathan Matusitz.-- Los Angeles : SAGE, 2013, pb. 978-1-4522-4028-2.		1	-do-
1052	Terrorism and homeland security / by Jonathan Randall White. 8 <sup>th</sup> ed. International ed. c2014. pb. ISBN 9781285062273		1	-do-
1053	Terrorism in perspective / Sue Mahan.-- Los Angeles : Sage Pub., Inc., 2013, pb. 978-1-4522-2545-6.		1	-do-
1054	Terrorism today : the past, the players, the future / Jeremy R. Spindlove.-- Boston : Pearson Educ., Inc.		1	-do-

	978-0-13-268311-1.			
1055	Theatre, education and performance/ Helen Nicholson. Pb/bp.		1	-do-
1056	Theoretical nursing: development and progress/ Afaf Ibrahim Meleis. Hb/bp.		1	-do-
1057	The Theory of hospitality and catering/ David Foskett. --12 <sup>th</sup> ed. Pb/bp		1	-do-
1058	Therapeutic kinesiology : musculoskeletal systems, palpitation, and body mechanics / Mary Ann Foster. C2013.		1	-do-
1059	Therapeutic Strategies in Prostate Cancer / Edited by Mark R. Fenely & Heather A. Payne, 2007.		1	-do-
1060	Therapy in Sleep Medicine / Teri J. Barkoukis, et al. Elsevier Saunders, 2012.		1	-do-
1061	Thinking about women ; sociological perspectives on sex and gender / Margaret L. Andersen.-- Boston : Pearson Education, Inc., 2011. pb. 978-0-205-84095-3.		1	-do-
1062	Thoughts on interaction design/ John Kolko. 2 <sup>nd</sup> ed. – pb/bp.		1	-do-
1063	TIME History's Greatest Images / by Kelly Knauer and Editors of Time Magazine, 2012. 9781603201971.		1	-do-
1064	Time management : business issues, competition and entrepreneurship / Varga, 2011. pb		1	-do-
1065	Top readers : weather watching- stage 2 / Weldon. ISBN 9781740898324		1	-do-
1066	Total quality management for project management / Kim H. Pries.-- Boca Raton : CRC Press, 2013, hb. 978-1-4398-8505-5.		1	-do-
1067	Tourism : principles, practices, concepts and philosophies / Dr. Renu Maira.-- New Delhi : Anmol Pub., PVT., Ltd., 2013, hb. 978-81-261-5093-9.		1	-do-
1068	Tourism marketing : an Asia Pacific perspective. 2008. ISBN 470814901		1	-do-
1069	Tourism modern synthesis / Connell. 3 <sup>rd</sup> ed. ISBN 9781408009161		1	-do-
1070	Toward More Sustainable Infrastructure : Project Evaluation for Planners and Engineers / Carl D. Martland, 2011.		1	-do-
1071	Trafficking & global crime control by Maggy Lee. pb. 2011. Sage Los Angeles.		1	-do-
1072	Transforming' children's services? Social work, neoliberalism and the modern world / Paul Michael Garrett.-- England : Open Univ., Press, 2009. pb.		1	-do-
1073	Transition planning for secondary students with disabilities / Robert W. Flexer.-- 4 <sup>th</sup> ed.-- Boston : Pearson, 2013, pb. 978-0-13-265811-9.		1	-do-
1074	Travel Book: A Journey through Every Country in the		1	-do-

	World / Lonely Planet Publications. Paperback, 2011. 9781742200798.			
1075	Travel, Tourism And Eco-tourism / Vijay Sinha, 2012.		1	-do-
1076	Treating personality disorders : creating robust services for people with complex mental health needs / edited by Naomi Murphy and Des McVey.-- London : Routledge, 2010, hb. 978-0-415-40480-8.		1	-do-
1077	Treatment of depression in adolescents and adults/ David Springer. Pb/bp.		1	-do-
1078	Tree craft : 35 rustic wood projects that bring the outdoors in / by Chris Lubkemann : Fox Chapel Pub., 2010. pb. 978-1-56523-455-0.		1	-do-
1079	Trends, discovery, and people in the digital age / edited by David Baker and Wendy Evans.-- Oxford : Chandos Pub., 2013, pb. 978-1-84334-723-1.		1	-do-
1080	Tropical fruits, volume 1: crop production in science in horticulture no. 20/R E Paull. P/bp		1	-do-
1081	Tropical gardens of the Philippines / Lily Gamboa O'Boyle, Elizabeth Reyes. 2011. hb.		1	-do-
1082	Troubleshooting and repairing major appliances/ Ewric Kelinert. 2 <sup>nd</sup> ed. Hb/bp		1	-do-
1083	TS: clashing views on bioethical issues/ Carol Levine. 14 <sup>th</sup> ed.-- Pb/bp.		1	-do-
1084	Tsunami forecasting and preparedness: a brief look / Leslie E. Malcone.-- New York: Nova Science Pub., Inc., 2010, pb.978-1-61728-938-5.		1	-do-
1085	Turn back time : Natural anti-aging choices : achieving beauty ... / by Catherine Brillantes-Turvil etc. 2012. ISBN 0970257986		1	-do-
1086	Two degrees : the built environment and our changing climate / Alisdair McGregor.-- London : Routledge, 2013, pb. 978-0-415-69300-4.		1	-do-
1087	Uber Origami: Every Origami Project Ever! / Duy Nguyen, 2010. 9781402771842.		1	-do-
1088	Ultimate timeline of world history. C2011.		1	-do-
1089	Unbeatable resumes: America's top recruiter reveals what really gets you hired/ Tony Beshara. Pb/bp.		1	-do-
1090	Understanding behavior & development in early childhood: a guide to theory and practice/ Maria Robinson. Pb/bp.		1	-do-
1091	Understanding children with autism spectrum disorders : educators partnering with families / Michelle R. Haney.-- Los Angeles : Sage Pub., Inc., 2013. pb. 978-1-4129-8246-7.		1	-do-
1092	Understanding China's economic indicators: translating the data into investment opportunities/ Thomas Orlik. Hb/bp		1	-do-

