

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Procurement of GOODS**

Government of the Republic of the Philippines

**PROCUREMENT OF LIBRARY RESOURCES  
(PBM 2023-014)**

Date Issued: May 9, 2023

**Sixth Edition  
July 2020**

**Table of Contents**

<b>Glossary of Acronyms, Terms, and Abbreviations .....</b>	<b>3</b>
<b>Section I. Invitation to Bid.....</b>	<b>6</b>
<b>Section II. Instructions to Bidders.....</b>	<b>17</b>
1. Scope of Bid .....	18
2. Funding Information.....	18
3. Bidding Requirements .....	18
4. Corrupt, Fraudulent, Collusive, and Coercive Practices .....	18
5. Eligible Bidders.....	18
6. Origin of Goods .....	20
7. Subcontracts .....	20
8. Pre-Bid Conference .....	20
9. Clarification and Amendment of Bidding Documents .....	20
10. Documents comprising the Bid: Eligibility and Technical Components .....	20
11. Documents comprising the Bid: Financial Component .....	20
12. Bid Prices .....	21
13. Bid and Payment Currencies .....	21
14. Bid Security .....	22
15. Sealing and Marking of Bids .....	22
16. Deadline for Submission of Bids .....	22
17. Opening and Preliminary Examination of Bids .....	22
18. Domestic Preference .....	23
19. Detailed Evaluation and Comparison of Bids .....	23
20. Post-Qualification .....	23
21. Signing of the Contract .....	23
<b>Section III. Bid Data Sheet .....</b>	<b>24</b>
<b>Section IV. General Conditions of Contract .....</b>	<b>32</b>
1. Scope of Contract .....	33
2. Advance Payment and Terms of Payment .....	33
3. Performance Security .....	33
4. Inspection and Tests .....	33
5. Warranty .....	34
6. Liability of the Supplier .....	34
<b>Section V. Special Conditions of Contract .....</b>	<b>35</b>
<b>Section VI. Schedule of Requirements .....</b>	<b>40</b>
<b>Section VII. Technical Specifications .....</b>	<b>41</b>
<b>Section VIII. Checklist of Technical and Financial Documents .....</b>	<b>43</b>

# *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 MINDANAO

Administration Building, Mintal, Davao City 8022, Philippines  
 T:293-0863 + 63 82 293 0258 E: bacsecretariat.upmindanao@up.edu.ph

## INVITATION TO BID FOR THE PROCUREMENT OF LIBRARY RESOURCES

- The *University of the Philippines Mindanao (UP Mindanao)*, through TOSF FCM 2019-1202, FCM 2020-0323, and FCM 2022-0618 intends to apply the sum of Two Million Seven Hundred Ninety-Nine Thousand and Two Hundred Sixty-Eight Pesos only [**₱2,799,268.00**] for the Procurement of Library Resources (with project identification number PBM 2023-14) being the ABC to payments under the contract consisting of the following 192 items:

Item No.	Description	Approved Budget
1	Tietenberg, Tom and Lynne Lewis. (2018). Environmental and natural resource economics. (11th Edition). Maine, USA: Routledge. (9781138632295)	38,540.00
2	Perman, Roger and Yue Ma. (2012). Natural resource and environmental economics. (4th Edition). New York: Pearson. (ISBN-9780321417534)	26,662.50
3	Saunders, M., Lewis, P., and Thornhill, A. (2023). Research methods for business students. (Ninth Edition). New York: Pearson. (ISBN-9781292402727)	11,132.50
4	Creswell, J.W. & Creswell, J.D. (2018). Research design: qualitative, quantitative, and mixed methods approaches. (Fifth Edition). Los Angeles: SAGE. (ISBN-9781506386706)	13,650.00
5	Creswell, J.W. and Plano Clark, V. (2018). Designing and conducting mixed methods research. (Third Edition). Los Angeles: SAGE. (ISBN-9781483344379)	19,612.50
6	Edmonds, W.A. & Kennedy, T.D. (2017). An applied guide to research designs: quantitative, qualitative, and mixed methods. (Second Edition). Los Angeles: SAGE. (ISBN-9781483317274)	22,487.50
7	Hesse-Biber S. & Johnson R.B. (2015). The Oxford handbook of multimethod and mixed methods research inquiry. Oxford: Oxford University Press. (ISBN-9780199933624)	50,000.00
8	Jason, L.A. & Glenwick, D.S. (2016). Handbook of methodological approaches to community-based research: qualitative, quantitative, and mixed methods. New York: Oxford University Press. (ISBN-9780190243654)	20,500.00
9	Teddle, C. & Tashakkori, A. (2009). Foundations of mixed methods research: integrating quantitative and qualitative approaches in the social and behavioral sciences. Los Angeles: SAGE. (ISBN-9780761930129)	20,242.00
10	Godin, Seth. (2018). This is Marketing. New York: Portfolio/Penguin. (ISBN-9780525540830)	3,097.50
11	Kingsnorth, Simon. (2022). Digital marketing strategy: an integrated approach to online. (Third Edition). New York, NY: Kogan Page. (ISBN-9781398605978)	10,182.50
12	Drucker, Peter. (2006). Innovation and entrepreneurship. New York: Harper. (ISBN-9780060851132)	3,672.50
13	Visser, Marjolein and Berend Sikkenga. (2018). Digital marketing fundamentals: from strategy to ROI. New York: Routledge. (ISBN-9789001887124)	17,537.50
14	Das, Ajay. (2016). An Introduction to operations management: the joy of operations. New York: Routledge. (ISBN-9780765645821)	25,995.00
15	Wilpen L. Gorr, Kristen S. Kurland (2021). GIS tutorial for ArcGIS Pro 2.8. Redlands: Esri Press. (ISBN-978-1589486805) (paperback copy)	15,147.50
16	LeSage, James P. (2009). Introduction to spatial econometrics (Statistics: A Series of Textbooks and Monographs) (1st Edition). Boca Raton: CRC Press (ISBN-978-1420064247)	11,790.00
17	Hining, Robert. (2003). Spatial data analysis: theory and practice (1st Edition). Cambridge, UK; New York: Cambridge University Press. (ISBN-9780521774376 (Paperback)).	18,000.00
18	Schabenberger, Oliver. (2005). Statistical methods for spatial data analysis. (First Edition). Boca Raton: Chapman & Hall/CRC (Texts in Statistical Science) (ISBN-9781584883227)	27,250.00
19	Bishop, CM. (2006). Pattern recognition and machine learning. New York: Springer. (Information Science and Statistics) (ISBN-978-0387310732)	19,187.50

20	Hillier, FS. (2021). Introduction to operations research. (Eleventh Edition). New York: McGraw-Hill. (ISBN-9781259872990)	17,250.00
21	Gonzales, R. and Woods, R. (2018). Digital image processing. (4th ed.). Reading, Mass.: Addison-Wesley. (ISBN-978-9353062989)	9,962.50
22	Moeslund T. (2012). Introduction to video and image processing: building real systems and applications. Springer Science & Business Media. (ISBN-13: 9781447125020)	9,442.50
23	Dey, Sandipan. (2021). Image processing masterclass with python: 50+ solutions and techniques solving complex digital image processing challenges using numpy, scipy, pytorch and keras. (English Edition). BPB Publications. (ISBN-9789389898644)	74,875.00
24	Lawless, HT and Heymann, H. (2010). Sensory evaluation of food: principles and practices. (2nd Edition). New York: Springer. (ISBN)-9781441964878)	9,785.00
25	McCabe, W.L., Smith, J.C.; Harriott, P. (2021). Unit operations for chemical engineering. (Seventh Edition). New York: McGraw-Hill Higher Education. (ISBN-9780071247108)	15,000.00
26	Singh, RP and Heldman DR. (2014). Introduction to food engineering. (Fifth Edition). Amsterdam: Academic Press. (ISBN-9780123985309)	18,442.50
27	Smith, PG. (2011). Introduction to food process engineering. (Second Edition). New York: Kluwer Academic/Plenum. (ISBN-9781489978820)	24,125.00
28	Emerton, V and Choi, E (eds.). (2008). Essential guide to food additives. (3rd Edition). Cambridge, U.K.: Royal Society of Chemistry. (ISBN - 9781905224500)	19,697.50
29	Fellows, PJ. (2000). Food processing technology: principles and practice. Boca Raton: CRC Press. (ISBN-084930887)	25,247.50
30	Schmidt, SJ. And Fontana A.J. (2020). Water activity in foods. (2nd Edition). Hoboken: Wiley. (ISBN-978-1118768310)	64,487.50
31	Robertson, GL. (2013). Food packaging: principles and practice. Boca Raton: CRC Press. (ISBN-9781439862414)	24,137.50
32	Sedniev, A. (2019). The Business idea factory: a world-class system for creating successful business ideas. (ISBN-9781074384111)	2,487.50
33	Damodaran, S., Parkin, K., and Fenema, O. (2017). Fenema's food chemistry. (4th ed.). Boca Raton: CRC Press. (ISBN-9781482208122)	17,530.00
34	Hutt, P., R. Merrill, and L. Grossman. (2013). Food and drug law (Cases and Materials). (3rd ed.). New York: (SBN-9781587780684)	19,297.50
35	Vetter, J. (1996). Food laws and regulations. Manhattan: American Institute of Baking. (ISBN-9781880877685)	2,242.50
36	Hickman, HL. (1999). Principles of integrated solid waste management. USA: American Academy of Environmental Engineers. (ISBN-781883767266)	13,735.00
37	Kim. S. (2016). Non-western perspectives of human communication. Thousand Oaks, Calif.: SAGE. (ISBN-9780761923503)	14,247.00
38	Oliver, M.B., & Raney, A.A. (2019). Media effects: advances in theory and research (Routledge Communication Series). New York: Routledge. (ISBN-9781138590182)	19,470.00
39	Baldwin, J., & Roberts, L. (2006). Visual communication: from theory to practice. United Kingdom: AVA Publishing. (ISBN-9782940373093)	10,737.50
40	Berger, A. A. (2016). What objects mean: an introduction to material culture. (Second Edition). New York: Routledge. (ISBN-9781611329032)	11,237.50
41	Josephson, S., Kelly, J.D., & Smith, K. (2020). Handbook of visual communication: theory, methods, and media. (Second Edition). New York: Routledge. (ISBN-9781138590311)	23,000.00
42	Lipschultz, J.H. (2018). Social media communication: concepts, practices, data, law and ethics. (Second Edition). New York: Routledge. (ISBN-9781138229778)	12,550.00
43	Polak, S. & Trottier, D. (2020). Violence and trolling on social media: history, affect, and effects of online vitriol. Amsterdam: Amsterdam University Press. (ISBN-9789462989481)	31,750.00
44	Weissman, J. (2022). The Crowdsourced panopticon: conformity and control on social media. Lanham: Rowman and Littlefield. (ISBN-9781538174098)	18,150.00
45	Filak, V.F. (2021). The Dynamics of media writing: adapt and connect. (Third Edition). Thousand Oaks: SAGE. (ISBN-9781544385686)	19,302.50
46	Kuehn, S.A. & Lingwall, A. (2018). The basics of media writing: a strategic approach. Los Angeles: SAGE. (ISBN-9781506308104)	19,015.00
47	Holtzhausen, D., Fullerton, J.A., Lewis, B.K., & Shipka, D. (2021). Principles of strategic communication. New York: Routledge. (SBN-9780367426316)	14,655.00
48	Page, J.T. (2019). Introduction to strategic public relations: digital, global, and socially responsible communication. Los Angeles: SAGE. (ISBN-9781506358031)	25,997.50
49	Tench, R., & Yeomans, L. (2017). Exploring public relations: global strategic communication. Harlow, UK: Pearson. (ISBN-9781292112183)	14,600.00



