

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Cotabato State University



Provision for Books and References

PhilGEPS Reference No. 8706320

Government of the Republic of the Philippines

Sixth Edition
July 2020

Preface

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

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

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

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

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



Republic of the Philippines
COTABATO STATE UNIVERSITY
Sinsuat Avenue, Cotabato City

INVITATION TO BID FOR
Provision for Books and References

1. The *Cotabato State University*, through the *GAA FY 2022* intends to apply the sum of *Two Million Five Hundred Thousand Pesos (₱2,500,000.00)* being the ABC to payments under the contract for *CSU-PB-GOODS-04-22*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The *Cotabato State University* now invites bids for the above Procurement Project. Delivery of the Goods is required within **Thirty (30) days** from receipt of Notice to Proceed. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

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

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

3. Prospective Bidders may obtain further information from *Cotabato State University* and inspect the Bidding Documents at the address given below during *8:00am – 5:00pm*.
4. A complete set of Bidding Documents may be acquired by interested Bidders on *starting May 30, 2022* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (₱5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *presented in person*.

Bids and Awards Committee Office
Academic Related Services
Cotabato State University
Cotabato City

5. The *Cotabato State University* will hold a Pre-Bid Conference¹ on *June 06, 2022 (Monday) at 11:00am* at *CSU Conference Room, Research Building, Cotabato State University* which shall be open to prospective bidders.
6. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before *9:00AM, June 20, 2022 (Monday)*. Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
8. Bid opening shall be on *June 20, 2022 (Monday) @ 9:00AM* at the Conference Room, Research Building, Cotabato State University, Cotabato City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The *Cotabato State University* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

JOHN A. ALLESA

Bids and Awards Committee - Secretariat

Cotabato State University

Sinsuat Avenue, Cotabato City

bac@ccspc.edu.ph

Landline (064) 552-2162

(SGD) RADZATA A. ABDULGANI, PhD

BAC – Chairman

Chief Administrative Officer

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, *Cotabato State University* wishes to receive Bids for the *Provision for Books and References* with identification number *CSU-PB-GOODS-04-22*.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *FY 2022* in the amount of *One Million Two Million Five Hundred Thousand Pesos (₱2,500,000.00)*

2.2. The source of funding is:

a. General Appropriations Act

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: The Bidder should comply with the following requirements:
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.
- a. Subcontracting is not allowed.
- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address at **Conference Room, Research Building, Cotabato State University, Cotabato City** and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *three (3) years prior* to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

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

13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 14.2. The Bid and bid security shall be valid until *One Hundred Twenty (120) days from bid opening*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:
- One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. <i>Those who have engaged in the supply and delivery of library holdings (books and references)</i> b. Completed within three (3) years prior to the deadline for the submission and receipt of bids.
7.1	<i>None</i>
12	<i>No further Instruction</i>
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than ₱50,000.00 [2% of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than ₱125,000.00 [5% of ABC] if bid security is in Surety Bond.
19.3	<i>Two Million Five Hundred Thousand Pesos (₱2,500,000.00) for the Provision of Books and References.</i>
20.2	<i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> a. furnishing of tools required for assembly and/or maintenance of the supplied Goods; b. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; c. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ul style="list-style-type: none"> d. <i>[Specify additional incidental service requirements, as needed.]</i> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p>

	<p><i>Select appropriate requirements and delete the rest.</i></p> <p>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>

	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></p>

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Provision for Books and References	1 Lot	1	30 days