1093	Understanding digital signal design / by Robert S. Schilling and Sandra Harrison. 2012. ISBN 9814424745		1	-do-
1094	Understanding economics/ James Gwatney. – 13 <sup>th</sup> ed. Pb/bp		1	-do-
1095	Understanding English grammar : a linguistic introduction / Thomas E. Payne.-- Cambridge : Cambridge Univ., Press, 2011. hb.		1	-do-
1096	Understanding film theory/ Chris Etherington-Wright/ pb/bp		1	-do-
1097	Understanding phonology/ Carlos Gussenhoven. – 3 <sup>rd</sup> ed.		1	-do-
1098	Understanding terrorism : challenges, perspectives, and issues / C. Gus (Augustus) Martin.-- 4 <sup>th</sup> ed.-- London : Sage Pub., Inc., 2013, pb. 978-1-4522-0582-3.		1	-do-
1099	Understanding the work of nurse theorists: a creative beginning/ Kathleen Sitzman. – 2 <sup>nd</sup> ed. Pb/bp		1	-do-
1100	Underwater forensic investigation / Ronald F. Becker.-- 2 <sup>nd</sup> ed.-- Boca Raton : Taylor & Francis Grp., 2013, hb.		1	-do-
1101	Urban coding and planning/ Stephen Marshall. Pb/bp		1	-do-
1102	Urban tourism / David Carr. 2011. ISBN 9788183569477		1	-do-
1103	The Urban towers handbook: the high-rise and the city/ Eric Firley. Hb/bp.		1	-do-
1104	User studies for digital library development / edited by Milena Dobрева, Andy O'Dwyer and Pierluigi Feliciati.-- Facet Pub., 2012, pb. 978-1-85604-765-4.		1	-do-
1105	Using mobile technology to deliver library services : a handbook / Andrew Walsh.-- London : Facet Pub., 2012, pb. 978-1-85604-809-5.		1	-do-
1106	Using social media for global security / by Ravi Gupta and Hugh Brooks. c2013. pb. ISBN 9781118442319		1	-do-
1107	Using whole body vibration in physical therapy and sport : clinical practice and treatment exercise / foreword by Martha R. Hinman.-- Edinburgh.-- Elsevier, 2010, pb. 978-0-7020-3173-1.		1	-do-
1108	Values and opportunities in social entrepreneurship/ Kai Hockerts. Hb/bp		1	-do-
1109	Vegan diner: classic comfort food for the body and soul/ Julie Hasson. Pb/bp		1	-do-
1110	Victimology / Leah E. Daigle.-- Los Angeles : Sage Pub., Inc., 2013, pb. 978-1-4522-5839-3.		1	-do-
1111	Victims of crime / Robert C. Davis.-- Los Angeles : Sage Pub., Inc., 2013, pb. 978-1-4522-0320-1.		1	-do-
1112	Vietnam, 10 <sup>th</sup> ed. / Nick ray, Yu-Mei Balsingamchow,		1	-do-

	Iain Stewart. Lonely Planet, 2012.			
1113	Vox Spanish Phrasebook and Dictionary, 2nd Edition / Vox, 2012. 9780071788670		1	-do-
1114	Walks, patios & walls : ultimate guide. C2010. 978158E+012		1	-do-
1115	Waste : a handbook for management / edited by Trevor M. Letcher.-- Amsterdam : Elsevier, Inc., 2011, hb. 978-0-12-381475-3.		1	-do-
1116	Water and wastewater technology/ Mark J. Hammer.-- 7 <sup>th</sup> ed. Pb/bp		1	-do-
1117	Web commerce security: design and development / hadi Nahari. Pb/bp		1	-do-
1118	Web design / by Joel Sklar. 2 <sup>nd</sup> ed. 2012. ISBN 9814392464		1	-do-
1119	Webster's dictionary and thesaurus. ISBN 978-1-8420-5558-8			-do-
1120	Webster's Third New International Dictionary of the English Language Unabridged. Hardcover, Miriam-Website Inc., 2002 9780877792017.		1	-do-
1121	The well-balanced leader : interactive learning techniques to help you master the 9 simple behaviors of outstanding leadership / Ron Roberts.-- New York : McGraw-Hill, 2012, hb. 978-007-177244-0.		1	-do-
1122	Western Civilization / Jackson J. Spielvogel.-- Boston : Wadsworth Cengage Learning, 2012. hb.		1	-do-
1123	What you need to know about economics/ George Buckley. Pb/bp.		1	-do-
1124	Why are we bad at picking good leaders?: a better way to evaluate leadership potential/ Jeffrey Cohn. Hb/bp.		1	-do-
1125	Why calories count : from science to politics / Marion Nestle and Malden Nesheim.-- Berkeley : Univ., of California Press, 2012, hb. 978-0-520-26288-1.		1	-do-
1126	Why things don't work : train / David West. 2007. ISBN 9781406205480		1	-do-
1127	Wind power/ Peter Musgrove. Pb/bp.		1	-do-
1128	Wine, beer, and spirits handbook: a guide to styles and service/ TICS. Hb/bp. the		1	-do-
1129	Wireless communication / Andreas F. Molisch.-- 2 <sup>nd</sup> ed. United Kingdom John Wiley and Sons, Ltd., 2011. pb.		1	-do-
1130	Woman's Day easy household tips : 1000 ideas for caring and maintaining your home / Editors of Woman's Day. Filipacchi Pub., 2008. ISBN 9789991570709		1	-do-
1131	Women and crime : the essentials / Stacy L. Malli-coat.-- Los Angeles : Sage Pub., Inc., 2014, pb. 978-1-		1	-do-

