

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

Contract Reference No.	: IB_GOODS_2021-04-019
Name of Contract	: PURCHASE AND DELIVERY OF PROFESSIONAL BOOKS AND JOURNALS FOR LIBRARY USE
Location of Contract	: KALINGA STATE UNIVERSITY-MAIN CAMPUS NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA
Name of Procuring Entity	: KALINGA STATE UNIVERSITY (KSU)



Kalinga State University envisions to be "a Knowledge and Technology Hub in Asia-Pacific Region"

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting

the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials, and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project, or activity, whether in the nature of the Equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of Equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration, or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control, and drainage, water supply, sanitation, sewerage, and solid waste management systems, shore protection, energy/power, and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project, or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency, which shall be consolidated in the procuring entity’s Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business, and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier, as used in these Bidding Documents, may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.



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Section I. Invitation to Bid



INVITATION TO BID FOR PURCHASE AND DELIVERY OF PROFESSIONAL BOOKS AND JOURNALS FOR LIBRARY USE

1. The Kalinga State University, through the Internally Generated Income (IGI) Fund for CY 2021, intends to apply the sum of **One Million, One Hundred Twenty-Six Thousand, Nine Hundred Sixty-Eight Philippine Pesos and Seventy-Five Centavos (Php 1,126,968.75)** being the ABC to payments under the contract for **Purchase and Delivery of Professional Books and Journals for Library Use/ IB_Goods_2021-04-019**. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.
2. The Kalinga State University now invites bids for the above Procurement Project. Delivery of the Goods is required by **sixty (60) calendar days upon receipt of the Purchase Order**. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **Kalinga State University** and inspect the Bidding Documents at the address given below during **office hours from 9 am to 4 pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **April 15, 2021 (Thursday) until 10 am of May 5, 2021 (Wednesday)** from the given address and websites below, *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Philippine Pesos (Php 5,000.00) as prescribed in the Guidelines for the sum of the ABC of all lots*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *either in person or through electronic means*.
6. The Kalinga State University will hold a **Pre-Bid Conference** on **April 23, 2021 (Friday), 10 am** at the **BAC Conference Room, Procurement Management Office, Administration Building, KSU-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga**, and/or through video conferencing or webcasting via **Google Meet Platform** at the link: meet.google.com/hdk-vwmx-vhg, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below, on or before **10 am on May 5, 2021 (Wednesday)**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. Bid opening shall be on **10:01 am on May 5, 2021 (Wednesday)** at the given address below and/or via **Google Meet Platform** at the link: meet.google.com/pcf-eazi-sdw. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Bidders should comply with the applicable provisions of Section 23.4.1.1 of 2016 Revised IRR of R.A. 9184 (Eligibility Criteria for Procurement of Goods) and with a modified set of requirements integrating eligibility documents and criteria for procurement of goods as provided in Annex D of the 2016 revised IRR of RA No. 9184.

11. The **Kalinga State University** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

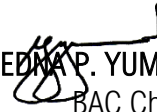
12. For further information, please refer to:

Ronaldo B. Daluping
BAC Secretariat
Procurement Management Office
Kalinga State University-Main Campus
Administration Building, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga 3800
procurementservice_bac@ksu.edu.ph
(074) 627-5321
<https://ksu.edu.ph/>

13. You may visit the following websites:

For downloading of Bidding Documents: <https://ksu.edu.ph/bid/purchase-and-delivery-professional-books-and-journals-library-use>

April 14, 2021


EDNA P. YUMOL, CPA, PhD
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Kalinga State University**, wishes to receive Bids for the **Purchase and Delivery of Professional Books and Journals for Library Use**, with identification number **IB_Goods_2021-04-019**.

The Procurement Project (referred to herein as "Project") is composed of **one (1) Lot**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP, through the source of funding as indicated below for **CY 2021** in the amount of **One Million, One Hundred Twenty-Six Thousand, Nine Hundred Sixty-Eight Philippine Pesos and Seventy-Five Centavos (Php 1,126,968.75)**.

2.2. The source of funding is:

Internally Generated Income (IGI) Fund for CY 2021.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules, and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration, and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

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

a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address at **BAC Conference Room, Procurement Management Office, Administration Building, KSU-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga**, and/or through video conferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC, as indicated in **ITB** Clause 5.3, should have been completed within **four (4) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in a foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to the delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **One Hundred Twenty (120) calendar days**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

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

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

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

- 19.4. The Project shall be awarded as follows:

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

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.