50	Bartlett, K. (2018). The Health of nations: the campaign to end polio and eradicate epidemic diseases. London: Oneworld Publications. (ISBN-9781786072665)	4,245.00
51	Freberg, K. (2022). Social media for strategic communication. Los Angeles: SAGE. (ISBN-9781071826904)	21,250.00
52	Kim, C.M. (2016). Social media campaigns: strategies for public relations and marketing. New York: Routledge. (SBN-9781138948600)	11,107.50
53	Roberts-Breslin, J. (2022). Making media: foundations of sound and image production. (Fifth Edition). New York: Routledge. (ISBN-9780367638306)	15,737.50
54	Fuchs, C. (2021). Marxist humanism and communication theory: media, communication, and society. Volume 1. New York: Routledge. (ISBN-9780367697129). Foundations of critical theory: media, communication, and society. Volume 2. Digital capitalism: media, communication, and society. Volume 3. (SET)	9,125.00 (SET)
55	Fuchs, C. (2021). Foundations of critical theory: media, communication, and societ. Volume 2. New York: Routledge. (ISBN-9781032057866) (SET)	
56	Fuchs, C. (2021). Digital capitalism: media, communication, and society. Volume 3. New York: Routledge. SET)	
57	Gass, R.H., & Seiter, J.S. (2018). Persuasion: social influence and compliance gaining. (Sixth Edition). Oxon, OX: Routledge. (ISBN-9781138630611)	25,150.00
58	Perloff, R.M. (2020). The dynamics of persuasion, communication and attitudes in the 21st Century. (Sixth Edition). Mahwah, NJ: Lawrence Erlbaum Associates, Inc. (ISBN-9780367185794)	22,675.00
59	Darder, A. (ed.). (2019). Decolonizing interpretive research: a subaltern methodology for social change. New York: Routledge. (ISBN-9781138486614)	10,317.50
60	Davis, K.S., & Lachlan, K.A. (2019). Straight talk about communication research methods. Dubuque, IA.: Kendall Hunt Publishing. (ISBN-9781524999803)	29,997.50
61	Hansen, A., & Machin, D. (2018). Media and communication research method. (Second Edition). London: Red Globe Press. (ISBN-9781137589637)	5,182.50
62	Windchief, Sweeney San Pedro, T. (2019). Applying indigenous research methods: storying with peoples and communities. New York: Routledge. (ISBN-9781138049062)	7,385.00
63	Capous-Desyllas, M. & Morgaine, K. (eds.). (2018). Creating social change through creativity: anti-oppressive arts-based research methodologies. UK: Palgrave Macmillan. (ISBN-9783319848280)	23,435.00
64	Leavy, P. (2017). Research design: quantitative, qualitative, mixed methods, arts-based, and community-based participatory research approaches. New York: The Guilford Press. (ISBN-9781462514380)	11,317.50
65	Ward, J. & Shortt, H. (eds.). (2020). Using arts-based research methods: creative approaches for researching business, organisation and humanities. UK: Palgrave Macmillan. (ISBN-9783030330682)	34,750.00
66	Riffe, D., Lacy, S., & Fico, F.G. (2019). Analyzing media messages using quantitative content analysis in research. New York: Routledge. (ISBN-9781138613980)	7,922.00
67	Vanette, D.L., & Krosnick, J.A. (eds.). (2017). The Palgrave handbook of survey research. Cham, Switzerland: Plagrave Macmillan. (ISBN-9783319543949)	32,877.50
68	Jin, Y., & Austin, LL. (2022). Social media and crisis communication. New York: Routledge. (ISBN-9780367489007)	8,990.00
69	McMakin, A. H., & Lundgren, R. E. (2018). Risk communication: a handbook for communicating environmental, safety, and health risks. Hoboken, New Jersey: Wiley. (ISBN-9781119456117)	18,500.00
70	Blakeman, R. (2018). Integrated marketing communication: creative strategy from idea to implementation. Lanham: Rowman & Littlefield. (ISBN-9781538101056)	16,747.50
71	Juska, J. M. (2022). Integrated marketing communication: advertising and promotion in a digital world. New York: Routledge. (ISBN-9780367436230)	13,672.50

72	Percy, L. (2018). Strategic integrated marketing communications (Third Edition). New York: Routledge. (ISBN-9781138058323)	9,292.50
73	Bass, S., & Parvanta, C.F. (2020). Health communication: strategies and skills for a new era. Burlington, Massachusetts: Jones and Bartlett Learning. (ISBN-9781284065879)	16,200.00
74	Hamilton, H.E., & Wen-ying Shou C. eds. (2014). The Routledge handbook of language and health communication. New York: Routledge. (ISBN-9780415670432)	13,122.50
75	Schiavo, R. (2014). Health communication from theory to practice. San Francisco: Jossey-Bass. (ISBN-9781118122198)	18,990.00
76	Ang, T. (2018). Digital photography: an introduction. (Fifth Edition). London: Dorling Kindersley. (ISBN-9781465468628)	4,222.50
77	Lester, P.M. (2018). Visual ethics: a guide for photographers, journalists, and filmmakers. New York: Routledge. (ISBN-9781138210493)	9,225.00
78	Wubin, Z. (2016). Photography in Southeast Asia: a survey. Singapore: National University of Singapore Press. (ISBN-9789814722124)	10,000.00
79	Ahuja, C., & Hiteshe, B. (2016). Print journalism: a complete book of journalism. India: Partridge. (ISBN-978148287226)	2,875.00
80	Meyer, J., Borges, P.V.K., & Simske, S.J. (2018). Fundamentals and applications of hardcopy communication: conveying side information by print media. New York: Springer. (ISBN-9783319740829)	5,935.00
81	Murray, S. (2020). Introduction to contemporary print culture: books as media. New York: Routledge. (ISBN-9780367339012)	10,037.50
82	Wong, M. (2019). Multimodal communication: a social semiotic approach to text and image in print and digital media. New York: Springer. (ISBN-9783030154271)	14,247.50
83	Ashburn, J. (2020). Audio technology, music, and media: from sound wave to reproduction. New York: Springer. (ISBN-978030624286)	1,875.00
84	Hill, C.W. (2015). Writing for radio. New York: Bloomsbury. (ISBN-9781408139837)	6,062.50
85	Sinclair, J.L. (2020). Principles of game audio and sound design: sound design and audio implementation for interactive and immersive media. New York: Routledge. (ISBN-9781138738973)	8,485.00
86	Spinelli, M., & Lance, D. (2019). Podcasting: the audio media revolution. New York: Bloomsbury. (ISBN-9781501328688)	7,737.50
87	Bernaerts, L., & Mildorf, J. (2021). Audionarratology: lessons from radio drama. Columbus: The Ohio University Press. (ISBN-9780814214725)	24,987.50
88	Crook, T. (2020). Audio drama modernism: the missing link between descriptive phonograph sketches and microphone plays on radio. UK: Palgrave Macmillan. (ISBN-9789811582400)	22,992.50
89	Fossard, E. (2015). Writing and producing radio dramas: communication for behavior change. Volume 1 (Second Edition). Los Angeles: SAGE. (ISBN-9789351501664)	7,340.00
90	Brown, B. (2019). Motion picture and video lighting. (Third Edition). New York: Taylor & Francis. (ISBN-9781138618015)	12,590.00
91	Dancyger, K. (2019). The Technique of film and video editing: history, theory, and practice. (Sixth Edition). New York: Routledge. (ISBN-9781138628397)	12,605.00
92	Rabiger, M. (2020). Directing the documentary. (Seventh Edition). New York: Routledge. (ISBN-9780367235529)	13,990.00
93	Bolter, J.D. (2019). The Digital plenitude: the decline of elite culture and the rise of new media. Cambridge, Massachusetts: MIT Press. (ISBN-9780262039734)	6,692.50
94	McEarlean, K. (2018). Interactive narratives and transmedia storytelling: creating immersive stories across new media platforms. New York: Routledge. (ISBN-9781138638822)	8,762.00
95	Murray, J. H. (1997). Hamlet on the holodeck: the future of narrative in cyberspace. New York: Free Press. (ISBN-0684827239)	6,237.00
96	Harris, J., & Williams, K. (2019). Reporting war and conflict. New York: Routledge. (ISBN-9780415743679)	10,647.50
97	Ogunyemi, O. (2017). Media, diaspora, and conflict. New York: Springer.	26,245.00