	4522-1717-8.			
1132	Women and politics: the pursuit of equity/ Lynne E. Ford. Pb/bp.		1	-do-
1133	Women, sexuality and the political power of pleasure / edited by Susie Jolly.-- London : Zed Books, 2013, pb. 978-1-78032-571-2.		1	-do-
1134	Women's encyclopedia of natural medicine : alternative therapies and integrative medicine for total health & wellness. By Tori Hudson, pb., 2008, McGraw-Hill, New York..		1	-do-
1135	Women's studies : the basic / by Bonnie G. Smith. c2013. pb. ISBN 9780415609449		1	-do-
1136	Women's studies : the basics / Bonnie G. Smith.-- London : Routledge, 2013, pb. 978-0-415-60944-9.		1	-do-
1137	Wood (crat workshop) : 25 beautiful step-by-step projects using framework, veneers, carving and simple carpentry skills / Sally Walton and Stewart Walton. 2003. ISBN 9781842159538		1	-do-
1138	World Book a look at, 2011 ed.-- 8 vols.		1 set	-do-
1139	World book dictionary, 2011 ed.-- 2 vols.		1 set	-do-
1140	World Book Encyclopedia, 2013 ed., 22 vols., wings		1 set	-do-
1141	World book yearbook 2013 ed.--		1	-do-
1142	World music : a global journey / by Terry E. Miller and Andrew Shahriari. c2012. pb. ISBN 9780415887144		1	-do-
1143	World today series, the Middle East and South Asia / by Malcolm Russell. 46 <sup>th</sup> ed. c2012. pb. ISBN - the		1	-do-
1144	World's best tropical dive destination / Lawson Wood. 2012. ISBN 9781906780234		1	-do-
1145	The world's greenest buildings : promise versus performance in sustainable design / Jerry Yudelson and Ulf Meyer.-- NY : Routledge, 2013, pb.		1	-do-
1146	Writing for law / Dave Powell.-- New York : Palgrave Macmillan, 2010. pb. 978-0-230-23644-8.		1	-do-
1147	Year in diabetes and obesity reviews, The / Powers. 2011. ISBN 978-1-5733-1756-6		1	-do-
1148	Young scientist 2010 ed.-- 10 vols.		1 set	-do-
1149	Zen gardens : the complete works of Shunmyo Masuno, Japan's leading garden designer. C2012.		1	-do-

I hereby certify to comply and deliver the above requirements.

Name: \_\_\_\_\_

In the capacity of: \_\_\_\_\_



Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION VII. TECHNICAL SPECIFICATION****REFERENCE BOOKS**

<b>Item No.</b>	<b>DESCRIPTION/S</b>	<b>ABC</b>	<b>Quantity</b>	<b>Total ABC</b>
601	How to teach poetry writing: workshops for ages 5-9/ Michaela Morgan. 2 <sup>nd</sup> ed.Pb/bp	1,903.15	1	1,903.15
602	How to win friends and influence people / Dale Carnegie.-- NY : Simon & Schuster, 2009, hb. 978-1-4391-6734-2.	1,175.00	1	1,175.00
603	How to woodwork/ Hamlyn.pb/bp.	1,570.00	1	1,570.00
604	How to write a thesis/ Rowena Murray. – 3 <sup>rd</sup> ed. Pb/bp.	1,680.00	1	1,680.00
605	How to write history that people want to read/ Ann Curthoys. Pb/bp.	1,275.00	1	1,275.00
606	How to write reports and proposals: package your ideas: present with confidence; persuade your audience (Sunday Times Creating Success) Bookformat: paperback ed. 2 <sup>nd</sup> ed. Kogan Page / Patrick Foreyth.-- 2010. Pb/bp.	840.00	1	840.00
607	How women lead : the 8 essentials strategies successful women know / Sharon Hadary.-- N.Y.: McGraw-Hill, 2013, hb. 978-0-07-178125-1.	2,125.00	1	2,125.00
608	Human caring science: a theory of nursing/ Jean Watson. 2 <sup>nd</sup> ed.-- Pb/bp.	2,204.90	1	2,204.90
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614	Human rights/ Michael Freeman. – 2 <sup>nd</sup> ed. Pb/bp	1,200.00	1	1,200.00

615	Human sex trafficking / edited by Frances P. Bernat.-- London : Routledge, 2011, pb. 978-0-415-65797-6.	3,808.00	1	3,808.00
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952	The SAGE dictionary of criminology / Eugene McLaughlin and John Muncie.-- 3 <sup>rd</sup> ed.-- / Los Angeles, SAGE, 2013, pb. 978-1-4462-0083-4.	3,671.00	1	3,671.00