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Section III. Bid Data Sheet

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Bid Data Sheet

ITB Clause									
5.3	For this purpose, contracts similar to the Project shall be: <ol style="list-style-type: none"> a. Purchase and or Delivery Books, 50% of the ABC (Php 563,484.38); and b. completed within five (5) years prior to the deadline for the submission and receipt of bids. 								
7.1	<i>Subcontracting is not allowed.</i>								
12	The price of the Goods shall be quoted DDP port of Manila or the applicable International Commercial Terms (INCOTERMS) for this Project.								
14.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: <ol style="list-style-type: none"> a. The amount of not less than Php 22,539.38, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php 56,348.44, if bid security is in Surety Bond. 								
19.3	The Project will be awarded by lot, and the following are the grouping of lots: <table border="1" data-bbox="354 1148 1408 1290"> <thead> <tr> <th>No.</th> <th>Title</th> <th>Items</th> <th>ABC</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Purchase and Delivery of Professional Books and Journals for Library Use</td> <td>Various items, refer to Section VII (Technical Specifications)</td> <td>1,126,968.75</td> </tr> </tbody> </table>	No.	Title	Items	ABC	1	Purchase and Delivery of Professional Books and Journals for Library Use	Various items, refer to Section VII (Technical Specifications)	1,126,968.75
No.	Title	Items	ABC						
1	Purchase and Delivery of Professional Books and Journals for Library Use	Various items, refer to Section VII (Technical Specifications)	1,126,968.75						
20.2	List of licenses and permits relevant to the Project and the corresponding law requiring it: <ol style="list-style-type: none"> 1. VAT or Non-VAT Registration Certificates; and 2. Other appropriate licenses and permits, as may be required during post-qualification evaluation. 								
21.2	Contract documents relevant to the Project: <p>The following relevant documents are to be submitted by the lowest calculated and responsive bidder after issuance of a notice of award:</p> <ol style="list-style-type: none"> 1. Performance Security. The Winning Bidder shall be responsible for the extension of its performance security during the remaining period or duration of the Project reckoned from the date of the effectivity of the contract, or for any contract time extension granted by the Procuring Entity, which shall be valid until final acceptance of the Project. <p>In place of the Performance Security, a post qualified bidder may submit an unnotarized Performance Securing Declaration (PSD) - Revised Edition, to guarantee its faithful performance of obligations under the contract, subject to the following:</p> <ol style="list-style-type: none"> a) Such declaration shall state, among others, that the winning bidder shall be blacklisted from being qualified to participate in any government procurement activity for one (1) year, in case of first offense or two (2) years, if with a prior similar offense, in the event it violates any of the conditions stated in the contract. b) The unnotarized PSD may be accepted, subject to submitting a notarized PSD before payment unless the same is replaced with performance security in the prescribed form. <p>The end-user may require the winning bidder to replace the submitted PSD with performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 upon lifting the State of Calamity, or community quarantine or similar restrictions, as the case may be.</p>								

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract



ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP000544Q

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procurementservice_bac@ksu.edu.ph

(074) 627-5321

Republic of the Philippines
KALINGA STATE UNIVERSITY
Purok 6, Bulanao, Tabuk City, Kalinga 3800

BIDS AND AWARDS COMMITTEE

Special Conditions of Contract

GCC Clause	
1	<p><i>Additional requirements for the completion of this Contract.</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>For Goods supplied from abroad:</i></p> <p>“The delivery terms applicable to the Contract are DDP delivered in the port of Manila in accordance with INCOTERMS.”</p> <p><i>For Goods supplied from within the Philippines:</i></p> <p>“The delivery terms applicable to this Contract are delivered at the Kalinga State University-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause, the Procuring Entity’s Representative at the Project Site is:</p> <p>Mr. Joseph Tracy D. Labbutan Supply and Property Officer Supply and Management Office Kalinga State University-Main Campus, National Highway, Purok 6, Bulanao Tabuk City 3800, Kalinga, Philippines</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ol style="list-style-type: none"> e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>



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BIDS AND AWARDS COMMITTEE

	<p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and b. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, insufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements), and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of 30 days. <i>If not used, a time period of 90 days, which is three times the warranty period.</i></p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <ul style="list-style-type: none"> Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical, the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p>

	<p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from the use of the Goods or any part thereof.</p>
2.2	<p><i>Partial payment is not allowed except.</i></p>
4	<p>The inspections and tests that will be conducted are: Testing and Sealing by the Inspectorate and Acceptance Committee of the University, including a COA representative, TWG, and end-users representatives.</p>

Section VI. Schedule of Requirements

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

No.	Lot and Reference	Qty	Unit	Delivered, Weeks/Months
1	Purchase and Delivery of Professional Books and Journals for Library Use	1	lot	Delivery and/or Installation service shall be completed within SIXTY (60) CALENDAR DAYS upon acceptance of the Purchase Order

Note:

- a) *Contract Warranty: One (1) year to three years from the date of acceptance of the Goods*
- b) *To be delivered at: Supply and Property Management Office, Administration Building, Kalinga State University-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga*

I hereby certify to comply and deliver the above requirements.