	(ISBN-9783319566412	
98	Williams, K. (2020). A New history of war reporting. New York: Routledge. (ISBN-9780415694971)	10,647.50
99	Hall, Edward T. (1990). The Hidden dimension. New York: Anchor Books. (ISBN-9780385084765)	4,327.50
100	Browning, Hugh C. (1996). The Principles of architectural drafting (A Sourcebook of Technics & Graphic Standards). New York: Whitney Library of Design. (ISBN-082304288X)	2,120.00
101	Lockard, WK. (1994). Drawing as a means for architecture. USA: William Kaufmann. (ISBN-9780914468042)	3,125.00
102	Laseau, Paul. (2004). Freehand sketching: an introduction. New York: W. W. Norton & Company. (ISBN-9780393731125)	6,237.50
103	De Reyna, Rudy. (1996). How to draw what you see. New York: Watson-Guption. (ISBN-9780823023752)	3,848.50
104	Borgman, Harry. (2002). Pen and pencil drawing techniques. New York: Dover. (ISBN-9780486418018)	5,737.50
105	Banerji, Anupam, and Michael Elmitt. (2009). Between lines: from doodles to composition. The Author. (ISBN-9780981325903)	6,042.50
106	Smith, RC. (1998). An Introduction to water color. Delhi: DK Adult. (ISBN-9780789432919)	3,620.00
107	Burden, A. (1992). Architectural delineation: a photographic approach to presentation. New York: McGraw-Hill. (ISBN-9780070089372)	2,732.50
108	White, Edward T. (1977). Presentation strategies in architecture. Tucson: Architectural Media	6,000.00
109	Worth, Richard. (1991). Creating corporate audio-visual presentations. New York: Quorum Books. (ISBN-9780899304977)	21,000.00
110	Brian Bradley, B. (2014). Photographic rendering with V-Ray for sketchUp. Umbai, India: Packt. (ISBN-9781849693226)	12,500.00
111	Karlen, Mark. (2016). Space planning basics. (Third Edition). New Jersey: John Wiley and Sons. (ISBN-9781118882009)	13,747.50
112	Kroemer, K. Fitting the human: introduction to ergonomics / human factors engineering. (Seventh Edition). Boca Raton: CRC Press	11,337.50
113	Rosemary Kilmer, W. Otie Kilmer. Designing interiors. (Second Edition). New Jersey: John Wiley and Sons	27,235.00
114	Fawcett, A. Peter. (2007). Architecture: design notebook. New York: Routledge. (ISBN-0750639849)	36,250.00
115	Del Campo, M. (ed.) (2017). Evoking through design: contemporary moods in architecture. New Jersey: John Wiley and Sons. (ISBN-9781119099581)	9,987.50
116	Lillyman, William, Marilyn Moriarty and David Neuman, eds. (1994). Critical architecture and contemporary culture. New York: Oxford. (ISBN-University Press, Inc. (ISBN-9780195078190)	43,750.00
117	Greer, Nora Richter. (1998). Architecture transformed: new life for old buildings. Texas: Rockport Publishers. (ISBN-9781564964564)	6,727.50
118	McLennan, Jason. (2004). The Philosophy of sustainable design. Kansas City, Mo: Ecotone. (ISBN-0974903302)	4,737.50
119	McDonough, William and Michael Braungart. (2002). Cradle to cradle: remaking the way we make things. New York: North Point Press. ISBN- 9780865475878)	3,622.50
120	DeKay, Mark. (2014). Sun, wind & light: architectural design strategies. (Second Edition). New York: John Wiley and Sons. (ISBN-9780470945780)	21,122.50
121	Porteous, John Douglas. (1996). Environmental aesthetics: idea, politics and planning. New York: Routledge. (ISBN-9780415137690)	15,275.00
122	Benyus, Janine. (2009). Biomimicry: innovation inspired by nature. New York: Harper Perennial. (ISBN-9780688136918)	4,247.50
123	Hensel, Michael. (2004). Mergence: morphogenetic design strategies. Cambridge: Academy Press. (ISBN-9780470866887)	6,760.00

124	Jaggar, David, Andrew Ross, Jim Smith and Peter Love. (2002). Building design cost management. Hoboken, NJ: Blackwell Publishing. (ISBN-9781138907379)	15,715.00
125	McLennan, Jason. (2004). The Philosophy of sustainable design. Ft. Worth, TX: Ecotone. (ISBN-9780974903309)	4,737.00
126	Bansal, R. K. (2011). Strength of materials. India: Laxmi. (ISBN-9788131808146)	4,997.50
127	Kumar, Prabhat. (2016). Strength and deformation of determinate structures. New Delhi: I K International Publishing House. (ISBN-9789384588328)	6,260.00
128	Timoshenko & Young. (1965). Theory of structures. (International Edition). New York: McGraw-Hill. (ISBN- 9780070648685)	20,500.00
129	Salvadori, M.B. (2016). Structure in architecture: the building of buildings. New York: Prentice Hall. (ISBN-9780132803205)	22,665.00
130	Rumman, Wadi S. (1991). Statically indeterminate structures. New York: Wiley. (ISBN- 9780471093459)	24,487.50
131	Muthu, Narendra, Janardhana, and Vijayanand. (2014). Indeterminate structural analysis. New Delhi: I K International Publishing House. (ISBN-9789382332602)	2,687.50
132	McCormac, Jack C., Brown, Russell H. (2015). Design of reinforced concrete. New York: Wiley. (ISBN-9781118879108)	39,942.50
133	Marotta, TW. (2010). Basic construction materials. New York: Pearson. (ISBN-9780135129692)	34,747.50
134	Wiggins, GE. (1989). A Manual of construction documentation: an illustrated guide to preparing construction drawings. New York: Watson-Guption. (ISBN-9780823030026)	42,500.00
135	Wentz, Tim. (1996). Plumbing systems: analysis, design and construction. Upper Saddle River, N.J.: Prentice. (ISBN-9780132352840)	6,360.00
136	Ripka, LV. (2011). Plumbing installation and design. Chicago: American Technical Society. (ISBN-9780826906427)	14,750.00
137	Wise, Alan Frederick E. & Swatfield, J. A. (2012). Water, sanitary and waste services for buildings. (Fifth Edition). New York: Routledge. (ISBN-9780367578596)	23,737.50
138	World Health Organization. Sanitation safety planning: manual for safe use and disposal of safe water, grey water and excreta. USA: WHO. (ISBN-9789241549240)	5,302.50
139	Lstiburek, Joseph. (1996). Moisture Control Handbook: principles & practices for residential & small commercial buildings. New York: Wiley. (ISBN-9780471318637)	28,087.50
140	Karlen, M., Benya, J. R., & Spangler, C. (2017). Lighting design basics. New York: Wiley. (ISBN-9781119312277)	14,795.00
141	Livingston, J. (2021). Designing with light: the art, science and practice of architectural lighting design. New Jersey: John Wiley. (ISBN-9781119807780)	17,215.00
142	Ermann, Michael A. (2015). Architectural acoustics illustrated. New Jersey: John Wiley and Sons. (ISBN-9781118568491)	19,915.00
143	Hellman, Louis. (1988). Architecture for beginners. Harlem: Writers and Readers. (ISBN-9780863160417)	2,665.00
144	Walker, TD. (1991). Site design and construction detailing. New York: Wiley. (ISBN-9780471289067)	12,097.50
145	Brunn and Williams. (2020). Cities of the world. Washington, DC: Rowman & Littlefield Publishers. (ISBN- 9781538126349)	33,195.00
146	Kerzner, Harold. (2022). Project management case studies. (Sixth Edition). New York: Wiley. (ISBN-9781119821991)	12,402.50
147	Adrienne Schmitz, Deborah L. Brett. (2001). Real estate market analysis: a case study approach. Washington, DC: Urban Land Institute. (ISBN-9780874208689)	7,797.50
148	Jackson, Virginia Walker and Yopie Prins (eds.). (2014). The Lyric theory reader: a critical anthology. Baltimore: Johns Hopkins University Press. (ISBN-9781421412009)	13,237.50