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964	Security officers and guide manual with special topic on school security management / Miller F. Peckley and Tony C. Fontanos. 2012. ISBN 9789710588404	608.00	1	608.00
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969	Sex matters for women : a complete guide to taking care of your sexual self / Sallie Foley.-- New York : The Guildford Press, 2012, pb. 978-1—60918-469-8.	1,526.00	1	1,526.00
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1113	Vox Spanish Phrasebook and Dictionary, 2nd Edition / Vox, 2012. 9780071788670	434.00	1	434.00
1114	Walks, patios & walls : ultimate guide. C2010. 978158E+012	699.00	1	699.00
1115	Waste : a handbook for management / edited by Trevor M. Letcher.-- Amsterdam : Elsevier, Inc., 2011, hb. 978-0-12-381475-3.	8,071.00	1	8,071.00
1116	Water and wastewater technology/ Mark J. Hammer.-- 7 <sup>th</sup> ed. Pb/bp	5,151.00	1	5,151.00
1117	Web commerce security: design and development / hadi Nahari. Pb/bp	2,880.00	1	2,880.00
1118	Web design / by Joel Sklar. 2 <sup>nd</sup> ed. 2012. ISBN 9814392464	620.00	1	620.00
1119	Webster's dictionary and thesaurus. ISBN 978-1-8420-5558-8	625.00		625.00
1120	Webster's Third New International Dictionary of the English Language Unabridged. Hardcover, Miriam-Website Inc., 2002 9780877792017.	5,570.00	1	5,570.00
1121	The well-balanced leader : interactive learning techniques to help you master the 9 simple behaviors of outstanding leadership / Ron Roberts.-- New York : McGraw-Hill, 2012, hb. 978-007-177244-0.	1,765.00	1	1,765.00
1122	Western Civilization / Jackson J. Spielvogel.-- Boston :Wadsworth Cengage Learning, 2012. hb.	9,955.00	1	9,955.00
1123	What you need to know about economics/ George Buckley. Pb/bp.	980.00	1	980.00
1124	Why are we bad at picking good leaders?: a better way to evaluate leadership potential/ Jeffrey Cohn. Hb/bp.	1,345.00	1	1,345.00
1125	Why calories count : from science to politics / Marion Nestle and Malden Nesheim.-- Berkeley : Univ., of California Press, 2012, hb. 978-0-520-26288.-1.	1,860.00	1	1,860.00
1126	Why things don't work : train / David West. 2007. ISBN 9781406205480	860.00	1	860.00
1127	Wind power/ Peter Musgrove. Pb/bp.	1,904.00	1	1,904.00
1128	Wine, beer, and spirits handbook: a guide to styles and service/ TICS. Hb/bp. the	2,930.00	1	2,930.00
1129	Wireless communication / Andreas F. Molisch.-- 2 <sup>nd</sup> ed. United Kingdom John Wiley and Sons, Ltd., 2011. pb.	3,600.00	1	3,600.00
1130	Woman's Day easy household tips : 1000 ideas for caring and maintaining your home / Editors of Woman's Day. Filipacchi Pub., 2008. ISBN 9789991570709	205.00	1	205.00
1131	Women and crime : the essentials / Stacy L. Malli-coat.-- Los Angeles : Sage Pub., Inc., 2014, pb. 978-1-4522-1717-8.	4,487.00	1	4,487.00

1132	Women and politics: the pursuit of equity/ Lynne E. Ford. Pb/bp.	2,535.00	1	2,535.00
1133	Women, sexuality and the political power of pleasure / edited by Susie Jolly.-- London : Zed Books, 2013, pb. 978-1-78032-571-2.	1,518.00	1	1,518.00
1134	Women's encyclopedia of natural medicine : alternative therapies and integrative medicine for total health & wellness. By Tori Hudson, pb., 2008, McGraw-Hill, New York..	1,484.95	1	1,484.95
1135	Women's studies : the basic / by Bonnie G. Smith. c2013. pb. ISBN 9780415609449	1659.00	1	1659.00
1136	Women's studies : the basics / Bonnie G. Smith.-- London : Routledge, 2013, pb. 978-0-415-60944-9.	1,497.00	1	1,497.00
1137	Wood (craft workshop) : 25 beautiful step-by-step projects using framework, veneers, carving and simple carpentry skills / Sally Walton and Stewart Walton. 2003. ISBN 9781842159538	350.00	1	350.00
1138	World Book a look at, 2011 ed.-- 8 vols.	9,920.00	1 set	9,920.00
1139	World book dictionary, 2011 ed.-- 2 vols.	8,300.00	1 set	8,300.00
1140	World Book Encyclopedia, 2013 ed., 22 vols., wings	65,000.00	1 set	65,000.00
1141	World book yearbook 2013 ed.--	2,630.00	1	2,630.00
1142	World music : a global journey / by Terry E. Miller and Andrew Shahriari. c2012. pb. ISBN 9780415887144	4488.00	1	4488.00
1143	World today series, the Middle East and South Asia / by Malcolm Russell. 46 <sup>th</sup> ed. c2012. pb. ISBN – the	1303.00	1	1303.00
1144	World's best tropical dive destination / Lawson Wood. 2012. ISBN 9781906780234	1150.00	1	1150.00
1145	The world's greenest buildings : promise versus performance in sustainable design / Jerry Yudelson and Ulf Meyer.-- NY : Routledge, 2013, pb.	2,995.00	1	2,995.00
1146	Writing for law / Dave Powell.-- New York : Palgrave Macmillan, 2010. pb. 978-0-230-23644-8.	1,963.00	1	1,963.00
1147	Year in diabetes and obesity reviews, The / Powers. 2011. ISBN 978-1-5733-1756-6	4462.50	1	4462.50
1148	Young scientist 2010 ed.-- 10 vols.	8,300.00	1 set	8,300.00
1149	Zen gardens : the complete works of Shunmyo Masuno, Japan's leading garden designer. C2012.	1,646.00	1	1,646.00
<b>TOTAL</b>				<b>1,892,878.77</b>