Name of Company/Bidder

Signature Over Printed Name
of Representative

Date

Section VII. Technical Specifications

Technical Specifications

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
				<i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the Equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of Specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
PROFESSIONAL BOOKS - KSU-Main Campus Library				
1	Computer aided inspection planning: theory and practice by Abdulrahman, 2017, HB: alk. paper, ISBN 9781498736244	1	copy	
2	Non-equilibrium thermodynamics for engineers by S. Kjelstrup, 2nd ed., 2017, HB, ISBN 9789813200302	1	copy	
3	Elementary school mathematics for parents and teachers by Raz Kupferman (vol. 1), 2016, HB: alk. paper, ISBN 9789814699907	1	copy	
4	Benchmarking best practices for maintenance, reliability and asset management by Terry Wireman, 3rd ed., 2015, HB, ISBN 9780831135034	1	copy	
5	Governing urban sustainability by Lisa Pettibone, 2015, HB, ISBN 9781472463166	1	copy	
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8	Gendered lives: communication, gender & culture by Oraiz, Natalie, 13th ed., 2019, PB, ISBN 9781337555883	1	copy	
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10	Geographic information system in environment management edited by Cui, Quan, 2018, HB, ISBN 9781773611167	1	copy	
11	PMP: project management professional: study guide by Joseph Phillips, 5th ed., 2018, PB, ISBN 9781259861987	1	copy	
12	Leadership theory cultivating critical perspectives by John P. Dugan, 2017, ISBN 9781118864159	1	copy	
13	Introduction to geographic information system by Kang Tsung Chang, 9th ed., 2016, PB, ISBN 9781260092585	1	copy	
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15	Theories of early childhood education: developmental, behaviorist and critical by Lynn Cohen, 2017, PB, ISBN 9781138189485	1	copy	
16	Teaching reading in today's elementary school by Betty Rose, 12th ed., 2019, PB, ISBN 9781337566292	1	copy	

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18	Business to business marketing by Ross Brennan, 4th ed., 2017, PB, ISBN 9781473973442	1	copy	
19	How to write about economics and public policy by Katerina Petchko, 2018, PB, ISBN 9780128130100	1	copy	
20	Product management for dummies by Lauley, 2017, PB, ISBN 9781119264026	1	copy	
21	Introduction to floriculture by Harrington, Caroline, 2019, PB, ISBN 9781635499186	1	copy	
22	Illustrated dictionary of agriculture: terms, definitions, examples by 3G E-Learning, 2018, PB, ISBN 9781984600325	1	copy	
23	AutoCAD 2017 and AutoCAD LT 2017 essentials by Scott Onstott, 2016, PB, ISBN 9781119243335	1	copy	
24	Autodesk autoCAD architecture 2017 fundamentals by Elise Moss, 2016, PB, ISBN 9781630570323	1	copy	
25	Illustrated dictionary of physics: terms, definitions, examples by G E-Learning, 2018, PB, ISBN 9781984600783	1	copy	
26	How to be brilliant at public speaking: learn the six qualities of an inspiring speaker-step by step by Sarah Lloyd Hughes, 2nd ed., 2015, PB, ISBN 9781292087962	1	copy	
27	Business research method by Kumar, 2017, PB, ISBN 9789671463680	1	copy	
28	Customer relationship management by Mullik, 2016, PB, ISBN 9780199456758	1	copy	
29	Engineering economy (I) by Blank, 8th ed., 2018, PB, ISBN 9789813158825	1	copy	
30	Handbook of plant nutrition by Pilbeam, Allen C., 2018, HB, ISBN 978938760071	1	copy	
31	Natural resources management water, forests and land by Devi, Renu, 2018, HB, ISBN 9789386372383	1	copy	
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34	Handbook of forest and forestry by Mukherjee, Ajay, 2017, HB, ISBN 9789386314147	1	copy	
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52	Dictionary of agricultural science: illustrated, instructive, comprehensive by John Carry, 2016, PB, ISBN 9789351540939	1	copy	
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59	Wood deterioration protection by Wiley Blackwell, 2016, HB, ISBN 9781119106531	1	copy	
60	Marketing of agricultural products by Richard Kohis, 9th ed., 2018, PB, ISBN 9789332556966	1	copy	
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163	Readings in Philippine history: outcome-based module	3	copy	
164	The contemporary world: outcome-based module	3	copy	
165	Organic chemistry: a short course by Hart et al., 2020	2	copy	
	PROFESSIONAL BOOKS - Laboratory High School		copy	
166	Laro likha linang (project-based learning) 10 by REX Institute for Student Excellence, 2020	3	copy	
167	Laro likha linang (project-based learning) 9 by REX Institute for Student Excellence, 2020	3	copy	
168	Laro likha linang (project-based learning) 8 by REX Institute for Student Excellence, 2020	3	copy	
169	Laro likha linang (project-based learning) 7 by REX Institute for Student Excellence, 2020	3	copy	
170	21C performance task: science 10 by REX Institute for Student Excellence, 2017	3	copy	
171	21C performance task: science 9 by REX Institute for Student Excellence, 2017	3	copy	
172	21C performance task: science 8 by REX Institute for Student Excellence, 2017	3	copy	
173	21C performance task: science 7 by REX Institute for Student Excellence, 2017	3	copy	
174	Performance tasks: araling panlipunan 10 by REX Institute for Student Excellence, 2017	3	copy	
175	Performance tasks: araling panlipunan 9 by REX Institute for Student Excellence, 2017	3	copy	
176	Performance tasks: araling panlipunan 8 by REX Institute for Student Excellence, 2017	3	copy	
177	Performance tasks: araling panlipunan 7 by REX Institute for Student Excellence, 2017	3	copy	
178	Performance tasks: Filipino 10 by REX Institute for Student Excellence, 2017	3	copy	

