

# **PHILIPPINE BIDDING DOCUMENTS**

## **SUPPLY AND DELIVERY OF BOOKS FOR UP BAGUIO**

**UPB-BID-2021-09**

**Sixth Edition  
July 2020**

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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***

**UNIVERSITY OF THE PHILIPPINES BAGUIO**  
Governor Pack Road, Baguio City

**INVITATION TO BID FOR  
SUPPLY AND DELIVERY OF BOOKS FOR UP  
BAGUIO  
UPB-BID-2021-09**

1. The University of the Philippines Baguio (UP Baguio), through the General Appropriations Act/Special Appropriations CY 2021 intends to apply the sum of ONE MILLION TWO HUNDRED FORTY THREE THOUSAND TWO HUNDRED NINETEEN AND 14/100 PESOS ONLY (PhP 1,243,219.14) being the ABC to payments under the contract for Supply and Delivery of Books for UP Baguio with Bid Reference No. UPB-BID-2021-09. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The University of the Philippines Baguio now invites bids for the above Procurement Project. Delivery of the Goods is required within Thirty (30) calendar days from receipt of the Notice to Proceed. Bidders should have completed, within three (3) 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 University of the Philippines Baguio and inspect the Bidding Documents at the address given below from Monday to Friday from 8:30a.m. to 4:30p.m.

A complete set of Bidding Documents may be acquired by interested Bidders starting **11 October 2021** from the given address and website below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **One Thousand Five Hundred Pesos (PhP 1,500.00)**. Personal payment at the UP Baguio Cashier's office or thru:

*Bank: Development Bank of the Philippines (DBP)*

*Branch: Baguio City*

*Account Name: UP Baguio Trust Fund*

*Account Number: 0-00363-510-1*

*(Please make at least 2 copies of the deposit slip)*

OR

**Bank: Land Bank of the Philippines (LBP)**

**Branch: Baguio City, Marcos Highway**

**Account Name: UP Baguio Revolving Fund**

**Account Number: 0221-3287-28**

(Please make at least 2 copies of the deposit slip)

For the Official Receipt, you may proceed at the Cashier's Office for the issuance of the Official Receipt from 8:00 a.m. to 4:00 p.m., Monday to Friday.

Proof of payment must be presented upon acquiring a complete set of bidding documents at the BAC Secretariat's Office.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, or by facsimile, or through electronic means.

5. The University of the Philippines Baguio will hold a **Pre-Bid Conference on 22 October 2021 at 9:30 AM** the Board Room, 2nd floor Iskolar ng Bayan Building, University of the Philippines Baguio, Governor Pack Road, 2600 Baguio City, and/or through zoom conferencing which shall be open to prospective bidders.

The pre-bid conference may be attended via ZOOM CONFERENCE. For those participating via Zoom conferencing, please click on the link below to register in advance for this meeting:

Register in advance for this meeting:

<https://up-edu.zoom.us/meeting/register/tZlkcuGtpzgiHNSHQ1hAQYfwYZtN9My49HMX>

After registering, you will receive a confirmation email containing information about joining the meeting.

6. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below on or **before 9:00 AM on 03 November 2021**. Late bids shall not be accepted.

*BAC Secretariat Office  
Supply and Property Management Office  
Isabelo delos Reyes Building  
UP Baguio  
Governor Pack Road, Baguio City  
Email : bac.upbaguio@up.edu.ph*

7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
8. **Bid opening shall be at 10:00 AM on 03 November 2021 at** Board Room, 2<sup>nd</sup> Floor Iskolar ng Bayan Building, UP Baguio Governor Pack Road, Baguio City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.



The bid opening may be attended via ZOOM CONFERENCE. For those participating via Zoom conferencing, please click on the link below to register in advance for this meeting:

Register in advance for this meeting:

[https://up-edu.zoom.us/joining/register/tZ0of-yurDIshNRU2pb6IREaA\\_Ias1UgKHNI](https://up-edu.zoom.us/joining/register/tZ0of-yurDIshNRU2pb6IREaA_Ias1UgKHNI)

After registering, you will receive a confirmation email containing information about joining the meeting.

Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

9. The University of the Philippines Baguio 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.
10. For further information, please refer to:


*Rodolfo T. Suyat, Jr.  
Supply and Property Management Office  
Isabelo delos Reyes Building  
UP Baguio  
Governor Pack Road, Baguio City  
Telefax. No. (074) 442 3484, (074) 446 9973  
email: bac.upbaguio@up.edu.ph  
<http://www.bac.upb.edu.ph>*

11. You may visit the following websites:

For downloading of Bidding Documents:

*[web.upb.edu.ph/bids-and-awards-committee-bac](http://web.upb.edu.ph/bids-and-awards-committee-bac)*

Date of Issue: 10 October 2021

  
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**SANTOS JOSE O. DACANAY III**  
Chairperson

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

## **1. Scope of Bid**

The Procuring Entity, University of the Philippines Baguio wishes to receive Bids for the Supply and Delivery of Books for UP Baguio, with Bid Reference No. UPB-BID-2021-09.

The Procurement Project (referred to herein as “Project”) is composed of One Hundred Seventeen (117) items, 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 2021 in the amount of One Million Two Hundred Forty Three Thousand Two Hundred Nineteen and 14/100 Pesos Only (PhP 1,243,219.14).

2.2. The source of funding is: 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 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, 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. Procuring Entity has prescribed that: 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 University of the Philippines Baguio, Governor Pack Road, Baguio City and through videoconferencing 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 three 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 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.
- 13.2. Payment of the contract price shall be made in: Philippine Pesos.

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **120 CD days after submission of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 15. Sealing and Marking of Bids

Each Bidder shall submit **Two (2) copies** 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.

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

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 may be. 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 participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows: **One Project having several items, which shall be awarded as separate contracts per item.**
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

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

## **21. Signing of the Contract**

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



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

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. Experience in supply and delivery of various books; and,</li> <li>b. completed within three years prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP University of the Philippines Baguio, Governor Pack Road, Baguio City, Benguet, Philippines.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount of not less than two percent (2%) of ABC of the items participating in the bidding process, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than five percent (5%) of ABC of the items participating, if bid security is in Surety Bond.</li> </ol>
15	Each Bidder shall submit TWO (2) copies of the first and second components of its Bid.
19.3	The Project will be awarded per item.
20.2	<p>List of additional post-qualification documents relevant to the Project that may be required by University of the Philippines Baguio:</p> <ol style="list-style-type: none"> <li>1. BIR 2303</li> <li>2. Latest income and business tax returns (BIR Form 1701 or 1702) filed and paid through the BIR Electronic Filing and Payment System (eFPS)</li> <li>3. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (forms 2551M) filed and paid through the BIR Electronic Filing and Payment System (eFPS)</li> <li>4. Compliance to all existing laws and regulations</li> <li>5. General Information Sheet and complete Articles of Incorporation (for bidders under SEC)</li> </ol> <p>Bidders must submit the post-qualification requirements within a non- extendible period of five (5) calendar days from the receipt of the notice of LCB/SCB from the BAC.</p>

21.2	<p>List of additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.</p> <ol style="list-style-type: none"> <li>1. Signed Notice of Award</li> <li>2. Performance Security in accordance with Section 39 of the Revised IRR of RA 9184 which includes the Performance Securing Declaration (PSD) as an alternate performance security during a state of calamity or imposition of community quarantine pursuant to GPPB Resolution No.09-2020 dated 7 May 2020</li> </ol>
Additional	<p>The bidder, or its authorized representative/s, shall affix their initials on each and every page of the bid in the technical and financial envelopes including documents that require the bidder's, or its authorized representative's signature, per NPM no. 118-2015.</p> <p>All forms that require signature/s on the space provided for shall be duly accomplished by the bidder, or its authorized representative.</p>

## ***Section IV. General 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***

## Special Conditions of Contract

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

	<p>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</p>
	<p>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> <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> <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> <p>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</p> <p>b. in the event of termination of production of the spare parts:</p> <p>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</p> <p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost 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 two (2) years.</p>



	<p>Spare parts or components shall be supplied as promptly as possible, but in any case, within 3 months 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 of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	Partial payment is not allowed.
4	The inspections and tests that will be conducted are: random checking of the cover and pages of the books supplied and delivered and in accordance with Section VII (Technical Specifications)

## ***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	Title/Author/Edition/year	BINDING TYPE	Quantity	Total	Delivered, Weeks/Months
1	A Companion to Anthropological Genetics/O'Rourke/2019, 9781118768853	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
2	Abnormal Psychology/Hooley et al./18th Edition/2005, 9780135190968	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
3	Analyzing Human Behavior in Cyberspace/Zheng Yan/2019, 9781522571292	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
4	Archaeological Science/Richards/Britton/2019, 9781139013826	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
5	Beyond the Case The Logics and Practices of Comparative Ethnography/Abramson et al/2020, 9780190608521	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
6	Cognitive Neuroscience of Aging Linking Cognitive and Cerebral Aging/Cabeza et al/2016, 9780190662264	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
7	Cultural Constructions of Identity Meta-Ethnography and Theory/Urrieta et al/2018, 9780190676117	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
8	Cultural Evolution in the Digital Age/A. Acerbi/2020, 9780191873331	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
9	Culturally Competent Research :Using Ethnography as a Meta-Framework/Lee et al/2013, 9780199315918	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
10	Cyber Nation: How the Digital Revolution Is Changing Society/Kathryn Hulick/2018, 9781682824702	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
11	Death, Ritual and Belief: The Rhetoric of Funerary Rites/Douglas Davies/2017, 9781474250986	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
12	Empowering Communities through Archaeology and Heritage: The Role of Local Governance in Economic Development/Peter G. Gould/2018, 9781350036253	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
13	Ethnography /Kwame Harrison/2018, 9780190882129	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
14	Food, Faith and Gender in South Asia: The Cultural Politics of Women's Food Practices/Usha Sanyal and Nita Kumar/2020, 9781350137097	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed

15	Globalization and Its Impact on Violence Against Vulnerable Groups/Milica S. Boskovic/2020, 9781522596295	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
16	Language and Materiality/ Cavanaugh and Shankar/2005, 9781316848418	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
17	Materialities of Care - Illness Through Artefacts and Architecture/Buse/2005, 9781119499749	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
18	New Directions in Biocultural Anthropology/Zuckerman/2005, 9781118962954	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
19	Quantitative Methods in Archaeology Using R/Carlson/2005, 9781139628730	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
20	Research Design and Analysis - A Primer for the Non-Statistician/ Rosenstein/ 2005, 9781119563600	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
21	The SAGE Handbook of Qualitative Research Ethics/Ron Iphofen/Martin Tolich/2018, 9781526448682	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
22	The Wiley Blackwell Companion to Sociology/Ritzer/2nd Edition/2005, 9781119429333	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
23	A Critique of Archaeological Reason/Buccellati/2017, 9781107110298	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
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25	Advances in Culture and Psychology /MJG Gelfand et al/vol.2/2013, 9780199932726	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
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38	From Anthropology to Social Theory/Szokolczai/Thomassen/2019, 9781108529426	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
39	Globalization in Prehistory/Boivin/ Frachetti/2018, 9781108573276	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
40	Handbook of Culture and Creativity Basic Processes and Applied Innovations/Leung et al/2018, 9780190883317	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
41	Handbook of Culture and Memory /Wagoner/2017, 9780190841157	eBook	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
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11 2	Quantitative Narrative Analysis/ Franzosi/2010 or latest, 9781412925259	Softbound	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
11 3	Research Methodology for Social Sciences/Giri/2019, 9781788821001	Hardbound	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
11 4	Research Methods In Social Science/Palmer/2019, 9781788821209	Softbound	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
11 5	Socio Linguistics/Patterson/2020, 9781788824026	Hardbound	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
11 6	Sociology/Macionis/2018, 9781292161471	Softbound	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed
11 7	The Sage Handbook of Industrial, Work and Organizational Psychology (Managerial Psychology and Organizational Approaches)/Ones/2018, 9781446207239	Softbound	1	1	Delivered within Thirty (30) calendar days from receipt of the Notice to Proceed

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

# Technical Specifications

Item	Specifications		Statement of Compliance [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.]
1	A Companion to Anthropological Genetics/O'Rourke/2019, 9781118768853	eBook	
2	Abnormal Psychology/Hooley et al./18th Edition/2005, 9780135190968	eBook	
3	Analyzing Human Behavior in Cyberspace/Zheng Yan/2019, 9781522571292	eBook	
4	Archaeological Science/Richards/Britton/2019, 9781139013826	eBook	
5	Beyond the Case The Logics and Practices of Comparative Ethnography/Abramson et al/2020, 9780190608521	eBook	
6	Cognitive Neuroscience of Aging Linking Cognitive and Cerebral Aging/Cabeza et al/2016, 9780190662264	eBook	
7	Cultural Constructions of Identity Meta-Ethnography and Theory/Urrieta et al/2018, 9780190676117	eBook	
8	Cultural Evolution in the Digital Age/A. Acerbi/2020, 9780191873331	eBook	
9	Culturally Competent Research :Using Ethnography as a Meta-Framework/Lee et al/2013, 9780199315918	eBook	

10	Cyber Nation: How the Digital Revolution Is Changing Society/Kathryn Hulick/2018, 9781682824702	eBook	
11	Death, Ritual and Belief: The Rhetoric of Funerary Rites/Douglas Davies/2017, 9781474250986	eBook	
12	Empowering Communities through Archaeology and Heritage: The Role of Local Governance in Economic Development/Peter G. Gould/2018, 9781350036253	eBook	
13	Ethnography /Kwame Harrison/2018, 9780190882129	eBook	
14	Food, Faith and Gender in South Asia: The Cultural Politics of Women's Food Practices/Usha Sanyal and Nita Kumar/2020, 9781350137097	eBook	
15	Globalization and Its Impact on Violence Against Vulnerable Groups/Milica S. Boskovic/2020, 9781522596295	eBook	
16	Language and Materiality/ Cavanaugh and Shankar/2005, 9781316848418	eBook	
17	Materialities of Care - Illness Through Artefacts and Architecture/Buse/2005, 9781119499749	eBook	
18	New Directions in Biocultural Anthropology/Zuckerman/2005, 9781118962954	eBook	
19	Quantitative Methods in Archaeology Using R/Carlson/2005, 9781139628730	eBook	
20	Research Design and Analysis - A Primer for the Non-Statistician/ Rosenstein/ 2005, 9781119563600	eBook	
21	The SAGE Handbook of Qualitative Research Ethics/Ron Iphofen/Martin Tolich/2018, 9781526448682	eBook	
22	The Wiley Blackwell Companion to Sociology/Ritzer/2nd Edition/2005, 9781119429333	eBook	
23	A Critique of Archaeological Reason/Buccellati/2017, 9781107110298	eBook	
24	Advances in Culture and Psychology /MJG Gelfand et al/vol.1/2011, 9780199863501	eBook	
25	Advances in Culture and Psychology /MJG Gelfand et al/vol.2/2013, 9780199932726	eBook	
26	Ageing, Dementia and the Social Mind/Higgs/2017, 9781119397984	eBook	
27	Analyzing the Issues: Critical Perspectives on Digital Monopolies/ Jennifer Peters/2018, 9780766098503	eBook	
28	Archaeology/Dane Castaneda/2019, 9781788822831	eBook	
29	Building Research Culture and Infrastructure/Ruth G McRoy,et al/2012, 9780199932757	eBook	
30	Collecting Qualitative Data/Braun, et al/2017, 9781107295094	eBook	
31	Collectors, Scholars, and Forgers in the Ancient World Object Lessons /C. Higbie/2017, 9780191819872	eBook	
32	Cross-Cultural Research/J. Delva et al/2010, 9780199777419	eBook	
33	Determining Sample Size :Balancing Power, Precision, and Practicality/Dattalo/2009, 9780199865475	eBook	
34	Diary Methods Understanding Qualitative Research/Hyers/2018, 9780190856823	eBook	
35	Duoethnography /Sawyer et al/2015, 9780190255992	eBook	
36	Ethnic Boundary Making :Institutions, Power, Networks/Wimmer/2013, 9780199980536	eBook	
37	Evaluating Qualitative Research/ Cho/2017, 9780190490089	eBook	
38	From Anthropology to Social Theory/Szokolczai/ Thomassen/2019, 9781108529426	eBook	

39	Globalization in Prehistory/Boivin/ Frachetti/2018, 9781108573276	eBook	
40	Handbook of Culture and Creativity Basic Processes and Applied Innovations/Leung et al/2018, 9780190883317	eBook	
41	Handbook of Culture and Memory /Wagoner/2017, 9780190841157	eBook	
42	Handbook of Imagination and Culture/Zittoun et al/2017, 9780190698843	eBook	
43	How Language Makes Meaning/Colston/ 2019, 9781108377546	eBook	
44	Language Endangerment/David Bradley/2019, 9781139644570	eBook	
45	Language Universals /M.H. Christiansen et al/2009, 9780199866953	eBook	
46	Marketing Death: Culture and the Making of a Life Insurance Market in China/Shun-ching Chan/2012, 9780199951154	eBook	
47	Mixed Methods Research /Watkins et al/2015, 9780190266240	eBook	
48	Qualitative Interviewing/Brinkmann/ 2015, 9780190256135	eBook	
49	Research Methodology and Statistical Methods/Morgan Shields/2019, 9781788821001	eBook	
50	Research Methods in Social Science/ Drew Palmer/2019, 9781788821209	eBook	
51	Symbols and Embodiment: Debates on meaning and cognition/M. de Vega et al/2012, 9780191696060	eBook	
52	The Culture of Connectivity :A Critical History of Social Media/van Dijck/2013, 9780199307425	eBook	
53	An Invitation to Feminist Ethics/ Lindemann/2019, 9780190059347	eBook	
54	Aristotle's Concept of Mind/Jiménez/ 2017, 9781108151825	eBook	
55	Caring to Know Comparative Care Ethics, Feminist Epistemology, and the Mahābhārata/Dalmiya/2016, 9780199086948	eBook	
56	Categories of Being :Essays on Metaphysics and Logic/Haaparanta et al/2012, 9780199980031	eBook	
57	Death and Nonexistence/ Yourgrau/2019, 9780190247492	eBook	
58	Down Girl The Logic of Misogyny/ Manne/2019, 9780190605018	eBook	
59	Empire and the Social Sciences: Global Histories of Knowledge/Jeremy Adelman/2019, 9781350106727	eBook	
60	Epistemic Injustice :Power and the Ethics of Knowing/M. Fricker/2007, 9780191706844	eBook	
61	Eros in Neoplatonism and its Reception in Christian Philosophy: Exploring Love in Plotinus, Proclus and Dionysius the Areopagite/Vasilakis A. Dimitrios/2020, 9781350163881	eBook	
62	Essays on Ethics and Feminism/S. Lovibond/2015, 9780191788710	eBook	
63	Health and the Good Society :Setting Healthcare Ethics in Social Context/A. Cribb/2006, 9780191603549	eBook	
64	Logical Properties :Identity, Existence, Predication, Necessity, Truth/C. McGinn/2003, 9780191598029	eBook	
65	Neoplatonism and the Philosophy of Nature/J. Wilberding et al/2012, 9780191739019	eBook	
66	Posthumous Life: Theorizing Beyond the Posthuman/ Colebrook, Claire / Weinstein, Jami/2005, 9780231544320	eBook	

67	Practices of Reason Aristotle's Nicomachean Ethics/C.D.C. Reeve/2011, 9780191679094	eBook	
68	The Highest Good in Aristotle and Kant /J. Aufderheide et al/2015, 9780191782244	eBook	
69	The Quality of Life Aristotle Revised/R. Kraut/2018, 9780191867163	eBook	
70	Virtue and Reason in Plato and Aristotle/A. Price/2012, 9780191731846	eBook	
71	Virtue Ethics and Contemporary Aristotelianism: Modernity, Conflict and Politics/Andrius Bielskis, Eleni Leontsini and Kelvin Knight/2005, 9781350122208	eBook	
72	What Is This Thing Called Happiness? /F. Feldman/2010, 9780191722547	eBook	
73	Why Medieval Philosophy Matters/ Stephen Boulter/2005, 9781350094192	eBook	
74	Worst Case Bioethics Death, Disaster, and Public Health/Annas/2015, 9780190267650	eBook	
75	An Invitation To Qualitative Fieldwork : A Multilogical Approach/Sharp/2020, 9781788823630	Hardbound	
76	Anthropology For Dummies/ Cameron M. Smith/2nd Edition/2021, 9781119784203	Softbound	
77	Anthropology of Sociolinguistics/ Trinder/2012 or latest edition, 9781621582144	Softbound	
78	Anthropology: Appreciating Human Diversity/Kottak/2019, 9781260098280	Softbound	
79	Anthropology: Society and Culture/ Smith /(2 Volume Set)/2015 or latest edition, 9781632400642	Hardbound	
80	Contemporary Sociological Theory and It's Classical Roots: The Basics/Ritzer/2019, 9781506339412	Softbound	
81	Critical Ethnography: Method, Ethics, and Performance/Madison/2021 or latest edition, 9781483356778	Softbound	
82	Ethics in Ethnography: A Mixed Methods Approach/LeCompte/2015, 9780759122093	Softbound	
83	Ethnography in Action: A Mixed Methods Approach/Schensul/2016, 9780759122116	Softbound	
84	Gender Development & Globalization/Blackwell/2020, 9781788823333	Softbound	
85	Introducing Anthropology: What Makes Us Human?/Laura Pountney / 2nd Edition/2021, 9781509544141	Softbound	
86	On Ethnography/Daynes/2018, 9780745685601	Softbound	
87	Origins Of Sociological Theory/Dorsey/2020, 9781788823791	Hardbound	
88	An Introduction to Cyberpsychology/ Connolly/2016, 9781138823792	Softbound	
89	Anthropology: An Integrated Study of Human Diversity/Mann/2015, 9781632400628	Hardbound	
90	Applied Qualitative Research Design/Williams/2019, 9781788822824	Softbound	
91	Being Ethnographic/Madden /2017, 9781473952157	Softbound	
92	Concise Reader in Sociological Theory: Theorists, Concepts, and Current Applications/Michele Dillon /2021, 9781119536185	Softbound	
93	Core Concepts in Sociology/Ryan/2019, 9781119168621	Softbound	

94	Covert Research: The Art, Politics and Ethics of Undercover Fieldwork/Calvey/2017	Softbound	
95	Cultural Anthropology: The Human Challenge /Haviland/2017, 9781305633797	Softbound	
96	Data Visualisation: A Handbook for Data Driven Design/Kirk/2019, 9781526468925	Softbound	
97	Development Through Life A Psychological Approach/Newman/2018, 9781337098144	Hardbound	
98	Documentary Research in the Social Sciences/Tight/2019, 9781526426659	Softbound	
99	Doing Visual Analysis From Theory and Practice/Ledin/2018, 9781473972995	Softbound	
100	Essential Concepts in Sociology/Giddens /3rd Edition/2021, 9781509548095	Softbound	
101	Essentials of Life-Span Development/Santrock/2020, 9781260565645	Softbound	
102	Ethics and Values in Industrial-Organizational Psychology, Second Edition (Applied Psychology Series)/Lefkowitz/2017, 9781138189935	Softbound	
103	Ethics and Values in Social Research/ Ransome/2013, 9780230202214	Softbound	
104	Industrial and Organizational Psychology: Research and Practice/Spector/2019, 9781119586296	Softbound	
105	Interpreting Qualitative Data/Silverman/2014, 9781446295434	Softbound	
106	Introduction To Social Research/Calhoun/2020, 9781788823609	Hardbound	
107	More Tomboy, More Bakla Than We Admit: Insights into Sexual and Gender Diversity in Philippine Culture, History, and Politics/Blasius et al/2020, 9789719707141	Softbound	
108	Participatory Visual Methodologies: Social Change, Community and Policy/Mitchell /2017, 9781473947313	Softbound	
109	Population: An Introduction to Concepts and Issues/John/13th ed/2021, 9780357360576	Softbound	
110	Psychological Development : Ethical Issues/Woods/2019, 9781788823906	Softbound	
111	Qualitative Data Analysis with Atlas.ti/Friese/2019, 9781526458926	Softbound	
112	Quantitative Narrative Analysis/ Franzosi/2010 or latest, 9781412925259	Softbound	
113	Research Methodology for Social Sciences/Giri/2019, 9781788821001	Hardbound	
114	Research Methods In Social Science/Palmer/2019, 9781788821209	Softbound	
115	Socio Linguistics/Patterson/2020, 9781788824026	Hardbound	
116	Sociology/Macionis/2018, 9781292161471	Softbound	
117	The Sage Handbook of Industrial, Work and Organizational Psychology (Managerial Psychology and Organizational Approaches)/Ones/2018, 9781446207239	Softbound	

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



# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- ☐ (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**
- ☐ (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**
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- ☐ (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**
- ☐ (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; **and**
- ☐ (g) 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**
- ☐ (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (i) 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

- ☐ (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; **and**
- ☐ (k) 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***

- ☐ (l) 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.

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

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

**25 FINANCIAL COMPONENT ENVELOPE**

- ☐ (o) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (p) Original of duly signed and accomplished Price Schedule(s).



## ***Section IX. SAMPLE FORMS***

## **FORMAT OF BID FORM FOR ALL TYPES OF BIDDERS**

### **Bid Form**

---

Date: \_\_\_\_\_  
Invitation to Bid<sup>2</sup> N<sup>o</sup>: \_\_\_\_\_

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

Gentlemen and/or Ladies:

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

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

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

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

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>3</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

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

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

---

<sup>2</sup> If ADB, JBIC and WB funded projects, use IFB.

<sup>3</sup> Applicable only if the Funding Source is the ADB, JBIC or WB.

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

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

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

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

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

### For Goods Offered From Abroad

Name of Bidder \_\_\_\_\_. Invitation to Bid Number \_\_\_\_\_. Page \_\_\_\_ of \_\_\_\_\_.

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x col. 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP) (col. 6 + col. 7)	Total Price delivered DDP (col 4 x col. 8)

### For Goods Offered From Within the Philippines

Name of Bidder \_\_\_\_\_. Invitation to Bid Number \_\_. Page . of \_\_\_\_.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Cost of local labor, raw material, and component <sup>2</sup>	Total price EXW per item (cols. 4 x col. 5)	Unit prices per item final destination and unit price of other incidental services	Sales and other taxes payable per item if Contract is awarded (col 7 x 12%)	Total Price delivered Final Destination (col 8 + col. 9) x col. 4



# Standard Form Number: SF-GOOD-13a

Revised on: July 28, 2004

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

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

	Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telepho ne Nos.	Nature of Work	Bidder's Role		a. Date Awarde d b. Date Started c. Date of Comple tion	% of Accomplishm ent		Value of Outstanding Works / Undelivered Portion
				Descripti on	%		Plann ed	Act ual	
	<u>Government</u>								
	<u>Private</u>								
	Note: This statement shall be supported with:							Total Cost	
	1	Notice of Award and/or Contract							
	2	Notice to Proceed issued by the owner							
	3	Certificate of Accomplishments signed by the owner or authorized representative							
	Submitted by	: _____							
		(Printed Name & Signature)							
	Designation	: _____							
	Date	: _____							

**Standard Form Number: SF-GOOD-13b**

Revised on: July 28, 2004

**Statement of Single Largest Completed Contracts which is similar in nature**

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

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

	Name of Contract	a.Owner's Name b.Address c.Telephone Nos.	Nature of Work	Bidder's Role		a.Amount at Award b.Amount at Completion c.Duration	a. Date Awarded b. Contract Effectivity Date c. Date Complete d
				Description	%		
	<u>Government</u>						
	<u>Private</u>						

Note: This statement shall be supported with:

- 1 Contract
- 2 Certificate of Completion
- 3 Certificate of Acceptance

<input type="checkbox"/>	Submitted by	:	_____
<input type="checkbox"/>		:	(Printed Name & Signature)
<input type="checkbox"/>	Designation	:	_____
<input type="checkbox"/>	Date	:	_____

## **FORMAT OF CONTRACT AGREEMENT FORM FOR ALL TYPES OF BIDDERS**

### **Contract Agreement Form**

---

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

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

#### **NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Supplier’s Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.* bidder’s response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity’s bid evaluation;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;

- (e) the Special Conditions of Contract;
- (f) the Performance Security; and
- (g) the Entity's Notice of Award.

3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

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

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

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

## **FORMAT OF BID SECURING DECLARATION FOR ALL TYPES OF BIDDERS**

*[Bidder's Letterhead]*<sup>1</sup>

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

X-----X

### **BID SECURING DECLARATION**

**Invitation to Bid:** *[Insert Reference number]*

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

I/We<sup>4</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

---

<sup>41</sup> Preferred, but not required.

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

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

[Insert

**Bidder:**

**Authorized Representative:**

**Title / Description:**

**Signature:**

]

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year], affiant  
exhibiting to me his/her [insert type of government identification card used], with his/her  
photograph and signature appearing thereon, with no. \_\_\_\_\_ .

**NAME OF NOTARY PUBLIC**

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

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

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

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

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

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

## **FORMAT OF OMNIBUS SWORN STATEMENT**

### **Omnibus Sworn Statement**

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

#### **AFFIDAVIT**

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

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting**;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
  - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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



*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

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