**SECTION VIII. BIDDING FORMS**

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## Omnibus Sworn Statement

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

### 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:

**16. *Select one, delete the other:***

*If a sole proprietorship:* I am the sole proprietor 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]*;

**17. *Select one, delete the other:***

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

18. *[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;

19. 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;

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

**21. Select one, delete the rest:**

*If a sole proprietorship:* I am 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;

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

23. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

23.4. Carefully examine all of the Bidding Documents;

23.5. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

23.6. Made an estimate of the facilities available and needed for the contract to be bid, if any; and

23.7. Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

[JURAT]

\* This form will not apply for WB funded projects.

**Statement of all Government & Private Contracts completed  
which are similar in nature**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Contract	Date of the Contract	Kinds of Goods	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
<u>Government</u>					
<u>Private</u>					

Submitted by: \_\_\_\_\_  
(Printed Name & Signature)

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**List of all Ongoing Government & Private Contract including  
Contracts awarded but not yet started**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Contract	Date of the Contract	Kinds of Goods	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
<u>Government</u>					
<u>Private</u>					

Submitted by: \_\_\_\_\_  
(Printed Name & Signature)

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

## Bid Form

Date: \_\_\_\_\_  
 Invitation to Bid N<sup>o</sup>: \_\_\_\_\_

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

<b>Item No.</b>	<b>Specification/Description</b>	<b>Qty/Unit</b>	<b>Unit Cost (Inclusive of VAT)</b>	<b>Total</b>
601	How to teach poetry writing: workshops for ages 5-9/ Michaela Morgan. 2 <sup>nd</sup> ed.Pb/bp	1		
602	How to win friends and influence people / Dale Carnegie.-- NY : Simon & Schuster, 2009, hb. 978-1-4391-6734-2.	1		
603	How to woodwork/ Hamlyn.pb/bp.	1		
604	How to write a thesis/ Rowena Murray. – 3 <sup>rd</sup> ed. Pb/bp.	1		
605	How to write history that people want to read/ Ann Curthoys. Pb/bp.	1		
606	How to write reports and proposals: package your ideas: present with confidence; persuade your audience (Sunday Times Creating Success) Bookformat: paperback ed. 2 <sup>nd</sup> ed. Kogan Page / Patrick Foreyth.— 2010. Pb/bp.	1		
607	How women lead : the 8 essentials strategies successful women know / Sharon Hadary.-- N.Y.: McGraw-Hill, 2013, hb. 978-0-07-178125-1.	1		
608	Human caring science: a theory of nursing/ Jean Watson. 2 <sup>nd</sup> ed.-- Pb/bp.	1		
609	Human cloning : four fallacies and their legal consequences / Kerry Lynn Macintosh.-- New York : Cambridge Univ., Press, 2013, hb. 978-1-107-03185-2.	1		
610	Human Factors for the Design, operation,and Maintenance of Mining Equipment / Tim	1		

	Johnson Horberry, Robin Burgess-Limerick, Lisa J. Steiner, 2011.			
611	Human relations strategies for success by Lowell Lamberton, etal, 4 <sup>th</sup> ed.-- pb. 2007, McGraw-Hill Irwin, Boston.	1		
612	Human relations/ Barry L. Reece. – 11 <sup>th</sup> ed. (international ed.) Pb/bp.	1		
613	Human rights and states security : Indonesia and the Philippines / Anja Jetschke. 2010.	1		
614	Human rights/ Michael Freeman. – 2 <sup>nd</sup> ed. Pb/bp	1		
615	Human sex trafficking / edited by Frances P. Bernat.-- London : Routledge, 2011, pb. 978-0-415-65797-6.	1		
616	Human stem cell manual : a laboratory guide / edited by Jeanne F. Loring.-- USA : Elsevier Inc., 2012, spiral. 978-0-12-385473-5.	1		
617	Human trafficking / Lee. 2007. 1843922414	1		
618	Hummingbird bakery cookbook / Tarek Malouf and the Hummingbird Bakers / photography by Peter Cassidy.-- London : Ryland Peters & Small, 2012, hb. 978-1-84975-391-3. - The	1		
619	Idea of world government/ James Yunker. Pb/bp	1		
620	Ideal hunter: how to find the best ideas and make them happen/ Andy Boynton. Hb/bp. - The	1		
621	IIOVP : global warming. 2012. ISBN 978-0-7377-5681-4	1		
622	Ikebana the Art of Arranging Flowers / Shozo Sato. Tuttle Publishing, 2008. 978480531266	1		
623	Ikebana: a fresh look at Japanese flower arranging/ Diane Norman. Pb/bp	1		
624	Illustrated Dictionary of Architecture, 3 <sup>rd</sup> Ed / Ernest Burden. New York : McGraw Hill, 2012.	1		
625	Imaging painful spine disorders / Czervionke, 2011. hb	1		
626	India today : economy, politics and society / by Stuart Corbridge ... [et al.]. c2013. pb. ISBN 9780745661124	1		
627	Indoor Air Quality: The Latest Sampling and Analytical Methods, Second Edition / Kath-	1		