179	Performance tasks: Filipino 9 by REX Institute for Student Excellence, 2017	3	copy	
180	Performance tasks: Filipino 8 by REX Institute for Student Excellence, 2017	3	copy	
181	Performance tasks: Filipino 7 by REX Institute for Student Excellence, 2017	3	copy	
182	Performance tasks: math 10 by REX Institute for Student Excellence, 2017	3	copy	
183	Performance tasks: math 9 by REX Institute for Student Excellence, 2017	3	copy	
184	Performance tasks: math 8 by REX Institute for Student Excellence, 2017	3	copy	
185	Performance tasks: math 7 by REX Institute for Student Excellence, 2017	3	copy	
186	Performance tasks: English 10 by REX Institute for Student Excellence, 2017	3	copy	
187	Performance tasks: English 9 by REX Institute for Student Excellence, 2017	3	copy	
188	Performance tasks: English 8 by REX Institute for Student Excellence, 2017	3	copy	
189	Performance tasks: English 7 by REX Institute for Student Excellence, 2017	3	copy	
190	Mythology: timeless tales of gods and heroes, (75th anniversary illustrated edition) by Edith Hamilton, 2017, HB, ISBN 978-0-316-43852-0	1	copy	
191	Classical mythology A to Z: an encyclopedia of gods & goddesses, heroes & heroines, nymphs, spirits, monsters, and places by Annette Giesecke, 2020, ISBN 978-0-7624-7001-3	1	copy	
192	Guinness World Records 2021, 2020, HB, 9781913484002	1	copy	
193	Ripley's Believe It or Not! 100 Years, 2018, HB, ISBN 9781609912406	1	copy	
194	Ripley's Believe It or Not! 2020, 2019, HB, ISBN 9781529124385	1	copy	
195	Webster's Third New International Dictionary, Unabridged, HB, ISBN 978-0877792017	1	copy	
	PROFESSIONAL BOOKS - College of Agro-forestry and Environmental Studies			
196	Introduction to agroforestry by D. Goosen, 2018, HB, ISBN 9789350303801	1	copy	
197	Sustainable forestry by E. Richardson, 2017, PB, ISBN 9781635495416	1	copy	
198	Fundamentals of soil ecology by D. Coleman, 3rd ed., 2018, PB, ISBN 9780128052518	1	copy	
199	Sustainable agriculture and farming by Logen Robinson, 2017, PB, ISBN 9781635493252	1	copy	
200	Essentials of ecology by D. Dela Torre, 2017, HB, ISBN 978-680946194	1	copy	
201	Agricultural drainage engineering by Shivsharan Sharma, 2018, HB, ISBN 978-93-86355874	1	copy	
202	Renewable energy: an introduction by Dylan Carter, 2018, PB	1	copy	
203	Integrated watershed management in rainfed agriculture by S. Meena, 2017, HB	1	copy	
204	Waste management: an introduction by R. Bhargava, 2018, HB, ISBN 9788171398676	1	copy	
205	Soil and water conservation handbook by Praveen Kumar Tiwari, 2018, HB, ISBN 9789350303306	1	copy	
206	Environmental aspects of biodiversity by Shyam S. Khinchi, 2016, HB, ISBN 9789320302453	1	copy	
207	Agrostology and agroforestry by Anoop Singh, 2018, HB, ISBN 9789386355577	1	copy	
208	Ecosystem management by J. Martinez, 2017, PB, ISBN 9781635495225	1	copy	
209	Plant and soil science: fundamentals and applications by S.N. Bhargav, 2017, HB, ISBN 9789383026296	1	copy	

210	Soil mapping and process modeling for sustainable land use management, 2017, PB, ISBN 9780128052006	1	copy	
211	Environmentalism and sustainability by J. McDougall, 2017, PB, ISBN 9781635495270	1	copy	
212	Agriculture meteorology by Parmeshwar Singh, 2015, HB, ISBN 9789351117377	1	copy	
213	Biodiversity management by Jooni Nidhi, 2017, HB, ISBN 9788193371978	1	copy	
214	Teaching botany by Y.K. Singh, 2015, HB, ISBN 8176488178	1	copy	
215	Foundations of Education 2	3	copies	
PROFESSIONAL BOOKS - College of Business and Accountancy				
216	Learning communities 2.0: educating in the age of empowerment by Spady And Schwahn, 2017, PB	1	copy	
217	Total leaders 2.0: leading in the age of empowerment by Charles Schwahn and William Spady, 2017, PB	1	copy	
218	Everyone's labor code by Azucena, 2018, PB	1	copy	
219	The law on obligations and contracts by De Leon, 2019, PB	1	copy	
220	Civil Code IV (Obligation and Contracts) by Paras, 2016, PB	1	copy	
221	Conceptual framework and accounting standards by Valix, 2020, PB	1	copy	
222	Intermediate accounting 1 by Valix, 2020, PB	1	copy	
223	Intermediate accounting 2 by Valix, 2020, PB	1	copy	
224	Intermediate accounting 3 by Valix, 2020, PB	1	copy	
225	Practical financial accounting 1 by Valix, 2020, PB	1	copy	
226	Practical financial accounting 2 by Valix, 2020, PB	1	copy	
227	Theory of accounting by Valix, 2020, PB	1	copy	
228	Management advisory service textbooks (MAS) by Agamata, 2020, PB	1	copy	
229	Accounting for partnership corporation by Baysa, 2018, PB	1	copy	
230	Auditing theory CPA reviewer by Cabrera, 2018, PB	1	copy	
231	Comprehensive reviewer in auditing theory by Bobadilla, 2018, PB	1	copy	
232	Conceptual framework and accounting standards by Cabrera, 2019, PB	1	copy	
233	Advanced accounting textbook 1 by Dayag, 2018, PB	1	copy	
234	Advanced accounting textbook 2 by Dayag, 2018, PB	1	copy	
235	Advanced financial and accounting CPA review theories and problems (AFAR) by Dayag, 2019, PB	1	copy	
236	Cost accounting and control by De Leon, 2019, PB	1	copy	
237	Advanced accounting Vol. 1 (Guerrero & Peralta), 2017, PB	1	copy	
238	Advanced accounting Vol. 2 by Guerrero and Peralta 2019, PB	1	copy	
239	Intermediate accounting 1a & 1b set by Milan, 2019, PB	1	copy	
240	Intermediate accounting 2 set by Milan, 2019, PB	1	copy	
241	Intermediate accounting 3 set by Milan, 2019, PB	1	copy	
242	Intermediate accounting 1 by Robles and Empleo, 2019, PB	1	copy	
243	Intermediate accounting 2 by Robles and Empleo, 2019, PB	1	copy	
244	CPA exam reviewer auditing theory by Roque, 2018-2019, PB	1	copy	
245	Intermediate Accounting 3 by Robles and Empleo, 2019, PB	1	copy	
246	CPA Exam reviewer auditing problems by Roque, 2018-2019, PB	1	copy	
247	Auditing theory by Salosagcol, 2018, PB	1	copy	
248	Income taxation by Valencia & Roxas, 2020, PB	1	copy	
249	Procedures and theory for administrative professionals by Stulz et al., 2015, PB	1	copy	
250	Introduction to global business by Gaspar, 2019, PB	1	copy	
251	Business for society: AIM-DLSU case book by Habaradas et al., 2018, PB	1	copy	
252	Business communication: in person, in print, online by Newman, 2019, PB	1	copy	
253	Operations management with total quality management by Stevenson, 2018, PB	1	copy	
254	Business ethics: decision making for personal integrity & social responsibility by Hartman, 2018, PB	1	copy	
255	Mindtap for financial markets and institutions by Madura, 2021, PB	1	copy	

