

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

**PROCUREMENT OF BOOKS FOR THE
COLLEGE LIBRARY IN MINSCAT**

**Fifth Edition
August 2016**

Mindoro State College of Agriculture and Technology

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Section I. Invitation to Bid

INVITATION TO BID FOR *Supply and Delivery of Books for College Library of MinSCAT*

1. The *Mindoro State College of Agriculture and Technology (MinSCAT)*, through the *2018 General Appropriation Act* intends to apply the sum of *Ten Million Pesos (Php10,000,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Supply and Delivery of Books for College Library of MinSCAT*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

<u>Lot</u>	<u>Sub-ABC (Php)</u>
Lot 1	Php 4,000,000.00
Lot 2	Php 2,000,000.00
Lot 3	Php 2,000,000.00
Lot 4	Php 2,000,000.00

2. The *Mindoro State College of Agriculture and Technology* now invites bids for *Supply and Delivery of Books for College Library of MinSCAT*. Delivery of the Goods is required *within 30 days*. Bidders should have completed, within *3 years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from *Mindoro State College of Agriculture and Technology* and inspect the Bidding Documents at the address given below during *office hours, 8:00 a.m. to 5:00 p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on *January 3, 2018* from the address below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of :*

<u>Lot</u>	<u>Sub-ABC (Php)</u>	<u>Amount of Bid Documents (Php)</u>
Lot 1	Php 4,000,000.00	5,000.00
Lot 2	Php 2,000,000.00	5,000.00
Lot 3	Php 2,000,000.00	5,000.00
Lot 4	Php 2,000,000.00	5,000.00

6. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of MinSCAT (<http://www.minscat.edu.ph>), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
7. The ***Mindoro State College of Agriculture and Technology*** will hold a Pre-Bid Conference on ***January 10, 2018, 10:00 a.m. at the Conference Room, MinSCAT Main Campus, Alcate, Victoria, Oriental Mindoro***, which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat at the address below on or before ***10:00 a.m. on January 22, 2018***. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.

Bid opening shall be on ***January 22, 2018, 10:00 a.m. at the Conference Room, MinSCAT Main Campus, Alcate, Victoria, Oriental Mindoro***. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
9. The ***Mindoro State College of Agriculture and Technology*** 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

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Vicente G. Hernandez
BAC Chairperson

Section II. Instructions to Bidders

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General

1. Scope of Bid

- 1.1. The Procuring Entity named in the **BDS** invites bids for the supply and delivery of the Goods as described in Section VII. Technical Specifications.
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in **ITB** Clause 28.

2. Source of Funds

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

3. Corrupt, Fraudulent, Collusive, and Coercive Practices

- 3.1. Unless otherwise specified in the **BDS**, the Procuring Entity as well as the bidders and suppliers shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Procuring Entity:
 - (a) defines, for purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA 3019.
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
 - (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the

Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.

(iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;

(v) “obstructive practice” is

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

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

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

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

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

4. Conflict of Interest

4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) below and a general conflict of

interest in any of the circumstances set out in paragraphs (d) through (g) below:

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

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

- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
- (b) If the Bidder is a partnership, to all its officers and members;
- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders;
- (d) If the Bidder is a cooperative, to all its officers, directors, and controlling shareholders or members; and

- (e) If the Bidder is a joint venture (JV), the provisions of items (a), (b), (c), or (d) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

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

5. Eligible Bidders

5.1. Unless otherwise provided in the **BDS**, the following persons shall be eligible to participate in this bidding:

- (a) Duly licensed Filipino citizens/sole proprietorships;
- (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- (c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- (d) Cooperatives duly organized under the laws of the Philippines; and
- (e) Persons/entities forming themselves into a Joint Venture (JV), *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the JV concerned shall be at least sixty percent (60%).

5.2. Foreign bidders may be eligible to participate when any of the following circumstances exist, as specified in the **BDS**:

- (a) When a Treaty or International or Executive Agreement as provided in Section 4 of RA 9184 and its IRR allow foreign bidders to participate;
- (b) Citizens, corporations, or associations of a country, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- (c) When the Goods sought to be procured are not available from local suppliers; or
- (d) When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

- 5.4. Unless otherwise provided in the **BDS**, the Bidder must have completed a Single Largest Completed Contract (SLCC) similar to the Project and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at least equivalent to a percentage of the ABC stated in the **BDS**.

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

- 5.5. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

6. Bidder's Responsibilities

- 6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in **Error! Reference source not found.** as required in **ITB** Clause 12.1(b)(iii).
- 6.2. The Bidder is responsible for the following:
- (a) Having taken steps to carefully examine all of the Bidding Documents;
 - (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
 - (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
 - (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) as provided under **ITB** Clause 10.4.

- (e) Ensuring that it is not “blacklisted” or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
- (f) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- (g) Authorizing the HoPE or its duly authorized representative/s to verify all the documents submitted;
- (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary’s Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;
- (i) Complying with the disclosure provision under Section 47 of RA 9184 and its IRR in relation to other provisions of RA 3019;
- (j) Complying with existing labor laws and standards, in the case of procurement of services; Moreover, bidder undertakes to:
 - (i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers’ wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

- (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, bidder undertakes to suspend contract implementation pending clearance to proceed from the DOLE Regional Office and to comply with Work Stoppage Order; and

- (iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and
- (k) Ensuring that it 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.

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

- 6.3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.
- 6.4. It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.
- 6.5. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity. However, the Procuring Entity shall ensure that all information in the Bidding Documents, including bid/supplemental bid bulletin/s issued, are correct and consistent.
- 6.6. Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.
- 6.7. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.8. The Bidder should note that the Procuring Entity will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

7. Origin of Goods

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of goods other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, subject to **ITB** Clause 27.1.

8. Subcontracts

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

Contents of Bidding Documents

9. Pre-Bid Conference

- 9.1. (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.

(b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the posting of the invitation to bid/bidding documents in the PhilGEPS website. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GOP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.
- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.
- 9.3. Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

10. Clarification and Amendment of Bidding Documents

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

Preparation of Bids

11. Language of Bids

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and 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. The English translation shall govern, for purposes of interpretation of the bid.

12. Documents Comprising the Bid: Eligibility and Technical Components

- 12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:
 - (a) Eligibility Documents –

Class “A” Documents:

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR.
- (ii) Statement 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

Statement of the Bidder’s SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the **BDS**.

The two statements required shall indicate for each contract the following:

- (ii.1) name of the contract;
 - (ii.2) date of the contract;
 - (ii.3) contract duration;
 - (ii.4) owner’s name and address;
 - (ii.5) kinds of Goods;
 - (ii.6) For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
 - (ii.7) For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA’s consumer price index, if necessary for the purpose of meeting the SLCC requirement;
 - (ii.8) date of delivery; and
 - (ii.9) end user’s acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.
- (iii) NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank.

Class “B” Document:

- (iv) If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.
- (b) Technical Documents –
 - (i) Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:
 - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
 - (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;
 - (ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
 - (iii) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in **Error! Reference source not found.**
 - (iv) For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

13. Documents Comprising the Bid: Financial Component

- 13.1. Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:
 - (a) Financial Bid Form, which includes bid prices and the applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.4;
 - (b) If the Bidder claims preference as a Domestic Bidder, a certification from the DTI issued in accordance with **ITB** Clause 27, unless otherwise provided in the **BDS**; and
 - (c) Any other document related to the financial component of the bid as stated in the **BDS**.
- 13.2.
 - (a) Unless otherwise stated in the **BDS**, all bids that exceed the ABC shall not be accepted.

- (b) Unless otherwise indicated in the **BDS**, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:
- (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
 - (ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the procuring entity and that the estimates reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.
 - (iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances.
 - (iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
 - (v) The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

14. Alternative Bids

- 14.1 Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.
- 14.2 Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

15. Bid Prices

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

- 15.2. The Bidder shall fill in rates and prices for all items of the Goods described in the Schedule of Prices. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be accomplished.
- 15.3. The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.
- 15.4. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- (a) For Goods offered from within the Procuring Entity's country:
 - (i) The price of the Goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable);
 - (ii) The cost of all customs duties and sales and other taxes already paid or payable;
 - (iii) The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - (iv) The price of other (incidental) services, if any, listed in the **BDS**.
 - (b) For Goods offered from abroad:
 - (i) Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted DDP with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - (ii) The price of other (incidental) services, if any, listed in the **BDS**.
 - (c) For Services, based on the form which may be prescribed by the Procuring Entity, in accordance with existing laws, rules and regulations
- 15.5. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A

bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to **ITB** Clause 24.

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

16. Bid Currencies

16.1. Prices shall be quoted in the following currencies:

- (a) For Goods that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Pesos.
- (b) For Goods that the Bidder will supply from outside the Philippines, the prices may be quoted in the currency(ies) stated in the **BDS**. However, for purposes of bid evaluation, bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the *Bangko Sentral ng Pilipinas* (BSP) reference rate bulletin on the day of the bid opening.

16.2. If so allowed in accordance with **ITB** Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the foregoing exchange rates.

16.3. Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.

17. Bid Validity

17.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.

17.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

18. Bid Security

- 18.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount stated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the Bidder shall enter into contract with the procuring entity and furnish the performance security required under ITB Clause 33.2, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

- 18.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 18.3. No bid securities shall be returned to Bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a request for reconsideration and/or protest, or upon the lapse of the reglementary period to file a request for reconsideration or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the Bidder with the Lowest Calculated Responsive Bid (LCRB) has signed the contract and

furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in **ITB** Clause 18.2.

18.4. Upon signing and execution of the contract pursuant to **ITB** Clause 32, and the posting of the performance security pursuant to **ITB** Clause 33, the successful Bidder's bid security will be discharged, but in no case later than the bid security validity period as indicated in the **ITB** Clause 18.2.

18.5. The bid security may be forfeited:

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

submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.

- (b) if the successful Bidder:
 - (i) fails to sign the contract in accordance with **ITB** Clause 32; or
 - (ii) fails to furnish performance security in accordance with **ITB** Clause 33.

19. Format and Signing of Bids

- 19.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in **Error! Reference source not found.** n or before the deadline specified in the **ITB** Clauses 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.
- 19.2. Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3. The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4. Each and every page of the Bid Form, including the Schedule of Prices, under Section VIII hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- 19.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

20. Sealing and Marking of Bids

- 20.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12 in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. ____ - TECHNICAL COMPONENT” and “COPY NO. ____ – FINANCIAL COMPONENT” and the outer envelope as “COPY NO. ____”, respectively. These envelopes

containing the original and the copies shall then be enclosed in one single envelope.

- 20.3. The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.
- 20.4. All envelopes shall:
- (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the Bidder in capital letters;
 - (c) be addressed to the Procuring Entity's BAC in accordance with **ITB** Clause 1.1;
 - (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and
 - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with **ITB** Clause 21.
- 20.5. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

Submission and Opening of Bids

21. Deadline for Submission of Bids

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

22. Late Bids

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of bid submission and opening, the Bidder's name, its representative and the time the late bid was submitted.

23. Modification and Withdrawal of Bids

- 23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed and properly identified in accordance with **ITB** Clause 20, linked to its

original bid marked as “TECHNICAL MODIFICATION” or “FINANCIAL MODIFICATION” and stamped “received” by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

- 23.2 A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Letter of Withdrawal must be executed by the duly authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.
- 23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder, who has acquired the bidding documents, may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.
- 23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder’s bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR.

24. Opening and Preliminary Examination of Bids

- 24.1. The BAC shall open the bids in public, immediately after the deadline for the submission and receipt of bids, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and reschedule the opening of Bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.
- 24.2. Unless otherwise specified in the **BDS**, the BAC shall open the first bid envelopes and determine each Bidder’s compliance with the documents prescribed in **ITB** Clause 12, using a non-discretionary “pass/fail” criterion. If a Bidder submits the required document, it shall be rated “passed” for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as “failed”. Otherwise, the BAC shall rate the said first bid envelope as “passed”.
- 24.3. Unless otherwise specified in the **BDS**, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated “passed”. The second envelope of each

complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as “failed”. Only bids that are determined to contain all the bid requirements for both components shall be rated “passed” and shall immediately be considered for evaluation and comparison.

- 24.4. Letters of Withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened.
- 24.5. All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.
- 24.6. In the case of an eligible foreign bidder as described in **ITB** Clause 5, the following Class “A” Documents may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned, which shall likewise be uploaded and maintained in the PhilGEPS in accordance with Section 8.5.2 of the IRR:
 - (a) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
 - (b) Mayor’s/Business permit issued by the local government where the principal place of business of the bidder is located; and
 - (c) Audited Financial Statements showing, among others, the prospective bidder’s total and current assets and liabilities stamped “received” by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.
- 24.7. Each partner of a joint venture agreement shall likewise submit the requirements in **ITB** Clause 12.1(a)(i). Submission of documents required under **ITB** Clauses 12.1(a)(ii) to 12.1(a)(iii) by any of the joint venture partners constitutes compliance.
- 24.8. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.
- 24.8 The bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids as read and the minutes of the bid opening shall be made available to the public upon written request and payment of a specified fee to recover cost of materials.

- 24.9 To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The notice shall be issued within seven (7) calendar days from the date of the bid opening.

Evaluation and Comparison of Bids

25. Process to be Confidential

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

26. Clarification of Bids

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

27. Domestic Preference

- 27.1. Unless otherwise stated in the **BDS**, the Procuring Entity will grant a margin of preference for the purpose of comparison of bids in accordance with the following:
- (a) The preference shall be applied when the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder.
 - (b) For evaluation purposes, the lowest Foreign Bid shall be increased by fifteen percent (15%).
 - (c) In the event that the lowest bid offered by a Domestic Bidder does not exceed the lowest Foreign Bid as increased, then the Procuring Entity shall award the contract to the Domestic Bidder at the amount of the lowest Foreign Bid.
 - (d) If the Domestic Bidder refuses to accept the award of contract at the amount of the Foreign Bid within two (2) calendar days from receipt of written advice from the BAC, the Procuring Entity shall award to the bidder offering the Foreign Bid, subject to post-qualification and submission of all the documentary requirements under these Bidding Documents.

- 27.2. A Bidder may be granted preference as a Domestic Bidder subject to the certification from the DTI that the Bidder is offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

28. Detailed Evaluation and Comparison of Bids

- 28.1. The Procuring Entity will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.
- 28.2. The Lowest Calculated Bid shall be determined in two steps:
- (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
 - (b) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- 28.3. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all bids rated "passed," using non-discretionary pass/fail criteria. The BAC shall consider the following in the evaluation of bids:
- (a) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity, except those required by law or regulations to be provided for; and
 - (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications. Any adjustment shall be calculated in monetary terms to determine the calculated prices.
- 28.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.

- 28.5. The Procuring Entity's evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Schedule of Prices.
- 28.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.
- 28.7. If so indicated pursuant to **ITB** Clause 1.2, Bids are being invited for individual lots or for any combination thereof, provided that all Bids and combinations of Bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid prices quoted shall correspond to all items specified for each lot and to all quantities specified for each item of a lot. Bid Security as required by **ITB** Clause 18 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in **BDS** Clause 28.3.

29. Post-Qualification

- 29.1. The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.
- 29.2. Within a non-extendible period of 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**.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.
- 29.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.
- 29.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, and recommend to the HoPE the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.

- 29.5. A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid with a fresh period to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the LCRB is determined for recommendation for contract award.
- 29.6. Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the LCRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.
- 29.7. In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Bidder in writing of such decision and the grounds for it. When applicable, the BAC shall conduct a post-qualification of the Bidder with the next Lowest Calculated Bid. A request for reconsideration may be filed by the bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

30. Reservation Clause

- 30.1. Notwithstanding the eligibility or post-qualification of a Bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.
- 30.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:
- (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
 - (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or

- (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:
 - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the HoPE;
 - (ii) If the project is no longer necessary as determined by the HoPE; and
 - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.
- 30.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:
- (a) No bids are received;
 - (b) All prospective Bidders are declared ineligible;
 - (c) All bids fail to comply with all the bid requirements or fail post-qualification; or
 - (d) The bidder with the LCRB refuses, without justifiable cause to accept the award of contract, and no award is made in accordance with Section 40 of the IRR of RA 9184.

Award of Contract

31. Contract Award

- 31.1. Subject to **ITB** Clause 29, the HoPE or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB.
- 31.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award duly received by the Bidder or its representative personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 31.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
 - (a) Submission of the following documents within ten (10) calendar days from receipt of the Notice of Award:
 - (i) Valid JVA, if applicable; or

- (ii) In the case of procurement by a Philippine Foreign Service Office or Post, the PhilGEPS Registration Number of the winning foreign Bidder;
 - (b) Posting of the performance security in accordance with **ITB** Clause 33;
 - (c) Signing of the contract as provided in **ITB** Clause 32; and
 - (d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.
- 31.4. At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in Section VI. Schedule of Requirements.

32. Signing of the Contract

- 32.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 32.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to the Procuring Entity.
- 32.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 32.4. The following documents shall form part of the contract:
 - (a) Contract Agreement;
 - (b) Bidding Documents;
 - (c) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*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;
 - (d) Performance Security;
 - (e) Notice of Award of Contract; and
 - (f) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

33. Performance Security

- 33.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum

period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.

- 33.2. The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

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

34. Notice to Proceed

Within seven (7) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue the Notice to Proceed (NTP) together with a copy or copies of the approved contract to the successful Bidder. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

35. Protest Mechanism

Decisions of the procuring entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is <i>Mindoro State College of Agriculture and Technology</i></p> <p>The name of the Contract is <i>Supply and Delivery of Books for College Library of MinSCAT</i>.</p> <p>The identification number of the Contract is <i>2018-___</i>.</p>
1.2	<p>The lot(s) and reference is/are:</p> <p><i>[insert name]</i></p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through <i>General Appropriation Act 2018</i> in the amount of <i>Ten Million Pesos (Php10,000,000.00)</i>.</p> <p>The name of the Project is: <i>Supply and Delivery of Books for College Library of MinSCAT</i></p>
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.
5.4	<p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC</p> <p>“No further instructions.</p>
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The Procuring Entity will hold a pre-bid conference for this Project on <i>January 10, 2018, 10:00 a.m. at the Conference Room MinSCAT Main Campus, Alcate, Victoria, Or. Mindoro</i>

10.1	<p>The Procuring Entity's address is:</p> <p>Mindoro State College of Agriculture and Technology Main Campus, Alcate, Victoria, Or. Mindoro</p> <p><i>Prof. Vicente G. Hernandez</i> <i>BAC Chairperson</i> <i>MinSCAT Main Campus</i> <i>Alcate, Victoria, Or. Mindoro</i> <i>Tele/Fax No. (043) 286 2368</i> <i>Email Address: vghernandez_7@yahoo.com.ph</i> <i>CP No. 09778254395, 09399075108</i></p>
12.1(a)	No further instructions.
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed within <i>3 years</i> prior to the deadline for the submission and receipt of bids.
13.1	No additional requirements.
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	The ABC is <i>Ten Million Pesos (Php10,000,000.00)</i> . Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iv)	No incidental services are required.
15.4(b)	<p>Not applicable</p> <p>No incidental services are required.</p>
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	Not applicable.
17.1	Bids will be valid until <i>January 22, 2018.</i>
18.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>1. The amount of not less than <i>₱200,000.00</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>The amount of not less than <i>₱500,000.00</i> if bid security is in Surety Bond.</p>
18.2	The bid security shall be valid until <i>February 28, 2018.</i>
20.3	Each Bidder shall submit <i>1</i> original and <i>2</i> copies of the first and second

	components of its bid.															
21	<p>The address for submission of bids is <i>Mindoro State College of Agriculture and Technology Main Campus, Alcate, Victoria, Oriental Mindoro.</i></p> <p>The deadline for submission of bids is 9:00 a.m. 22 January 2018.</p>															
24.1	<p>The place of bid opening is <i>Mindoro State College of Agriculture and Technology at the Conference Room, MinSCAT Main Campus, Alcate, Victoria, Oriental Mindoro</i></p> <p>The date and time of bid opening is January 22, 2018, 10:00 a.m.</p>															
24.2	No further instructions.															
24.3	No further instructions.															
27.1	No further instructions.															
28.3 (a)	<p>Grouping and Evaluation of Lots –</p> <p><i>Similar items, to be grouped together to form several lots that shall be evaluated and awarded as separate contracts.</i></p> <p>Partial bids are allowed. All Goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p> <table><tr><td><u>Lot</u></td><td><u>Sub-ABC (Php)</u></td><td><u>Amount of Bid Documents (Php)</u></td></tr><tr><td>Lot 1</td><td>Php 4,000,000.00</td><td>5,000.00</td></tr><tr><td>Lot 2</td><td>Php 2,000,000.00</td><td>5,000.00</td></tr><tr><td>Lot 3</td><td>Php 2,000,000.00</td><td>5,000.00</td></tr><tr><td>Lot 4</td><td>Php 2,000,000.00</td><td>5,000.00</td></tr></table>	<u>Lot</u>	<u>Sub-ABC (Php)</u>	<u>Amount of Bid Documents (Php)</u>	Lot 1	Php 4,000,000.00	5,000.00	Lot 2	Php 2,000,000.00	5,000.00	Lot 3	Php 2,000,000.00	5,000.00	Lot 4	Php 2,000,000.00	5,000.00
<u>Lot</u>	<u>Sub-ABC (Php)</u>	<u>Amount of Bid Documents (Php)</u>														
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Lot 3	Php 2,000,000.00	5,000.00														
Lot 4	Php 2,000,000.00	5,000.00														
28.4	No further instructions.															
29.2	<i>No additional requirement.</i>															
32.4(f)	<i>No additional requirement.”</i>															

Section IV. General Conditions of Contract

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1. Definitions

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

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

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

2. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

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

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

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

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

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

3. Inspection and Audit by the Funding Source

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

4. Governing Law and Language

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

5. Notices

- 5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the

SCC, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.

- 5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the SCC for GCC Clause 5.1.

6. Scope of Contract

- 6.1. The Goods and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.
- 6.2. This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. Any additional requirements for the completion of this Contract shall be provided in the SCC.

7. Subcontracting

- 7.1. Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 7.2. If subcontracting is allowed, the Supplier may identify its subcontractor during contract implementation. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract. In either case, subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the BDS. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.

8. Procuring Entity's Responsibilities

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

9. Prices

- 9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon

prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.

- 9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

10. Payment

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

11. Advance Payment and Terms of Payment

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 11.2. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.
- 11.3. For Goods supplied from abroad, unless otherwise indicated in the **SCC**, the terms of payment shall be as follows:

- (a) On Contract Signature: Fifteen Percent (15%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.
- (b) On Delivery: Sixty-five percent (65%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.
- (c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty five (45) days of the date shown on the delivery receipt, the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

12. Taxes and Duties

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

13. Performance Security

- 13.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the **ITB** Clause 33.2.
- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:
 - (a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;

- (b) The Supplier has no pending claims for labor and materials filed against it; and
 - (c) Other terms specified in the SCC.
- 13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

14. Use of Contract Documents and Information

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

15. Standards

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

16. Inspection and Tests

- 16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The SCC and Section VII. Technical 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.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.

- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to **GCC** Clause 5.
- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

17. Warranty

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the **SCC**. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total Contract Price or other such amount if so specified in the **SCC**. The said amounts shall only be released after the lapse of the warranty period specified in the **SCC**; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC** and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity

may have against the Supplier under the Contract and under the applicable law.

18. Delays in the Supplier's Performance

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

19. Liquidated Damages

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

20. Settlement of Disputes

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.
- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 (“R.A. 9285”), otherwise known as the “Alternative Dispute Resolution Act of 2004.”
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

21. Liability of the Supplier

- 21.1. The Supplier’s liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the SCC.
- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

22. Force Majeure

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

23. Termination for Default

- 23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:
- (a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
 - (b) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; or
 - (c) The Supplier fails to perform any other obligation under the Contract.
- 23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under GCC Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.
- 23.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

24. Termination for Insolvency

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

25. Termination for Convenience

- 25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The HoPE may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.
- 25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of

Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:

- (a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

26. Termination for Unlawful Acts

26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

- (a) Corrupt, fraudulent, and coercive practices as defined in **ITB** Clause 3.1(a);
- (b) Drawing up or using forged documents;
- (c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
- (d) Any other act analogous to the foregoing.

27. Procedures for Termination of Contracts

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

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Implementing Unit, the HoPE shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:

- (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
 - (ii) the extent of termination, whether in whole or in part;
 - (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
 - (iv) special instructions of the Procuring Entity, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
 - (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the HoPE a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating this Contract;
 - (e) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;
 - (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
 - (g) The HoPE may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the HoPE; and
 - (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

28. Assignment of Rights

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

29. Contract Amendment

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

30. Application

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is <i>Mindoro State College of Agriculture and Technology.</i>
1.1(i)	The Supplier is <i>[to be inserted at the time of contract award]</i> .
1.1(j)	The Funding Source is the Government of the Philippines (GOP) through <i>General Appropriation Act 2017</i> in the amount of <i>Ten Million Pesos (PhP10,000,000.00).</i>
1.1(k)	The Project Site is <i>Mindoro State College of Agriculture and Technology Main Campus, Alcate, Victoria, Oriental Mindoro.</i>
2.1	No further instructions.
5.1	The Procuring Entity's address for Notices is: <i>Mindoro State College of Agriculture and Technology Main Campus, Alcate, Victoria, Oriental Mindoro.</i> The Supplier's address for Notices is: <i>[Insert address including, name of contact, fax and telephone number]</i>
6.2	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>at Mindoro State College of Agriculture and Technology, Main Campus, Alcate, Victoria Oriental Mindoro.</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. The details of shipping and/or other documents to be furnished by the Supplier are as follows:</p> <p>Upon delivery of the Goods to the Project Site, the Supplier shall</p>

	<p>notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <ul style="list-style-type: none"> (i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount; (ii) Original and four copies delivery receipt/note, railway receipt, or truck receipt; (iii) Original Supplier's factory inspection report; (iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate; (v) Original and four copies of the certificate of origin (for imported Goods); (vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel; (vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and (viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.
10.4	Not applicable
10.5	Payment using LC is not allowed.
11.3	Maintain the GCC Clause."
13.4(c)	No further instructions.
16.1	None.
17.3	Three (3) months after acceptance by the Procuring Entity of the delivered Goods or after the Goods are consumed, whichever is earlier.
17.4	The period for correction of defects in the warranty period is 10 days .
21.1	No additional provision.

Section VI. Schedule of Requirements

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

Item No.	Description	Qty.	Delivered, Weeks/Months
	Lot 1		
1.	Biochemistry / Garrett / 2017	2	
2.	Biochemistry and Biotechnology / Stone / 2016	2	
3.	Handbook of Molecular Biology and Biochemistry / Granger / 2016	2	
4.	Introduction to General, Organic, and Biochemistry / Bettelheim / 2016	2	
5.	Plant Physiology, Biochemistry and Biotechnology / Berger / 2016	1	
6.	Integrated Cattle Nutrition / Maddina / 2016	2	
7.	Animal Health and Nutrition / Kiser / 2016	2	
8.	Animal Health Care and Management: Advance w/ DVD / 3G Learning / 2016	2	
9.	Basics of Animal Nutrition / hundal / 2016	2	
10.	Handbook of Applied Animal nutritions / Crnkic / 2016	2	
11.	Animal Feeding: Concepts & Practices / Bakshi / 2016	2	
12.	Handbook of Animal Feed Formulations / Peterson / 2014	2	
13.	Sustainable Animal Production & Animal Feed Technology / Koyuncu / 2016	2	
14.	Poultry Farming & Feed Formulation; Nutrition, Methods & Strategies of Feeding / Krishnasamy / 2016	2	
15.	Basic Animal Nutrition and Feeding (HB) / Edberg / 2015	3	
16.	Agricultural Animal Physiology and Morphology / Steers / 2016	2	
17.	Animal Reproduction and Physiology / Fasso / 2016	2	
18.	Handbook Functional Anatomy and Physiology of Domestic Animals / Kang / 2014	2	
19.	Small Animals Stock Management / Talawad / 2016	2	
20.	Strategy for Suistainable Animal Production / Garcia / 2016	2	
21.	Modern Livestock and Poultry Production / Flanders / 2016	2	

22.	Dairy Farming & Livestock Production / Snider / 2016	2	
23.	Livestock Production (w/ DVD) (PB) / 3G Learning / 2017	3	
24.	Animal Diseases ; Diagnosis & Treatment / Singh / 2016	2	
25	Animal Manure Recycling: Treatment and Management / Machin / 2015	2	
26	Diseases of Farm Animals / Prakash / 2014	2	
27	Diseases of Cattle / Kumar / 2014	2	
28	Diseases of Poultry / Yadav / 2014	2	
29	Dairy and Poultry Industries / Gopiah / 2016	2	
30	Poultry Nutrition and Management / Mahajan / 2015	2	
31	Broiler Breeder Production: Production, Feeding & Management Techniques / Soni / 2016	2	
32	Biology of Breeding Poultry / Pandey / 2015	2	
33	Illustrated Handbook of Poultry Farming (HB) / 3G Learning	3	
34	Agricultural Plant Biochemistry / Nagaraj, G. / 2015	1	
35	Plant Biochemistry / Arunkumar, V. et al. / 2014	1	
36	Biochemistry of Plants and their Anatomy / Karkare / HB / 2016	3	
37	Stored Product [Protection and Postharvest Technology / Plath / 2016	1	
38	Cashew Production and Processing Technology / Mekala / 2016	1	
39	Growing and Breeding of potatoes / Mekala / 2016	1	
40	Agricultural Production, Marketing and their Management (HB) / Pal / 2016	3	
41	Environmental Plant Physiology / Willey / 2016	1	
42	Concepts of Plant Physiology w/ DVD (PB) / 3G Learning / 2017	3	
43	Illustrated Handbook of Plant Physiology (HB) / 3G Learning / 2017	3	
44	Plants Physiology and Metabolism (HB) / Kim, Y., Han, S., e / 2016	2	
45	Recent Advances in Crop Physiology Vol. 1 / Singh, A.L. / 2014	2	
46	Plant Development and Reproduction / Shi / 2016	2	
47	Crop Production Economic Security and Protection/Doy, S./2016	2	
48	Current Concepts in Crop Protection/Chaurasia, H./2015	2	
49	Crop Protection and Management (PB) / Murphy / 2017	3	

50	Agronomy Services Farming Systems and Archeology / Patil / 2016	1	
51	Farm Management / Hassey/ 2016	1	
52	Principles, Concepts and Technology of farm Management / Hassey / 2016	1	
53	Rainted Farming and Sustainable Agriculture Innotive Approach / Kumar / 2015	1	
54	Organic Farming Handbook / Mason / 2015	1	
55	Organic Farming and Food Production w/ DVD (PB) / 3G Learning / 2017	3	
56	Principles of Seed Science and Technology / Paalman / 2015	1	
57	Diversity of Seed Plants (HB)/Bai, F. et al./2016	2	
58	Seed Production / Shagufta / 2014	2	
59	Seed Production Techniques og Major Crops (reprint) / Verma, O.P. / 2015	2	
60	Advances in Seed Science & Technology (HB) / Narayan / 2016	3	
61	Quality Assurance of Postharvest Stored Products/ Plath / 2016	2	
62	Eco-Friendly Technology for Postharvest Produce Quality / Siddiqui / 2016	2	
63	Bananas and Plantains Postharvest Management, Storage, Ripening/Narayana, C. K./2015	2	
64	Handling Transportation and Storage of Fruits and Vegetables: Vegetables/Ryall, et al./2014	2	
65	Post-harvest Handling of Food Crops (HB) / Sharma / 2015	3	
66	A Textbook of Production Technology of Fruit Crops / Prasad & Bhardwa / 2015	1	
67	Agronomy of Tropical fruit Crops (HB) / Ramalho, S.A. et al. / 2016	1	
68	Handbook of Fruits and fruit Processing/Mitchell,M./2016	1	
69	Fruit Production (Major Fruits)/Sharma, R.R./Kris/2014	1	
70	Marketing of Processed Fruit and Vegetable/Choudhary, M. et al./2014	1	
71	Water and Soil Chemistry Risk and Management / Puri / PB / 2017	3	
72	Plant, Soil and Agricultural Sciences: challenges and concerns / Mason / HB / 2016	3	
73	Adaptations and Responses of Woody Plants to Environmental Stress / Singh. K.P. / 2016	1	
74	Legumes Under Environmental Stress: yield improvement and adaption / HB / Azooz / 2015	1	

75	Abiotic Stress Response in Plants / HB / Tuteja / 2016	1	
76	Physiological Responses of Plants to Attack (PB) / Watlers / 2015	3	
77	Tolerance in Crop Plants (HB) / Mital / 2017	3	
78	Advances in Horticulture Science Research (HB) / Bijalwan, A. et al./ 2016	2	
79	Mathematical Modelling for System Analysis in Agricultural Research / Vouhnut / 2015	2	
80	Horticulture Research: Theory and Practice (HB) / Bosso / 2016	3	
81	Research Methology Agro Science / Narayan / HB / 2016	3	
82	Poultry Nutrition Research / Singh / HB / 2017	3	
83	Merging Plant Breeding with Crop Biotechnology/Galbraith, W./2014	2	
84	Practical Plant Breeding (HB) / Lucht, J.N. et al. / 2016	2	
85	Textbook of Plant Breeding / Purohit / 2015	2	
86	Illustrated Handbook of Plant Breeding / 3G Learning / HB / 2017	3	
87	Cereals Cultivation, Processing and Utilization/Pradhan/2015	1	
88	Rice Crop Seed and Hybrid Production: Cultivation and Transplantation (HB) / Puri / 2017	3	
89	Vegetable Farming and Production / Jain, N. / 2016	2	
90	Vegetables and Flowers from Seeds in tropical, Semi-Tropical / Sutton and Sons / 2015	2	
91	Vegetable: production and practices / Bhanot / HB / 2017	3	
92	Vegetable and Fruits: farming and gardening / Bowen / PB / 2017	3	
93	Breeding and Biotechnology of Flowers: Commercial Flowers (2 Vols)/Singh/2014	1	
94	Flower Crops: cultivation and management / HB / Chaudhary / 2016	1	
95	Flowering Plants / Khan / 2016	3	
96	Illustrated Handbook of Crop Production / HB / 3G eLearning / 2017	1	
97	Nutrition of Fruit Trees / PB / Goyal / 2015	1	
98	Fruits and Vegetables: harvesting, handling and storage, 3rd edition, vol. 1 & 2 / HB / Thompson / 2016	1	
99	Illustrated handbook of vegetables anf Fruits / 3G Learning / HB / 2017	3	
100	Farming of Vegetable and Fruit / Efretuei / HB /	3	

	2017		
101.	Microsoft Office 365 Excel 2016 Comprehensive (PB) / Freund / 2017	2	
102.	Microsoft Office 365 Excel 2016 (PB) / Reding / 2017	2	
103.	Keyboarding and Word Processing: complete course 20th ed. (SB) / Vanhauss / 2017	3	
104.	Financial Modelling in Excel for Dummies / Fairhurst / / 2017	3	
105.	Microsoft Excel 2013: comprehensive / Freund / 2016	3	
106.	Business Leadership: theory and practice / Rao / 2016	1	
107.	Business Management, 14e / Burrow / 2017	1	
108.	Business Management and Globalization / Lamotta / 2016	1	
109.	Business Strategies and Management / Stinton / 2016	1	
110.	Designing Business & Management / Junginger / 2016	1	
111.	Effective Human Relations: interpersonal and organizational applications, 13e / Reece / 2017	2	
112.	Managing Human Resources, 17e / Snell / 2016	2	
113.	Human Resource Management, 11e / Rue / 2016	2	
114.	Managing Human Resources (Productivity, Quality of Work Life, Profits), 10e / Cascio / 2016	2	
115.	Human Resource management (PB) / Rose / 2017	3	
116.	Project Management for Trainers, 2e / Russell / 2015	1	
117.	Project Management Theory and Practice / Richardson / 2015	1	
118.	Successful Project Management, 6e / Gido / 2015	1	
119.	Project Management / Flores, Serrano-Ong / 2015	1	
120.	Project Management : processes & methodologies (PB) / Fowler / 2017	2	
121.	Principles of Business: operations marketing finance management, 9e / Dlabay / 2017	2	
122.	An Introduction to Operations Management: the joy operations / Das / 2016	2	
123.	Operations and Supply Chain Management: the core, 4e / Jacobs / 2017	2	
124.	Production and Operations Management (2 Volume Set) / Verma / 2016	2	
125.	Analysis for Financial Management, 11e / Higgins / 2016	1	
126.	Practical Financial Management, 8e / Lasher / 2017	1	

127	Strategic Financial Management / Ness / 2016	1	
128	Contemporary Financial Management, 14e by Moyer © 2018	2	
129	Financial Management in Small Business w/ CD (PB) / 3G E-Learning / 2015	2	
130	Introduction to Managerial Accounting, 7e / Brewer / 2016	1	
131	Managerial Accounting, 3e / Whitecotton / 2017	1	
132	Managerial Accounting, 14e / Warren / 2018	1	
133	Managerial Accounting Tools for Business Decision Making / Ness / 2016	1	
134	Managerial Accounting Asia Perspective / Garrison / 2015	1	
135	Marketing Management / Marshall / 2015	2	
136	Marketing Management / Hunt / 2016	2	
137	Strategic Marketing Management / Hunt / 2016	2	
138	Marketing Communications Management 2e / Copley / 2014	2	
139	Marketing Management / Iacobucci / 2015	2	
140	Organizational Behavior / Johnson / 2015	2	
141	Behavior Management: from theoretical implications to practical applications, 3e / Maag / 2018	2	
142	Organizational Behavior and Business Ethics / Lamotta / 2016	1	
143	Behavioral Dynamics in Organization / Green / 2014	2	
144	Management of Human Behavior in an Organization (OBE Approach) / Serrano / 2016	1	
145	Organizational Change: an action-oriented toolkit, 3e / Cawsey / 2016	1	
146	Managing Organizational Change 3e / Palmer / 2017	1	
147	Organization Development / Flores / 2016	1	
148	Organizational Development: Org. Change, 3e / Anderson / 2015	1	
149	Organizational Change and Strategy: an international dynamics approach 2e / Coghlan / 2016	1	
150	Business Ethics, 9e / Shaw / 2017	1	
151	Business Ethics: ethical decision making and cases, 11e / Ferrell / 2017	1	
152	Business Ethics and Principles / Fischer / 2016	1	
153	Business Ethics: Decision Making Perspective Integrity, 4e by Hartman © 2018	2	
154	AE: Business Ethics, 27e / Teoro / 2017	2	
155	Business Research and Development (HB) / Fischer	1	

	/ 2016		
156	Business Research Methodology (HB) / Smith / 2015	1	
157	Doing Your Business Research Project (PB) / Beech / 2015	1	
158	Qualitative Methods in Business Research (PB) / Eriksson / 2016	1	
159	Research Methods for Business & Management, 2e (PB) / Garman / 2015	1	
160	Business Statistics (Communicating with Numbers), 2e (PB) / Jaggia / 2016	1	
161	Business Statistics in Practice, 8e (PB) / Bowerman / 2017	1	
162	Practical Business Statistics, 7e (PB) / Siegel / 2016	1	
	Statistics for Business & Economics, 13e (HB) / Anderson / 2017	1	
163	Essentials of Modern Business Statistics 7e (HB) by Anderson © 2018	2	
164	Essential Statistics for Public Managers & Policy Analysts by Berman © 2017	2	
165	Social Statistics for a Diverse Society (PB) by Frankfort © 2015	2	
166	Statistics for Management and economics 11e by Keller © 2018	2	
167	Essentials of Modern Business Statistics with Microsoft Office Excel (HB) / Anderson / 2016	1	
168	Modern Business Statistics with Microsoft Office Excel, 5e / HB / Anderson / 2015	1	
169	Business Leadership: theory and practice / Rao / 2016	1	
170	Public Management and Governance, 3e / Bovaird / 2016	1	
171	Introduction to Public Administration / Bihasa / 2015	1	
172	Public Administration (Understanding Management, Politics, and Law in Public Sector) 8e / Rosenbloom / 2015	1	
173	Public Administration: an introduction 2e / Holzer / 2016	1	
174	Fiscal Administration, 10e by Mikesell © 2018	2	
175	Microeconomic Theory: basic principles and extensions, 12e / Nicholson / 2017	2	
176	Microeconomics for Today, 9e / Tucker / 2017	2	
177	Microeconomics: a contemporary introduction, 11e / McEachern / 2017	2	
178	Microeconomics: an intuitive approach, 2e / Nechyba / 2017	2	

179	Microeconomics: Theories and Applications / Marcelo / 2016	1	
180	Public Sector Economics and the Need for Reforms / Philippopoulos / 2016	1	
181	Public Sector Property Asset Management / Ngwira / 2016	1	
182	Economics of the Public Sector (original) / Stiglitz / 2015	1	
183	Governance Networks in the Public Sector (PB) / Kljin / 2016	2	
184	Leadership & Change in Public Sector Organizations by Ward © 2017	2	
185	Economics of Development: toward exclusive growth / Nawab / 2015	1	
186	Development Communication and Information Economic in the New Millennium / Purohit / 2016	1	
187	Handbook of Development and Environmental Economics / Van Erland / 2016	1	
188	Emerging Economies and Challenges to Sustainability / Hansen / 2015	1	
189	Economic Development for Everyone by Miller © 2017	3	
190	The Ethics Primer for Public Administrators in Government and Nonprofit Organizations, 2e (PB) / Svava / 2015	1	
191	Public Administration: Concepts and Principles (HB) / Menon / 2014	1	
192	Public Administration (HB) by Jacob © 2016	2	
193	Laboratory Information Management System / Boother / 2016	2	
194	Management Information Systems / Carson / 2015	2	
195	Management Information Systems / Sharma, C. / 2015	2	
196	Basic of Management Information Systems / Pacholi / 2014	2	
197	Handbook of Information Systems / Desh Bukh / 2014	2	
198	Biology: the dynamic science, 4th ed. / HB / Russell / 2017	2	
199	General Biology 1 w/ DVD / PB / 3G eLearning / 2017	2	
200	General Biology 2 w/ DVD / PB / 3G eLearning / 2017	2	
201.	Biology: concepts and investigations, 4th edition / Hoegnagels / 2018	3	
202.	Biology for Dummies, 3rd ed. / Krats / 2017	3	
203.	Animal Physiology and Biochemistry (HB) by Faridi © 2017	3	

204.	Environmental Physiology of Animals (HB) by Nikolaevich © 2014	3	
205.	Cell Biology and Genetics / Doran / 2016	2	
206.	Evolution and Genetics / Durmaz / 2016	2	
207.	Genetics: Analysis and Principles / Mann / 2016	2	
208.	Population Genetics and Evolution / Mitchell / 2016	2	
209.	Cytology, Genetics and Cytogenetics / Sanamyam / 2016	2	
210.	Experimental Organic Chemistry: A Miniscale and Microscale Approach / Gilbert / 2016	2	
211.	Handbook of Organic Chemistry (2 Volume Set) / Smith / 2015	2	
212.	Organic Chemistry, 5e / Smith / 2017	2	
213.	Organic Chemistry, 9e / McMurry / 2016	2	
214.	Essential Organic Chemistry 3e / Bruice / 2016	2	
215.	Laboratory Techniques & Experiments in Biology / Blair / 2016	2	
216.	Small Scale Approach to Organic Laboratory Techniques, 4e / Pavia / 2016	2	
217.	Laboratory Techniques in Microbiology (HB) by Woo © 2016	3	
218.	Freshwater Ecosystem Ideas and Actions / Kumar / 2015	2	
219.	Freshwater Ecosystem and Xenobiotics / Bharti, P.K. et al. / 2015	2	
220.	Sewage Pollution and Microbiology / HB / Jakka / 2017	2	
221.	Marine Biology / PB / Roy / 2014	2	
222.	Advances in Marine Biology / Curry / 2017	3	
223.	Marine Biology / Jenkins / PB / 2017	3	
224.	Cell Biology with Wiley Plus 7e / Karp / 2014	2	
225.	Cell Structures and Functions / Silva / 2016	2	
226.	Cell Biology Techniques / Copeland / 2016	2	
227.	Cell Biology: Meiosis and Mitosis (PB) by Reid © 2017	3	
228.	Illustrated Handbook of Cell Biology (HB) 3G Learning © 2017	3	
229.	Teacher Empowerment Through Curriculum Development / Remington / 2015	2	
230.	Technology, Curriculum and Material Development in Education / Carlson / 2016	2	
231.	Fundamentals of Computer Science / Dhaka, P. / 2014	2	
232.	New Perspectives Computer Concepts 2018: Introductory by Parsons © 2018	3	
233.	Technology Now: Your Companion Computer Concepts, 2e by Hoisington © 2018	3	
234.	Understanding the Digital World by Kernighan © 2017	3	

235	Multimedia Technology and Applications (PB) / Marsh / 2017	3	
236	Second Language Identities / Block / 2014	2	
237	Task Sequencing and Instructed Second Language Learning / Baralt / 2016	2	
238	Teacher Evaluation in Second Language Education / Howard / 2015	2	
239	Teaching of English / Kumar, P. / 2014	2	
240	English Language Teaching / Patteti, S.P. / 2014	2	
241	Language Development and Communications / Coleman / 2014	2	
242	Cultural Traditions and Development of Language and Linguistics / Reynolds / 2014	2	
243	An Outline History of the English Language rev. ed. / Wood, F. / 2015	2	
244	Truth About Language, The: What It Is and Where It Came From by Corballis © 2017	3	
245	Phonological Skills and Learning to Read / Goswami / 2016	2	
246	Linguistics Phonetics and English Language Teaching / Shukla / 2014	2	
247	A Fresh Look at Phonics (PB) / Blevens / 2017	2	
248	Understanding Phonology, 4e by Gussenhoven © 2017	3	
249	English Language and Communication Skills / Sinha / 2014	2	
250	The Educational Potential of Texts of Culture in Teaching English to Senior Secondary School Students (HB) / Aleksandrowska / 2015	2	
251	Emotions & English Language Teaching by Benesch © 2017	3	
252	Reflective Practice in English Language Teaching by Mann © 2017	3	
253	Assessing English Language Learners: Bridges to Educational Equity 2nd ed. (PB) / Gottlieb / 2016	2	
254	Faces of English Education by Wong © 2017	3	
255	An Introduction to Language Learning and Teaching / Purohit, K./ 2015	3	
256	Becoming an Academic Writer, 2e / Goodson / 2017	2	
257	Novel Writing A Writers's & Artists' Companion / Gunsekera / 2015	2	
258	Communication Skills / Shivaramu, K. / 2015	2	
259	Communication Skills with DVD / 3G eLearning / 2015	2	
260	Bird Song, Speech, and Language / Bolhuls / 2016	2	
261	A Practical Approach to Linear Algebra / Singh / 2014	2	
262	A Textbook of Linear Algebra / Prasad / 2014	2	

263	Elementary Linear Algebra, 5e / Adrilli / 2016	2	
264	Matrix and Linear Algebra / Sato / 2016	2	
265	Theorems and Applied Principles in Linear Algebra / Taylor / 2015	2	
266	Essentials of Precalculus with Calculus Previews, 6e / Zill / 2016	2	
267	Precalculus with Calculus Previews, 6e / Zill / 2017	2	
268	Precalculus: Functions and Graphs, 12e / Swokowski / 2017	2	
269	Probability and Statistics / McNew / 2015	2	
270	Essentials of Probability Theory for Statisticians / Proschan / 2016	2	
271	First Course in Differential Equations, Modelling, and Simulation / Smith / 2016	2	
272	Ordinary and Partial Differential Equations for the Beginner / Szekelyhidi / 2016	2	
273	Ordinary Differential Equations / Al-Johani / 2016	2	
274	Coordinate Geometry and Differential Calculus / Borah, B./ 2015	2	
275	Elementary Number Theory with Programming / Lewinter / 2016	2	
276	Fundamentals of Number Theory / PB / Patterson / 2017	2	
277	Elements of Coordinate Geometry (HB) by Berdyshev © 2016	3	
278	Essentials of Geometry (PB) by Richards © 2017	3	
279	Fractal Geometry (HB) by Bedabrata © 2016	3	
280	Contemporary Abstract Algebra, 9e (HB) / Gallian / 2017	2	
281	Handbook of Applied and Abstract Analysis (HB) / Alexander / 2015	2	
282	Action Research / Kaur / 2015	2	
283	Action Research: an educational leader's guide to school / Glanz / 2014	2	
284	First Person Action Research Living Life as Inquiry / Marshall / 2016	2	
285	Educational Counselling and Guidance / Satsangi / 2015	1	
286	Standards and Ethics for Counselling in Action, 4e / Bond / 2015	1	
287	Facilitating Evidence-based, Data-driven School Counselling / Zyromski / 2016	1	
288	Introduction to the Counseling Profession, 7e by Capuzzi © 2017	2	
289	Don't Suspend Me: An Alternative Discipline Toolkit / Hannigan / 2017	1	

290	Educational Measurement Statistics and Guidance Services / Dash, Dash / 2014	1	
291	An Introduction to Psychological Assessment & Psychometrics 2e / Coaley / 2016	1	
292	A Brief Orientation to Counseling: Professional Identity, History, and Standards, 2e (PB) / Neukrug / 2017	1	
293	Fundamentals of Educational and Counselling Psychology w/ DVD (PB) 3G eLearning © 2017	2	
294	Counselling Adolescents Through Loss, Grief, and Trauma / Malone / 2016	1	
295	Field Experience: Transitioning from Student to Professional / Zhang / 2016	1	
296	Theory and Treatment Planning in Counseling and Psychotherapy, 2e / Gehart / 2016	1	
297	Theoretical Models of Counseling and Psychotherapy by Dunn © 2018	2	
298	Group and Team Coaching: the Secret Life of Groups, 2e / Thornton / 2016	1	
299	Group Dynamics 6e / Forsyth / 2014	1	
300	Theory, Practice, and Trends in Human Services / 2017	1	
301.	Counseling Families (Play Based Treatment) (PB) / Green / 2015	1	
302.	Guidance and Counselling in Modern scenario / Soni / 2015	1	
303.	Counselling and Psychotherapy: Theory and Practice, 2e (PB) / Corey / PB	1	
304.	Philosophy's Role in Counseling and Psychotherapy (PB) / Raabe / 2014	1	
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307.	Professional Practice in Counselling & Psychotherapy by Jerkins © 2017	2	
308.	Understanding Child Development, 10e (PB) / Charlesworth / 2017	1	
309.	Understanding Cognitive Development (PB) / McGonigle-Chalmers / 2016	1	
310.	Child Development: understanding a cultural perspectives by Packer (c) 2017	2	
311.	Development Through Life: psychosocial approach, 13e by Newman © 2018	2	
312.	Abnormal Psychology, 6e (PB) / Hoeksema / 2014	1	
313.	Abnormal Psychology and Life: A Dimensional Approach, 3e (HB) / Kearney / 2018	1	

314.	Abnormal Psychology, 8e by Whitbourne © 2017	2	
315.	Casebook in Abnormal Psychology, 5e by Brown © 2017	2	
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317.	School Management / Rajasekar / 2016	1	
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320.	Community-Based Qualitative Research / Johnson / 2017	1	
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322.	Qualitative Research Bridging the Conceptual, Theoretical, and Methodological / ravitch / 2016	1	
323.	Reconceptualizing Qualitative Research / Ljungberg / 2016	1	
324.	A Gentle Introduction to Effective Computing in Quantitative Research	2	
325	Financial Institutions Management, 9e by Saunders © 2018	2	
326	Educational Evaluations and Measurements / Gupta / 2015	2	
327	Supervision and Evaluation for Learning and Growth / Tomal / 2015	2	
328	Transforming the Measurement of Learning and Teaching in Higher Education / Bain / 2016	2	
329	Educational Evaluation / Gupta, S, / 2014	2	
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331	Spanish Verb Drills, 5e by Bey © 2017	2	
332	Advanced Educational Technology / Thakur / 2015	2	
333	Educational Technology / Christina / 2016	2	
334	Emerging Concepts and Practices of Educational Technology / Moore / 2016	2	
335	Online Learning and Teaching: analysis and assessment / Walter / 2016	2	
336	Technological Advancements in E-Learning / Traver / 2016	2	
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338	Techniques of Teaching Educational Psychology / Chawla, G.K. et al. / 2014	2	
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342	Educational Psychology, 6e by Santrock © 2018	3	
343	Addressing the Needs of All Learners in the Era of Changing Standards / McKnight / 2016	1	
344	Assessment, Bureacracy, and Consolidation (The Issues Facing Schools Today) / Parkerson / 2015	1	
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350	New Directions in Teaching English: Reimagining Teaching, Teacher Education, and Research (PB) / Morell / 2015	1	
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352	Educational Leadership for a More Sustainable World / Bottery / 2016	1	
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354	Framework on Academic Achievement and Leadership Qualities / Sumathin / 2016	1	
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356	Leadership Habit, The: Transforming Behaviors to Drive by Berberick © 2017	1	
357	Organizational Crisis Management / Jackson / 2015	1	
358	Crisis, Intervention Strategies, 8e (HB) / James / 2017	1	
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368	Environment and tourism, 3rd ed. / Andrew Holden / 2016	3	
369	Environmental Management: Science & Engineering for Industry / Muralikrishna / 2017	3	
370	Global environmental institutions, 2nd ed. / Elizabeth R. DeSombre / 2017	3	
371	Sustainability / Kent E. Portney / 2015	3	
372	Horizons: Exploring the universe, 14th ed. / Michael Seeds and Dana Backman / 2018	3	
373	Earth's Evolving System: The History of Planet Earth, 2nd ed. / Martin / 2018	3	
374	Physical Science, 11th ed. / Bill W. Tillery, Stephanie J. Slater and Timothy F. Slater / 2017	3	
375	Physical geography, 11th ed. / James F. Petersen, Dorothy Sack and Robert E. Gabler / 2017	3	
376	Dynamic earth: An introduction to physical geology / Eric H. Christiansen and W. Kenneth Hamblin / 2015	3	
377	Soil Health & Intensification of Agroecosystems / Al Kaisi / 2017	3	
378	Soil Conservation / Gaurav / 2016	3	
379	Soil Ecology and Land-Use Management / Wang / 2016	2	
380	Soil, Plant, Water and Fertilizer Analysis / Hebert / 2016	2	
381	A Handbook of Soil-Plant-Water-Fertilizer and Manure Analysis /Durai / 2014	2	
382	Aquatic pollution: an introductory text, 4th ed. / Edward A. Laws / 2018	3	
383	Aquaculture: Farming Aquatic Animals and Plants (HB) / Teden / 2017	3	
384	Aquaculture and Fish Farming (PB) / Marshall / 2017	3	
385	Aquaculture Technology / Soderberg / 2017	3	
386	Water science and technology: An introduction, 4th ed. / Nick F. Gray / 2017	3	
387	Agricultural Ecology and Environment (HB) / Avtar / 2016	3	
388	Agriculture Ecology and Environment w/ CD (PB) / 3G Learning / 2017	3	
389	Agricultural Systems: Agroecology & Rural Innovation for Development / Snapp / 2017	3	
390	Agri-Environment: Environmental Impacts of Agricultural Practices (HB) / Waltz / 2016	3	
391	Applications of Biotechnology in Agriculture Science and Environment (HB) / Das / 2016	3	

392	The Handbook of Global Climate and Environment Policy / Falkner / 2016	3	
393	Environmental Impact Assessment / Mareddy / 2017	3	
394	Environmental Impact: Assessment & Analysis / Layer / 2016	3	
395	Environmental Science, 14th ed. / Cunningham / 2018	3	
396	Engineering Hydrology (HB) / Royol / 2017	1	
397	Illustrated Handbook of Groundwater Resources and Management (HB) / 3G Learning / 2017	1	
398	Mechanics of Materials (PB) / Goodno / 2018	1	
399	Illustrated Handbook of Thermodynamics (HB) / 3G Learning / 2017	1	
400	Principles of Heat Transfer (HB) / Kreith / 2018	1	
401.	Engineering Economy / 2018	1	
402.	Mechanics of Fluids, 5th ed. (PB) / Potter / 2017	1	
403.	An Anthology of Popular Essays and Poems (for young students) / Xavier, AG / 2016	1	
404.	Functional Skill in Language and Literature (HB) / Dewani, R / 2016	1	
405.	Communication Between Cultures, 9th ed. (PB) / Samovar / 2017	1	
406.	Backgrounds of English Literature (HB) / Balwan / 2017	1	
407.	Revolution in English Literature (PB) / Balwan / 2016	1	
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409.	Simple, Compound, Complex, and Compound-Complex Sentences: English Sentence Forms (PB) / Joshi / 2016	1	
410.	Teaching Literature in the Context of Literacy Instruction (PB) / Chadwick / 2016	1	
411.	Abstract Algebra: an interactive approach, 2e / Paulsen / 2016	1	
412.	Calculus with CalChat and CaltView, 11th ed. (HB) / Larson / 2018	1	
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415.	Topics in Advanced Calculus (HB) / Parkash, K. / 2017	1	
416.	Topics in Integral Calculus 6th ed. (HB) / Lal, B. / 2017	1	
417.	Handbook of Inorganic Chemistry / Wilde / 2015	1	
418.	Zoology, 10e / Miller / 2016	1	
419.	Fundamentals of Physics (PB) / Ware / 2017	1	
420.	Microbiology: concepts and applications (HB) /	1	

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421.	Integrated Concepts of Zoology (HB) / Hayes / 2016	1	
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424.	Illustrated Handbook of Microbiology (HB) / 3G Learning / 2017	1	
425	Microbiology: an introduction (PB) / Douglas / 2017	1	
426	Ecotourism Development and Management (HB) / Singh, GP / 2016	5	
427	Eco-Tourism and Environmental Management / Prasag, G. / 2015	5	
428	Eco and Green Tourism / Sharma / HB / 2015	5	
429	Tourism: Economics, Development and Management / Gomez / HB / 2016	5	
430	Contemporary Tourism: An International Approach, 3rd ed. / Cooper / PB / 2016	5	
431	Sustainable Tourism Development / Weber / HB / 2016	5	
432	Sustainable Tourism Development / Todd / PB / 2017	5	
433	Hospitality and Tourism Management / Powell / HB / 2016	5	
434	Culinary Arts and Hospitality (With CD) / 3G Learning / PB 2014	5	
435	Culinary Nutrition (With DVD) / 3G Learning / PB / 2014	5	
436	The Theory of Hospitality & Catering / Foskett / PB / 2016	5	
437	Current Issues in Hospitality and Tourism: Research and Innovations / Vasilevich / HB / 2015	5	
438	Spa and Health Tourism (HB) / Rana, VS / 2016	5	
439	Food Safety & Quality Practices / Abao / HB / 2017	5	
440	Food Safety and Nutrition / Green / HB / 2016	5	
441	Modern Hospitality and Tourism Development / Muller / HB / 2016	5	
442	Strategic Management of Tourism and Hospitality / Peterson / HB / 2016	5	
443	Strategy for Tourism / Tribe / PB / 2016	5	
444	Tourism and Hospitality Management / Walker / PB / 2017	5	
445	Leisure and Tourism Economics / Sullivan / HB / 2016	5	
446	Global Hospitality Management (With CD) / 3G Learning / PB / 2017	5	
447	International Tourism: Planning and Development / Sullivan / HB / 2016	5	

448	101 Hotel: Lobbies, Bars & Restaurants / Joehnk / HB / 2014	5	
449	Accommodation Operation (With CD) 3G Learning / PB / 2014	5	
450	Accommodation Management and Tourism (HB) / Singh, GP / 2016	5	
451	Foundation & Development of Hotel Industry (With CD) / 3G Learning / PB / 2017	5	
452	Room Service Management (With CD) / 3G Learning / PB / 2017	5	
453	Trends in Tourism Promotion Emerging Issues (HB) / Singh, GP / 2016	5	
454	Advertising and Hotel Management w/ DVD / 3G Learning / PB / 2015	5	
455	Destination Marketing and Management (With DVD) / 3G Learning / PB / 2015	5	
456	Sales and Marketing for Travel and Tourism Industry / Moretti / HB / 2016	5	
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458	Food & Beverage Management, 4th ed. / Cousins / PB / 2016	5	
459	Wild Drinks and Cocktails / Han / PB / 2016	5	
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463	Event Management / Randall, J. / 2015	5	
464	Event Entertainments and Production (With CD) / 3G Learning / PB / 2017	5	
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467	Events Management Services: Advanced (With CD) / 3G Learning / PB / 2016	5	
468	Cruise Tourism Management / Ahuja / HB / 2016	5	
469	Emerging Trends in Tourist Destination Management / Peterson / HB / 2016	5	
470	Travel Agencies and Tourism Development / Rana, V. / 2016	5	
471	Travel Services: Intermediate (With CD) / 3G Learning / PB / 2016	5	
472	Tourism Promotion Services: Intermediate (With CD) / 3G Learning / PB / 2016	5	
473	Current Research in Tourism Industry / Weber / HB / 2016	5	

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475	ABCs of educational testing by Popham, The,c2017	1	
476	Action research, 5th ed. By Mertler, c2016	1	
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478	An introduction to research, analysis, and writing, c2016, by Newsome	1	
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480	Applied multivariate research, 3rd ed. by Meyers, c2017	1	
481	Arigatou: Ang Pag-aaral ng Wika at Kulturang Hapones gamit ang wikang Filipino, 2015 , by Mendoza	1	
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483	Asset building and community development, c2016	1	
484	Beauty Care: Intermediate, 2016, by 3G eLearning	1	
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489	Case study research expanded 2nd ed. By Woodside, c2016	1	
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533	Invention and Craft: A Guide to College Writing, 2016, by Ronda Leathers Dively	1	
534	Jose Rizal in Our Times: A Guide for the better understanding of the Philippines' Foremost Nat'l Hero, 2014 , by de Viana	1	
535	Journalism Next: A Practical Guide to Digital Reporting and Publishing, 3rd ed., 2016, by Briggs	1	
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611	Experience psychology, 3rd ed., c2016, by King	1	
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614	Handbook of play therapy, 2nd ed., c2016, by O'Connor	1	
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616	Nutrition Counseling and Education Skill Development, 3rd ed., 2016, by Bauer	1	
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621	Socio-Cultural Development, 2016, by White	1	
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624	Taking Sides Clashing Views in Educational Psychology, 2017, by Chang	1	

625	Taking sides: Clashing views in lifespan development, 5th ed., c2015, by Cohen	1	
626	The Kaleidoscope of Gender: Prisms, Patterns, and Possibilities, 5th ed., 2017, by Spade	1	
627	The Wiley Blackwell handbook of individual differences, c2016, by Premuzic	1	
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630	A Textbook on Comparative Police and Criminal Justice system , by Garcia	5	
631	An Infallible Science of Identification, 2016, by Vibar	5	
632	Aquatics: Basic Swimming, 2016, by Mogol	5	
633	Compendia of Criminal Procedure (With Legal Forms) and evidence Book 2, 2015, by Estobia	1	
634	Compendia of Revised Penal Code Book 1 and Book 2, 2015, by Estobia	1	
635	Correctional Administration 1: (Non-Institutional Based Corrections), 2014, by Foronda	3	
636	Crime Sociology and Ethics: Mock Board Examination, 2015, by Delos Santos	5	
637	Crimes and Criminals, 2015, by Valdueza	4	
638	Criminal Jurisprudence, Procedure and Evidence: Mock Board Examination, 2015, by Delos Santos	5	
639	Criminal justice ethics, 4th ed., c2017, by Banks	1	
640	Criminal Justice System: Basic Concepts and Approaches, 2016, by Madelo, Jr.	1	
641	Criminology Dictionary, 2015, by Peckley	3	
642	Criminology Glossary, 2014, by Guevara	2	
643	Disaster Management, 2016, by Kumar	1	
644	Effective Techniques in Criminal Investigation, 2016, by Garcia	3	
645	Essentials of Criminal Psychology (A Psychological perspective in criminology), 2014 , by Manwong	2	
646	Essentials of Criminalistics, 2016, by Peckley	5	
647	Essentials of terrorism, 4th ed., c2017, by Martin	1	
648	Forensic Ballistics, 2016, by Manlusoc	5	
649	Forensic Ballistics: The Science of Firearms Identification and Practices, 2016, by Manuel	5	
650	Forensic fingerprints, c2015, by Houck	1	
651	Fundamentals of research in criminology and criminal justice, c2017, by Bochman	1	
652	Handbook on First Aid, Rescue & Water Safety, 2015, by Vicente	5	
653	Handbook on Markmanship and Combat Shooting,	4	

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654	Industrial & Corporate Security Management, 2014, by Ajero	2	
655	Introduction to Criminology and Psychology of Crimes, 2014, by Alviola	2	
656	Investigation of Crimes Against Children & Women, 2014, by Florendo	2	
657	Juvenile Delinquency and Crime Prevention, 2016, by Eduardo	1	
658	Organized Crime Investigation, 2015, by Garcia	5	
659	Philippine Criminal Justice System: with Indigenous justice system, 2016 , by Garcia	5	
660	Police Operational Planning, 2014, by Martinez	3	
661	Police Patrol: Operations and Communications System, 2015, by Florendo	5	
662	Police Personnel and Records Management, 2016, by Badua	5	
663	Police Technical Report Writing: 1 and 2, 2014, by Padduyao	2	
664	Psychology in Law Enforcement: Various Behavioral Symptoms Experiences by the Police, 2016, by Tancangco	5	
665	Questioned: Document Examination: ..., 2016, by Camara	4	
666	Security Operations Management, 3e, c2016, by McCRIE	1	
667	Sports Injury and Rehabilitation, 2016, by De Souza	1	
668	Student's Manual on Evidence: with Study Helps, 2016, by Tulalian	5	
669	The Revised Penal Code Book I: Understanding Criminal law, 2016, by Tulalian	5	
670	The Revised Penal Code Book II: Specific Crimes and Their elements, 2016, by Tulalian	5	
671	A Concise Guide in Food & Beverage Service Procedures, 2015, by Cornell	1	
672	Accommodation Operations, 2014, by 3G Learning	1	
673	Basic of Food and Beverage Service, 2014, by Singh	1	
674	Business Analytics, 6e, c2017, by Albright	1	
675	Business Communication: Developing Leaders..., 2e, c2016, by Cardon	1	
676	Business Environment, c2016, by David	1	
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678	Business Strategies and Management, c2016, by Stinson	1	
679	Cases in Human Resource Management, 2017, by Kimball	1	

680	Commercial Cooking: Expert, 2016, by 3G eLearning FZ LLC	1	
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682	Culinary Math, 4th ed., c2016, by Blocker	1	
683	Cyber Security in Business and Management, 2016, by Mason	1	
684	Doing your Business Research Project, c2015, by Beech	1	
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686	Effective Human Relations, 13e, c2017, by Reece	1	
687	Emergency Management: Planning, Assessment & Analysis, 2016, by Hogan, Cathy	1	
688	Employment Relations, c2016, by Bingham	1	
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690	Entrepreneurship and Business Management, c2016, by Borsella	1	
691	Entrepreneurship, 2016, by Morato, Jr.	1	
692	Essential Financial Techniques for Hospitality Managers: A Practical approach, by Burgess	1	
693	Events Management, 2015, by Altez-Romero	1	
694	Food & Beverage Management, 2016, by Cousins	1	
695	Food Safety Management, 2016, by Field	1	
696	Food Service and Management II, 2015, by Viana	1	
697	Food, Drink Tourism: Principles and Practice, 2016, by Everett	1	
698	Fundamentals of Food Catering & Beverage Management, 2014, by Shrivastava	1	
699	Global Business Today, 9e, c2016, by Hill	1	
700	Housekeeping, 2016, by Urbiztondo	1	
701	Human Resource in the Age of Globalization, 2015, by Glazko	1	
702	Innovation Management, c2016, by Diego	1	
703	International business: a global perspective, c2016, by Fry	1	
704	Investments: an introduction, 12e, c2017, by Mayo	1	
705	Management of Human Behavior in an Organization, 2016, by Camilar-Serrano	1	
706	Marketing Basics: A Modular Approach, 2014, by Balasan	1	
707	Marketing Theory, 3e, c2016, by Baker	1	
708	Monetary Theory, c2016, by Gan	1	
709	Planning and Management of Human Resource, 2015, by Glazko	1	

710	Practical Business Statistics, 7e, c2016, by Siegel	1	
711	Principles and Practice of Mgt. and Organizational Behaviour, 2016, by Singh	1	
712	Processing and Storage of Foods, 2015, by Kumar	1	
713	Quantitative Techniques in Management, 2014, by Sharma	1	
714	Restaurant practicum manual, 2014, by Sison-Ganchero	1	
715	Restaurant Service Basics, 2014, by 3G eLearning	1	
716	Retail Marketing, c2015, by Yang	1	
717	Strategic Corporate Social Responsibility, 4e, c2017, by Chandler	1	
718	Strategic Social Marketing, c2015, by French	1	
719	Supply Chain Management, 10e, c2017, by Coyle	1	
720	Technology and Innovation Management, c2016, by Diego	1	
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722	The Theory of Hospitality & Catering, 2016, by Foscett	1	
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724	Tools and Techniques of Marketing Research and Advertising, c2016, by Lipovetsky	1	
725	Total Quality Management, 2014, by Evans	1	
726	Training Manual for Waiter and Restaurant Owner, 2014, by Nigam	1	
727	Accommodation Management and Tourism, 2016, by Singh	1	
728	Basic of Tourism, Hotel and Hospitality Industry Development, 2014, by Sisodia	1	
729	Contemporary Tourism: An international approach, 2016, by Cooper	1	
730	Entrepreneurship in Hospitality and Tourism, 2015, by Brookes	1	
731	Event Management for Tourism, Sports, Business and Mice: A Philippine Perspective, 2016, by Tuazon-Disimulacion	1	
732	Hospitality Management: a brief introduction, 2015, by Wood	1	
733	Let's Speak Japanese, 2015, by Alegre	2	
734	Management Information System in Tourism & Hospitality industry, 2015, by Rodolfa	1	
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736	Strategy for Tourism, 2016, by Tribe	1	
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738	Tourism Impacts and Sustainability, 2016, by Cruz	1	
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741	Tourism: An Overview, by Kamra	1	
742	Trends in Tourism Promotion Emerging Issues, 2016, by Singh	1	
743	Workplace English for the Hospitality Industry, 2016, by Librero-Desacado	1	
744	A Web of New Words: A Corpus-Based Study of the Conventionalization... , 2015, by Kerremans	1	
745	Academic Writing: process and product, c2016, by Johnson	1	
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748	Argumentation, 2nd ed by van Eemeren, c2016	1	
749	At a Glance: Writing Paragraphs and Beyond with Integrated Readings, 6th ed., 2015, by Brandon	1	
750	Becoming multicultural educator, 2e, c2017, by Howe	1	
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752	Challenges in writing your dissertation, c2015, by Sterne	1	
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754	Dialectics Beyond Dialectics: Essay on Totality and Difference, 2015, by Kowalska	1	
755	Early childhood experiences in language arts, 11th ed., c2016, by Machodo	1	
756	Educational technology, c2016	1	
757	Elements of Hermeneutic Pragmatics: Agency and Interpretation, 2015, by Wood	1	
758	Encyclopedia of Education, Vol. 1 & 2, c2016, by Carson	1	
759	Engaging English Learners Through Access to Standards: A Team-Based Approach to Schoolwide Student ..., 2016, by Fairbairn	1	
760	English Brushup, 6th ed., 2015, by Langan	1	
761	Evolutionary Language Understanding, 2015, by Sampson	1	
762	Foundations of education, 13e, c2017, by Ornstein	1	
763	Future of distance education, c2016	1	
764	How to do your case study, c2016, by Thomas	1	

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771	Making the common core writing standards accessible through universal design for learning, c2015, by Spencer	1	
772	Methodology of Educational Research, c2015, by Mckenzie	1	
773	Modern Perspective on English Language, 2016, by Clarke	1	
774	Phonological Development: The First Two Years, 2nd ed., 2014, by Vihman	1	
775	Principles of Teaching I., 2015, by de Ocampo-Acero	1	
776	Progression in Primary English, 2015, by Saunders	1	
777	Qualitative Research Methods in Education and Educational Technology, c2015, by Gruzdev	1	
778	Speech Sound Disorders, 2016, by Velleman	1	
779	Teaching Grammar, Punctuation and Spelling Primary Schools, 2nd ed., 2016, by Waugh	1	
780	The Critical Graduate Experience: An Ethics of Higher Education..., 2015, by Achieng-Evensen	1	
781	The segment in phonetics and phonology, c2015, by Cauns	1	
782	The Write Start: Paragraphs to Essays with Professional and Student Readings, 5th ed., 2014, by Feng-Checkett	1	
783	Words in Action: Forms and Techniques of Film Dialogue, 2015, by Braga	1	
784	Writing the AP English essay: 5 Steps to a 5TM, 2016, by Murphy	1	
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793	General Mathematics, 2016, by Oronce	1	
794	General mathematics, 2016, by Reyes	1	
795	Geometry: the third book of foundation by Serres, c2017	1	
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797	Plane trigonometry, 2014, by Ibañez	1	
798	Pre-Calculus, 2016, by Pelias	1	
799	Statistics (Based on CMO 03 Series 2007), 2015, by Arao	2	
800	Statistics and Probability, 2016, by Belecina	1	
801	Statistics and probability, by Carpio	3	
802	Filipino sa Piling Larangan (Akademik), 2016, by Constantino	1	
803	Gabay sa Pagbasa, Pagsulat at Pananaliksik sa Filipino, 2015, by Arnilla, Arvin Kim	4	
804	Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino, 2016, by Taylan	1	
805	Komunikasyon at pananaliksik sa wika at kulturang Pilipino, by Mortera	3	
806	Pagbasa at Pagsusuri ng iba't ibang teksto tungo sa pananaliksik, 2016, by Sicat-De Laza	1	
807	A Textbook of Objective Geography, 2015, by Bhattacharya	1	
808	Applied Thermodynamics, 2015, by Kumar	1	
809	Basics of heat and mass transfer, by Kumar	1	
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811	Biology: Concepts & Investigations, 2015, by Hoefnagels	1	
812	Biology: Today and tomorrow, 5th ed., c2016, by Starr	1	
813	Biotechnology fundamentals, 2nd ed., c2016, by Khan	1	
814	Chemistry, 4th ed., c2017, by Burdge	1	
815	College Physics, 11e, c2018, by Serway	1	
816	Ecology: Global Insights & Investigations, 2015, by Peter Stiling	1	
817	Environmental science, 10th ed., c2016, by Chiras	1	
818	Environmental science, c2017, by Miller	1	
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821	Exploring Earth Science, 2016, by Reynolds	1	
822	Foundations of Astronomy, 13th ed., c2017, by Seeds	1	
823	General chemistry, 11th ed., c2017, by Ebbing	1	

824	Horizons: Exploring the Universe, 14e, c2018, by Seeds	1	
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828	Organic Chemistry, 8e, c2018, by Brown	1	
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830	Statistical Thermodynamics for Beginners, c2017, by Stidham	1	
831	Understanding Advanced Organic & Analytical Chemistry, c2016, by Kim Seng Chan	1	
832	Understanding Advanced Physical Inorganic Chemistry, c2016, by Kim Seng Chan	1	
833	A textbook of welding technology, 2015, by Garg	1	
834	Automotive light vehicle, Level 1, by Technica LR	1	
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847	Semiconductor Devices and Circuits, 2015, by Sharma	1	
848	A practical guide in basic cooking and baking, by Catchillar	3	
849	A Textbook on Food Production and Operation, 2015, by Tyagi	1	
850	Basic Baking & Cake Decorating, 2014, by Tria-Natad	1	
851	Bread and pastry production, by Prades	3	

852	Bread and Pastry Production: Intermediate, 2016, by 3G eLearning	1	
853	Experimental Microbiological Techniques in Food and Food Products, 2014, by Remington	1	
854	Ferment your vegetables, 2015, by Feifer	1	
855	Food Processing: Advanced, 2016, by 3G Learning	1	
856	Food Processing: Beginner, 2016, by 3G eLearning FZ LLC	1	
857	Food Processing: Expert, 2016, by 3G eLearning FZ LLC	1	
858	Food Processing: Expert, 2016, by 3G Learning	1	
859	Food Processing: Intermediate, 2016, by 3G eLearning	1	
860	Food Processing: Intermediate, 2016, by 3G Learning	1	
861	Food Weights and Measures: A Reference Tool for Product Dev't Recipe Costing and Nutrient ... , 2015, by Aquino	1	
862	Introductory Food Toxicology, 2016, by Mishra	1	
863	Practical Cookery: For Level 2 NVQS and Apprenticeships, 2015, by Foscett	1	
864	Sensational sculpted cakes, c2016, by Macefield	1	
865	A practical guide in basic cooking and baking, by Catchilliar	3	
866	A Textbook on Food Production and Operation, 2015, by Tyagi	1	
867	Basic Baking & Cake Decorating, 2014, by Tria-Natad	1	
868	Bread and pastry production, by Prades	3	
869	Bread and Pastry Production: Intermediate, 2016, by 3G eLearning	1	
870	Experimental Microbiological Techniques in Food and Food Products, 2014, by Remington	1	
871	Ferment your vegetables, 2015, by Feifer	1	
872	Food Processing: Advanced, 2016, by 3G Learning	1	
873	Food Processing: Beginner, 2016, by 3G eLearning FZ LLC	1	
874	Food Processing: Expert, 2016, by 3G eLearning FZ LLC	1	
875	Food Processing: Expert, 2016, by 3G Learning	1	
876	Bead making lab, c2016, by Powers	1	
877	Dressmaking (Casual): Intermediate, 2016, by 3G Learning	1	
878	Fashion Design (Apparel): Advanced, 2016, by 3G eLearning	1	
879	Pattern Making: Intermediate, 2016, by 3G Learning	1	

880	Sew-Brilliant bags, c2016, by Shore	1	
881	Tailoring, 2016, by Jamisal, Belen M.	1	
882	Woman's weekly-guide to beading, c2016, by Power	1	
883	A + guide to hardware, 9th ed., c2017, by Andrews	1	
884	Advances in information technology, 2015, by Singh	1	
885	Animation (3D Digital): Advance, 2016, by 3G eLearning FZ LLC	1	
886	Animation, 2016, by Innovative Training Works	1	
887	Applied Cryptography and Network Security, 2016, by Chen	1	
888	Brain vs. Computer: The Challenge of the Century, c2017, by Fillard	1	
889	Computer and Information Security, 2016, by Coon	1	
890	Computer Systems Architecture, c2017, by Yadin	1	
891	Database Systems, 12e, c2017, by Coronel	1	
892	Game Testing, 3e, c2016, by Schultz	1	
893	Geographic Information Systems: Application, 2016, by Amiri	1	
894	Guide to Wireless Communications, 4e, c2017, by Olenewa	1	
895	Information Technology in Business, c2016, by Juiz	1	
896	Internet Management, 2014, by Dundee, Nathan	1	
897	Java Programming for Android Developers for Dummies, 2e, c2016, by Burd	1	
898	Language with Technology, 2014, by Selvam	1	
899	Managing and troubleshooting PC s lab manual, 5th ed., c2016, by Wempen	1	
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903	Network Routing: Fund, Appl & Emerging Tech., c2017, by Misra	1	
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905	Perspectives on Data Science for Software Eng'g, c2016, by Menzies	1	
906	Programming Language Explorations, c2016, by Toal	1	
907	Visual Basic in Easy Steps, 4e, c2016, by McGrath	1	
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910	English Plus: An Intensive Grammar Review Bargo, D. 2016	1	
911	Function: A Work text in Advance Algebra Ballado, R.S. 2016	1	
912	Introduction to World Geography (with Geo-Politics) Valenzuela, E. 2017	3	
913	Outcome Based Learning Manual on the Introduction to Philosophy and the Verbal and Non-Verbal Logic: A Basic Tool for Life Buenaflor, R. 2016	1	
914	Outcome Based Learning Manual Across Disciplines on Politics, Governance, and Constitution of the PHILIPPINES (with the basic of criminal, Civil and Public Officers Laws) Buenaflor, R. 2016	1	
915	Problem Solving Ballado & Ada 2017	2	
916	Research Writing for Business and Hospitality Management Students Bueno and Ma 2016	1	
917	Special Education De Vera 2016	1	
918	Theory and Practice of Human Resource Management Bueno 2016	1	
919	Thesis Writing: Pointers and Guidelines Valenzuela, G. 2016	1	
920	Workplace English for the Hospitality Industry Librero-Desaca 2016	1	
921	Work-Text Journal: Field Study 1-6 Alaras-Heriale 2017	3	
922	English Plus: An Intensive Grammar Review Bargo, D. 2016	1	
923	Cost Accounting Rante, G.A. 2016	1	
924	Cost Accounting 2016 Edition De Leon, G. 2016	1	
925	Fundamentals of Accountancy, Business and Management (Part1)K-12 Ampongan, O.E. 2016	1	
926	Fundamentals of Accounting Volume 1, 2015 Edition Cabrera/Ledesma 2016	1	
927	Income Taxation 14/e Ampongan,O. 2016	1	
928	Income Taxation Principles and Laws with Accounting Application 2016 Valencia/Roxas	1	
929	PFRS: A Project of PICPA Southern Metro Manila Region PICPA 2016	1	
930	Practical Accounting P-2, 2016 Edition Ardaniel-Rante G. 2016	1	
931	Reviewer in Management Advisory Services 2016 Edition Roque, R.S. 2016	1	
932	The Fundamental in Accounting for K-12 Basic Education Reyes, V.G. 2016	1	
933	The Fundamentals in Accounting for Partnership and Corporations Reyes, V.D. 2016	1	
934	The Intermediate Accounting Series 2016 Edition Volume 2 Robles/Empleo 2016	1	
935	Transfer, Business & Local Taxation (with Practice Set)11/e Ampongan,O.E. 2016	1	
936	Transfer and Business Taxation: Principles and Laws with	1	

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937	Contemporary Philippine Arts from the Regions Ticada & Solano 2016	1	
938	Akademikong Filipino sa Piling Larangan Alinsunod sa K to 12 Kurikulum Acopa, J. et al. 2016	1	
939	Filipino sa Piling Larangan: Akademik Ariola, M.E. et al. 2016	1	
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943	Kontemporaryong pamahayagang pangkampus (Patnubay sa Pagsulat ng Balita, Editorya, Lathalaing, at Balitang Pampalakasan Balunsay, J. 2016	1	
944	Ang Sining ng Pagtuturo ng Filipino sa Kurikulum na K to 12 (ang K to 12 Filipino sa Pinagmamangag Programa ng Batayang Edukasyon) Cedre, R. 2016	1	
945	Pagbasa at Pagsulat sa Ibat Ibang Disiplina (Introduksyon sa pananaliksik) Acopra, J.A. et al. 2016	1	
946	Pagbasa at Pagsusuri ng Ibat-ibang Teksto Tungo sa Pananaliksik (Batayang Aklat sa Filipino Senior High School) Alinsunod sa K to 12 Kurikulum Gonzalvo, R.P. 2016	1	
947	Pagbasa at Pagsusuri sa Iba't Ibang Teksto Tungo sa Pananaliksik K to 12 V 2016	1	
948	Rizal: A Holistic Approach Cabauatan, W.F 2016	1	
949	Thirty Years Later: Catching up with the Marcos-Era Crimes (BP) Garcia, M.A. 2016	1	
950	Women Against Marcos: Stories of Filipino And Filipino American Women Who Fought A Dictator (BP) De Guzman, M. 2016	1	
951	An Easy Journey to Literature Sebastian, E.L 2016	1	
952	Campus Journalism within your reach Bulusan, F. 2016	1	
953	General Mathematics K to 12 Abuso, et al. 2016	1	
954	General Mathematics Fernandez & Gambula 2016	1	
955	General Mathematics for Senior High School: A Comprehensive Approach K to 12 Curriculum Compliant Sirug, W.S. 2016	1	
956	Mathematics and ESAS Pre-Board Solved Problems Tanguanco, A. 2016	1	
957	Modern Plane Trigonometry Lactuan, L. 2016	1	
958	Comprehensive Workbook in Logic Naito, E. et al.	1	

	2016		
959	Humanities: philosophy and History of Arts Cabasaan Jr.,W. 2016	1	
960	Pre-Calculus for Senior High School- STEM specialized Subject: A Comprehensive Approach K to 12 Curriculum Compliant Sirug, W.S. 2016	1	
961	Principles of Metal Hygiene 6th Edition Tria, G. et al. 2016	2	
962	21st century Literature from the Philippines and the World Baronda,A.J 2016	1	
963	Applied English for Academic and Professional Services Dapat,J.R. 2016	2	
964	Commercial Cookery (NC Level 2) Roque & Siggaoat 2016	1	
965	Contemporary Philippine Arts from the Regions Sandagan & Sayseng 2016	2	
966	Creative Writing K-12 Compliant Worktext for the Senior High School Buhisan & Sayseng 2016	1	
967	Earth and Life Science Dela Peña,et al 2016	1	
968	General Chemistry K-12 Compliant Worktext for Senior High School Tabujara,G. 2016	1	
969	General Mathematics Magcuyao,D.A. 2016	1	
970	Housekeeping Services K-12 and tesda Salamat,L. 2016	1	
971	Introduction to Philosophy of the Human Person Bernardo, J.P. 2016	1	
972	Kuminikasyon at Pananaliksik sa Wika at Kulturang Filipino Baronda, A.J. 2016	1	
973	Media & Information Literacy Gonzales, E. 2016	1	
974	Oral Communication Bernardo R. 2016	1	
975	Organization and Management Enriquez, E. 2016	1	
976	Pagbasa at Pagsusuri ng Ibat Ibang teksto Tungo sa Pananaliksik Pacay,W. 2016	1	
977	Personal Development Cox, M.G. 2016	1	
978	Physical Education and Health Alave, J. 2016	1	
979	Practice Test in Bartending from Coffee to Alcoholic Drinks Siggasat, J. 2016	1	
980	Pre-Calculus Arciaga, R. 2016	1	
981	Reading and Writing Skills Sandagan,L. 2016	1	
982	Tour Guiding Services Salamanca & Roq 2016	1	
983	Trends, Network, & Critical Thinking in the 21st Century Basas, R.M. 2016	1	
984	Understanding Culture , Society and Politics Bernardo, J.P 2016	2	
985	World Religions and Belief Systems Marcelino, R. 2016	1	
986	Understanding Society & Culture: A Sociological and	2	

	Anthropological Riodique III, F.C. 2016		
987	Aquaculture Marketing Handbook Engle & Quagraine 2016	1	
988	Aquatic Entomology Chauhan & Anderson 2016	1	
989	Assessment & Evaluation in Fishery Culture (HB) Amu-Mensah, M. 2016	1	
990	Elements in Fish Endocrinology (HB) Shved, N. et al. 2016	1	
991	Evolution & Expression of Hormones in Fish Canario, A.V.M 2016	1	
992	Fish Farming George & Charan 2016	1	
993	Fish Marketing Carley & Charan 2016	1	
994	Fisheries: Ecology and Management Creed, R. 2016	1	
995	Fisheries: Conservation and Management George, N. 2016	1	
996	Hormones, Brain & Behavior of Fish (HB) Ogawa, S., Parhar 2016	1	
997	Modern Fishing Gear Technology (HB) Hadwin, G. 2016	2	
998	Ocean Science & Oceanic Remote Sensing (HB) Wood, D. 2016	1	
999	Recent Advances in Fish Farms (HB) Eid, A.R. et al. 2016	1	
100	Selection & Breeding Programmes in Aquaculture (HB) Lawton, R. et al. 2016	1	
100	Sustainable Aquaculture: Techniques (HB) Ozbay, G. et al. 2016	1	
100	Advanced Genetic & DNA recombinant Technology Shi, Z. Wedd, A. 2016	1	
100	Applied Biotechnology: Advances Zhōu, J. 2016	1	
100	Bacteriology Noguchi, S., Muka 2016	1	
100	Biotechnology and Plant Genetic Resources (HB) Kailwagen, J. et al. 2016	1	
100	Biotechnology and Plant Pathology: Current Trends (HB) Perez-Clemente, 2016	1	
100	Bioenergetics Dunham-Snary, K. 2016	1	
100	Bio fertilizer Technology Diaz, D. 2016	2	
100	Bioinformatics-Trends and Methodologies Attwood, T.K., 2016	2	
101	Biology of Parasitism (HB) Grabner, D. et al. 2016	2	
101	Biology of Vertebrate Immune System (HB) Zhao, F. et al. 2016	2	
101	Biomolecules Nanau, R.M, 2016	2	
101	Biomolecules and Structural Biology (HB) Balano, A. et al. 2016	2	
101	Biophysics Pan, C., Zhao, H. 2016	2	

101	Biopolymer Interactions Tardani, F., La Me 2016	2	
101	Biosystematics and Taxonomy (HB) Sarethy, I. et al. 2016	2	
101	Cell Biology and Membrane Pontes, B., Ayala 2016	2	
101	Cell Biology for Biotechnologists & microbiologists (HB) Sahlin, P. 2016	2	
101	Cell Biology Techniques Copeland, E. 2016	2	
102	Cell Structure and Functions Florencio-Silva, R. 2016	2	
102	Current Developments in Plant Genetics and Breeding Woods, K. 2016	2	
102	Chordates Cosacak, M.I. 2016	1	
102	Dictionary of Botany Michael, A. 2016	2	
102	Entomology and Parasitology (HB) Trigo, A.V. et al. 2016	2	
102	Enzyme Technology & Biotechnology Chandler, A. 2016	2	
102	Fermentation Technology (HB) Banach, A., Ooi, G. 2016	2	
102	Functional Genomics Zhu, L. 2016	2	
102	Gene Expression & Molecular Biology Pulpitel, T., Pernic 2016	2	
102	Genes and Differentiation Maschietto, M., 2016	2	
103	Genetics Analysis and Principles Mann, R. 2016	2	
103	Insect Physiology (HB) Bear, A., Simons 2016	2	
103	Insects, pest and Disease Management (HB) Dalton, E. 2016	2	
103	Integrated Pest Management Kumar, S. 2016	2	
103	Laboratory Techniques & Experiments in Biology Blair, A. 2016	2	
103	Laboratory Techniques in Microbiology Woo, P.C.Y., Lau 2016	2	
103	Metabolic Regulation and Cell Function (HB) Charoensuksai, P. 2016	2	
103	Methods in Molecular Biology Kheirleseid, E., Mil 2016	2	
103	Microbial Ecology Corinaldesi, C., et al. 2016	2	
103	Microbial Physiology and Genetics Torto-Alalibo, T., 2016	2	
104	Microbiology and Virology Lunardi, M., Alfieri 2016	2	
104	Models of DNA Sequence Evolution (HB) Wang, J. et al. 2016	2	
104	Molecular Parasitology Mejia-Madrid, H.H 2016	2	
104	Morphology of Cell Chiou, P., Lou, C. 2016	2	
104	Mycorrhizal Biotechnology Diatta, I.L.D. 2016	2	
104	Plant Cell Wall Patterning and Cell Shape (HB) Ambrose, C. et al. 2016	2	

104	Practical Handbook of Microbiology (HB) Nyasulu,P. et al. 2016	2	
104	Quantitative Biology (HB) Horisawa, K. et al. 2016	2	
104	Reproductive Physiology (HB) Humblot,P.et al 2016	2	
104	Structure and Function of Invertebrates (HB) Huang, X. et al. 2016	2	
105	Techniques in Applied Microbiology Parks, R. 2016	2	
105	The Genetics of Bacteria and their Viruses (HB) Kent, B. et al. 2016	2	
105	Therapeutic Antibodies Schlaf, G.,Apel,S 2016	2	
105	Vertebrate Palaeontology and Palaeobotany (HB) Hamady,L.L. et al. 2016	2	
105	Weed Biology Smith, J. 2016	2	
105	Principles and Concepts in Biology Narca, M.L. 2016	1	
105	Business Environment David,S.A 2016	2	
105	Cost and Production Functions (HB) Sanchez, B. 2016	1	
105	Creating Customer Delight: Customer Services and Relationship Management Prakash, A. 2016	1	
105	Dictionary of Management Mathew, E. 2016	1	
106	Information Technology in Business Juiz, C. Guerrero 2016	1	
106	Internet Banking: Problem and Future Outlook Gautam, A. 2016	1	
106	Knowledge Transfer and Knowledge Exchange (HB) Selvam, S.K.P. 2016	1	
106	Marketing Information System and Marketing Research (HB) Sharma, C.H. 2016	1	
106	New Horizons of Public Administration Jacob, Zach 2016	1	
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106	Strategic Management (HB) Perry, M. et al. 2016	1	
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106	Trainers Methodology: Beginner with DVD 3G e Learning 2016	1	
107	Administrative Office Management Flores,M.F. 2016	1	
107	Business Economics Cruz,M.A. 2017	2	
107	Facilitating Planning and Management Camilar-Serrano,A. 2016	1	
107	Fundamentals of Business Finance Andres-Francisco,E. 2016	1	

107	Management of Human Behavior in an Organization Camilar-Serrano,A. 2016	1	
107	Organization Development Flores, M. 2016	1	
107	Principle of Marketing k to 12 Camilar-Serrano, A. 2016	1	
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107	Strategic Human Resource Management Camilar-Serrano, A. 2016	1	
107	Strategic Operations Management Camilar-Serrano, A. 2016	1	
108	Understanding and Managing Organizational Behavior Ditan,C.D. 2016	1	
108	Advanced Inorganic Chemistry Puyad, A. 2016	1	
108	Applied Physical Chemistry Arab, S./ Abdulsala 2016	1	
108	Chemical Separations: Principles, Techniques & Applications (HB) Neda, I.. et al. 2016	1	
108	Chemical Technology: Principles & Applications (HB) Tremblay, P.L. et al. 2016	1	
108	Chemistry and Molecular Sciences: Advances Zhan, D.,Yu,L.et al. 2016	1	
108	Chemistry of Materials Sakkas, K. Sofiano 2016	1	
108	Chemistry: Inorganic, Organic and Physical Valsaraj,K.T. et al. 2016	1	
108	Concepts in Analytical Inorganic Chemistry Jadhav, V. 2016	1	
108	Concepts on Organic Chemistry Patil 2016	1	
109	Developments in Analytical Inorganic Chemistry Jadhav, V. 2016	1	
109	Developments In Electrochemistry Chun, J. Chun, J.I 2016	1	
109	Elements in Inorganic Chemistry Puyad, A. 2016	1	
109	Environmental Chemistry Murphy, C. 2016	1	
109	Enzymology Krintel, C., Klint, C. 2016	1	
109	Essentials of Inorganic Chemistry Puyad, A. 2016	1	
109	Experiments in Inorganic Chemistry Puyad, A. 2016	1	
109	Fundamental of Organic Chemistry Patil, M. 2016	1	
109	Fundamentals in Organic Chemistry Jadhav, V.2016	1	
109	Geochemistry Odundun,O.A., et al.2016	1	
110	Heterocyclic Chemistry El-Tammany, E.H.2016	1	
110	Industrial Chemistry: Organic & Inorganic (HB0 Shaikh,I.R. et al. 2016	1	
110	Modern Biophysical Chemistry De Lima, V.M.F. 2016	1	
110	Newly Trends in Analytical Inorganic Chemistry Jadhav, V.2016	1	

110	Organic & Inorganic Solvents: Properties, Toxicity, & Industrial Application Sharma, S. et al. 2016	1	
110	Organometallic Chemistry Tamang, S.R., Ho 2016	1	
110	p-Block Elements: Inorganic Chemistry Dunning, T et al 2016	1	
110	Pharmaceutical Application of Analytical Chemistry Carol, J. 2016	1	
110	Photochemistry Pitari, G., Lacheti 2016	1	
110	Physical Inorganic Chemistry: Principles Methods & Applications (HB) Tian, T. et al. 2016	1	
111	Quantum Chemistry Babbush, R., Love 2016	1	
111	s-Block Elements: Inorganic Chemistry (HB) Melnik, M. et al. 2016	1	
111	Stereochemistry of Organic Compounds Mabied, A.F. 2016	1	
111	Surface Chemistry Lee, Y.H., Shi, W. 2016	1	
111	General Chemistry 1 Based on Senior High School Curriculum Guide Regalado, T. 2016	1	
111	Animation: Intermediate with DVD 3G eLearning 2016	1	
111	Computer-Aided Design and Manufacturing Riggs, J. 2016	1	
111	Computers and Programming: Theory and Problems (HB) Berkovic, I. et al. 2016	1	
111	Human-Computer Interaction: Design, Developments and Applications Harmon, S. 2016	1	
111	Image Fusion: New Advances Thomas, A. 2016	1	
112	Image Segmentation: Advances (HB) Morales, R.R. et al. 2016	1	
112	Modern Information System (HB) Panagos, P. et al. 2016	1	
112	Robotic Systems: Applications, Control and Programming (HB) Elkady, A. et al. 2016	1	
112	Introduction to Java Programming Pomperada, J.R. 2016	1	
112	A Textbook of Economics Geography Bhattacharya, T. 2016	1	
112	Banking Performance and Socio Economic Development (HB) Chaudhary, R. 2016	1	
112	Econometrics Methods (HB) Zhao, Y. et al. 2016	1	
112	Economics of Money and Banking Prakash, A. 2016	1	
112	EcoCART: Economics with Cooperatives, Agrarian Reform, and Taxation De Jesus, M. 2016	1	
112	Principles of Economics with Taxation, Agrarian Reform & Cooperatives Baner, L. 2016	1	
113	Educational Technology (HB) Barili, E.C et al. 2016	1	

113	E-Learning Evaluation, Assessment and Applications Sanchez, M. 2016	1	
113	Fundamentals of Curriculum Theory and Development (A Modular Ap) Bueno, D.C. 2016	1	
113	Modern Techniques in Teaching (HB) Selvam, S.K/ Sum 2016	1	
113	Moral Values Through Education (HB) Selvam, S.K.P./Ba 2016	1	
113	Online Teaching Strategies (HB) Konopka, C.L. et al. 2016	1	
113	Special Education De Vera, et al. 2016	1	
113	Becoming a 21st Century Educational Leader Liagas, A, et al. 2016	1	
113	Creative Writing Marantan, R. 2016	1	
113	Educational Technology 1 Third Edition OBE K-12 Corpuz,B./ Lucido, P. 2016	1	
114	Educational Technology 2 Vinoya,et al. 2016	1	
114	MAPEH for Filipinos 6 Guzman,R. et al. 2016	1	
114	Mother Tongue: for Teaching and Learning Alcudia, F.F. et al. 2016	1	
114	Mother Tongue-Based Multilingual Education: Guide for Teacher Educators and Students Young, C. et al. 2016	1	
114	Outcomes-Based Practical Guide to Thesis and Capstone Project Writing in Computing Laviña,C.G.et al. 2016	1	
114	Pedagogical Foundations in Educational Technology: Technology for Habulan, N. 2016	1	
114	Personal Development for Senior High School Bernabe, G.A. 2016	1	
114	Practical Research 1 Qualitative Research K to 12 Curriculum Compliant Francisco, P.M. et.al 2016	1	
114	Practical Research 2 (Quantitative Research) Faltado III, R. et al. 2016	1	
114	Preparing Learning Modules for Teachers Austria-Torreliza/M/M 2016	1	
115	Principles of Teaching 1 Aquino,A. /Nacario, C. 2016	1	
115	Sanayang-Aklat sa Araling Panlipunan Baitang 7: Araling asyano Salig sa K to 12 Gutierrez, J.C. et al. 2016	1	
115	Sanayang Aklat sa Araling Panlipunan Baitang 8: Kasaysayan ng Daigdig Salig Gutierrez, J.C. et al. 2016	1	
115	Sanayang-Aklat sa Araling Panlipunan Baitang 9: Ekonomiks Salig sa K to 12 Gutierrez, J.C. et al. 2016	1	
115	Sanayang-Aklat sa Araling Panlipunan Baitang 10:	1	

	Kontemporaryong Isyu Salig sa K to 12 Kurikulum Gutierrez, J.C. et al. 2016		
115	Swak Supplementary Activities in Mathematics for Kindergarten Color Mandap/Yabut 2016	1	
115	Teaching and Learning Language and Multiliteracies: Responding to the MTB Giron,P.R. et al. 2016	1	
115	Teach-Talk and Learn Velasco,C. 2016	1	
115	Advances in Electronic and Computer Engineering Kent, A. 2016	1	
115	Advances in Modeling of Fluid Dynamics Lu, P. Thapa, M. 2016	1	
116	Advances in Nanofibers Miller, A. 2016	1	
116	Advances, Tools and Techniques of Digital Image Processing Salazar, N. 2016	1	
116	Cognitive Robotics: Intelligent Robotics Systems Kroff, J. 2016	2	
116	Concept of Industrial Robotics Jone, A. 2016	2	
116	Future Trends of Wireless Networks Barrett, R. 2016	2	
116	Modern Transportation System and Networks Morgan, S. 2016	1	
116	Recent Advances in Mobile Robotics Brown, A. 2016	2	
116	Computational Morphology (HB) Berent, I. et al. 2016	1	
116	Modern Perspectives on English Language Clarke, Tess 2016	1	
116	Let's Speak Japanese Alegre/Sareno 2016	1	
117	Modern Business English Correspondence in the Corporate World Constantino, G.F. 2016	1	
117	Oral Communication for Senior High School Zoleta,M.A./Javier,T. 2016	1	
117	Purposive Communication Pascual,J.C.et al 2016	1	
117	Reading and Writing Skills for Senior High School Tandoc, S.D. 2016	1	
117	Write it Right English 2 for College Students De Guzman, C.A. et al. 2016	1	
117	Basics of Food Biochemistry & Microbiology (HB) Dziuba, B. et al. 2016	1	
117	Essentials of Food Process Engineering Flores, C. 2016	1	
117	Food Packaging System More, et al. 2016	1	
117	Food Processes, Biochemistry and Technology Wesley, J.	1	
117	Food Science, Safety and Quality Control Field, M. 2016	1	
118	Meat Hygiene and Technology (HB) Jakka, L.P. 2016	1	

118	Principles of Food Safety, Sanitation and Hygiene Somoray, A.M.M 2016	1	
118	Essentials of Nutrition and Health Stewart, D.2016	1	
118	Nutrition: Macronutrients, Micronutrients and Metabolism Stewart, D. 2016	1	
118	Bread and Pastry Production: Intermediate with DVD 3G eLearning 2016	2	
118	Conceptualization of tourism (HB) Rena, V.S.2016	2	
118	Ecotourism Development and Management (HB)Singh, G.P.2016	2	
118	Hospitality & Cruise Ship Management (HB)Ahuja, R.2016	2	
118	Tourism Administration Rana, V.2016	2	
118	Tourism: Economics, Development and Management Gomez, A. 2016	2	
119	Travel Agencies and Tourism Development Rana, V. 2016	2	
119	Trends in Tourism Promotion Emerging Issues (HB) Singh, G.P. 2016	2	
119	Bread and Pastry Production: National Certificate NCII Delos Reyes,C.E. 2016	1	
119	Hotel and Resort Front Office Management OBE Ready Medina, R.G. 2016	1	
119	Introduction to Food Technology Volume 1: 2nd Edition Gatchalian,M.M. et al. 2016	1	
119	Introduction to Food Technology Volume 2 De Leon,S./ Gatchalian,M. 2016	1	
119	Laws in the Hospitality Industry (The Philippine Tourism Laws Simplified) Cagurangan,T.R 2016	1	
119	Crime and Criminal Justice in Asia (HB) Rajpurohit, G.S. 2016	1	
119	Crimes in Cyber Space Scams and Frauds (HB),Kumar, S. 2016	2	
119	Criminology: Principles and Concepts (HB) Rajpurohit, G.S. 2016	2	
120	Criminal Justice System in the Philippines Dela Cruz, S.G. 2016	1	
120	Perspectives on International Relations Mattelart, Armand 2015	2	
120	Hornbook on International and Philippine Human Rights Law Petralba 2013	2	
120	Global Issues CQ Researcher 2017	3	
120	The Globalization of the World Politics: An Introduction to International Relations Baylis, John 2014	3	
120	International Human Rights Ramaswamy, B 2013	2	

120	Public International Law Nachura 2017	3	
120	Public International Law Duka, Cecilio 2017	2	
120	Great Political Theories Curtis, M 2015	2	
120	Modern Political Thought Hampsher-Monk, Iain 2015	2	
121	Classics of Modern Political Theory 2015	2	
121	The Myth of the Strong Leader: Political Leadership in the modern Age Brown, Archie 2015	3	
121	Political Ideologies: An Introduction Geoghegan, Vincent 2014	2	
121	Contemporary Political Theory New Dimensions, Basic Concepts and Major Trends Johari, DC 2013	2	
121	Political Order and Inequality: Their foundations and their Consequences for Human Warfare Boix, Carles 2015	3	
121	The Federal Idea: Public Law Between Governance and Political Life Lev, Amnon 2017	3	
121	The Great Political Theories Curtis 2015	3	
121	Plato: Laws (Cambridge text in the History of Political Thoughts) Schofield, Malcolm 2016	3	
121	The social and Political thought of Claro Mayo Recto Arcellana, Yuvencio 2012	3	
121	Laws and jurisprudence on Torts and Damages Largo, Joan 2014	2	
122	The Philippine Corporate Compendium Aquino, Timoteo 2014	2	
122	Obligations and Contracts Sta Maria 2017	3	
122	Business Law and Ethics Fernando, Emmanuel 2012	3	
122	Labor Laws Annotated Vol II Justice Veloso 2016	3	
122	Labor Laws Annotated Vol II Justice Veloso 2016	3	
122	The Labor Code of the Philippines as Amended and renumbered per DOLE Dept. Advisory No.1, series 2015 REX 2015	3	
122	The Labor code with Comments and Cases Volume II Azusena, Cesario 2013	3	
122	Philippine Civil Service Law 2013	2	
122	Administrative Law: Text and Cases De Leon, Hector 2013	3	
122	Social Democracy and Good Governance Singh 2012	2	
123	Guide to Effective Public Administration Arana, Santos 2013	2	
123	Everyday Politics in the Philippines Triakervliet 2013	2	
123	Local Government in the Philippines Tapales, Ocenar 2013	3	
123	The Essentials of Political Analysis Kernell, Samuel 2015	2	

123	The Essentials of Political Analysis Pollock III, Philip H 2012	2	
123	Data Analysis: An Introduction (Quantitative Applications in the Social Sciences) Lewis-Beck, Michael 2015	2	
123	International Organizations: Politics, Law and Practice Hurd, Ian 2013	3	
123	Contemporary Political Ideologies Macridis, Roy 2015	3	
123	Contemporary Political Movements and the Thought of Jacques Ranciere: Equality in Action May, Todd 2015	3	
123	Rule of Law Singer, Randy 2017	3	
124	Political Parties: A Sociological Study on the Oligarchial Tendencies of modern Democracies Michels, Robert Paul, Eden 2016	3	
124	Batis: Sources in Philippine History Jose Victor Torres 2015	3	
124	Politics and Governance with 1987 Philippine Constitution Mendoza, Josielyn 2013	3	
124	An Overview of the Philippine electoral System Quilala, Ryan Rey 2013	3	
124	The Filipinos and their struggles for freedom and survival: Philippine History for College Students Garcia, Carlito, Agdon Florante 2014	3	
124	Kamalayan; Kultura't Kasaysayan: Philippine History Calilung 2014	3	
124	Political Science: An Introduction Heineman, Robert 2015	3	
124	Political Behaviour Moghaddam, Fathali 2017	3	
124	Political Science: A Global Perspective Morlino, Leonardo 2017	3	
124	Guide to Methods for Students of political Science Evera, Stephen van 2015	5	
125	The Law on Public Officers and Election Law De Leon 2014	3	
125	Philippine Politics and Governance Pawilen, et al 2016	3	
125	Politics: a Very Short introduction Minogue, Kenneth 2015	3	
125	An Introduction to Government and politics: A conceptual Approach O'Neill, Brenda 2015	3	
125	Philippine Administrative Law Agpalo, Ruben 2015	3	
125	Introduction to Philippine Politics: Local Politics, the State Nation Building Cruz 2015	3	
125	Administrative Law: Text and Cases De Leon, Hector	3	

	2013		
125	The Essentials of Local Government Law in the Philippines Largo 2013	3	
125	Handbook of Katarungang Pambarangay Garcia, Himerio 2015	3	
125	Bureaucracy and Good Governance Yadav 2013	3	
126	Reflections on Martial Law Saving the Republic Kapunan, Rod 2013	3	
126	Fundamentals of the 1987 Philippine Constitution Vol I Yu, Eliza 2016	3	
126	Fundamentals of the 1987 Philippine Constitution Vol II Yu, Eliza 2016	3	
126	Principles of Comparative Politics William Roberts Clarks 2013	2	
126	Comparative Government and Politics Harrop, Martin 2016	3	
126	Comparative Government and Politics: An Introduction Hague 2016	2	
126	Comparative Government: Domestic Responses to Global Changes Haus and Haussman 2012	2	
126	Laws Out Laws and Terrorists Blum 2013	2	
126	E-governance Concept and Cases Prabhu 2012	2	
126	International Politics: Classic and Contemporary Readings Handler, Scott 2013	3	
127	Contemporary Southeast Asia:The Politics of Change, Contestation, and Adaptation Ba, Alice Beeson, Mark 2015	3	
127	Labor Laws and Social Legislation First Edition 2016 Peñaflor,L. 2016	1	
127	The Philippine Government & Constitution Tuzon-Caday,M.A.I 2016	1	
127	Understanding Culture, Society and Politics for Senior High School Riodique III,F.C 2016	1	

Section VII. Technical Specifications

Technical Specifications

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Section VIII. Bidding Forms

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Bid Form

Date: _____
Invitation to Bid N^o: _____

To: **MR. VICENTE G. HERNANDEZ**
BAC Chairperson
Mindoro State College of Agriculture and Technology
Alcate, Victoria, Oriental Mindoro

Gentlemen and/or Ladies:

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

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

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

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

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 as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity]* *[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity]*.

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.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

List Of All Ongoing Government & Private Contracts Including Contracts Awarded But Not Yet Started

Business Name : _____

Business Address : _____

Name of Contract/Location Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works
			Description	%		Planned	Actual	
Government								
Private								
						Total Cost		

NOTE: This statement shall be supported with:

- 1 Notice of Award and/or Contract
- 2 Notice to Proceed issued by the owner
- 3 Certificate of Accomplishments signed by the owner or authorized representative

Submitted by : _____

(Printed Name & Signature

Designation : _____

Date : _____

One of the technical documents required to be in the Eligibility Envelope of a prospective bidder is a list of all its on-going, completed, and awarded but not yet started contracts

List Of Single Largest Government & Private Contracts Completed Which Are Similar In Nature

Business Name : _____

Business Address : _____

Name of Contract/Location Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion	a. Date Awarded b. Contract Effectivity
			Description	%		
Government						
Private						

NOTE: This statement shall be supported with:

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

Submitted by : _____

(Printed Name & Signature)

Designation : _____

Date : _____

One of the technical documents required to be in the Eligibility Envelope of a prospective bidder is a list of Single Largest Completed Contract.

Net Financial Contracting Capacity

- A. Summary of the Applicant Firm's/Contractor's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Total Net Worth (1-3)	
6.	Current Net Worth or Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

NFCC = Php _____

The value of bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted
by:

Name of Supplier / Distributor Manufacturer

Signature of Authorized Representative
Date : _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

The above information are among the financial documents required for Eligibility Check. Together with the legal and technical documents required, the financial documents shall be placed inside the Eligibility Envelope and submitted to the BAC on or before the deadline for the submission and receipt of Eligibility Envelopes.

Bid Security (Bank Guarantee)

WHEREAS, (Name of Bidder) (hereinafter called "the Bidder") has submitted his bid dated (Date) for the (Name of Contract) (hereinafter called "the Bid").

KNOW ALL MEN by these presents that We (Name of Bank) of (Name of Country) having our registered office at _____ (hereinafter called "the Bank" are bound unto (Name of Entity) (hereinafter called "the Entity) in the sum of _____² for which payment well and truly to be made to the said Entity the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this ____ day of _____ 20__.

THE CONDITIONS of this obligation are that:

- 1) if the Bidder withdraws his Bid during the period of bid validity specified in the Form of Bid; or
- 2) if the Bidder does not accept the correction of arithmetical errors of his bid price in accordance with the Instructions to Bidder; or
- 3) if the Bidder having been notified of the acceptance of his bid and award of contract to him by the Entity during the period of bid validity:
 - a) fails or refuses to execute the Form of Contract in accordance with the Instructions to Bidders, if required; or
 - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

we undertake to pay to the Entity up to the above amount upon receipt of his first written demand, without the Entity having to substantiate its demand, provided that in his demand the Entity will note that the amount claimed by it is due to the occurrence of any one or combination of the three (3) conditions stated above.

The Guarantee will remain in force up to and including the date _____³ days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE : _____ SIGNATURE OF THE BANK _____

WITNESS : _____ SEAL _____

(Signature, Name and Address)

² The bidder should insert the amount of the guarantee in words and figures, denominated in the currency of the Entity's country or an equivalent amount in a freely convertible currency. This figure should be the same as shown of the Instructions to Bidders.

³ Usually 28 days after the end of the validity period of the Bid. Date should be inserted by the Entity before the bidding documents are issued.

Bid Security: Surety Bond

BOND NO.: _____ DATE BOND EXECUTED: _____

By this bond, We (Name of Bidder) (hereinafter called "the Principal") as Principal and (Name of Surety) of the country of (Name of Country of Surety) , authorized to transact business in the country of (Name of Country of Employer) (hereinafter called "the Surety") are held and firmly bound unto (Name of Employer) (hereinafter called "the Employer") as Obligee, in the sum of _____¹ for the payment of which sum, well and truly to be made, we, the said Principal and Surety bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

SEALED with our seals and dated this _____ day of _____ 20 _____

WHEREAS, the Principal has submitted a written Bid to the Employer dated the _____ day of _____ 20 _____, for the _____ (hereinafter called "the Bid").

NOW, THEREFORE, the conditions of this obligation are:

- 1) If the Principal withdraws his Bid during the period of bid validity specified in the Form of Bid; or
- 2) If the Principal does not accept the correction of arithmetical errors of his bid price in accordance with the Instruction's to Bidders; or
- 3) If the Principal having been notified of the acceptance of his Bid by the Employer during the period of bid validity:
 - a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

then this obligation shall remain in full force and effect, otherwise it shall be null and void.

PROVIDED HOWEVER, that the Surety shall not be:

- a) liable for a greater sum than the specified penalty of this bond, nor
- b) liable for a greater sum than the difference between the amount of the said Principal's Bid and the amount of the Bid that is accepted by the Employer.

This Surety executing this instrument hereby agrees that its obligation shall be valid for 120 calendar days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Surety is hereby waived.

¹ The bidder should insert the amount of bond in words and figures, denominated in the currency of the Employer's country of an equivalent amount in a freely convertible currency and callable on demand. This figure should be the same as shown in the Instructions to Bidders.

PRINCIPAL _____

SURETY _____

SIGNATURE(S) _____

SIGNATURES(S) _____

NAME(S) AND TITLE(S) _____

NAME(S) _____

SEAL _____

SEAL _____

REPUBLIC OF THE PHILIPPINES)

_____)S.S.

Bid-Securing DeclarationInvitation to Bid No. _____ [insert reference
number]To: MINDORO STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY – MAIN CAMPUS
Alcate, Victoria, Oriental Mindoro

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 contract with any procuring entity for the 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, if I / we have committed any of the following actions:
 - i) Withdrawn my / our Bid during the period of bid validity required in the Bidding documents; or
 - ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
3. I / we understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b) I am / we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I / we failed to timely file a request for reconsideration or (ii) I / we filed a waiver to avail of said right;
 - c) I am / we are declared as the bidder with the Lowest Calculated and Responsive Bid / Highest Rated and Responsive Bid, 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 _____, at _____.

Name of Bidder
Authorized
Representative
Legal Capacity
 Affiant

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

Witness my hand and seal this ____ day of _____.

NAME OF NOTARIAL PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorney's No. _____

PTR No. _____, *[date issued]*, *[place issued]*

IBP No. _____, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Conformity With Schedule Of Requirements

Item No.	Description	Qty.	Remarks Comply/Not Comply
	Lot 1		
1.	Biochemistry / Garrett / 2017	2	
2.	Biochemistry and Biotechnology / Stone / 2016	2	
3.	Handbook of Molecular Biology and Biochemistry / Granger / 2016	2	
4.	Introduction to General, Organic, and Biochemistry / Bettelheim / 2016	2	
5.	Plant Physiology, Biochemistry and Biotechnology / Berger / 2016	1	
6.	Integrated Cattle Nutrition / Maddina / 2016	2	
7.	Animal Health and Nutrition / Kiser / 2016	2	
8.	Animal Health Care and Management: Advance w/ DVD / 3G Learning / 2016	2	
9.	Basics of Animal Nutrition / hundal / 2016	2	
10.	Handbook of Applied Animal nutritions / Crnkic / 2016	2	
11.	Animal Feeding: Concepts & Practices / Bakshi / 2016	2	
12.	Handbook of Animal Feed Formulations / Peterson / 2014	2	
13.	Sustainable Animal Production & Animal Feed Technology / Koyuncu / 2016	2	
14.	Poultry Farming & Feed Formulation; Nutrition, Methods & Strategies of Feeding / Krishnasamy / 2016	2	
15.	Basic Animal Nutrition and Feeding (HB) / Edberg / 2015	3	
16.	Agricultural Animal Physiology and Morphology / Steers / 2016	2	
17.	Animal Reproduction and Physiology / Fasso / 2016	2	
18.	Handbook Functional Anatomy and Physiology of Domestic Animals / Kang / 2014	2	
19.	Small Animals Stock Management / Talawad / 2016	2	
20.	Strategy for Sustainable Animal Production / Garcia / 2016	2	
21.	Modern Livestock and Poultry Production / Flanders / 2016	2	
22.	Dairy Farming & Livestock Production / Snider / 2016	2	
23.	Livestock Production (w/ DVD) (PB) / 3G Learning / 2017	3	
24.	Animal Diseases ; Diagnosis & Treatment / Singh / 2016	2	
25.	Animal Manure Recycling: Treatment and Management / Machin / 2015	2	
26.	Diseases of Farm Animals / Prakash / 2014	2	
27.	Diseases of Cattle / Kumar / 2014	2	
28.	Diseases of Poultry / Yadav / 2014	2	
29.	Dairy and Poultry Industries / Gopiah / 2016	2	
30.	Poultry Nutrition and Management / Mahajan / 2015	2	

31	Broiler Breeder Production: Production, Feeding & Management Techniques / Soni / 2016	2	
32	Biology of Breeding Poultry / Pandey / 2015	2	
33	Illustrated Handbook of Poultry Farming (HB) / 3G Learning	3	
34	Agricultural Plant Biochemistry / Nagaraj, G. / 2015	1	
35	Plant Biochemistry / Arunkumar, V. et al. / 2014	1	
36	Biochemistry of Plants and their Anatomy / Karkare / HB / 2016	3	
37	Stored Product [Protection and Postharvest Technology / Plath / 2016	1	
38	Cashew Production and Processing Technology / Mekala / 2016	1	
39	Growing and Breeding of potatoes / Mekala / 2016	1	
40	Agricultural Production, Marketing and their Management (HB) / Pal / 2016	3	
41	Environmental Plant Physiology / Willey / 2016	1	
42	Concepts of Plant Physiology w/ DVD (PB) / 3G Learning / 2017	3	
43	Illustrated Handbook of Plant Physiology (HB) / 3G Learning / 2017	3	
44	Plants Physiology and Metabolism (HB) / Kim, Y., Han, S., e / 2016	2	
45	Recent Advances in Crop Physiology Vol. 1 / Singh, A.L. / 2014	2	
46	Plant Development and Reproduction / Shi / 2016	2	
47	Crop Production Economic Security and Protection/Doy, S./2016	2	
48	Current Concepts in Crop Protection/Chaurasia, H./2015	2	
49	Crop Protection and Management (PB) / Murphy / 2017	3	
50	Agronomy Services Farming Systems and Archeology / Patil / 2016	1	
51	Farm Management / Hassey/ 2016	1	
52	Principles, Concepts and Technology of farm Management / Hassey / 2016	1	
53	Rainted Farming and Sustainable Agriculture Innotive Approach / Kumar / 2015	1	
54	Organic Farming Handbook / Mason / 2015	1	
55	Organic Farming and Food Production w/ DVD (PB) / 3G Learning / 2017	3	
56	Principles of Seed Science and Technology / Paalman / 2015	1	
57	Diversity of Seed Plants (HB)/Bai, F. et al./2016	2	
58	Seed Production / Shagufta / 2014	2	
59	Seed Production Techniques og Major Crops (reprint) / Verma, O.P. / 2015	2	
60	Advances in Seed Science & Technology (HB) / Narayan / 2016	3	
61	Quality Assurance of Postharvest Stored Products/ Plath / 2016	2	

62	Eco-Friendly Technology for Postharvest Produce Quality / Siddiqui / 2016	2	
63	Bananas and Plantains Postharvest Management, Storage, Ripening/Narayana, C. K./2015	2	
64	Handling Transportation and Storage of Fruits and Vegetables: Vegetables/Ryall, et al./2014	2	
65	Post-harvest Handling of Food Crops (HB) / Sharma / 2015	3	
66	A Textbook of Production Technology of Fruit Crops / Prasad & Bhardwa / 2015	1	
67	Agronomy of Tropical fruit Crops (HB) / Ramalho, S.A. et al. / 2016	1	
68	Handbook of Fruits and fruit Processing/Mitchell,M./2016	1	
69	Fruit Production (Major Fruits)/Sharma, R.R./Kris/2014	1	
70	Marketing of Processed Fruit and Vegetable/Choudhary, M. et al./2014	1	
71	Water and Soil Chemistry Risk and Management / Puri / PB / 2017	3	
72	Plant, Soil and Agricultural Sciences: challenges and concerns / Mason / HB / 2016	3	
73	Adaptations and Responses of Woody Plants to Environmental Stress / Singh. K.P. / 2016	1	
74	Legumes Under Environmental Stress: yield improvement and adaptations / HB / Azooz / 2015	1	
75	Abiotic Stress Response in Plants / HB / Tuteja / 2016	1	
76	Physiological Responses of Plants to Attack (PB) / Watlers / 2015	3	
77	Tolerance in Crop Plants (HB) / Mital / 2017	3	
78	Advances in Horticulture Science Research (HB) / Bijalwan, A. et al./ 2016	2	
79	Mathematical Modelling for System Analysis in Agricultural Research / Vouhnut / 2015	2	
80	Horticulture Research: Theory and Practice (HB) / Bosso / 2016	3	
81	Research Methology Agro Science / Narayan / HB / 2016	3	
82	Poultry Nutrition Research / Singh / HB / 2017	3	
83	Merging Plant Breeding with Crop Biotechnology/Galbraith, W./2014	2	
84	Practical Plant Breeding (HB) / Lucht, J.N. et al. / 2016	2	
85	Textbook of Plant Breeding / Purohit / 2015	2	
86	Illustrated Handbook of Plant Breeding / 3G Learning / HB / 2017	3	
87	Cereals Cultivation, Processing and Utilization/Pradhan/2015	1	
88	Rice Crop Seed and Hybrid Production: Cultivation and Transplantation (HB) / Puri / 2017	3	
89	Vegetable Farming and Production / Jain, N. / 2016	2	
90	Vegetables and Flowers from Seeds in tropical, Semi-Tropical / Sutton and Sons / 2015	2	

91	Vegetable: production and practices / Bhanot / HB / 2017	3	
92	Vegetable and Fruits: farming and gardening / Bowen / PB / 2017	3	
93	Breeding and Biotechnology of Flowers: Commercial Flowers (2 Vols)/Singh/2014	1	
94	Flower Crops: cultivation and management / HB / Chaudhary / 2016	1	
95	Flowering Plants / Khan / 2016	3	
96	Illustrated Handbook of Crop Production / HB / 3G eLearning / 2017	1	
97	Nutrition of Fruit Trees / PB / Goyal / 2015	1	
98	Fruits and Vegetables: harvesting, handling and storage, 3rd edition, vol. 1 & 2 / HB / Thompson / 2016	1	
99	Illustrated handbook of vegetables and Fruits / 3G Learning / HB / 2017	3	
100	Farming of Vegetable and Fruit / Eretuei / HB / 2017	3	
101.	Microsoft Office 365 Excel 2016 Comprehensive (PB) / Freund / 2017	2	
102.	Microsoft Office 365 Excel 2016 (PB) / Reding / 2017	2	
103.	Keyboarding and Word Processing: complete course 20th ed. (SB) / Vanhauss / 2017	3	
104.	Financial Modelling in Excel for Dummies / Fairhurst / / 2017	3	
105.	Microsoft Excel 2013: comprehensive / Freund / 2016	3	
106.	Business Leadership: theory and practice / Rao / 2016	1	
107.	Business Management, 14e / Burrow / 2017	1	
108.	Business Management and Globalization / Lamotta / 2016	1	
109.	Business Strategies and Management / Stinton / 2016	1	
110.	Designing Business & Management / Junginger / 2016	1	
111.	Effective Human Relations: interpersonal and organizational applications, 13e / Reece / 2017	2	
112.	Managing Human Resources, 17e / Snell / 2016	2	
113.	Human Resource Management, 11e / Rue / 2016	2	
114.	Managing Human Resources (Productivity, Quality of Work Life, Profits), 10e / Cascio / 2016	2	
115.	Human Resource management (PB) / Rose / 2017	3	
116.	Project Management for Trainers, 2e / Russell / 2015	1	
117.	Project Management Theory and Practice / Richardson / 2015	1	
118.	Successful Project Management, 6e / Gido / 2015	1	
119.	Project Management / Flores, Serrano-Ong / 2015	1	
120.	Project Management : processes & methodologies (PB) / Fowler / 2017	2	
121.	Principles of Business: operations marketing finance management, 9e / Dlabay / 2017	2	
122.	An Introduction to Operations Management: the joy operations / Das / 2016	2	

123.	Operations and Supply Chain Management: the core, 4e / Jacobs / 2017	2	
124.	Production and Operations Management (2 Volume Set) / Verma / 2016	2	
125	Analysis for Financial Management, 11e / Higgins / 2016	1	
126	Practical Financial Management, 8e / Lasher / 2017	1	
127	Strategic Financial Management / Ness / 2016	1	
128	Contemporary Financial Management, 14e by Moyer © 2018	2	
129	Financial Management in Small Business w/ CD (PB) / 3G E-Learning / 2015	2	
130	Introduction to Managerial Accounting, 7e / Brewer / 2016	1	
131	Managerial Accounting, 3e / Whitecotton / 2017	1	
132	Managerial Accounting, 14e / Warren / 2018	1	
133	Managerial Accounting Tools for Business Decision Making / Ness / 2016	1	
134	Managerial Accounting Asia Perspective / Garrison / 2015	1	
135	Marketing Management / Marshall / 2015	2	
136	Marketing Management / Hunt / 2016	2	
137	Strategic Marketing Management / Hunt / 2016	2	
138	Marketing Communications Management 2e / Copley / 2014	2	
139	Marketing Management / Iacobucci / 2015	2	
140	Organizational Behavior / Johnson / 2015	2	
141	Behavior Management: from theoretical implications to practical applications, 3e / Maag / 2018	2	
142	Organizational Behavior and Business Ethics / Lamotta / 2016	1	
143	Behavioral Dynamics in Organization / Green / 2014	2	
144	Management of Human Behavior in an Organization (OBE Approach) /Serrano / 2016	1	
145	Organizational Change: an action-oriented toolkit, 3e / Cawsey / 2016	1	
146	Managing Organizational Change 3e / Palmer / 2017	1	
147	Organization Development / Flores / 2016	1	
148	Organizational Development: Org. Change, 3e / Anderson / 2015	1	
149	Organizational Change and Strategy: an international dynamics approach 2e / Coghlan / 2016	1	
150	Business Ethics, 9e / Shaw / 2017	1	
151	Business Ethics: ethical decision making and cases, 11e / Ferrell / 2017	1	
152	Business Ethics and Principles / Fischer / 2016	1	
153	Business Ethics: Decision Making Perspective Integrity, 4e by Hartman © 2018	2	
154	AE: Business Ethics, 27e / Teoro / 2017	2	
155	Business Research and Development (HB) / Fischer / 2016	1	
156	Business Research Methodology (HB) / Smith / 2015	1	
157	Doing Your Business Research Project (PB) / Beech / 2015	1	

158	Qualitative Methods in Business Research (PB) / Eriksson / 2016	1	
159	Research Methods for Business & Management, 2e (PB) / Garman / 2015	1	
160	Business Statistics (Communicating with Numbers), 2e (PB) / Jaggia / 2016	1	
161	Business Statistics in Practice, 8e (PB) / Bowerman / 2017	1	
162	Practical Business Statistics, 7e (PB) / Siegel / 2016	1	
	Statistics for Business & Economics, 13e (HB) / Anderson / 2017	1	
163	Essentials of Modern Business Statistics 7e (HB) by Anderson © 2018	2	
164	Essential Statistics for Public Managers & Policy Analysts by Berman © 2017	2	
165	Social Statistics for a Diverse Society (PB) by Frankfort © 2015	2	
166	Statistics for Management and economics 11e by Keller © 2018	2	
167	Essentials of Modern Business Statistics with Microsoft Office Excel (HB) / Anderson / 2016	1	
168	Modern Business Statistics with Microsoft Office Excel, 5e / HB / Anderson / 2015	1	
169	Business Leadership: theory and practice / Rao / 2016	1	
170	Public Management and Governance, 3e / Bovaird / 2016	1	
171	Introduction to Public Administration / Bihasa / 2015	1	
172	Public Administration (Understanding Management, Politics, and Law in Public Sector) 8e / Rosenbloom / 2015	1	
173	Public Administration: an introduction 2e / Holzer / 2016	1	
174	Fiscal Administration, 10e by Mikesell © 2018	2	
175	Microeconomic Theory: basic principles and extensions, 12e / Nicholson / 2017	2	
176	Microeconomics for Today, 9e / Tucker / 2017	2	
177	Microeconomics: a contemporary introduction, 11e / McEachern / 2017	2	
178	Microeconomics: an intuitive approach, 2e / Nechyba / 2017	2	
179	Microeconomics: Theories and Applications / Marcelo / 2016	1	
180	Public Sector Economics and the Need for Reforms / Philippopoulos / 2016	1	
181	Public Sector Property Asset Management / Ngwira / 2016	1	
182	Economics of the Public Sector (original) / Stiglitz / 2015	1	
183	Governance Networks in the Public Sector (PB) / Kljin / 2016	2	
184	Leadership & Change in Public Sector Organizations by Ward © 2017	2	
185	Economics of Development: toward exclusive growth / Nawab / 2015	1	
186	Development Communication and Information Economic in the New Millennium / Purohit / 2016	1	
187	Handbook of Development and Environmental Economics /	1	

	Van Erland / 2016		
188	Emerging Economies and Challenges to Sustainability / Hansen / 2015	1	
189	Economic Development for Everyone by Miller © 2017	3	
190	The Ethics Primer for Public Administrators in Government and Nonprofit Organizations, 2e (PB) / Svava / 2015	1	
191	Public Administration: Concepts and Principles (HB) / Menon / 2014	1	
192	Public Administration (HB) by Jacob © 2016	2	
193	Laboratory Information Management System / Boother / 2016	2	
194	Management Information Systems / Carson / 2015	2	
195	Management Information Systems / Sharma, C. / 2015	2	
196	Basic of Management Information Systems / Pacholi / 2014	2	
197	Handbook of Information Systems / Desh Bukh / 2014	2	
198	Biology: the dynamic science, 4th ed. / HB / Russell / 2017	2	
199	General Biology 1 w/ DVD / PB / 3G eLearning / 2017	2	
200	General Biology 2 w/ DVD / PB / 3G eLearning / 2017	2	
201.	Biology: concepts and investigations, 4th edition / Hoeghnagels / 2018	3	
202.	Biology for Dummies, 3rd ed. / Krats / 2017	3	
203.	Animal Physiology and Biochemistry (HB) by Faridi © 2017	3	
204.	Environmental Physiology of Animals (HB) by Nikolaevich © 2014	3	
205.	Cell Biology and Genetics / Doran / 2016	2	
206.	Evolution and Genetics / Durmaz / 2016	2	
207.	Genetics: Analysis and Principles / Mann / 2016	2	
208.	Population Genetics and Evolution / Mitchell / 2016	2	
209.	Cytology, Genetics and Cytogenetics / Sanamyam / 2016	2	
210.	Experimental Organic Chemistry: A Miniscale and Microscale Approach / Gilbert / 2016	2	
211.	Handbook of Organic Chemistry (2 Volume Set) / Smith / 2015	2	
212.	Organic Chemistry, 5e / Smith / 2017	2	
213.	Organic Chemistry, 9e / McMurry / 2016	2	
214.	Essential Organic Chemistry 3e / Bruice / 2016	2	
215.	Laboratory Techniques & Experiments in Biology / Blair / 2016	2	
216.	Small Scale Approach to Organic Laboratory Techniques, 4e / Pavia / 2016	2	
217.	Laboratory Techniques in Microbiology (HB) by Woo © 2016	3	
218.	Freshwater Ecosystem Ideas and Actions / Kumar / 2015	2	
219.	Freshwater Ecosystem and Xenobiotics / Bharti, P.K. et al. / 2015	2	
220.	Sewage Pollution and Microbiology / HB / Jakka / 2017	2	
221.	Marine Biology / PB / Roy / 2014	2	
222.	Advances in Marine Biology / Curry / 2017	3	
223.	Marine Biology / Jenkins / PB / 2017	3	

224.	Cell Biology with Wiley Plus 7e / Karp / 2014	2	
225	Cell Structures and Functions / Silva / 2016	2	
226	Cell Biology Techniques / Copeland / 2016	2	
227	Cell Biology: Meiosis and Mitosis (PB) by Reid © 2017	3	
228	Illustrated Handbook of Cell Biology (HB) 3G Learning © 2017	3	
229	Teacher Empowerment Through Curriculum Development / Remington / 2015	2	
230	Technology, Curriculum and Material Development in Education / Carlson / 2016	2	
231	Fundamentals of Computer Science / Dhaka, P. / 2014	2	
232	New Perspectives Computer Concepts 2018: Introductory by Parsons © 2018	3	
233	Technology Now: Your Companion Computer Concepts, 2e by Hoisington © 2018	3	
234	Understanding the Digital World by Kernighan © 2017	3	
235	Multimedia Technology and Applications (PB) / Marsh / 2017	3	
236	Second Language Identities / Block / 2014	2	
237	Task Sequencing and Instructed Second Language Learning / Baralt / 2016	2	
238	Teacher Evaluation in Second Language Education / Howard / 2015	2	
239	Teaching of English / Kumar, P. / 2014	2	
240	English Language Teaching / Patteti, S.P. / 2014	2	
241	Language Development and Communications / Coleman / 2014	2	
242	Cultural Traditions and Development of Language and Linguistics / Reynolds / 2014	2	
243	An Outline History of the English Language rev. ed. / Wood, F. / 2015	2	
244	Truth About Language, The: What It Is and Where It Came From by Corballis © 2017	3	
245	Phonological Skills and Learning to Read / Goswami / 2016	2	
246	Linguistics Phonetics and English Language Teaching / Shukla / 2014	2	
247	A Fresh Look at Phonics (PB) / Blevens / 2017	2	
248	Understanding Phonology, 4e by Gussenhoven © 2017	3	
249	English Language and Communication Skills / Sinha / 2014	2	
250	The Educational Potential of Texts of Culture in Teaching English to Senior Secondary School Students (HB) / Aleksandrowska / 2015	2	
251	Emotions & English Language Teaching by Benesch © 2017	3	
252	Reflective Practice in English Language Teaching by Mann © 2017	3	
253	Assessing English Language Learners: Bridges to Educational Equity 2nd ed. (PB) / Gottlieb / 2016	2	
254	Faces of English Education by Wong © 2017	3	
255	An Introduction to Language Learning and Teaching / Purohit, K./ 2015	3	

256	Becoming an Academic Writer, 2e / Goodson / 2017	2	
257	Novel Writing A Writers's & Artists' Companion / Gunesekera / 2015	2	
258	Communication Skills / Shivaramu, K. / 2015	2	
259	Communication Skills with DVD / 3G eLearning / 2015	2	
260	Bird Song, Speech, and Language / Bolhuls / 2016	2	
261	A Practical Approach to Linear Algebra / Singh / 2014	2	
262	A Textbook of Linear Algebra / Prasad / 2014	2	
263	Elementary Linear Algebra, 5e / Adrilli / 2016	2	
264	Matrix and Linear Algebra / Sato / 2016	2	
265	Theorems and Applied Principles in Linear Algebra / Taylor / 2015	2	
266	Essentials of Precalculus with Calculus Previews, 6e / Zill / 2016	2	
267	Precalculus with Calculus Previews, 6e / Zill / 2017	2	
268	Precalculus: Functions and Graphs, 12e / Swokowski / 2017	2	
269	Probability and Statistics / McNew / 2015	2	
270	Essentials of Probability Theory for Statisticians / Proschan / 2016	2	
271	First Course in Differential Equations, Modelling, and Simulation / Smith / 2016	2	
272	Ordinary and Partial Differential Equations for the Beginner / Szekelyhidi / 2016	2	
273	Ordinary Differential Equations / Al-Johani / 2016	2	
274	Coordinate Geometry and Differential Calculus / Borah, B./ 2015	2	
275	Elementary Number Theory with Programming / Lewinter / 2016	2	
276	Fundamentals of Number Theory / PB / Patterson / 2017	2	
277	Elements of Coordinate Geometry (HB) by Berdyshev © 2016	3	
278	Essentials of Geometry (PB) by Richards © 2017	3	
279	Fractal Geometry (HB) by Bedabrata © 2016	3	
280	Contemporary Abstract Algebra, 9e (HB) / Gallian / 2017	2	
281	Handbook of Applied and Abstract Analysis (HB) / Alexander / 2015	2	
282	Action Research / Kaur / 2015	2	
283	Action Research: an educational leader's guide to school / Glanz / 2014	2	
284	First Person Action Research Living Life as Inquiry / Marshall / 2016	2	
285	Educational Counselling and Guidance / Satsangi / 2015	1	
286	Standards and Ethics for Counselling in Action, 4e / Bond / 2015	1	
287	Facilitating Evidence-based, Data-driven School Counselling / Zyromski / 2016	1	
288	Introduction to the Counseling Profession, 7e by Capuzzi © 2017	2	
289	Don't Suspend Me: An Alternative Discipline Toolkit /	1	

	Hannigan / 2017		
290	Educational Measurement Statistics and Guidance Services / Dash, Dash / 2014	1	
291	An Introduction to Psychological Assessment & Psychometrics 2e / Coaley / 2016	1	
292	A Brief Orientation to Counseling: Professional Identity, History, and Standards, 2e (PB) / Neukrug / 2017	1	
293	Fundamentals of Educational and Counselling Psychology w/ DVD (PB) 3G eLearning © 2017	2	
294	Counselling Adolescents Through Loss, Grief, and Trauma / Malone / 2016	1	
295	Field Experience: Transitioning from Student to Professional / Zhang / 2016	1	
296	Theory and Treatment Planning in Counseling and Psychotherapy, 2e / Gehart / 2016	1	
297	Theoretical Models of Counseling and Psychotherapy by Dunn © 2018	2	
298	Group and Team Coaching: the Secret Life of Groups, 2e / Thornton / 2016	1	
299	Group Dynamics 6e / Forsyth / 2014	1	
300	Theory, Practice, and Trends in Human Services / 2017	1	
301.	Counseling Families (Play Based Treatment) (PB) / Green / 2015	1	
302.	Guidance and Counselling in Modern scenario / Soni / 2015	1	
303.	Counselling and Psychotherapy: Theory and Practice, 2e (PB) / Corey / PB	1	
304.	Philosophy's Role in Counseling and Psychotherapy (PB) / Raabe / 2014	1	
305.	Skills in Existential: Counselling & Psychotherapy, 2e (PB) / Deurzen / 2016	1	
306.	Psychometrics & Psychosocial Assessment by Coulacoglou © 2017	2	
307.	Professional Practice in Counselling & Psychotherapy by Jerkins © 2017	2	
308.	Understanding Child Development, 10e (PB) / Charlesworth / 2017	1	
309.	Understanding Cognitive Development (PB) / McGonigle-Chalmers / 2016	1	
310.	Child Development: understanding a cultural perspectives by Packer (c) 2017	2	
311.	Development Through Life: psychosocial approach, 13e by Newman © 2018	2	
312.	Abnormal Psychology, 6e (PB) / Hoeksema / 2014	1	
313.	Abnormal Psychology and Life: A Dimensional Approach, 3e (HB) / Kearney / 2018	1	
314.	Abnormal Psychology, 8e by Whitbourne © 2017	2	
315.	Casebook in Abnormal Psychology, 5e by Brown © 2017	2	
316.	International Interviewing and Counseling: Facilitating Client Development in a Multicultural Society, 9e / Ivey / 2018	1	

317.	School Management / Rajasekar / 2016	1	
318.	Strategies for Developing and Supporting School Leaders / Sanzo / 2016	1	
319.	Educational Administration: theory, concepts & practice / Carson / 2016	1	
320.	Community-Based Qualitative Research / Johnson / 2017	1	
321.	Questioning Assumptions and Challenging Perceptions / Schaffer / 2016	1	
322.	Qualitative Research Bridging the Conceptual, Theoretical, and Methodological / ravitch / 2016	1	
323.	Reconceptualizing Qualitative Research / Ljungberg / 2016	1	
324.	A Gentle Introduction to Effective Computing in Quantitative Research	2	
325.	Financial Institutions Management, 9e by Saunders © 2018	2	
326.	Educational Evaluations and Measurements / Gupta / 2015	2	
327.	Supervision and Evaluation for Learning and Growth / Tomal / 2015	2	
328.	Transforming the Measurement of Learning and Teaching in Higher Education / Bain / 2016	2	
329.	Educational Evaluation / Gupta, S, / 2014	2	
330.	Understanding and Applying Assessment in Education by Murchan © 2017	3	
331.	Spanish Verb Drills, 5e by Bey © 2017	2	
332.	Advanced Educational Technology / Thakur / 2015	2	
333.	Educational Technology / Christina / 2016	2	
334.	Emerging Concepts and Practices of Educational Technology / Moore / 2016	2	
335.	Online Learning and Teaching: analysis and assessment / Walter / 2016	2	
336.	Technological Advancements in E-Learning / Traver / 2016	2	
337.	Learning with Technology (PB) / Roberts / 2017	3	
338.	Techniques of Teaching Educational Psychology / Chawla, G.K. et al. / 2014	2	
339.	Educational Psychology: an Asian edition by Tan © 2017	3	
340.	Social & Emotional Learning in Action by Flippo © 2016	3	
341.	Sociology of Education, 8e by Ballantine © 2017	3	
342.	Educational Psychology, 6e by Santrock © 2018	3	
343.	Addressing the Needs of All Learners in the Era of Changing Standards / McKnight / 2016	1	
344.	Assessment, Bureacracy, and Consolidation (The Issues Facing Schools Today) / Parkerson / 2015	1	
345.	Changing Face of Education in the Digital Age / Foreman / 2016	1	
346.	Privatization & the Education of Marginalized Children by Lubienksi © 2017	2	
347.	Rise of quality assurance in Asian Higher Education by Shah © 2017	2	
348.	An Introduction to the Internationalization of Higher	1	

	Education (PB) / Arabkheradmand / 2015		
349	Degrees of Deception (America's For-Profit Higher Education Fraud) (PB) / connell / 2016	1	
350	New Directions in Teaching English: Reimagining Teaching, Teacher Education, and Research (PB) / Morell / 2015	1	
351	Policy Transfer and Educational Change (PB) / Scott / 2016	1	
352	Educational Leadership for a More Sustainable World / Bottery / 2016	1	
353	Ethical Leadership and Decision Making in Education: applying theoretical perspectives to complex dilemmas / Shapiro / 2016	1	
354	Framework on Academic Achievement and Leadership Qualities / Sumathin / 2016	1	
355	Indelible Leadership: Always Leave them Learning (PB) / Fullan / 2017	1	
356	Leadership Habit, The: Transforming Behaviors to Drive by Berberick © 2017	1	
357	Organizational Crisis Management / Jackson / 2015	1	
358	Crisis, Intervention Strategies, 8e (HB) / James / 2017	1	
359	A Survival Kit for Doctoral Students and their Supervisors (PB) / Tanggaard / 2017	1	
360	Indigenous Conflict Management Strategies © 2017	1	
361	Ethical Obligations and Decision-Making by Mintz © 2017	1	
362	Systems Analysis and Design, 11e (HB) / Tilley / 2017	2	
363	Systems Analysis and Design in A Changing World, 7e (HB) / Satzinger / 2016	2	
364	Systems Analysis and Synthesis: Bridging Computer Science and Information Technology (PB) / Dwyer / 2016	2	
365	Analysis and Design Algorithm (HB) by Dwivedi, G.K. © 2017	3	
366	Systems Modelling and Complex Networks Analysis (HB) by Nason © 2016	3	
	Lot 2 (Books for Main Campus)		
367	Environmental Science, 14th ed. / Cunningham / 2018	3	
368	Environment and tourism, 3rd ed. / Andrew Holden / 2016	3	
369	Environmental Management: Science & Engineering for Industry / Muralikrishna / 2017	3	
370	Global environmental institutions, 2nd ed. / Elizabeth R. DeSombre / 2017	3	
371	Sustainability / Kent E. Portney / 2015	3	
372	Horizons: Exploring the universe, 14th ed. / Michael Seeds and Dana Backman / 2018	3	
373	Earth's Evolving System: The History of Planet Earth, 2nd ed. / Martin / 2018	3	
374	Physical Science, 11th ed. / Bill W. Tillery, Stephanie J. Slater and Timothy F. Slater / 2017	3	
375	Physical geography, 11th ed. / James F. Petersen, Dorothy Sack and Robert E. Gabler / 2017	3	
376	Dynamic earth: An introduction to physical geology / Eric H. Christiansen and W. Kenneth Hamblin / 2015	3	

377	Soil Health & Intensification of Agroecosystems / Al Kaisi / 2017	3	
378	Soil Conservation / Gaurav / 2016	3	
379	Soil Ecology and Land-Use Management / Wang / 2016	2	
380	Soil, Plant, Water and Fertilizer Analysis / Hebert / 2016	2	
381	A Handbook of Soil-Plant-Water-Fertilizer and Manure Analysis /Durai / 2014	2	
382	Aquatic pollution: an introductory text, 4th ed. / Edward A. Laws / 2018	3	
383	Aquaculture: Farming Aquatic Animals and Plants (HB) / Tedena / 2017	3	
384	Aquaculture and Fish Farming (PB) / Marshall / 2017	3	
385	Aquaculture Technology / Soderberg / 2017	3	
386	Water science and technology: An introduction, 4th ed. / Nick F. Gray / 2017	3	
387	Agricultural Ecology and Environment (HB) / Avtar / 2016	3	
388	Agriculture Ecology and Environment w/ CD (PB) / 3G Learning / 2017	3	
389	Agricultural Systems: Agroecology & Rural Innovation for Development / Snapp / 2017	3	
390	Agri-Environment: Environmental Impacts of Agricultural Practices (HB) / Waltz / 2016	3	
391	Applications of Biotechnology in Agriculture Science and Environment (HB) / Das / 2016	3	
392	The Handbook of Global Climate and Environment Policy / Falkner / 2016	3	
393	Environmental Impact Assessment / Mareddy / 2017	3	
394	Environmental Impact: Assessment & Analysis / Layer / 2016	3	
395	Environmental Science, 14th ed. / Cunningham / 2018	3	
396	Engineering Hydrology (HB) / Royol / 2017	1	
397	Illustrated Handbook of Groundwater Resources and Management (HB) / 3G Learning / 2017	1	
398	Mechanics of Materials (PB) / Goodno / 2018	1	
399	Illustrated Handbook of Thermodynamics (HB) / 3G Learning / 2017	1	
400	Principles of Heat Transfer (HB) / Kreith / 2018	1	
401.	Engineering Economy / 2018	1	
402.	Mechanics of Fluids, 5th ed. (PB) / Potter / 2017	1	
403.	An Anthology of Popular Essays and Poems (for young students) / Xavier, AG / 2016	1	
404.	Functional Skill in Language and Literature (HB) / Dewani, R / 2016	1	
405.	Communication Between Cultures, 9th ed. (PB) / Samovar / 2017	1	
406.	Backgrounds of English Literature (HB) / Balwan / 2017	1	
407.	Revolution in English Literature (PB) / Balwan / 2016	1	
408.	Sentence Structure: the key to english usage, grammar and punctuation (PB) / Richeson / 2016	1	
409.	Simple, Compound, Complex, and Compound-Complex Sentences: English Sentence Forms (PB) / Joshi / 2016	1	

410.	Teaching Literature in the Context of Literacy Instruction (PB) / Chadwick / 2016	1	
411.	Abstract Algebra: an interactive approach, 2e / Paulsen / 2016	1	
412.	Calculus with CalChat and CaltView, 11th ed. (HB) / Larson / 2018	1	
413.	Probability Theory (PB) / Phillips / 2016	1	
414.	Probablility: Theory and Examples (HB) / Borres / 2017	1	
415.	Topics in Advanced Calculus (HB) / Parkash, K. / 2017	1	
416.	Topics in Integral Calculus 6th ed. (HB) / Lal, B. / 2017	1	
417.	Handbook of Inorganic Chemistry / Wilde / 2015	1	
418.	Zoology, 10e / Miller / 2016	1	
419.	Fundamentals of Physics (PB) / Ware / 2017	1	
420.	Microbiology: concepts and applications (HB) / Phillip / 2016	1	
421.	Integrated Concepts of Zoology (HB) / Hayes / 2016	1	
422.	Integrated Concepts of Zoology (PB) / Fisher / 2017	1	
423.	Principles of Zoology (HB) / Tatiparti / 2017	1	
424.	Illustrated Handbook of Microbiology (HB) / 3G Learning / 2017	1	
425	Microbiology: an introduction (PB) / Douglas / 2017	1	
426	Ecotourism Development and Management (HB) / Singh, GP / 2016	5	
427	Eco-Tourism and Environmental Management / Prasag, G. / 2015	5	
428	Eco and Green Tourism / Sharma / HB / 2015	5	
429	Tourism: Economics, Development and Management / Gomez / HB / 2016	5	
430	Contemporary Tourism: An International Approach, 3rd ed. / Cooper / PB / 2016	5	
431	Sustainable Tourism Development / Weber / HB / 2016	5	
432	Sustainable Tourism Development / Todd / PB / 2017	5	
433	Hospitality and Tourism Management / Powell / HB / 2016	5	
434	Culinary Arts and Hospitality (With CD) / 3G Learning / PB 2014	5	
435	Culinary Nutrition (With DVD) / 3G Learning / PB / 2014	5	
436	The Theory of Hospitality & Catering / Foscett / PB / 2016	5	
437	Current Issues in Hospitality and Tourism: Research and Innovations / Vasilevich / HB / 2015	5	
438	Spa and Health Tourism (HB) / Rana, VS / 2016	5	
439	Food Safety & Quality Practices / Abao / HB / 2017	5	
440	Food Safety and Nutrition / Green / HB / 2016	5	
441	Modern Hospitality and Tourism Development / Muller / HB / 2016	5	
442	Strategic Management of Tourism and Hospitality / Peterson / HB / 2016	5	
443	Strategy for Tourism / Tribe / PB / 2016	5	
444	Tourism and Hospitality Management / Walker / PB / 2017	5	

445	Leisure and Tourism Economics / Sullivan / HB / 2016	5	
446	Global Hospitality Management (With CD) / 3G Learning / PB / 2017	5	
447	International Tourism: Planning and Development / Sullivan / HB / 2016	5	
448	101 Hotel: Lobbies, Bars & Restaurants / Joehnk / HB / 2014	5	
449	Accommodation Operation (With CD) 3G Learning / PB / 2014	5	
450	Accommodation Management and Tourism (HB) / Singh, GP / 2016	5	
451	Foundation & Development of Hotel Industry (With CD) / 3G Learning / PB / 2017	5	
452	Room Service Management (With CD) / 3G Learning / PB / 2017	5	
453	Trends in Tourism Promotion Emerging Issues (HB) / Singh, GP / 2016	5	
454	Advertising and Hotel Management w/ DVD / 3G Learning / PB / 2015	5	
455	Destination Marketing and Management (With DVD) / 3G Learning / PB / 2015	5	
456	Sales and Marketing for Travel and Tourism Industry / Moretti / HB / 2016	5	
457	Tourism Marketing / Moretti / HB / 2016	5	
458	Food & Beverage Management, 4th ed. / Cousins / PB / 2016	5	
459	Wild Drinks and Cocktails / Han / PB / 2016	5	
460	Wine Making, Tasting and Selecting / Heller / PB / 2017	5	
461	Food and Beverage Service and Nutrition / Mohan / HB / 2017	5	
462	Creative Table Settings / Simon / PB / 2017	5	
463	Event Management / Randall, J. / 2015	5	
464	Event Entertainments and Production (With CD) / 3G Learning / PB / 2017	5	
465	Event Management / Blundetto / PB / 2017	5	
466	Event Risk Management and Safety (With CD) / 3G Learning / PB / 2017	5	
467	Events Management Services: Advanced (With CD) / 3G Learning / PB / 2016	5	
468	Cruise Tourism Management / Ahuja / HB / 2016	5	
469	Emerging Trends in Tourist Destination Management / Peterson / HB / 2016	5	
470	Travel Agencies and Tourism Development / Rana, V. / 2016	5	
471	Travel Services: Intermediate (With CD) / 3G Learning / PB / 2016	5	
472	Tourism Promotion Services: Intermediate (With CD) / 3G Learning / PB / 2016	5	
473	Current Research in Tourism Industry / Weber / HB / 2016	5	
	Lot 3 (Books for Calapan Campus)		

474	A global perspective on distance education, c2016	1	
475	ABCs of educational testing by Popham, The,c2017	1	
476	Action research, 5th ed. By Mertler, c2016	1	
477	Amazing mocrame, c2016, by Rougerie	1	
478	An introduction to research, analysis, and writing, c2016, by Newsome	1	
479	Analyzing Quantitative Data, c2015, by Kent	1	
480	Applied multivariate research, 3rd ed. by Meyers, c2017	1	
481	Arigatou: Ang Pag-aaral ng Wika at Kulturang Hapones gamit ang wikang Filipino, 2015 , by Mendoza	1	
482	Artificial Intelligence & Problem Solving, c2017, by Kopec	1	
483	Asset building and community development, c2016	1	
484	Beauty Care: Intermediate, 2016, by 3G eLearning	1	
485	Bed and Breakfast Startup, 2015, by 3G eLearning	1	
486	Behavior management, 3rd ed by Maag, c2018	1	
487	Blended learning in action by Tucker, c2016	1	
488	Building writing skills, c2017, by Walter	1	
489	Case study research expanded 2nd ed. By Woodside, c2016	1	
490	Changing philippine climate: impacts on agriculture and natural resources, 2014, by Comiso	1	
491	Children learning outside the classroom, 2nd ed by Waite, c2017	1	
492	Classroom discourse analysis, c2016, by Rymes	1	
493	Collaborative leadership by DeWitt. C2016	1	
494	Contemporary Sociology, 2015, by Holborn	1	
495	Creating culturally responsive schools, c2015	1	
496	Creative Truth, c2016, by Weaver	1	
497	Creative writing, 2016, by Marantan	1	
498	Creativity, technology and learning by Sullivan, c2017	1	
499	Crisis intervention strategies, 8th ed., 2017, by James	1	
500	Cultural studies: theory and practice. C2016	1	
501	Curriculum Development: A guide for Teachers and Students, 2015, by Pawilen	1	
502	Designing & using performance task by Shiel, c2017	1	
503	Designing research in education by Swain, c2016	1	
504	Developing effective research proposals, 3rd ed., c2016, by Punch	1	
505	Developing multiprofessional teamwork, 3rd ed by Frost, c2016	1	
506	Differentiating instruction, ed.,	1	
507	Discourse and narrative method, c2015, by Livholts	1	
508	Diversity and equity in the classroom by Pang, c2018	1	
509	Doing research in education, c2016, by Palaiologon	1	
510	Early education curriculum, 7th ed by Beaver, c2018	1	
511	Education in a digital world: New platforms and models, c2016	1	
512	E-Learning Solutions for Students & Professionals, 2016, by Jenkins	1	
513	Enhancing teaching and learning in the 21st century, Academic library, c2015, by Eden	1	

514	Exciting classrooms, c2015	1	
515	Facilitating Human Learning, 2015, by Aquino, Avelina M.	1	
516	Filipino studies, c2016	1	
517	Film Analysis: A Casebook, 2015, by Cardullo	1	
518	Fundamentals of Business Communication, 2014, by Abulencia	1	
519	Fundamentals of NSTP: CWTS, 2016, by Saluba	1	
520	Global Entertainment Media: A Critical Introduction, 2015, by Artz	1	
521	Guinness World Records, 2017, by Guinness World Records	1	
522	Handbook of research on learning and instruction, 2nd ed by Mayer, c2016	1	
523	Handbook of research on reading comprehension, 2nd ed by Israel, c2017	1	
524	Implementation of large-scale education assessment by Lietz, c2017	1	
525	Interviewing children and young people for research by O'Reilly, c2017	1	
526	Introducing interpreting studies, 2nd ed., c2016, by Pochlocker	1	
527	Introducing translation studies, 4th ed., c2016, by Munday	1	
528	Introduction to education, 4th ed., c2016	1	
529	Introduction to philosophy of the human person, by Joven	3	
530	Introduction to qualitative research methods, 4th ed., c2016, by Taylor	1	
531	Introduction to Sociology and Anthropology, 2015, by Palispis	1	
532	Invention and craft, c2016, by Dively	1	
533	Invention and Craft: A Guide to College Writing, 2016, by Ronda Leathers Dively	1	
534	Jose Rizal in Our Times: A Guide for the better understanding of the Philippines' Foremost Nat'l Hero, 2014 , by de Viana	1	
535	Journalism Next: A Practical Guide to Digital Reporting and Publishing, 3rd ed., 2016, by Briggs	1	
536	Knowledge sharing and e-learning tools, techniques and applications, c2016	1	
537	LET Comprehensive Reviewer based on NCBTS & TOS, 2014, by	1	
538	Macroeconomics for today, 9e, c2017, by Tucker	1	
539	Management: in a Liquid Modern World, 2015, by Bauman	1	
540	Managing Today's News Media, 2016, by Husni	1	
541	Media at lipunan, 2014, by Tolentino	1	
542	Men's gender role conflict, c2015, by O'Neil	1	
543	Mentoring in action, 2nd ed., c2017	1	
544	Microeconomics for today, 9e, c2017, by Tucker	1	
545	My ever own 1987 constitution, 2016, by Delos Santos	1	

546	New Horizons of Public Administration, 2016, by Jacob	1	
547	Operations Research, 2014, by Ahmad	1	
548	Operations Research: methodologies and applications, c2016, by Riggs	1	
549	Oral language and comprehension in pre-school, c2016, by Morrow	1	
550	Paragraphs and essays with integrated readings, 13th ed., c2017, by Brandon	1	
551	Philippine Government and Constitution, 2015, by Garcia	1	
552	Physical education and Health, 2016, by Fernando-Callos	1	
553	Powerful social studies, c2018	1	
554	Practical quantitative research writing, by Bueno	3	
555	Praxis: Understanding Society, Culture and Politics, 2016, by Nuncio	1	
556	Primer of Public relations research, 3rd ed by Stacks, c2017	1	
557	Principles and practice of structural equation modeling, 4th ed., c2016, by Kline	1	
558	Problems for Metagrobologists: A Collection of Puzzles with real mathematical, logical or scientific content, 2016, by Singmaster	1	
559	Quick Answers for Busy Teachers: Solutions to 60 Common Challenges, 2015, by Breaux	1	
560	Reading and writing skills, by Menoy	3	
561	Research and Thesis Writing: with statistics computer application, 2016, by Paler-Calmorin	1	
562	Research methods for Public Administrators, 6th ed by O'Sullivan, c2016	1	
563	Rethinking language, mind and meaning, 2015, by Soames	1	
564	Ripley's Believe It or Not, 2017, by Ripley Publishing	1	
565	Sage handbook of social media research methods by Sloan, c2017	1	
566	Science fiction: filipino fiction for young adults, 2016, by Alfar	1	
567	Selected poems, 2016, by Bautista	1	
568	Selected stories, 2016, by Jose	1	
569	Shelf life, 2nd ed., c2015, by Man	1	
570	Social network analysis by Yang, c2017	1	
571	Sport facility and event management, c2016, by Aicher	1	
572	Strategies and Theories of Vocational Education, 2014, by Verma	1	
573	Student's manual on the new Philippine constitution, 2015, by Naganag	1	
574	Successful writing at work, 11th ed., c2017, by Kolin	1	
575	The activity kit for babies and toddlers at risk, c2016, by Fein	1	
576	The Arab man: Emergent masculinities..., by Inhorn	1	
577	The Cambridge Guide to Second Language Teacher Education, by Anne Burns	1	

578	The composition of everyday life, 5th ed., c2016, by Mauk	1	
579	The convergence of race, ethnicity and gender, 5th ed., c2017, by Wood	1	
580	The Everything Art Handbook, 2016, by Foster	1	
581	The Format Age, 2015, by Chalaby	1	
582	The how to of qualitative research, c2016, by Aurini	1	
583	The World Almanac, 2016, by World Almanac	1	
584	Theory, practice and trends in human services, c2017	1	
585	Top 10 of Everything 2017, by Terry	1	
586	Towards Excellence in University Education, 2014, by Jain	1	
587	VERSE: An Introductory to Prosody, 2015, by Hartman	1	
588	Visual design for online learning, c2015, by Daris	1	
589	Woman's weekly - guide to crochet, c2016, by Todhunter	1	
590	Women, politics and power, 3rd ed., c2017, by Paxton	1	
591	Wonderfully wordless, c2015, by Martin	1	
592	Words count, c2015, by Flenming	1	
593	Workplace Research, c2016, by O'leary	1	
594	Writing and Doing Action Research, 2014, by McNiff	1	
595	Youth work process, product and practice, 2e, c2016, by Ord	1	
596	A global perspective on distance education, c2016	1	
597	An advanced lifespan odyssey for counseling professionals, c2017, by Erford	1	
598	Analyzing Qualitative Data in Psychology, 2016, by Lyons	1	
599	Annual Editions: Psychology, 2017, by Landrum	1	
600	Authentic Assessment of the Child with Special Needs, 2016, by Rivadelo-Caballa	1	
601	Career counseling, 9th ed., c2016, by Zunker	1	
602	Child and adolescent development in your classroom, 3rd ed by Bergin, c2018	1	
603	Child development, 2nd ed by Crowley, c2017	1	
604	Cognitive psychology, 7th ed., c2017, by Sternberg	1	
605	Cognitive science, 3rd ed., c2016, by Friedenberg	1	
606	Culture and Psychology, 6th ed., c2017, by Matsumoto	1	
607	Developmental and educational psychology for teachers by McInerney, c2016	1	
608	Developmentally appropriate practice, 6th ed., c2017, by Gesturchi	1	
609	Deviant behavior, 11th ed., c2016, by Goode	1	
610	Educational psychology and pedagogy, c2016	1	
611	Experience psychology, 3rd ed., c2016, by King	1	
612	Exploring the dimensions of human sexuality, 6th ed., c2017, by Greenberg	1	
613	Facilitating evidence-based, data-driven school counseling, c2016, by Zyrowaki	1	
614	Handbook of play therapy, 2nd ed., c2016, by O'Connor	1	
615	Handbook of the psychology of aging, 8th ed., c2016, by Schoie	1	
616	Nutrition Counseling and Education Skill Development, 3rd	1	

	ed., 2016, by Bauer		
617	Personality disorders, c2015, by Huprich	1	
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Omnibus Sworn Statement

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;
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 following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure 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.

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

Bidder's Representative/Authorized Signatory

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

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

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Request For Clarification

Date of Letter

MR. VICENTE G. HERNANDEZ

BAC Chairperson

Mindoro State College of Agriculture and Technology

Alcate, Victoria, Oriental Mindoro

Dear Sir:

In relation to the Section _____ of Page _____ of the Bidding Documents for (Name of the Project), to wit:

“ *Quote unclear provision*) _____ “

We would appreciate it if you could provide further explanation or clarification on the above.

Thank you very much!

Very truly yours,

Name of Representative of the Bidder

Name of the Bidder

Bill of Quantities

Name of Bidder _____. Invitation to Bid² Number ____ Page ____.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs 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)

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

² If ADB, JICA and WB funded projects, use IFB.

Republic of the Philippines
Mindoro State College of Agriculture and Technology
Alcate, Victoria, Oriental Mindoro

Checklist Requirements
(Procurement of Goods)

Mindoro State College of Agriculture and Technology Requirements		Bidder:		
I. ELIGIBILITY AND TECHNICAL DOCUMENTS		Compliant	Non-Compliant	Remarks
CLASS A Documents				
1. PhilGEPS Certificate of Registration				
2. Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, Cooperative Development Authority (CDA) for cooperatives;				
3. Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;				
4. Tax clearance per executive Order 398, Series of 2005, as finally reviewed and approved by the BIR;				
5. Statement of all on-going 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;				
6. Statement of bidders Single Largest Completed Contract (SLCC) similar to the contract to be bid within the period of three (3) years;				
7. Audited Financial Statements, showing the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;				
8. Prospective Bidders computation of its Net Financial Contracting Capacity (NFCC); or Committed Line of Credit				

from a Universal or Commercial Bank;			
9. BIR Certificate of Registration (Form 2303)			
CLASS B Documents			
10. If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.			
11. Bid Security			
1. [2% of the ABC] if bid security is in Cash, cashier's/managers check; bank draft/guarantee or irrevocable letter of credit; or			
2. [5% of ABC] if bid security is Surety Bond (it shall be accompanied by a certification by the Insurance Commission that the surety bond or insurance company is authorized to issue such instruments); or			
3. Bid Securing Declaration			
12. Conformity with Technical Specifications and Schedule of Requirements, as enumerated and specified in Sections VI and VII of the Bidding Documents;			
13. Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9185 and using the prescribed form in Section VIII-Bidding Forms			
BAC ACTION (PASSED/FAILED)			
II. Financial Document	Compliant	Non-Compliant	Remarks
1. Financial Bid Form			
2. Detailed Bid Price			
BAC ACTION (PASSED/FAILED)			