	leen Hess-Kosa, 2011. 9781439826652			
628	Industrial development / Allede Blume. ISBN 9789382226895	1		
629	Infectious diseases : a geographic guide / edited by Eskild Petersen ... [et al.]. c2011. ISBN 9780470655290	1		
630	Influencing early childhood education : key figures, philosophies and ideas / Linda Pound. 2011.	1		
631	Informal Norms in global governance : human rights, intellectual property rules and access to medicines / Wolfgang Hein.-- England : Ashgate, 2013, hb.	1		
632	Information technology in water and wastewater utilities. hb. 2011, McGrawHill, NY.	1		
633	Information warfare : corporate attack defense in a digital world / William Hutchinson. Pb/bp.	1		
634	Innovations in science and technology libraries / William Miller, Rita M. Pellen, editors. c2004. ISBN 9789991512648	1 copy		
635	Innovative intelligence: leading a new wave of thinking about innovation in your organization/ David S. Weiss. Hb/bp	1		
636	Innovative teaching strategies in nursing & related health/ Martha Bradshaw. 5 <sup>th</sup> ed.-- Pb/bp	1		
637	Inside game design/ Iain Simons. Pb/bp	1		
638	Integrating service-learning into the University classroom / J. Alison Bryant.-- Boston : Jones and Bartlett Pub., 2011, pb.	1		
639	Intellectual's Visual Miscellany: An Illustrated Guide to Masterworks of Art, History, Literature, and Science [Hardcover] / Daniel P. Murphy, 2012.	1		
640	Interface design : principles and applications / by Marc Silver. 2013. ISBN 9824424738	1		
641	Interior design bible book format: hardcover ed. Hamlyn Pub., 2009. /APD. Hb/bp. the	1		
642	Interior design in practice : case studies of successful business model / Maurer. 2010. ISBN 978-0-4701-9053-1	1		
643	International adoptions / Margaret Haerens, book editor.-- Detroit : Gale Cengage Learn-	1		

	ing, 2011. pb. 978-0-7377-4971-7.			
644	International business/ Charles W.L. Hill. Pb/bp	1		
645	International cooking: a culinary journey international cuisine/ Heyman. – 2 <sup>nd</sup> ed. Pb/bp	1		
646	International journalism/ Kevin Williams. Pb/bp	1		
647	International tourism and sustainable development / Swadesh Sinha.-- New Delhi: Random Pub., 2012, hb. 978-93-81421-77-2.	1		
648	Internet addiction: a handbook and guide to evaluation and treatment/ Kimberly S. Young. Hb/bp	1		
649	Interpol's forensic science review / editors, Niamh Nic Daeid, Max Houck.-- Boca Raton: CRC Press, 2010, pb.	1		
650	Introduction forensic and criminal investigation / Jane Monckton-Smith.-- Los Angeles : Sage, 2013, pb. 978-0-85702-752-8.	1		
651	An Introduction to applied & environmental geophysics/ John M. Reynolds. – 2 <sup>nd</sup> ed. Pb/bp.	1		
652	Introduction to applied psychology/ Graham C.L. Davey. Pb/bp	1		
653	Introduction to architecture / Francis D.K. Ching.-- New Jersey : John Wiley & Sons, Inc., 2013, pb. 978-1-118-14206-6.	1		
654	Introduction to AutoCAD 2013 : a modern perspective / by Paul Richard and Jim Fitzgerald. c2013. pb. ISBN 9780132954754	1		
655	Introduction to comparative politics / by Mark Kesselman ... [et al.]. International ed. c2013. pb. ISBN 9781111834197	1		
656	Introduction to corrections / Robert D. Hanser.-- US: Sage Publications, 2013. 978-1-4129-7566-7.	1		
657	Introduction to crime scene investigation/ Aric W. Dutelle. Pb/bp	1		
658	Introduction to criminology : theories, methods, and criminal behavior / Frank E. Hagan.-- Los Angeles : Sage Pub., Inc., 2013, pb. 978-1-4522-4234-7.	1		
659	Introduction to developmental psychology/ Alan Slater. – 2 <sup>nd</sup> ed. Pb/bp	1		
660	Introduction to Electricity / Robert T. Paynter,	1		



