

# PHILIPPINE BIDDING DOCUMENTS

# Procurement of GOODS

Government of the Republic of the Philippines

**PROCUREMENT OF SECONDARY (JHS&SHS) SCHOOLS  
INSTRUCTIONAL MATERIALS AS SUPPLEMENTARY  
LEARNING RESOURCES (SLRs) FOR PUBLIC SCHOOL  
LIBRARIES WITH DOOR TO DOOR DELIVERY**

PROCURING ENTITY:

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
SCHOOLS DIVISION OF BAGUIO CITY

*#82 Military Cut-Off, Baguio City  
Tel. No.: 446-0275 Fax: (074) 442-7819*

**Sixth Edition**

**July 2020**

**Preface**

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

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

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

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

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

For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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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 equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste

management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

**INVITATION TO BID FOR**

**PROCUREMENT OF SECONDARY (JHS & SHS) SCHOOLS  
INSTRUCTIONAL MATERIALS AS SUPPLEMENTARY  
LEARNING RESOURCES (SLRs) FOR PUBLIC SCHOOL  
LIBRARIES WITH DOOR TO DOOR DELIVERY**

*Bid Reference No. 102 s. 2025*  
*Approved Budget for the Contract - ₱ 6,935,061.00*

1. The *Department of Education, Schools Division of Baguio City* through the *FY 2025 Government Appropriations Act* intends to apply the sum of *Six Million Nine Hundred Thirty Five Thousand Sixty One Pesos Only (₱ 6,935,061.00)* being the ABC to payments under the contract for the *Procurement of Secondary (JHS & SHS) Schools Learning Materials as Supplementary Learning Resources (SLRS) For Public School Libraries with Door to Door Delivery (Lot 2)* as follows:

Lot	Specification	Quantity	ABC
Lot 2	<i>Procurement of Secondary (JHS &amp; SHS) Schools (JHS &amp; SHS) Learning Materials as Supplementary Learning Resources (SLRS) For Public School Libraries with Door to Door Delivery (Lot 2)</i>	<b>14,093</b>	<b>₱ 6,935,061.00</b>

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The *Department of Education, Schools Division of Baguio City* now invites bids for the above Procurement Project. Delivery of the Goods is required within **the identified date of conduct for the activity**. Bidders should have completed, within *five years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole 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 ***Department of Education, Schools Division of Baguio City, # 82 Military Cut-Off, Baguio City*** and inspect the Bidding Documents at the address given below during ***Monday to Friday from 8:00 AM - 5:00 PM.***
5. A complete set of Bidding Documents may be acquired by interested Bidders starting ***May 19, 2025*** from the given address and website(s) below, ***in the amount of Five Thousand Pesos Only (PhP 5,000.00).*** The Procuring Entity shall allow the bidder to present its proof of payment for the fees ***personally or by electronic means through the agency’s Landbank Account with account no.0222-0209-64 but must first acquire an order of payment from the agency through the (074) 442-7819.***
6. The ***Department of Education, Schools Division of Baguio City*** will hold a Pre-Bid Conference<sup>1</sup> on ***May 28, 2025 @ 10:30 AM*** at ***Department of Education, Schools Division of Baguio City Conference Hall, # 82 Military Cut-Off, Baguio City*** and/or through videoconferencing/webcasting ***via Zoom Video Conferencing through the link :<https://tinyurl.com/depedbaguioabc>***, which shall be open to prospective bidders
7. Bids must be duly received by the BAC Secretariat through: (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both} on or before ***June 9, 2025, 9:45 AM.*** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ***ITB*** Clause 14.
9. Bid opening shall be on ***June 9, 2025, 10:00 AM*** at ***DepEd, Schools Division of Baguio City Conference Hall, # 82 Military Cut-Off, Baguio City*** and/or via through Zoom Video Conferencing through the link : ***<https://tinyurl.com/depedbaguioabc>***. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
10. The ***DepEd, Schools Division of Baguio City*** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a pre-bid conference.

**CARMEL F. MERIS**

*BAC Chairperson*

*Department of Education, Schools Division of Baguio City*

*Address: # 82 Military Cut-Off, Baguio City*

*Email Add: [baguio.city@deped.gov.ph](mailto:baguio.city@deped.gov.ph)*

*Telefax No.:(074) 442 – 7819*

*Website: [www.depedpines.com](http://www.depedpines.com)*

12. You may visit the following websites:

For downloading of Bidding Documents: [www.depedpines.com](http://www.depedpines.com)

For online bid submission: [baguio.city@deped.gov.ph](mailto:baguio.city@deped.gov.ph)

Cc: [depedbaguiobac@gmail.com](mailto:depedbaguiobac@gmail.com)

*May 15, 2025*

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**CARMEL F. MERIS**

*BAC Chairperson*

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

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

## 1. Scope of Bid

The Procuring Entity, *DepEd, Schools Division of Baguio City* wishes to receive Bids for the *Procurement of Secondary (JHS &SHS) Schools Learning Materials as Supplementary Learning Resources (SLRS) For Public School Libraries with Door to Door Delivery (Lot 2)* with identification number *Bid Reference No. 102 s. 2025*.

The Procurement Project (referred to herein as “*Procurement of Secondary (JHS &SHS) Schools Learning Materials as Supplementary Learning Resources (SLRS) For Public School Libraries with Door to Door Delivery (Lot 2)*”) is composed of 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 *FY 2025 Government Appropriations Act*” in the amount of *Six Million Nine Hundred Thirty Five Thousand Sixty One Pesos Only (₱ 6,935,061.00)*.

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations.

## 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 or Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. 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.

- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the 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.

## **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 *Department of Education, Schools Division of Baguio City Conference Hall, # 82 Military Cut-Off, Baguio City* and/or through videoconferencing/webcasting and/or through videoconferencing/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 *five years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

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

## **13. Bid and Payment Currencies**

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

## **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid for one hundred twenty (120) days from deadline of submission. 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 videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

## **18. Domestic Preference**

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

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## 19. Detailed Evaluation and Comparison of Bids

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

**One Project having several items that shall be awarded as one contract.**

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

## 20. Post-Qualification

- 20.2. 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, or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, }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**. For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification. }

## 21. Signing of the Contract

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

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

<b>ITB Clause</b>				
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. <i>Contract similar shall refer to those classified as Supply and delivery of School Learning Resources including the following:</i></p> <ul style="list-style-type: none"> <li>● <i>Learning Materials</i></li> <li>● <i>Supply and Delivery of Learning Materials</i></li> </ul> <p style="margin-left: 40px;">b. Completed within <i>five years</i> prior to the deadline for the submission and receipt of bids.</p>			
7.1	<i>Subcontracting is not allowed</i>			
12	<p>The price of the Goods shall be quoted Delivered Duties Paid (DDP) <i>Department of Education, Schools Division of Baguio City- Procurement of Secondary (JHS &amp;SHS) Schools Learning Materials as Supplementary Learning Resources (SLRS) For Public School Libraries with Door to Door Delivery (Lot 2)</i> the applicable International Commercial Terms (INCOTERMS) for this Project.</p>			
14	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p><b>LOT 2 - Procurement of Secondary (JHS &amp;SHS) Schools Learning Materials as Supplementary Learning Resources (SLRS) For Public School Libraries with Door to Door Delivery (Lot 2)</b></p> <p style="margin-left: 40px;">a. The amount of not less than <i>One Hundred Thirty Eight Thousand Seven Hundred One Pesos and 22/100 Only (PhP 138,701.22)</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="margin-left: 40px;">b. The amount of not less than <i>Three Hundred Forty Six Thousand Seven Hundred Fifty Three Pesos and 05/100 Only (PhP 138,701.22)</i> if bid security is in Surety Bond.</p>			
19.3	<b>Lot</b>	<b>Specification</b>	<b>Quantity</b>	<b>ABC</b>
	<b>Lot 2</b>	<b><i>Procurement of Secondary (JHS &amp;SHS) Schools (JHS&amp;SHS) Learning Materials as Supplementary Learning Resources (SLRS) For Public School Libraries with Door to Door Delivery (Lot 2)</i></b>	<b>14,093</b>	<b>₱ 6,935,061.00</b>

20.2	<i>No further requirement</i>			
21.2	<i>No Further Instructions</i>			

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

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

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

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

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

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184. *In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.*

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

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

## **5. Warranty**

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

## **6. Liability of the Supplier**

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

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

## ***Section V. Special Conditions of Contract***

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

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

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

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

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

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents – The following documents shall be submitted upon delivery:</b></p> <ol style="list-style-type: none"> <li>1. Delivery Receipts</li> <li>2. Charge Invoice</li> <li>3. Statement of Account</li> </ol> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>at Department of Education-Baguio City</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>the Program Owner and Vima Cadungog</i>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p>performance or supervision of on-site assembly and/or start-up of the supplied Goods;</p> <p>furnishing of tools required for assembly and/or maintenance of the supplied Goods;</p> <p>furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</p> <ol style="list-style-type: none"> <li>a. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>b. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ol>

	<p>c. 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> <p><b>Spare Parts –</b></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"> <li>1. 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</li> <li>2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ol> </li> </ol> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> 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 <i>twenty four (24) months</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within one (1) month of placing the order.</p> <p><b>Packaging –</b></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> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p>
	<p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></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</p>

	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.
2.2	<p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p> <p><b>Regular and Recurring Services – None</b></p> <p><i>No partial payment</i></p>
4	The inspections and tests that will be conducted shall be in accordance with the Section VII Technical Specifications. A visual comparison will be made with the approved sample for purposes of consistency in the physical appearance and color.

## *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.

Lot	Specification/Description	Quantity	Total	Delivered, Weeks/Months
Lot 2	<p><i>Procurement of Secondary (JHS &amp; SHS) Schools Learning Materials as Supplementary Learning Resources (SLRS) For Public School Libraries with Door to Door Delivery (Lot 2)</i></p> <ul style="list-style-type: none"> <li>• Delivery of packed SLRs should be dropped by at the Schools Division Office first for inspection before the door to door delivery to the recipient school libraries/school.</li> <li>• A personnel from the LR will accompany/assist during the delivery to the recipient schools.</li> <li>• Itinerary of deliveries for the recipient school libraries/schools for five days will be provided during the post qualification.</li> <li>• Please refer to the following list of elementary school beneficiaries:</li> </ul>	<b>14,093</b>	<b>14,093</b>	<p>The SLRs should be delivered <b><u>within 60 days from the issuance of the NTP to the school libraries/schools of the Secondary School Recipients</u></b> of the Schools Division of Baguio City.</p>
<b>SECONDARY SCHOOLS (JSH/SHS) SCHOOL BENEFICIARIES:</b>				
<b>JUNIOR HIGH SCHOOLS</b>			<b>ADDRESS</b>	
1	Baguio City High School	Governor Pack Road, Baguio City		
2	Irisan National High School	Purok 3, Irisan, Baguio City		
3	Pines City National High School	Palma St., Baguio City		
4	Baguio City National Science High School	Purok 12, Irisan, Baguio City		

5	Sto. Tomas National High School	Sto. Tomas Central, Baguio City
6	Mil-an National High School	Loakan Proper, Baguio City
7	Joaquin Smith National High School	Km. 4 Asin Road, Baguio City
8	San Vicente Integrated High School	San Vicente Barangay Kennon Rd., Baguio City
9	Bakakeng National High School	Bakakeng Norte, Baguio City
10	Magsaysay National High School	New Lucban, Baguio City
11	Pinsao National High School	Pinsao Pilot Project, Baguio City
12	Guisad Valley National High School	Bado Dangwa St., Cresencia Village, Baguio City
13	Doña Aurora National High School	North Central Aurora Hill, Baguio City
14	Happy Hollow National High School	Happy Hollow, Baguio City
SENIOR HIGH SCHOOL		ADDRESS
1	Baguio City National Science High School	Purok 12, Irisan, Baguio City
2	Baguio City High School	Governor Pack Road, Baguio City
3	Irisan National High School	Purok 3, Irisan, Baguio City
4	Pines City National High School	Camdas, Baguio City
5	Joaquin Smith National High School	Km. 4 Asin Road, Baguio City

## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

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

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

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

#### **Sample Clause: Equivalency of Standards and Codes**

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

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

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

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

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

# Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the</i></p>

		<p><i>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</i></p>
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	2	A WORK IN PROGRESS Behavior Management Strategies and a Curriculum for Intensive Behavioral Treatment of Autism	Ron Leaf and John McEachin	978-0-96652660-8	2022	11" x 8.5" folded	414	Book Paper	1 Color	Foldcote Cal. 12	2/0 with plastic lamination 1 side	Smyth Perfect	19	
	3	Crafting Connectins Contemporary Applied Behavior Analysis for Enriching the Social Lives of Persons with Autism Spectrum Disorder	Ronald Leaf, Ph.D John McEachin, Ph D Mitchell Taubman, Ph D	978-0-97558599-3	2019	11" x 8.5"	258	Book paper	1 Color	C2S 180lbs	Full	Perfect Binding	19	
	4	Dalumat Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	Leodivico C. Lacsamana	978-971-514-885-6	2024	10" x 6 1/2"	166	Book paper	1 Color	Foldcote Cal. 12	Full	Perfect Binding	95	
	5	Daluyan Pagbasa at Pagsusuri ng Iba't-	Leodivico C. Lacsamana	978-971-514-886-3	2024	10" x 6 1/2"	160	Book paper	1 Color	Foldcote Cal. 12	Full	Perfect Binding	95	

		Ibang Teksto Tungo sa Pananaliksik												
	6	Discover and Explore Math C	Ana Liza Tupas-Apolo	978-621-07-0037-4	2024	10.75" x 8.25"	228	Book paper	1 Color	Foldcote Cal. 12	Full	Perfect Binding	95	
	7	Discover and Explore Science C	Ana Liza Tupas-Apolo	978-621-07-0040-4	2024	10.75" x 8.25"	240	Book paper	1 Color	Foldcote Cal. 12	Full	Perfect Binding	95	
	8	Economics : Principles and Applications	Norie L. Maniego Nicetas P. Sison	978-971-514-908-2	2024	10" x 6 1/2"	240	Book paper	1 Color	Foldcote Cal. 12	Full	Perfect Binding	95	
	9	Effective Oral Communication	Robert Joseph P. Kleist	978-971-514-889-4	2024	10" x 6 1/2"	226	Book paper	1 Color	Foldcote Cal. 12	Full	Perfect Binding	95	
	10	Fundamentals of Accounting 1	Lorenzo C. Tan Reymart P. Repollo	978-971-514-890-0	2024	10" x 6 1/2"	310	Book paper	1 Color	Foldcote Cal. 12	Full	Perfect Binding	25	
	11	IT'S TIME FOR SCHOOL! Building Quality ABA Educational Programs for	Ronald Leaf, Ph.D John McEachin, Ph D	978-0-97558593-1	2019	11" x 8.5"	298	Book paper	1 Color	Foldcote Cal. 12	4/0 with Plastic Lamination 1	Perfect Binding	19	

		Students with Autism Spectrum Disorders	Mitchell Taubman, Ph D								side			
	12	Make Language Easy C	Ana Liza Tupas-Apolo	978-621-07-0016-9	2024	10.75" x 8.25"	208	Book paper	1 Color	Foldcote Cal. 12	Full	Perfect Binding	95	
	13	Make Reading Easy C	Ana Liza Tupas-Apolo	978-621-07-0014-5	2024	10.75" x 8.25"	276	Book paper	1 Color	Foldcote Cal. 12	Full	Perfect Binding	95	
	14	Sense and Nonsense in the Behavioral Treatment of Autism: It has to be said	Ronald Leaf, Ph.D John McEachin, Ph D Mitchell Taubman, Ph D	978-0-97558592-4	2019	11" x 8.5"	278	Book paper	1 Color	C2S 180lbs	4/0 with Plastic Lamination 1 side	Perfect Binding	19	
	15	Statistics and Probability	Karen Avillano - Tales	978-971-514-888-7	2024	10" x 6 1/2"	130	Book paper	1 Color	Foldcote Cal. 12	Full	Perfect Binding	25	
	16	Technology and Livelihood Education Caregiving Exploratory Course	Maria Susanna F. Edilo	978-621-07-0001-5	2024	10" x 6 1/2"	114	Book paper	1 Color	Foldcote Cal. 12	Full	Perfect Binding	25	

	17	Technology and Livelihood Education Cookery Exploratory Course	Corazon C. Abundo - Garcia	978-971-514-999-0	2024	10" x 6 1/2"	120	Book paper	1 Color	Foldcote Cal. 12	Full	Perfect Binding	95	
	18	Technology and Livelihood Education Dressmaking and Tailoring Exploratory Course	Corazon C. Abundo - Garcia	978-621-07-0000-8	2024	10" x 6 1/2"	152	Book paper	1 Color	Foldcote Cal. 12	Full	Perfect Binding	95	
	19	Understanding Culture, Society and Politics	Leah Marie Tumlos-Castillo	978-971-514-920-4	2024	10" x 6 1/2"	264	Book paper	1 Color	Foldcote Cal. 12	Full	Perfect Binding	25	
	20	A Journey to the Center of the Earth	Jules Verne	9789814806855	1990	203 x 134	240	Bookpaper	1 Color	Foldcote #12	3 Colors	Perfect Bind	165	
	21	Anne of Green Gables	L.M. Montgomery	9789814829489	1995	203 x 134	240	Bookpaper	1 Color	Foldcote #12	3 Colors	Perfect Bind	165	
	22	Applied Economics (ABM)	George Villasis; Rosemary Dinio	978-621-04-1632-9	2021	8.25 x 10.75	152	Mechanical Bond	1/1	FC CAL 12	4/0	Perfect Binding	25	
	23	Basic Calculus (STEM)	Rene R. Belecina, Elisa S.	978-621-04-2949-7	2022	8.25 x 10.75	264	Mechanical Bond	1/1	FC CAL 12	4/0	Perfect Binding	25	

			Baccay											
	24	Bread and Pastry Production	LEONORA D. BASBAS	978-971-23-9894-0	2ed. 2019	7x10	275	Newsprint	No col.	FC106	Full color	Perfect Bind	25	
	25	Business Ethics and Social Responsibility	Aliza Racelis	978-621-04-1774-6	2020	8.25 x 10.75	216	Mechanical Bond	1/1	FC CAL 12	4/0	Perfect Binding	25	
	26	Business Finance	Cayanan, et.al.	978-621-04-2095-1	2022	8.25 x 10.75	336	Mechanical Bond	1/1	FC CAL 12	4/0	Perfect Binding	30	
	27	Community Engagement, Solidarity and Citizenship (HUMMS)	Delos Santos	978-621-04-0426-5	2020	8.25 x 10.75	240	Mechanical Bond	1/1	FC CAL 12	4/0	Perfect Binding	25	
	28	Computer Programming Volume 1	I.T. Works	978-971-23-7826-3	2016	7 x 10	280	Newsprint	1/1	FC CAL 12	4/0	Perfect Binding I	95	
	29	Computer Programming Volume 2	I.T. Works	978-971-23-8005-1	2017	7 x 10	304	Newsprint	1/1	FC CAL 12	4/0	Perfect Binding	95	
	30		Datuin, et.al.	978-971-23-7815-7	2016	7 x 10	152	Newsprint	4/4	FC CAL 12	4/0	Perfect Binding	95	

		Contemporary Philippine Arts from the Regions												
31	Creative Nonfiction	Quina, et.al.	978-621-04-4067-6	2022	8.25 x 10.75	112	Mechanical Bond	1/1	FC CAL 12	4/0	Perfect Binding	95		
32	Creative Writing (2nd ed.)	Vasquez et.al.	N/A	2022	8.5x11	72	BP	no color	FC84	Full color	Perfect Bind	95		
33	Disaster Readiness	Pocholo Mari T. Arabit	978-971-23-5675-9	2023	5.75x8.75	192	NP	no color	FC26	Full color	Perfect Bind	95		
34	Disciplines and Ideas in the Applied Social Sciences	Elias M. Sampa	978-621-04-2415-7	2022	8.25 x 10.75	256	Mechanical Bond	1/1	FC CAL 12	4/0	Perfect Binding	95		
35	Disciplines and Ideas in the Social Sciences	Carlos Pena Tatel, Jr.	978-621-04-1251-2	2020	8.25 x 10.75	128	Mechanical Bond	₱1.00	FC CAL 12	4/0	Perfect Binding	25		

36	Empowerment Technologies	Elimar Ravina	978-621-04-2740-0	2022	8.25 x 10.75	224	Mechanical Bond	1/1	FC CAL 12	1/1	Perfect Binding	95	
37	English for Academic Purposes	Bernardo et.al.	978-621-04-2631-1	2022	8.25 x 10.75	112	Mechanical Bond	1/1	FC CAL 12	4/0	Perfect Binding	95	
38	Entrepreneurship	Josiah Go & Chiqui Escarel-Go	978-971-0596-08-9	2022	7 x 10	384	Newsprint	1/1	FC CAL 12	4/0	Perfect Binding	95	
39	Filipino sa Piling Larangan (Akademik)	Constantino, et.al.	978-621-04-1863-7	2022	8.25 x 10.75	240	Mechanical Bond	1/1	FC CAL 12	4/0	Perfect Binding	25	
40	Filipino sa Piling Larangan (Sining at Disenyo)	Garcia, et.al.	978-971-23-8566-7	2017	7 x 10	216	Newsprint	1/1	FC CAL 12	4/0	Perfect Binding	25	
41	Filipino sa Piling Larangan (Sports)	Orellano et.al.	978-971-23-8565-0	2017	7 x 10	128	Newsprint	1/1	FC CAL 12	4/4	Perfect Binding	25	
42	Filipino sa Piling Larangan (Tech-	Franciso, et.al.	978-621-04-1625-1	2020	8.25 x 10.75	200	Mechanical	1/1	FC CAL 12	4/0	Perfect Binding	25	

		Voc)						Bond						
	43	Food and Beverage Services	LEONORA D. BASBAS	978-971-23-8019-8	2017	7 x 10	126	Newspri nt	1/1	FC CAL 12	4/0	Perfect Binding	25	
	44	General Biology 1	Rea et.al.	FABM	2020	8.25 x 10.75	256	Mechan ical Bond	1/1	FC CAL 12	4/0	Perfect Binding	95	
	45	General Biology 2	Maria Angelica D. Rea; Nikki Heherson A. Dagamac	978-621- 04-0428- 9	2020	8.25 x 10.75	304	Mechan ical Bond	1/1	FC CAL 12	4/0	Perfect Binding	95	
	46	General Chemistry 1	Josefina Belen	978-621- 04-3879- 6	2022	8.25 x 10.75	440	Mechan ical Bond	1/1	FC CAL 12	4/0	Perfect Bidning	95	
	47	General Chemistry 2	Belen, et.al.	978-621- 04-4105- 5	2022	8.25 x 10.75	312	Mechan ical Bond	1/1	FC CAL 12	4/0	Perfect Binding	95	
	48		Orlando A.	978-971- 23-7818-	2016	7 x 10	352	Newspri	1/1	FC CAL	4/0	Perfect	25	

		Oronce	8					nt		12		Binding		
		General Mathematics												
49	General Physics 1	Gil Nonato C. Santos	978-621-04-0458-6	2022	8.25 x 10.75	192	Mechanical Bond	1/1	FC CAL 12	4/0	Perfect Binding	95		
50	General Physics 2	Gil Nonato C. Santos	978-621-04-3690-7	2022	8.25 x 10.75	152	Mechanical Bond	1/1	FC CAL 12	4/0	Perfect Binding	95		
51	Heidi	Johanna Spyri	9789814 829502	1990	203 x 134	240	Bookpa per	1 Color	Foldcot e #12	3 Colors	Perfect Bind	165		
52	How to Succeed in the 21st Century Work Environment	Sr. Felicitas Bernardo, et.al.	978-971-23-9358-7	2019	7 x 10	248	Newspr int	1/1	FC CAL 12	4/0	Perfect Binding	25		
53	Inquiries, Investigation and Immersion	Ravina, Pd.D., et.al.	978-621-04-4326-4	2023	8.25 x 10.75	176	Mechanical Bond	1/1	FC CAL 12	4/0	Perfect Binding	25		

54	Introduction to the Philosophy of the Human Person	UST authors	978-621-04-4130-7	2022	8.25 x 10.75	136	Mechanical Bond	1/1	FC CAL 12	4/0	Perfect Binding	25	
55	Introduction to World Religions and Belief Systems	Jayeel Cornelio et.al.	978-621-04-0007-6	2019	7 x 10	272	Newsprint	1/1	FC CAL 12	4/0	Perfect Binding	25	
56	King Arthur and the Knights of the Round Table	Howard Pyle	9789814829533	1997	203 x 134	240	Bookpaper	1 Color	Foldcot e #12	3 Colors	Perfect Bind	165	
57	Komunikasyon at Pananaliksik	Taylan, Dolores R. et.al.	978-971-23-56759	2022	5.75x 8.75	192	NP	no color	FC32	Full Color	Perfect Bind	95	
58	Laro, Likha, Linang : ABM	RISE	978-621-428-162-6	2019	7 x 10	32	Mechanical Bond	1/1	FC CAL 12	4/0	Saddle Stitch	25	
59	Laro, Likha, Linang : HUMSS	RISE	978-621-428-164-0	2019	7 x 10	24	Mechanical Bond	1/1	FC CAL 12	4/0	Saddle Stitch	25	
60	Laro, Likha,	RISE	978-621-428-1657	2019	7 x 10	24	Mechanical	1/1	FC CAL	4/0	Saddle	30	

		Linang : STEM						Bond		12		Stitch		
61	Malikhaing Pagsulat	Fanny A. Garcia et.al.	978-971-23-8022-8	2017	7 x 10	208	Newspri nt	1/1	FC CAL 12	4/0	Perfect Binding	95		
62	Media and Information Literacy	Zarate	978-621-04-1865-1	2022	8.25 x 10.75	200	Mechan ical Bond	1/1	FC#12	4/0	Perfect Binding	25		
63	Oliver Twist	Charles Dickens	9789814 829472	1989	203 x 134	240	Bookpa per	1 Color	Foldcot e #12	3 Colors	Perfect Bind	165		
64	Oral Communication in Context	Flores	978-621-04-0018-2	2020	8.25 x 10.75	160	Mechan ical Bond	1/1	FC CAL 12	4/0	Perfect Binding	109		
65	Organization and Management	Ranulfo P. Payos, et.al.	978-971-23-7838-6	2016	7 x 10	112	Newspri nt	1/1	FC CAL 12	4/0	Perfect Binding	25		
66	Pagbasa at Pagsusuri ng Iba't-Ibang Teksto Tungo sa Pananaliksik	Crizel Sicut De Laza	978-621-04-2333-4	2022	8.25 x 10.75	210	Mechan ical Bond	1/1	FC#12	4/0	Perfect Binding	25		

67	Personal Development	Santos, Ricardo Rubio	978-971-23-56759	2022	5.75x 8.75	192	NP	no color	FC40	full color	Perfect Bind	25	
68	Philippine Politics and Governance	R. A. Pawilen et.al.	978-971-23-7890-4	2016	7 x 10	128	Newspri nt	1/1	FC CAL 12	4/0	Perfect Binding	95	
69	Physical Science	Crist John M. Pastor, Alfons Jayson O. Pelgone	978-621-04-4094-2	2022	8.25 x 10.75	192	Mechan ical Bond	1/1	FC CAL 12	4/0	Perfect Binding	30	
70	Practical Research 1	Balaoing, Ph.D.	978-621-04-3878-9	2022	8.25 x 10.75	216	Mechan ical Bond	1/1	FC CAL 12	4/0	Perfect Binding	25	
71	Practical Research 2	Cabading, et.al.	978-621-04-2932-9	2022	8.25 x 10.75	184	Mechan ical Bond	1/1	FC CAL 12	4/0	Perfect Binding	25	
72	Pre-Calculus	John Gabriel P. Pelias	978-971-23-7845-4	2016	7 x 10	192	Newspri nt	1/1	FC CAL 12	4/0	Perfect Binding	25	
73	Principles and Practices in	Josiah Go,	978-971-0596-05-	2017	7 x 10	512	Newspri	1/1	FC CAL	4/0	Perfect	25	

		Marketing in the Phil Setting	et.al.	8				nt		12		Binding		
74		Principles of Marketing	A.B. Ilano	978-971-23-9642-7	2019	7 x 10	360	Newsprint	1/1	FC CAL 12	4/0	Perfect Binding	25	
75		Reading and Writing Skills	Marella Therese A. Tiongson	978-621-04-0017-5	2019	7 x 10	288	Newsprint	1/1	FC CAL 12	4/0	Perfect Binding	95	
76		Statistics and Probability	Elisa S. Baccay, et.al.	978-621-04-4126-0	2022	8.25 x 10.75	240	Mechanical Bond	1/1	FC CAL 12	4/0	Perfect Binding	25	
77		Tailoring Volume 1	Belen M. Jamisal et. A.	978-971-23-7848-5	2016	7 x 10	104	Newsprint	1/1	FC CAL 12	4/0	Perfect Binding	25	
78		Tailoring Volume 2	Belen M. Jamisal et. A.	978-971-23-8001-3	2017	7 x 10	192	Newsprint	1/1	FC CAL 12	4/0	Perfect Binding	25	
79		Talaban : Komunikasyon, Pagbasa at Pananaliksik sa Filipino	De Laza, et.al.	978-971-23-9201-6	2018	7 x 10	320	Mechanical Bond	1/1	FC#12	4/0	Perfect Binding	25	

	80	The House of Seven Gables	Nathaniel Hawthorne	9789814829540	2004	203 x 134	240	Bookpaper	1 Color	Foldcot e #12	3 Colors	Perfect Bind	165	
	81	The Man in the Iron Mask	Alexandra Dumas	9789814829496	2004	203 x 134	240	Bookpaper	1 Color	Foldcot e #12	3 Colors	Perfect Bind	165	
	82	The Merry Adventures of Robin Hood	Howard Pyle	9789814829564	1990	203 x 134	240	Bookpaper	1 Color	Foldcot e #12	3 Colors	Perfect Bind	165	
	83	The Prince and the Pauper	Mark Twain	9789814829557	1992	203 x 134	240	Bookpaper	1 Color	Foldcot e #12	3 Colors	Perfect Bind	165	
	84	The Secret Garden	Frances Hodgson Burnett	9789814829519	1994	203 x 134	240	Bookpaper	1 Color	Foldcot e #12	3 Colors	Perfect Bind	165	
	85	Trends, Networks and Critical Thinking in the 21st Century Culture	Gladys P. Mangiduyos	978-621-04-1265-9	2021	8.25 x 10.75	272	Mechanical Bond	1/1	FC CAL 12	4/0	Perfect Binding	95	
	86	Boys vs. Girls	Rob Waring Maurice Jamall	9789814829939	2018	8.25" x 6"	24	Bookpaper 70 GSM 4C	Full Color	Foldcot e 12, 4C	Full Color	Saddle Stitch	165	
	87	Go Jimmy Go!	Rob Waring Maurice Jamall	9789814829885	2018	8.25" x 6"	24	Bookpaper 70 GSM 4C	Full Color	Foldcot e 12, 4C	Full Color	Saddle Stitch	165	

	88	HOW DO ANTS SURVIVE A FLOOD?	Srimalle Bassani	9781486725625	2022	8x8 in	32	Coated 2 sides	4 Colors	Paperback	4 Colors	Sewn Perfect Binding	140	
	89	HOW DO COMPUTERS FOLLOW INSTRUCTIONS	J.T. Liso	9781486717910	2019	8x8 in	32	Coated 2 sides	4 Colors	Paperback	4 Colors	Sewn Perfect Binding	140	
	90	HOW DO KIDS MAKE MONEY	Srimalle Bassani	9781486725632	2022	8x8 in	32	Coated 2 sides	4 Colors	Paperback	4 Colors	Sewn Perfect Binding	140	
	91	HOW DO SATELLITES STAY IN SPACE	Srimalle Bassani	9781486725618	2022	8x8 in	32	Coated 2 sides	4 Colors	Paperback	4 Colors	Sewn Perfect Binding	140	
	92	HOW DO YOU BECOME AN OLYMPIAN	Madeline Kelly	9781486729838	2024	8x8 in	32	Coated 2 sides	4 Colors	Paperback	4 Colors	Sewn Perfect Binding	140	
	93	HOW DO YOU LOOK LIKE YOU	Victoria Rea	9781486729944	2024	8x8 in	32	Coated 2 sides	4 Colors	Paperback	4 Colors	Sewn Perfect Binding	140	
	94	HOW DO YOU SHARE WITH YOUR FRIENDS?	Lucy D. Hayes	9781486727803	2023	8x8 in	32	Coated 2 sides	4 Colors	Paperback	4 Colors	Sewn Perfect Binding	140	
	95	HOW DO YOU TURN DATA INTO DRAWINGS	Clayton Grider	9781486729852	2024	8x8 in	32	Coated 2 sides	4 Colors	Paperback	4 Colors	Sewn Perfect Binding	140	
	96	HOW DOES	Srimalle	978148	2020	8x8 in	32	Coated	4	Paperback	4	Sewn	140	

		SOAP CLEAN YOUR HANDS	Bassani	6728743				2 sides	Colors	ack	Colors	Perfect Binding		
	97	HOW DOES WATER MOVE AROUND	Madeline J. Hayes	9781486726356	2023	8x8 in	32	Coated 2 sides	4 Colors	Paperback	4 Colors	Sewn Perfect Binding	140	
	98	Kung Fu Kid	Rob Waring Maurice Jamall	9789814829830	2018	8.25" x 6"	16	Bookpaper 70 GSM 4C	Full Color	Foldcot e 12, 4C	Full Color	Saddle Stitch	180	
	99	Lost at Sea	Rob Waring Maurice Jamall	9789814829908	2018	8.25" x 6"	24	Bookpaper 70 GSM 4C	Full Color	Foldcot e 12, 4C	Full Color	Saddle Stitch	190	
	##	Mystery on the Island	Rob Waring Maurice Jamall	9789814829915	2018	8.25" x 6"	24	Bookpaper 70 GSM 4C	Full Color	Foldcot e 12, 4C	Full Color	Saddle Stitch	190	
	##	Old Boat, New Boat	Maurice Jamall	9789814829182	2018	8.25" x 6"	16	Bookpaper 70 GSM 4C	Full Color	Foldcot e 12, 4C	Full Color	Saddle Stitch	165	
	##		Rob Waring Maurice Jamall	9789814829847	2018	8.25" x 6"	16	Bookpaper 70 GSM 4C	Full Color	Foldcot e 12, 4C	Full Color	Saddle Stitch	190	

		Quick Thinking												
##	Quiz Night	Rob Waring Maurice Jamall	978981 482985 4	2018	8.25" x 6"	16	Bookpa per 70 GSM 4C	Full Color	Foldcot e 12, 4C	Full Color	Saddle Stitch	190		
##	Singer Wanted!	Rob Waring Maurice Jamall	978981 482976 2	2018	8.25" x 6"	16	Bookpa per 70 GSM 4C	Full Color	Foldcot e 12, 4C	Full Color	Saddle Stitch	165		
##	SK8 for Jake	Rob Waring Maurice Jamall	978981 482977 9	2018	8.25" x 6"	16	Bookpa per 70 GSM 4C	Full Color	Foldcot e 12, 4C	Full Color	Saddle Stitch	165		
##	Slam Dunk for Mark	Rob Waring Maurice Jamall	978981 482986 1	2018	8.25" x 6"	16	Bookpa per 70 GSM 4C	Full Color	Foldcot e 12, 4C	Full Color	Saddle Stitch	180		
##	The Bear's Mouth	Rob Waring Maurice Jamall	978981 482994 6	2018	8.25" x 6"	16	Bookpa per 70 GSM 4C	Full Color	Foldcot e 12, 4C	Full Color	Saddle Stitch	165		

	##	The Cave	Rob Waring Maurice Jamall	978981 482978 6	2018	8.25" x 6"	16	Bookpa per 70 GSM 4C	Full Color	Foldcot e 12, 4C	Full Color	Saddle Stitch	165	
	##	The Shipwreck	Rob Waring Maurice Jamall	978981 482992 2	2018	8.25" x 6"	24	Bookpa per 70 GSM 4C	Full Color	Foldcot e 12, 4C	Full Color	Saddle Stitch	190	
	##	Think Daniela!	Rob Waring Maurice Jamall	978981 482993 9	2018	8.25" x 6"	24	Bookpa per 70 GSM 4C	Full Color	Foldcot e 12, 4C	Full Color	Saddle Stitch	165	
	##	Trouble at the Zoo	Rob Waring Maurice Jamall	978981 482980 9	2018	8.25" x 6"	16	Bookpa per 70 GSM 4C	Full Color	Foldcot e 12, 4C	Full Color	Saddle Stitch	165	
	##	Where's Lorena?	Rob Waring Maurice Jamall	978981 482997 7	2018	8.25" x 6"	24	Bookpa per 70 GSM 4C	Full Color	Foldcot e 12, 4C	Full Color	Saddle Stitch	165	
	##	Who's Best	Rob Waring Maurice	978981 482998 4	2018	8.25" x 6"	24	Bookpa per 70 GSM	Full Color	Foldcot e 12, 4C	Full Color	Saddle Stitch	190	

			Jamall						4C					
	##	3A's : WAKE ALERT ALIVE (A Primer in Disaster Risk Reduction Management including a feature on the CORONAVIRUS DESEASE)	Rufina Y. Mallari	978-971-701-139-4	2020	5.50 x 8.50 inches	104 pages	Book Paper #40 60 GSM	Full Colors	Foldcot e cal 12	Full Colors w/ UV Lamination	Perfect Binding	100	
	##	Awtor Ako : ] Eugene Y. Malikhaing Kabataa	Evasco, Eugene Y.	9789716254235	2019	165x150mm	176	Book paper 60 GSM	One Color	Foldcot e	Full Color	Perfect Bound	140	
	##	BATA BANTAYAN (Isang Praymer sa Mental Health)	Rufina Y. Mallari	978-971-701-138-7	2018	5.50 x 8.50 inches	74 pages	Book Paper #40 60 GSM	Full Colors	Foldcot e cal 12	Full Colors w/ UV Lamination	Perfect Binding	100	
	##	GABAY ANG DULOT SA PAGTATAGUYOD NG GENDER AND DEVELOPMENT	Josefina Q. Cruz	978-971-701-132-5	2018	5.50 x 8.50 inches	88 pages	Book Paper #40 60 GSM	Full Colors	Foldcot e cal 12	Full Colors w/ UV Lamination	Perfect Binding	100	

	##	GENDER AND DEVELOPMENT IS GOOD	Gregorio C. Quinto Jr	978-971-701-133-2	2018	5.50 x 8.50 inches	88 pages	Book Paper #40 60 GSM	Full Colors	Foldcot e cal 12	Full Colors w/ UV Lamination	Perfect Binding	100	
	##	GMRC: Gabay sa Paghubog ng Mabuting Pagkatao	VENESA BUEN LPT & MARK ANTHONY V. BERCANDO	971-621-412-146-5	2024	8.25 x 10.75 inches	296 pages	Bookpa per #40 60 GSM	Two Colors	Foldcot e cal 12	Full Colors w/ UV Lamination	Perfect Binding	70	
	##	GMRC: Landas sa Wastong Pag-uugali at Kagandahang Asal	DIVINA SAN ROWENA CABABA	971-621-412-147-2	2024	8.25 x 10.75 inches	296 pages	Bookpa per #40 60 GSM	Two Colors	Foldcot e cal 12	Full Colors w/ UV Lamination	Perfect Binding	70	
	##	HOME AND ROA Pangkaligatasan Lansangan)	Ruby Galang, Vilma C. Lim & Gloria B. Mateo	978-971-701-188-2	2019	5.50 x 8.50 inches	100 pages	Book Paper #40 60 GSM	Full Colors	Foldcot e cal 12	Full Colors w/ UV Lamination	Perfect Binding	100	

	##	MANATILING LIGTAS (Kaligtasan at Paunang Lunas sa Tahanan at Lansangan)	Ruby Galang, Vilma C. Lim & Gloria B. Mateo	978-971-701-213-1	2021	7 x 10 inches 164 pages	164 pages	Book Paper #40 60 GSM	Full Colors	Foldcot e cal 12	Full Colors w/ UV Lamination	Perfect Binding	100	
	##	PRAYMER SA DRUGS (Disiplina, Responsibilidad, Ugnayan, Gabay at Suporta ang Kailangan)	Ria Isabelle Ebequizo & Jovie R. Acuña	978-971-701-187-5	2021	7 x 10 inches	124 pages	Mechanical Bond 54 GSM	Two Colors	Foldcot e cal 12	Full Colors w/ UV Lamination	Perfect Binding	120	
	##	USAPANG KAISIPAN (Praymer sa Mental Health)	Mark Anthony V. Bercando	978-971-701-209-4	2023	7 x 10 inches	124 pages	Book Paper #40 60 GSM	Full Colors	Foldcot e cal 12	Full Colors w/ UV Lamination	Perfect Binding	100	
	##	Awtor Ako : Malikhaing Pagsulat, Malikhaing Kabataan	Evasco, Eugene Y.	9789716 254235	2019	165x150mm	176	Book paper 60 GSM	One Color	Foldcot e	Full Color	Perfect Bound	50	
	##	Bayani Biographies : Teresa Magbanua	Kintanar, Natasha	9789716 254860	2023	180x135mm	96	Book paper 60 GSM	One Color	Foldcot e	Full Color	Perfect Bound	190	
	##		John Ray Ramos,	9789716 254228	2019	180 x 135	112	book paper	1/1	foldcote #12	4/0	perfect binding	190	

		Michael Charleston "Xiao" Bayani Biographies : Andres Bonifacio			mm		70 gsm							
##	Bayani Biographies : Apolinario Mabini	John Ray Ramos	9789716 255003	2023	180 x 135 mm	112	book paper 70 gsm	1/1	foldcote #12	4/0	perfect binding	190		
##	Bayani Biographies : Gregoria de Jesus	Natasha Kintanar	9789716 253979	2018	180 x 135 mm	96	book paper 70 gsm	1/1	foldcote #12	4/0	perfect binding	190		
##	Bayani Biographies : Jose Rizal	Ramos, John Ray	9789716 253962	2017	180x1 35mm	128	Book paper 60 GSM	One Color	Foldcot e	Full Color	Perfect Bound	190		
##	Cooking 101 : For Kids and Kids-at Heart	Atty. Golda Lynn C. Zamuco, J.D.	9789716 253696	2017	165x1 50mm	144	Book paper 60 GSM	One Color	Foldcot e	Full Color	Perfect Bound	140		
##			9789716 253986	2018	165 x 150 mm	144	book paper 70 gsm	1 with full color gallery	foldcote 12	full color 4/0	perfect binding	140		

		Desserts 101 : for kids and kids-at-heart Atty. Golda Lynn C. Zamuco, J.D.												
	##	Every Sunday : A Story on Learning Sign Language	Gonzales, Och	9789716 254440	2021	8"x8"	32	Coated 2 Slides	Colored	Fold Cote 12	Colored	Saddle-stitched	140	
	##	Fish Be With You : The Children's Guide to Aquarium Care	Meria, Fiel John	9789716 253993	2018	165x150mm	112	Book paper 60 GSM	One Color	Foldcote	Full Color	Perfect Bound	140	
	##	Plant With Me : A Beginner's Guide to Gardening	Maluya, Vishnu	9789710 6254877	2023	8"x5.25"	144	Book paper 60 GSM	One Color	Foldcote	4/0	Perfect Bound	140	
	##	Pwede Po Ba Tayong Magbasa ng Aklat?	Schimel, Lawrence	9789716 254471	2021	8"x8"	32	Coated 2 Slides	Colored	Fold Cote 12	Colored	Saddle-stitched	50	
	##	A Visual Guide to Philippine Fauna	Jastine Isabelle C. Rosit	978-971-07-5669-8	2022	8.5" x 11	136	Bookpaper 60 gsm	4 color	foldcote cal. 12	4 color	Smyth Sewn Perfect	95	
	##	A visual guide to Phillipine Folklore	Beatriz C. Alegre	978-971-07-6101-2	2023	8.5" x 11	288	Bookpaper 60 gsm	4 color	foldcote cal. 12	4 color	Smyth Sewn Perfect	95	

	##	Discipline & Ideas in the Social Science	Mary Dorothy Jose Jerome Ong	978-971- 07-4680- 4	2020	8.25 x 10.5	240	Bookpa per 70 gsm	4 color	foldcote cal. 12	4 color	Perfect bind	25	
	##	Enchanting Phil. Folklore	Eugene Y. Evasco Joachim Emilio Antoni Anselmo Osoros Nina Queena C. Amon Edgar P. Aladeza Raissa Rivera Falgui	978-971- 07-5844- 9	2023	8.5" x 11	232	Matte Paper 90 gsm	4 color	foldcote cal. 12	4 color	Perfect bind	95	
	##	Ethics Primer: A Young Person's Life To Manual Reasoning	Ma. Liza Ruth Ocampo	978-971- 07-4233- 2	2018	8.5" x 11	216	Bookpa per 70 gsm	4 color	foldcote cal. 12	4 color	Perfect bind	123	
	##	Gender and Society	Carolyn I. Sobritchea Sylvia Estrada- Claudio Marie	978-971- 07-5662- 9	2023	8.25 x 10.5	256	Bookpa per 70 gsm	4 color	foldcote cal. 12	4 color	Perfect bind	95	

			Aubrey Villacera Excelsa C. Tongson Eric Julian Manalastas Beatriz A. Torre Nathalie Africa-Vercele Jaclyn Marie L. Cauyan Jhoanna Lynn B. Cruz Veronica L. Gregorio										
	##	Stories About Loving the Environment	Dolly Anne L. Idlisan Mariel G. Balacuit Jan Adams B. Magtano Eugene Y. Evasco Percival	978-971-07-5842-5	2023	8.5" x 11	232	Matte Paper 90 gsm	4 color	foldcote cal. 12	4 color	Perfect bind	95

			Byron Bueser Lina Diaz De Rivera										
	##	Stories of Friendship and Family	Meanne Mabesa- Mijar Julia Kate E. Jarin Venice D. Rodriguez Gerlie L. Bunag Meanne Mabesa Mijar Danilo Nino Calalang Joyce Marasigan Giron	978-971- 07-5841- 8	2023	8.5" x 11	240	Matte Paper 90 gsm	4 color	foldcote cal. 12	4 color	Perfect bind	95
	##	Unraveling the Past in the Philippines	Maria Luisa T. Camaga Jopol Alvin C. Ancheta Michael S. Bernal Francisco	978-971- 07-4235- 6	2018	8.25 x 10.5	376	Bookpa per 60 gsm	4 color	Foldcot e Cal 12	4 color	Perfect bind	110

			Jayme M. M Dondy Pepito G. Ramo										
##	Wonders of Phil. Art	Erwin M. Mallari Eugene Y. Evasco Michael Kevin Monfort Arla Emanuele T. Baña	978-971- 07-5674- 2	2023	8.5" x 11	240	Matte Paper 90 gsm	4 color	foldcote cal. 12	4 color	Perfect bind	95	

**Delivery and Service Terms:**

1. **Place of delivery: Deliver at SDO Baguio City for inspection before delivery to the School Libraries/Schools in the Division of Baguio City (Annex B) to be assisted by the LR Personnel**
2. **The supplier shall organize the SLRs per title per school in order to prevent damage or deterioration while in transit to the School Libraries. Label each box with the name of procuring entity, name of supplier, title of LRs, and any special handling instructions.**
3. **Replacement of damaged items upon notice within thirty (30) days from receipt of items.**
4. **Itinerary of deliveries for the recipient school libraries/schools for five days will be provided during the post-qualification.**

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

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

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

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class “B” Documents*

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the

potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

## II. FINANCIAL COMPONENT ENVELOPE

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

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

- (k) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