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
ONE (1) Lot – SUPPLY AND DELIVERY							
1	5	9786210400991	A course module for gender and society: A human ecological approach, newsprint	Peralta	2019	PB	
2	3	9789719813484	A simplified procedural handbook on income taxation/1 st ed. newsprint	Aduana	2021	PB	
3	3	9789719814450	A simplified handbook on transfer and business taxation/ 1 st ed. newsprint	Aduana	2021	PB	
4	3	9786214161102	A study on Philippine business taxes and transfer taxes a new approach/ 1 st ed. newsprint	Reyes	2021	PB	
5	3	9786214181841	ABCS of criminal investigation and intelligence/ 1 st ed. newsprint	Hibionada-Guevara	2021	PB	
6	5	9786218035638	Assessment 2, newsprint	Navarro	2020	PB	
7	3	9786214160945	Auditing and assurance concepts and applications, newsprint	Cabrera	2020	PB	
8	3	9786214160976	Auditing theory a guide in understanding the Philippine standard... newsprint	Salosagcol	2021	PB	
9	3	9786214181957	Basic self defense with illustrations, newsprint	Robbins	2021	PB	
10	3	9786214180783	Best approach in crime detection investigation and intelligence, newsprint	Garcia	2020	PB	
11	3	9789719813743	Bioethics and moral decisions	Timbreza	2021	PB	
12	3	9786214270682	Bread and pastry production (NCII)	Cabrerros	2021	PB	
13	5	9786210417746	Business ethics and social responsibility	Racelis	2020	PB	
14	3	9716210211729	Business organization (partnership and corporation)	Ignacio	2020	PB	
15	3	9786210400922	Business research with statistical applications, textbook and guide...	Te, Danilo	2019	PB	
16	3	9786214180905	Catering management	Osorno, Rene	2019	PB	
17	3	9786214182114	Character formation 1: Nationalism and patriotism	Tancangco	2022	PB	
18	5	9786214181438	Character formation 1: Nationalism and patriotism	Caballero	2020	PB	
19	5	9786214181681	Character formation 2: Leadership, decision making, management/ Caballero 2021	Caballero	2021	PB	
20	5	9786210404265	Community engagement, solidarity and citizenship/ 2020	Delos Santos	2020	PB	
21	3	9789719647508	Comparative models in policing/ Rodolfo Castillo 2022	Rodolfo Castillo	2022	PB	
22	3	9786210210644	Conceptual approach to torts and damages/ Legaspi 2020	Legaspi	2020	PB	
23	5	9786214161065	Corporate governance, business ethics, risk management .../Ma. Elenita Balatbat 2021	Ma. Elenita Balatbat	2021	PB	
24	3	9789814986700	Cost accounting and control/Drury 2021		2021	PB	
25	5	9786214181148	Court testimony: an introduction/Tulalian 2021	Tulalian	2021	PB	
26	5	9786214181742	Crime theories causes and prevention/ Domingo 2021	Domingo	2021	PB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
27	3	9789719647164	Criminal law book 1 revised penal code/ Gabao 2020	Gabao	2020	PB	
28	5	9786214062973	Differential calculus a mathematical creativity development.../Roble 2020	Roble	2020	PB	
29	5	9786214182077	Dispute resolution and crises incident management/ Garcia 2021	Garcia	2021	PB	
30	5	9786214181308	Dispute resolution and crisis management/ Domingo 2020	Domingo	2020	PB	
31	5	9786214270842	Essentials of human computer interaction/ Cortez 2021	Cortez	2021	PB	
32	5	9786218035850	Field study 1/ Bilbao 2020	Bilbao	2020	PB	
33	5	9786210400960	Field study 1: A guide for 21 st century student teachers/ Pawilen 2019	Pawilen	2019	PB	
34	5	9786210400977	Field study II: A guide for 21 st century student teachers/ Pawilen 2019	Pawilen	2019	PB	
35	5	9786218029071	Financial accounting & reporting (Fundamentals)/ Millan 2020	Millan	2020	PB	
36	5	9786214160860	Financial markets and institutions/ Cabrera 2020	Cabrera	2020	PB	
37	3	9786214180264	First aid a citizens response handbook/ Mogol 2021	Mogol	2021	PB	
38	3	9786214182039	Forensic ballistics/ Barreda 2021	Barreda	2021	PB	
39	3	9789719647461	Forensic photography/ Elizabeth 2021	Elizabeth	2021	PB	
40	5	9786214181063	How to handle media and basic communication/Jaudian 2020	Jaudian	2020	PB	
41	5	9786214270767	Human resource development/ Lopez 2020	Lopez	2020	PB	
42	3	9786214181803	Human trafficking/ Tancangco 2021	Tancangco	2021	PB	
43	3	9786214161126	Income tax law and accounting in the Philippines under the train law/ Reyes 2021	Reyes	2021	PB	
44	3	9786214160877	Intermediate accounting volume 1/Valix 2020	Valix	2020	PB	
45	3	9786214160884	Intermediate accounting volume 2/Valix 2020	Valix	2020	PB	
46	3	9786214160914	Intermediate accounting volume 3/Valix 2020	Valix	2020	PB	
47	5	9786214181810	Introduction to criminology and psychology of crimes/ Leyaley 2021	Leyaley	2021	PB	
48	5	9786214061594	Kontektwalisadong Filipino sa malayuning komunikasyon/Acopra 2018	Acopra	2018	PB	
49	3	9786214181797	Laboratory manual in forensic ballistics/ Revisa 2021	Revisa	2021	PB	
50	3	9786214182152	Laboratory manual in personal identification/ Vibar 2021	Vibar	2021	PB	
51	3	9786214181780	Laboratory manual in police photography/ Nabe 2021	Nabe	2021	PB	
52	3	9786214181254	Law enforcement administration/ Manwong 2021	Manwong	2021	PB	
53	3	9786214181827	Law enforcement organization and administration inter agency.../Taynan 2021	Taynan	2021	PB	
54	5	9786214180479	Legal medicine/ Lagonera 2019	Lagonera	2019	PB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
55	3	9786214 270927	Macroeconomics/ Marcelo 2021	Marcelo	2021	PB	
56	5	9786214 270781	Marketing for tourism and hospitality/ Serrano 2020	Serrano	2020	PB	
57	3	9786214 181056	Markmanship and combat shooting/Ibutnande 2020	Ibutnande	2020	PB	
58	3	9786218 035997	Modular approach to art appreciation/ Inocian 2021	Inocian	2021	PB	
59	3	9786219 524292	Obligations and contracts laws, principles & jurisprudence/ Domingo 2020	Domingo	2020	PB	
60	3	9789814 896283	Organic chemistry a short course/Hart 2020	Hart	2020	PB	
61	3	9786214 181674	Police organization and administration inter agency approach/ Padduyao 2021	Padduyao	2021	PB	
62	3	9789715 428798	Powering the Philippine economy, electricity economics and policy/ Ravago 2020	Ravago	2020	PB	
63	5	9786214 270798	Practical guide for writing information technology education/ Balahadia 2020	Balahadia	2020	PB	
64	3	9786214 160907	Principles of auditing and assurance services/Cabrera 2020	Cabrera	2020	PB	
65	5	9786214 181452	Professional conduct and ethical standards/Forendo 2020	Forendo	2020	PB	
66	3	9786210 404548	Restatement of the law on local governments/ Angeles 2020	Angeles	2020	PB	
67	3	9789711 013721	Rizal in barong tagalog/Villaroman 2021	Villaroman	2021	PB	
68	5	9786214 270958	Safety management/ Martin 2021	Martin	2021	PB	
69	5	9789715 509893	School is life progressive school is life progressive education in the Philippines / Almario 2020	Almario	2020	PB	
70	5	9786218 070431	Science, technology and society/Cabrera 2020	Cabrera	2020	PB	
71	5	9786214 181643	Shotokan karate a guide in the fundamentals of martial arts with disarming techniques / Francisco 2020	Francisco	2020	PB	
72	5	9786214 062737	Sinesosyedad: Isang manwal sa pagbasa at pagsusuri ng Pelikulang.../Ang 2020	Ang, Jaime	2020	PB	
73	3	9786214 181711	Specialized crime investigation with legal medicine/ Santos 2021	Santos	2021	PB	
74	3	9789712 396434	Statistics and probability/ Baccay 2019	Baccay	2019	PB	
75	5	9786210 403756	Teaching math in the intermediate grades/ Gusano 2020	Gusano	2020	PB	
76	5	9786214 181476	Technical English Investigative report writing/ Foronda 2021	Foronda	2021	PB	
77	5	9786214 181483	Technical English 2 legal forms/ Foronda 2021	Foronda	2021	PB	
78	5	9786214 181728	Technical report writing and presentation/ Padduyao 2021	Padduyao	2021	PB	
79	5	9789719 813712	Understanding the self An outcome based worktext for the new.../ Libed 2021	Libed	2021	PB	
80	5	9789719 813729	Writing project feasibility study/ Aduana 2021	Aduana	2021	PB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
81	1	9781789906011	Advanced introduction to law and literature/ Goodrich 2021	Goodrich	2021	PB	
82	1	9781789908282	Advanced introduction to public policy/ Peters 2021	Peters	2021	PB	
83	1	9781789905922	Advanced introduction to the politics of international human rights/ Forsythe 2021	Forsythe	2021	PB	
84	1	9789350305393	Advances in thermodynamics/ Pradeep Ghosh 2020	Pradeep	2020	HB	
85	1	9781260575859	Animal diversity, ISE/ Hickman 2021	Hickman	2021	PB	
86	1	9781108948166	Animal population ecology an analytical approach/ Tomo Royama 2021	Tomo Royama	2021	PB	
87	1	9781984637208	Analytical chemistry w/ DVD/3G Learning 2020	3G Learning	2020	PB	
88	1	9781260571295	Anatomy & physiology: the unity of form and function, Ise / Saladin 2021	Saladin	2021	PB	
89	1	9781119164548	Applying phonetics speech science in everyday life/ Munro 2021	Munro	2021	PB	
90	1	9781284113747	Astronomy activity and laboratory manual/ Hirshfeld 2020	Hirshfeld	2020	PB	
91	1	9789386910837	Basic organic chemistry/ Seema 2020	Seema	2020	PB	
92	1	9789352694761	Biochemistry and forestry/ Saba 2020	Saba	2020	PB	
93	1	9789350305133	Biophysical chemistry/ Richa Manpal 2020	Richa Manpal	2020	HB	
94	1	9781119598244	Cell and molecular biology/ KARP 2020	KARP	2020	Loose leaf	
95	1	9780198852506	Commands across linguistic typology/ Alexandra Y 2020	Alexandra	2020	PB	
96	1	9781138364592	Crisis and disaster management for sport/Shipway 2021	Shipway	2021	PB	
97	1	9781119455653	Ecology and management of forest soils/ Binkley 2020	Binkley	2020	PB	
98	1	9789386598844	Encyclopedia of environmental science and disaster management (3 vol. set)/Ramesh 2020	Ramesh	2020	HB	
99	1	9789350305805	Encyclopedia of forest science (2 Vol. set)/William Baxter 2020	William Baxter	2020	HB	
100	1	9781788821667	Environmental microbiology/ Bates 2020	Bates	2020	HB	
101	1	9781138481688	English for business communication/Chan, Mable 2020	Chan, Mable	2020	PB	
102	1	9781682869482	Essential plant pathology/ Cusack 2020	Cusack	2021	PB	
103	1	9780367253202	Fundamentals of astronomy/Cesare Barbieri 2021	Cesare Barbieri	2021	PB	
104	1	9781788823449	History of the English language/ Stewart Julian Russo 2020	Stewart Julian Russo	2020	HB	
105	1	9781260570465	Human genetics/ Lewis 2021	Lewis	2021	PB	
106	1	9781641722452	Human molecular genetics/ Johnson 2020	Johnson	2020	PB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
107	1	9781788822107	Immunology and microbiology/ Barnes 2020	Barnes	2020	HB	
108	1	9783527340354	Industrial microbiology/ Wilson 2020	Wilson	2020	PB	
109	1	9781108710657	Introducing linguistics theoretical and applied approaches/Garavito 2021	Garavito	2021	PB	
110	1	9781119554134	Introducing second language acquisition perspectives and practices/Hummel 2021	Hummel	2021	PB	
111	1	9781682869529	Introduction to parasitology/ Barker 2020	Barker	2020	PB	
112	1	9780815396703	Islam and gender major issues and debates/ Adis Duderija 2020	Adis Duderija	2020	PB	
113	1	9781316606711	Language, syntax, and the natural sciences/ Gallego 2020	Gallego	2020	PB	
114	1	9781138326156	Linguistics and law/ Kaplan 2020	Kaplan	2020	PB	
115	1	9781138681934	Linguistics for language teachers lessons for classroom practice/ Shin 2020	Shin	2020	PB	
116	1	9789350305270	Microbial biochemistry/ Homer Wells 2020	Homer Wells	2020	HB	
117	1	9789352694792	Molecular biology and biochemistry/ Sharma 2020	Sharma	2020	PB	
118	1	9789387295247	Molecular genetics, biology, DNA technology and fingerprinting structure/ Kutty Joseph 2020	Kutty Joseph	2020	PB	
119	1	9781462545636	Motivational interviewing in social work practice applications of motivational interviewing/ Melinda Hohman 2021	Melinda Hohman	2021	PB	
120	1	9781788820868	Organic chemistry/ Bell 2020	Bell	2020	HB	
121	1	9781260571424	Pathways to astronomy, Ise/Schneider 2021	Schneider	2021	PB	
122	1	9789353881023	Peace is everybody's business a strategy for conflict prevention/Arjun Ray 2020	Arjun Ray	2020	PB	
123	1	9789387160446	Physiological and molecular plant pathology/ D.U. Gawai 2020	D.U. Gawai	2020	HB	
124	1	9781641722414	Plant genetics and breeding/Duran 2020	Duran	2020	PB	
125	1	9789350305652	Principles and methods in plant molecular biology/ Singh 2020	Singh	2020	HB	
126	1	9781641163644	Principles and techniques of molecular biology/ Pade, Simon 2020	Pade, Simon	2020	PB	
127	1	9781683672845	Principles of virology molecular biology volume 1/Flint 2021	Flint	2021	PB	
128	1	9780367275709	Wild animal ethics the moral and political problem of wild animal suffering/ Kyle Johannsen 2021	Kyle Johannsen	2021	PB	
129	1	9780367406004	Religion and politics in South Asia/ Ali Riaz 2021	Ali Riaz	2021	PB	
130	1	9781138551084	Researching discourse: a student guide/ Hart 2020	Hart	2020	PB	
131	1	9781138637368	Researching language, gender and sexuality/ Sauntson 2020	Sauntson	2020	PB	
132	1	9781446274293	Sexualities and society: An introduction/ Megan Todd 2021	Megan Todd	2021	PB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
133	1	9780815380306	Social equity and LGBTQ rights: Dismantling discrimination and expanding civil rights public administration and public policy/ Lorenda Naylor 2021	Lorenda Naylor	2021	HB	
134	1	9789353287399	Social movement concepts, experiences and concerns/Biswajit Ghosh 2020	Biswajit Ghosh	2020	PB	
135	1	9781506389318	Social network analysis/ Knoke, David 2020	Knoke, David	2020	PB	
136	1	9781641722797	Textbook of marine biology/ Moore 2020	Moore	2020	PB	
137	1	9781260364125	The good earth: Introduction to earth science/ McConnell 2020	McConnell	2020	HB	
138	1	9781474474092	The Linguistics students handbook/ Laurie Bauer 2021	Laurie Bauer	2021	PB	
139	1	9780367373443	The philosophy of education ecologizing education/Michael Bonnett 2021	Michael Bonnett	2021	PB	
140	1	9781108799348	Transformative language learning and teaching/Betty Lou Leaver 2021	Betty Lou Leaver	2021	PB	
141	1	9781641723039	Understanding vertebrate zoology/ Samberg 2020 PB	Samberg	2020	PB	
142	1	9781506387789	Understanding racism theories of oppression and discrimination/Strmic-Pawl 2021	Strmic-Pawl	2021	PB	
143	1	9781138586475	Using critical theory how to read and write about literature/ Lois Tyson 2021	Lois Tyson	2021	PB	
144	1	9780367249083	Vigilante gender violence social class, the gender bargain, and MOB attacks on women worldwide/ Rebecca Alvarez 2021	Rebecca Alvarez	2021	PB	
145	1	9781108705707	Validity argument in language testing/ Carol Chapelle 2021	Carol Chapelle	2021	PB	
146	1	9781107450554	Variation, versatility and change in sociolinguistics and creole studies/ John Russell Rickford 2021	John Russell Rickford	2021	PB	
147	1	9781682869635	Wildlife conservation and management: Principles and practices/ Murphy, Chloe 2020	Murphy, Chloe	2020	PB	
148	1	9781009068314	A Framework of community ecology/	Keddy	2021	PB	
149	1	9781108819398	A moral political economy/	Carugati	2021	PB	
150	1	9781138607217	A practical introduction to theory and practice/ Bernard 2022	Bernard	2022	PB	
151	1	9781009088015	A student's introduction to English grammar/ 2021	Huddieston	2021	--	
152	1	9789383992522	A textbook of rainfed agriculture and watershed management (Theory and practice/ 2021	Mevada	2021	PB	
153	1	9781265237769	Abnormal psychology/ 2023	Nolen	2023	PB	
154	1	9789352697687	Advanced principles of virology/ 2021	Siddiqui	2021	HB	
155	1	9781265042615	Advanced financial accounting/ 2023	Christensen	2023	PB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
156	1	9789390780075	Advances in banking technology and management/ 2022	Rao	2022	HB	
157	1	9789390780204	Agronomy of major cereals and pulses/ 2022	Shagun	2022	HB	
158	1	9781506371832	An introduction to statistics and data analysis using STATA/ 2020	Daniels	2020	PB	
159	1	9781788825832	Biochemistry and molecular biology of plants/ 2020	Dylan Roberts	2020	HB	
160	1	9781788826099	Biochemistry and plant breeding/ 2020	Wilkins	2020	HB	
161	1	9781260597622	Biology/ 2022	Mader	2022	PB	
162	1	9781260597615	Biology: The essentials/ 2022	Hoefnagels	2022	PB	
163	1	9780357127544	Biology: Today and tomorrow with Physiology/ 2021	Starr	2021	PB	
164	1	9781107003118	Biofluid mechanics/ 2021	Grotberg	2021	--	
165	1	9781009045810	Biophysics of DNA/ 2021	Vologodskii	2021	--	
166	1	9789390780006	Biotechnology for food, agriculture and environment/ 2022	Bhardwaj	2022	HB	
167	1	9789350146811	Building ventilation air-conditioning construction drawings/ 2019	Nan	2019	PB	
168	1	9781265045630	Business and administrative communication/ 2023	Locker	2023	PB	
169	1	9781265577568	Chemistry 2022	Dverby/Chang	2022	PB	
170	1	9781788826334	Computer architecture and parallel processing/ 2020	Alten	2020	HB	
171	1	9781260547726	C++ programming: an object-oriented approach/ 2020	Forouzan	2020	PB	
172	1	9781788826341	Cryptography and network security	Alexander	2020	HB	
173	1	9781788826266	Cyber laws: Intellectual property & E-Commerce security/ 2020	Nash	2020	HB	
174	1	9781788826358	Data communication and computer networks/ 2020	Advin	2020	HB	
175	1	9781788826440	Design and analysis of algorithms/ 2020	Peyne	2020	HB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
176	1	9789390780518	Disaster management lessons of COVID-19/ 2022	Balwan	2022	HB	
177	1	9789390780976	E-Commerce security management strategy in banking/ 2022	Rao	2022	HB	
178	1	9781265286330	Ecology: Concepts and application/ 2022	Sher	2022	PB	
179	1	9789350147252	Electricity and electronics (including electrical measurements, electrical power and machines, electrical installations & fundamentals of electronics)/ 2021	Srinivas	2021	PB	
180	1	9781788827591	Electromagnetic waves/ 2020	Tottel	2020	HB	
181	1	9781264417001	Elementary statistics/ 2022	Nadivi	2022	PB	
182	1	9781788820424	Elements of Quantum optics/ 2019	Scott	2019	HB	
183	1	9781788827607	Engineering physics/ 2020	Ayouch	2020	HB	
184	1	9789390177509	Engineering hydrology/ 2021	Subramanya	2021	PB	
185	1	9781265324339	Environmental science/ 2022	Enger	2022	PB	
186	1	9781264966745	Essentials of business law/ 2022	Liuzzo	2022	PB	
187	1	9781285454245	Essentials of testing and assessment: A practical guide for counselors, social workers and psychologists, enhanced/	Neukrug	2020	PB	
188	1	9780367444761	Facilitating community action/	J. L. Hites	2021	PB	
189	1	9781788827614	Fluid dynamics and statistical approach/ 2020	Auster	2020	HB	
190	1	9781788821810	Food microbiology/ 2019	Solis	2019	HB	
191	1	9789352694273	Food production and processing: Fermentation, nutritional value and quality control/ 2020	Prakash	2020	HB	
192	1	9781108841764	Foundation of modern physics/, Steven 2021	Weinber	2021	--	
193	1	9781138093898	Foundations in sound design for embedded media: A Multidisciplinary approach/ 2020	Filimowicz	2020	PB	
194	1	9789352696192	Fundamentals in mathematics/ 2020	Kashyap	2020	HB	
195	1	9789383992591	Fundamentals of agronomy and agriculture meteorology/ 2021	Parashar	2021	PB	