149	Burns, Gary. (2016). Companion to popular culture. Hoboken, NJ: Wiley-Blackwell. (ISBN-9781405192057)	13,050.00
150	Guins, Raiford, and Omayra Zaragoza Cruz (eds.). (2005). Popular culture: a reader. New York: SAGE. (ISBN-9780761974727)	14,997.50
151	Storey, John. (2021). Cultural theory and popular culture: an introduction. New York: Routledge. (ISBN-9780367820626)	10,247.50
152	Leitch, Vincent B. (2014). Literary criticism in the 21st century: theory renaissance. New York: Bloomsbury Academic. (ISBN- 9781472532527)	4,490.00
153	Lentricchia, Frank and Thomas McLaughlin, eds. (1995). Critical terms for literary study. (Second Edition). Chicago: University of Chicago Press (ISBN-9780226472034)	7,500.00
154	Ashcroft, Bill, Gareth Griffiths and Helen Tiffin, eds. (2006). The Post-colonial studies reader. New York: Routledge. (ISBN-9780415345651)	11,702.50
155	Eagleton, Mary. (2010). Feminist literary theory: a reader. Hoboken, NJ: Wiley-Blackwell. (ISBN-9781405183130)	14,747.50
156	Munns, Jessica, et al. (2017). A Cultural studies reader: history, theory, practice. New York: Routledge. (ISBN-9781138896239)	18,062.50
157	Richter, David H. (1997). The Critical tradition: classic texts and contemporary trends. New York: Bedford/St. Martin's. (ISBN-9780312101060)	22,497.50
158	Tyson, Lois. (2014). Critical theory today: a user-friendly guide. (Second Edition). New York: Routledge. (ISBN-9780415506755)	12,895.00
159	Vint, Sherryl, ed. (2020). After the human: culture, theory and criticism in the 21st century. Volume 6. Cambridge: Cambridge University Press. (ISBN-9781108836661)	4,622.50
160	Heinz, Carolyn Brown. (1999). Asian cultural traditions. Prospect Heights, IL: Waveland Press. (ISBN-9781577660439)	17,085.00
161	Teri Shaffer Yamada. (2009). Modern short fiction of Southeast Asia: a literary history. Ann Arbor: Association for Asian Studies. (ISBN-9780924304521)	7,000.00
162	Atkinson, P., A. Coffey, S. Delamont, J. Lofland, L. Lofland. (2001). Handbook of ethnography. Los Angeles: SAGE. (ISBN-9780761958246)	17,982.50
163	Clifford, J., G. Marcus. (2010). Writing culture: the poetics and politics of ethnography. Berkeley: UC Press. (ISBN- 9780520266025)	8,737.50
164	Jurmaine, R., L. Kilgore, W. Trevathan, R. Ciochon. (2018). Introduction to physical anthropology. (15th Edition). Boston: Cengage Learning. (ISBN-9781337099820)	19,750.00
165	Hall, Kenneth. (1985). Maritime trade and state development in early Southeast Asia. Honolulu: University of Hawaii Press. (ISBN-0824809599)	9,475.00
166	Haenn, Nora, Richard R. Wilk, and Allison Harnish. Eds. (2016). The Environment in anthropology: a reader in ecology, culture, and sustainable living. (Second Edition). New York: New York University Press. (ISBN-9781479897827)	6,970.00
167	Moran, Emilio F. (2016). People and nature: an introduction to human ecological relations. MA: Blackwell. (ISBN-9781118877470)	9,165.00
168	Mauss, Marcel and Halls, WD. (2000). The Gift: the form and reason for exchange in archaic societies. London and New York: Routledge. (ISBN-9780393320435)	3,987.50
169	Reiter, R. ed. (1975). Toward an anthropology of women. New York: Monthly Review Press. (ISBN-9780853453994)	8,237.50
170	Latour, B. (2009). The Making of law: an ethnography of the Conseil D'Etat. New York: Polity. (ISBN-9780745639857)	7,812.50
171	Moore, S. F. Ed. (2004). Law and anthropology: a reader. Hoboken, NJ: Wiley-Blackwell. (ISBN-9781405102285)	12,737.50
172	Dundes, A. (1965). The Study of folklore. Englewood Cliff, N.J.: Prentice-Hall. (ISBN-9780138589448)	12,500.00
173	Ahearn, Laura. (2011). Living language: an introduction to linguistic anthropology. Malden, MA: Wiley-Blackwell. (ISBN-9781405124409)	10,622.50

174	Leech, G. (2016). Principles of pragmatics. New York: Routledge. (ISBN-9781138142251)	14,285.00
175	Maturana, H. and F. Varela. (1987). The Tree of knowledge: biological roots of human understanding. Boulder, Colorado: Shambhala Publications. (ISBN-9780877733737)	5,747.50
176	Salzmann, Zdenek, James Stanlaw and Nobuko Adachi. (2019). Language, culture, & society. New York: Routledge. (ISBN-9780367319359)	10,890.00
177	Marcus, Geroge.(1998). Ethnography through thick and thin. Princeton, NJ: Princeton University Press. (ISBN-9780691002521)	8,247.50
178	Descola, P. (2013). Beyond nature and culture. Chicago: University of Chicago. (ISBN-9780226144450)	8,750.00
179	Foucault, M. (1977). Discipline and punish: the birth of the prison. New York: Vintage Books. (ISBN-9780394499420)	3,847.50
180	Henare, A., Holbradd, M. & Waste, S. (Eds.). (2006). Thinking through things: theorising artefacts ethnographically. London: Routledge. (ISBN-9781844720712)	13,237.50
181	Taussig, M. (2010). The Devil and commodity fetishism in South Africa. North Carolina: University of North Carolina. (ISBN-9780807871331)	4,115.00
182	Althusser, A. (2020). Ideology and ideological state apparatuses. New York: Verso. (ISBN-9781788738552)	4,897.50
183	Katz, JN. (1995). The Invention of heterosexuality. New York: Dutton Adult. (ISBN-9780525938453)	5,872.50
184	Kedia, Satish and John van Willingen. (Eds.). (2005). Applied anthropology: domains of application. CT: Praeger. (ISBN-9780275978426)	7,460.00
185	McDonald, James H. (2001). The Applied anthropology reader. New York: Pearson. (ISBN-9780205324910)	25,645.00
186	Andaya, BW. & Andaya, LY. (2015). A History of early modern Southeast Asia, 1400 – 1830. Cambridge: Cambridge University Press. (ISBN-9780521889926)	8,750.00
187	Akmajian A. (2017). Linguistics: an introduction to language and communication. (Seventh Edition). Massachusetts: The MIT Press. (ISBN-9780262533263)	23,500.00
188	Aitchison, Jean. (2011). The articulate mammal. London: Routledge. (ISBN-9780415610186)	7,385.00
189	Campbell, Lyle. (2021). Historical linguistics: an introduction. (fourth Edition). Massachusetts: The MIT Press. (ISBN-9780262542180)	9,487.50
190	Crowley, T. (2010). Introduction to historical linguistics. Oxford: Oxford University Press. (ISBN-9780195365542)	6,237.50
191	Frey, J. H. and S. M. Oishi. (1995). How to conduct Interviews by telephone and in person. London: SAGE. (ISBN-9780803957190)	6,497.50
192	Denzin, Norman K. and Yvonna S. Lincoln. (2017). The SAGE handbook on qualitative research. (Fifth Edition). London: SAGE. (ISBN-9781483349800)	15,080.00
	<b>TOTAL</b>	<b>2,799,268.00</b>

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

2. The *University of the Philippines Mindanao (UP Mindanao)* now invites bids for the above Procurement Project. Delivery of the Goods is required sixty (60) calendar days from receipt of Notice to Proceed (NTP). Bidders should have completed, within *five (5) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in 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 the *University of the Philippines Mindanao (UP Mindanao)* and inspect the Bidding Documents at the address given below during *office hours Monday-Friday 8:00AM-5:00PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting May 9, 2023 from the given address and website(s) below *during office hours and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest*

*Guidelines issued by the GPPB, in the amount listed below:*

<i>Approved Budget for the Contract</i>	<i>Maximum Cost of Bidding Documents (in Philippine Peso)</i>
<i>500,000 and below</i>	500.00
<i>More than 500,000 up to 1 Million</i>	1,000.00
<i>More than 1 Million up to 5 Million</i>	5,000.00

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

6. The *University of the Philippines Mindanao (UP Mindanao)* will hold a Pre-Bid Conference on **May 17, 2023 at 10:00 A.M.** through video conferencing or webcasting *via Zoom* which shall be open to prospective bidders. Bidders are requested to pre-register for the online meeting through this link: <https://forms.gle/454SBHtLazJCEWFD9>
7. Bids must be duly received by the BAC Secretariat on or before **May 30, 2023 at 9:00 A.M.** Late bids shall not be accepted. Both Manual and Electronic submission will be accepted.

For manual submission, please see the address below:

*The BAC Secretariat G/F Administration Building, UP Mindanao Mintal, Davao City 8022*

*Electronic Submission – please follow the attached Supplemental Guidelines.*

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 **May 30, 2023 at 9:00 A.M.** *at the Conference Room, 2F Administration Building, UP Mindanao, Mintal, Davao City and/or via Zoom.* Bids will be opened in the presence of the bidders' representatives who choose to attend the activity in person or through video conferencing/webcasting.

10. *Bidders are requested to submit two (2) copies of their bids in addition to the original set of bidding documents for manual Submission. However, for electronic submission, the hard copy of the submitted documents will be submitted during the post qualification.*

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

12. For further information, please contact:

*The BAC Secretariat  
bacsecretariat.upmindanao@up.edu.ph*

13. You may visit the following websites:

For downloading of Bidding Documents: *www2.upmin.edu.ph and the PhilGEPS website*

*May 9, 2023*

  
**Prof. CLETO L. NAÑOLA, PhD**  
*Chair, BAC for Goods*



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

## 1. Scope of Bid

The Procuring Entity, UP Mindanao wishes to receive Bids for the **Procurement of Library Resources** with project identification number PBM 2023-14.

The Procurement Project (referred to herein as “Project”) is composed of 192 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:

TOSF FCM 2019-1202, FCM 2020-0323, and FCM 2022-0618 in the amount of **₱2,799,268.00**.

2.2. The source of funding is:

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 of 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.
  - b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
  - c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: [*Select either failure or monopoly of bidding based on market research conducted*]
    - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and
    - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that: 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 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 (5) 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 or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until *120 calendar days from the bid opening*. 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.

## **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 Items or items, and evaluation will be undertaken on a per Item or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each Item or item separately.
- 19.3. The descriptions of the Items or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these Items 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 Items 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.

## **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> <ul style="list-style-type: none"> <li>a. Procurement of Library Resources</li> <li>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</li> </ul>																																						
7.1	Not applicable																																						
12	The price of the Goods shall be quoted DDP [ <i>Place of destination: Administration Building, UP Mindanao, Mintal, Davao City</i> ] or the applicable International Commercial Terms (INCOTERMS) for this Project.																																						
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> <ul style="list-style-type: none"> <li>a. The amount of not less than <i>two percent (2%) of ABC</i>, 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 <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.</li> </ul>																																						
19.3	<p>192 items with an approved budget for the contract (ABC) amounting to the following:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Item No.</th> <th style="text-align: center;">Approved Budget</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td style="text-align: right;">38,540.00</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: right;">26,662.50</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: right;">11,132.50</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: right;">13,650.00</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: right;">19,612.50</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: right;">22,487.50</td></tr> <tr><td style="text-align: center;">7</td><td style="text-align: right;">50,000.00</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: right;">20,500.00</td></tr> <tr><td style="text-align: center;">9</td><td style="text-align: right;">20,242.00</td></tr> <tr><td style="text-align: center;">10</td><td style="text-align: right;">3,097.50</td></tr> <tr><td style="text-align: center;">11</td><td style="text-align: right;">10,182.50</td></tr> <tr><td style="text-align: center;">12</td><td style="text-align: right;">3,672.50</td></tr> <tr><td style="text-align: center;">13</td><td style="text-align: right;">17,537.50</td></tr> <tr><td style="text-align: center;">14</td><td style="text-align: right;">25,995.00</td></tr> <tr><td style="text-align: center;">15</td><td style="text-align: right;">15,147.50</td></tr> <tr><td style="text-align: center;">16</td><td style="text-align: right;">11,790.00</td></tr> <tr><td style="text-align: center;">17</td><td style="text-align: right;">18,000.00</td></tr> <tr><td style="text-align: center;">18</td><td style="text-align: right;">27,250.00</td></tr> </tbody> </table>	Item No.	Approved Budget	1	38,540.00	2	26,662.50	3	11,132.50	4	13,650.00	5	19,612.50	6	22,487.50	7	50,000.00	8	20,500.00	9	20,242.00	10	3,097.50	11	10,182.50	12	3,672.50	13	17,537.50	14	25,995.00	15	15,147.50	16	11,790.00	17	18,000.00	18	27,250.00
Item No.	Approved Budget																																						
1	38,540.00																																						
2	26,662.50																																						
3	11,132.50																																						
4	13,650.00																																						
5	19,612.50																																						
6	22,487.50																																						
7	50,000.00																																						
8	20,500.00																																						
9	20,242.00																																						
10	3,097.50																																						
11	10,182.50																																						
12	3,672.50																																						
13	17,537.50																																						
14	25,995.00																																						
15	15,147.50																																						
16	11,790.00																																						
17	18,000.00																																						
18	27,250.00																																						

	19	19,187.50
	20	17,250.00
	21	9,962.50
	22	9,442.50
	23	74,875.00
	24	9,785.00
	25	15,000.00
	26	18,442.50
	27	24,125.00
	28	19,697.50
	29	25,247.50
	30	64,487.50
	31	24,137.50
	32	2,487.50
	33	17,530.00
	34	19,297.50
	35	2,242.50
	36	13,735.00
	37	14,247.00
	38	19,470.00
	<b>39</b>	10,737.50
	40	11,237.50
	41	23,000.00
	42	12,550.00
	43	31,750.00
	44	18,150.00
	45	19,302.50
	46	19,015.00
	47	14,655.00
	48	25,997.50
	49	14,600.00
	50	4,245.00
	51	21,250.00
	52	11,107.50
	53	15,737.50

	54	9,125.00
	55	(SET)
	56	
	57	25,150.00
	58	22,675.00
	59	10,317.50
	60	29,997.50
	61	5,182.50
	62	7,385.00
	63	23,435.00
	64	11,317.50
	65	34,750.00
	66	7,922.00
	67	32,877.50
	68	8,990.00
	69	18,500.00
	70	16,747.50
	71	13,672.50
	72	9,292.50
	73	16,200.00
	74	13,122.50
	75	18,990.00
	76	4,222.50
	77	9,225.00
	78	10,000.00
	79	2,875.00
	80	5,935.00
	81	10,037.50
	82	14,247.50
	83	1,875.00
	84	6,062.50
	85	8,485.00
	86	7,737.50
	87	24,987.50
	88	22,992.50
	89	7,340.00
	90	12,590.00
	91	12,605.00
	92	13,990.00
	93	6,692.50
	94	8,762.00
	95	6,237.00
	96	10,647.50
	97	26,245.00

	98	10,647.50
	99	4,327.50
	100	2,120.00
	101	3,125.00
	102	6,237.50
	103	3,848.50
	104	5,737.50
	105	6,042.50
	106	3,620.00
	107	2,732.50
	108	6,000.00
	109	21,000.00
	110	12,500.00
	111	13,747.50
	112	11,337.50
	113	27,235.00
	114	36,250.00
	115	9,987.50
	116	43,750.00
	117	6,727.50
	118	4,737.50
	119	3,622.50
	120	21,122.50
	121	15,275.00
	122	4,247.50
	123	6,760.00
	124	15,715.00

	125	4,737.00
	126	4,997.50
	127	6,260.00
	128	20,500.00
	129	22,665.00
	130	24,487.50
	131	2,687.50
	132	39,942.50
	133	34,747.50
	134	42,500.00
	135	6,360.00
	136	14,750.00
	137	23,737.50
	138	5,302.50
	139	28,087.50
	140	14,795.00
	141	17,215.00
	142	19,915.00
	143	2,665.00
	144	12,097.50
	145	33,195.00
	146	12,402.50
	147	7,797.50
	148	13,237.50
	149	13,050.00
	150	14,997.50
	151	10,247.50

		152	4,490.00
		153	7,500.00
		154	11,702.50
		155	14,747.50
		156	18,062.50
		157	22,497.50
		158	12,895.00
		159	4,622.50
		160	17,085.00
		161	7,000.00
		162	17,982.50
		163	8,737.50
		164	19,750.00
		165	9,475.00
		166	6,970.00
		167	9,165.00
		168	3,987.50
		169	8,237.50
		170	7,812.50
		171	12,737.50
		172	12,500.00
		173	10,622.50
		174	14,285.00
		175	5,747.50
		176	10,890.00
		177	8,247.50

		178	8,750.00
		179	3,847.50
		180	13,237.50
		181	4,115.00
		182	4,897.50
		183	5,872.50
		184	7,460.00
		185	25,645.00
		186	8,750.00
		187	23,500.00
		188	7,385.00
		189	9,487.50
		190	6,237.50
		191	6,497.50
		192	15,080.00
			<b>2,799,268.00</b>
20.2	<i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i>		
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i>		

## ***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><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <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:</i> “The delivery terms applicable to the Contract are DDP delivered to the <i>Administration Building, UP Mindanao, Mintal, Davao City</i>. In accordance with INCOTERMS.”</p> <p><i>For Goods supplied from within the Philippines:</i> “The delivery terms applicable to this Contract are delivered to the <i>Administration Building, UP Mindanao, Mintal, Davao 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 Dr. Briccio M. Merced – University Librarian.</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: <i>Select appropriate requirements and delete the rest.</i></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> <li>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</li> </ol>

- 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.
- f. *[Specify additional incidental service requirements, as needed.]*

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.

**Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

*Select appropriate requirements and delete the rest.*

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of six (6) years *[three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.

	<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  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  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	The terms of payment shall be as follows: upon complete delivery of all items/services.
4	The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i>

## ***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.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Approved Budget</b>	<b>Delivered, Weeks/Months</b>
	Procurement of Library Resources	192 items	2,799,268.00	60 days



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

# 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 form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

## TECHNICAL SPECIFICATIONS

Item	Specification	Statement of Compliance
1	Tietenberg, Tom and Lynne Lewis. (2018). Environmental and natural resource economics. (11th Edition). Maine, USA: Routledge. (9781138632295)	
2	Perman, Roger and Yue Ma. (2012). Natural resource and environmental economics. (4th Edition). New York: Pearson. (ISBN-9780321417534)	
3	Saunders, M., Lewis, P., and Thornhill, A. (2023). Research methods for business students. (Ninth Edition). New York: Pearson. (ISBN-9781292402727)	
4	Creswell, J.W. & Creswell, J.D. (2018). Research design: qualitative, quantitative, and mixed methods approaches. (Fifth Edition). Los Angeles: SAGE. (ISBN-9781506386706)	
5	Creswell, J.W. and Plano Clark, V. (2018). Designing and conducting mixed methods research. (Third Edition). Los Angeles: SAGE. (ISBN-9781483344379)	
6	Edmonds, W.A. & Kennedy, T.D. (2017). An applied guide to research designs: quantitative, qualitative, and mixed methods. (Second Edition). Los Angeles: SAGE. (ISBN-9781483317274)	
7	Hesse-Biber S. & Johnson R.B. (2015). The Oxford handbook of multimethod and mixed methods research inquiry. Oxford: Oxford University Press. (ISBN-9780199933624)	
8	Jason, L.A. & Glenwick, D.S. (2016). Handbook of methodological approaches to community-based research: qualitative, quantitative, and mixed methods. New York: Oxford University Press. (ISBN-9780190243654)	
9	Teddle, C. & Tashakkori, A. (2009). Foundations of mixed methods research: integrating quantitative and qualitative approaches in the social and behavioral sciences. Los Angeles: SAGE. (ISBN-9780761930129)	
10	Godin, Seth. (2018). This is Marketing. New York: Portfolio/Penguin. (ISBN-9780525540830)	
11	Kingsnorth, Simon. (2022). Digital marketing strategy: an integrated approach to online. (Third Edition). New York, NY: Kogan Page. (ISBN-9781398605978)	
12	Drucker, Peter. (2006). Innovation and entrepreneurship. New York: Harper. (ISBN-9780060851132)	
13	Visser, Marjolein and Berend Sikkenga. (2018). Digital marketing fundamentals: from strategy to ROI. New York: Routledge. (ISBN-9789001887124)	
14	Das, Ajay. (2016). An Introduction to operations management: the joy of operations. New York: Routledge. (ISBN-9780765645821)	
15	Wilpen L. Gorr, Kristen S. Kurland (2021). GIS tutorial for ArcGIS Pro 2.8. Redlands: Esri Press. (ISBN-978-1589486805) (paperback copy)	
16	LeSage, James P. (2009). Introduction to spatial econometrics (Statistics: A Series of Textbooks and Monographs) (1st Edition). Boca Raton: CRC Press (ISBN-978-1420064247)	
17	Haining, Robert. (2003). Spatial data analysis: theory and practice (1st Edition). Cambridge, UK; New York: Cambridge University Press. (ISBN-9780521774376) (Paperback).	
18	Schabenberger, Oliver. (2005). Statistical methods for spatial data analysis. (First Edition). Boca Raton: Chapman & Hall/CRC (Texts in Statistical Science) (ISBN-9781584883227)	
19	Bishop, CM. (2006). Pattern recognition and machine learning. New York: Springer. (Information Science and Statistics) (ISBN-978-0387310732)	
20	Hillier, FS. (2021). Introduction to operations research. (Eleventh Edition). New York: McGraw-Hill. (ISBN-9781259872990)	
21	Gonzales, R. and Woods, R. (2018). Digital image processing. (4th ed.). Reading, Mass.: Addison-Wesley. (ISBN-978-9353062989)	
22	Moeslund T. (2012). Introduction to video and image processing: building real systems and applications. Springer Science & Business Media. (ISBN-13: 9781447125020)	
23	Dey, Sandipan. (2021). Image processing masterclass with python: 50+ solutions and techniques solving complex digital image processing challenges using numpy, scipy, pytorch and keras. (English Edition). BPB Publications. (ISBN-9789389898644)	