	B. J. Toby Boydell, 2011.			
661	Introduction to flight, 7 <sup>th</sup> ed. / John D. Anderson and Professor Emeritus, 2012.	1		
662	Introduction to Forensic psychology : court, law enforcement, and correctional practices / Stacey L. Shipley and Bruce A. Arrigo.-- Boston: Elsevier Inc., 2012, hb. 978-0-12-382169-0.	1		
663	Introduction to globalization : analysis and readings / Richard W. Mansbach and Edward Rhodes, editors. c2013. pb. ISBN 9781608717422	1		
664	Introduction to information systems / O'Brien. 2012. ISBN 978-0-0701-6708-7	1		
665	Introduction to organization behavior/ Michael Butler. Pb/bp	1		
666	Introduction to physical therapy / Michael A. Pagliarulo. 4 <sup>th</sup> ed. c2012/ ISBN 9789814371049	1		
667	Introduction to policing / Steven M. Cox.-- 2 <sup>nd</sup> ed.-- Los Angeles : Sage Pub., Inc., 2014. pb. 978-1-4522-5661-0.	1		
668	Introduction to public librarianship / Kathleen de la Pena McCook.-- New York : Neal-Schuman Pub., Inc., 2011, pb. 978-1555706975.	1		
669	Introduction to radiologic sciences and patient care, 5 <sup>th</sup> ed. / Adler, 2012. pb	1		
670	An Introduction to signals and systems/ John Alan Stuller. Pb/bp.	1		
671	introduction to supporting people with a learning disability / Elaine Hardie and Liz Tilly.-- Los Angeles : Sage Pub., 2012. pb. 978-0-85725-709-3 - An	1		
672	Introduction to the hospitality industry / Barro. 7 <sup>th</sup> ed. 2012. ISBN 471782766	1		
673	Introduction to the library & information professions/ Roger C. Greer. Pb/bp	1		
674	Investigating sexual assault cases / Arthur S. Chancellor.-- Burlington, MA : Jones & Bartlett Learning, 2014. pb. 978-1-4496-4869-5.	1		
675	Investigations in sociohistorical linguistics : stories of colonisation and contact / Peter Trudgill.-- NY.: Cambridge Univ., Press, 2010.pb.	1		
676	Invisible miracles / by Myron Wentz. 2012. ISBN 7770202865	1		

677	ISE – economic education for consumers / Miller. ISBN 9781439046821	1		
678	ISE automotive electricity & electronics. 2013. ISBN 978-1-1332-8431-4	1		
679	ISE essentials of cultural anthropology. ISBN 978-0-8400-3278-2	1		
680	ISE for skin care : beyond the basics. ISBN 978-1-1113-0936-7	1		
681	ISE sense & nonsense about crime, drugs & communities / Walker. 2011. ISBN 978-0-4951-1268-5	1		
682	ISE- natural hazards and disasters. ISBN 978-0-4951-1490-1	1		
683	Islam modern world / Baqir Sattar.-- New Delhi : Random Pub., 2013, hb. 978-3-82221-258	1		
684	ITCU : sexually transmitted infections. 2011. ISBN 978-0-7377-5699-9	1		
685	Japanese kitchen knives : essential techniques and recipes / Hiromitsu Nozaki.-- New York : Kodansha USA, Inc., 2012, hb. 978-1-56836-490-2.	1		
686	Jarawara language of Southern Amazonia / R.M.W. Dixon.-- N.Y.: Oxford Univ., Press, 2011, pb.	1		
687	Java programming 24-hour trainer/ Yakov Fain. Pb/bp	1		
688	Java tm and early years practice by Kate Wall, 2 ed. pb. 2010. Sage, Los Angeles	1		
689	Judicial activism : noah berlatsky, Book editor.-- Detroit : Gale Cengage Learning, 2012, pb. 978-0-7377-5730-9.	1		
690	Justice in international law : further selected writings of Stephen M. Schwebel.-- NY: Cambridge Univ., Press, 2011. hb.	1		
691	Juvenile delinquency / Clemens Bartollas.-- Boston : Pearson, 2013, pb. 978-0-13-707429-7.	1		
692	Juvenile justice and delinquency / David W. Springer.-- Boston : Jones and Bartlett Pub., 2011. pb.	1		
693	Keep it simple : a guide to assistive technologies / Ravonne A. Green.-- California : Libraries Unlimited, 2011, pb.	1		
694	Kenya, 8 <sup>th</sup> ed. / Anthony Ham, Stuart Butler, Dean Starnes. Lonely Planet, 2012.	1		

695	Key concepts in hospitality management / edited by Roy C. Wood.-- Los Angeles : Sage Publications, Ltd., 2013, pb.	1		
696	Key concepts in learning disabilities / edited by Pat Talbot.-- London : SagePub., Ltd., 2010. pb.	1		
697	Key perspectives in criminology / Tierney. 2010. ISBN 978-0-3352-2914-7	1		
698	Key terms in second language acquisition / Bill VanPatten.-- London : Continuum Int'l. Pub., Grp., 2010, hb.	1		
699	Key terms in semantics / M. Lynne Murphy .-- London: Continuum Int'l. Pub., Grp., 2010. pb.	1		
700	Keys to business communication/ Carol Carter. Pb/bp	1		
701	Kitchens: the smart approach to design/CH. Pb/bp	1		
702	Knack astrology : a complete illustration to the zodiac (knack make it easy) / Molly Hall. 2010. pb. ISBN 9781599216232	1		
703	Lace ribbons and bows : 35 vintage-inspired projects to make and treasure / Ann Brownfiled and Jane Cassini.-- NY: Ryland Peters Small Ltd., 2013. pb. 978-1-908862-55-6.	1		
704	Landscape architectural detailing: function, constructibility, aesthetics and sustainability/ Thomas R. Ryan. Pb/bp	1		
705	Landscape architecture : a manual of environmental planning and design / Barry W. Strake.-- 5 <sup>th</sup> ed.-- NY: McGraw-Hill, 2013, hb. 978-0-07-179765-8.	1		
706	Landscapes of capital: representing time, space globalization in corporate/Robert Goldman Pb/bp	1		
707	Landscaping with stone/ Pat Sagui. -- 2 <sup>nd</sup> ed. Pb/bp.	1		
708	Language attrition / Monika S. Schmid.-- Cambridge : Cambridge Univ., Press, 2011. hb.	1		
709	Language complexity as an evolving variable / edited by Geoffrey Sampson.-- Oxford : Oxford Univ., Press, 2009. pb.	1		
710	Language diversity in the USA / edited by kim Potowski.-- Cambridge : Cambridge Univ., Press, 2010. pb.	1		
711	Leader's guide to storytelling, The : master-	1		