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196	1	9789383992478	Fundamentals of plant biochemistry and biotechnology/ 2021	Kumar	2021	PB	
197	1	9781264589302	Human relations/ 2022	Lamberton	2022	PB	
198	1	9781788826020	Industrial microbiology and enzyme technology/James 2020			HB	
199	1	9781265045845	International business/ 2023	Geringer	2023	PB	
200	1	9781108738378	International business strategy/ 2021	Verbeke	2021	PB	
201	1	9781108703628	International law and the politics of history/ 2021	Anne Orford	2021	PB	
202	1	9781265741914	Interpersonal conflict/ 2022	Berry	2022	PB	
203	1	9781009074704	Introductory incompressible fluid mechanics/ 2021	Berkshire	2021	PB	
204	1	9781108812665	Language teacher educator identity/	Barkhuizen	2021	PB	
205	1	9781009113328	Linguistic ecology and language contact/ 2021	Ludwig	2021	HB	
206	1	9781108731997	Macroeconomics/ 2021	Thomas	2021	PB	
207	1	9781260598230	Marketing management/ 2022	Marshall	2022	PB	
208	1	9781788820684	Mechanics and waves/ 2019	Pitts	2019	HB	
209	1	9781788825054	Microbial pathogens and human diseases/ 2020	Victor Alsop	2020	HB	
210	1	9781788822244	Microbial physiology: Genetics and ecology/ 2019	Pierce	2019	HB	
211	1	9781266244940	Microbiology experiments: A health science perspective/ 2022	Anderson	2022	PB	
212	1	9781265222642	Microbiology Fundamentals: A clinical approach/ 2022	Cowan	2022	PB	
213	1	9781788822381	Parasitic microbiology 2019	Elsas	2019	HB	
214	1	9781260570052	Physics 5 th edition/ 2020	Giambatista	2020	PB	
215	1	9789383992539	Plant propagation and nursery management/ 2021	Singh	2021	PB	
216	1	9781260463804	Power electronic conversion systems/	Mirafzal	2022	PB	
217	1	9781260566024	Principles of environmental science: Inquiry and application/ 2020	Cunningham	2020	PB	

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218	1	9781138493537	Principles of structural design: Wood, steel and concrete/ 2020	Gupta	2020	HB	
219	1	9781788826396	Programming language/ 2020	Podmore	2020	HB	
220	1	9781265799731	Psychological testing and assessment/	Cohen	2022	PB	
221	1	9781788827638	Quantum physics/ 2020	Augarde	2020	HB	
222	1	9781138556928	Regenerate urban development, climate change and the common good/ 2020	Caniglia	2020	HB	
223	1	9781260084764	Retailing management/ 2023	Levy	2023	PB	
224	1	9781108965705	Sharia' Inshallah/ 2021	Mark Fathi Massoud	2021	PB	
225	1	9780357122914	Social psychology and human nature/	Baumeiter	2021	HB	
226	1	9789390780631	Social work with lawbreakers of society/ 2022	Ghatala	2022	HB	
227	1	9781265105303	Supervision: Concepts and skill-building/ 2022	Certo	2022	PB	
228	1	9781788827669	Statistical mechanics/ 2020	Atwood	2020	HB	
229	1	9781506368436	Statistics: A gentle introduction/ 2021	Coolidge	2021	PB	
230	1	9789352697113	Urban Forestry: Planning and Management/ 2021	Jakka	2021	HB	
231	1	9789352697656	Urban horticulture/ 2021	Bhanot	2021	HB	
232	1	9780367198763	Waves, particles and fields: introducing quantum field theory/ 2020	Fisher-Cripps	2020	PB	
233	1	9781260575910	Advanced accounting/ Joe Ben Hoyle / 2021 / McGraw Hill / 216 x 274 x 36mm 1,617g/ Glossy	Hoyle	2021	PB	
234	1	9781260570991	Advertising and promotion: an integrated marketing communication/ George Belch / 12th edition / 2021/ McGraw Hill / 217 x 274 x 43mm 1,470g/ Glossy	Belch	2021	PB	
235	1	9781260598179	Anatomy & physiology: An integrative approach/ McKinley / 2022 / McGraw Hill Pub./ 221 x 287 x 46mm 2,368g/ 2544 pages/ Glossy	McKinley	2022	PB	
236	1	9781260598131	Anthropology: Appreciating human diversity/ Kottak / 2022 / McGraw Hill/ 275 x 215 x 23mm 1,027g/ 592 pages/ Glossy	Kottak	2022	PB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
237	1	9781260597646	Applied statistics in business and economics/ David Doane / 2022 / McGraw Hill / 276 x 217 x 31mm 1,461g/ 848 pages/ Glossy	Doane	2022	PB	
238	1	9781260570519	Auditing & assurance services/ Louwers / 2021 / McGraw Hill / 218 x 274 x 38mm 1,740g/ Glossy	Louwers	2022	PB	
239	1	9781265748593	Basic biomechanics/Hall / 2022 / McGraw Hill / 277 x 217 x 20mm 919g/ 528 pages/ Glossy	Hall	2022	PB	
240	1	9781260597578	Basic statistics for business and economics/ Lind 2022 McGraw Hill/ 267 x 203 x 28mm 1,025g/ Glossy	Lind	2022	PB	
241	1	9781641722391	Biocontrol of plant diseases/ Eric August / 2020 / Larsen & Keller / Glossy	Eric August	2020	PB	
242	1	9781642244489	Biology and ecology of crayfish/ Taina Goncalves / 2020 / Scitus Academics / Glossy	Taina Goncalves	2020	PB	
243	1	9781260571066	Business communication: A problem solving approach/ Rentz 2021 / McGraw Hill / Glossy	Rentz	2021	PB	
244	1	9781265361686	Business driven technology/ Baltzan 2022 McGraw Hill/ 216 x 274 x 25mm 1,134g/ 576 pages/ Glossy	Baltzan	2022	PB	
245	1	9781260575736	Business ethics now/ Ghillyer 2021 McGraw Hill 213 x 272 x 15mm 456g Glossy	Ghillyer	2021	PB	
246	1	9781260575811	Business ethics: Decision making for personal integrity and social responsibility/ Hartman/ 2021/ McGraw Hill/ 232 x 186 x 13mm 553g / Glossy	Hartman	2021	PB	
247	1	9781260547801	Business law and strategy/ Melvin 2021 McGraw Hill, Glossy	Melvin	2021	PB	
248	1	9781264704651	Business research methods/ Schindler / 2022 / McGraw Hill/ 216 x 274 x 25mm 1,066g / 1312 pages/ Glossy	Schindler	2022	PB	
249	1	9781260597561	Business statistics: Communicating with numbers/ Janggia / 2022 / McGraw Hill / 439 x 238 x 27mm 1,447g 802 pages / Glossy	Janggia	2022	PB	
250	1	9781682866283	Cell Biology/ Newsom / 2018 / Larsen & Keller / Glossy	Newsom	2018	PB	
251	1	9781260575231	Chemistry: The molecular nature of matter and change/ Silberberg 2021 McGraw Hill / 276 x 216 x 38mm 2,164g / Glossy	Silberberg	2021	PB	
252	1	9781260570786	Communicating in groups: Applications and skills/ Adama 2021 McGraw Hill / 231 x 186 x 14mm 431g / Glossy	Adama	2021	PB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
253	1	9781260598117	Cultural anthropology/ Kottak 2022 McGraw Hill / 275 x 215 x 15mm 708g / 402 pages / Glossy	Kottak	2021	PB	
254	1	9781641722483	Developmental biology/ Laila Prady / 2020 / Larsen & Keller / Glossy	Prady	2020	PB	
255	1	9781260597868	Digital electronics: Principles and applications/ Tokheim / 2022 / McGraw Hill / 214 x 274 x 21mm 1,060g / Glossy	Tokheim	2022	PB	
256	1	9781260575118	Design of concrete structures/ Darwin / 2021 / McGraw Hill / 202 x 253 x 30mm 1,315g / Glossy	Darwin	2021	PB	
257	1	9781265286330	Ecology: Concepts and applications/ Molles / 2022 / McGraw Hill / 277 x 216 x 34mm 1,084g / Glossy	Molles	2022	PB	
258	1	9781260575279	Engineering design/ George Dieter / 2021 / McGraw Hill / 187 x 224 x 27mm 853g / Glossy	Dieter	2021	PB	
259	1	9781260575491	Environmental economics/ Field / 2021 / McGraw Hill / 147 x 224 x 28mm 594g / Glossy	Field	2021	PB	
260	1	9781260547795	Environmental geology/ Carla Montgomery / 11th edition / 2020 / McGraw Hill / 227 x 274 x 23mm 1,071g / 576 pages / Glossy	Montgomery	2020	PB	
261	1	9781260598193	Essentials of anatomy & physiology/ Kenneth Saladin / 3rd edition / 2022 / McGraw Hill / 275 x 315 x 29mm 1,477g / 786 pages / Glossy	Saladin	2022	PB	
262	1	9781264966745	Essentials of business law/ Anthony Liuzzo / 11th edition / 2022 / McGraw Hill / Glossy	Liuzzo	2022	PB	
263	1	9781641163675	Essential cell biology/ Newsom / 2020 / Larsen & Keller / Glossy	Newsom	2020	PB	
264	1	9781641163682	Essentials of Entomology/ Hall / 2020 / Larsen & Keller / Glossy	Hall	2020	PB	
265	1	9781641722476	Essentials of enzymology/ Smith / 2020 / Larsen & Keller / Glossy	Smith	2020	PB	
266	1	9781260597745	Essentials of marketing analytics/ Joseph Hair / 1st edition / 2022 / McGraw Hill / 201 x 252 x 20mm 726g / 480 pages / Glossy	Hair	2022	PB	
267	1	9781260575781	Essentials of marketing research/ Joseph Hair / 5th edition / 2021 / McGraw Hill / 203 x 252 x 18mm 637g / Glossy	Hair	2021	PB	
268	1	9781265316228	Exploring geology/ Reynolds / 6th edition/ 2022 / McGraw Hill / 704 pages / Glossy	Reynolds	2022	PB	
269	1	9781260570724	Exploring social psychology/ David Myers / 9th edition / 2021 / McGraw Hill / 231 x 160 x 21mm 585g / Glossy	Myers	2021	PB	
270	1	9781260575576	Financial & managerial accounting / Jan Williams / 19th edition / 2021 / McGraw Hill / 225 x 281 x 45mm 2,205g / Glossy	Williams	2021	PB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
271	1	9781260575545	Fluid mechanics / Frank White / 9th edition / 2021 / McGraw Hill / 188 x 226 x 38mm 1,232g / 1760 pages / Glossy	White	2021	PB	
272	1	9781642245080	Forest Monitoring / Roberts Kennedy / 2020 / Larsen & Keller / Glossy	Roberts Kennedy	2020	PB	
273	1	9781642245097	Forest resource management / Robert E. Kennedy / 2020 / Scitus Academics / Glossy	Robert Kennedy	2020	PB	
274	1	9781260575590	Foundations of physical education, exercise science and sport/ Jennifer Walton-Fisette / 20th edition / 2021 / McGraw Hill / 231 x 188 x 21mm 619g / 452 pages / Glossy	Walton-Fisette	2021	PB	
275	1	9781260575927	Fundamentals of advanced accounting / Joe Ben Hoyle / 8th edition / 2021 / McGraw Hill / 216 x 278 x 21mm 1,175g / Glossy	Hoyle	2021	PB	
276	1	9781260570793	Fundamentals of electric circuits / Charles Alexander / 7th edition / 2021 / McGraw Hill / 202 x 260 x 32mm 1,513g / Glossy	Alexander	2021	PB	
277	1	9781260597776	Fundamentals of electrical engineering / Giorgio Rizzoni / 2nd edition / 2022 / McGraw Hill / 257 x 203 x 31mm 1,252g / 832 pages / Glossy	Rizzoni	2022	PB	
278	1	9781260597585	Fundamentals of thermal-fluid sciences / Yunus Cengel / 6th edition / 2022 / McGraw Hill / 278 x 217 x 37mm 1,687g / Glossy	Cengel	2022	PB	
279	1	9781260598094	Principles and applications of electrical engineering / Giorgio Rizzoni / 7th edition / 2022 / McGraw Hill / 185 x 246 x 36mm 1,343g / 994 pages / Glossy	Rizzoni	2022	PB	
280	1	9781265440169	Fundamentals of financial accounting / Fred Phillips / 7th edition / 2022 / McGraw Hill / Glossy	Phillips	2022	PB	
281	1	9781260570441	Fundamentals of structural analysis/ Kenneth Leet / 6th edition / 2021 / McGraw Hill / 202 x 231 x 34mm 1,102g / 779 pages / Glossy	Leet	2021	PB	
282	1	9781260575828	Genetics: From genes to genomes / Michael Goldberg / 7th edition / 2021 / McGraw Hill / 216 x 274 x 31mm 1,563g / Glossy	Goldberg	2021	PB	
283	1	9781260598186	Hole's Human anatomy & physiology / Charles Welsh / 16th edition / 2022 / McGraw Hill / 276 x 229 x 36mm 1,397g / 1040 pages / Glossy	Welsh	2022	PB	
284	1	9781260570649	Human anatomy/ Michael McKinley / 6th edition / 2021 / McGraw Hill / 236 x 292 x 36mm 1,842g / Glossy	McKinley	2021	PB	
285	1	9781506304915	Human behavior theory for social work practice/ Terry Koenig / 1st edition / 2020 /	Koenig	2020	PB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
			Sage / 187 x 231 x 15.24mm 760g / 456 pages / Glossy				
286	1	9781260547603	Human biology / Sylvia Mader / 16 edition / 2020 / McGraw Hill / 211 x 272 x 25mm 1,374g / Glossy	Mader	2020	PB	
287	1	9781265953591	Human diversity in education / Kenneth Cushner / 10th edition / 2022 / McGraw Hill / 498 pages / Glossy	Cushner	2022	PB	
288	1	9781260597660	Human physiology / Stuart Fox / 16th edition / 2022 / McGraw Hill / 30 x 230 x 275mm 1,529g / 832 pages / Glossy	Fox	2022	PB	
289	1	9781265129552	Human relations in organizations: applications and skill building / Robert Lussier / 12th edition / 2022 / McGraw Hill / 560 pages / Glossy	Lussier	2022	PB	
290	1	9781260575842	Human sexuality: Self, society and culture / Gilbert Herdt / 2nd edition / 2021 / McGraw Hill / 275 x 215 x 25mm 1,125g / Glossy	Herdt	2021	PB	
291	1	9781138584181	Inclusive supervision in student affairs: a model for professional practice / Amy B. Wilson / 1st edition / 2020 / Routledge / 152 x 229 x 15.24mm 317g / 196 pages / Glossy	Wilson	2020	PB	
292	1	9781642245172	Insect physiology / Ronald Rodrigues / 2020 / Scitus Academics / Glossy	Ronald Rodrigues	2020	PB	
293	1	9781265905729	Intercultural communication in contexts / Judith Martin / 8th edition / 2022 / McGraw Hill / 185 x 228 x 21mm 678g / 544 pages / Glossy	Martin	2022	PB	
294	1	9781260575866	International business: Competing in the global marketplace / Charles Hill / 13th edition / 2021 / McGraw Hill / 218 x 274 x 33mm 1,202g / Glossy	Hill	2021	PB	
295	1	9781264554614	Interpersonal skills in organizations/ Suzanne De Janasz / 7th edition / 2022 / McGraw Hill / 514 pages / Glossy	De Janasz	2022	PB	
296	1	9781265639778	Intimate relationships / Rowland Miller / 9th edition / 2022 / McGraw Hill / 147 x 224 x 23mm 794g / 1248 pages / Glossy	Miller	2022	PB	
297	1	9781260575309	Introduction to financial accounting for business / Thomas Edmonds / 2nd edition / 2021 / McGraw Hill / 215 x 274 x 32mm 1,404g / Glossy	Edmonds	2021	PB	
298	1	9781265672003	Introduction to managerial accounting / Peter Brewer / 9th edition / 2022 / McGraw Hill / 230 x 272 x 27mm 1,379g / Glossy	Brewer	2022	PB	
299	1	9781260570526	Introduction to physical education, exercise science, and sport / Angela Lumpkin / 11th edition / 2021 / McGraw Hill / 161 x 231 x 20mm 472g / Glossy	Lumpkin	2021	PB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
300	1	9781641723022	Invertebrate zoology: An introduction / Wilkinson / 2020 / Larsen & Keller / Glossy	Wilkinson	2020	PB	
301	1	9781260565973	ISE Integrated principles of zoology/ Hickman 2020 McGraw Hill	Hickman	2020	PB	
302	1	9781260085105	ISE Marine biology / Peter Castro / 11th edition / 2019 / McGraw Hill / 218 x 272 x 18mm 1,059g / 992 pages / Glossy	Castro	2019	PB	
303	1	9781260575767	Issues in economic today/ Robert Guell / 9th edition / 2021 / McGraw Hill / 203 x 252 x 24mm 846g / Glossy	Guell	2021	PB	
304	1	9781260575682	Managerial accounting / Ray Garrison / 17th edition / 2021 / McGraw Hill / 229 x 274 x 31mm 1,513g / 1664 pages / Glossy	Garrison	2021	PB	
305	1	9781266071010	Managerial economics & business strategy / Michael Baye / 10th edition / 2022 / McGraw Hill / 203 x 252 x 20mm 862g / 578 pages / Glossy	Baye	2022	PB	
306	1	9781260575637	Manual of structural kinesiology / R.T. Floyd / 21st edition / 2021 / McGraw Hill / 211 x 269 x 18mm 835g / Glossy	Floyd	2021	PB	
307	1	9780367183561	Marine microbiology: Ecology & applications / Colin B. Munn / 3rd edition / 2020 / CRC Press / 210 x 280 x 25.4mm 1,528g / 418 pages / Glossy	Munn	2020	PB	
308	1	9781265815578	Marriages and families: Intimacy, diversity and strengths / David H. Olson / 10th edition / 2022 / McGraw Hill / 594 pages / Glossy	Olson	2022	PB	
309	1	9781260571363	Money, banking and financial markets / Stephen Cecchetti / 6th edition / 2021 / McGraw Hill / 255 x 202 x 35mm 1,308g / Glossy	Cecchetti	2021	PB	
310	1	9781260597653	Music: an appreciation, brief edition/ Roger Kamien / 10th edition / 2022 / McGraw Hill / 276 x 215 x 19mm 506g / 992 pages / Glossy	Kamien	2022	PB	
311	1	9781265062316	Nester's Microbiology: A human perspective/ Denise Anderson / 10th edition / 2022 / McGraw Hill / 229 x 274 x 33mm 1,538g / 898 pages / Glossy	Anderson	2022	PB	
312	1	9781260575088	New products management / C. Merle Crawford / 12 edition / 2021 / McGraw Hill / 185 x 231 x 20mm 599g / Glossy	Crawford	2021	PB	
313	1	9781260575163	Organic chemistry with biological topics/ Janice Smith / 6th edition / 2021 / McGraw Hill / 231 x 411 x 45mm 2,377g / Glossy	Smith	2021	PB	
314	1	9781260570847	Organizational behavior: real solutions to real challenges/ Timothy Baldwin / 3rd edition/ 2021 / McGraw Hill / 216 x 274 x 23mm 769g / Glossy	Baldwin	2021	PB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
315	1	9781265335328	Physical geology/ Charles Plummer / 17th edition / 2022 / McGraw Hill / 672 pages / Gloss	Plummer	2022	PB	
316	1	9781647402754	Plant Science an Introduction to Botany / Kenzie Cole / 2022 / Larsen & Keller / Glossy	Kenzie Cole	2022	PB	
317	1	9781260085112	Plants and society/ Estele Levetin / 8th edition / 2020 / McGraw Hill / 218 x 274 x 20mm 991g / 1152 pages / Glossy	Levetin	2022	PB	
318	1	9781119413226	Practical field ecology: a project guide / C. Philip Wheater / 2nd edition / 2020 / John Wiley / 173 x 244 x 20mm 818g / 464 pages / Glossy	Wheater	2022	PB	
319	1	9781642234176	Prestressed concrete design / Wu-Jian Long / 1st edition / 2020 / Scitus Academic / Glossy	Long	2020	PB	
320	1	9781260598087	Principles of auditing & other assurance services/ Ray Whittington / 22nd edition / 2022 / McGraw Hill / 216 x 274 x 36mm 1,579g / 994 pages / Glossy	Whittington	2022	PB	
321	1	9781264364756	Principles of macroeconomics/ Robert Frank/ 8th edition / 2022 / McGraw Hill / 214 x 273 x 19mm 974g / Glossy	Frank	2022	PB	
322	1	9781264364763	Principles of microeconomics/ Robert Frank / 8th edition / 2022 / McGraw Hill / 213 x 272 x 18mm 651g / Glossy	Frank	2022	PB	
323	1	9781260570434	Project management: The Managerial process / Erik Larson / 8th edition / 2021 / McGraw Hill / 203 x 252 x 28mm 1,052g / Glossy	Larson	2021	PB	
324	1	9781260597752	Professional selling/ Shane Hunt / 1st edition / 2022 / McGraw Hill / 288 pages / Glossy	Hunt	2022	PB	
325	1	9781260597905	Public speaking for college & career/ Hamilton Gregory / 12th edition / 2022 / McGraw Hill / 203 x 252 x 20mm 592g / 418 pages / Glossy	Gregory	2022	PB	
326	1	9781265798192	Research design and methods: a process approach/ Kenneth Bordens / 11th edition / 2022 / McGraw Hill / 230 x 186 x 23mm 835g / 656 pages / Glossy	Bordens	2022	PB	
327	1	9781265082291	Selling: Building partnerships/ Stephen Castleberry / 11th edition / 2022 / McGraw Hill / 221 x 274 x 20mm 826g / 594 pages / Glossy	Castleberry	2022	PB	
328	1	9780367230425	Social work practice in the criminal justice system/ George T. Patterson / 2nd edition / 2020 / Routledge / 174 x 246 x 15.24mm 408g / 222 pages / Glossy	Patterson	2020	PB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
329	1	9781260598124	Sociology: A brief introduction/ Richard T. Schaefer /14th edition / 2022 / McGraw Hill / Glossy	Schaefer	2022	PB	
330	1	9781260570762	System dynamics/ William Palm III/ 4th edition / 2021 / McGraw Hill / 254 x 203 x 34mm 1,386g / Glossy	Palm III	2021	PB	
331	1	9781264539611	The art of leadership/ George Manning /7th edition / 2022 / McGraw Hill 218 x 277 x 20mm 1,027g / 610 pages / Glossy	Manning	2022	PB	
332	1	9781260575446	Theories of personality/ Jess Feist / 10th edition / 2021 / McGraw Hill / 189 x 231 x 30mm 907g / Glossy	Feist	2021	PB	
333	1	9781108730709	The study of language/ George Yule / 7th edition / 2020 / Cambridge University Press / 190 x 246 x 17mm 800g / 420 pages / Glossy	George	2020	PB	
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365	5	9786210401233	Assessment of learning 1 / Newsprint / REX BOOK STORE / 17.5 x 25 cm / 321 pages	Balagtas	2020	PB	
366	5	9786210401240	Assessment of learning 2 / Newsprint / REX BOOK STORE / 17.5 x 25 cm / 216 pages	Balagtas	2020	PB	
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384	5	9786214091690	Facilitating student-centered teaching &.../ 2020	Garcia	2020	PB	
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398	5	9786210427493	Human rights education / Newsprint / REX BOOK STORE / 17.5 x 25 cm / 291 pages	Abastillas	2021	PB	
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401	5	9786214270859	International business and trade/ 2021/ Newsprint / UNLIMITED BOOKS LIBRARY SERVICES & PUBLISHING INC. / 7x10 inches / 304 pages	Martin	2021	PB	
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416	3	9786214 181605	Laboratory manual in personal identification techniques OBE compliant/ 2021	Duno	2021	PB	
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459	5	9786218035898	Technology for teaching learning 2 (for language education English & Filipino/Espique 2021	Espique	2021	PB	
460	5	9786214510030	Technology for teaching learning 2 (Mathematics and science education)/Espique 2021	Espique	2021	PB	
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462	5	9786219524292	The law on obligations and contracts/	A. Domingo	2020	PB	
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467	1	9789353881672	A forest history of Indiaby: Tucker,2021,Sage,9789353881672,Glossy/Matte,8.50x5.50x0.61 Inches,267 pages	Tucker	2021	PB	
468	1	9781260571080	Accounting information systems by:Richardson,9781260571080,McGraw Hill, Glossy/Matte,2021,3rd ed. 10x0.79x7.99 Inches,1.88 pounds.	Richardson	2021	PB	
469	1	9781260575859	Animal diversity by: Hickman,9781260575859,McGraw Hill, Glossy/Matte,2021,9th ed.,10.87x0.75x5.28 Inches,2.2 pounds	Hickman	2021	PB	
470	1	9781526476890	Anti-oppressive social work practice by: Prospera Tedam ,9781526476890,Sage,Glossy/Matte,9.61x6.69x0.53 Inches,248 pages	Prospera Tedam	2021	PB	
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472	1	9781529702224	Assessment, risk and decision making in social work by: Campbell Killick ,9781529702224,Sage,2020,Glossy/Matte, first ed. 9.61x6.69x0.44 Inches,208 Pages	Campbell Killick	2020	PB	
473	1	9789353880309	Being Muslim and working for peace by: Susewind ,9789353880309,Sage,2020,Glossy/Matte,8.50x5.51x0.40 Inches,180 Pages	Susewind	2020	PB	

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475	1	9781473981713	Communication and interpersonal skills in social work by: Juliet Koprowska, 9781473981713,Sage,2021,Glossy/Matte,9.61x6.69x0.52Inches,248 Pages	Juliet Koprowska	2020	PB	
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485	1	9789389949360	Information technology for management	Behl	2021	PB	
486	1	9781526463364	Introducing social work by: Jonathan Parker,9781526463364,Sage,2021,Glossy/Matte,9.61x6.69x0.86 Inches,424 Pages	Jonathan Parker	2021	PB	
487	1	9781260575309	Introduction to financial accounting for business	Edmonds	2021	PB	
488	1	9781544381411	Instructional leadership by: DeWitt, P,9781544381411,Sage,2021,Glossy/Matte, 10.00x7.00x0.40 inches,176 pages	DeWitt, P	2021	PB	
489	1	9781260575767	Issues in economics today	Guell	2021	PB	
490	1	9789353881382	Living the Qur'an in our times by: Khwaja, Jamal,9789353881382,Sage,2021,Glossy/Matte,9.21x6.14x0.55 inches,240 pages	Khwaja, Jamal	2021	PB	
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494	1	9781260571028	Music in theory and practice volume 1/Benward 2021	Benward	2021	pb	
495	1	9781260571035	Music in theory and practice volume 2/Benward 2021	Benward	2021	PB	
496	1	9781260454284	Must know high school geometry	MA	2020	PB	
497	1	9789353881023	Peace is everybody's business by: Ray, Arjun, 9789353881023, Sage, 2021, Glossy/Matte, 8.50x5.50x0.58 inches, 256 pages	Ray, Arjun	2021	PB	
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499	1	978152972691	Planning the primary national curriculum/ by: Sewell, 978152972691, Sage, 2021, Glossy/Matte, 3rd ed. 11.00x8.00x0.65 inches, 312 pages	Sewell	2021	PB	
500	1	9781529728873	Primary mathematics: Teaching theory and practice by: Briggs, Alice, 9781529728873, Sage, 2021, Glossy/Matte, 9th ed., 9.61x6.69x0.55 inches, 272 pages	Briggs, Alice	2021	PB	
501	1	9781529718485	Primary science: Teaching theory and practice by: Alan Cross, 9781529718485, Sage, 2021, Glossy/Matte, 9th ed., 9.69x6.73x0.46 inches, 216 pages	Alan Cross	2021	PB	
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503	1	9781529720822	Social media marketing/ 3rd ed. By: Dahl, 2022, Sage, Glossy/Matte, 9.13x7.13x0.65 inches, 312 pages	Dahl	2022	PB	
504	1	9781526468796	Social work and human development/by: J. Walker, 6th ed., 9781526468796, 2020, Sage, Glossy/Matte, 9.61x6.69x0.52 inches, 248 pages	J. Walker	2020	PB	
505	1	9789353886394	Social work education by: Sanjoy Roy, Sage, Glossy/Matte, 2022, 8.50x5.50x0.59 inches, 260 pages	Sanjoy Roy	2022	PB	
506	1	9781526469762	Social work and mental health by: Golightley, 9781526469762, 7th ed. 2021, Sage, Glossy/Matte, 9.70x6.80x0.70 inches, 312 pages	Golightley	2021	PB	
507	1	9781526478931	Social work practice by: Jonathan Parker, 9781526478931, 2021, Sage, Glossy/Matte, 6th ed. 9.61x6.69x0.56 inches, 264 pages	Jonathan Parker	2021	PB	
508	1	9781526492364	Social work theory in practice by: Phillip Heslop, 9781526492364, 2020, Sage, Glossy/Matte, 9.25x5.50x0.49 inches, 232 pages	Phillip Heslop	2020	PB	
509	1	9781526464293	Sociology and social work by: Cunningham /T.chandra Sekarayya, 9786202669627, 2020, Sage, Glossy/Matte, 9.00x6.00x0.21 inches, 88 pages	Cunningham	2021	PB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
510	1	9781071818954	Special education and the law/by: Osborne, Allan G.,9781071818954,2021,Sage,Glossy/Matte ,4th ed.10.70x8.30x0.70 inches,288 pages	Osborne, Allan G.	2021	PB	
511	1	9781529758245	Strategic management/ by: Lynch, Richard ,9781529758245,2022,9th ed.,Sage,Glossy/Matte,768 pages	Lynch, Richard	2022	PB	
512	1	9789353881313	Supervision and professional development in social work practice	Nickson, Margaret	2020	PB	
513	1	9781260575385	Talaro's foundations in microbiology	Chess	2021	PB	
514	1	9781265653149	Teachers, schools, and society: a brief introduction to education	Sadker	2022	PB	
515	1	9781529742473	Teaching the arts in the primary curriculum	Susan Ogrier	2021	PB	
516	1	9781526426598	Understanding and teaching primary English	James Clements	2021	PB	
517	1	9781526488145	Using the law in social work	Robert Johns	2020	PB	
518	1	9781526476357	Writing for social work	Lucy Rai	2021	PB	
519	1	9789353880552	Women's agency and social change	Deka, Meeta	2020	PB	
520	2	9786210416664	Introduction to law (Threshold to the legal profession /New	Dascil	2020	PB	
521	2	9786210403701	Introduction to law /New	Barte	2020	PB	
522	2	9786210411867	Civil code of the Philippines (P/S)/revised	RBSI	2021	CB	
523	2	9786210412727	Rules of court (P/S)/New, 888 pages	RBSI	2021	CB	
524	2	9786210401950	Labor code (P/S) /New	RBSI	2021	CB	
525	2	9786210401943	Law dictionary/New	Salao	2020	PB	
526	2	9789610412710	Family law Vol. I (Marriage) 2020-CB	Legarda	2020	CB	
527	2	9786210412710	Family law Vol. II (Conjugal property of gains and absolute community property)/Revised, 224 pages	Legarda	2020	CB	
528	2	9786210411881	Family law Vol.III (Children), revised, 296 pages	Legarda	2020	CB	
529	2	9789610424720	Persons and family relations, revised, 1496 pages	Rabuya	2021	CB	
530	2	9786210423143	Psychological incapacity: (A genuine happiness & authentic grief of marriage, its nullities & clinical bases), new, 352 pages	Tumuran	2021	PB	
531	2	9786210404555	Civil code of the Philippines Vol. I/ New	Paras	2021	CB	
532	2	9786210404654	Civil code of the Philippines Vol. II (Property) /New	Paras	2021	CB	
533	2	9786210404562	Civil code of the Philippines Annotated Vol. III (Will and succession) /New	Paras	2021	CB	
534	2	9786210404685	Civil code Annotated vol. IV (prescription, obligation and contracts)/ revised, 1064 pages	Paras	2021	CB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
535	2	9786210417029	Civil code of the Philippines Annotated vol. V (Special contracts) part 1 (arts.1458-1867)/New	Paras	2021	CB	
536	2	9786210423136	Civil code of the Philippines annotated vol.V (Special contracts) Part II (arts. 1868-2270)/ New	Paras	2021	CB	
537	2	9786210425857	Property/ revised, 968 pages	Rabuya	2021	CB	
538	2	9786210423259	The law and family business (How to deal with generational wealth issues & legal aspect of the family business)/New, 536 pages	Lopez	2021	CB	
539	2	9786210422047	Real property: Ownership and registration/ New	Mamalateo	2021	CB	
540	2	9786210418941	Property/ New	Sta. Maria	2021	CB	
541	2	9789712387012	Comments and cases on sales and lease/ New	De Leon	2021	CB	
542	2	9786210409192	Essentials of credit transactions & insolvency law/New	Aquino	2021	CB	
543	2	9789712387012	Comments and cases on credit transactions/ New, 904 pages	De Leon	2021	CB	
544	2	9786210409185	The laws on credit, secured transactions and insolvency	Recalde	2020	CB	
545	3	9786210424164	Islamic law on succession/ new, 256 pages	Cayamodin	2021	CB	
546	2	9786210400090	Persons and family relations law/	STA. Maria	2020	CB	
547	2	9786210404623	Wills and succession simplified yet expanded/ New	Mison	2020	CB	
548	2	9786210409178	Laws and jurisprudence on torts and damages	Largo	2020	PB	
549	2	9786210409154	Conflict of laws	Pe Benito	2020	PB	
550	2	9786210404401	Compendium of annotated civil law cases	Ortiz	2020	CB	
551	2	9786210427455	Constitutional law 1/ new, 392 pages	Duka	2021	CB	
552	2	9789712399473	Constitutional law 2	Duka	2019	CB	
553	2	9786210410655	An introduction to international human rights law	Deveraturda	2021	CB	
554	3	9786210404364	Philippine human rights law and jurisprudence	Villasis	2020	PB	
555	2	9786210433408	Outline introduction to public international law/new, 352 pages	Nachura	2022	PB	
556	3	9786210429480	Public international law: Simplified/ revised/ revised, 240 pages	Duka	2021	PB	
557	2	9786210411874	Beyond borders: Examining special issues in international law	Goquingco	2020	CB	
558	2	9786210404395	Law on public officers/ 2020-CB	Gujilde	2020	CB	
559	2	9786210422665	Understanding the katarungang pambananag law, notes/ new, 320 pages	Valera	2021	PB	
560	3	9786210423150	Jurisdiction and procedural aspects revised katarungang/ new, 208 pages	Lucero	2021	PB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
561	2	9786210422726	Understanding the sangguniang kabataan reform law, notes/ new 448 pages	Valera	2021	PB	
562	2	9786210424188	The revised katarungang pambarangay law, Implementing/ new 240 pages	Rodriguez	2021	PB	
563	2	9786210404678	The essentials of local government law in the Philippines	Largo	2020	PB	
564	2	9786210404548	Restatement of the law on local government	Angeles	2020	PB	
565	2	9786210429503	Moral governance: An introduction to Bangsamoro organic law/ new, 296 pages	Estrella	2021	CB	
566	2	9786210424140	The indigenous people's right act commentaries and guide in practice/ new, 336 pages	Pimentel	2021	PB	
567	2	9786210412703	Essentials in criminal law book 1/ new	Peralta	2021	CB	
568	2	9786210404708	The revised penal code book 1/new	Reyes	2021	CB	
569	2	9786210416916	The revised penal code book one/ new	Campanilla	2021	CB	
570	2	9786210417012	The revised penal code of the Philippines with bar questions and suggested answers book 1/ new	Festine	2020	PB	
571	2	9782610404494	The revised penal code book 1: A revolutionized edition (With updates in special laws & jurisprudence/ new	Catral	2020	CB	
572	2	9786210418712	The revised penal code Book II/ new	Reyes	2021	CB	
573	2	9786210404579	The revised penal code book 2: A revolutionized edition (With updates in special laws & jurisprudence/ new	Catral	2020	CB	
574	2	9786210434538	Special penal laws of the Philippines: Codal, salient points, and case law/ new, 920 pages	Cruz	2021	CB	
575	2	978621043149	Instrumentally yours: A handbook in negotiable instruments law/ new, 368 pages	Cabochan	2021	PB	
576	2	789712396861	Philippine commercial law vol.II/	Perez	2019	CB	
577	2	9789712396885	Philippine commercial laws vol.IV (Transportation laws & Public service act)	Perez	2020	CB	
578	2	9789712399497	Fundamentals of banking law/	Aquino	2019	CB	
579	2	9786210400816	The insurance code of the Philippines annotated Philippine commercial laws vol.I	De Leon	2019	CB	
580	2	9789712396823	The insurance code of financial rehabilitation and insolvency act of 2010	Perez	2019	CB	
581	2	9789712387050	Notes and cases on negotiable instruments law and banking law	Aquino	2018	CB	
582	2	9786210403930	Transportation laws illustrated & simplified (A guide to passing the bar vol.V)	Chavez	2020	CB	
583	2	9786210403923	Essentials of transportation and public utilities law	Aquino	2020	CB	
584	2	9786210403947	Transportation law cases and commentaries	Palabrica	2020	PB	
585	2	9789712394461	The revised corporation code of the Philippines annotated/ New, 1112 pages	De Leon	2021	CB	
586	2	9786210422054	Philippine corporate law/ New, 1064 pages	Villanueva	2021	CB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
587	2	9786210404296	Revised corporation law illustrated and simplified vol.IV (A guide to passing the bar/ New	Chavez	2020	CB	
588	2	9786210404616	Commentaries and jurisprudence on the revised corporation code of the Philippines	Aquino	2020	CB	
589	2	9786210404692	Review notes on corporation law (explained, concise and substantiated	Salao	2020	CB	
590	2	9786210400830	Law and finance/ Geronimo 2019-CB	Geronimo	2019	CB	
591	2	9789712396922	The government auditing code of the Philippines	Guanzon	2019	PB	
592	2	9789712396113	Financial rehabilitation rules of procedure annotated	Aquino	2018	PB	
593	2	9786210429466	Criminal procedure A comprehensive approach for the bench and the bar/ revised, 1448 pages	Tan	2021	CB	
594	2	9786210400847	Handbook on the rules on continuous trial in criminal cases, judicial affidavit rule & rules on PLEA bargaining	Tan	2019	PB	
595	2	9786210436570	Evolution and mutations in the Philippine rules of civil/New, 256 pages	Tirol	2022	PB	
596	2	9786210433845	Civil procedure: A guide for the Bench and the bar (book III)/New	Tan	2022	CB	
597	2	9786210422061	The fundamentals of civil procedure/ New	Salazar	2021	CB	
598	2	9786210412345	Civil procedure: A guide for the bench and the bar (Book 1)/ New, 952 pages	Tan	2020	CB	
599	2	9786210420012	Civil procedure: A guide for the bench and the bar (Book II)/ New	Tan	2021	CB	
600	2	9786210433845	Civil procedure: A guide for the bench and the bar (Book III)/ New	Tan	2022	CB	
601	2	9786210412734	Rules on modes of discovery (Principles and cases)/ New	Duano	2022	CB	
602	2	9786210424799	Evidence/ New, 296 pages	Garcia	2021	PB	
603	2	9786210417753	Evidence: A compendium for the bench and the bar/ New	Tan	2021	CB	
604	2	9786210425925	Special proceedings (essentials for bench and the bar)/ De Leon 2020-CB	De leon	2020	CB	
605	2	9786210416626	The alternate dispute resolution & the arbitration law (with allied laws, rules and regulations/ New	Festin	2021	CB	
606	2	9786210431469	Remedial law reviewer primer/ New, 1176 pages	De Leon	2021	CB	
607	2	9786210431476	Provisional remedies and special civil action explained/ New, 662 pages	Espejo	2021	CB	
608	2	9786210404487	Labor code with comments and cases, vol.1/ Revised, 916 pages	Azucena	2021	CB	
609	2	9786210436792	Labor code with comments and cases, vol.II-Labor relations/ Revised, 904 pages	Azucena	2021	PB	
610	2	9789712393662	Everyone's labor code/ Revised, 816 pages	Azucena	2021	CB	
611	2	9786210433821	Basic approach to income taxation/ Revised, 352 pages	Dimaampao	2021	PB	
612	2	9786210433814	Tax principles and remedies/ Revised, 560 pages	Dimaampao	2021	PB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
613	2	9786210416145	Taxation law vol.I/	Capuno	2020	CB	
614	2	9786210417005	Taxation law vol.2/New	Capuno	2020	CB	
615	2	9786210404550	NIRC of the Philippines as amended: Annotated 6 th ed./Dascil 2020-PB	Dascil	2020	PB	
616	2	9786210433838	The new tax code of the Philippines/ New, 664 pages	Chavez	2021	CB	
617	3	9786210428780	Updates of jurisprudence and notes in legal ethics/ New, 552 pages	Anciano	2021	PB	
618	2	9786210404661	Legal and judicial ethics/ New	Agpalo	2020	CB	
619	3	9789712399091	Reviewer in legal and judicial ethics	Aquirre	2019	PB	
620	2	9786210409161	Legal profession	Villareal	2020	CB	
621	3	9786210427592	A multidisciplinary approach to legal writing/ New, 240 pages	Sugcang	2021	PB	
622	2	9786210422009	The power of legal writing: How to write like a lawyer/ New 608 pages	Lopez	2021	CB	
623	3	9786210422689	Legal forms and practical exercises/ New, 416 pages	Caluntad-Dabu	2021	PB	
624	3	9786210423228	Legal writing plain and simple (A practical guide for law students and beginning lawyers/ New	Ortiz	2021	PB	
625	3	9789712389429	Legal research and citations of the Philippines	Ong	2018	PB	
626	2	9789712399442	Statutory construction: concepts and cases	Pilares	2019	CB	
627	2	9789712396939	Legal forms/ Suarez 2019-CB	Suarez	2019	CB	
628	2	9786210428797	Taxation law reviewer/ Barlis 2021-CB	Barlis	2021	CB	
629	2	9786210404982	Synopsis of Philippine civil law/ New,744 pages	Paras	2021	CB	
630	2	9786210418439	Civil law reviewer vol. 1/ New, 1184 pages	Rabuya	2021	CB	
631	2	9786210421637	Pre-bar reviewer in civil law/ New	Rabuya	2021	CB	
632	2	9786210427431	Labor law 3 (The fundamentals of labor law review/ New, 888 pages	Unggos	2021	CB	
633	2	9789712399466	Labor laws and social legislation: A Barrister's companion	Duka	2019	CB	
634	2	9786210424645	Political law reviewer vol. 1/ New, 1032 pages	Poquiz	2021	CB	
635	2	9786210428766	Agrarian law and social legislation/ Revised, 632 pages	Unggos	2021	CB	
636	2	9786210403916	Law on natural resources and rules of procedure for environmental cases/ New	Agcaoili	2021	CB	
637	2	9789712387029	Comments and cases on torts and damages	De Leon	2019	CB	
638	2	9786210400106	Torts and damages	Aquino	2019	CB	
639	2	9786210410648	Remedies of taxpayers and the Government under the National Internal Revenue Code of the Philippines/ New ed.	Baniqued	2021	CB	

Item	Qty	ISBN	Description	Author/s	Year	Binding	Compliance
640	5	9786214 063239	Introduction to culinary arts/Lago 2022 PB newsprint-Mindshapers	Lago	2022	PB	
641	5	9786214 063376	Entrepreneurship/ Marcelo 2022 PB Newsprint Minshapers	Marcelo	2022	PB	
642	5	9786214 063116	Introduksiyon sa pag-aaral ng wika at panitikan Luzon version green cover/Balawan 2021 PB newsprint, Minshapers	Balawan	2021	PB	
643	5	9786214 063420	Outcomes-based practical guide to thesis and capstone project writing in computing/ Laviña 2022 PB newsprint Mindshapers	Laviña	2022	PB	
644	3	9786214 063369	Human rights education for criminal justice/ Rago 2022 PB newsprint Minshapers	Rago	2022	PB	
645	3	7986214 063253	Essentials in law on obligations and contracts (for ABM students)/ Atty. Cagurang 2022 PB newsprint Mindshapers	Cagurang	2022	PB	
646	3	7986214 063093	Strategic marketing management: Simplified moves for rookies/ Naval, Girlie 2021 PB Newsprint Minshapers	Naval	2021	PB	
647	3	9786214 063444	Technical English (investigative report writing) for criminology students/ Zaspas 2022 PB newsprint Minshapers	Zaspas	2022	PB	
648	2	9786210 429510	The personal property security and the related laws and jurisprudence on credit, insolvency, property and procedure/ Valenton 2021 CB 600 pages, new	Valenton	2021	CB	
649	3	9786210 416619	Handbook in practice court (In trial courts) Featuring the 2019 law student practice rule/ Dizon 2021 PB new,	Dizon	2021	PB	
650	3	9786210 425826	The fundamentals of law school (survival strategies for law students)/ Jim V. Lopez 2021, 448pages CB	Jim Lopez	2021	CB	
651	2	9786210 404357	Protection of undisclosed information (intellectual property law series)/ GB. Dela Cruz 2020 CB	GB Dela Cruz	2020	CB	
652	2	9786210 431360	The Philippine competition act annotated/ Amabelle C. Asuncion 2021, 744 pages CB	Asuncion	2021	CB	
653	2	9786210 424881	Understanding competition law for compliance: A simplified and practical guide in the Philippine competition act/ Jose-Sebastian 2021, 560 pages PB	Jose-Sebastian	2021	PB	
654	2	9786210 404647	Insights on evidence/ Peralta 2020 CB	Peralta	2020	CB	

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

CHECKLIST OF TECHNICAL, ELIGIBILITY AND FINANCIAL COMPONENTS

ENVELOPE 1

The Technical and Eligibility Component

Tab	Documents
A	Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate, whichever may be appropriate under existing laws of the Philippines, supported with the necessary information using the prescribed forms;
B	Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
C	PhilGEPS Platinum Registration
D	Bid Security in the form of Bid Securing Declaration or any of the following: 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 2. a surety bond accompanied by a certification coming from an authorized Insurance Commission that a surety or insurance company is authorized to issue such instrument; - GSIS)
E	Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.
F	Audited financial statements, showing, among others, the prospective total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year;
G	NFCC computation or a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
H	Statement of all ongoing and completed Government and private contracts which are similar in nature including contracts awarded but not yet started, supported with the following: a. Notice of Award/Notice to Proceed b. Contract / Purchase Order c. Certificate of Acceptance
I	Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, and whose value, must be at least fifty percent (50%) of the ABC.
J	Valid Joint Venture Agreement (JVA) (IF NECESSARY) or, in lieu thereof, 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 event that the bid is successful.
K	Technical Specifications and Delivery Schedule: a. Technical Specifications Compliance; b. Pictures/brochure of proposed item with specifications c. Delivery Schedule;
L	Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 based on the updates of GPPB Res. No. 16-2020.

ENVELOPE 2

The Financial Component

Tab	Documents
A	Duly Signed Bid Form
B	Duly signed Bid Prices in the bill of Quantities

NOTE:

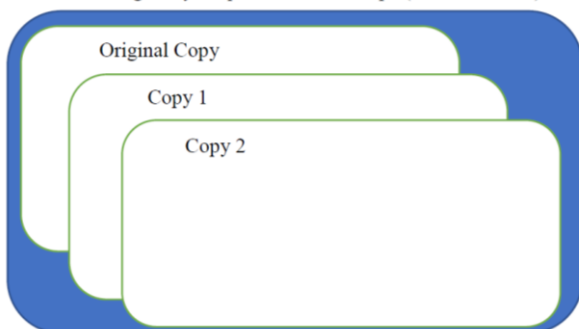
ALL ENVELOPES MUST BE PROPERLY SEALED AND MARKED. ALL DOCUMENTS MUST BE TABBED ACCORDING TO THE CHECKLIST ABOVE (Un-tabbbed documents will be rejected).

ENVELOPE 1 (Eligibility and Technical Requirements) & **ENVELOPE 2** (Financial Requirements) **MUST** contain the following:

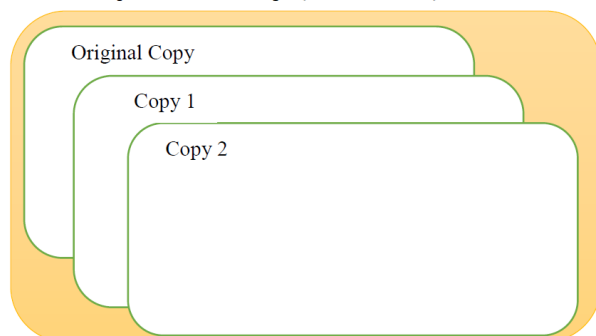
- One (1) Original Document – Each page duly signed by the Authorized Representative stamped with **certified true copy**.
- Two (2) Copies of Original Document – Each page duly signed by the Authorized Representative stamped with **certified true copy from original**.

*** Bidding documents shall only be sold to bidders and or their representatives upon presentation of **Letter of Intent, representative's Authorization Letter/Special Power of Attorney (SPA) and Company Identification Card(ID)**. Same representative is encouraged to represent the bidder during the bid opening, otherwise, authorization letter/SPA will be required.

Technical and Eligibility Requirements Envelope (ENVELOPE 1)



Financial Requirements Envelope (ENVELOPE 2)



Sealed in One (1) Main Envelope with Proper Marking (See Section 20 of ITB)