256	Effective human relations: interpersonal and organizational applications by Reece, 2020, PB	1	copy	
257	Cnowv2 for managerial accounting by Warren et al., 2020, PB	1	copy	
258	Fundamentals of accounting, business and management 1 by Ong, 2019, PB	1	copy	
259	Cost accounting and control by Blocher et al., 2020, PB	1	copy	
260	Principles of cost accounting by Vanderbeck, 2019, PB	1	copy	
261	Intermediate accounting by Spiceland, 2019, PB	1	copy	
262	Financial accounting by Stice, 2019, PB	1	copy	
263	Financial accounting with international financial reporting standards by Weygandt, 2019, PB	1	copy	
264	Essentials of financial management by Brigham, 2019, PB	1	copy	
265	Cost accounting and control by Hansen, 2019, PB	1	copy	
266	Conceptual framework and accounting standards by Aduana, 2019, PB	1	copy	
267	Business research methods by Schindler, 2019, PB	1	copy	
268	Accounting information systems by Hall, 2019, PB	1	copy	
269	Financial accounting and reporting by Aduana, 2018, PB	1	copy	
270	Advanced accounting Vol. 2 by Balocating, 2018, PB	1	copy	
271	Business correspondence with style: a guide to effective business English and correspondence for college students and professionals by Barrot, 2018, PB	1	copy	
272	Economics, taxation and agrarian reform by Manapat, 2018, PB	1	copy	
	PROFESSIONAL BOOKS - College of Liberal Arts and Social Sciences			
273	Embracing the teaching profession by Tamayo, 2019, PB	1	copy	
274	Comments and cases obligation and contracts by Hector S. De Leon, 2019, PB	1	copy	
275	Introduction to law by Suarez, 2017, PB	1	copy	
276	Law on persons and family relations by Rabuya, 2017, PB	1	copy	
277	Public international law by Nachura, 2017, PB	1	copy	
278	Election code annotated by Miriam Defensor Santiago, 2015, PB	1	copy	
279	Criminal law study guide by Boado, 2019, PB	1	copy	
280	Political and constitutional law by Villareal, 2017, PB	1	copy	
281	Updates in criminal law by Ticman, Jr., 2019, PB	1	copy	
282	The family code revisited by Barte, 2017, PB	1	copy	
283	Restatement of the law on local governments by Angeles, 2020, PB	1	copy	
284	Persons and family relations law by Sta. Maria, 2019, PB	1	copy	
285	Constitutional law 2 by Duka, 2019	1	copy	
286	Philippine politics and governance by Joven, 2017, PB	1	copy	
287	Understanding culture, society, and politics by Atienza et al., 2019, PB	1	copy	
288	The blood brothers: in the eyes of the sun by Adamat, 2019, PB	1	copy	
	GENERAL EDUCATION CURRICULUM			
289	Embracing the teaching profession by Tamayo, 2019, PB	1	copy	
290	Comments and cases obligation and contracts by Hector S. De Leon, 2019, PB	1	copy	
291	Introduction to law by Suarez, 2017, PB	1	copy	
292	Law on persons and family relations by Rabuya, 2017, PB	1	copy	
293	Public international law by Nachura, 2017, PB	1	copy	
294	Election code annotated by Miriam Defensor Santiago, 2015, PB	1	copy	
295	Criminal law study guide by Boado, 2019, PB	1	copy	
296	Political and constitutional law by Villareal, 2017, PB	1	copy	
297	Updates in criminal law by Ticman, Jr., 2019, PB	1	copy	
298	The family code revisited by Barte, 2017, PB	1	copy	
299	Restatement of the law on local governments by Angeles, 2020, PB	1	copy	
300	Persons and family relations law by Sta. Maria, 2019, PB	1	copy	
301	Constitutional law 2 by Duka, 2019	1	copy	
302	Philippine politics and governance by Joven, 2017, PB	1	copy	
303	Understanding culture, society, and politics by Atienza et al., 2019, PB	1	copy	
304	The blood brothers: in the eyes of the sun by Adamat, 2019, PB	1	copy	
305	A course module for contemporary world by Botor et al., 2020, PB	1	copy	

306	A course module for purposive communication by Lim, 2020, PB	1	copy	
307	A course module for gender and society: a human ecological approach by Peralta, 2019, PB	1	copy	
308	A course module for art appreciation by Roldan & Dellosa, 2019, PB	1	copy	
309	A course module for the life, works, and writings of Jose Rizal (GEC) by Crudo et al., 2019, PB	1	copy	
310	Facilitating learner-centered teaching by Ferdinand Bulusan, 2019, PB	1	copy	
311	Math in the modern world by Aufmann et al., 2019, PB	1	copy	
312	The contemporary world by Aldama, 2018, PB	1	copy	
313	Readings in Philippine history by Candelaria and Alporha, 2018, PB	1	copy	
314	Jose Rizal: social reformer and patriot: a study of his life and times by De Lima et al., 2018, PB	1	copy	
315	Communication for society: purposive communication by Uychoco and Santos, 2018, PB	1	copy	
316	Understanding the self by Alata et al., 2018, PB	1	copy	
317	Ethics foundations of moral valuation by Bulaong et al., 2018, PB	1	copy	
318	Art appreciation by Caslib Jr. et al., 2018, PB	1	copy	
319	Science, technology and society by Serafica et al., 2018, PB	1	copy	
320	Literatures of the Philippines by Lacia, PB	1	copy	
321	Statistics (Based on CMO 03 Series 2007) by Arao et al., PB	1	copy	
322	Introduction to sociology and anthropology by Palispis & Sampa, PB	1	copy	
323	Mathematics of investment by Arao et al., PB	1	copy	
324	A course module for gender and society by Peralta et al., 2019, PB	1	copy	
325	Gender and society: the whys of women, their oppressions, and paths to liberation by Rodriguez et al., 2019, PB	1	copy	
326	Fundamentals of ethics by Carino, 2018, PB	1	copy	
327	Ethics by Rodriguez, 2018, PB	1	copy	
328	Sining rehiyon: contemporary Philippine arts in the region by Lico et al., 2017, PB	1	copy	
329	The contemporary world by Claudio, 2018, PB	1	copy	
330	The contemporary world: outcome-based module by Brazalote, 2019, PB	1	copy	
331	Readings in Philippine history by Asuncion et al., 2019, PB	1	copy	
332	Science, technology and society by Casas, 2020, PB	1	copy	
333	Organic chemistry: a short course by Hart, 2020, PB	1	copy	
334	Understanding the self by Corpuz, 2019, PB	1	copy	
335	Science, technology, and society by Manasarate, 2019, PB	1	copy	
336	Organic chemistry by Mcmurry, 2019, PB	1	copy	
337	General, organic, & biological chemistry by Smith, 2019, PB	1	copy	
338	Understanding the self by Macayan et al., 2018, PB	1	copy	
339	Trends, networks, and critical thinking in the 21st century culture by Marquez, 2018, PB	1	copy	
340	Science, technology, and society by Mcnamara, 2018, PB	1	copy	
341	Culture and political psychology: a societal perspective by Thalia Magioglou, 2013, PB, ISBN 9781623963675	1	copy	
342	Foundations of comparative politics by Kenneth Newton, 3rd ed., 2016, PB, ISBN 9781107582859	1	copy	
343	The foundations of the modern Philippine state: imperial rule and the American constitutional tradition, 1898-1935 by Leia Castaneda Anastacio, 2016, HB, ISBN 978110024670	1	copy	
344	Writing analytically by David Rosenwasser, 8th ed., 2019, PB, ISBN 9781337559461	1	copy	
345	Macroeconomics by Andrew B. Abel, 2017, PB, ISBN 9781292154923	1	copy	
346	Financial accounting and reporting by Barry Elliott, 18th ed., 2017, PB, ISBN 9781292162409	1	copy	
347	Mindmade politics: the cognitive roots of international climate governance by Manjana Milkoreit, 2017, HB: alk. paper, ISBN 9780262036306	1	copy	
348	The politics of crisis management: public leadership under pressure by Arjen Boin, 2nd ed., 2017, PB, ISBN 9781107544253	1	copy	



349	The practice of public relations by Fraser P. Seitel, 13th ed., 2017, PB, ISBN 9781292160054	1	copy	
350	Financial analysis with Microsoft Excel 2016 by Timothy R. Mayes, 8th ed., 2018, PB, ISBN 9781337298049	1	copy	
351	Essentials of financial management by Eugene F. Brigham, 4th ed., 2019, PB, ISBN 9789814875820	2	copies	
PROFESSIONAL JOURNALS - KSU-Main Campus Library				
352	Harvard Educational Review	4	issue	
353	Educational Developments	4	issue	
354	English Teaching Forum	4	issue	
355	Public Management	11	issue	
356	Strategy and Business	4	issue	
357	Journal of Criminal Law & Criminology	4	issue	
358	Organic Farming	3	issue	
359	Philippine Political Science Journal	1	issue	
360	Harvard Political Review	4	issue	
361	Language Arts	4	issue	

I hereby certify to comply with all the above Technical Specifications.

 Name of Company/Bidder

 Signature Over Printed Name
 of Representative

 Date

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the Checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this Checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical Documents

Name of Project	: PURCHASE AND DELIVERY OF PROFESSIONAL BOOKS AND JOURNALS FOR LIBRARY USE
Approved Budget for the Contract	: Php 1,126,968.75
Name of Bidder	:
Address of Bidder	:

ITEM NO.	REQUIREMENTS	PASSED	FAILED
I.	TECHNICAL COMPONENT ENVELOPE		
	<i>Class "A" Documents</i>		
	<i>Legal Documents</i>		
<input type="checkbox"/>	A. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); <u>or</u>		
<input type="checkbox"/>	B. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, and		
<input type="checkbox"/>	C. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and		
<input type="checkbox"/>	D. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).		
	<i>Technical Documents</i>		
<input type="checkbox"/>	E. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and		
<input type="checkbox"/>	F. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; This statement shall be supported with any of the following as applicable: a) For Government Contracts: i. Certificate of Final Acceptance (CFA) and/or Certificate of Complete Deliveries (CCD) signed by Head of the Procuring Entity (HOPE) or its duly authorized representative, ii. Official Receipt(s) of the bidder covering the full amount of the contract; or Sales Invoice issued for the contract, if completed. b) For Private Contracts: i. End-user's Acceptance, or ii. Official Receipt(s) of the bidder covering the full amount of the contract; and		
<input type="checkbox"/>	G. Original copy of Bid Security. If in the form of a Surety Bond, also submit a certification issued by the Insurance Commission; <u>or</u> Original copy of Notarized Bid Securing Declaration; and		
<input type="checkbox"/>	H. Conformity with the Technical Specifications, which include the following: a) Production/Delivery Schedule based on Section VI- Schedule of Requirements b) Manpower Requirements, which shall include the following: 1) Organizational chart for the Contract to be bid;		

ITEM NO.	REQUIREMENTS	PASSED	FAILED
	2) List of Bidder's Key Personnel to be assigned to the Contract to be bid, with their complete qualification and experience data, as follows: i) Key Personnel's Bio-data; ii) Key Personnel's Certificate of Employment 3) After-Sales/Parts, if applicable <u>and</u>		
<input type="checkbox"/>	I. Original duly signed revised Omnibus Sworn Statement , with the following supporting paragraphs as follows: 1) Signatory is proprietor/duly authorized representative of bidder. 2) Full power and authority to perform acts or represent bidder. 3) Not "blacklisted" or barred from bidding 4) Each document is authentic copy of original, complete, and correct. 5) Authorizing Head of Procuring Entity to verify all documents submitted. 6) Not related to HOPE, BAC, TWG, Secretariat, PMO/IU, within 3rd civil degree. 7) Complies with existing labor laws and standards. 8) Aware of and undertaken responsibilities as a bidder. 9) Did not give any commission, amount, fee, or consideration. 10) Failure to perform or deliver any of the obligations and undertakings in the Contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.		
<input type="checkbox"/>	i.1. if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder (<i>Authority of the signatory</i>)		
<input type="checkbox"/>	i.2. Integrity Pledge of KSU Service Provider with the attached ID of AMO <u>and</u>		
Financial Documents			
<input type="checkbox"/>	J. The Supplier's audited financial statements , showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; <u>and</u>		
<input type="checkbox"/>	K. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) ; <u>or</u> A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.		
Class "B" Documents			
<input type="checkbox"/>	L. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; <u>or</u> 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.		

<i>Other documentary requirements under RA No. 9184 (as applicable)</i>		
<input type="checkbox"/>	M. [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.	
<input type="checkbox"/>	N. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.	
<input type="checkbox"/>	O. Certificate of Exclusive Distributorship, if applicable	

NOTE:

- Any missing, incomplete, or patently insufficient document in the above-mentioned Checklist is a ground for outright rejection (non-complying) of the bid.
- For hassle-free and easier bid evaluation, the Technical and Financial Envelopes are preferably soft bounded and with Ear-Tabbing for each Checklist. Ring bounded is discouraged.

CHECKED BY:

BAC MEMBER's/TWG's Name and Signature: _____

DATE AND TIME OF EVALUATION: _____

REMARKS: Eligible/ Passed
 Non-Eligible/ Failed

Checklist of Financial Documents

Name of Project	:	PURCHASE AND DELIVERY OF PROFESSIONAL BOOKS AND JOURNALS FOR LIBRARY USE
Approved Budget for the Contract	:	Php 1,126,968.75
Name of Bidder	:	
Address of Bidder	:	

ITEM NO.	REQUIREMENTS	PASSED	FAILED
II. FINANCIAL COMPONENT ENVELOPE			
<input type="checkbox"/>	A. Original of duly signed and accomplished Financial Bid Form; and		
<input type="checkbox"/>	B. Original of duly signed and accomplished Price Schedule(s) , including the technical data sheet of each Equipment		

NOTE:

1. Any missing, incomplete, or patently insufficient document in the above-mentioned Checklist is a ground for outright rejection (non-complying) of the bid.
2. For hassle-free and easier bid evaluation, the Technical and Financial Envelopes are preferably soft bounded and with Ear-Tabbing for each Checklist. Ring bounded is discouraged.
3. **Each and every page of the Documents comprising the Financial Proposal shall be signed by the duly authorized representative/s of the Bidder.** Failure to do so shall be a ground for the rejection of the bid.

CHECKED BY:

BAC MEMBER's/TWG's Name and Signature: _____

DATE AND TIME OF EVALUATION: _____

REMARKS:

- Complying**
 Non-Complying