24	Lawless, HT and Heymann, H. (2010). Sensory evaluation of food: principles and practices. (2nd Edition). New York: Springer. (ISBN)-9781441964878)	
25	McCabe, W.L., Smith, J.C.; Harriott, P. (2021). Unit operations for chemical engineering. (Seventh Edition). New York: McGraw-Hill Higher Education. (ISBN-9780071247108)	
26	Singh, RP and Heldman DR. (2014). Introduction to food engineering. (Fifth Edition). Amsterdam: Academic Press. (ISBN-9780123985309)	
27	Smith, PG. (2011). Introduction to food process engineering. (Second Edition). New York: Kluwer Academic/Plenum. (ISBN-9781489978820)	
28	Emerton, V and Choi, E (eds.). (2008). Essential guide to food additives. (3rd Edition). Cambridge, U.K.: Royal Society of Chemistry. (ISBN - 9781905224500)	
29	Fellows, PJ. (2000). Food processing technology: principles and practice. Boca Raton: CRC Press. (ISBN-084930887)	
30	Schmidt, SJ. And Fontana A.J. (2020). Water activity in foods. (2nd Edition). Hoboken: Wiley. (ISBN-978-1118768310)	
31	Robertson, GL. (2013). Food packaging: principles and practice. Boca Raton: CRC Press. (ISBN-9781439862414)	
32	Sedniev, A. (2019). The Business idea factory: a world-class system for creating successful business ideas. (ISBN-9781074384111)	
33	Damodaran, S., Parkin, K., and Fenema, O. (2017). Fenema's food chemistry. (4th ed.). Boca Raton: CRC Press. (ISBN-9781482208122)	
34	Hutt, P., R. Merrill, and L. Grossman. (2013). Food and drug law (Cases and Materials). (3rd ed.). New York: (SBN-9781587780684)	
35	Vetter, J. (1996). Food laws and regulations. Manhattan: American Institute of Baking. (ISBN-9781880877685)	
36	Hickman, HL. (1999). Principles of integrated solid waste management. USA: American Academy of Environmental Engineers. (ISBN-781883767266)	
37	Kim. S. (2016). Non-western perspectives of human communication. Thousand Oaks, Calif.: SAGE. (ISBN-9780761923503)	
38	Oliver, M.B., & Raney, A.A. (2019). Media effects: advances in theory and research (Routledge Communication Series). New York: Routledge. (ISBN-9781138590182)	
39	Baldwin, J., & Roberts, L. (2006). Visual communication: from theory to practice. United Kingdom: AVA Publishing. (ISBN-9782940373093)	
40	Berger, A. A. (2016). What objects mean: an introduction to material culture. (Second Edition). New York: Routledge. (ISBN-9781611329032)	
41	Josephson, S., Kelly, J.D., & Smith, K. (2020). Handbook of visual communication: theory, methods, and media. (Second Edition). New York: Routledge. (ISBN-9781138590311)	
42	Lipschultz, J.H. (2018). Social media communication: concepts, practices, data, law and ethics. (Second Edition). New York: Routledge. (ISBN-9781138229778)	
43	Polak, S. & Trottier, D. (2020). Violence and trolling on social media: history, affect, and effects of online vitriol. Amsterdam: Amsterdam University Press. (ISBN-9789462989481)	
44	Weissman, J. (2022). The Crowdsourced panopticon: conformity and control on social media. Lanham: Rowman and Littlefield. (ISBN-9781538174098)	
45	Filak, V.F. (2021). The Dynamics of media writing: adapt and connect. (Third Edition). Thousand Oaks: SAGE. (ISBN-9781544385686)	
46	Kuehn, S.A. & Lingwall, A. (2018). The basics of media writing: a strategic approach. Los Angeles: SAGE. (ISBN-9781506308104)	
47	Holtzhausen, D., Fullerton, J.A., Lewis, B.K., & Shipka, D. (2021). Principles of strategic communication. New York: Routledge. (SBN-9780367426316)	
48	Page, J.T. (2019). Introduction to strategic public relations: digital, global, and socially responsible communication. Los	

	Angeles: SAGE. (ISBN-9781506358031)	
49	Tench, R., & Yeomans, L. (2017). Exploring public relations: global strategic communication. Harlow, UK: Pearson. (ISBN-9781292112183)	
50	Bartlett, K. (2018). The Health of nations: the campaign to end polio and eradicate epidemic diseases. London: Oneworld Publications. (ISBN- 9781786072665)	
51	Freberg, K. (2022). Social media for strategic communication. Los Angeles: SAGE. (ISBN-9781071826904)	
52	Kim, C.M. (2016). Social media campaigns: strategies for public relations and marketing. New York: Routledge. (SBN-9781138948600)	
53	Roberts-Breslin, J. (2022). Making media: foundations of sound and image production. (Fifth Edition). New York: Routledge. (ISBN-9780367638306)	
54	Fuchs, C. (2021). Marxist humanism and communication theory: media, communication, and society. Volume 1. New York: Routledge. (ISBN-9780367697129). Foundations of critical theory: media, communication, and society. Volume 2. Digital capitalism: media, communication, and society. Volume 3. (SET)	
55	Fuchs, C. (2021). Foundations of critical theory: media, communication, and societ. Volume 2. New York: Routledge. (ISBN-9781032057866)	
56	Fuchs, C. (2021). Digital capitalism: media, communication, and society. Volume 3. New York: Routledge. (set)	
57	Gass, R.H., & Seiter, J.S. (2018). Persuasion: social influence and compliance gaining. (Sixth Edition). Oxon, OX: Routledge. (ISBN-9781138630611)	
58	Perloff, R.M. (2020). The dynamics of persuasion, communication and attitudes in the 21st Century. (Sixth Edition). Mahwah, NJ: Lawrence Erlbaum Associates, Inc. (ISBN-9780367185794)	
59	Darder, A. (ed.). (2019). Decolonizing interpretive research: a subaltern methodology for social change. New York: Routledge. (ISBN-9781138486614)	
60	Davis, K.S., & Lachlan, K.A. (2019). Straight talk about communication research methods. Dubuque, IA.: Kendall Hunt Publishing. (ISBN-9781524999803)	
61	Hansen, A., & Machin, D. (2018). Media and communication research method. (Second Edition). London: Red Globe Press. (ISBN-9781137589637)	
62	Windchief, Sweeney San Pedro, T. (2019). Applying indigenous research methods: storying with peoples and communities. New York: Routledge. (ISBN-9781138049062)	
63	Capous-Desyllas, M. & Morgaine, K. (eds.). (2018). Creating social change through creativity: anti-oppressive arts-based research methodologies. UK: Palgrave Macmillan. (ISBN-9783319848280)	
64	Leavy, P. (2017). Research design: quantitative, qualitative, mixed methods, arts-based, and community-based participatory research approaches. New York: The Guilford Press. (ISBN-9781462514380)	
65	Ward, J. & Shortt, H. (eds.). (2020). Using arts-based research methods: creative approaches for researching	

	business, organisation and humanities. UK: Palgrave Macmillan. (ISBN-9783030330682)	
66	Riffe, D., Lacy, S., & Fico, F.G. (2019). Analyzing media messages using quantitative content analysis in research. New York: Routledge. (ISBN-9781138613980)	
67	Vanette, D.L., & Krosnick, J.A. (eds.). (2017). The Palgrave handbook of survey research. Cham, Switzerland: Plagrove Macmillan. (ISBN-9783319543949)	
68	Jin, Y., & Austin, LL. (2022). Social media and crisis communication. New York: Routledge. (ISBN-9780367489007)	
69	McMakin, A. H., & Lundgren, R. E. (2018). Risk communication: a handbook for communicating environmental, safety, and health risks. Hoboken, New Jersey: Wiley. (ISBN-9781119456117)	
70	Blakeman, R. (2018). Integrated marketing communication: creative strategy from idea to implementation. Lanham: Rowman & Littlefield. (ISBN-9781538101056)	
71	Juska, J. M. (2022). Integrated marketing communication: advertising and promotion in a digital world. New York: Routledge. (ISBN-9780367436230)	
72	Percy, L. (2018). Strategic integrated marketing communications (Third Edition). New York: Routledge. (ISBN-9781138058323)	
73	Bass, S., & Parvanta, C.F. (2020). Health communication: strategies and skills for a new era. Burlington, Massachusetts: Jones and Bartlett Learning. (ISBN-9781284065879)	
74	Hamilton, H.E., & Wen-ying Shou C. eds. (2014). The Routledge handbook of language and health communication. New York: Routledge. (ISBN-9780415670432)	
75	Schiavo, R. (2014). Health communication from theory to practice. San Francisco: Jossey-Bass. (ISBN-9781118122198)	
76	Ang. T. (2018). Digital photography: an introduction. (Fifth Edition). London: Dorling Kindersley. (ISBN-9781465468628)	
77	Lester, P.M. (2018). Visual ethics: a guide for photographers, journalists, and filmmakers. New York: Routledge. (ISBN-9781138210493)	
78	Wubin, Z. (2016). Photography in Southeast Asia: a survey. Singapore: National University of Singapore Press. (ISBN-9789814722124)	
79	Ahuja, C., & Hiteshe, B. (2016). Print journalism: a complete book of journalism. India: Partridge. (ISBN-978148287226)	
80	Meyer, J., Borges, P.V.K., & Simske, S.J. (2018). Fundamentals and applications of hardcopy communication: conveying side information by print media. New York: Springer. (ISBN-9783319740829)	
81	Murray, S. (2020). Introduction to contemporary print culture: books as media. New York: Routledge. (ISBN-9780367339012)	
82	Wong, M. (2019). Multimodal communication: a social semiotic approach to text and image in print and digital media. New York: Springer. (ISBN-9783030154271)	
83	Ashburn, J. (2020). Audio technology, music, and media: from sound wave to reproduction. New York: Springer. (ISBN-978030624286)	
84	Hill, C.W. (2015). Writing for radio. New York: Bloomsbury. (ISBN-9781408139837)	

85	Sinclair, J.L. (2020). Principles of game audio and sound design: sound design and audio implementation for interactive and immersive media. New York: Routledge. (ISBN-9781138738973)	
86	Spinelli, M., & Lance, D. (2019). Podcasting: the audio media revolution. New York: Bloomsbury. (ISBN-9781501328688)	
87	Bernaerts, L., & Mildorf, J. (2021). Audionarratology: lessons from radio drama. Columbus: The Ohio University Press. (ISBN-9780814214725)	
88	Crook, T. (2020). Audio drama modernism: the missing link between descriptive phonograph sketches and microphone plays on radio. UK: Palgrave Macmillan. (ISBN-9789811582400)	
89	Fossard, E. (2015). Writing and producing radio dramas: communication for behavior change. Volume 1 (Second Edition). Los Angeles: SAGE. (ISBN-9789351501664)	
90	Brown, B. (2019). Motion picture and video lighting. (Third Edition). New York: Taylor & Francis. (ISBN-9781138618015)	
91	Dancyger, K. (2019). The Technique of film and video editing: history, theory, and practice. (Sixth Edition). New York: Routledge. (ISBN-9781138628397)	
92	Rabiger, M. (2020). Directing the documentary. (Seventh Edition). New York: Routledge. (ISBN-9780367235529)	
93	Bolter, J.D. (2019). The Digital plenitude: the decline of elite culture and the rise of new media. Cambridge, Massachusetts: MIT Press. (ISBN-9780262039734)	
94	McEarlean, K. (2018). Interactive narratives and transmedia storytelling: creating immersive stories across new media platforms. New York: Routledge. (ISBN-9781138638822)	
95	Murray, J. H. (1997). Hamlet on the holodeck: the future of narrative in cyberspace. New York: Free Press. (ISBN-0684827239)	
96	Harris, J., & Williams, K. (2019). Reporting war and conflict. New York: Routledge. (ISBN-9780415743679)	
97	Ogunyemi, O. (2017). Media, diaspora, and conflict. New York: Springer. (ISBN-9783319566412)	
98	Williams, K. (2020). A New history of war reporting. New York: Routledge. (ISBN-9780415694971)	
99	Hall, Edward T. (1990). The Hidden dimension. New York: Anchor Books. (ISBN-9780385084765)	
100	Browning, Hugh C. (1996). The Principles of architectural drafting (A Sourcebook of Technics & Graphic Standards). New York: Whitney Library of Design. (ISBN-082304288X)	
101	Lockard, WK. (1994). Drawing as a means for architecture. USA: William Kaufmann. (ISBN-9780914468042)	
102	Laseau, Paul. (2004). Freehand sketching: an introduction. New York: W. W. Norton & Company. (ISBN-9780393731125)	
103	De Reyna, Rudy. (1996). How to draw what you see. New York: Watson-Guptill. (ISBN-9780823023752)	
104	Borgman, Harry. (2002). Pen and pencil drawing techniques. New York: Dover. (ISBN-9780486418018)	
105	Banerji, Anupam, and Michael Elmitt. (2009). Between lines: from doodles to composition. The Author. (ISBN-9780981325903)	
106	Smith, RC. (1998). An Introduction to water color. Delhi: DK	

	Adult. (ISBN-9780789432919)	
107	Burden, A. (1992). Architectural delineation: a photographic approach to presentation. New York: McGraw-Hill. (ISBN-9780070089372)	
108	White, Edward T. (1977). Presentation strategies in architecture. Tucson: Architectural Media	
109	Worth, Richard. (1991). Creating corporate audio-visual presentations. New York: Quorum Books. (ISBN-9780899304977)	
110	Brian Bradley, B. (2014). Photographic rendering with VRay for sketchUp. Umbai, India: Packt. (ISBN-9781849693226)	
111	Karlen, Mark. (2016). Space planning basics. (Third Edition). New Jersey: John Wiley and Sons. (ISBN-9781118882009)	
112	Kroemer, K. Fitting the human: introduction to ergonomics / human factors engineering. (Seventh Edition). Boca Raton: CRC Press	
113	Rosemary Kilmer, W. Otie Kilmer. Designing interiors. (Second Edition). New Jersey: John Wiley and Sons	
114	Fawcett, A. Peter. (2007). Architecture: design notebook. New York: Routledge. (ISBN-0750639849)	
115	Del Campo, M. (ed.) (2017). Evoking through design: contemporary moods in architecture. New Jersey: John Wiley and Sons. (ISBN-9781119099581)	
116	Lillyman, William, Marilyn Moriarty and David Neuman, eds. (1994). Critical architecture and contemporary culture. New York: Oxford. (ISBN-University Press, Inc. (ISBN-9780195078190)	
117	Greer, Nora Richter. (1998). Architecture transformed: new life for old buildings. Texas: Rockport Publishers. (ISBN-9781564964564)	
118	McLennan, Jason. (2004). The Philosophy of sustainable design. Kansas City, Mo: Ecotone. (ISBN-0974903302)	
119	McDonough, William and Michael Braungart. (2002). Cradle to cradle: remaking the way we make things. New York: North Point Press. ISBN- 9780865475878)	
120	DeKay, Mark. (2014). Sun, wind & light: architectural design strategies. (Second Edition). New York: John Wiley and Sons. (ISBN-9780470945780)	
121	Porteous, John Douglas. (1996). Environmental aesthetics: idea, politics and planning. New York: Routledge. (ISBN-9780415137690)	
122	Benyus, Janine. (2009). Biomimicry: innovation inspired by nature. New York: Harper Perennial. (ISBN-9780688136918)	
123	Hensel, Michael. (2004). mergence: morphogenetic design strategies. Cmbridge: Academy Press. (ISBN-9780470866887)	
124	Jaggar, David, Andrew Ross, Jim Smith and Peter Love. (2002). Building design cost management. Hoboken, NJ: Blackwell Publishing. (ISBN-9781138907379)	
125	McLennan, Jason. (2004). The Philosophy of sustainable design. Ft. Worth, TX: Ecotone. (ISBN-9780974903309)	
126	Bansal, R. K. (2011). Strength of materials. India: Laxmi. (ISBN-9788131808146)	
127	Kumar, Prabhat. (2016). Strength and deformation of determinate structures. New Delhi: I K International Publishing House. (ISBN-9789384588328)	
128	Timoshenko & Young. (1965). Theory of structures. (International Edition). New York: McGraw-Hill. (ISBN-9780070648685)	



129	Salvadori, M.B. (2016). Structure in architecture: the building of buildings. New York: Prentice Hall. (ISBN-9780132803205)	
130	Rumman, Wadi S. (1991). Statically indeterminate structures. New York: Wiley. (ISBN- 9780471093459)	
131	Muthu, Narendra, Janardhana, and Vijayanand. (2014). Indeterminate structural analysis. New Delhi: I K International Publishing House. (ISBN-9789382332602)	
132	McCormac, Jack C., Brown, Russell H. (2015). Design of reinforced concrete. New York: Wiley. (ISBN-9781118879108)	
133	Marotta, TW. (2010). Basic construction materials. New York: Pearson. (ISBN-9780135129692)	
134	Wiggins, GE. (1989). A Manual of construction documentation: an illustrated guide to preparing construction drawings. New York: Watson-Guptill. (ISBN-9780823030026)	
135	Wentz, Tim. (1996). Plumbing systems: analysis, design and construction. Upper Saddle River, N.J.: Prentice. (ISBN-9780132352840)	
136	Ripka, LV. (2011). Plumbing installation and design. Chicago: American Technical Society. (ISBN-9780826906427)	
137	Wise, Alan Frederick E. & Swatfield, J. A. (2012). Water, sanitary and waste services for buildings. (Fifth Edition). New York: Routledge. (ISBN-9780367578596)	
138	World Health Organization. Sanitation safety lplanning: manual for safe use and disposal of safe water, grey water and excreta. USA: WHO. (ISBN-9789241549240)	
139	Lstiburek, Joseph. (1996). Moisture Control Handbook: principles & practices for residential & small commercial buildings. New York: Wiley. (ISBN-9780471318637)	
140	Karlen, M., Benya, J. R., & Spangler, C. (2017). Lighting design basics. New York: Wiley. (ISBN-9781119312277)	
141	Livingston, J. (2021). Designing with light: the art, science and practice of architectural lighting design. New Jersey: John Wiley. (ISBN-9781119807780)	
142	Ermann, Michael A. (2015). Architectural acoustics illustrated. New Jersey: John Wiley and Sons. (ISBN-9781118568491)	
143	Hellman, Louis. (1988). Architecture for beginners. Harlem: Writers and Readers. (ISBN-9780863160417)	
144	Walker, TD. (1991). Site design and construction detailing. New York: Wiley. (ISBN-9780471289067)	
145	Brunn and Williams. (2020). Cities of the world. Washington, DC: Rowman & Littlefield Publishers. (ISBN-9781538126349)	
146	Kerzner, Harold. (2022). Project management case studies. (Sixthe Edition). New York: Wiley. (ISBN-9781119821991)	
147	Adrienne Schmitz, Deborah L. Brett. (2001). Real estate market analysis: a case study approach. Washington, DC: Urban Land Institute. (ISBN-9780874208689)	
148	Jackson, Virginia Walker and Yopie Prins (eds.). (2014). The Lyric theory reader: a critical anthology. Baltimore: Johns Hopkins University Press. (ISBN-9781421412009)	
149	Burns, Gary. (2016). Companion to popular culture. Hoboken, NJ: Wiley-Blackwell. (ISBN-9781405192057)	
150	Guins, Raiford, and Omayra Zaragoza Cruz (eds.). (2005). Popular culture: a reader. New York: SAGE. (ISBN-	

	9780761974727)	
151	Storey, John. (2021). Cultural theory and popular culture: an introduction. New York: Routledge. (ISBN-9780367820626)	
152	Leitch, Vincent B. (2014). Literary criticism in the 21st century: theory renaissance. New York: Bloomsbury Academic. (ISBN- 9781472532527)	
153	Lentricchia, Frank and Thomas McLaughlin, eds. (1995). Critical terms for literary study. (Second Edition). Chicago: University of Chicago Press (ISBN-9780226472034)	
154	Ashcroft, Bill, Gareth Griffiths and Helen Tiffin, eds. (2006). The Post-colonial studies reader. New York: Routledge. (ISBN-9780415345651)	
155	Eagleton, Mary. (2010). Feminist literary theory: a reader. Hoboken, NJ: Wiley-Blackwell. (ISBN-9781405183130)	
156	Munns, Jessica, et al. (2017). A Cultural studies reader: history, theory, practice. New York: Routledge. (ISBN-9781138896239)	
157	Richter, David H. (1997). The Critical tradition: classic texts and contemporary trends. New York: Bedford/St. Martin's. (ISBN-9780312101060)	
158	Tyson, Lois. (2014). Critical theory today: a user friendlyguide. (Second Edition). New York: Routledge. (ISBN-9780415506755)	
159	Vint, Sherryl, ed. (2020). After the human: culture, theory and criticism in the 21st century. Volume 6. Cambridge: Cambridge University Press. (ISBN-9781108836661)	
160	Heinz, Carolyn Brown. (1999). Asian cultural traditions. Prospect Heights, IL: Waveland Press. (ISBN-9781577660439)	
161	Teri Shaffer Yamada. (2009). Modern short fiction of Southeast Asia: a literary history. Ann Arbor: Association for Asian Studies. (ISBN-9780924304521)	
162	Atkinson, P., A. Coffey, S. Delamont, J. Lofland, L. Lofland. (2001). Handbook of ethnography. Los Angeles: SAGE. (ISBN-9780761958246)	
163	Clifford, J., G. Marcus. (2010). Writing culture: the poetics and politics of ethnography. Berkeley: UC Press. (ISBN-9780520266025)	
164	Jurmaine, R., L. Kilgore, W. Trevathan, R. Ciochon. (2018). Introduction to physical anthropology. (15th Edition). Boston: Cengage Learning. (ISBN-9781337099820)	
165	Hall, Kenneth. (1985). Maritime trade and state development in early Southeast Asia. Honolulu: University of Hawaii Press. (ISBN-0824809599)	
166	Haenn, Nora, Richard R. Wilk, and Allison Harnish. Eds. (2016). The Environment in anthropology: a reader in ecology, culture, and sustainable living. (Second Edition). New York: New York University Press. (ISBN-9781479897827)	
167	Moran, Emilio F. (2016). People and nature: an introduction to human ecological relations. MA: Blackwell. (ISBN-9781118877470)	
168	Mauss, Marcel and Halls, WD. (2000). The Gift: the form and reason for exchange in archaic societies. London and New York: Routledge. (ISBN-9780393320435)	
169	Reiter, R. ed. (1975). Toward an anthropology of women. New York: Monthly Review Press. (ISBN-9780853453994)	
170	Latour, B. (2009). The Making of law: an ethnography of the	

	Conseil D'Etat. New York: Polity. (ISBN-9780745639857)	
171	Moore, S. F. Ed. (2004). Law and anthropology: a reader. Hoboken, NJ: Wiley-Blackwell. (ISBN-9781405102285)	
172	Dundes, A. (1965). The Study of folklore. Englewood Cliff, N.J.: Prentice-Hall. (ISBN-9780138589448)	
173	Ahearn, Laura. (2011). Living language: an introduction to linguistic anthropology. Malden, MA: Wiley-Blackwell. (ISBN-9781405124409)	
174	Leech, G. (2016). Principles of pragmatics. New York: Routledge. (ISBN-9781138142251)	
175	Maturana, H. and F. Varela. (1987). The Tree of knowledge: biological roots of human understanding. Boulder, Colorado: Shambhala Publications. (ISBN- 9780877733737)	
176	Salzmann, Zdenek, James Stanlaw and Nobuko Adachi. (2019). Language, culture, & society. New York: Routledge. (ISBN-9780367319359)	
177	Marcus, Geroge.(1998). Ethnography through thick and thin. Princeton, NJ: Princeton University Press. (ISBN-9780691002521)	
178	Descola, P. (2013). Beyond nature and culture. Chicago: University of Chicago. (ISBN-9780226144450)	
179	Foucault, M. (1977). Discipline and punish: the birth of the prison. New York: Vintage Books. (ISBN-9780394499420)	
180	Henare, A., Holbradd, M. & Waste, S. (Eds). (2006). Thinking through things: theorising artefacts ethnographically. London: Routledge. (ISBN-9781844720712)	
181	Taussig, M. (2010). The Devil and commodity fetishism in South Africa. North Carolina: University of North Carolina. (ISBN-9780807871331)	
182	Althusser, A. (2020). Ideology and ideological state apparatuses. New York: Verso. (ISBN-9781788738552)	
183	Katz, JN. (1995). The Invention of heterosexuality. New York: Dutton Adult. (ISBN-9780525938453)	
184	Kedia, Satish and John van Willingen. (Eds.). (2005). Applied anthropology: domains of application. CT: Praeger. (ISBN-9780275978426)	
185	McDonald, James H. (2001). The Applied anthropology reader. New York: Pearson. (ISBN-9780205324910)	
186	Andaya, BW. & Andaya, LY. (2015). A History of early modern Southeast Asia, 1400 – 1830. Cambridge: Cambridge University Press. (ISBN-9780521889926)	
187	Akmajian A. (2017). Linguistics: an introduction to language and communication. (Seventh Edition). Massachusetts: The MIT Press. (ISBN-9780262533263)	
188	Aitchison, Jean. (2011). The articulate mammal. London: Routledge. (ISBN-9780415610186)	
189	Campbell, Lyle. (2021). Historical linguistics: an introduction. (fourth Edition). Massachusetts: The MIT Press. (ISBN-9780262542180)	
190	Crowley, T. (2010). Introduction to historical linguistics. Oxford: Oxford University Press. (ISBN-9780195365542)	
191	Frey, J. H. and S. M. Oishi. (1995). How to conduct Interviews by telephone and in person. London: SAGE. (ISBN-9780803957190)	
192	Denzin, Norman K. and Yvonna S. Lincoln. (2017). The SAGE handbook on qualitative research. (Fifth Edition). London: SAGE. (ISBN-9781483349800)	

***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) 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**
- (e) Original copy of Notarized Bid Securing Declaration; **and**
- (f) 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.

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

- (i) *[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.
  
- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**II. FINANCIAL COMPONENT ENVELOPE**

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



# STANDARD FORMS

1. Bid Form
2. Price Schedule
3. Bid Securing Declaration Form
4. Omnibus Sworn Statement (Revised)
5. Contract Agreement

*(Note: Please do not delete any of the mandatory provisions in the standard forms.)*



## Bid Form for the Procurement of Goods

*[shall be submitted with the Bid]*

---

### BID FORM

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

Project Identification No.: PBM 2023-14

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* ***[Item No. and description of the Goods]*** in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

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:

Name and address Amount and Purpose of agent

Currency 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 Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that **failure to sign each and every page of this Bid Form**, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

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

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

---

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. **PBM 2023-14** Page of \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per item	Transportation and all other cost incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9)x (col 4)

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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

# *Price Schedule for Goods Offered from Abroad*

*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

## *For Goods Offered from Abroad*

Name of Bidder \_\_\_\_\_ Project ID No. **PBM 2023-14** 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 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Signature over Printed Name:

\_\_\_\_\_

--	--	--	--	--	--	--	--	--

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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

## Bid Securing Declaration Form

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

---

REPUBLIC OF THE PHILIPPINES)

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

### BID SECURING DECLARATION

**Project Identification No.: [Insert number]**

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

I/We, 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 procurement 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 No. 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; and
  - 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.

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

---

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:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. 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]*

# Contract Agreement Form for the Procurement of Goods (Revised)

*[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]*

---

## CONTRACT AGREEMENT

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, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (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 as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

- iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
  4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

### **Acknowledgment**

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