	ing the art and discipline of business narrative / Denning. Rev. & updated. 2011. ISBN 978-0-4705-4867-7			
712	Leadership and management for nurses/ Anita Finkelman. --2 <sup>nd</sup> ed. Pb/bp	1		
713	Leadership and management in nursing/ Mary Grohar-Murray. – 4 <sup>th</sup> ed. Pb/bp	1		
714	Leadership roles and management functions in nursing: theory and application/ Bessie L. Maquis. Pb/bp	1		
715	Leading Apple with Steve Jobs : management lessons from a controversial genius / Jay Elliot. C2012.	1		
716	Leading from the front : no excuse leadership tactics for women / Angie Morgan and Courtney Lynch.-- NY: McGraw-Hill, 2006, hb. 0-07-146501-4.	1		
717	Leading the technology-powered school/ Marilyn L. Grady. Pb/bp	1		
718	Learning disabilities and related mild disabilities : characteristics, teaching strategies, and new directions / Janet W. Lerner.-- Australia : Wadsworth, 2012, pb. 978-1-111-18570-1.	1		
719	Learning playground, 2012 ed.-- 10 vols.	1 set		
720	Learning principles and applications/ Stephen B. Klein. – 6 <sup>th</sup> ed. Pb/bp	1		
721	Legal Education in the Digital Age [Hardcover] / Edward Rubin (Editor). Cambridge University Press, 2012. 9781107012202	1		
722	Lemons : hundreds of household hints / Diane Sutherland and Jon Sutherland. Flame Tress Pub., 2011. pb. ISBN 9780857752628	1		
723	The Liberty book of simple sewing / text by Lucinda Ganderton & Christine Leech / Photography by Kristin Perers, illustrations by Lucinda Ganderton.-- London : Quadrille Pub., Ltd., 2013, hb. 978-184949-309-3. hb.	1		
724	Librarian's handbook for seeking, writing and managing grant/ Sylvia D. Hall-Ellis. Pb/bp	1		
725	Libraries and identity : the role of institutional self-image and identity in the emergence of new types of libraries (Chandos Information Professional Series) / by Joacim Hanson. c2010.	1		
726	Library and information science / Dombro L. Davies. 2013. ISBN 9789382226314	1		

727	Library and information systems and ejournal archiving / Steinfeld Bagley. 2013. ISBN 9789382226321	1		
728	Library classification / Niranjan Singh. 2012. ISBN 9789381421680	1		
729	Library information systems and e-journal archiving / Steinfeld Bagley.-- New Delhi : Random Exports, 2013,hb. 978-93-82226-32-1.	1		
730	Library services for children and young people : challenges and opportunities in the digital age / edited by Carolynn Rankin and Avrik Brock.-- London : Facet Pub., 2012, pb. 978-1-85604-712-8.	1		
731	Libya : the rise and fall of Qaddafi / by Alison Pargeter. c2012. hb. ISBN 9780300139327	1		
732	Lighting retrofit and relighting: a guide to energy efficient lighting/ James Benya. Hb/bp	1		
733	Little book of math : theorems, theories and things / Surendra Verma. 2010. ISBN 9788122204155	1		
734	Low carbon transport in Asia : strategies for optimizing co-benefits / edited by Eric Zushman.-- New York : Earthscan, 2012, pb. 978-1-84407-915-5.	1		
735	M-libraries 3 : transforming libraries with mobile technology / edited by Mohamed Ally and Gill Needham.-- London: Facet Pub., 2012. pb. 978-1-85604-776-0.	1		
736	MacArthur highway and other relics of American empire in the Philippines / Joseph P. McCallus. 2010.	1		
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We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in [BDS](#) provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the

Bidding Documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**REPUBLIC OF THE PHILIPPINES )**

**CITY OF \_\_\_\_\_ ) S.S.**

X-----X

**BID-SECURING DECLARATION**

**Invitation to Bid/Request for Expression of Interest No.<sup>1</sup> :** [Insert reference number]

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

I/We<sup>2</sup> , 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 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<sup>3</sup> , if I/we have committed any of the following actions:
  - (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or
  - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
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;

(c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid<sup>4</sup>, and I/we have furnished the performance security and signed the Contract.

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<sup>1</sup>Select one and delete the other.

<sup>2</sup>Select one and delete the other. Adopt same instruction for similar terms throughout the document.

<sup>3</sup>Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012.

<sup>4</sup>Select one and delete the other.

**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'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant**

**SUBSCRIBED AND SWORN** to before me this \_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, [date issued], [place issued]



IBP No. \_\_, [date issued], [place issued]

Doc. No. \_\_\_\_  
Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series of \_\_\_\_.

### Contract Agreement Form

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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, viz., [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] (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 shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Entity’s Notification of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

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.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier).