

**REPUBLIC OF THE PHILIPPINES**  
**Pamantasan ng Lungsod ng Maynila**  
(University of the City of Manila)  
Intramuros, Manila

## **Philippine Bidding Documents**

Procurement of  
**GOODS**

**Purchase of Books for the University  
Library for CY 2014**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines (GOP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), and local government units (LGUs). The procedures and practices presented in this document have been developed through broad experience, and are for mandatory<sup>1</sup> use in projects that are financed in whole or in part by the GOP or any foreign government/foreign or international financing institution in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (c) the expected contract duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in Section II. Instructions to Bidders (ITB) and in Section IV. General Conditions of Contract (GCC). Data and provisions specific to each procurement and contract should be included in

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<sup>1</sup> Unless the Treaty or International or Executive Agreement expressly provides use of foreign government/foreign or international financing institution procurement guidelines.

Section III. Bid Data Sheet (BDS); Section V. Special Conditions of Contract (SCC); Section VI. Schedule of Requirements; Section VII. Technical Specifications, and Section IX. Foreign-Assisted Projects. The forms to be used are provided in Section VIII. Bidding Forms.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. In addition, 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, except for the notes introducing Section VIII. Bidding Forms where the information is useful for the Bidder. 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 Project.
- (b) Specific details, such as the name of the Procuring Entity and address for bid submission, should be furnished in the ITB, BDS, and SCC. 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, BDS, SCC, 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. The Bidding Documents should contain no footnotes except Section VIII. Bidding Forms since these provide important guidance to Bidders.
- (d) The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.
- (e) If modifications must be made to bidding procedures, they can be presented in the BDS. Modifications for specific Project or Contract details should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the BDS or SCC these terms shall be printed in bold type face on Section I. Instructions to Bidders and Section III. General Conditions of Contract, respectively.

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

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

The Invitation to Bid provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Invitation to Bid shall be:

- (a) Advertised at least once in a newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement, subject to Sections 21.2.2 of the IRR of RA 9184;
- (b) Posted continuously in the Philippine Government Electronic Procurement System (PhilGEPS) website and the website of the Procuring Entity concerned, if available, for a minimum period of seven (7) calendar days starting on the date of advertisement; and
- (c) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for a minimum period of seven (7) calendar days, as certified by the head of the Bids and Awards Committee (BAC) Secretariat of the Procuring Entity concerned.

Apart from the essential items listed in the Bidding Documents, the Invitation to Bid should also indicate the following:

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

The Invitation to Bid should be incorporated into the Bidding Documents. The information contained in the Invitation to Bid must conform to the Bidding Documents and in particular to the relevant information in the BDS.



**PAMANTASAN NG LUNGSOD NG MAYNILA**  
*(University of the City of Manila)*  
*Intramuros, Manila*

**INVITATION TO BID FOR *Purchase of Books for the University Library for CY 2014***

1. The *Pamantasan ng Lungsod ng Maynila*, through the *PLM's Corporate Budget for the contract approved by the Board of Regents for CY 2014* intends to apply the sum of *Five Million One Hundred Forteen Thousand Four Hundred Twenty-One Pesos and 29/100 (PhP5,114,421.29)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Purchase of Books for the University Library for CY 2014/2014-G-05*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Pamantasan ng Lungsod ng Maynila*, now invites bids for *Purchase of Books for the University Library for CY 2014*.<sup>2</sup> Delivery of the Goods is required *Seven (7) Calendar Days Upon Receipt of the approved Purchase Order (P.O.)*. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.
4. Interested bidders may obtain further information from *Pamantasan ng Lungsod ng Maynila* and inspect the Bidding Documents at the address given below during *Monday to Friday, from 8:00 a.m. to 5:00 p.m.*

A complete set of Bidding Documents may be acquired by interested Bidders on *August 08 – 29, 2014* from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of *Seven Thousand Pesos Only (PhP7,000.00)*.

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<sup>2</sup> A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

5. The ***Pamantasan ng Lungsod ng Maynila*** will hold a Pre-Bid Conference on ***August 15, 2014, 9:40 a.m.*** at ***Pamantasan ng Lungsod ng Maynila, Rm. 202, Gusaling “Don Pepe” Atienza, General Luna corner Muralla Sts., Intramuros, Manila,*** which shall be open to all interested parties.
6. Bids must be delivered to the address below on or before ***August 29, 2014, 9:40 a.m.*** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.

Bid opening shall be on ***August 29, 2014, 9:40 a.m.*** at ***Pamantasan ng Lungsod ng Maynila, Rm. 202, Gusaling “Don Pepe” Atienza, General Luna corner Muralla Sts., Intramuros, Manila.*** Bids will be opened in the presence of the Bidders’ representatives who choose to attend at the address below. Late bids shall not be accepted.

7. ***The Pamantasan ng Lungsod ng Maynila reserves the right to verify the veracity of any information or authenticity of any document submitted in the course of bidding and to undertake ocular inspection of offices and facilities of bidders.***

***It shall not assume any responsibility whatsoever to compensate or indemnify the bidders for any expense incurred in the preparation of the bid, nor does it guarantee that an award will be made.***

8. The ***Pamantasan ng Lungsod ng Maynila*** reserves the right to accept or reject any bid, declare a failure of bidding or to annul the bidding process, and to reject all bids at any time prior to contract award, or not to award the contract without thereby incurring any liability to the affected bidder or bidders if the funds/allotment for said program/project/activity has been withheld or reduced through no fault of its own.
9. For further information, please refer to:

Contact Name: **EMERLINA Q. GOROSPE**  
**PLM-BAC Secretariat**  
**Procurement Office**  
**Pamantasan ng Lungsod ng Maynila**  
**Gen. Luna corner Muralla Sts., Intramuros, Manila**

Telefax No.: **528-4592**  
Website: **[www.plm.edu.ph](http://www.plm.edu.ph)**

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**CARLOS M. CARLOS**  
PLM-BAC Chairman

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

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

This section of the Bidding Documents 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, opening, evaluation, and award of contract.

Section II contains provisions that are to be used unchanged. Section III consists of provisions that supplement, amend, or specify in detail, information or requirements included in Section II which are specific to each procurement.

Matters governing performance of the Bidder, payments, or those affecting the risks, rights, and obligations of the parties under the contract are not normally included in this section, but rather under Section IV. General Conditions of Contract, and/or Section V. Special Conditions of Contract. If duplication of a subject is inevitable in the other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

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## **A. General**

### **1. Scope of Bid**

- 1.1. The procuring entity named in the **BDS** (hereinafter referred to as the “Procuring Entity”) wishes to receive bids for supply and delivery of the goods as described in Section VII. Technical Specifications (hereinafter referred to as the “Goods”).
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in ITB Clause 28.

### **2. Source of Funds**

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

### **3. Corrupt, Fraudulent, Collusive, and Coercive Practices**

- 3.1. Unless otherwise specified in the **BDS**, the Procuring Entity as well as the bidders and suppliers shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Procuring Entity:
  - (a) defines, for purposes of this provision, the terms set forth below as follows:
    - (i) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA 3019.
    - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.

- (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
- (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
- (v) “obstructive practice” is
  - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
  - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

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

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

## **4. Conflict of Interest**

4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the

events described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (f) below:

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

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

- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
- (b) If the Bidder is a partnership, to all its officers and members;
- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders; and
- (d) If the Bidder is a joint venture (JV), the provisions of items (a), (b), or (c) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

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

## 5. Eligible Bidders

- 5.1. Unless otherwise provided in the **BDS**, the following persons shall be eligible to participate in this bidding:
- (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - (c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
  - (d) Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines; and
  - (e) Unless otherwise provided in the **BDS**, persons/entities forming themselves into a JV, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%).
- 5.2. Foreign bidders may be eligible to participate when any of the following circumstances exist, as specified in the **BDS**:
- (a) When a Treaty or International or Executive Agreement as provided in Section 4 of the RA 9184 and its IRR allow foreign bidders to participate;
  - (b) Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - (c) When the Goods sought to be procured are not available from local suppliers; or
  - (d) When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Government corporate entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or the Procuring Entity.
- 5.4. Unless otherwise provided in the **BDS**, the Bidder must have completed at least one contract similar to the Project the value of which, adjusted to current

prices using the National Statistics Office consumer price index, must be at least equivalent to a percentage of the ABC stated in the **BDS**.

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

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

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

Where:

K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for a contract duration of more than two years.

The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS).

## **6. Bidder's Responsibilities**

- 6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII. Bidding Forms as required in **ITB** Clause 12.1(b)(iii).
- 6.2. The Bidder is responsible for the following:
- (a) Having taken steps to carefully examine all of the Bidding Documents;
  - (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
  - (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
  - (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) as provided under **ITB** Clause 10.3.
  - (e) Ensuring that it is not "blacklisted" or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;

- (f) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- (g) Authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;
- (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;
- (i) Complying with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of RA 3019; and
- (j) Complying with existing labor laws and standards, in the case of procurement of services.

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

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

## **7. Origin of Goods**

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

## **8. Subcontracts**

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

## **B. Contents of Bidding Documents**

## **9. Pre-Bid Conference**

- 9.1. (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.  
  
(b) *The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GOP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.*
- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents discussed during the pre-bid conference.
- 9.3. Any statement made at the pre-bid conference shall not modify the terms of the Bidding Documents unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental/Bid Bulletin.

## **10. Clarification and Amendment of Bidding Documents**

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

## **C. Preparation of Bids**

### **11. Language of Bid**

The bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Entity, shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation in English certified by the appropriate embassy or consulate in the Philippines, in which case the English translation shall govern for purposes of interpretation of the bid.

### **12. Documents Comprising the Bid: Eligibility and Technical Components**

- 12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

- (a) Eligibility Documents –

#### Class “A” Documents:

- (i) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **BDS**;

- (ii) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (iii) Statement of all its ongoing and completed government and private contracts within the period stated in the **BDS**, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:
  - (iii.1) name of the contract;
  - (iii.2) date of the contract;
  - (iii.3) kinds of Goods;
  - (iii.4) amount of contract and value of outstanding contracts;
  - (iii.5) date of delivery; and
  - (iii.6) end user's acceptance or official receipt(s) issued for the contract, if completed.
- (iv) Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;
- (v) NFCC computation in accordance with **ITB** Clause 5.5; and
- (vi) Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Class "B" Document:

- (vii) If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
- (b) Technical Documents –
- (i) Bid security in accordance with **ITB** Clause 18. If the Procuring Entity requires the bidders to submit the bid security in the form of:
    - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
    - (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or

insurance company is authorized to issue such instruments;

- (ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
- (iii) Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.

### **13. Documents Comprising the Bid: Financial Component**

13.1. Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:

- (a) Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.4;
- (b) If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification from the DTI, SEC, or CDA issued in accordance with **ITB** Clause 27, unless otherwise provided in the **BDS**; and
- (c) Any other document related to the financial component of the bid as stated in the **BDS**.

13.2. (a) Unless otherwise stated in the **BDS**, all bids that exceed the ABC shall not be accepted.

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

- (v) The procuring entity has established a system to monitor and report bid prices relative to ABC and procuring entity's estimate. The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

## **14. Alternative Bids**

Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.

## **15. Bid Prices**

- 15.1. The Bidder shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.
- 15.2. The Bidder shall fill in rates and prices for all items of the Goods described in the Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of Quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Government.
- 15.3. The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.
- 15.4. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - (a) For Goods offered from within the Procuring Entity's country:
    - (i) The price of the Goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable:
      - (i.1) on the components and raw material used in the manufacture or assembly of Goods quoted ex works or ex factory; or
      - (i.2) on the previously imported Goods of foreign origin quoted ex warehouse, ex showroom, or off-the-shelf

and any Procuring Entity country sales and other taxes which will be payable on the Goods if the contract is awarded.

- (ii) The price for inland transportation, insurance, and other local costs incidental to delivery of the Goods to their final destination.
- (iii) The price of other (incidental) services, if any, listed in the **BDS**.

(b) For Goods offered from abroad:

- (i) Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted DDP with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
- (ii) The price of other (incidental) services, if any, listed in the **BDS**.

15.5. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to **ITB** Clause 24.

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

## **16. Bid Currencies**

16.1. Prices shall be quoted in the following currencies:

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

published in the BSP reference rate bulletin on the day of the bid opening.

- 16.2. If so allowed in accordance with **ITB** Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the foregoing exchange rates.
- 16.3. Unless otherwise specified in the BDS, payment of the contract price shall be made in Philippine Pesos.

## **17. Bid Validity**

- 17.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 17.2. In exceptional circumstances, prior to the expiration of the Bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

## **18. Bid Security**

- 18.1. The procuring entity shall prescribe in the **BDS** the acceptable forms of bid security that bidders may opt to use, which shall include the Bid Securing Declaration and at least one (1) other form, the amount of which shall be equal to a percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as	Five percent (5%)

authorized to issue such security.	
(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

For biddings conducted by LGUs, the procuring entity may also require bidders to submit bid securities in the form of cashier's/manager's check, bank draft/guarantee, or irrevocable letter of credit from other banks certified by the BSP as authorized to issue such financial statement.

- 18.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 18.3. No bid securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a motion for reconsideration and/or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the bidder with the Lowest Calculated and Responsive Bid has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in **ITB** Clause 18.2.
- 18.4. Upon signing and execution of the contract pursuant to **ITB** Clause 32, and the posting of the performance security pursuant to **ITB** Clause 33, the successful Bidder's bid security will be discharged, but in no case later than the bid security validity period as indicated in the **ITB** Clause 18.2.
- 18.5. The bid security may be forfeited:
  - (a) if a Bidder:
    - (i) withdraws its bid during the period of bid validity specified in **ITB** Clause 17;
    - (ii) does not accept the correction of errors pursuant to **ITB** Clause 28.3(b);
    - (iii) fails to submit the requirements within the prescribed period or a finding against their veracity as stated in **ITB** Clause 29.2;
    - (iv) submission of eligibility requirements containing false information or falsified documents;
    - (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
    - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;

- (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid;
  - (viii) refusal or failure to post the required performance security within the prescribed time;
  - (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
  - (x) any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;
  - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
  - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- (b) if the successful Bidder:
- (i) fails to sign the contract in accordance with **ITB** Clause 32; or
  - (ii) fails to furnish performance security in accordance with **ITB** Clause 33.

## 19. Format and Signing of Bids

- 19.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Bidding Forms on or before the deadline specified in the **ITB** Clauses 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid.
- 19.2. Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3. The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4. The bid, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.

- 19.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

## **20. Sealing and Marking of Bids**

- 20.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12 in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. \_\_\_\_ - TECHNICAL COMPONENT” and “COPY NO. \_\_\_\_ – FINANCIAL COMPONENT” and the outer envelope as “COPY NO. \_\_\_\_”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 20.3. The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.
- 20.4. All envelopes shall:
- (a) contain the name of the contract to be bid in capital letters;
  - (b) bear the name and address of the Bidder in capital letters;
  - (c) be addressed to the Procuring Entity’s BAC in accordance with **ITB** Clause 1.1;
  - (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and
  - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with **ITB** Clause 21.
- 20.5. If bids are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid.

## **D. Submission and Opening of Bids**

### **21. Deadline for Submission of Bids**

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

### **22. Late Bids**

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared “Late” and shall not be accepted by the Procuring Entity.

## **23. Modification and Withdrawal of Bids**

- 23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed, properly identified, linked to its original bid marked as “TECHNICAL MODIFICATION” or “FINANCIAL MODIFICATION” and stamped “received” by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.
- 23.2. A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids.
- 23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.
- 23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder’s bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR.

## **24. Opening and Preliminary Examination of Bids**

- 24.1. The BAC shall open the first bid envelopes of Bidders in public as specified in the **BDS** to determine each Bidder’s compliance with the documents prescribed in **ITB** Clause 12. For this purpose, the BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary “pass/fail” criterion. If a bidder submits the required document, it shall be rated “passed” for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as “failed”. Otherwise, the BAC shall rate the said first bid envelope as “passed”.
- 24.2. Unless otherwise specified in the BDS, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated “passed”. The second envelope of each

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

- 24.3. Letters of withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened. If the withdrawing Bidder’s representative is in attendance, the original bid and all copies thereof shall be returned to the representative during the bid opening. If the representative is not in attendance, the bid shall be returned unopened by registered mail. The Bidder may withdraw its bid prior to the deadline for the submission and receipt of bids, provided that the corresponding Letter of Withdrawal contains a valid authorization requesting for such withdrawal, subject to appropriate administrative sanctions.
- 24.4. If a Bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class “A” Documents, the said certification may be submitted in lieu of the requirements enumerated in **ITB** Clause 12.1(a), items (i) to (v).
- 24.5. In the case of an eligible foreign Bidder as described in **ITB** Clause 5, the Class “A” Documents described in **ITB** Clause 12.1(a) may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned.
- 24.6. Each partner of a joint venture agreement shall likewise submit the requirements in **ITB** Clauses 12.1(a)(i) and 12.1(a)(ii). Submission of documents required under **ITB** Clauses 12.1(a)(iii) to 12.1(a)(v) by any of the joint venture partners constitutes compliance.
- 24.7. A Bidder determined as “failed” has three (3) calendar days upon written notice or, if present at the time of bid opening, upon verbal notification, within which to file a request or motion for reconsideration with the BAC: Provided, however, that the motion for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the Bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed Bidder signifies his intent to file a motion for reconsideration, the BAC shall keep the bid envelopes of the said failed Bidder unopened and/or duly sealed until such time that the motion for reconsideration or protest has been resolved.
- 24.8. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price, bid security, findings of preliminary examination; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.

## **E. Evaluation and Comparison of Bids**

### **25. Process to be Confidential**

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

### **26. Clarification of Bids**

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

### **27. Domestic Preference**

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

- 27.2. A Bidder may be granted preference as a Domestic Entity subject to the certification from the DTI (in case of sole proprietorships), SEC (in case of partnerships and corporations), or CDA (in case of cooperatives) that the (a) sole proprietor is a citizen of the Philippines or the partnership, corporation, cooperative, or association is duly organized under the laws of the Philippines with at least seventy five percent (75%) of its interest or outstanding capital stock belonging to citizens of the Philippines, (b) habitually established in business and habitually engaged in the manufacture or sale of the merchandise covered by his bid, and (c) the business has been in existence for at least five (5) consecutive years prior to the advertisement and/or posting of the Invitation to Bid for this Project.
- 27.3. A Bidder may be granted preference as a Domestic Bidder subject to the certification from the DTI that the Bidder is offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

## **28. Detailed Evaluation and Comparison of Bids**

- 28.1. The Procuring Entity will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.
- 28.2. The Lowest Calculated Bid shall be determined in two steps:
- (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
  - (b) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- 28.3. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all bids rated "passed," using non-discretionary pass/fail criteria. Unless otherwise specified in the **BDS**, the BAC shall consider the following in the evaluation of bids:
- (a) Completeness of the bid. Unless the ITB specifically allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Procuring Entity; and
  - (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider

bid modifications, if allowed in the **BDS**. Any adjustment shall be calculated in monetary terms to determine the calculated prices.

- 28.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.
- 28.5. The Procuring Entity's evaluation of bids shall only be based on the bid price quoted in the Financial Bid Form.
- 28.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.

## **29. Post-Qualification**

- 29.1. The Procuring Entity shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid (LCB) complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.
- 29.2. Within a non-extendible period of three (3) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:
  - (a) Latest income and business tax returns in the form specified in the **BDS**;
  - (b) Certificate of PhilGEPS Registration; and
  - (c) Other appropriate licenses and permits required by law and stated in the **BDS**.

Failure of the Bidder declared as Lowest Calculated Bid to duly submit the requirements under this Clause or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualification of the Bidder for award.

- 29.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion.

- 29.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the Lowest Calculated Responsive Bid, and recommend to the Head of the Procuring Entity the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.
- 29.5. A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the Lowest Calculated Responsive Bid is determined for contract award.
- 29.6. Within a period not exceeding seven (7) calendar days from the date of receipt of the recommendation of the BAC, the Head of the Procuring Entity shall approve or disapprove the said recommendation. In the case of GOCCs and GFIs, the period provided herein shall be fifteen (15) calendar days.

### **30. Reservation Clause**

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

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

## **F. Award of Contract**

### **31. Contract Award**

- 31.1. Subject to **ITB** Clause 29, the Procuring Entity shall award the contract to the Bidder whose bid has been determined to be the LCRB.
- 31.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award received personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 31.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
  - (a) Submission of the valid JVA, if applicable, within ten (10) calendar days from receipt by the Bidder of the notice from the BAC that the Bidder has the LCRB;
  - (b) Posting of the performance security in accordance with **ITB** Clause 33;

- (c) Signing of the contract as provided in **ITB** Clause 32; and
  - (d) Approval by higher authority, if required.
- 31.4. At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in Section VI. Schedule of Requirements.

## **32. Signing of the Contract**

- 32.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 32.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security and sign and date the contract and return it to the Procuring Entity.
- 32.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 32.4. The following documents shall form part of the contract:
- (a) Contract Agreement;
  - (b) Bidding Documents;
  - (c) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted;
  - (d) Performance Security;
  - (e) Credit line in accordance with **ITB** Clause 5.5, if applicable;
  - (f) Notice of Award of Contract; and
  - (g) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

## **33. Performance Security**

- 33.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.
- 33.2. The procuring entity shall prescribe at least two (2) acceptable forms of performance security taken from two (2) categories below that bidders may opt to use, denominated in Philippine Pesos and posted in favor of the

Procuring Entity in an amount equal to the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	Thirty percent (30%)
(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

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

### **34. Notice to Proceed**

- 34.1. Within three (3) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue its Notice to Proceed to the Bidder.
- 34.2. The contract effectivity date shall be provided in the Notice to Proceed by the Procuring Entity, which date shall not be later than seven (7) calendar days from the issuance of the Notice to Proceed.

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

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

Section III is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB included in Section II, 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, the applicable rules regarding bid price and currency, and the bid evaluation criteria that will apply to the bids. In preparing Section III, the following aspects should be checked:

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

# Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is <i>Pamantasan ng Lungsod ng Maynila</i> .
1.2	The lot(s) and reference is/are:  <i>Purchase of Books for the University Library for CY 2014</i>
2	The Funding Source is:  The Government of the Philippines (GOP) through <i>PLM's Corporate Budget for the contract approved by the Board of Regents for CY 2014</i> in the amount of <i>Five Million One Hundred Forteen Thousand Four Hundred Twenty-One Pesos and 29/100 (PhP5,114,421.29)</i> .  The name of the Project is: <i>Purchase of Books for the University Library for CY 2014</i>
3.1	No further instructions.
5.1	No further instructions.
5.2	None of the circumstances mentioned in the <b>ITB</b> Clause exists in this Project. Foreign bidders, except those falling under <b>ITB</b> Clause 5.2(b), may not participate in this Project.
5.4	The Bidder should comply with the following requirements:  a) Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least <b>“fifty percent (50%)” in the case of Non-expendable Supplies and Services or “twenty-five percent (25%)” in the case of Expendable Supplies</b> of the ABC for this Project; and  b) The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.  For this purpose, similar contracts shall refer to “No further instructions.”
7	No further instructions.
8.1	“Subcontracting is not allowed.”
8.2	“Not applicable.”
9.1	The Procuring Entity will hold a pre-bid conference for this Project on <i>August 15, 2014, 9:40 a.m. at Pamantasan ng Lungsod ng Maynila, Rm. 202, Gusaling “Don Pepe” Atienza, General Luna corner Muralla Sts., Intramuros, Manila.</i>

10.1	<p>The Procuring Entity's address is:</p> <p><b><i>PLM-BAC Secretariat Procurement Office Pamantasan ng Lungsod ng Maynila Gen. Luna corner Muralla Sts., Intramuros, Manila</i></b></p> <p>Contact Name: <b><i>EMERLINA Q. GOROSPE</i></b>  <b><i>BAC Secretariat</i></b></p> <p>Telefax No.: <b><i>528-4592</i></b></p>
12.1(a)	No further instructions.
12.1(a)(i)	"No other acceptable proof of registration is recognized."
12.1(a)(iii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <b><i>three (3) years</i></b> prior to the deadline for the submission and receipt of bids.
13.1	"No additional requirements."
13.1(b)	No further instructions.
13.2	The ABC is <b><i>Five Million One Hundred Forteen Thousand Four Hundred Twenty-One Pesos and 29/100 (PhP5,114,421.29)</i></b> . Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iii)	See GCC Clause 6.2 of the Special Conditions of Contract
15.4(b)	<p>"The price of the Goods shall be quoted DDP to <b><i>Pamantasan ng Lungsod ng Maynila</i></b>.</p> <p>See GCC Clause 6.2 of the Special Conditions of Contract</p>
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	"Not applicable"
17.1	Bids will be valid until <b><i>December 27, 2014 or 120 calendar days after opening of the bids whichever comes last.</i></b>
18.1	<p>The bid security shall be limited to Bid Securing Declaration and at least one (1) other form in accordance with the following amount:</p> <p>1. The amount of <b><i>PhP102,288.43 [2% of ABC]</i></b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit.</p>
18.2	The bid security shall be valid until <b><i>December 27, 2014 or 120 calendar</i></b>

	<i>days after opening of the bids whichever comes last.</i>
20.3	Each Bidder shall submit <b>one (1)</b> original and <b>two (2)</b> copies of the first and second components of its bid. Likewise, the original of all commercial documents shall be presented for authentication purposes during the submission of Post-Qualification requirements.
21	<p>The address for submission of bids is:</p> <p><b><i>Pamantasan ng Lungsod ng Maynila Rm. 202, Gusaling “Don Pepe” Atienza Gen. Luna corner Muralla Sts., Intramuros, Manila</i></b></p> <p>The deadline for submission of bids is <b><i>August 29, 2014, 9:40 a.m.</i></b></p>
24.1	<p>The place of bid opening is:</p> <p><b><i>Pamantasan ng Lungsod ng Maynila Rm. 202, Gusaling “Don Pepe” Atienza Gen. Luna corner Muralla Sts., Intramuros, Manila</i></b></p> <p>The deadline for submission of bids is <b><i>August 29, 2014, 9:40 a.m.</i></b></p>
24.2	No further instructions.
27.1	No further instructions.
28.3	<p><b>Grouping and Evaluation of Lots –</b></p> <p><i>Lots should be formed of similar items that are likely to attract the maximum competition. A lot is the quantity and number of items that will be included in a single contract.</i></p> <p><b><i>Option 1 – Each item to be evaluated and compared with other Bids separately and recommended for contract award separately.</i></b></p>
28.3(b)	<b><i>Bid modification is not allowed.</i></b>
28.4	No further instructions.
29.2(a)	No further instructions.
29.2(a)	<p><b><i>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payments System (EFPS) shall be accepted.</i></b></p> <p><i>NOTE: The latest income tax return should be the preceding year and business tax returns are those filed within the last six months preceding the date of bid submission.</i></p>
29.2(c)	<b><i>Authorized Distributorship Agreement/Certificate of Manufacturer’s Authorization in the case of a bidder offering to supply Goods under the</i></b>

	<i>Contract for which the Bidder did not manufacture.</i>
32.4(g)	No further instructions.

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

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

The GCC in Section IV, read in conjunction with the SCC in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

The GCC herein shall not be altered. Any changes and complementary information, which may be needed, shall be introduced only through the SCC in Section V.

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**29. CONTRACT AMENDMENT**

**30. APPLICATION**

## 1. Definitions

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

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

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

## **2. Corrupt, Fraudulent, Collusive, and Coercive Practices**

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

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

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

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

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

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

### **3. Inspection and Audit by the Funding Source**

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

### **4. Governing Law and Language**

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

### **5. Notices**

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

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

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

## **6. Scope of Contract**

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

## **7. Subcontracting**

- 7.1. Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 7.2. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to compliance with the required qualifications and the approval of the Procuring Entity.

## **8. Procuring Entity's Responsibilities**

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

## **9. Prices**

- 9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.
- 9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its

bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

## **10. Payment**

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

## **11. Advance Payment and Terms of Payment**

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 11.2. For Goods supplied from abroad, the terms of payment shall be as follows:
  - (a) On Contract Signature: Ten percent (10%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.
  - (b) On Delivery: Seventy percent (70%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the **SCC** provision on Delivery and Documents.
  - (c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate

is issued by the Procuring Entity's authorized representative within forty five (45) days of the date shown on the delivery receipt the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

- 11.3. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.

## **12. Taxes and Duties**

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

## **13. Performance Security**

- 13.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the **ITB** Clause 33.2.
- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:
- (a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;
  - (b) The Supplier has no pending claims for labor and materials filed against it; and
  - (c) Other terms specified in the SCC.
- 13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

## **14. Use of Contract Documents and Information**

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

## **15. Standards**

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

## **16. Inspection and Tests**

- 16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The **SCC** and Section VII. Technical Specifications shall specify what inspections and/or tests the Procuring Entity requires and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.
- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to **GCC** Clause 5.

- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

## **17. Warranty**

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the **SCC**. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least ten percent (10%) of the final payment, or a special bank guarantee equivalent to at least ten percent (10%) of the Contract Price or other such amount if so specified in the **SCC**. The said amounts shall only be released after the lapse of the warranty period specified in the **SCC**; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC** and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

## **18. Delays in the Supplier's Performance**

- 18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.
- 18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its

cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under **GCC** Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.

- 18.3. Except as provided under **GCC** Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to **GCC** Clause 19, unless an extension of time is agreed upon pursuant to **GCC** Clause 29 without the application of liquidated damages.

## **19. Liquidated Damages**

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

## **20. Settlement of Disputes**

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.
- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they

otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

## **21. Liability of the Supplier**

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

## **22. Force Majeure**

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

## **23. Termination for Default**

- 23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:
  - (a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;

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

## **24. Termination for Insolvency**

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

## **25. Termination for Convenience**

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

- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

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

## **26. Termination for Unlawful Acts**

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

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

## **27. Procedures for Termination of Contracts**

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

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Implementing Unit, the Head of the Procuring Entity shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
  - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
  - (ii) the extent of termination, whether in whole or in part;

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

## **28. Assignment of Rights**

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

## **29. Contract Amendment**

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

## **30. Application**

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

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

### **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.

The provisions of this Section 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 Section IV must be incorporated.
- (b) Amendments and/or supplements to provisions of Section IV, 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 Section IV should be incorporated herein.

# Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is <b><i>Pamantasan ng Lungsod ng Maynila.</i></b>
1.1(i)	The Supplier is _____.
1.1(j)	<p>The Funding Source is</p> <p>the Government of the Philippines (GOP) through <b><i>PLM's Corporate Budget for the contract approved by the Board of Regents for CY 2014</i></b> in the amount of <b><i>Five Million One Hundred Forteen Thousand Four Hundred Twenty-One Pesos and 29/100 (PhP5,114,421.29).</i></b></p>
1.1(k)	The Project Site is <b><i>Pamantasan ng Lungsod ng Maynila (PLM).</i></b> <i>For multiple sites</i> "The Project sites are defined in Section VI. Schedule of Requirements."
5.1	<p>The Procuring Entity's address for Notices is:</p> <p><b><i>PLM-BAC Secretariat</i></b>  <b><i>Procurement Office</i></b>  <b><i>Pamantasan ng Lungsod ng Maynila</i></b>  <b><i>Gen. Luna corner Muralla Sts., Intramuros, Manila</i></b></p> <p><i>Contact Name:</i> <b><i>EMERLINA Q. GOROSPE</i></b>  <b><i>BAC Secretariat</i></b></p> <p><i>Telefax No.:</i> <b><i>528-4592</i></b></p> <p>The Supplier's address for Notices is:  <b><i>Address:</i></b> _____  <b><i>Contact Person:</i></b> _____  <b><i>Telephone No.:</i></b> _____</p>
6.2	<p><b>Delivery and Documents –</b></p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are as follows:</p> <p><i>For Goods supplied from within the Philippines:</i></p> <p>Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <ul style="list-style-type: none"> <li>(i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;</li> <li>(ii) Original and four copies delivery receipt/note, railway receipt,</li> </ul>

	<p>or truck receipt;</p> <ul style="list-style-type: none"> <li>(iii) Original Supplier's factory inspection report;</li> <li>(iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;</li> <li>(v) Original and four copies of the certificate of origin (for imported Goods);</li> <li>(vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;</li> <li>(vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and</li> <li>(viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.</li> </ul> <p><i>For Goods supplied from abroad:</i></p> <p>Upon delivery to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents as applicable with the documentary requirements of any letter of credit issued taking precedence:</p> <ul style="list-style-type: none"> <li>(i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;</li> <li>(ii) Original and four copies of the negotiable, clean shipped on board bill of lading marked "freight pre-paid" and five copies of the non-negotiable bill of lading ;</li> <li>(iii) Original Supplier's factory inspection report;</li> <li>(iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;</li> <li>(v) Original and four copies of the certificate of origin (for imported Goods);</li> <li>(vi) Delivery receipt detailing number and description of items received signed by the Procuring Entity's representative at the Project Site;</li> <li>(vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and</li> <li>(viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.</li> </ul> <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site is <b><i>Property and Supplies Office</i></b>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide the following services, including</p>
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	<p>additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> <li>(a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>(b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>(d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>(e) training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ul> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the GOODS' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p>
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	<p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Patent Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
10.4	“Not applicable”
13.4(c)	“No further instructions”.
16.1	The inspections and tests that will be conducted are: <b><i>Ocular Inspection and Product Demonstration.</i></b>
17.3	<p><i>If the Goods pertain to Expendable Supplies:</i> Three (3) months after acceptance by the Procuring Entity of the delivered Goods or after the Goods are consumed, whichever is earlier.</p> <p><i>If the Goods pertain to Non-expendable Supplies:</i> One (1) year after acceptance by the Procuring Entity of the delivered Goods.</p>
17.4	The period for correction of defects in the warranty period is <b><i>Seven (7) Days from receipt of the notice of defect by the supplier.</i></b>
21.1	“No additional provision.” <i>or, if the Supplier is a joint venture, “All partners to the joint venture shall be jointly and severally liable to the Procuring Entity.”</i>

## Section VI. Schedule of Requirements

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

[illegible]

## ***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) 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	Specification	Statement of Compliance
		<p>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of <b>ITB</b> Clause 3.1(a)(ii) and/or <b>GCC</b> Clause 2.1(a)(ii).</p>

## TECHNICAL SPECIFICATION

Item No.	Qty.	Unit of Issue	Title	Author	Edition	Copyright	Cover	Unit Cost	Total Cost (ABC)
<b>GRADUATE SCHOOL OF MANAGEMENT</b>									
1	2	cps	Total Quality Management	James Evan		2013	newsprint	398.00	<b>796.00</b>
2	1	cpy	Managing Human Resources	Stephen Bach	5th	2013	softbound	3,175.00	<b>3,175.00</b>
3	1	cpy	Organizational Change Perspectives on Theory and Practice	Piers Myers		2012	softbound	3,553.00	<b>3,553.00</b>
4	1	cpy	Public Administration 25 years of Analysis and Debate	R.A.W. Rhodes		2011	softbound	3,301.00	<b>3,301.00</b>
5	1	cpy	Theory and Practice of Corporate Governance An Integrated Approach	Stephen Bloomfield		2013	softbound	5,666.00	<b>5,666.00</b>
6	1	cpy	Sustainable Enterprise A Macromarketing Approach	Mark Peterson		2013	softbound	5,892.00	<b>5,892.00</b>
7	1	cpy	Ethics and the Public Service : Trust, Integrity and Democracy	Susan Dimock		2013	softbound	7,815.00	<b>7,815.00</b>
8	1	cpy	Economics of Social Issues	Ansel Sharp	20th	2013	softbound	3,302.00	<b>3,302.00</b>
9	1	cpy	Understanding Public Policy	Thomas Dye	13th	2011	softbound	8,534.00	<b>8,534.00</b>
10	1	cpy	Flawless Consulting A Guide to Getting Your Expertise Used	Peter Block	3rd	2011	softbound	5,192.00	<b>5,192.00</b>
11	1	cpy	Financial Management After Globalization	Samuel Angles		2013	hardbound	5,510.00	<b>5,510.00</b>
12	1	cpy	Public Sector Management Mission Impossible	Ian Chaston		2011	softbound	4,230.00	<b>4,230.00</b>
13	1	cpy	Business Regulation and Economic Performance	Norman Loayza		2010	softbound	1,800.00	<b>1,800.00</b>
14	1	cpy	Introduction to Managerial Economics	Alexander Hales		2013	hardbound	5,510.00	<b>5,510.00</b>
15	1	cpy	Sustainability Economics : An Introduction	Peter Bartelmus		2013	softbound	5,232.00	<b>5,232.00</b>
16	1	cpy	Crisis of Global Sustainability	Tapio Kanninen		2013	softbound	2,870.00	<b>2,870.00</b>
17	1	cpy	Outsourcing Economics	William Milberg		2013	softbound	3,495.00	<b>3,495.00</b>
18	1	cpy	Business Research Methods	Cristina Quinlan		2011	softbound	5,780.00	<b>5,780.00</b>
19	1	cpy	Essentials of Economics	Stanley Brue	3rd	2014	softbound	3,585.00	<b>3,585.00</b>
20	1	cpy	Public Administration : An Action Orientation	Robert Denhardt		2014	softbound	8,543.00	<b>8,543.00</b>

21	1	cpy	Public Policy, Politics, Analysis and Alternatives	Michael Kraft	4th	2013	softbound	8,568.00	<b>8,568.00</b>
22	1	cpy	Public Management and Administration	Owen Hughes	4th	2012	softbound	4,078.00	<b>4,078.00</b>
23	1	cpy	The Sage Handbook of Governance	Mark Bovir		2013	softbound	4,532.00	<b>4,532.00</b>
24	1	cpy	The Sage handbook of Public Administration	Guy Peter	2nd	2012	softbound	4,650.24	<b>4,650.24</b>
25	1	cpy	Good Governance Delivering Corruption Free Public Service	Bhaskara Rao		2012	hardbound	5,439.00	<b>5,439.00</b>
26	1	cpy	Conflict Management for Managers: Revolving workplace, client, and policy disputes	Susan Raines		2013	softbound	7,730.00	<b>7,730.00</b>
27	1	cpy	How to outthink, outmaneuver, and outperform your competitors : Lesson from the masters of strategy	Norton Paley		2013	hardbound	5,567.00	<b>5,567.00</b>
28	1	cpy	Knowledge Management in Organizations a Critical Introduction	Donald Hislop		2013	softbound	4,991.00	<b>4,991.00</b>
29	1	cpy	Knowledge Integration & Innovation	Christian Bergen		2013	softbound	3,899.00	<b>3,899.00</b>
30	1	cpy	Financial Management 2013-2015 edition	William Kretlow		2013	softbound	3,890.00	<b>3,890.00</b>
31	1	cpy	Local Economics Development in the 21st Century	Daphne Greenwood		2010	softbound	5,194.00	<b>5,194.00</b>
32	1	cpy	Marketing your Event Planning Business	Judy Allen		2013	softbound	2,975.00	<b>2,975.00</b>
33	1	cpy	New Paradigms in Public Policy	Peter Gooby		2013	softbound	3,119.00	<b>3,119.00</b>
34	1	cpy	New Perspectives on Public Services: Place and technology	Christopher Pollit		2013	softbound	3,119.00	<b>3,119.00</b>
35	1	cpy	Operations Management	David Allan Collier		2012	softbound	2,525.00	<b>2,525.00</b>
36	1	cpy	Public Administration : The Interdisciplinary study of government	Jos Raadchelders		2013	softbound	2,999.00	<b>2,999.00</b>
37	1	cpy	Re-envisioning global development : A horizontal perspective	Sandra Halperin		2013	softbound	4,447.00	<b>4,447.00</b>
38	1	cpy	An Introduction to Derivatives & Risk Management	Don Chance		2013	softbound	7,140.50	<b>7,140.50</b>
39	1	set	Managing Reality 5 volumes	Barry Trebes	2nd	2013	softbound	18,076.00	<b>18,076.00</b>
40	1	cpy	Operations Management in Asia	William Stevenson	2nd	2014	softbound	3,275.00	<b>3,275.00</b>
41	1	cpy	Human Resource Management at Work	Nick Marchigton	5th	2012	softbound	5,788.00	<b>5,788.00</b>

42	1	cpy	Comparative Public Policy	Anneliese Dodds		2013	softbound	2,255.00	<b>2,255.00</b>
43	1	cpy	Global Political Economy	Robert O'Brien	4th	2013	softbound	3,738.00	<b>3,738.00</b>
44	1	cpy	Risk Management Framework	James Broad		2013	softbound	4,330.00	<b>4,330.00</b>
45	1	cpy	Comparative Government and Politics	Rod Hague	9th	2013	softbound	3,738.00	<b>3,738.00</b>
46	1	cpy	People Management	Lisa Ann Thompson		2013	softbound	2,493.00	<b>2,493.00</b>
47	1	cpy	Decision Analysis for Managers	David Charlesworth		2013	softbound	2,877.00	<b>2,877.00</b>
48	1	cpy	Operational Risk Management	HKIB		2013	softbound	3,197.00	<b>3,197.00</b>
49	1	cpy	Skills Development for Business and Management Students	Kevin Gallagher		2013	softbound	3,615.00	<b>3,615.00</b>
50	1	cpy	Communication for Business and the Professions	Judith Dwyer	5th	2013	softbound	6,197.00	<b>6,197.00</b>
51	1	cpy	Managing Quality	Thomas Foster		2013	softbound	10,274.64	<b>10,274.64</b>
52	1	cpy	Strategic Management in Action	Mary Coulter	6th	2013	softbound	9,866.00	<b>9,866.00</b>
53	1	cpy	Information Systems in Organizations	Patricia Wallace		2013	softbound	12,675.00	<b>12,675.00</b>
54	1	cpy	Human Resources Management for Public and Nonprofit	Joan Pynes		2013	softbound	6,230.00	<b>6,230.00</b>
55	1	cpy	Team Building	Gibb Dyer	5th	2013	softbound	3,047.00	<b>3,047.00</b>
56	1	cpy	Operations Management for Dummies	Geoffrey Parker		2013	softbound	1,977.00	<b>1,977.00</b>
57	1	cpy	Strategic Lean Mapping : Blending improvement processes for the perfect solution	Steven Borris		2012	softbound	2,444.00	<b>2,444.00</b>
58	1	cpy	Consumer Behaviour	Jim Blythe		2013	softbound	6,043.00	<b>6,043.00</b>
59	1	cpy	Government Budgeting and Financial Management in Practice	Gerald Miller		2012	hardbound	8,031.00	<b>8,031.00</b>
60	1	cpy	Handbook of Local Government Fiscal Health	Helisse Levine		2013	softbound	6,626.00	<b>6,626.00</b>
61	1	cpy	Local Economic Development and the Environment	Susan Opp		2013	hardbound	6,154.00	<b>6,154.00</b>
62	1	cpy	Public Administration Technology	Christopher Reddick		2013	softbound	7,250.00	<b>7,250.00</b>
63	1	cpy	Public Budgeting Systems	Robert Lee, Jr.	9th	2013	softbound	8,030.00	<b>8,030.00</b>

64	1	cpy	Research Methods in Public Administration and Nonprofit Management	David MacNabb		2013	hardbound	12,995.00	<b>12,995.00</b>
65	1	cpy	Accountable Governance: Problems and Promises	Melvin Dubnick		2011	softbound	5,550.00	<b>5,550.00</b>
66	1	cpy	Achieving Ethical Competence for Public Service Leadership	Terry Cooper		2013	softbound	4,438.00	<b>4,438.00</b>
67	1	cpy	Ethics in Public Management	George Frederickson		2013	hardbound	5,550.00	<b>5,550.00</b>
68	1	cpy	Entrepreneurial Financial Management: An Applied Approach	Jeffrey Cornwall	3rd	2013	softbound	7,995.00	<b>7,995.00</b>
69	1	cpy	Economic Development : A Regional, Institutional and Historical Approach	Richard Grabowski	2nd	2013	softbound	4,995.00	<b>4,995.00</b>
70	1	cpy	Ethics Management for Public Administrators	Donald Menzel		2012	softbound	5,550.00	<b>5,550.00</b>
71	1	cpy	Foundations of Public Service	Morgan Douglas	2nd	2013	softbound	9,995.00	<b>9,995.00</b>
72	1	cpy	Strategic International Management	John Cullen		2011	softbound	5,900.00	<b>5,900.00</b>
73	1	cpy	Sourcing and Supply Chain Management	Robert Handfield		2011	softbound	6,500.00	<b>6,500.00</b>
74	1	cpy	Principles of Human Resource Management	George Bohlander		2013	softbound	6,200.00	<b>6,200.00</b>
75	1	cpy	Principles of Microeconomics	Fred Gottheil	7th	2014	softbound	5,478.00	<b>5,478.00</b>
76	1	cpy	The New Public Personnel Administration	Lloyd Nigro		2014	softbound	5,412.00	<b>5,412.00</b>
77	1	cpy	Principles of Management	Charlene Cassidy		2013	softbound	6,312.00	<b>6,312.00</b>
78	1	cpy	Theory of Strategic Management	Gareth Jones		2013	softbound	6,200.00	<b>6,200.00</b>
79	1	cpy	Human Resource Development	Werner		2012	softbound	6,400.00	<b>6,400.00</b>
80	1	cpy	Business Research Methods	William Zikmund		2013	softbound	6,200.00	<b>6,200.00</b>
81	1	cpy	Ethical Decision Making in Business	John Fraedrich		2013	softbound	5,200.00	<b>5,200.00</b>
82	1	cpy	Managing Small Business	William Petty		2012	softbound	6,200.00	<b>6,200.00</b>
83	1	cpy	Principles of Small Business Management	Hattan		2012	softbound	6,200.00	<b>6,200.00</b>
84	1	cpy	Applied Statistics for Public and Non-Profit Administration	Kenneth Meier		2012	softbound	5,400.00	<b>5,400.00</b>
85	1	cpy	Public Administration : Classic Reading	J. Shafritz		2012	softbound	4,600.00	<b>4,600.00</b>
86	1	cpy	Business Foundations	Robert Hughes		2012	softbound	3,300.00	<b>3,300.00</b>
								<b>Sub-Total:</b>	<b>469,440.38</b>

<b>GRADUATE SCHOOL OF ARTS, SCIENCE AND EDUCATION</b>									
87	1	cpy	Behavior Analysis and Learning	David Pierce	5th	2013	hardbound	6,165.00	<b>6,165.00</b>
88	1	cpy	Teacher Research in Language Teaching : A Critical Analysis	Simon Borg		2013	softbound	3,042.00	<b>3,042.00</b>
89	1	cpy	Planning Ethically Responsible Research	Joan Sieber		2013	softbound	3,082.00	<b>3,082.00</b>
90	1	cpy	Developmental Psychology : Childhood and Adolescence	David Shaffer	9th	2014	softbound	4,995.00	<b>4,995.00</b>
91	1	cpy	The Philosopher's Way : A Text with Readings Thinking Critically About Profound Ideas	John Chaffee	4th	2013	softbound	8,931.00	<b>8,931.00</b>
92	1	cpy	Psychological Testing and Assessment : An Introduction to Test and Measurement	Ronald Cohen	8th	2013	softbound	2,792.00	<b>2,792.00</b>
93	1	cpy	Understanding Abnormal Psychology : Clinical and Biological Perspectives	Rameden Pamilla		2013	softbound	3,890.00	<b>3,890.00</b>
94	1	cpy	Understanding Organizational Culture	Mats Alveson	2nd	2013	softbound	3,342.00	<b>3,342.00</b>
95	1	cpy	Differentiated Instructional Strategies	Gayle Gregory	3rd	2013	softbound	2,577.00	<b>2,577.00</b>
96	1	cpy	Creative Resources for the Early Childhood Classroom	Judy Herr		2013	softbound	6,028.00	<b>6,028.00</b>
97	1	cpy	A Practical Study of Arguments	Trudy Govier	7th	2010	softbound	5,246.00	<b>5,246.00</b>
98	1	cpy	Principles of Organizational Behavior	John Slocum	13th	2011	softbound	8,533.00	<b>8,533.00</b>
99	1	cpy	The Handbook of Communication and Corporate Communication	Craig Carroll		2013	softbound	8,774.00	<b>8,774.00</b>
100	1	cpy	Organizational Communication	Dennis Mumby		2013	softbound	6,630.00	<b>6,630.00</b>
101	1	cpy	The Handbook of Intercultural Discourse & Communication	Christina Paulston		2012	hardbound	12,246.00	<b>12,246.00</b>
102	1	cpy	Handbook of Critical Intercultural Communication	Thomas Nakayama		2013	softbound	3,385.00	<b>3,385.00</b>
103	1	cpy	Media Effects Research	Glenn Sparks	4th	2013	softbound	10,324.00	<b>10,324.00</b>
104	1	cpy	Child and Adolescent Psychopathology	Theodore Beauchaine	2nd	2013	softbound	6,775.00	<b>6,775.00</b>
105	1	cpy	Developmental Research Methods	Scott Miller	4th	2013	softbound	6,630.00	<b>6,630.00</b>
106	1	cpy	Humanizing Research	Django Paris		2014	softbound	4,787.00	<b>4,787.00</b>
107	1	cpy	Understanding Human Development	Wendy Craig	3rd	2013	softbound	8,038.00	<b>8,038.00</b>

108	1	cpy	Handbook of Design in Educational Technology	Rosemary Luckin		2013	softbound	8,421.00	<b>8,421.00</b>
109	1	cpy	Applying Career Development	Richard Sharf	6th	2013	softbound	7,140.50	<b>7,140.50</b>
110	1	cpy	Personality Theories	Barbara Engler	9th	2014	softbound	6,710.00	<b>6,710.00</b>
111	1	cpy	Integrating 12 Steps and Psychotherapy	Robert Switzer		2014	softbound	4,787.00	<b>4,787.00</b>
112	1	cpy	Social Research : A Practical Introduction	Bruce Curtis		2011	softbound	3,212.00	<b>3,212.00</b>
113	1	cpy	Strategies of Qualitative Inquiry	Norman Denzin	4th	2013	softbound	4,418.00	<b>4,418.00</b>
114	1	cpy	How to do Critical Discourse Analysis	David Machin		2012	softbound	3,215.00	<b>3,215.00</b>
115	1	cpy	The Complete Guide to Writing Your Dissertation	Steve Ball		2012	softbound	1,148.00	<b>1,148.00</b>
116	1	cpy	Curriculum Syllabus Design and Equity	Allan Luke		2013	softbound	3,073.00	<b>3,073.00</b>
117	1	cpy	The Principles and Practice of Group Work in Addictions	Robert Hill		2011	softbound	3,017.00	<b>3,017.00</b>
118	1	cpy	Understanding Organizations : Theories and Images	Ydo Staber		2013	softbound	4,052.00	<b>4,052.00</b>
119	1	cpy	University Teaching in Focus	Lynne Hunt		2013	softbound	3,340.00	<b>3,340.00</b>
120	1	cpy	International Handbook of Research on Children	Kathy Hall		2013	softbound	8,774.00	<b>8,774.00</b>
121	1	cpy	Transformative Professional Learning	Margery Ginsberg		2011	softbound	2,725.00	<b>2,725.00</b>
122	1	cpy	Parallel Curriculum Units for Mathematics Grade 6-12	Jann Leppien		2011	softbound	2,736.00	<b>2,736.00</b>
123	1	cpy	Rethinking Teacher Supervision and Evaluation	Kim Marshall		2013	softbound	2,233.00	<b>2,233.00</b>
124	1	cpy	Reinventing Professionalism	Silvio Waisbord		2013	softbound	1,555.00	<b>1,555.00</b>
125	1	cpy	Diversity, Oppression and Social Functioning	George Appleby	3rd	2011	softbound	6,669.00	<b>6,669.00</b>
126	1	cpy	The Skillful Team Leader	Elisa MacDonald		2013	softbound	2,823.00	<b>2,823.00</b>
127	1	cpy	P.O.W.E.R learning	Rober Feldman	6th	2014	softbound	7,226.00	<b>7,226.00</b>
128	1	cpy	Orientation to College Learning	Dianna Van Blerkom	7th	2013	softbound	8,197.00	<b>8,197.00</b>
129	1	cpy	Cultural Competence	Jean Moule	2nd	2012	softbound	3,060.00	<b>3,060.00</b>
130	1	cpy	Practice as Research in the Arts	Robin Nelson		2013	softbound	2,368.00	<b>2,368.00</b>
131	1	cpy	Developing Research in Teacher Education	Ian Menter		2012	softbound	4,343.00	<b>4,343.00</b>

132	1	cpy	Linking Leadership to Student Learning	Kenneth Leithwood		2012	softbound	4,335.00	<b>4,335.00</b>
133	1	cpy	Creating Standards-Based Integrated Curriculum	Susan Drake	3rd	2012	softbound	3,475.00	<b>3,475.00</b>
134	1	cpy	Communication Research Strategies and Sources	Rebecca Rubin		2010	softbound	4,528.00	<b>4,528.00</b>
135	1	cpy	Reconceptualising Feedback in Higher Education	Merry Stephen		2013	softbound	4,078.00	<b>4,078.00</b>
136	1	cpy	Reshaping Doctoral Education International Approaches and Pedagogies	Alison Lee		2012	softbound	4,078.00	<b>4,078.00</b>
137	1	cpy	Doing Your Masters Dissertation from Start to Finish	Inger Furseth		2013	softbound	3,323.00	<b>3,323.00</b>
138	1	cpy	Assessing the Quality of Survey Data	Jorg Blasius		2012	softbound	4,078.00	<b>4,078.00</b>
139	1	cpy	Educational Administration	Wayne Hoy	9th	2013	softbound	5,568.00	<b>5,568.00</b>
140	1	cpy	Doing Research in Further Education and Learning	Susan Wallace		2013	softbound	3,022.00	<b>3,022.00</b>
141	1	cpy	Assessing 21st Century Skills : A Guide to Evaluating Mastery and Authentic Learning	Laura Greenstein		2012	softbound	3,625.00	<b>3,625.00</b>
142	1	cpy	Teaching in Higher Education	Lucinda Becker		2013	softbound	3,475.00	<b>3,475.00</b>
143	1	cpy	How to Write a Master's Thesis	Yvonne Bui	2nd	2012	softbound	2,391.00	<b>2,391.00</b>
144	1	cpy	Key Concepts in Educational Assessment	Tina Isaacs		2012	softbound	2,815.00	<b>2,815.00</b>
145	1	cpy	Classroom-Based Research and Evidence-Based Practice	Keith Taber	2nd	2012	softbound	3,927.00	<b>3,927.00</b>
146	1	cpy	Intercultural Competence	Myron Lustig		2013	softbound	9,277.00	<b>9,277.00</b>
147	1	cpy	Behavior Analysis for Effective Teaching	Julie Vargas	2nd	2013	softbound	7,554.00	<b>7,554.00</b>
148	1	cpy	Doing Qualitative Research Differently	Hollway	2nd	2012	softbound	4,078.00	<b>4,078.00</b>
149	1	cpy	Doing Qualitative Research	Silverman	4th	2013	softbound	4,532.00	<b>4,532.00</b>
150	1	cpy	Writing with a Thesis : A Rhetoric Reader	Sarah Skwire	12th	2014	softbound	5,722.00	<b>5,722.00</b>
151	1	cpy	Communication and Organizational Culture	Joan Keytone	2nd	2011	softbound	4,517.00	<b>4,517.00</b>
152	1	cpy	The Handbook of Computational Linguistics and Natural Language Processing	Alexander Clark		2013	softbound	4,870.00	<b>4,870.00</b>

153	1	cpy	Understanding Intercultural Communication	Adrian Holliday		2013	softbound	2,569.00	2,569.00
154	1	cpy	The Qualitative Interview : Art and Skill	Jeanine Evers		2012	softbound	1,620.00	1,620.00
155	1	cpy	Introduction to Forensic Psychology	Stacey Shipley	3rd	2012	hardbound	5,532.00	5,532.00
156	1	cpy	Group Dynamics	Donnelson Forsyth	6th	2014	softbound	4,890.00	4,890.00
157	1	cpy	Critical Thinking : An Appeal to Reason	Peg Title		2011	softbound	5,765.00	5,765.00
158	1	cpy	The Transformed School Counselor	Carol Dahir	2nd	2012	softbound	4,754.00	4,754.00
159	1	cpy	The Courage Quotient	Robert Diener		2012	hardbound	1,498.00	1,498.00
160	1	cpy	Perspectives on Diseases and Disorders : Speech Disorders	Mary William	1st	2012	hardbound	2,432.00	2,432.00
161	1	cpy	Family Violence	Diane Andrews		2012	softbound	1,743.00	1,743.00
162	1	cpy	Developing Early Childhood Services : Past, Present and Future	Baldock		2011	hardbound	6,565.00	6,565.00
163	1	cpy	Teacherpreneurs	Barnett Berry		2013	softbound	1,976.00	1,976.00
164	1	cpy	Patient-Centred Communication and Counselling	Pretorius		2010	softbound	4,813.00	4,813.00
165	1	cpy	Interactive Evaluation Practice	Jean King		2013	softbound	3,213.00	3,213.00
	Sub-Total:								372,092.50
EMERITUS COLLEGE									
166	1	cpy	The Dyslexia-Friendly Teacher's Toolkit	Sarah Davis		2013	softbound	3,475.00	3,475.00
167	1	cpy	Teaching Gifted Kids in Today's Classroom	Susan Winebrenner		2012	softbound	3,899.00	3,899.00
168	1	cpy	Understanding Schemas and Young Children	Frances Atherton		2013	softbound	2,700.00	2,700.00
169	1	cpy	The Survival Guide for Kids with Autism Spectrum Disorders	Elizabeth Verdick		2012	softbound	5,500.00	5,500.00
170	1	cpy	Students with Mild Exceptionalities Characteristics and Applications	Sydney Zentall		2013	softbound	6,798.00	6,798.00
171	1	cpy	Next Steps in Supporting People with Autisitc Spectrum Condition	Sue Hatton		2012	softbound	1,958.00	1,958.00
172	1	cpy	The Development of Working Memory in Children	Lucy Henry		2011	softbound	3,332.00	3,332.00
173	1	cpy	A Survival Guide for New Special Educators Grades K-12	Bonnie Billingsley			softbound	2,828.00	2,828.00

174	1	cpy	Developing & Administering A Child Care and Education Program	Dorothy June Sciarra	8th	2013	softbound	4,680.00	<b>4,680.00</b>
175	1	cpy	The Sounds of Language : An Introduction to Phonetics and Phonology	Elizabeth Zsiga		2013	softbound	4,968.00	<b>4,968.00</b>
176	1	cpy	Teaching Young Adult Literature Development	Bean		2013	softbound	5,550.00	<b>5,550.00</b>
								<b>Sub-Total:</b>	<b>45,688.00</b>
<b>GRADUATE SCHOOL OF ENGINEERING</b>									
177	1	cpy	Introduction to Traffic Engineering	Thomas Currin	2nd	2013	softbound	6,040.00	<b>6,040.00</b>
178	1	cpy	Solidworks for Technology and Engineering	James Valentino	2nd	2012	softbound	7,078.00	<b>7,078.00</b>
179	1	cpy	Engineering Design, Planning and Management	Hugh Jack		2013	softbound	7,552.00	<b>7,552.00</b>
180	1	cpy	Stormwater for Sustainable Development	Ronald Rossmiller		2013	softbound	6,014.00	<b>6,014.00</b>
181	1	cpy	Engine Testing : The Design, Building, Modification and Use of Powertrain	A.J. Martyr	4th	2012	softbound	4,496.75	<b>4,496.75</b>
182	1	cpy	Clean Coal Engineering Technology	Bruce Miller		2011	softbound	6,974.00	<b>6,974.00</b>
183	1	cpy	Temporary Structures in Construction	Robert Ratay	3rd	2012	hardbound	11,805.00	<b>11,805.00</b>
184	1	cpy	Handbook of Project Control Planning & Management Test Facilities	S.K. Parasar		2013	hardbound	6,028.00	<b>6,028.00</b>
185	1	cpy	Groundwater Around the World : A Geographic Synopsis	Jean Magat		2013	hardbound	6,692.00	<b>6,692.00</b>
186	1	cpy	Urban Storm Water Management	Hormoz Pazwash		2011	softbound	4,657.00	<b>4,657.00</b>
187	1	cpy	Soil Mechanics Fundamentals	Isao Ishibashi		2011	softbound	4,079.23	<b>4,079.23</b>
188	1	cpy	Water and Wastewater Engineering : Design Principles and Practice	Mackezie Davis		2011	softbound	7,724.00	<b>7,724.00</b>
189	1	cpy	Fundamentals of Construction Estimating	David Pratt	3rd	2011	softbound	10,855.00	<b>10,855.00</b>
190	1	cpy	Project Management : Systems, principles and applications	Adedeji Badiru		2012	hardbound	9,682.00	<b>9,682.00</b>
191	1	cpy	Organization Design : A guide to building effective organizations	Patricia Chocki		2011	softbound	4,289.00	<b>4,289.00</b>
192	1	cpy	Operations Management	Andrew Greasly	3rd	2013	softbound	8,282.00	<b>8,282.00</b>
								<b>Sub-Total:</b>	<b>112,247.98</b>

<b>COLLEGE OF ACCOUNTANCY AND ECONOMICS</b>									
193	1	cpy	Microeconomics	Campbell McConnell	2nd	2013	newsprint	798.00	<b>798.00</b>
194	1	cpy	Introduction to Cost Accounting	Maryanne Mowen		2013	newsprint	898.00	<b>898.00</b>
195	1	cpy	Accounting Information Systems	Mark Simkim	12th	2013	newsprint	798.00	<b>798.00</b>
196	1	cpy	Principles of Economics	Roger Arnold	10th	2012	newsprint	798.00	<b>798.00</b>
197	1	cpy	Introduction to Managerial Accounting	Peter Brewer		2012	softbound	4,198.00	<b>4,198.00</b>
198	1	cpy	Planning Local Economic Development Theory and Practice	Nancy Leigh	5th	2013	softbound	7,752.00	<b>7,752.00</b>
199	1	cpy	Financial Accounting : Information for Decisions	John Wild	2nd	2014	softbound	2,554.00	<b>2,554.00</b>
200	1	cpy	Managerial Accounting for Managers	Eric Noreen	3rd	2014	softbound	4,108.00	<b>4,108.00</b>
201	1	cpy	Global Shift : Mapping the Changing Contours of the World Economy	Peter Dicken	6th	2011	softbound	5,995.00	<b>5,995.00</b>
202	1	cpy	Monetary Economics Theory and Practice	Matendra		2014	softbound	4,750.00	<b>4,750.00</b>
203	1	cpy	Financial Accounting	Jan Williams	15th	2012	softbound	2,711.75	<b>2,711.75</b>
204	1	cpy	Financial Accounting Report and Analysis	Jennifer Maynard		2013	softbound	6,551.00	<b>6,551.00</b>
205	1	cpy	Understanding and Conduction information systems auditing	Veena Hingarh		2013	hardbound	9,945.00	<b>9,945.00</b>
206	1	cpy	Analysis of Economic Data	Gary Coop	4th	2013	softbound	5,011.00	<b>5,011.00</b>
207	1	cpy	Economic Growth and Sustainable Development	Peter Neal		2013	softbound	5,086.00	<b>5,086.00</b>
208	1	cpy	Labor, Economy and Society	Jeffrey Sallaz		2013	softbound	2,168.00	<b>2,168.00</b>
209	1	cpy	Modern Labour Economics	Peter Sioane		2013	softbound	5,886.00	<b>5,886.00</b>
210	1	cpy	Philosophy of Economics: A Contemporary Introduction	Julian Reiss		2013	softbound	3,420.00	<b>3,420.00</b>
211	1	cpy	Health Economics and Policy	James Henderson		2013	softbound	6,300.00	<b>6,300.00</b>
212	1	cpy	Introduction to Financial Accounting	Curtis Norton		2013	softbound	6,300.00	<b>6,300.00</b>
213	1	cpy	Principles and Applications of Economics	Marc Lieberman		2013	softbound	6,200.00	<b>6,200.00</b>
214	1	cpy	Principles and Applications of Macroeconomics	Marc Lieberman		2013	softbound	6,200.00	<b>6,200.00</b>
215	1	cpy	Principles and Applications of Microeconomics	Marc Lieberman		2013	softbound	6,200.00	<b>6,200.00</b>

216	1	cpy	Understanding Economics	Russell Sobel		2013	softbound	6,200.00	<b>6,200.00</b>
217	1	cpy	Financial Managerial Accounting	Carl Warren	12th	2014	softbound	5,478.00	<b>5,478.00</b>
218	1	cpy	Principles of Financial Accounting	Needles	12th	2014	softbound	4,930.00	<b>4,930.00</b>
219	1	cpy	Survey of Economics	Tucker		2013	softbound	5,410.00	<b>5,410.00</b>
220	1	cpy	Fundamentals of Environmental Economics	Alexander Hales		2013	hardbound	3,255.00	<b>3,255.00</b>
221	1	cpy	Managerial Accounting	Stacey Whitecotton	2nd	2014	softbound	2,554.00	<b>2,554.00</b>
222	1	cpy	Shaum's Outlines Managerial Accounting	Jae Shim	2nd	2012	softbound	1,100.00	<b>1,100.00</b>
223	1	cpy	Corporate Financial Accounting	Carl Warren	12th	2014	softbound	4,930.00	<b>4,930.00</b>
224	1	cpy	Statistics Business Economics	David Anderson		2014	softbound	4,930.00	<b>4,930.00</b>
225	1	cpy	Theories of Economic Development and Growth	Y.S. Brenner		2013	softbound	2,912.00	<b>2,912.00</b>
<b>Sub-Total:</b>								<b>146,326.75</b>	
<b>COLLEGE OF MANAGEMENT AND ENTREPRENEURSHIP</b>									
226	1	cpy	Human Resource Management	David DeCenzo	11th	2013	newsprint	698.00	<b>698.00</b>
227	1	cpy	Principles of Management and Organization	Bateman	10th	2013	newsprint	575.00	<b>575.00</b>
228	1	cpy	Fundamentals of Management	Andrew Dubrin	9th	2013	newsprint	558.00	<b>558.00</b>
229	1	cpy	Entrepreneurship : Ideas in Action	Cynthia Greene	5th	2013	newsprint	498.00	<b>498.00</b>
230	1	cpy	International Business	Charles Hill	9th	2013	newsprint	545.00	<b>545.00</b>
231	1	cpy	Human Behavior in Organization	Steven McShane	6th	2013	newsprint	558.00	<b>558.00</b>
232	1	cpy	Introduction to Management	John Schermerhorn	12th	2013	newsprint	798.00	<b>798.00</b>
233	1	cpy	Marketing Foundations	D.C. Ferrell	5th	2013	newsprint	565.00	<b>565.00</b>
234	1	cpy	Principles of Marketing	David Kurtz	16th	2014	newsprint	565.00	<b>565.00</b>
235	1	cpy	Total Quality Management	James Evan		2013	newsprint	398.00	<b>398.00</b>
236	1	cpy	Strategic Marketing Management	Luiz Moutinho		2013	newsprint	798.00	<b>798.00</b>
237	1	cpy	A Simplified Approach to E-Commerce	Gary Schneider	10th	2013	newsprint	698.00	<b>698.00</b>
238	1	cpy	Principles of Marketing	Louis Boone		2013	newsprint	798.00	<b>798.00</b>
239	1	cpy	Principles of Organizational Behavior	Andrew Dubrin		2013	newsprint	698.00	<b>698.00</b>
240	1	cpy	Operating Systems	Michael Palmer	4th	2012	newsprint	698.00	<b>698.00</b>

241	1	cpy	Human Behavior in Organization	Ricky Griffin	2nd	2012	newsprint	798.00	<b>798.00</b>
242	1	cpy	Fundamentals of Human Resource Management	Raymond Noe	5th	2014	softbound	2,454.00	<b>2,454.00</b>
243	1	cpy	Organization Theory : Modern, Symbolic and Postmodern Perspectives	Mary Jo Hatch	3rd	2013	softbound	3,875.00	<b>3,875.00</b>
244	1	cpy	Managing Human Resources	Stephen Bach	5th	2013	softbound	3,175.00	<b>3,175.00</b>
245	1	cpy	Organizational Change : Perspectives on Theory and Practice	Piers Myers		2012	softbound	3,553.00	<b>3,553.00</b>
246	1	cpy	Consumer Behavior in the 21st Century	Wayne Hoyer		2013	newsprint	798.00	<b>798.00</b>
247	1	cpy	Professional Selling	Thomas Ingram	5th	2012	newsprint	698.00	<b>698.00</b>
248	1	cpy	Key Performance Indicators for Government and Non Profit Agencies	David Parmenter		2012	hardbound	2,886.00	<b>2,886.00</b>
249	1	cpy	Research Methods for Business	Uma Sekaran	6th	2013	softbound	5,142.00	<b>5,142.00</b>
250	1	cpy	Internet Marketing Integrating Online and Online Strategies	Mary Lou Roberts	3rd	2013	softbound	5,212.00	<b>5,212.00</b>
251	1	cpy	Introduction to Data Acquisition with Labview	Robert King	2nd	2013	softbound	2,640.00	<b>2,640.00</b>
252	1	cpy	Promoting and Marketing Events Theory	Jackson		2013	softbound	4,342.00	<b>4,342.00</b>
253	1	cpy	Consumer Behaviour	Jim Blythe	2nd	2013	softbound	6,043.00	<b>6,043.00</b>
254	1	cpy	Customer-Oriented Marketing Strategy	Tevflick Delgic		2013	softbound	3,774.00	<b>3,774.00</b>
255	1	cpy	Advertising Age : The Principles of Advertising	Esther Thorson		2013	softbound	2,300.00	<b>2,300.00</b>
256	1	cpy	Business Foundations	Robert Hughes		2013	softbound	3,300.00	<b>3,300.00</b>
257	1	cpy	Business Research Methods	William Zikmund		2013	softbound	6,200.00	<b>6,200.00</b>
258	1	cpy	Communication in Business	Scot Ober		2013	softbound	6,200.00	<b>6,200.00</b>
259	1	cpy	Contemporary Business Reports	Shirley Kuiper		2013	softbound	5,500.00	<b>5,500.00</b>
260	1	cpy	Essentials of Marketing Research	William Zikmund		2013	softbound	6,200.00	<b>6,200.00</b>
261	1	cpy	Ethical Decision Making in Business	John Fraedrich		2013	softbound	5,200.00	<b>5,200.00</b>
262	1	cpy	Human Resource Development	Werner		2012	softbound	6,400.00	<b>6,400.00</b>
263	1	cpy	Internet Marketing	Mary Lou Roberts		2013	softbound	3,900.00	<b>3,900.00</b>
264	1	cpy	Introduction to Marketing	Carl McDaniel		2013	softbound	6,200.00	<b>6,200.00</b>
265	1	cpy	Management of Electronics in Digital Age	Albarran		2013	softbound	5,900.00	<b>5,900.00</b>

266	1	cpy	Managing Small Business	William Petty		2013	softbound	6,200.00	<b>6,200.00</b>
267	1	cpy	Marketing Essentials	Carl McDaniel		2012	softbound	6,200.00	<b>6,200.00</b>
268	1	cpy	Modern Marketing Research	Fred Feinberg		2013	softbound	5,800.00	<b>5,800.00</b>
269	1	cpy	Principles of Contemporary Marketing	David Kurtz		2012	softbound	6,200.00	<b>6,200.00</b>
270	1	cpy	Principles of Human Resource Management	George Bohlander		2013	softbound	6,200.00	<b>6,200.00</b>
271	1	cpy	Principles of Leadership	Dukrin		2013	softbound	6,200.00	<b>6,200.00</b>
272	1	cpy	Principles of Organizational Behavior	James Campbell		2013	softbound	6,400.00	<b>6,400.00</b>
273	1	cpy	Principles of Small Business Management	Hattan		2012	softbound	6,200.00	<b>6,200.00</b>
274	1	cpy	Quantitative Methods for Business	David Anderson		2013	softbound	6,400.00	<b>6,400.00</b>
275	1	cpy	Social Media Marketing : A Strategic Approach	Melissa Barker		2013	softbound	2,300.00	<b>2,300.00</b>
276	1	cpy	Management of Strategy : Concepts and Cases	Michael Ireland		2013	softbound	6,200.00	<b>6,200.00</b>
277	1	cpy	Theory of Strategic Management	Gareth Jones		2013	softbound	6,200.00	<b>6,200.00</b>
278	1	cpy	Entrepreneurial Finance	Chris Leach		2012	softbound	6,400.00	<b>6,400.00</b>
279	1	cpy	International Corporate Finance	Jeff Madura		2012	softbound	6,300.00	<b>6,300.00</b>
280	1	cpy	Introduction to Financial Management	Scott Smart		2012	softbound	6,200.00	<b>6,200.00</b>
281	1	cpy	Policy Applications and Principles of Public Finance	John Anderson		2012	softbound	6,300.00	<b>6,300.00</b>
282	1	cpy	Principles of Managerial Finance	Lawrence Gitman		2012	softbound	7,500.00	<b>7,500.00</b>
283	1	cpy	Public Administration : Classic Reading	J. Shafritz		2012	softbound	4,600.00	<b>4,600.00</b>
284	1	cpy	Applied Statistics for Public and Non Profit Administration	Kenneth Meier		2012	softbound	5,400.00	<b>5,400.00</b>
285	1	cpy	Applied Psychology in Human Resource Management	Wayne Cascio		2011	softbound	5,500.00	<b>5,500.00</b>
286	1	cpy	Principles of Management	Chuck Williams	7th	2013	softbound	4,930.00	<b>4,930.00</b>
287	1	cpy	Logistics Management	Sussna Miller		2013	hardbound	2,930.00	<b>2,930.00</b>
288	1	cpy	Business Ethics	William Shaw	8th	2014	softbound	3,910.00	<b>3,910.00</b>
289	1	cpy	Business	William Pride	12th	2014	softbound	4,930.00	<b>4,930.00</b>
290	1	cpy	Contemporary Marketing	Louis Boone	16th	2014	softbound	4,930.00	<b>4,930.00</b>

291	1	cpy	Foundations in Strategic Management	Jeffrey Harrison	6th	2014	softbound	4,620.00	<b>4,620.00</b>
292	1	set	Banking Law of the Philippines Book 1, II & III	BSP		2010	hardbound	12,994.00	<b>12,994.00</b>
293	1	cpy	The Dynamics of Entrepreneurship	Minniti		2013	softbound	3,332.00	<b>3,332.00</b>
	<b>Sub-Total:</b>								<b>273,414.00</b>
<b>COLLEGE OF MASS COMMUNICATION</b>									
294	1	cpy	Major Principles of Media Law	Genelle Belmas		2013	softbound	9,162.00	<b>9,162.00</b>
295	1	cpy	Introducing Communication Research	Donald Treadwell	2nd	2014	softbound	4,623.00	<b>4,623.00</b>
296	1	cpy	Mass Media Research : An Introduction	Roger Wimmer	10th	2014	softbound	7,800.00	<b>7,800.00</b>
297	1	cpy	Understanding Intercultural Communication	Adrian Holliday		2013	softbound	2,569.00	<b>2,569.00</b>
298	1	cpy	An Introduction to Intercultural Communication: Identities in a Global Community	Fred Jandt	7th	2013	softbound	4,110.00	<b>4,110.00</b>
299	1	cpy	Intercultural Communication Globalization and Social Justice	Kathryn Sorrells		2013	softbound	4,727.00	<b>4,727.00</b>
300	1	cpy	Broadcast News Handbook : Writing, Reporting and Producing in the Age of Social Media	C.A. Tuggle	5th	2014	softbound	6,067.00	<b>6,067.00</b>
301	1	cpy	Music Production , Recording : A Guide for Producers, Engineers and Musicians	Leon Ferreira		2013	softbound	2,599.00	<b>2,599.00</b>
302	1	cpy	Writing with Style APA Style Made Easy	Lenore Szuchman	6th	2014	softbound	1,792.00	<b>1,792.00</b>
303	1	cpy	Communicate	Rudolf Verderber	14th	2014	softbound	7,800.00	<b>7,800.00</b>
304	1	cpy	Visual Communication Images with Messages	Paul Martin Lester	6th	2014	softbound	8,450.00	<b>8,450.00</b>
305	1	cpy	How to Write a Master's Thesis	Yvonne Bui	2nd	2014	softbound	2,391.00	<b>2,391.00</b>
306	1	cpy	Public Relations Writings : The Essentials of Style and Format	Thomas Bivins	8th	2014	softbound	2,710.00	<b>2,710.00</b>
307	1	cpy	Media Effects Research : A Basic Overview	Glenn Sparks	4th	2014	softbound	9,292.00	<b>9,292.00</b>
308	1	cpy	Film Art : An Introduction	David Bordwell	10th	2013	softbound	3,149.00	<b>3,149.00</b>
309	1	cpy	Mass Communication : Living in a Media World	Ralph	4th	2014	softbound	6,045.00	<b>6,045.00</b>
310	1	cpy	The Language of Television : Uses and Abuses	Albert Hunt		2013	hardbound	6,240.00	<b>6,240.00</b>

311	1	cpy	Advance College Handbook of Creative Writing	Demaria	4th	2014	softbound	2,500.00	<b>2,500.00</b>
312	1	cpy	Communication Mosaics : Intro. To Field of Communication	Julia Wood	7th	2014	softbound	4,560.00	<b>4,560.00</b>
313	1	cpy	Essential Cinema : Introduction to Film Analysis	John Lewis		2014	softbound	2,500.00	<b>2,500.00</b>
314	1	cpy	Public relations : Writing, Form and Style	Doug Newsom	10th	2014	softbound	4,870.00	<b>4,870.00</b>
315	1	cpy	Sight, Sound, Motion	Herbert Zetl	7th	2014	softbound	4,930.00	<b>4,930.00</b>
316	1	cpy	Media Now: Understanding Media, Culture and Technology	Joseph Straubhaar	8th	2014	softbound	4,900.00	<b>4,900.00</b>
317	1	cpy	Naturalism in Theatre	Kenneth Pickering		2013	softbound	2,493.00	<b>2,493.00</b>
318	1	cpy	Public Speaking	Stephanie Coopman	2nd	2012	softbound	4,576.00	<b>4,576.00</b>
319	1	cpy	The Interpersonal Communication Book	Joseph DeVito		2013	softbound	6,555.00	<b>6,555.00</b>
320	1	cpy	Communication : Principles of a Lifetime	Steven Beebe		2013	softbound	7,276.00	<b>7,276.00</b>
321	1	cpy	A Companion to the Historical Film	Robert Rosentone		2013	softbound	8,999.00	<b>8,999.00</b>
322	1	cpy	English for International Journalists	Mike Gandon		2014	softbound	2,386.00	<b>2,386.00</b>
323	1	cpy	The Screenplay Business	Peter Bloore		2013	softbound	3,210.00	<b>3,210.00</b>
324	1	cpy	The Routledge Companion to Advertising and Promotional	Matthew McAllister		2013	hardbound	16,114.00	<b>16,114.00</b>
325	1	cpy	Making Short Films	Clifford Thurlow		2012	softbound	1,990.00	<b>1,990.00</b>
326	1	cpy	Intercultural Competence	Myron Lustig	7th	2013	softbound	9,277.00	<b>9,277.00</b>
327	1	cpy	Communicating as Professionals	Raymond Archee	3rd	2013	softbound	4,880.00	<b>4,880.00</b>
328	1	cpy	Public relations	Dennis Wilcox	10th	2012	softbound	8,194.00	<b>8,194.00</b>
329	1	cpy	The Media Studies Reader	Laurie Oulette		2013	softbound	4,850.00	<b>4,850.00</b>
330	1	cpy	Broadcast News Writing, Reporting and Producing	Frank Barnas	6th	2013	softbound	3,728.00	<b>3,728.00</b>
331	1	cpy	Media Audiences	John Sullivan		2013	softbound	4,787.00	<b>4,787.00</b>
332	1	cpy	Design for Media	Di hand		2013	softbound	3,668.00	<b>3,668.00</b>
333	1	cpy	Think Public Speaking	Isa Engleberg		2013	softbound	4,601.00	<b>4,601.00</b>
334	1	cpy	Inside reporting	Tim Harrower		2013	softbound	7,182.00	<b>7,182.00</b>
335	1	cpy	Think Public Relations	Dennis Wilcox	2nd	2013	softbound	5,622.00	<b>5,622.00</b>

336	1	cpy	The Art of Theatre	William Downs	3rd	2013	softbound	10,426.00	<b>10,426.00</b>
337	1	cpy	Working through Conflict	Josepf Folger		2013	softbound	4,975.00	<b>4,975.00</b>
338	1	cpy	Race, Gender, Media	Rebecca Lind	3rd	2013	softbound	6,880.00	<b>6,880.00</b>
339	1	cpy	Programming Theater History	Herbert Blau		2013	softbound	2,984.00	<b>2,984.00</b>
340	1	cpy	Journalism Next	Mark Briggs	2nd	2013	softbound	1,964.00	<b>1,964.00</b>
341	1	cpy	Silencing Cinema	Daniel Bilereyst		2013	softbound	2,368.00	<b>2,368.00</b>
342	1	cpy	Nontraditional Media in Marketing and Advertising	Robyn Blakeman		2014	softbound	2,823.00	<b>2,823.00</b>
343	1	cpy	Media Ethics at Work	Lee Anne Peck		2013	softbound	3,560.00	<b>3,560.00</b>
344	1	cpy	Theorizing Crisis Communication	Timothy Sellnow		2013	softbound	2,707.00	<b>2,707.00</b>
345	1	cpy	Mass Media in Changing World	George Rodman	4th	2012	softbound	2,641.00	<b>2,641.00</b>
346	1	cpy	Transformation Through Journal Writing	Jane Wood		2013	softbound	1,935.00	<b>1,935.00</b>
347	1	cpy	The Enjoyment of Theatre	Jim Patterson	8th	2011	softbound	4,600.00	<b>4,600.00</b>
348	1	cpy	Genre Filmmaking	Danny Draven		2013	softbound	2,505.00	<b>2,505.00</b>
349	1	cpy	Converging Media Update 2013-2014	John Pavlik			softbound	13,552.00	<b>13,552.00</b>
350	1	cpy	On Effective Leadership	G. Donald Chandler		2013	softbound	2,492.00	<b>2,492.00</b>
351	1	cpy	Implementing Standardized Work	Alain Patchong		2013	softbound	1,678.00	<b>1,678.00</b>
352	1	cpy	The Handbook of Critical Intercultural Communication	Thomas Nakayama		2013	softbound	3,385.00	<b>3,385.00</b>
353	1	cpy	Media Effects Research	Glenn Sparks	4th	2013	softbound	10,324.00	<b>10,324.00</b>
354	1	cpy	Elements of News Writing	James Kershner		2012	softbound	6,086.00	<b>6,086.00</b>
355	1	cpy	Very Short, Fairly Interesting & Reasonably Cheap Book	Chris Grey		2013	softbound	1,842.00	<b>1,842.00</b>
356	1	cpy	The realities of Work	Mike Noon	4th	2013	softbound	4,487.00	<b>4,487.00</b>
357	1	cpy	Brand Journalism	Andy Bull		2013	softbound	4,354.00	<b>4,354.00</b>
358	1	cpy	Directing : Film Techniques and Aesthetics	Michael Rabiger	5th	2013	softbound	5,392.00	<b>5,392.00</b>
359	1	cpy	English for Journalist 20th Anniversary edition	Wynford Hicks		2013	softbound	2,608.00	<b>2,608.00</b>
360	1	cpy	Film Studies : The Basics	Amy Villarejo	2nd	2013	softbound	4,447.00	<b>4,447.00</b>

361	1	cpy	Global Entertainment Media : Between cultural imperialism and cultural globalization	Tanner Mirrlees		2013	softbound	4,349.00	4,349.00
362	1	cpy	Global Media Ethics : Problems and Perspectives	Stephen Ward		2013	softbound	4,967.00	4,967.00
363	1	cpy	Interpersonal Communication : Putting Theory into Practice	Denise Solomon		2013	softbound	3,119.00	3,119.00
364	1	cpy	The Film Handbook	Mark De Valk		2013	softbound	4,447.00	4,447.00
365	1	cpy	The Magazines Handbook	Jenny McKay		2013	softbound	4,697.00	4,697.00
366	1	cpy	The Media in Transitional Democracies	Katrin Voltmer		2013	softbound	2,757.00	2,757.00
367	1	cpy	An Introduction to Digital Multimedia	T.M. Savage	2nd	2014	softbound	7,263.00	7,263.00
368	1	cpy	The Office: Procedure and Technology	Mary Ellen Oliverio		2013	softbound	3,900.00	3,900.00
369	1	cpy	This is PR : The Realities of Public Relations	Doud Newsom	11th	2013	softbound	3,900.00	3,900.00
370	1	cpy	Writing for Visual Media	Anthony Firedmann	3rd	2012	softbound	4,356.00	4,356.00
371	1	cpy	The Graphic Communication Handbook	Downs		2012	softbound	3,995.00	3,995.00
372	1	cpy	Social Media for Journalists	Knight		2013	softbound	3,625.00	3,625.00
	Sub-Total:								386,564.00
COLLEGE OF ENGINEERING AND TECHNOLOGY									
373	1	cpy	Understanding Systems Analysis and Design	Harry Rosenblatt		2013	newsprint	648.00	648.00
374	1	cpy	Introduction to Probability and Statistics	Seymour Lipschutz		2012	softbound	998.00	998.00
375	1	cpy	Physics for Engineering and Science	Michael Browne	3rd	2013	softbound	1,243.00	1,243.00
376	1	cpy	Introduction to Mathematical Economics	Edward Dowling	3rd	2012	softbound	998.00	998.00
377	1	cpy	SPSS version 20.0 for Windows Analysis without Anguish	Sheridan Coakes		2013	spiral	2,533.00	2,533.00
378	1	cpy	Succeeding with Differential Equations	Dennis Zill	8th	2013	newsprint	895.00	895.00
379	1	cpy	Discovering Computers Fundamentals	Gary Shelly	8th	2012	newsprint	755.00	755.00
380	1	cpy	An Introduction to Programming using Alice 2.2	Charles Herbert	2nd	2012	newsprint	498.00	498.00
381	1	cpy	Microsoft Word, Excel and Powerpoint 2010	Gary Shelly			newsprint	718.00	718.00

382	1	cpy	Niebel's Methods, Standards, and Work Design	Andris Freivalds	13th	2014	softbound	2,398.00	<b>2,398.00</b>
383	1	cpy	A Beginner's Guide Java Script	John Pollock	4th	2013	softbound	2,064.00	<b>2,064.00</b>
384	1	cpy	Professional C# 2012 and Net 4.5	Christian Nagel		2013	softbound	3,464.00	<b>3,464.00</b>
385	1	cpy	MySQL Workbench : Data Modeling & Development	Michael McLaughlin		2013	softbound	2,320.00	<b>2,320.00</b>
386	1	cpy	IOS 6 Application Development for Dummies	Neal Goldstein		2013	softbound	2,020.00	<b>2,020.00</b>
387	1	cpy	Design for Software A Playbook for Developers	Erik Klimczak		2013	softbound	2,886.00	<b>2,886.00</b>
388	1	cpy	Common Errors in Statistics	Phillip Good	4th	2012	softbound	3,465.00	<b>3,465.00</b>
389	1	cpy	Greener Energy Systems	Eric Jeffs		2012	hardbound	6,453.00	<b>6,453.00</b>
390	1	cpy	Crush Step 3 CCS: The Ultimate USMLE Step CCS Review	Mayur Movalia		2013	softbound	1,586.00	<b>1,586.00</b>
391	1	cpy	Computer Ethics	William John Brinkman		2012	newsprint	465.00	<b>465.00</b>
392	1	cpy	Pulsewidth Modulated Dc-to-DC Power Conversion	B.J. Choi		2013	hardbound	10,264.00	<b>10,264.00</b>
393	1	cpy	Multi-Mode/Multi-Band RF Transceivers for Wireless Communication	Gernot Hueber		2011	hardbound	9,241.00	<b>9,241.00</b>
394	1	cpy	Multihop Wireless Networks	Wenjing Lou		2011	hardbound	7,577.00	<b>7,577.00</b>
395	1	cpy	Electric Distribution Systems	Abdelhay Sallam		2011	hardbound	7,696.00	<b>7,696.00</b>
396	1	cpy	Optimal and Robust Control	Luigi Fortuna		2012	softbound	5,157.23	<b>5,157.23</b>
397	1	cpy	Electric Machines and Drives	Filizadeh		2013	softbound	7,482.75	<b>7,482.75</b>
398	1	cpy	Control of Electric Machine Drive System	Seung-Ki Sul		2011	hardbound	9,242.00	<b>9,242.00</b>
399	1	cpy	Discrete Systems and Digital Signal Processing with MATLAB	Elali Taan	2nd	2012	hardbound	7,822.00	<b>7,822.00</b>
400	1	cpy	Circuit Analysis for Dummies	John Santiago		2013	softbound	1,555.00	<b>1,555.00</b>
401	1	cpy	Fundamentals of Sensors for Engineering & Science	Patrick Dunn		2011	softbound	4,086.00	<b>4,086.00</b>
402	1	cpy	Modern Power System Analysis	Turan Gonen	2nd	2013	softbound	8,525.56	<b>8,525.56</b>
403	1	cpy	Information Security for Managers	Michael Workman		2013	softbound	7,596.00	<b>7,596.00</b>
404	1	cpy	Power Systems Analysis and Design	Duncan Glover	5th	2012	softbound	7,140.50	<b>7,140.50</b>

405	1	cpy	Essentials of Software Engineering	Frank Tsui	3rd	2014	softbound	7,730.00	<b>7,730.00</b>
406	1	cpy	Introduction to Digital Signal Processing using Matlab	Schilling		2012	softbound	8,400.00	<b>8,400.00</b>
407	1	cpy	A Dictionary of Mechanical Engineering	Tony Atkins		2013	softbound	1,620.00	<b>1,620.00</b>
408	1	cpy	Automotive Ergonomics	Nikolaos Gkikas		2013	hardbound	8,575.00	<b>8,575.00</b>
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585	1	cpy	Sociology in our Times : The Essentials	Diana Kendall	9th	2014	softbound	5,412.00	<b>5,412.00</b>
586	1	cpy	The Basics of Social Research	Earl Babbie	6th	2014	softbound	5,300.00	<b>5,300.00</b>
587	1	cpy	Pre-Modern East Asia : A Cultural Social & Political History	Ebrey	3rd	2014	softbound	4,022.00	<b>4,022.00</b>
588	1	cpy	Cultural Anthropology	Sorella Nanda		2014	softbound	6,311.00	<b>6,311.00</b>
589	1	cpy	Cultural Anthropology : The Human Challenge	William Haviland	13th	2014	softbound	6,500.00	<b>6,500.00</b>

590	1	cpy	An Introduction to Political Thought, A Conceptual Toolkit	Peri Roberts	2nd	2012	softbound	3,437.00	3,437.00
591	1	cpy	This is Philosophy : An Introduction	Steven Hales		2013	softbound	3,302.00	3,302.00
592	1	cpy	Understanding Ethics	Torbjon Tannsjo	3rd	2013	softbound	2,968.00	2,968.00
593	1	cpy	Human Rights from Community	Oche Onazi		2013	hardbound	10,162.00	10,162.00
594	1	set	The Britannica Guide to Ethics 2 volumes			2013	hardbound	6,612.00	6,612.00
	Sub-Total:								358,139.50
COLLEGE OF HUMAN DEVELOPMENT									
595	1	cpy	Primary Science : Knowledge and Understanding	Graham Peacock	6th	2012	softbound	2,379.00	2,379.00
596	1	cpy	Teaching Primary Mathematics	Sylvia Turner		2013	softbound	2,535.00	2,535.00
597	1	cpy	Critical Thinking Skills for Education Students	Brenda Judge	2nd	2013	softbound	1,595.00	1,595.00
598	1	cpy	Primary English : Teaching Theory and Practice	Jane Medwell	4th	2011	softbound	2,226.00	2,226.00
599	1	cpy	Supporting Every Child	Anita Walton	2nd	2012	softbound	2,260.00	2,260.00
600	1	cpy	Child Development for the Early Years	Sally Neaum	2nd	2013	softbound	2,208.00	2,208.00
601	1	cpy	Teaching Arithmetic in Primary Schools	English		2013	softbound	2,188.00	2,188.00
602	1	cpy	Forest School and Outdoor Learning in the Early Years	Sara Knight		2013	softbound	2,700.00	2,700.00
603	1	cpy	Teaching Geography Creatively	Stephen Scoffham		2013	softbound	2,227.00	2,227.00
604	1	cpy	The 2012 Teacher's Standards in the Classroom	Roy Blatchford		2013	softbound	1,718.00	1,718.00
605	1	cpy	Generalist Social Work Practice	Karla Miley	7th	2013	softbound	6,926.64	6,926.64
606	1	cpy	Understanding and Using Theory in Social Work	Juliette Oko		2010	softbound	3,258.00	3,258.00
607	1	cpy	Critical Analysis Skills for Social Workers	David Wilkins		2013	softbound	2,956.00	2,956.00
608	1	cpy	Reflective Practice for Social Workers	Linda Bruce		2013	softbound	3,080.00	3,080.00
609	1	cpy	Continuing Professional Development in Social Care	Lynne Rutter		2013	softbound	2,455.00	2,455.00
610	1	cpy	Planning and Budgeting Skills for Health and Social	Richard Field		2012	softbound	2,617.00	2,617.00
611	1	cpy	Working with Diversity in Youth and Community Work	Sangeeta Soni		2011	softbound	1,875.00	1,875.00

612	1	cpy	Professional Decision Making in Social Work	Brian Taylor		2013	softbound	2,824.00	<b>2,824.00</b>
613	1	cpy	Oxford Dictionary of Social Work and Social Care	John Harris		2013	softbound	1,620.00	<b>1,620.00</b>
614	1	cpy	Good Practice in Working with Abused Adults	Jacki Pritchard		2013	softbound	2,794.00	<b>2,794.00</b>
615	1	cpy	Sexuality Education : Theory and Practice	Clint Bruess		2014	softbound	4,997.00	<b>4,997.00</b>
616	1	cpy	Competency-Based Social Work Practice	Francine Vecchiolla		2013	softbound	6,312.00	<b>6,312.00</b>
617	1	cpy	Marriage and Family	Robert Lauer		2012	softbound	8,625.00	<b>8,625.00</b>
618	1	cpy	Understanding Schemas and Young Children	Frances Atherton		2013	softbound	2,700.00	<b>2,700.00</b>
619	1	cpy	Primary Professional Studies	Alice Hansen	2nd	2012	softbound	2,617.00	<b>2,617.00</b>
620	1	cpy	Teacherpreneurs	Barnett Berry		2013	softbound	1,976.00	<b>1,976.00</b>
621	1	cpy	New Perspectives in Primary Education	Sue Cox		2010	softbound	2,834.00	<b>2,834.00</b>
622	1	cpy	Understanding Language in Diverse Classrooms	Marilyn Shatz		2013	softbound	2,858.00	<b>2,858.00</b>
623	1	cpy	Reflective Learning and Teaching in Primary Schools	Alice Hansen		2012	softbound	2,142.00	<b>2,142.00</b>
624	1	cpy	Social Psychology and Human Nature	Roy Baumeister	3rd	2014	softbound	4,930.00	<b>4,930.00</b>
625	1	cpy	Secondary School Literacy Instruction	Betty Roe	11th	2014	softbound	4,930.00	<b>4,930.00</b>
626	1	cpy	Introduction to Early Childhood Education	Eva Essa	7th	2014	softbound	4,930.00	<b>4,930.00</b>
627	1	cpy	Infants & Toddlers : Curriculum and Teaching	Terri Swim	8th	2014	softbound	4,900.00	<b>4,900.00</b>
628	1	cpy	Developmentally Appropriate Practice Curriculum & Development in Early Education	Carol Getwicki	5th	2014	softbound	4,560.00	<b>4,560.00</b>
629	1	cpy	Foundations of Education	Allan Ornstein	12th	2014	softbound	4,930.00	<b>4,930.00</b>
630	1	cpy	Introduction to Research in Education	Donald Ary	9th	2014	softbound	4,930.00	<b>4,930.00</b>
631	1	cpy	Developmental Psychology : Childhood and Adolescence	David Shaffer	9th	2014	softbound	4,995.00	<b>4,995.00</b>
632	1	cpy	Understanding Child Development	Rosalina Charlesworth	9th	2014	softbound	4,900.00	<b>4,900.00</b>
633	1	cpy	Childhood and Adolescence Voyages in Development	Spencer Rathus		2014	softbound	5,650.00	<b>5,650.00</b>

634	1	cpy	Becoming a Practitioner in the Early Years	Rose Envy		2013	softbound	1,871.00	<b>1,871.00</b>
635	1	cpy	Understanding Early Years Policy	Peter Baldock	3rd	2013	softbound	2,495.00	<b>2,495.00</b>
636	1	cpy	Play, Learning and the Early Childhood Curriculum	Elizabeth Wood	3rd	2013	softbound	2,495.00	<b>2,495.00</b>
637	1	cpy	International Perspectives on Early Childhood Education and Care	Jan Georgeson		2013	softbound	2,727.00	<b>2,727.00</b>
638	1	cpy	Integrated Working with Children and Young People	Nadia Edmond		2012	softbound	2,391.00	<b>2,391.00</b>
639	1	cpy	Social Policy for Children and Families	Jeffrey Jenson	2nd	2011	softbound	6,020.00	<b>6,020.00</b>
640	1	cpy	Relationship Skills in Social Work	Roger Hennessey		2011	softbound	2,678.00	<b>2,678.00</b>
641	1	cpy	Counselling Skills for Social Work	Lisa Miller	2nd	2012	softbound	3,212.00	<b>3,212.00</b>
642	1	cpy	Social Work and Social Policy	Ira Colby		2013	softbound	5,390.00	<b>5,390.00</b>
643	1	cpy	Social Work Practice with Individuals and Families	Michael Holosko		2013	softbound	5,520.00	<b>5,520.00</b>
644	1	cpy	Developing Evidence-based generalist and practice skills	Bruce Thyer		2013	softbound	5,520.00	<b>5,520.00</b>
645	1	cpy	Connecting Social Welfare Policy to Fields of Practice Skills	Ira Colby		2013	softbound	5,390.00	<b>5,390.00</b>
646	1	cpy	The Student's Companion to Social Policy	Pete Alcock	4th	2012	softbound	5,359.00	<b>5,359.00</b>
647	1	cpy	Research Methods for Social Workers	Bonnie Yegidis	7th	2012	softbound	11,768.00	<b>11,768.00</b>
648	1	cpy	Applying Psychology to Work	Michael Aamodt		2013	softbound	6,400.00	<b>6,400.00</b>
649	1	cpy	Conducting Research in Psychology	Brett Pelham		2013	softbound	5,800.00	<b>5,800.00</b>
650	1	cpy	Foundations of Abnormal Behavior	David Sue		2013	softbound	6,200.00	<b>6,200.00</b>
651	1	cpy	Human Development Across the Life Span	Carol Sigelman		2012	softbound	6,400.00	<b>6,400.00</b>
652	1	cpy	Introduction to Psychology Active Learning	Dennis Coon		2012	softbound	6,500.00	<b>6,500.00</b>
653	1	cpy	Learning and Behavior	Paul Chance		2013	softbound	7,400.00	<b>7,400.00</b>
654	1	cpy	Motivation : Theory, Research and Application	Herbert Petri		2013	softbound	6,200.00	<b>6,200.00</b>
655	1	cpy	Psychology Applied to Teaching	Jack Snowman		2012	softbound	6,200.00	<b>6,200.00</b>
656	1	cpy	Psychology : Themes and Variations	Wayne Weitin		2013	softbound	6,700.00	<b>6,700.00</b>
657	1	cpy	Statistical Methods for Psychology	David Howell		2013	softbound	6,200.00	<b>6,200.00</b>
658	1	cpy	What is Psychology?	Ellen Pastorino		2012	softbound	5,900.00	<b>5,900.00</b>

659	1	cpy	Classroom Teaching Skills	James Cooper	10th	2014	softbound	4,880.00	<b>4,880.00</b>
660	1	cpy	Mindshaping	Tadeusz Zawidzki		2013	softbound	2,888.00	<b>2,888.00</b>
661	1	cpy	School-Based Teacher Training	Elizabeth White		2013	softbound	3,068.00	<b>3,068.00</b>
662	1	cpy	Spirituality in counseling and psychotherapy	Rick Johnson		2013	softbound	6,400.00	<b>6,400.00</b>
663	1	cpy	Education in South-East Asia	Lorraine Symaco		2013	softbound	10,894.00	<b>10,894.00</b>
664	1	cpy	Personality Psychology	Randy Larsen	4th	2010	softbound	2,842.00	<b>2,842.00</b>
665	1	cpy	Essentials of Life-Span Development	John Santrock	3rd	2014	softbound	2,798.00	<b>2,798.00</b>
666	1	cpy	Introduction to Forensic Psychology	Stacey Shipley	3rd	2012	hardbound	5,532.00	<b>5,532.00</b>
667	1	cpy	Human Heridity : Principles & Issues	Michael Cummings	10th	2014	softbound	5,477.00	<b>5,477.00</b>
668	1	cpy	Statistics for K-8 Teachers	Rosenfeld		2013	softbound	2,622.00	<b>2,622.00</b>
669	1	cpy	The Art of Integrative Counseling	Corey	3rd	2013	softbound	1,800.00	<b>1,800.00</b>
670	1	cpy	A Survival Guide for New Special Educators	Bonnie Billingsley		2013	softbound	2,828.00	<b>2,828.00</b>
671	1	cpy	Education and Immigration	Grace Kao		2013	softbound	2,168.00	<b>2,168.00</b>
672	1	cpy	E-Learning and Disability in Higher Education	Jane Seale		2013	softbound	3,711.00	<b>3,711.00</b>
673	1	cpy	Intercultural Language Teaching and Learning	Anthony Liddicoat		2013	hardbound	7,078.00	<b>7,078.00</b>
674	1	cpy	Learner-Centered Teaching : Five Key Changers to Practice	Maryellen Weimer	2nd	2013	softbound	3,585.00	<b>3,585.00</b>
675	1	cpy	Planning Programs for Adult Learners : A Practical Guide	Rosemary Caffarella	3rd	2013	softbound	4,245.00	<b>4,245.00</b>
676	1	cpy	Rethinking Teacher Supervision and Evaluation	Kim Marshall	2nd	2013	softbound	2,233.00	<b>2,233.00</b>
677	1	cpy	Early Childhood Field Experience	Kathryn Browne	2nd	2013	softbound	2,837.00	<b>2,837.00</b>
678	1	cpy	Key Concepts in Childhood Studies	Allison James	2nd	2012	softbound	2,142.00	<b>2,142.00</b>
679	1	cpy	The Social Child	Toni Buchan		2013	softbound	2,079.00	<b>2,079.00</b>
680	1	cpy	Childhood in Society for the Early Years	Rory Clark	2nd	2013	softbound	2,209.00	<b>2,209.00</b>
681	1	cpy	Play-Based Learning in the Primary School	Mary Briggs		2012	softbound	2,617.00	<b>2,617.00</b>
682	1	cpy	Creating a Learning Environment for Babies and Toddlers	Ann Clare		2012	softbound	2,379.00	<b>2,379.00</b>

683	1	cpy	The Thinking Child	Pamela May		2013	softbound	2,079.00	<b>2,079.00</b>
684	1	cpy	Teaching Foreign Languages in the Primary School	Sally Maynard		2012	softbound	2,393.00	<b>2,393.00</b>
<b>Sub-Total:</b>									<b>363,677.64</b>
<b><u>COLLEGE OF PHYSICAL THERAPY</u></b>									
685	1	cpy	Bontrager's Handbook of Radiographic Positioning and Techniques	Kenneth Bontrager	8th	2013	softbound	2,466.00	<b>2,466.00</b>
686	1	cpy	Sports & Exercise Massage : Comprehensive Care for Athletic, Fitness & Rehabilitation	Sandy Fritz	2nd	2013	softbound	3,266.00	<b>3,266.00</b>
687	1	cpy	Rehabilitation for the Postsurgical Orthopedic Patient	Liza Maxey	3rd	2013	softbound	5,533.00	<b>5,533.00</b>
688	1	cpy	Orthopaedics for Physician Assistants	Sara Rynders	1st	2013	softbound	3,911.00	<b>3,911.00</b>
689	1	cpy	Musculoskeletal Imaging : The Requisites	J. Manaster	4th	2013	softbound	5,800.00	<b>5,800.00</b>
690	1	cpy	Spinal Control : The Rehabilitation of Back Pain	Paul Hodges	1st	2013	softbound	4,633.00	<b>4,633.00</b>
691	1	cpy	Respiratory Muscle Training : Theory and Practice	Alison McConnell		2013	softbound	4,633.00	<b>4,633.00</b>
692	1	cpy	The Muscle Test Handbook : Functional Assessment Myofascial Trigger and Meridian Relationship	Hans Garten		2013	softbound	3,733.00	<b>3,733.00</b>
693	1	cpy	Physical Management for Neurological Conditions	Maria Stokes	3rd	2013	softbound	3,200.00	<b>3,200.00</b>
694	1	cpy	Textbook of Orthopaedics , Trauma and Rheumatology	Raashid Lugmani	2nd	2013	softbound	3,733.00	<b>3,733.00</b>
695	1	cpy	Principles and Practice of Psychotherapy Modern Herbal Medicine	Kerry Boone	2nd	2013	softbound	7,333.00	<b>7,333.00</b>
696	1	cpy	Applied Neurosciences for the Allied Health Professions	Dougla Mcbean		2013	softbound	3,333.00	<b>3,333.00</b>
697	1	cpy	A System of Orthopaedic Medicine	Ludwig Omberg	3rd	2013	hardbound	17,500.00	<b>17,500.00</b>
698	1	cpy	Exercise and Fitness Training After Stroke	Gillian Mead		2013	softbound	3,888.00	<b>3,888.00</b>
699	1	cpy	Muscle Energy Techniques with videos	Leon Chaitow	4th	2013	softbound	4,666.00	<b>4,666.00</b>
700	1	cpy	Neuromusculoskeletal Examination and Assessment	Nicola Petty		2013	softbound	4,000.00	<b>4,000.00</b>

701	1	cpy	Clinical Anatomy of the Spine, Spinal Cord and ANS	Gregory Cramer	3rd	2014	softbound	5,489.00	<b>5,489.00</b>
702	1	cpy	Muscle Testing Techniques of Manual Examination and Performance Testing	Hislop	9th	2014	softbound	4,361.75	<b>4,361.75</b>
703	1	cpy	HB of Teaching and Learning for Physical Therapists	Jensen	3rd	2013	softbound	5,333.00	<b>5,333.00</b>
704	1	cpy	Physical Agents in Rehabilitation : from research to practice	Cameron	4th	2013	softbound	6,222.00	<b>6,222.00</b>
705	1	cpy	Physical Therapy Management of Low Back Pain	Julia Chevan		2013	softbound	6,890.00	<b>6,890.00</b>
706	1	cpy	Qualitative Research for Physical Culture	Pirkko Markula		2011	softbound	2,000.00	<b>2,000.00</b>
707	2	cps	Introduction to Physical Therapy	Michael Pagliarulo	4th	2012	newsprint	595.00	<b>1,190.00</b>
708	1	cpy	Spa Management : An Introduction	Mary Wisnom		2012	softbound	5,842.00	<b>5,842.00</b>
709	1	cpy	Pedretti's Occupational Therapy : Practice Skills for Physical Dysfunction	Heidi McHugh Pendleton	7th	2013	softbound	4,496.75	<b>4,496.75</b>
710	1	cpy	Cardiovascular and Pulmonary Physical Therapy : Evidence to practice	Donna Frownfelter	5th	2012	hardbound	6,808.00	<b>6,808.00</b>
711	1	cpy	McMinn and Abraham's Clinical Atlas of Human Anatomy	Peter Abrahams	7th	2013	softbound	5,842.00	<b>5,842.00</b>
712	1	cpy	An Illustrated Guide to Taping Techniques : Principles and Practice	Tom Hewetson	2nd	2010	softbound	995.00	<b>995.00</b>
713	1	cpy	Blume's Atlas of Pediatric and Adult Electroencephalography	Warren Blume		2011	hardbound	13,665.00	<b>13,665.00</b>
714	3	sets	Principles of Anatomy and Physiology Vol. 1 & 2	Gerard Tortora	13th	2013	softbound	2,775.00	<b>8,325.00</b>
715	1	cpy	Tetraplegia and Paraplegia : A Guide for Physiotherapists	Ida Bromley	6th	2013	softbound	5,598.00	<b>5,598.00</b>
716	1	cpy	Bate's Guide to Physical Examination and History Taking	Bickley	11th	2013	softbound	6,758.00	<b>6,758.00</b>
717	1	cpy	Rehabilitation Research : Principles and Applications	Carter	4th	2011	softbound	4,208.00	<b>4,208.00</b>
718	1	cpy	Physical Medicine and Rehabilitation	Braddom	4th	2011	softbound	2,775.00	<b>2,775.00</b>
719	1	cpy	Therapeutic Exercise : Foundations & Techniques	Kisner	6th	2012	softbound	2,598.00	<b>2,598.00</b>
720	3	cps	Physical Rehabilitation	O'Sullivan	6th	2013	softbound	2,500.00	<b>7,500.00</b>

721	2	cps	The Rehabilitation Specialist Handbook	Rothstein	4th	2013	softbound	2,938.00	5,876.00
722	1	cpy	McGraw Hill's NPTE (National Physical Therapy Examination)	Dutton	2nd	2012	softbound	4,986.00	4,986.00
723	1	set	De Lisa's Physical Medicine and Rehabilitation : Principles and Practice Vol. 1 & 2	Walter Frontera	5th	2011	softbound	3,000.00	3,000.00
724	1	cpy	Rehabilitation Intervention	Margaret Turk		2012	softbound	5,485.00	5,485.00
725	1	cpy	The Physiology of the Joints Vol. 2 The Lower Limb	A.I. Papandji	6th		softbound	3,008.00	3,008.00
726	1	cpy	Human Genetics	Ricki Lewis	10th	2012	newsprint	728.00	728.00
	Sub-Total:								211,607.50
COLLEGE OF NURSING									
727	1	cpy	Advanced Practice Nursing : An Integrative Approach	Ann Hamric	5th	2013	softbound	4,400.00	4,400.00
728	1	cpy	2014 Intravenous Medications : A Handbook for Nurses and Health Professionals	Betty Gahart	30th	2013	softbound	3,000.00	3,000.00
729	1	cpy	Mosby's Drug Guide for Nursing Students	Linda Skidmore	10th	2012	softbound	2,566.00	2,566.00
730	1	cpy	Pharmacology for the Primary Care Provider	Marilyn Edmunds	4th	2013	softbound	6,612.00	6,612.00
731	1	cpy	Mosby's 2014 Nursing Drug Reference	Linda Skidmore	27th	2013	softbound	2,511.00	2,511.00
732	1	cpy	Saunders Nursing Drug Handbook 2014	Barbara Hogson	1st	2013	softbound	2,566.00	2,566.00
733	1	cpy	Health Information Technology	Nadinia Davis	3rd	2013	softbound	4,612.00	4,612.00
734	1	cpy	Nursing Diagnosis Handbook : An Evidence-Based Guide to Planning Care	Betty Ackley	10th	2013	softbound	3,488.00	3,488.00
735	1	cpy	Nursing Care Plans : Diagnoses, Interventions and Outcomes	Meg Gulanick	8th	2013	softbound	3,377.00	3,377.00
736	1	cpy	Contemporary Nursing Issues, Trends & Management	Barbara Cherry	6th	2013	softbound	3,655.00	3,655.00
737	1	cpy	Fundamental Concepts and Skills for Nursing	Susan deWit	4th	2013	softbound	4,455.00	4,455.00
738	1	cpy	Nutrition Now	Judith Brown	7th	2014	softbound	4,877.00	4,877.00
739	1	cpy	The practice of Nursing Research : Appraisal, synthesis and generation of evidence	Susan Grove	7th	2013	softbound	10,665.00	10,665.00

740	1	cpy	Basics of health Care Performance Improvement	Donald Lighter		2013	softbound	9,932.00	9,932.00
741	1	cpy	Essentials of Health Policy and Law	Joel Teitelbaum	2nd	2013	softbound	10,236.00	10,236.00
742	1	cpy	Essentials of Health, Culture and Diversity	Mark Edberg		2013	softbound	8,512.00	8,512.00
743	1	cpy	Essentials of Public Health Preparedness	Rebecca Katz		2013	softbound	8,208.00	8,208.00
744	1	cpy	Health Behavior for Public Health	Ralph DiClemente		2013	softbound	7,904.00	7,904.00
745	1	cpy	Maternal and Child Health	Jonathan Kotch	3rd	2013	softbound	9,425.00	9,425.00
746	1	cpy	Advanced Practice Nursing	Susan De Nisco	2nd	2013	softbound	8,107.00	8,107.00
747	1	cpy	Health Behavior Theory for Public Health	Ilene Morof Lubkin		2013	softbound	10,135.00	10,135.00
748	1	cpy	Clinical Guidelines for Advanced Practice Nursing	Geraldine Bride	2nd	2013	softbound	10,236.00	10,236.00
749	1	cpy	Community Nutrition : Planning Health Promotion and Disease Prevention	Nweze Nnakwe	2nd	2013	softbound	13,887.00	13,887.00
750	1	cpy	Forensic Nursing	Rita Hammer	2nd	2013	softbound	10,743.00	10,743.00
751	1	cpy	Holistic Nursing	Barbara Dossey	6th	2013	softbound	10,135.00	10,135.00
752	1	cpy	Leadership in Nursing Practice	Tim O'Grady		2013	softbound	7,498.00	7,498.00
753	1	cpy	Practical Applications in Sports Nutrition	Heather Fink	3rd	2013	softbound	7,701.00	7,701.00
754	1	cpy	Your Foundation in Health and Social Care	Graham Brotherton	2nd	2013	softbound	2,700.00	2,700.00
755	1	cpy	Getriatric Nutrition	Roni Chernoff	4th	2014	softbound	11,796.00	11,796.00
756	1	cpy	Nutrition and Diet Therapy	Linda Debruyne	8th	2012	softbound	8,400.00	8,400.00
757	1	cpy	Continuing Professional Development	Alden Alsop		2012	softbound	4,775.00	4,775.00
758	1	cpy	Health of the Human Spirit	Brian Seaward		2013	softbound	4,064.00	4,064.00
759	1	cpy	Clinical Rotation	Lou Lois Thomson		2013	softbound	4,852.00	4,852.00
760	1	cpy	Nurse Entrepreneurs	Patricia Bermis	4th	2012	softbound	4,852.00	4,852.00
	Sub-Total:								230,882.00
COLLEGE OF TOURISM, HOTEL, AND TRAVEL INDUSTRY MANAGEMENT									-
761	2	cps	Tourism Principles, Practices, Philosophies	Charles Goeldner	12th	2012	newsprint	798.00	1,596.00
762	2	cps	Total Quality Management for Hospitality and Tourism	Robert Ford		2012	newsprint	698.00	1,396.00

763	3	cps	First Class Service 1 English for the Tourism and Hospitality Industry	Stephen Hall		2012	newsprint	200.00	<b>600.00</b>
764	3	cps	First Class Service 2 English for the Tourism and Hospitality Industry	Stephen Hall		2012	newsprint	200.00	<b>600.00</b>
765	1	cpy	Marketing and Designing the Tourist Experience	Isabelle Frochot		2013	softbound	3,032.00	<b>3,032.00</b>
766	1	cpy	The Bar and Beverage Book	Costas Katsigris	5th	2012	hardbound	6,296.00	<b>6,296.00</b>
767	1	cpy	The Beverage Manager's Guide to Wines, Beers and Spirits	Albert Schmid		2013	softbound	8,633.00	<b>8,633.00</b>
768	1	cpy	Check-in Check-Out : Managing Hotel Operations	Gary Vallen	9th	2013	hardbound	7,666.00	<b>7,666.00</b>
769	1	cpy	Conferences and Conventions	Tony Rogers	3rd	2013	softbound	3,563.00	<b>3,563.00</b>
770	1	cpy	Cornell School of Hotel Administration on Hospitality	Jack Corgel		2011	softbound	2,842.00	<b>2,842.00</b>
771	1	cpy	Creative Napkins and Table Settings	Jimmy Ng		2013	softbound	1,311.00	<b>1,311.00</b>
772	1	cpy	Ethics and Corporate Social Responsibility in the Meetings and Event Industry	Elizabeth Henderson		2013	hardbound	4,405.00	<b>4,405.00</b>
773	1	cpy	Event Management in Sport, Recreation and Tourism : Theoretical and Practical Dimensions	Cheryl Mallen		2013	softbound	3,340.00	<b>3,340.00</b>
774	1	cpy	Events Management : Principles and Practice	Razag Raj	2nd	2013	softbound	4,296.00	<b>4,296.00</b>
775	1	cpy	Exploring the Hospitality Industry	John Walker	2nd	2012	softbound	5,252.64	<b>5,252.64</b>
776	1	cpy	Food and Beverage Management	Bernard Davis	5th	2012	softbound	3,643.00	<b>3,643.00</b>
777	1	cpy	Foodservice Management Fundamentals	Dennis Reynolds		2013	hardbound	5,218.00	<b>5,218.00</b>
778	1	cpy	Guest Service Concepts in Hospitality Management	Paul Bagdan		2013	hardbound	5,341.00	<b>5,341.00</b>
779	1	cpy	Hospitality Law : Managing Legal Issues in the Hospitality Industry	Stephen Barth		2012	softbound	4,766.75	<b>4,766.75</b>
780	1	cpy	Human Resource Management in Hospitality Industry	Michael Boella	9th	2013	softbound	3,818.00	<b>3,818.00</b>
781	1	cpy	Illustrated Guide to Food Preparation	Margaret McWilliams	11th	2013	softbound	7,037.00	<b>7,037.00</b>
782	1	cpy	Introduction to Hospitality Management	John Walker	6th	2013	softbound	6,623.96	<b>6,623.96</b>

783	1	cpy	Introduction to Management in the Hospitality Industry	Clayton Barrows	10th	2012	softbound	5,036.75	5,036.75
784	1	cpy	Key Concepts in Hospitality Management	Roy Wood		2013	softbound	2,577.00	2,577.00
785	1	cpy	Key Concepts in Event Management	Bernadette Quinn		2013	softbound	2,700.00	2,700.00
786	1	cpy	Perfect Pairing for Food and Wine Matching	Fiona Becketts		2012	softbound	1,737.00	1,737.00
787	1	cpy	Responsible Hospitality : Theory and Practice	Rebecca Hawkins		2012	softbound	3,908.00	3,908.00
788	1	cpy	Revenue Management for Hospitality and Tourism	Patrick Legoharel		2013	softbound	3,738.00	3,738.00
789	1	cpy	Seasonal Table Settings : 21 Designs Inspired by Nature	Bernhardsson Lindeberg		2012	softbound	1,900.00	1,900.00
790	1	cpy	Catering Management	Nancy Loman	4th	2013	softbound	3,149.00	3,149.00
791	1	cpy	Creating your Culinary Career	Ronald Hayes		2014	softbound	3,314.00	3,314.00
792	1	cpy	Critical Debates in Tourism	Tej Vir Singh		2012	softbound	3,699.00	3,699.00
793	1	cpy	Housekeeping Management	James Patrick		2013	hardbound	3,255.00	3,255.00
794	1	cpy	Hotel Operations Management	Nancy Jhon		2013	hardbound	3,255.00	3,255.00
795	1	cpy	Hotel Restaurant Management	Tom Altis		2013	hardbound	3,255.00	3,255.00
796	1	cpy	Accounting, Finance and Working Capital for Tourism Managers	Ashok Purohit		2013	hardbound	3,255.00	3,255.00
797	1	cpy	Tourism Policy and Planning	Piyush Sharma		2013	hardbound	3,255.00	3,255.00
798	1	cpy	Managing Tourism in a Changing World : Issues and Cases	Rodolfo Baggio		2013	hardbound	14,791.00	14,791.00
799	1	cpy	Tourism in National Capitals and Global Change	Robert Maitland		2013	hardbound	14,791.00	14,791.00
800	1	cpy	Sustainable Tourism and Millenium Development Goals	Kelly Bricker		2013	softbound	9,222.00	9,222.00
	Sub-Total:								178,114.10
COLLEGE OF ARCHITECTURE AND URBAN PLANNING									
801	1	cpy	Architectural Research Methods	Linda Groat	2nd	2013	softbound	7,730.00	7,730.00
802	1	cpy	Convergence : An Architectural Agenda for Energy	Kiel Moe		2013	softbound	5,220.00	5,220.00
803	1	cpy	Site Engineering for Landscape Architects	Steven Strom	6th	2013	softbound	4,271.75	4,271.75

804	1	cpy	Airport Architecture	Chris van Uffelen		2012	hardbound	5,355.00	<b>5,355.00</b>
805	1	cpy	American Architecture and Urbanism	Vincent Scully		2013	softbound	1,042.00	<b>1,042.00</b>
806	1	cpy	Applying Autocad 2013	Terry Wohler	4th	2013	softbound	7,718.00	<b>7,718.00</b>
807	1	cpy	Architect? A Candid Guide to the Profession	Roger Lewis	3rd	2013	softbound	2,050.00	<b>2,050.00</b>
808	1	cpy	Architecture and Interior Design : An Integrated History for the Present	Buie Hanwood		2012	hardbound	9,046.00	<b>9,046.00</b>
809	1	cpy	The Art of Classical Details : Architect and Interior Design	Phillip Dodd		2013	hardbound	4,745.00	<b>4,745.00</b>
810	1	cpy	AutoCAD 2013 for Interior Design and Space Planning	Beverly Kirkpatrick	1st	2013	softbound	7,666.00	<b>7,666.00</b>
811	1	cpy	Autodesk Revit Architecture : No experience required	Eric Wing		2013	softbound	3,663.00	<b>3,663.00</b>
812	1	cpy	Basic Landscape Architecture 03 : Visual Communication	Edwid Knighton		2013	softbound	3,106.00	<b>3,106.00</b>
813	1	cpy	Basics Project Management Architecture	Bert Bielefeld		2013	softbound	3,810.00	<b>3,810.00</b>
814	1	cpy	Blue Sky Living : Architecture and Interior Design	Bo Helliwell		2013	hardbound	2,711.00	<b>2,711.00</b>
815	1	cpy	Building Codes Illustrated	Francis Ching	4th	2012	softbound	3,846.00	<b>3,846.00</b>
816	1	cpy	Best of Residential Architecture and Design	Cindy Allen		2013	hardbound	2,608.00	<b>2,608.00</b>
817	1	cpy	Building Type Basics for College and University Facilities	David Neuman		2013	hardbound	5,775.00	<b>5,775.00</b>
818	1	cpy	CSI Construction Product Representation Practice Guide			2013	softbound	5,757.00	<b>5,757.00</b>
819	1	cpy	Cine-Spaces : Cinematic Spaces in Architecture and Cities	Richard Koeck		2013	softbound	3,636.00	<b>3,636.00</b>
820	1	cpy	Codes, Regulations and Standards in Interior Design	Samuel Hurt		2012	softbound	6,497.00	<b>6,497.00</b>
821	1	cpy	Contemporary Urban Planning	John Levy	10th	2013	softbound	7,275.00	<b>7,275.00</b>
822	1	cpy	The Contradiction Between Form and Function in Architecture	John Shannon Hendrix		2013	softbound	3,328.00	<b>3,328.00</b>
823	1	cpy	Detail in Contemporary Hotel Design	Drew Plunkett		2013	hardbound	4,986.00	<b>4,986.00</b>
824	1	cpy	Diagramming the Bid Idea: Methods for Architectural Composition	Jeffrey Balmer		2013	softbound	3,106.00	<b>3,106.00</b>

825	1	cpy	Emergence in Landscape Architecture	Rod Barnett		2013	softbound	3,580.00	<b>3,580.00</b>
826	1	cpy	Energizing Sustainable Cities : Assessing Urban Energy	Arnulf Grubler		2013	softbound	3,636.00	<b>3,636.00</b>
827	1	cpy	Engineering Graphics with AutoCAD	James Bethune	1st	2013	softbound	5,925.28	<b>5,925.28</b>
828	1	cpy	Facilities Management : Managing Maintenance for Building	Joe Levitt		2013	hardbound	8,796.00	<b>8,796.00</b>
829	1	cpy	Guide to Graphic Design	Scott Santoro		2014	softbound	5,785.00	<b>5,785.00</b>
830	1	cpy	Guide to Natural Ventilation in High Rise Office Buildings	Ruba Salib		2013	softbound	4,850.00	<b>4,850.00</b>
831	1	cpy	A History of Interior Design	John Pile	4th	2013	hardbound	4,986.00	<b>4,986.00</b>
832	1	cpy	Hotel Design, Planning and Development	Richard Penner	2nd	2013	hardbound	7,208.00	<b>7,208.00</b>
833	1	cpy	Hotel Lobbies and Lounges : The Architecture of Professional Hospitality	Anne Massey		2013	softbound	3,545.00	<b>3,545.00</b>
834	1	cpy	How Architects Write	Tom Spector		2013	softbound	2,615.00	<b>2,615.00</b>
835	1	cpy	Human Experience and Place : Sustaining Identity-Architectural Design	Paul Brislin		2013	softbound	3,050.00	<b>3,050.00</b>
836	1	cpy	Illustrated Dictionary of Architecture	Ernest Burden	3rd	2012	softbound	3,933.00	<b>3,933.00</b>
837	1	cpy	Implant Site Development	Michael Sonick		2012	softbound	8,728.55	<b>8,728.55</b>
838	1	cpy	Infrastructure Sustainability and Design	Spiro Pollalis		2012	hardbound	5,522.00	<b>5,522.00</b>
839	1	cpy	Inspired Homes : Architecture for Changing Times	Avi Friedman		2013	hardbound	4,333.00	<b>4,333.00</b>
840	1	cpy	Intelligent Buildings : Design, Management and Operation	D. Croome		2013	softbound	5,610.00	<b>5,610.00</b>
841	1	cpy	Introduction to Architectural Technology	Will McLean	2nd	2013	softbound	2,487.00	<b>2,487.00</b>
842	1	cpy	Introduction to Architecture	Francis Ching		2013	softbound	3,725.00	<b>3,725.00</b>
843	1	cpy	Introduction to AutoCAD 2013 : 2D and 3D Design	Alf Yarwood		2013	softbound	3,467.00	<b>3,467.00</b>
844	1	cpy	Landscape Architecture	Barry Starke	5th	2013	hardbound	6,600.00	<b>6,600.00</b>
845	1	cpy	The Landscape Lighting Book	Janet Moyer		2013	hardbound	9,164.00	<b>9,164.00</b>
846	1	cpy	Maintaining and Repairing Old and Historic Buildings	John Cullinane		2013	hardbound	5,080.00	<b>5,080.00</b>
847	1	cpy	Mastering AutoCAD Cibil 3D	Loisa Holland		2013	softbound	5,864.00	<b>5,864.00</b>
848	1	cpy	Masterpieces of Modern Design (Design Museum)	Mc Dermott		2013	softbound	1,178.00	<b>1,178.00</b>

849	1	cpy	Masterpieces : Roof Architecture + Design	Manuela Roth		2012	hardbound	4,165.00	4,165.00
850	1	cpy	Masterplanning the Adaptive City : Computational Urbanism in the Twenty-First Century	Tom Verebes		2013	softbound	3,406.00	3,406.00
851	1	cpy	Material Strategies in Digital Fabrication	Christopher Beokrem		2013	softbound	4,025.00	4,025.00
852	1	cpy	Modern Architecture	Glancey		2013	softbound	1,360.00	1,360.00
853	1	cpy	New Century of the Metropolis : Urban Enclaves and Orientalism	Tom Angotti		2013	softbound	2,405.00	2,405.00
854	1	cpy	New SubUrbanism	Judith De Jong		2013	softbound	3,715.00	3,715.00
855	1	cpy	Parametric Design for Architecture	Wassim Jabi		2013	softbound	3,492.00	3,492.00
856	1	cpy	3Ds Max Design Architectural Visualization	Brian Smith		2012	hardbound	4,692.00	4,692.00
	Sub-Total:								261,875.58
COLLEGE OF SCIENCE									
857	1	cpy	Introduction to Biotechnology	Ray Herren		2012	newsprint	698.00	698.00
858	1	cpy	Shaum's Outlines Colleges Physics	Eugene Hecht	11th	2012	softbound	1,300.00	1,300.00
859	1	cpy	Understandable Statistics : Concepts and Methods	Charles Henry Base	10th	2012	softbound	7,571.00	7,571.00
860	2	cps	Organic Chemistry : A Biological Approach	John McMurry	2nd	2013	softbound	1,500.00	3,000.00
861	1	cpy	Principles of General Chemistry	Martin Silberberg	3rd	2013	softbound	1,200.00	1,200.00
862	1	cpy	Fundamentals of Analytical Chemistry	Douglas Skoog	9th	2014	softbound	998.00	998.00
863	1	cpy	General Organic and Biological Chemistry	Janice Smith	2nd	2013	softbound	1,200.00	1,200.00
864	1	cpy	Exploring General Organic and Biological Chemistry	Stephen Stoker	6th	2013	softbound	1,200.00	1,200.00
865	1	cpy	Chemistry : An Atoms Forst Approach	Steven Zumdahl	1st	2013	softbound	998.00	998.00
866	1	cpy	Agribusiness Fundamentals and Applications	Cliff Ricketts	2nd	2013	newsprint	778.00	778.00
867	1	cpy	College Physics	Raymond Serway	9th	2013	softbound	1,200.00	1,200.00
868	1	cpy	Zoology	Stephen Miller	9th	2013	newsprint	698.00	698.00
869	1	cpy	Biology : The Dynamic Science	Peter Russell	3rd	2014	softbound	5,478.00	5,478.00
870	1	cpy	Chemistry	Steven Zumdahl	9th	2014	softbound	5,478.00	5,478.00

871	1	cpy	Essentials of Mathematics : An Applied Approach	Richard Aufmann	9th	2014	softbound	5,478.00	5,478.00
872	1	cpy	Physics for Scientist and Engineers	Raymond Serway	9th	2014	softbound	5,478.00	5,478.00
873	1	cpy	Fundamentals Analytical Chemistry	Donald West	9th	2014	softbound	5,134.00	5,134.00
874	1	cpy	Geology and the Environment	Bernard Pipkin	7th	2014	softbound	5,478.00	5,478.00
875	1	cpy	Algebra and Trigonometry	Ron Larson	9th	2014	softbound	5,478.00	5,478.00
876	1	cpy	Applied Calculus for the Managerial Life & Social Science	Soo Tan	9th	2014	softbound	5,478.00	5,478.00
877	1	cpy	Human Biology	Starr	10th	2014	softbound	5,478.00	5,478.00
878	1	cpy	Explorations : An Introduction to Astronomy	Arny Thomas	7th	2014	softbound	3,030.00	3,030.00
879	1	cpy	Horizons : Exploring the Universe	Michael Seeds	13th	2014	softbound	8,014.00	8,014.00
880	1	cpy	Universe : Solar Systems Stars and Galaxies	Michael Seeds	8th	2014	softbound	8,014.00	8,014.00
881	1	cpy	Physics laboratory Manual	David Loyd	4th	2014	softbound	8,450.00	8,450.00
882	1	cpy	Organic and Biochemistry for Today	Spencer Seager	8th	2014	softbound	7,258.00	7,258.00
883	1	cpy	Fundamentals of Microbiology	Jeffrey Pommerville	10th	2014	softbound	14,463.00	14,463.00
884	1	cpy	An Introduction to Zoology	Joseph Springer		2013	softbound	10,596.00	10,596.00
885	1	cpy	Elementary Statistics	Nei Weiss	8th	2012	softbound	7,633.00	7,633.00
886	1	cpy	Barron's AP Calculus	David Bock	12th	2013	softbound	1,118.00	1,118.00
	Sub-Total:								138,375.00
COLLEGE OF PHYSICAL EDUCATION, RECREATION AND SPORTS									
887	1	cpy	Basic Weight Training for Men and Women	Thomas Fahey	8th	2013	softbound	3,910.00	3,910.00
888	1	cpy	Assessment in Physical Education : A Socio-Cultural Perspective	Peter Hay		2013	hardbound	8,185.00	8,185.00
889	1	cpy	Concepts of Fitness and Wellness	Charles Corbin	10th	2013	softbound	2,636.00	2,636.00
890	1	cpy	Concepts of Physical Fitness	Charles Corbin	17th	2013	softbound	2,636.00	2,636.00
891	1	cpy	Dynamic Alignment Through Imagery	Eric Franklin	2nd	2012	softbound	2,416.00	2,416.00
892	1	cpy	Dynamic Physical Education for Elementary School Children with Lesson Plans for Implementation	Robert Pangrazi		2013	softbound	9,453.00	9,453.00

893	1	cpy	Ethics in Youth Sport : Policy and Pedagogical Applications	Stephen Harvey		2013	hardbound	9,702.00	9,702.00
894	1	cpy	Exercise Physiology : An Integrated Approach	Peter Raven		2013	softbound	4,244.00	4,244.00
895	1	cpy	Fitness Education for Children : A team approach	Stephen Virgilio	2nd	2012	softbound	2,346.00	2,346.00
896	1	cpy	Fitness Professionals Handbook	Edward Howley	6th	2012	hardbound	6,440.00	6,440.00
897	1	cpy	Fitness and Wellness	Werner Hoeger	10th	2013	softbound	4,705.00	4,705.00
898	1	cpy	Foundations of Physical Activity and Public health	Harold Kohl		2012	hardbound	5,060.00	5,060.00
899	1	cpy	Fundamentals of Sport Management	Robert Baker		2013	softbound	2,493.00	2,493.00
900	1	cpy	Get Fit, Stay Well	Janet Hopson	2nd	2013	softbound	5,418.00	5,418.00
901	1	cpy	Handbook of Sports Therapy Services : organization and Operations	James Zachazewski		2012	softbound	4,066.00	4,066.00
902	1	cpy	Health and Wellness	Gordon Edlin	7th	2014	softbound	9,463.00	9,463.00
903	1	cpy	Health Assessment & Physical Examination	Mary Ellen Zator		2013	softbound	12,606.00	12,606.00
904	1	cpy	Human Motor Development : A Lifespan Approach	Gregory Payne	8th	2012	softbound	2,450.00	2,450.00
905	1	cpy	Integrated Athletic Injury Management	Chad Starkey	5th	2013	hardbound	13,064.00	13,064.00
906	1	cpy	Introduction to Exercise Physiology	Tommy Boone		2014	softbound	8,463.00	8,463.00
907	1	cpy	Introduction to Physical Education, Exercise Science and Sport Science	Angela Lumpkin		2014	softbound	3,196.00	3,196.00
908	1	cpy	Kinesiology : Scientific Basis of Human Motion	Nancy Hamilton		2012	softbound	3,175.00	3,175.00
909	1	cpy	Lifetime Physical Fitness and Wellness : A Personalized Program	Werner Hoeger	12th	2013	softbound	4,105.00	4,105.00
910	1	cpy	Measurement by the Physical Educator	David Miller	7th	2014	softbound	11,118.00	11,118.00
911	1	cpy	Motor Learning and Control : Concepts and Cases	Richard Magill	10th	2014	softbound	2,636.00	2,636.00
	Sub-Total:								143,986.00
COLLEGE OF MEDICINE									
912	1	cpy	Practical Skin Pathology : A Practical Approach	James Patterson	1st	2013	softbound	13,950.00	13,950.00
913	1	cpy	Tintinalli's Emergency Medicine		7th	2011	softbound	1,421.75	1,421.75

914	1	cpy	Lasers and Lights	George Hruza		2013	hardbound	8,609.00	<b>8,609.00</b>
915	1	cpy	Principles of Neurological Surgery	Richard Ellenbogen	3rd	2012	softbound	13,904.00	<b>13,904.00</b>
916	1	cpy	Anesthesia Equipment Principles and Application	Han Ehrenwerth	2nd	2013	softbound	7,649.00	<b>7,649.00</b>
917	1	cpy	Shnider and Levinson's Anesthesia for Obstetrics	Maya Suresh	5th	2013	hardbound	14,298.00	<b>14,298.00</b>
918	1	cpy	Cardia Catherization An Atlas and DVD	Michael Ragosta		2010	hardbound	9,480.00	<b>9,480.00</b>
919	1	cpy	Wall and Melzack's Textbook of Pain	Stephen McMahon		2013	hardbound	20,798.00	<b>20,798.00</b>
920	1	cpy	Casarett & Doull's Toxicology	Curtis Klaassen	8th	2013	hardbound	6,100.00	<b>6,100.00</b>
921	1	set	Pediatric Surgery Vol. 1 & 2	Arnold Coran	7th	2012	softbound	18,674.00	<b>18,674.00</b>
922	1	cpy	Atlas of Human Anatomy	Frank Netter	5th	2011	softbound	4,110.00	<b>4,110.00</b>
923	1	cpy	Handbook of Local Anesthesia	Stanley - Malamed	6th	2013	softbound	5,765.00	<b>5,765.00</b>
924	1	cpy	Current Medical Diagnosis & Treatment	Maxine Papadakis		2013	softbound	5,554.00	<b>5,554.00</b>
925	1	cpy	Current Diagnosis & Treatment Rheumatology	John Imboden	3rd	2013	softbound	1,432.00	<b>1,432.00</b>
926	1	cpy	Berman's Pediatric Decision Making	Lalit Bajaj	5th	2011	softbound	4,496.75	<b>4,496.75</b>
927	1	cpy	Breast Pathology	David Dabbs		2012	softbound	16,874.00	<b>16,874.00</b>
928	1	set	Calfey's Pediatric Diagnostic Imaging 2 vols.	Brian Coley	12th	2013	hardbound	17,050.00	<b>17,050.00</b>
929	1	set	Diagnostic Histopathology of Tumors Vol. 1 & 2	Christopher Fletcher	4th	2013	hardbound	22,860.00	<b>22,860.00</b>
930	1	cpy	Spine Surgery	Alexander Vaccaro	2nd	2012	softbound	11,204.00	<b>11,204.00</b>
931	1	cpy	Step-Up USMLE Step 1 2013	Brian Jenkins		2014	softbound	3,165.00	<b>3,165.00</b>
932	1	cpy	Joint Structure and Function	Pamela Levangie	5th	2011	softbound	995.00	<b>995.00</b>
933	1	cpy	Making the Diagnosis A Practical Guide to Breast Imaging	Jennifer Harvey		2013	softbound	6,074.00	<b>6,074.00</b>
934	1	cpy	Harrison's Nephrology and Acid-Base Disorders	J. Larry Jameson	2nd	2013	softbound	3,312.00	<b>3,312.00</b>
935	1	cpy	Imaging of the Brain	Thomas Naidich		2013	softbound	14,174.00	<b>14,174.00</b>
936	1	cpy	Infectious Diseases of the Fetus and Newborn Infant	Jack Remington	7th	2011	softbound	11,834.00	<b>11,834.00</b>
937	1	cpy	Essentials of Clinical Geriatrics	Robert Kane	7th	2013	softbound	3,353.00	<b>3,353.00</b>

938	1	cpy	Dorland's Pocket Medical Dictionary		29th	2013	softbound	2,145.00	<b>2,145.00</b>
939	1	cpy	Case Files Orthopaedic Surgery	Eugene Toy		2013	softbound	1,200.00	<b>1,200.00</b>
940	1	cpy	Bone and Soft Tissue Pathology	Andrew Horvai		2012	softbound	9,494.00	<b>9,494.00</b>
941	1	cpy	Textbook of Interventional Cardiology	Eric Topol	6th	2012	hardbound	15,263.00	<b>15,263.00</b>
942	1	cpy	Thoracic Pathology	Aliya Husain		2012	softbound	9,494.00	<b>9,494.00</b>
943	1	cpy	Pediatrics	Bradley Marino	6th	2013	softbound	2,855.00	<b>2,855.00</b>
944	1	cpy	Williams Manual of Pregnancy Complication		23rd	2013	softbound	1,328.00	<b>1,328.00</b>
945	1	cpy	Atlas of Procedures in Neonatology	Mhairi MacDonald	5th	2013	hardbound	8,542.00	<b>8,542.00</b>
946	1	cpy	Atlas of Ultrasound-Guided Regional Anesthesia	Andrew Gray	2nd	2013	softbound	8,774.00	<b>8,774.00</b>
947	1	cpy	Fitzpatrick's Color Atlas and Synopsis of Clinical Dermatology	Klaus Wolff	7th	2013	softbound	3,608.00	<b>3,608.00</b>
948	1	cpy	Blueprints Obstetrics & Gynecology	Tamara Callahan	6th	2013	softbound	3,020.00	<b>3,020.00</b>
949	1	cpy	Egan's Fundamentals of Respiratory	Robert Kacmarek	10th	2013	softbound	6,029.00	<b>6,029.00</b>
950	1	cpy	Cardiopulmonary Anatomy and Physiology Essentials of Respiratory Care	Tery Des Jardins	6th	2013	softbound	6,232.00	<b>6,232.00</b>
951	1	cpy	Diagnostic Cytopathology Essentials	Gabrijela Kocjan		2013	hardbound	10,908.00	<b>10,908.00</b>
952	1	cpy	Biochemical, Physiological and Molecular Aspects of Human Nutrition	Merha Stipanuk	23rd	2013	softbound	6,794.00	<b>6,794.00</b>
953	1	cpy	A Practice of Anesthesia for Infants and Children	Charles Cote	5th	2013	softbound	10,754.00	<b>10,754.00</b>
954	1	cpy	Textbook of Interdisciplinary Pediatric Palliative Care	Joanne Wolfe		2011	softbound	4,496.75	<b>4,496.75</b>
955	1	cpy	Medical Physiology A System Approach	Heshel Raff		2011	softbound	5,100.00	<b>5,100.00</b>
956	1	cpy	Textbook of Clinical Echocardiography	Catherine Otto	5th	2013	softbound	8,054.00	<b>8,054.00</b>
957	1	cpy	Introduction to Vascular Ultrasonography	Pellerito Polak	6th	2012	hardbound	7,743.00	<b>7,743.00</b>
958	1	cpy	Diagnostic Imaging for the Emergency Physician	Joshua Broder		2011	hardbound	7,686.00	<b>7,686.00</b>
959	1	cpy	Case Files Pediatrics	Eugene Toy	4th	2013	softbound	1,243.00	<b>1,243.00</b>
960	1	cpy	Abdominal Ultrasound	Jane Bates	3rd	2011	softbound	4,308.00	<b>4,308.00</b>
961	1	cpy	The Anesthesia Guide	Arthur Atchabahian		2013	softbound	2,575.00	<b>2,575.00</b>

962	1	cpy	Wallach's Interpretation of Diagnostic Tests	Mary Williamson	9th	2011	softbound	995.00	995.00
963	1	cpy	Handbook of Stoelting's Anesthesia and Co-Existing Disease	Roberta Hines	4th	2013	softbound	4,042.00	4,042.00
964	1	cpy	Harrison's Manual of Medicine	Longo	18th	2013	softbound	2,000.00	2,000.00
965	1	cpy	Junqueira's Basic Histology : Text and Atlas		13th	2013	softbound	3,898.00	3,898.00
966	1	cpy	Basic Immunology	Abbas	4th	2013	softbound	5,032.00	5,032.00
967	2	cpy	Jawetz, Melnick & Alderberg's Medical Microbiology		26th	2013	softbound	2,000.00	4,000.00
968	1	cpy	Mim's Medical Microbiology with student consult		5th	2013	softbound	4,742.00	4,742.00
	Sub-Total:								419,491.25
GRAND TOTAL, PhP									5,114,421.29

## ***Section VIII. Bidding Forms***

### **Notes on the Bidding Forms**

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** in accordance with **ITB** Clause 15 with the requirements of the Bidding Documents and the format set out in this Section.

When requested in the BDS, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Entity, pursuant to **ITB** Clause 18.1.

The **Contract Agreement Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted Bid resulting from price corrections. The Price Schedule and Schedule of Requirements deemed to form part of the contract should be modified accordingly.

The **Performance Security Form** and **Bank Guarantee Form for Advance Payment** should not be completed by the Bidders at the time of their Bid preparation. Only the successful Bidder will be required to provide performance security and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Procuring Entity and pursuant to **GCC** Clause 13 and its corresponding SCC provision.

The sworn affidavit must be completed by all Bidders in accordance with **ITB** Clause 4.2 failure to do so and submit it with the bid shall result in the rejection of the bid and the Bidder's disqualification.

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**BID FORM**

**CONTRACT AGREEMENT FORM**

**OMNIBUS SWORN STATEMENT**

**NET FINANCIAL CONTRACTING CAPACITY**

**SCHEDULE OF PRICES**

**CHECKLIST OF REQUIRED DOCUMENTS**

## BID FORM

---

Date: \_\_\_\_\_  
Invitation to Bid<sup>3</sup> N°: \_\_\_\_\_

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

Gentlemen and/or Ladies:

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

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

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

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

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>4</sup>

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

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

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

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

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<sup>3</sup> If ADB, JICA and WB funded projects, use IFB.

<sup>4</sup> Applicable only if the Funding Source is the ADB, JICA or WB.

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

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

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

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

### For Goods Offered From Abroad

Name of Bidder \_\_\_\_\_. Invitation to Bid<sup>5</sup> Number \_\_\_\_\_. Page \_\_\_\_\_ of \_\_\_\_\_.

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

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<sup>5</sup> If ADB, JICA and WB funded projects, use IFB.

**For Goods Offered From Within the Philippines**

Name of Bidder \_\_\_\_\_. Invitation to Bid<sup>6</sup> Number \_\_\_\_\_. Page \_\_\_\_.

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

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<sup>6</sup> If ADB, JICA and WB funded projects, use IFB.

## SCHEDULE OF PRICES

Item No.	Qty.	Unit of Issue	Title	Author	Edition	Copyright	Cover	Unit Price	Total Price
<b>GRADUATE SCHOOL OF MANAGEMENT</b>									
1	2	cps	Total Quality Management	James Evan		2013	newsprint		
2	1	cpy	Managing Human Resources	Stephen Bach	5th	2013	softbound		
3	1	cpy	Organizational Change Perspectives on Theory and Practice	Piers Myers		2012	softbound		
4	1	cpy	Public Administration 25 years of Analysis and Debate	R.A.W. Rhodes		2011	softbound		
5	1	cpy	Theory and Practice of Corporate Governance An Integrated Approach	Stephen Bloomfield		2013	softbound		
6	1	cpy	Sustainable Enterprise A Macromarketing Approach	Mark Peterson		2013	softbound		
7	1	cpy	Ethics and the Public Service : Trust, Integrity and Democracy	Susan Dimock		2013	softbound		
8	1	cpy	Economics of Social Issues	Ansel Sharp	20th	2013	softbound		
9	1	cpy	Understanding Public Policy	Thomas Dye	13th	2011	softbound		
10	1	cpy	Flawless Consulting A Guide to Getting Your Expertise Used	Peter Block	3rd	2011	softbound		
11	1	cpy	Financial Management After Globalization	Samuel Angles		2013	hardbound		
12	1	cpy	Public Sector Management Mission Impossible	Ian Chaston		2011	softbound		
13	1	cpy	Business Regulation and Economic Performance	Norman Loayza		2010	softbound		
14	1	cpy	Introduction to Managerial Economics	Alexander Hales		2013	hardbound		
15	1	cpy	Sustainability Economics : An Introduction	Peter Bartelmus		2013	softbound		
16	1	cpy	Crisis of Global Sustainability	Tapio Kanninen		2013	softbound		
17	1	cpy	Outsourcing Economics	William Milberg		2013	softbound		
18	1	cpy	Business Research Methods	Cristina Quinlan		2011	softbound		
19	1	cpy	Essentials of Economics	Stanley Brue	3rd	2014	softbound		
20	1	cpy	Public Administration : An Action	Robert Denhardt		2014	softbound		

			Orientation						
21	1	cpy	Public Policy, Politics, Analysis and Alternatives	Michael Kraft	4th	2013	softbound		
22	1	cpy	Public Management and Administration	Owen Hughes	4th	2012	softbound		
23	1	cpy	The Sage Handbook of Governance	Mark Bovir		2013	softbound		
24	1	cpy	The Sage handbook of Public Administration	Guy Peter	2nd	2012	softbound		
25	1	cpy	Good Governance Delivering Corruption Free Public Service	Bhaskara Rao		2012	hardbound		
26	1	cpy	Conflict Management for Managers: Revolving workplace, client, and policy disputes	Susan Raines		2013	softbound		
27	1	cpy	How to outthink, outmaneuver, and outperform your competitors : Lesson from the masters of strategy	Norton Paley		2013	hardbound		
28	1	cpy	Knowledge Management in Organizations a Critical Introduction	Donald Hislop		2013	softbound		
29	1	cpy	Knowledge Integration & Innovation	Christian Bergen		2013	softbound		
30	1	cpy	Financial Management 2013-2015 edition	William Kretlow		2013	softbound		
31	1	cpy	Local Economics Development in the 21st Century	Daphne Greenwood		2010	softbound		
32	1	cpy	Marketing your Event Planning Business	Judy Allen		2013	softbound		
33	1	cpy	New Paradigms in Public Policy	Peter Gooby		2013	softbound		
34	1	cpy	New Perspectives on Public Services: Place and technology	Christopher Pollit		2013	softbound		
35	1	cpy	Operations Management	David Allan Collier		2012	softbound		
36	1	cpy	Public Administration : The Interdisciplinary study of government	Jos Raadchelders		2013	softbound		
37	1	cpy	Re-envisioning global development : A horizontal perspective	Sandra Halperin		2013	softbound		
38	1	cpy	An Introduction to Derivatives & Risk Management	Don Chance		2013	softbound		
39	1	set	Managing Reality 5 volumes	Barry Trebes	2nd	2013	softbound		
40	1	cpy	Operations Management in Asia	William Stevenson	2nd	2014	softbound		

41	1	cpy	Human Resource Management at Work	Nick Marchigton	5th	2012	softbound		
42	1	cpy	Comparative Public Policy	Anneliese Dodds		2013	softbound		
43	1	cpy	Global Political Economy	Robert O'Brien	4th	2013	softbound		
44	1	cpy	Risk Management Framework	James Broad		2013	softbound		
45	1	cpy	Comparative Government and Politics	Rod Hague	9th	2013	softbound		
46	1	cpy	People Management	Lisa Ann Thompson		2013	softbound		
47	1	cpy	Decision Analysis for Managers	David Charlesworth		2013	softbound		
48	1	cpy	Operational Risk Management	HKIB		2013	softbound		
49	1	cpy	Skills Development for Business and Management Students	Kevin Gallagher		2013	softbound		
50	1	cpy	Communication for Business and the Professions	Judith Dwyer	5th	2013	softbound		
51	1	cpy	Managing Quality	Thomas Foster		2013	softbound		
52	1	cpy	Strategic Management in Action	Mary Coulter	6th	2013	softbound		
53	1	cpy	Information Systems in Organizations	Patricia Wallace		2013	softbound		
54	1	cpy	Human Resources Management for Public and Nonprofit	Joan Pynes		2013	softbound		
55	1	cpy	Team Building	Gibb Dyer	5th	2013	softbound		
56	1	cpy	Operations Management for Dummies	Geoffrey Parker		2013	softbound		
57	1	cpy	Strategic Lean Mapping : Blending improvement processes for the perfect solution	Steven Borris		2012	softbound		
58	1	cpy	Consumer Behaviour	Jim Blythe		2013	softbound		
59	1	cpy	Government Budgeting and Financial Management in Practice	Gerald Miller		2012	hardbound		
60	1	cpy	Handbook of Local Government Fiscal Health	Helisse Levine		2013	softbound		
61	1	cpy	Local Economic Development and the Environment	Susan Opp		2013	hardbound		
62	1	cpy	Public Administration Technology	Christopher Reddick		2013	softbound		
63	1	cpy	Public Budgeting Systems	Robert Lee, Jr.	9th	2013	softbound		

64	1	cpy	Research Methods in Public Administration and Nonprofit Management	David MacNabb		2013	hardbound		
65	1	cpy	Accountable Governance: Problems and Promises	Melvin Dubnick		2011	softbound		
66	1	cpy	Achieving Ethical Competence for Public Service Leadership	Terry Cooper		2013	softbound		
67	1	cpy	Ethics in Public Management	George Frederickson		2013	hardbound		
68	1	cpy	Entrepreneurial Financial Management: An Applied Approach	Jeffrey Cornwall	3rd	2013	softbound		
69	1	cpy	Economic Development : A Regional, Institutional and Historical Approach	Richard Grabowski	2nd	2013	softbound		
70	1	cpy	Ethics Management for Public Administrators	Donald Menzel		2012	softbound		
71	1	cpy	Foundations of Public Service	Morgan Douglas	2nd	2013	softbound		
72	1	cpy	Strategic International Management	John Cullen		2011	softbound		
73	1	cpy	Sourcing and Supply Chain Management	Robert Handfield		2011	softbound		
74	1	cpy	Principles of Human Resource Management	George Bohlander		2013	softbound		
75	1	cpy	Principles of Microeconomics	Fred Gottheil	7th	2014	softbound		
76	1	cpy	The New Public Personnel Administration	Lloyd Nigro		2014	softbound		
77	1	cpy	Principles of Management	Charlene Cassidy		2013	softbound		
78	1	cpy	Theory of Strategic Management	Gareth Jones		2013	softbound		
79	1	cpy	Human Resource Development	Werner		2012	softbound		
80	1	cpy	Business Research Methods	William Zikmund		2013	softbound		
81	1	cpy	Ethical Decision Making in Business	John Fraedrich		2013	softbound		
82	1	cpy	Managing Small Business	William Petty		2012	softbound		
83	1	cpy	Principles of Small Business Management	Hattan		2012	softbound		
84	1	cpy	Applied Statistics for Public and Non-Profit Administration	Kenneth Meier		2012	softbound		
85	1	cpy	Public Administration : Classic Reading	J. Shafritz		2012	softbound		
86	1	cpy	Business Foundations	Robert Hughes		2012	softbound		
								<b>Sub-Total:</b>	

GRADUATE SCHOOL OF ARTS, SCIENCE AND EDUCATION								
87	1	cpy	Behavior Analysis and Learning	David Pierce	5th	2013	hardbound	
88	1	cpy	Teacher Research in Language Teaching : A Critical Analysis	Simon Borg		2013	softbound	
89	1	cpy	Planning Ethically Responsible Research	Joan Sieber		2013	softbound	
90	1	cpy	Developmental Psychology : Childhood and Adolescence	David Shaffer	9th	2014	softbound	
91	1	cpy	The Philosopher's Way : A Text with Readings Thinking Critically About Profound Ideas	John Chaffee	4th	2013	softbound	
92	1	cpy	Psychological Testing and Assessment : An Introduction to Test and Measurement	Ronald Cohen	8th	2013	softbound	
93	1	cpy	Understanding Abnormal Psychology : Clinical and Biological Perspectives	Rameden Pamilla		2013	softbound	
94	1	cpy	Understanding Organizational Culture	Mats Alveson	2nd	2013	softbound	
95	1	cpy	Differentiated Instructional Strategies	Gayle Gregory	3rd	2013	softbound	
96	1	cpy	Creative Resources for the Early Childhood Classroom	Judy Herr		2013	softbound	
97	1	cpy	A Practical Study of Arguments	Trudy Govier	7th	2010	softbound	
98	1	cpy	Principles of Organizational Behavior	John Slocum	13th	2011	softbound	
99	1	cpy	The Handbook of Communication and Corporate Communication	Craig Carroll		2013	softbound	
100	1	cpy	Organizational Communication	Dennis Mumby		2013	softbound	
101	1	cpy	The Handbook of Intercultural Discourse & Communication	Christina Paulston		2012	hardbound	
102	1	cpy	Handbook of Critical Intercultural Communication	Thomas Nakayama		2013	softbound	
103	1	cpy	Media Effects Research	Glenn Sparks	4th	2013	softbound	
104	1	cpy	Child and Adolescent Psychopathology	Theodore Beauchaine	2nd	2013	softbound	
105	1	cpy	Developmental Research Methods	Scott Miller	4th	2013	softbound	
106	1	cpy	Humanizing Research	Django Paris		2014	softbound	
107	1	cpy	Understanding Human Development	Wendy Craig	3rd	2013	softbound	

108	1	cpy	Handbook of Design in Educational Technology	Rosemary Luckin		2013	softbound		
109	1	cpy	Applying Career Development	Richard Sharf	6th	2013	softbound		
110	1	cpy	Personality Theories	Barbara Engler	9th	2014	softbound		
111	1	cpy	Integrating 12 Steps and Psychotherapy	Robert Switzer		2014	softbound		
112	1	cpy	Social Research : A Practical Introduction	Bruce Curtis		2011	softbound		
113	1	cpy	Strategies of Qualitative Inquiry	Norman Denzin	4th	2013	softbound		
114	1	cpy	How to do Critical Discourse Analysis	David Machin		2012	softbound		
115	1	cpy	The Complete Guide to Writing Your Dissertation	Steve Ball		2012	softbound		
116	1	cpy	Curriculum Syllabus Design and Equity	Allan Luke		2013	softbound		
117	1	cpy	The Principles and Practice of Group Work in Addictions	Robert Hill		2011	softbound		
118	1	cpy	Understanding Organizations : Theories and Images	Ydo Staber		2013	softbound		
119	1	cpy	University Teaching in Focus	Lynne Hunt		2013	softbound		
120	1	cpy	International Handbook of Research on Children	Kathy Hall		2013	softbound		
121	1	cpy	Transformative Professional Learning	Margery Ginsberg		2011	softbound		
122	1	cpy	Parallel Curriculum Units for Mathematics Grade 6-12	Jann Leppien		2011	softbound		
123	1	cpy	Rethinking Teacher Supervision and Evaluation	Kim Marshall		2013	softbound		
124	1	cpy	Reinventing Professionalism	Silvio Waisbord		2013	softbound		
125	1	cpy	Diversity, Oppression and Social Functioning	George Appleby	3rd	2011	softbound		
126	1	cpy	The Skillful Team Leader	Elisa MacDonald		2013	softbound		
127	1	cpy	P.O.W.E.R learning	Rober Feldman	6th	2014	softbound		
128	1	cpy	Orientation to College Learning	Dianna Van Blerkom	7th	2013	softbound		
129	1	cpy	Cultural Competence	Jean Moule	2nd	2012	softbound		
130	1	cpy	Practice as Research in the Arts	Robin Nelson		2013	softbound		
131	1	cpy	Developing Research in Teacher Education	Ian Menter		2012	softbound		

132	1	cpy	Linking Leadership to Student Learning	Kenneth Leithwood		2012	softbound		
133	1	cpy	Creating Standards-Based Integrated Curriculum	Susan Drake	3rd	2012	softbound		
134	1	cpy	Communication Research Strategies and Sources	Rebecca Rubin		2010	softbound		
135	1	cpy	Reconceptualising Feedback in Higher Education	Merry Stephen		2013	softbound		
136	1	cpy	Reshaping Doctoral Education International Approaches and Pedagogies	Alison Lee		2012	softbound		
137	1	cpy	Doing Your Masters Dissertation from Start to Finish	Inger Furseth		2013	softbound		
138	1	cpy	Assessing the Quality of Survey Data	Jorg Blasius		2012	softbound		
139	1	cpy	Educational Administration	Wayne Hoy	9th	2013	softbound		
140	1	cpy	Doing Research in Further Education and Learning	Susan Wallace		2013	softbound		
141	1	cpy	Assessing 21st Century Skills : A Guide to Evaluating Mastery and Authentic Learning	Laura Greenstein		2012	softbound		
142	1	cpy	Teaching in Higher Education	Lucinda Becker		2013	softbound		
143	1	cpy	How to Write a Master's Thesis	Yvonne Bui	2nd	2012	softbound		
144	1	cpy	Key Concepts in Educational Assessment	Tina Isaacs		2012	softbound		
145	1	cpy	Classroom-Based Research and Evidence-Based Practice	Keith Taber	2nd	2012	softbound		
146	1	cpy	Intercultural Competence	Myron Lustig		2013	softbound		
147	1	cpy	Behavior Analysis for Effective Teaching	Julie Vargas	2nd	2013	softbound		
148	1	cpy	Doing Qualitative Research Differently	Hollway	2nd	2012	softbound		
149	1	cpy	Doing Qualitative Research	Silverman	4th	2013	softbound		
150	1	cpy	Writing with a Thesis : A Rhetoric Reader	Sarah Skwire	12th	2014	softbound		
151	1	cpy	Communication and Organizational Culture	Joan Keytone	2nd	2011	softbound		
152	1	cpy	The Handbook of Computational Linguistics and Natural Language Processing	Alexander Clark		2013	softbound		

153	1	cpy	Understanding Intercultural Communication	Adrian Holliday		2013	softbound		
154	1	cpy	The Qualitative Interview : Art and Skill	Jeanine Evers		2012	softbound		
155	1	cpy	Introduction to Forensic Psychology	Stacey Shipley	3rd	2012	hardbound		
156	1	cpy	Group Dynamics	Donnelson Forsyth	6th	2014	softbound		
157	1	cpy	Critical Thinking : An Appeal to Reason	Peg Title		2011	softbound		
158	1	cpy	The Transformed School Counselor	Carol Dahir	2nd	2012	softbound		
159	1	cpy	The Courage Quotient	Robert Diener		2012	hardbound		
160	1	cpy	Perspectives on Diseases and Disorders : Speech Disorders	Mary William	1st	2012	hardbound		
161	1	cpy	Family Violence	Diane Andrews		2012	softbound		
162	1	cpy	Developing Early Childhood Services : Past, Present and Future	Baldock		2011	hardbound		
163	1	cpy	Teacherpreneurs	Barnett Berry		2013	softbound		
164	1	cpy	Patient-Centred Communication and Counselling	Pretorius		2010	softbound		
165	1	cpy	Interactive Evaluation Practice	Jean King		2013	softbound		
	Sub-Total:								
EMERITUS COLLEGE									
166	1	cpy	The Dyslexia-Friendly Teacher's Toolkit	Sarah Davis		2013	softbound		
167	1	cpy	Teaching Gifted Kids in Today's Classroom	Susan Winebrenner		2012	softbound		
168	1	cpy	Understanding Schemas and Young Children	Frances Atherton		2013	softbound		
169	1	cpy	The Survival Guide for Kids with Autism Spectrum Disorders	Elizabeth Verdick		2012	softbound		
170	1	cpy	Students with Mild Exceptionalities Characteristics and Applications	Sydney Zentall		2013	softbound		
171	1	cpy	Next Steps in Supporting People with Autisitc Spectrum Condition	Sue Hatton		2012	softbound		
172	1	cpy	The Development of Working Memory in Children	Lucy Henry		2011	softbound		
173	1	cpy	A Survival Guide for New Special Educators Grades K-12	Bonnie Billingsley			softbound		

174	1	cpy	Developing & Administering A Child Care and Education Program	Dorothy June Sciarra	8th	2013	softbound		
175	1	cpy	The Sounds of Language : An Introduction to Phonetics and Phonology	Elizabeth Zsiga		2013	softbound		
176	1	cpy	Teaching Young Adult Literature Development	Bean		2013	softbound		
	Sub-Total:								
GRADUATE SCHOOL OF ENGINEERING									
177	1	cpy	Introduction to Traffic Engineering	Thomas Currin	2nd	2013	softbound		
178	1	cpy	Solidworks for Technology and Engineering	James Valentino	2nd	2012	softbound		
179	1	cpy	Engineering Design, Planning and Management	Hugh Jack		2013	softbound		
180	1	cpy	Stormwater for Sustainable Development	Ronald Rossmiller		2013	softbound		
181	1	cpy	Engine Testing : The Design, Building, Modification and Use of Powertrain	A.J. Martyr	4th	2012	softbound		
182	1	cpy	Clean Coal Engineering Technology	Bruce Miller		2011	softbound		
183	1	cpy	Temporary Structures in Construction	Robert Ratay	3rd	2012	hardbound		
184	1	cpy	Handbook of Project Control Planning & Management Test Facilities	S.K. Parasar		2013	hardbound		
185	1	cpy	Groundwater Around the World : A Geographic Synopsis	Jean Magat		2013	hardbound		
186	1	cpy	Urban Storm Water Management	Hormoz Pazwash		2011	softbound		
187	1	cpy	Soil Mechanics Fundamentals	Isao Ishibashi		2011	softbound		
188	1	cpy	Water and Wastewater Engineering : Design Principles and Practice	Mackezie Davis		2011	softbound		
189	1	cpy	Fundamentals of Construction Estimating	David Pratt	3rd	2011	softbound		
190	1	cpy	Project Management : Systems, principles and applications	Adedeji Badiru		2012	hardbound		
191	1	cpy	Organization Design : A guide to building effective organizations	Patricia Chocki		2011	softbound		
192	1	cpy	Operations Management	Andrew Greasly	3rd	2013	softbound		
	Sub-Total:								

COLLEGE OF ACCOUNTANCY AND ECONOMICS								
193	1	cpy	Microeconomics	Campbell McConnell	2nd	2013	newsprint	
194	1	cpy	Introduction to Cost Accounting	Maryanne Mowen		2013	newsprint	
195	1	cpy	Accounting Information Systems	Mark Simkim	12th	2013	newsprint	
196	1	cpy	Principles of Economics	Roger Arnold	10th	2012	newsprint	
197	1	cpy	Introduction to Managerial Accounting	Peter Brewer		2012	softbound	
198	1	cpy	Planning Local Economic Development Theory and Practice	Nancy Leigh	5th	2013	softbound	
199	1	cpy	Financial Accounting : Information for Decisions	John Wild	2nd	2014	softbound	
200	1	cpy	Managerial Accounting for Managers	Eric Noreen	3rd	2014	softbound	
201	1	cpy	Global Shift : Mapping the Changing Contours of the World Economy	Peter Dicken	6th	2011	softbound	
202	1	cpy	Monetary Economics Theory and Practice	Matendra		2014	softbound	
203	1	cpy	Financial Accounting	Jan Williams	15th	2012	softbound	
204	1	cpy	Financial Accounting Report and Analysis	Jennifer Maynard		2013	softbound	
205	1	cpy	Understanding and Conduction information systems auditing	Veena Hingarh		2013	hardbound	
206	1	cpy	Analysis of Economic Data	Gary Coop	4th	2013	softbound	
207	1	cpy	Economic Growth and Sustainable Development	Peter Neal		2013	softbound	
208	1	cpy	Labor, Economy and Society	Jeffrey Sallaz		2013	softbound	
209	1	cpy	Modern Labour Economics	Peter Sioane		2013	softbound	
210	1	cpy	Philosophy of Economics: A Contemporary Introduction	Julian Reiss		2013	softbound	
211	1	cpy	Health Economics and Policy	James Henderson		2013	softbound	
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213	1	cpy	Principles and Applications of Economics	Marc Lieberman		2013	softbound	
214	1	cpy	Principles and Applications of Macroeconomics	Marc Lieberman		2013	softbound	
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216	1	cpy	Understanding Economics	Russell Sobel		2013	softbound		
217	1	cpy	Financial Managerial Accounting	Carl Warren	12th	2014	softbound		
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219	1	cpy	Survey of Economics	Tucker		2013	softbound		
220	1	cpy	Fundamentals of Environmental Economics	Alexander Hales		2013	hardbound		
221	1	cpy	Managerial Accounting	Stacey Whitecotton	2nd	2014	softbound		
222	1	cpy	Shaum's Outlines Managerial Accounting	Jae Shim	2nd	2012	softbound		
223	1	cpy	Corporate Financial Accounting	Carl Warren	12th	2014	softbound		
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COLLEGE OF MANAGEMENT AND ENTREPRENEURSHIP									
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228	1	cpy	Fundamentals of Management	Andrew Dubrin	9th	2013	newsprint		
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231	1	cpy	Human Behavior in Organization	Steven McShane	6th	2013	newsprint		
232	1	cpy	Introduction to Management	John Schemerhorn	12th	2013	newsprint		
233	1	cpy	Marketing Foundations	D.C. Ferrell	5th	2013	newsprint		
234	1	cpy	Principles of Marketing	David Kurtz	16th	2014	newsprint		
235	1	cpy	Total Quality Management	James Evan		2013	newsprint		
236	1	cpy	Strategic Marketing Management	Luiz Moutinho		2013	newsprint		
237	1	cpy	A Simplified Approach to E-Commerce	Gary Schneider	10th	2013	newsprint		
238	1	cpy	Principles of Marketing	Louis Boone		2013	newsprint		
239	1	cpy	Principles of Organizational Behavior	Andrew Dubrin		2013	newsprint		
240	1	cpy	Operating Systems	Michael Palmer	4th	2012	newsprint		

241	1	cpy	Human Behavior in Organization	Ricky Griffin	2nd	2012	newsprint		
242	1	cpy	Fundamentals of Human Resource Management	Raymond Noe	5th	2014	softbound		
243	1	cpy	Organization Theory : Modern, Symbolic and Postmodern Perspectives	Mary Jo Hatch	3rd	2013	softbound		
244	1	cpy	Managing Human Resources	Stephen Bach	5th	2013	softbound		
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262	1	cpy	Human Resource Development	Werner		2012	softbound		
263	1	cpy	Internet Marketing	Mary Lou Roberts		2013	softbound		
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267	1	cpy	Marketing Essentials	Carl McDaniel		2012	softbound		
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269	1	cpy	Principles of Contemporary Marketing	David Kurtz		2012	softbound		
270	1	cpy	Principles of Human Resource Management	George Bohlander		2013	softbound		
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285	1	cpy	Applied Psychology in Human Resource Management	Wayne Cascio		2011	softbound		
286	1	cpy	Principles of Management	Chuck Williams	7th	2013	softbound		
287	1	cpy	Logistics Management	Sussna Miller		2013	hardbound		
288	1	cpy	Business Ethics	William Shaw	8th	2014	softbound		
289	1	cpy	Business	William Pride	12th	2014	softbound		
290	1	cpy	Contemporary Marketing	Louis Boone	16th	2014	softbound		

291	1	cpy	Foundations in Strategic Management	Jeffrey Harrison	6th	2014	softbound		
292	1	set	Banking Law of the Philippines Book 1, II & III	BSP		2010	hardbound		
293	1	cpy	The Dynamics of Entrepreneurship	Minniti		2013	softbound		
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296	1	cpy	Mass Media Research : An Introduction	Roger Wimmer	10th	2014	softbound		
297	1	cpy	Understanding Intercultural Communication	Adrian Holliday		2013	softbound		
298	1	cpy	An Introduction to Intercultural Communication: Identities in a Global Community	Fred Jandt	7th	2013	softbound		
299	1	cpy	Intercultural Communication Globalization and Social Justice	Kathryn Sorrells		2013	softbound		
300	1	cpy	Broadcast News Handbook : Writing, Reporting and Producing in the Age of Social Media	C.A. Tuggle	5th	2014	softbound		
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302	1	cpy	Writing with Style APA Style Made Easy	Lenore Szuchman	6th	2014	softbound		
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305	1	cpy	How to Write a Master's Thesis	Yvonne Bui	2nd	2014	softbound		
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307	1	cpy	Media Effects Research : A Basic Overview	Glenn Sparks	4th	2014	softbound		
308	1	cpy	Film Art : An Introduction	David Bordwell	10th	2013	softbound		
309	1	cpy	Mass Communication : Living in a Media World	Ralph	4th	2014	softbound		
310	1	cpy	The Language of Television : Uses and Abuses	Albert Hunt		2013	hardbound		

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366	1	cpy	The Media in Transitional Democracies	Katrin Voltmer		2013	softbound		
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374	1	cpy	Introduction to Probability and Statistics	Seymour Lipschutz		2012	softbound		
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380	1	cpy	An Introduction to Programming using Alice 2.2	Charles Herbert	2nd	2012	newsprint		
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510	1	cpy	Reinforced Concrete : Mechanics and Design	James Wright	6th	2012	softbound		
511	1	cpy	Antenna and Wave Programming	Sisin Das		2013	softbound		
512	1	cpy	Electrical Engineering : Principles and Applications	Allan Hambley	6th	2013	softbound		
513	1	cpy	Introduction to Digital Signal Processing	Dick Blanford		2013	hardbound		
514	1	cpy	Numerical Methods for Engineers and Scientists Using MATLAB	Ramin Esfandiari		2013	softbound		
515	1	cpy	Total Construction Project Management	George Ritz	2nd	2013	softbound		
516	1	cpy	Construction Quantity Surveying : A Practical Guide for the Contractor's	Towey		2012	softbound		
517	1	cpy	Renewable Energy Action on Deployment	IEA-RETD		2012	softbound		
518	1	cpy	Fundamentals of Digital Logic with Verilog Design	Stephen Brown	3rd	2014	softbound		
519	1	cpy	Next Generation Wireless LANs 802.11n and 802.11 ac	Eldad Perahia	2nd	2013	hardbound		
520	1	cpy	Discovering Computers Complete 2012	Gary Shelly		2012	softbound		
521	1	cpy	Sams Teach Yourself C# 5.0 in 24 hours	Scott Dorman		2013	softbound		
522	1	cpy	Computing Essentials 2014: Making IT Work for You	Timothy O'Leary		2014	softbound		
523	1	cpy	An Introduction to Programming with C++	Diane Zak	7th	2013	softbound		
524	1	cpy	Calculus : Early Transcendental Functions	Robert Smith	4th	2012	softbound		
525	1	cpy	Introduction to Probability and Statistics	William Mendenhall	14th	2013	softbound		

526	1	cpy	Object Oriented Programming with C++	E. Balagurusamy	6th	2013	softbound		
527	1	cpy	Microsoft Visual C# 2012 :An Introduction to Object-Oriented Programming	Joyce Farrell	5th	2014	softbound		
528	1	cpy	Modern Communication Systems Using MATLAB	John Proakis	3rd	2013	softbound		
529	1	cpy	Secrets of Proshow Experts : The official Guide to Creating Your Best Slide Shows with Proshow	Paul Schmidt		2013	softbound		
530	1	cpy	An Object-Oriented Approach to Programming Logic and Design	Joyce Farrell	4th	2014	softbound		
531	1	cpy	Digital Media and Society ; An Introduction	Adrian Athique		2013	softbound		
532	1	cpy	Android Design Patterns	Greg Nudelman		2013	softbound		
533	1	cpy	Beginning HTML and CSS	Rob Larsen		2013	softbound		
534	1	cpy	CompTia Linux + Study Guide	Rodirick Smith	2nd	2013	softbound		
535	1	cpy	Functional Programming Using F#	Michael Hansen		2013	softbound		
536	1	cpy	Professional Heroku Programming	Chris Kemp		2013	softbound		
537	1	cpy	The Handbook of Internet Studies	Mia Consalvo		2013	softbound		
538	1	cpy	Writing for the Web : Composing, Coding and Constructing Web Sites	J.D. Applen		2013	softbound		
539	1	cpy	Fundamentals of Information Systems	Ralph	7th	2014	softbound		
540	1	cpy	Harnessing Autocad 2013 & Beyond	G.V. Krishnan		2013	softbound		
541	1	cpy	New Perspective on Adobe Flash Prof. CS6 : Introductory	Lopez		2014	softbound		
542	1	cpy	Critical Infrastructure : Homeland Security and Emergency Preparedness	Robert Radvanosky	3rd	2013	hardbound		
543	1	cpy	Groundwater Around the World A Geographic Synopsis	Jean Margat		2013	softbound		
	Sub-Total:								
COLLEGE OF LIBERAL ARTS									
544	1	cpy	Gender, Branding and the Modern Music Industry	Kristin Lieb		2013	softbound		
545	1	cpy	Victorian Poetry in Context	Rosie Miles		2013	softbound		

546	1	cpy	A Short Guide to College Writing	Sylvan Barnet	5th	2013	softbound		
547	1	cpy	The Selected Short Fiction of Lisa Moore	Lisa Moore		2013	softbound		
548	1	cpy	The Wiley Guide to Writing Essays About Literature	Paul Headrick		2013	softbound		
549	1	cpy	Promotional Cultures	Aeron Davis		2013	softbound		
550	1	cpy	Writing as Translingual Practice	Suresh Canagarajah		2013	softbound		
551	1	cpy	Identity and Discrimination	Timothy Williamson		2013	softbound		
552	1	cpy	Twentieth-Century World	Carter Findley	7th	2012	softbound		
553	1	cpy	The Oxford Handbook of Cities in World History	Peter Clark		2013	softbound		
554	1	cpy	Perrine's Literature	Thomas Arp	11th	2012	hardbound		
555	1	cpy	The Handbook of Bilingualism and Multilingualism	Tej Bhatia	2nd	2013	hardbound		
556	1	cpy	Applying Career Development	Richard Sharf	6th	2013	softbound		
557	1	cpy	Growing the Productivity of Government Services	Patrick Dunleavy		2013	softbound		
558	1	cpy	Guide to Reference Materials for School Library Media Centers	Barbara Ripp Safford	6th	2010	hardbound		
559	1	cpy	Hegel's Political Philosophy : A Systematic Reading of the Philosophy of Right	Thom Brooks	2nd	2013	softbound		
560	1	cpy	Metaphors, Narratives, Emotions : Their Interplays and Impacts	Stefan Snaevarr		2010	hardbound		
561	1	cpy	Migration in World History	Patrick Manning	2nd	2013	softbound		
562	1	cpy	Modal Logic as Metaphysics	Timothy Williamson		2013	hardbound		
563	1	cpy	Politics	Andrew Heywood	4th	2013	softbound		
564	1	cpy	Social Policy in the Developing World	Rebecca Surrender		2013	hardbound		
565	1	cpy	The Sounds of Language : An Introduction to Phonetics and Phonology	Elizabeth Zsiga		2013	softbound		
566	1	cpy	Urban Politics : Cities and Suburbs in a Global Age	Bernard Ross	8th	2012	softbound		

567	1	cpy	World History : An Introduction	Eric Vanhaute		2013	softbound		
568	1	cpy	Three - Figure Author Table: Swanson Swiftt revision	Cutter-Sanborn			softbound		
569	1	set	Dewey Decimal Classification 4 volumes	Melvin Dewey	23rd	2013	hardbound		
570	1	cpy	The Philosophy of Generative Linguistics	Peter Ludlow		2013	softbound		
571	1	cpy	The Routledge Linguistics Encyclopedia 2013	Kirsten Malmkjaer			softbound		
572	1	cpy	The Routledge Pragmatics Encyclopedia 2013	Louise Cummings			softbound		
573	1	cpy	Modernism and Literature : An Introduction and Reader	Mia Carter		2013	softbound		
574	1	cpy	World Literature : A Reader	Theo D'Haen		2013	softbound		
575	1	cpy	Statistics for the Behavioral Sciences	Frederick Gravetter		2013	softbound		
576	1	cpy	Evidence-based Design : A Process for Research & Writing	Dak Kopec		2012	softbound		
577	1	set	CCP Encyclopedia of the Philippine Art 10 volumes				hardbound		
578	1	cpy	The Origins & Development of the English Language	Butcher	7th	2014	softbound		
579	1	cpy	Seeing Sociology : An Introduction	Joan Ferrante	2nd	2014	softbound		
580	1	cpy	Steps to Writing Well	Jean Wyrick	12th	2014	softbound		
581	1	cpy	The World of Words	Margaret Ann Richek	9th	2014	softbound		
582	1	cpy	The Elements of Social Scientific Thinking	Donovan	11th	2014	softbound		
583	1	cpy	Voyages in World History	Valerie Hansen	2nd	2014	softbound		
584	1	cpy	Western Civilization : A Brief History	Jackson Spielvogel	8th	2014	softbound		
585	1	cpy	Sociology in our Times : The Essentials	Diana Kendall	9th	2014	softbound		
586	1	cpy	The Basics of Social Research	Earl Babbie	6th	2014	softbound		
587	1	cpy	Pre-Modern East Asia : A Cultural Social & Political History	Ebrey	3rd	2014	softbound		
588	1	cpy	Cultural Anthropology	Sorella Nanda		2014	softbound		
589	1	cpy	Cultural Anthropology : The Human Challenge	William Haviland	13th	2014	softbound		

590	1	cpy	An Introduction to Political Thought, A Conceptual Toolkit	Peri Roberts	2nd	2012	softbound		
591	1	cpy	This is Philosophy : An Introduction	Steven Hales		2013	softbound		
592	1	cpy	Understanding Ethics	Torbjon Tannsjo	3rd	2013	softbound		
593	1	cpy	Human Rights from Community	Oche Onazi		2013	hardbound		
594	1	set	The Britannica Guide to Ethics 2 volumes			2013	hardbound		
	Sub-Total:								
COLLEGE OF HUMAN DEVELOPMENT									
595	1	cpy	Primary Science : Knowledge and Understanding	Graham Peacock	6th	2012	softbound		
596	1	cpy	Teaching Primary Mathematics	Sylvia Turner		2013	softbound		
597	1	cpy	Critical Thinking Skills for Education Students	Brenda Judge	2nd	2013	softbound		
598	1	cpy	Primary English : Teaching Theory and Practice	Jane Medwell	4th	2011	softbound		
599	1	cpy	Supporting Every Child	Anita Walton	2nd	2012	softbound		
600	1	cpy	Child Development for the Early Years	Sally Neaum	2nd	2013	softbound		
601	1	cpy	Teaching Arithmetic in Primary Schools	English		2013	softbound		
602	1	cpy	Forest School and Outdoor Learning in the Early Years	Sara Knight		2013	softbound		
603	1	cpy	Teaching Geography Creatively	Stephen Scoffham		2013	softbound		
604	1	cpy	The 2012 Teacher's Standards in the Classroom	Roy Blatchford		2013	softbound		
605	1	cpy	Generalist Social Work Practice	Karla Miley	7th	2013	softbound		
606	1	cpy	Understanding and Using Theory in Social Work	Juliette Oko		2010	softbound		
607	1	cpy	Critical Analysis Skills for Social Workers	David Wilkins		2013	softbound		
608	1	cpy	Reflective Practice for Social Workers	Linda Bruce		2013	softbound		
609	1	cpy	Continuing Professional Development in Social Care	Lynne Rutter		2013	softbound		
610	1	cpy	Planning and Budgeting Skills for Health and Social	Richard Field		2012	softbound		
611	1	cpy	Working with Diversity in Youth and Community Work	Sangeeta Soni		2011	softbound		

612	1	cpy	Professional Decision Making in Social Work	Brian Taylor		2013	softbound		
613	1	cpy	Oxford Dictionary of Social Work and Social Care	John Harris		2013	softbound		
614	1	cpy	Good Practice in Working with Abused Adults	Jacki Pritchard		2013	softbound		
615	1	cpy	Sexuality Education : Theory and Practice	Clint Bruess		2014	softbound		
616	1	cpy	Competency-Based Social Work Practice	Francine Vecchiolla		2013	softbound		
617	1	cpy	Marriage and Family	Robert Lauer		2012	softbound		
618	1	cpy	Understanding Schemas and Young Children	Frances Atherton		2013	softbound		
619	1	cpy	Primary Professional Studies	Alice Hansen	2nd	2012	softbound		
620	1	cpy	Teacherpreneurs	Barnett Berry		2013	softbound		
621	1	cpy	New Perspectives in Primary Education	Sue Cox		2010	softbound		
622	1	cpy	Understanding Language in Diverse Classrooms	Marilyn Shatz		2013	softbound		
623	1	cpy	Reflective Learning and Teaching in Primary Schools	Alice Hansen		2012	softbound		
624	1	cpy	Social Psychology and Human Nature	Roy Baumeister	3rd	2014	softbound		
625	1	cpy	Secondary School Literacy Instruction	Betty Roe	11th	2014	softbound		
626	1	cpy	Introduction to Early Childhood Education	Eva Essa	7th	2014	softbound		
627	1	cpy	Infants & Toddlers : Curriculum and Teaching	Terri Swim	8th	2014	softbound		
628	1	cpy	Developmentally Appropriate Practice Curriculum & Development in Early Education	Carol Getwicki	5th	2014	softbound		
629	1	cpy	Foundations of Education	Allan Ornstein	12th	2014	softbound		
630	1	cpy	Introduction to Research in Education	Donald Ary	9th	2014	softbound		
631	1	cpy	Developmental Psychology : Childhood and Adolescence	David Shaffer	9th	2014	softbound		
632	1	cpy	Understanding Child Development	Rosalina Charlesworth	9th	2014	softbound		
633	1	cpy	Childhood and Adolescence Voyages in Development	Spencer Rathus		2014	softbound		

634	1	cpy	Becoming a Practitioner in the Early Years	Rose Envy		2013	softbound		
635	1	cpy	Understanding Early Years Policy	Peter Baldock	3rd	2013	softbound		
636	1	cpy	Play, Learning and the Early Childhood Curriculum	Elizabeth Wood	3rd	2013	softbound		
637	1	cpy	International Perspectives on Early Childhood Education and Care	Jan Georgeson		2013	softbound		
638	1	cpy	Integrated Working with Children and Young People	Nadia Edmond		2012	softbound		
639	1	cpy	Social Policy for Children and Families	Jeffrey Jenson	2nd	2011	softbound		
640	1	cpy	Relationship Skills in Social Work	Roger Hennessey		2011	softbound		
641	1	cpy	Counselling Skills for Social Work	Lisa Miller	2nd	2012	softbound		
642	1	cpy	Social Work and Social Policy	Ira Colby		2013	softbound		
643	1	cpy	Social Work Practice with Individuals and Families	Michael Holosko		2013	softbound		
644	1	cpy	Developing Evidence-based generalist and practice skills	Bruce Thyer		2013	softbound		
645	1	cpy	Connecting Social Welfare Policy to Fields of Practice Skills	Ira Colby		2013	softbound		
646	1	cpy	The Student's Companion to Social Policy	Pete Alcock	4th	2012	softbound		
647	1	cpy	Research Methods for Social Workers	Bonnie Yegidis	7th	2012	softbound		
648	1	cpy	Applying Psychology to Work	Michael Aamodt		2013	softbound		
649	1	cpy	Conducting Research in Psychology	Brett Pelham		2013	softbound		
650	1	cpy	Foundations of Abnormal Behavior	David Sue		2013	softbound		
651	1	cpy	Human Development Across the Life Span	Carol Sigelman		2012	softbound		
652	1	cpy	Introduction to Psychology Active Learning	Dennis Coon		2012	softbound		
653	1	cpy	Learning and Behavior	Paul Chance		2013	softbound		
654	1	cpy	Motivation : Theory, Research and Application	Herbert Petri		2013	softbound		
655	1	cpy	Psychology Applied to Teaching	Jack Snowman		2012	softbound		
656	1	cpy	Psychology : Themes and Variations	Wayne Weitin		2013	softbound		
657	1	cpy	Statistical Methods for Psychology	David Howell		2013	softbound		
658	1	cpy	What is Psychology?	Ellen Pastorino		2012	softbound		

659	1	cpy	Classroom Teaching Skills	James Cooper	10th	2014	softbound		
660	1	cpy	Mindshaping	Tadeusz Zawidzki		2013	softbound		
661	1	cpy	School-Based Teacher Training	Elizabeth White		2013	softbound		
662	1	cpy	Spirituality in counseling and psychotherapy	Rick Johnson		2013	softbound		
663	1	cpy	Education in South-East Asia	Lorraine Symaco		2013	softbound		
664	1	cpy	Personality Psychology	Randy Larsen	4th	2010	softbound		
665	1	cpy	Essentials of Life-Span Development	John Santrock	3rd	2014	softbound		
666	1	cpy	Introduction to Forensic Psychology	Stacey Shipley	3rd	2012	hardbound		
667	1	cpy	Human Heridity : Principles & Issues	Michael Cummings	10th	2014	softbound		
668	1	cpy	Statistics for K-8 Teachers	Rosenfeld		2013	softbound		
669	1	cpy	The Art of Integrative Counseling	Corey	3rd	2013	softbound		
670	1	cpy	A Survival Guide for New Special Educators	Bonnie Billingsley		2013	softbound		
671	1	cpy	Education and Immigration	Grace Kao		2013	softbound		
672	1	cpy	E-Learning and Disability in Higher Education	Jane Seale		2013	softbound		
673	1	cpy	Intercultural Language Teaching and Learning	Anthony Liddicoat		2013	hardbound		
674	1	cpy	Learner-Centered Teaching : Five Key Changers to Practice	Maryellen Weimer	2nd	2013	softbound		
675	1	cpy	Planning Programs for Adult Learners : A Practical Guide	Rosemary Caffarella	3rd	2013	softbound		
676	1	cpy	Rethinking Teacher Supervision and Evaluation	Kim Marshall	2nd	2013	softbound		
677	1	cpy	Early Childhood Field Experience	Kathryn Browne	2nd	2013	softbound		
678	1	cpy	Key Concepts in Childhood Studies	Allison James	2nd	2012	softbound		
679	1	cpy	The Social Child	Toni Buchan		2013	softbound		
680	1	cpy	Childhood in Society for the Early Years	Rory Clark	2nd	2013	softbound		
681	1	cpy	Play-Based Learning in the Primary School	Mary Briggs		2012	softbound		
682	1	cpy	Creating a Learning Environment for Babies and Toddlers	Ann Clare		2012	softbound		

683	1	cpy	The Thinking Child	Pamela May		2013	softbound		
684	1	cpy	Teaching Foreign Languages in the Primary School	Sally Maynard		2012	softbound		
<b>Sub-Total:</b>									
<b><u>COLLEGE OF PHYSICAL THERAPY</u></b>									
685	1	cpy	Bontrager's Handbook of Radiographic Positioning and Techniques	Kenneth Bontrager	8th	2013	softbound		
686	1	cpy	Sports & Exercise Massage : Comprehensive Care for Athletic, Fitness & Rehabilitation	Sandy Fritz	2nd	2013	softbound		
687	1	cpy	Rehabilitation for the Postsurgical Orthopedic Patient	Liza Maxey	3rd	2013	softbound		
688	1	cpy	Orthopaedics for Physician Assistants	Sara Rynders	1st	2013	softbound		
689	1	cpy	Musculoskeletal Imaging : The Requisites	J. Manaster	4th	2013	softbound		
690	1	cpy	Spinal Control : The Rehabilitation of Back Pain	Paul Hodges	1st	2013	softbound		
691	1	cpy	Respiratory Muscle Training : Theory and Practice	Alison McConnell		2013	softbound		
692	1	cpy	The Muscle Test Handbook : Functional Assessment Myofascial Trigger and Meridian Relationship	Hans Garten		2013	softbound		
693	1	cpy	Physical Management for Neurological Conditions	Maria Stokes	3rd	2013	softbound		
694	1	cpy	Textbook of Orthopaedics , Trauma and Rheumatology	Raashid Lugmani	2nd	2013	softbound		
695	1	cpy	Principles and Practice of Psychotherapy Modern Herbal Medicine	Kerry Boone	2nd	2013	softbound		
696	1	cpy	Applied Neurosciences for the Allied Health Professions	Dougla Mcbean		2013	softbound		
697	1	cpy	A System of Orthopaedic Medicine	Ludwig Omberg	3rd	2013	hardbound		
698	1	cpy	Exercise and Fitness Training After Stroke	Gillian Mead		2013	softbound		
699	1	cpy	Muscle Energy Techniques with videos	Leon Chaitow	4th	2013	softbound		
700	1	cpy	Neuromusculoskeletal Examination and Assessment	Nicola Petty		2013	softbound		

701	1	cpy	Clinical Anatomy of the Spine, Spinal Cord and ANS	Gregory Cramer	3rd	2014	softbound		
702	1	cpy	Muscle Testing Techniques of Manual Examination and Performance Testing	Hislop	9th	2014	softbound		
703	1	cpy	HB of Teaching and Learning for Physical Therapists	Jensen	3rd	2013	softbound		
704	1	cpy	Physical Agents in Rehabilitation : from research to practice	Cameron	4th	2013	softbound		
705	1	cpy	Physical Therapy Management of Low Back Pain	Julia Chevan		2013	softbound		
706	1	cpy	Qualitative Research for Physical Culture	Pirkko Markula		2011	softbound		
707	2	cps	Introduction to Physical Therapy	Michael Pagliarulo	4th	2012	newsprint		
708	1	cpy	Spa Management : An Introduction	Mary Wisnom		2012	softbound		
709	1	cpy	Pedretti's Occupational Therapy : Practice Skills for Physical Dysfunction	Heidi McHugh Pendleton	7th	2013	softbound		
710	1	cpy	Cardiovascular and Pulmonary Physical Therapy : Evidence to practice	Donna Frownfelter	5th	2012	hardbound		
711	1	cpy	McMinn and Abraham's Clinical Atlas of Human Anatomy	Peter Abrahams	7th	2013	softbound		
712	1	cpy	An Illustrated Guide to Taping Techniques : Principles and Practice	Tom Hewetson	2nd	2010	softbound		
713	1	cpy	Blume's Atlas of Pediatric and Adult Electroencephalography	Warren Blume		2011	hardbound		
714	3	sets	Principles of Anatomy and Physiology Vol. 1 & 2	Gerard Tortora	13th	2013	softbound		
715	1	cpy	Tetraplegia and Paraplegia : A Guide for Physiotherapists	Ida Bromley	6th	2013	softbound		
716	1	cpy	Bate's Guide to Physical Examination and History Taking	Bickley	11th	2013	softbound		
717	1	cpy	Rehabilitation Research : Principles and Applications	Carter	4th	2011	softbound		
718	1	cpy	Physical Medicine and Rehabilitation	Braddom	4th	2011	softbound		
719	1	cpy	Therapeutic Exercise : Foundations & Techniques	Kisner	6th	2012	softbound		
720	3	cps	Physical Rehabilitation	O'Sullivan	6th	2013	softbound		

721	2	cps	The Rehabilitation Specialist Handbook	Rothstein	4th	2013	softbound		
722	1	cpy	McGraw Hill's NPTE (National Physical Therapy Examination)	Dutton	2nd	2012	softbound		
723	1	set	De Lisa's Physical Medicine and Rehabilitation : Principles and Practice Vol. 1 & 2	Walter Frontera	5th	2011	softbound		
724	1	cpy	Rehabilitation Intervention	Margaret Turk		2012	softbound		
725	1	cpy	The Physiology of the Joints Vol. 2 The Lower Limb	A.I. Papandji	6th		softbound		
726	1	cpy	Human Genetics	Ricki Lewis	10th	2012	newsprint		
	Sub-Total:								
COLLEGE OF NURSING									
727	1	cpy	Advanced Practice Nursing : An Integrative Approach	Ann Hamric	5th	2013	softbound		
728	1	cpy	2014 Intravenous Medications : A Handbook for Nurses and Health Professionals	Betty Gahart	30th	2013	softbound		
729	1	cpy	Mosby's Drug Guide for Nursing Students	Linda Skidmore	10th	2012	softbound		
730	1	cpy	Pharmacology for the Primary Care Provider	Marilyn Edmunds	4th	2013	softbound		
731	1	cpy	Mosby's 2014 Nursing Drug Reference	Linda Skidmore	27th	2013	softbound		
732	1	cpy	Saunders Nursing Drug Handbook 2014	Barbara Hogson	1st	2013	softbound		
733	1	cpy	Health Information Technology	Nadinia Davis	3rd	2013	softbound		
734	1	cpy	Nursing Diagnosis Handbook : An Evidence-Based Guide to Planning Care	Betty Ackley	10th	2013	softbound		
735	1	cpy	Nursing Care Plans : Diagnoses, Interventions and Outcomes	Meg Gulanick	8th	2013	softbound		
736	1	cpy	Contemporary Nursing Issues, Trends & Management	Barbara Cherry	6th	2013	softbound		
737	1	cpy	Fundamental Concepts and Skills for Nursing	Susan deWit	4th	2013	softbound		
738	1	cpy	Nutrition Now	Judith Brown	7th	2014	softbound		
739	1	cpy	The practice of Nursing Research : Appraisal, synthesis and generation of evidence	Susan Grove	7th	2013	softbound		

740	1	cpy	Basics of health Care Performance Improvement	Donald Lighter		2013	softbound		
741	1	cpy	Essentials of Health Policy and Law	Joel Teitelbaum	2nd	2013	softbound		
742	1	cpy	Essentials of Health, Culture and Diversity	Mark Edberg		2013	softbound		
743	1	cpy	Essentials of Public Health Preparedness	Rebecca Katz		2013	softbound		
744	1	cpy	Health Behavior for Public Health	Ralph DiClemente		2013	softbound		
745	1	cpy	Maternal and Child Health	Jonathan Kotch	3rd	2013	softbound		
746	1	cpy	Advanced Practice Nursing	Susan De Nisco	2nd	2013	softbound		
747	1	cpy	Health Behavior Theory for Public Health	Ilene Morof Lubkin		2013	softbound		
748	1	cpy	Clinical Guidelines for Advanced Practice Nursing	Geraldine Bride	2nd	2013	softbound		
749	1	cpy	Community Nutrition : Planning Health Promotion and Disease Prevention	Nweze Nnakwe	2nd	2013	softbound		
750	1	cpy	Forensic Nursing	Rita Hammer	2nd	2013	softbound		
751	1	cpy	Holistic Nursing	Barbara Dossey	6th	2013	softbound		
752	1	cpy	Leadership in Nursing Practice	Tim O'Grady		2013	softbound		
753	1	cpy	Practical Applications in Sports Nutrition	Heather Fink	3rd	2013	softbound		
754	1	cpy	Your Foundation in Health and Social Care	Graham Brotherton	2nd	2013	softbound		
755	1	cpy	Getriatric Nutrition	Roni Chernoff	4th	2014	softbound		
756	1	cpy	Nutrition and Diet Therapy	Linda Debruyne	8th	2012	softbound		
757	1	cpy	Continuing Professional Development	Alden Alsop		2012	softbound		
758	1	cpy	Health of the Human Spirit	Brian Seaward		2013	softbound		
759	1	cpy	Clinical Rotation	Lou Lois Thomson		2013	softbound		
760	1	cpy	Nurse Entrepreneurs	Patricia Bermis	4th	2012	softbound		
	Sub-Total:								
COLLEGE OF TOURISM, HOTEL, AND TRAVEL INDUSTRY MANAGEMENT									
761	2	cps	Tourism Principles, Practices, Philosophies	Charles Goeldner	12th	2012	newsprint		
762	2	cps	Total Quality Management for Hospitality and Tourism	Robert Ford		2012	newsprint		

763	3	cps	First Class Service 1 English for the Tourism and Hospitality Industry	Stephen Hall		2012	newsprint		
764	3	cps	First Class Service 2 English for the Tourism and Hospitality Industry	Stephen Hall		2012	newsprint		
765	1	cpy	Marketing and Designing the Tourist Experience	Isabelle Frochot		2013	softbound		
766	1	cpy	The Bar and Beverage Book	Costas Katsigris	5th	2012	hardbound		
767	1	cpy	The Beverage Manager's Guide to Wines, Beers and Spirits	Albert Schmid		2013	softbound		
768	1	cpy	Check-in Check-Out : Managing Hotel Operations	Gary Vallen	9th	2013	hardbound		
769	1	cpy	Conferences and Conventions	Tony Rogers	3rd	2013	softbound		
770	1	cpy	Cornell School of Hotel Administration on Hospitality	Jack Corgel		2011	softbound		
771	1	cpy	Creative Napkins and Table Settings	Jimmy Ng		2013	softbound		
772	1	cpy	Ethics and Corporate Social Responsibility in the Meetings and Event Industry	Elizabeth Henderson		2013	hardbound		
773	1	cpy	Event Management in Sport, Recreation and Tourism : Theoretical and Practical Dimensions	Cheryl Mallen		2013	softbound		
774	1	cpy	Events Management : Principles and Practice	Razag Raj	2nd	2013	softbound		
775	1	cpy	Exploring the Hospitality Industry	John Walker	2nd	2012	softbound		
776	1	cpy	Food and Beverage Management	Bernard Davis	5th	2012	softbound		
777	1	cpy	Foodservice Management Fundamentals	Dennis Reynolds		2013	hardbound		
778	1	cpy	Guest Service Concepts in Hospitality Management	Paul Bagdan		2013	hardbound		
779	1	cpy	Hospitality Law : Managing Legal Issues in the Hospitality Industry	Stephen Barth		2012	softbound		
780	1	cpy	Human Resource Management in Hospitality Industry	Michael Boella	9th	2013	softbound		
781	1	cpy	Illustrated Guide to Food Preparation	Margaret McWilliams	11th	2013	softbound		
782	1	cpy	Introduction to Hospitality Management	John Walker	6th	2013	softbound		

783	1	cpy	Introduction to Management in the Hospitality Industry	Clayton Barrows	10th	2012	softbound		
784	1	cpy	Key Concepts in Hospitality Management	Roy Wood		2013	softbound		
785	1	cpy	Key Concepts in Event Management	Bernadette Quinn		2013	softbound		
786	1	cpy	Perfect Pairing for Food and Wine Matching	Fiona Becketts		2012	softbound		
787	1	cpy	Responsible Hospitality : Theory and Practice	Rebecca Hawkins		2012	softbound		
788	1	cpy	Revenue Management for Hospitality and Tourism	Patrick Legoharel		2013	softbound		
789	1	cpy	Seasonal Table Settings : 21 Designs Inspired by Nature	Bemhardsson Lindeberg		2012	softbound		
790	1	cpy	Catering Management	Nancy Loman	4th	2013	softbound		
791	1	cpy	Creating your Culinary Career	Ronald Hayes		2014	softbound		
792	1	cpy	Critical Debates in Tourism	Tej Vir Singh		2012	softbound		
793	1	cpy	Housekeeping Management	James Patrick		2013	hardbound		
794	1	cpy	Hotel Operations Management	Nancy Jhon		2013	hardbound		
795	1	cpy	Hotel Restaurant Management	Tom Altis		2013	hardbound		
796	1	cpy	Accounting, Finance and Working Capital for Tourism Managers	Ashok Purohit		2013	hardbound		
797	1	cpy	Tourism Policy and Planning	Piyush Sharma		2013	hardbound		
798	1	cpy	Managing Tourism in a Changing World : Issues and Cases	Rodolfo Baggio		2013	hardbound		
799	1	cpy	Tourism in National Capitals and Global Change	Robert Maitland		2013	hardbound		
800	1	cpy	Sustainable Tourism and Millenium Development Goals	Kelly Bricker		2013	softbound		
	Sub-Total:								
COLLEGE OF ARCHITECTURE AND URBAN PLANNING									
801	1	cpy	Architectural Research Methods	Linda Groat	2nd	2013	softbound		
802	1	cpy	Convergence : An Architectural Agenda for Energy	Kiel Moe		2013	softbound		
803	1	cpy	Site Engineering for Landscape Architects	Steven Strom	6th	2013	softbound		

804	1	cpy	Airport Architecture	Chris van Uffelen		2012	hardbound		
805	1	cpy	American Architecture and Urbanism	Vincent Scully		2013	softbound		
806	1	cpy	Applying Autocad 2013	Terry Wohler	4th	2013	softbound		
807	1	cpy	Architect? A Candid Guide to the Profession	Roger Lewis	3rd	2013	softbound		
808	1	cpy	Architecture and Interior Design : An Integrated History for the Present	Buie Hanwood		2012	hardbound		
809	1	cpy	The Art of Classical Details : Architect and Interior Design	Phillip Dodd		2013	hardbound		
810	1	cpy	AutoCAD 2013 for Interior Design and Space Planning	Beverly Kirkpatrick	1st	2013	softbound		
811	1	cpy	Autodesk Revit Architecture : No experience required	Eric Wing		2013	softbound		
812	1	cpy	Basic Landscape Architecture 03 : Visual Communication	Edwid Knighton		2013	softbound		
813	1	cpy	Basics Project Management Architecture	Bert Bielefeld		2013	softbound		
814	1	cpy	Blue Sky Living : Architecture and Interior Design	Bo Helliwell		2013	hardbound		
815	1	cpy	Building Codes Illustrated	Francis Ching	4th	2012	softbound		
816	1	cpy	Best of Residential Architecture and Design	Cindy Allen		2013	hardbound		
817	1	cpy	Building Type Basics for College and University Facilities	David Neuman		2013	hardbound		
818	1	cpy	CSI Construction Product Representation Practice Guide			2013	softbound		
819	1	cpy	Cine-Spaces : Cinematic Spaces in Architecture and Cities	Richard Koeck		2013	softbound		
820	1	cpy	Codes, Regulations and Standards in Interior Design	Samuel Hurt		2012	softbound		
821	1	cpy	Contemporary Urban Planning	John Levy	10th	2013	softbound		
822	1	cpy	The Contradiction Between Form and Function in Architecture	John Shannon Hendrix		2013	softbound		
823	1	cpy	Detail in Contemporary Hotel Design	Drew Plunkett		2013	hardbound		
824	1	cpy	Diagramming the Bid Idea: Methods for Architectural Composition	Jeffrey Balmer		2013	softbound		

825	1	cpy	Emergence in Landscape Architecture	Rod Barnett		2013	softbound		
826	1	cpy	Energizing Sustainable Cities : Assessing Urban Energy	Arnulf Grubler		2013	softbound		
827	1	cpy	Engineering Graphics with AutoCAD	James Bethune	1st	2013	softbound		
828	1	cpy	Facilities Management : Managing Maintenance for Building	Joe Levitt		2013	hardbound		
829	1	cpy	Guide to Graphic Design	Scott Santoro		2014	softbound		
830	1	cpy	Guide to Natural Ventilation in High Rise Office Buildings	Ruba Salib		2013	softbound		
831	1	cpy	A History of Interior Design	John Pile	4th	2013	hardbound		
832	1	cpy	Hotel Design, Planning and Development	Richard Penner	2nd	2013	hardbound		
833	1	cpy	Hotel Lobbies and Lounges : The Architecture of Professional Hospitality	Anne Massey		2013	softbound		
834	1	cpy	How Architects Write	Tom Spector		2013	softbound		
835	1	cpy	Human Experience and Place : Sustaining Identity-Architectural Design	Paul Brislin		2013	softbound		
836	1	cpy	Illustrated Dictionary of Architecture	Ernest Burden	3rd	2012	softbound		
837	1	cpy	Implant Site Development	Michael Sonick		2012	softbound		
838	1	cpy	Infrastructure Sustainability and Design	Spiro Pollalis		2012	hardbound		
839	1	cpy	Inspired Homes : Architecture for Changing Times	Avi Friedman		2013	hardbound		
840	1	cpy	Intelligent Buildings : Design, Management and Operation	D. Croome		2013	softbound		
841	1	cpy	Introduction to Architectural Technology	Will McLean	2nd	2013	softbound		
842	1	cpy	Introduction to Architecture	Francis Ching		2013	softbound		
843	1	cpy	Introduction to AutoCAD 2013 : 2D and 3D Design	Alf Yarwood		2013	softbound		
844	1	cpy	Landscape Architecture	Barry Starke	5th	2013	hardbound		
845	1	cpy	The Landscape Lighting Book	Janet Moyer		2013	hardbound		
846	1	cpy	Maintaining and Repairing Old and Historic Buildings	John Cullinane		2013	hardbound		
847	1	cpy	Mastering AutoCAD Cibil 3D	Loisa Holland		2013	softbound		
848	1	cpy	Masterpieces of Modern Design (Design Museum)	Mc Dermott		2013	softbound		

849	1	cpy	Masterpieces : Roof Architecture + Design	Manuela Roth		2012	hardbound		
850	1	cpy	Masterplanning the Adaptive City : Computational Urbanism in the Twenty-First Century	Tom Verebes		2013	softbound		
851	1	cpy	Material Strategies in Digital Fabrication	Christopher Beokrem		2013	softbound		
852	1	cpy	Modern Architecture	Glancey		2013	softbound		
853	1	cpy	New Century of the Metropolis : Urban Enclaves and Orientalism	Tom Angotti		2013	softbound		
854	1	cpy	New SubUrbanism	Judith De Jong		2013	softbound		
855	1	cpy	Parametric Design for Architecture	Wassim Jabi		2013	softbound		
856	1	cpy	3Ds Max Design Architectural Visualization	Brian Smith		2012	hardbound		
	Sub-Total:								
COLLEGE OF SCIENCE									
857	1	cpy	Introduction to Biotechnology	Ray Herren		2012	newsprint		
858	1	cpy	Shaum's Outlines Colleges Physics	Eugene Hecht	11th	2012	softbound		
859	1	cpy	Understandable Statistics : Concepts and Methods	Charles Henry Base	10th	2012	softbound		
860	2	cps	Organic Chemistry : A Biological Approach	John McMurry	2nd	2013	softbound		
861	1	cpy	Principles of General Chemistry	Martin Silberberg	3rd	2013	softbound		
862	1	cpy	Fundamentals of Analytical Chemistry	Douglas Skoog	9th	2014	softbound		
863	1	cpy	General Organic and Biological Chemistry	Janice Smith	2nd	2013	softbound		
864	1	cpy	Exploring General Organic and Biological Chemistry	Stephen Stoker	6th	2013	softbound		
865	1	cpy	Chemistry : An Atoms Forst Approach	Steven Zumdahl	1st	2013	softbound		
866	1	cpy	Agribusiness Fundamentals and Applications	Cliff Ricketts	2nd	2013	newsprint		
867	1	cpy	College Physics	Raymond Serway	9th	2013	softbound		
868	1	cpy	Zoology	Stephen Miller	9th	2013	newsprint		
869	1	cpy	Biology : The Dynamic Science	Peter Russell	3rd	2014	softbound		
870	1	cpy	Chemistry	Steven Zumdahl	9th	2014	softbound		

871	1	cpy	Essentials of Mathematics : An Applied Approach	Richard Aufmann	9th	2014	softbound		
872	1	cpy	Physics for Scientist and Engineers	Raymond Serway	9th	2014	softbound		
873	1	cpy	Fundamentals Analytical Chemistry	Donald West	9th	2014	softbound		
874	1	cpy	Geology and the Environment	Bernard Pipkin	7th	2014	softbound		
875	1	cpy	Algebra and Trigonometry	Ron Larson	9th	2014	softbound		
876	1	cpy	Applied Calculus for the Managerial Life & Social Science	Soo Tan	9th	2014	softbound		
877	1	cpy	Human Biology	Starr	10th	2014	softbound		
878	1	cpy	Explorations : An Introduction to Astronomy	Arny Thomas	7th	2014	softbound		
879	1	cpy	Horizons : Exploring the Universe	Michael Seeds	13th	2014	softbound		
880	1	cpy	Universe : Solar Systems Stars and Galaxies	Michael Seeds	8th	2014	softbound		
881	1	cpy	Physics laboratory Manual	David Loyd	4th	2014	softbound		
882	1	cpy	Organic and Biochemistry for Today	Spencer Seager	8th	2014	softbound		
883	1	cpy	Fundamentals of Microbiology	Jeffrey Pommerville	10th	2014	softbound		
884	1	cpy	An Introduction to Zoology	Joseph Springer		2013	softbound		
885	1	cpy	Elementary Statistics	Nei Weiss	8th	2012	softbound		
886	1	cpy	Barron's AP Calculus	David Bock	12th	2013	softbound		
	Sub-Total:								
COLLEGE OF PHYSICAL EDUCATION, RECREATION AND SPORTS									
887	1	cpy	Basic Weight Training for Men and Women	Thomas Fahey	8th	2013	softbound		
888	1	cpy	Assessment in Physical Education : A Socio-Cultural Perspective	Peter Hay		2013	hardbound		
889	1	cpy	Concepts of Fitness and Wellness	Charles Corbin	10th	2013	softbound		
890	1	cpy	Concepts of Physical Fitness	Charles Corbin	17th	2013	softbound		
891	1	cpy	Dynamic Alignment Through Imagery	Eric Franklin	2nd	2012	softbound		
892	1	cpy	Dynamic Physical Education for Elementary School Children with Lesson Plans for Implementation	Robert Pangrazi		2013	softbound		

893	1	cpy	Ethics in Youth Sport : Policy and Pedagogical Applications	Stephen Harvey		2013	hardbound		
894	1	cpy	Exercise Physiology : An Integrated Approach	Peter Raven		2013	softbound		
895	1	cpy	Fitness Education for Children : A team approach	Stephen Virgilio	2nd	2012	softbound		
896	1	cpy	Fitness Professionals Handbook	Edward Howley	6th	2012	hardbound		
897	1	cpy	Fitness and Wellness	Werner Hoeger	10th	2013	softbound		
898	1	cpy	Foundations of Physical Activity and Public health	Harold Kohl		2012	hardbound		
899	1	cpy	Fundamentals of Sport Management	Robert Baker		2013	softbound		
900	1	cpy	Get Fit, Stay Well	Janet Hopson	2nd	2013	softbound		
901	1	cpy	Handbook of Sports Therapy Services : organization and Operations	James Zachazewski		2012	softbound		
902	1	cpy	Health and Wellness	Gordon Edlin	7th	2014	softbound		
903	1	cpy	Health Assessment & Physical Examination	Mary Ellen Zator		2013	softbound		
904	1	cpy	Human Motor Development : A Lifespan Approach	Gregory Payne	8th	2012	softbound		
905	1	cpy	Integrated Athletic Injury Management	Chad Starkey	5th	2013	hardbound		
906	1	cpy	Introduction to Exercise Physiology	Tommy Boone		2014	softbound		
907	1	cpy	Introduction to Physical Education, Exercise Science and Sport Science	Angela Lumpkin		2014	softbound		
908	1	cpy	Kinesiology : Scientific Basis of Human Motion	Nancy Hamilton		2012	softbound		
909	1	cpy	Lifetime Physical Fitness and Wellness : A Personalized Program	Werner Hoeger	12th	2013	softbound		
910	1	cpy	Measurement by the Physical Educator	David Miller	7th	2014	softbound		
911	1	cpy	Motor Learning and Control : Concepts and Cases	Richard Magill	10th	2014	softbound		
	Sub-Total:								
COLLEGE OF MEDICINE									
912	1	cpy	Practical Skin Pathology : A Practical Approach	James Patterson	1st	2013	softbound		
913	1	cpy	Tintinalli's Emergency Medicine		7th	2011	softbound		

914	1	cpy	Lasers and Lights	George Hruza		2013	hardbound		
915	1	cpy	Principles of Neurological Surgery	Richard Ellenbogen	3rd	2012	softbound		
916	1	cpy	Anesthesia Equipment Principles and Application	Han Ehrenwerth	2nd	2013	softbound		
917	1	cpy	Shnider and Levinson's Anesthesia for Obstetrics	Maya Suresh	5th	2013	hardbound		
918	1	cpy	Cardia Catherization An Atlas and DVD	Michael Ragosta		2010	hardbound		
919	1	cpy	Wall and Melzack's Textbook of Pain	Stephen McMahon		2013	hardbound		
920	1	cpy	Casarett & Doull's Toxicology	Curtis Klaassen	8th	2013	hardbound		
921	1	set	Pediatric Surgery Vol. 1 & 2	Arnold Coran	7th	2012	softbound		
922	1	cpy	Atlas of Human Anatomy	Frank Netter	5th	2011	softbound		
923	1	cpy	Handbook of Local Anesthesia	Stanley - Malamed	6th	2013	softbound		
924	1	cpy	Current Medical Diagnosis & Treatment	Maxine Papadakis		2013	softbound		
925	1	cpy	Current Diagnosis & Treatment Rheumatology	John Imboden	3rd	2013	softbound		
926	1	cpy	Berman's Pediatric Decision Making	Lalit Bajaj	5th	2011	softbound		
927	1	cpy	Breast Pathology	David Dabbs		2012	softbound		
928	1	set	Calfey's Pediatric Diagnostic Imaging 2 vols.	Brian Coley	12th	2013	hardbound		
929	1	set	Diagnostic Histopathology of Tumors Vol. 1 & 2	Christopher Fletcher	4th	2013	hardbound		
930	1	cpy	Spine Surgery	Alexander Vaccaro	2nd	2012	softbound		
931	1	cpy	Step-Up USMLE Step 1 2013	Brian Jenkins		2014	softbound		
932	1	cpy	Joint Structure and Function	Pamela Levangie	5th	2011	softbound		
933	1	cpy	Making the Diagnosis A Practical Guide to Breast Imaging	Jennifer Harvey		2013	softbound		
934	1	cpy	Harrison's Nephrology and Acid-Base Disorders	J. Larry Jameson	2nd	2013	softbound		
935	1	cpy	Imaging of the Brain	Thomas Naidich		2013	softbound		
936	1	cpy	Infectious Diseases of the Fetus and Newborn Infant	Jack Remington	7th	2011	softbound		
937	1	cpy	Essentials of Clinical Geriatrics	Robert Kane	7th	2013	softbound		

938	1	cpy	Dorland's Pocket Medical Dictionary		29th	2013	softbound		
939	1	cpy	Case Files Orthopaedic Surgery	Eugene Toy		2013	softbound		
940	1	cpy	Bone and Soft Tissue Pathology	Andrew Horvai		2012	softbound		
941	1	cpy	Textbook of Interventional Cardiology	Eric Topol	6th	2012	hardbound		
942	1	cpy	Thoracic Pathology	Aliya Husain		2012	softbound		
943	1	cpy	Pediatrics	Bradley Marino	6th	2013	softbound		
944	1	cpy	Williams Manual of Pregnancy Complication		23rd	2013	softbound		
945	1	cpy	Atlas of Procedures in Neonatology	Mhairi MacDonald	5th	2013	hardbound		
946	1	cpy	Atlas of Ultrasound-Guided Regional Anesthesia	Andrew Gray	2nd	2013	softbound		
947	1	cpy	Fitzpatrick's Color Atlas and Synopsis of Clinical Dermatology	Klaus Wolff	7th	2013	softbound		
948	1	cpy	Blueprints Obstetrics & Gynecology	Tamara Callahan	6th	2013	softbound		
949	1	cpy	Egan's Fundamentals of Respiratory	Robert Kacmarek	10th	2013	softbound		
950	1	cpy	Cardiopulmonary Anatomy and Physiology Essentials of Respiratory Care	Tery Des Jardins	6th	2013	softbound		
951	1	cpy	Diagnostic Cytopathology Essentials	Gabrijela Kocjan		2013	hardbound		
952	1	cpy	Biochemical, Physiological and Molecular Aspects of Human Nutrition	Merha Stipanuk	23rd	2013	softbound		
953	1	cpy	A Practice of Anesthesia for Infants and Children	Charles Cote	5th	2013	softbound		
954	1	cpy	Textbook of Interdisciplinary Pediatric Palliative Care	Joanne Wolfe		2011	softbound		
955	1	cpy	Medical Physiology A System Approach	Heshel Raff		2011	softbound		
956	1	cpy	Textbook of Clinical Echocardiography	Catherine Otto	5th	2013	softbound		
957	1	cpy	Introduction to Vascular Ultrasonography	Pellerito Polak	6th	2012	hardbound		
958	1	cpy	Diagnostic Imaging for the Emergency Physician	Joshua Broder		2011	hardbound		
959	1	cpy	Case Files Pediatrics	Eugene Toy	4th	2013	softbound		
960	1	cpy	Abdominal Ultrasound	Jane Bates	3rd	2011	softbound		
961	1	cpy	The Anesthesia Guide	Arthur Atchabahian		2013	softbound		

962	1	cpy	Wallach's Interpretation of Diagnostic Tests	Mary Williamson	9th	2011	softbound		
963	1	cpy	Handbook of Stoelting's Anesthesia and Co-Existing Disease	Roberta Hines	4th	2013	softbound		
964	1	cpy	Harrison's Manual of Medicine	Longo	18th	2013	softbound		
965	1	cpy	Junqueira's Basic Histology : Text and Atlas		13th	2013	softbound		
966	1	cpy	Basic Immunology	Abbas	4th	2013	softbound		
967	2	cpy	Jawetz, Melnick & Alderberg's Medical Microbiology		26th	2013	softbound		
968	1	cpy	Mim's Medical Microbiology with student consult		5th	2013	softbound		
	<b>Sub-Total:</b>								
	<b>GRAND TOTAL, PhP</b>								

## Contract Agreement Form

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

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

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Entity’s Notification of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

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

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

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

## Omnibus Sworn Statement

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

### AFFIDAVIT

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

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

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

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

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

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. ***Select one, delete the rest:***

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

*[JURAT]*

\* This form will not apply for WB funded projects.

## NET FINANCIAL CONTRACTING CAPACITY (NFCC)

\_\_\_\_\_  
NAME OF PROJECT

\_\_\_\_\_  
NAME OF COMPANY

NFCC = [K (Current Assets – Current Liabilities)] – (Value of all Outstanding Works under On-going Contracts including Awarded Contracts yet to be started)

K – 10 for a contract duration of one (1) year or less  
 15 for a contract duration of more than one (1) year up to two (2) years  
 20 for a contract duration of more than two (2) years

YEAR	CURRENT ASSETS	CURRENT LIABILITIES
2012		

### Value of Outstanding Works under On-going Contracts:

CONTRACT DESCRIPTION	TOTAL CONTRACT AMOUNT AT AWARD	PERCENTAGE OF PLANNED AND ACTUAL ACCOMPLISHMENT	ESTIMATED COMPLETION TIME
<b>TOTAL</b>			

Use additional sheet/s, if necessary

FORMULA:

K x ( \_\_\_\_\_ - \_\_\_\_\_ ) - \_\_\_\_\_ = \_\_\_\_\_  
 Ave. Current Assets Minus Ave. Current Liabilities Minus Total Outstanding Works NFCC

PhP \_\_\_\_\_  
NFCC

Prepared and Submitted by:

\_\_\_\_\_  
Signature Over Printed Name

PART OF THE CONTRACT

\_\_\_\_\_  
Bidder's or Duly Authorized  
Representative's Signature

## **CHECKLIST FOR ELIGIBILITY AND TECHNICAL COMPONENTS (First Envelope)**

The First Envelope shall contain the following:

### **Eligibility Requirements**

#### **Class “A” Documents**

- Certificate of Registration from **Securities and Exchange Commission (SEC)** for corporations, **Department of Trade and Industry (DTI)** for sole proprietorship, **CDA** for cooperatives, etc.;
- Valid and current **Mayor’s permit** issued by the city or municipality where the principal place of business of the prospective bidder is located;
- Statement of the prospective bidder of all its ongoing and completed government and private contracts within the period stated in the **BDS**, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:
  1. name of contract;
  2. date of the contract;
  3. kinds of Goods;
  4. amount of contract and value of outstanding contracts;
  5. date of delivery; and
  6. end-user’s acceptance or official receipt(s) for the contract, if completed.
- **Audited Financial Statement** stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year;
- **Net Financial Contracting Capacity (NFCC)**;
- **Updated Tax Clearance** per Executive Order 398, Series of 2005

#### **Class “B” Documents**

- Valid **joint venture agreement (JVA)**, in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements to enter into JVA.

### **Technical Documents**

- **Bid Security**
- **Manpower requirements**;
- **After sales service/parts/warranty**;
- **Conformity with Schedule of Requirements and Technical Specifications**, as enumerated and specified in Sections VI and VII of the Bidding Documents, to include brochures of products if applicable;
- **Omnibus Sworn Statement** by the prospective bidder or its duly authorized representative using the form prescribed in Section VIII. Bidding Documents as to the following:

1. It is not “blacklisted” or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
2. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
3. It is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all the documents submitted;
4. The signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized Secretary’s Certificate attesting to such fact, if the prospective bidder is a corporation, partnership or joint venture;
5. It complies with the disclosure provision under Section 47 of IRR of RA 9184;
6. It complies with the responsibilities of a prospective or eligible bidder; and
7. It complies with the existing labor laws and standards, in case of procurement of services.
8. It did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

#### **CHECKLIST FOR FINANCIAL COMPONENTS (Second Envelope)**

**The Second Envelope shall contain the following:**

- **Financial Bid Form**, which includes bid prices and bill of quantities and the applicable Price Schedules, in accordance with ITB Clause 15.1 and 15.4
- **Schedule of Prices**

#### **CHECKLIST FOR THE BIDDER WITH LOWEST CALCULATED BID (LCB)**

**Required within non-extendible period of three (3) calendar days from receipt of notice:**

- **The latest income tax return filed through the Electronic Filing and Payment System (EFPS) from the preceding year and the business tax returns filed within the last six months preceding the date of bid submission and opening.**
- **Certificate of PhilGEPS Registration with stamp; and**
- **Other appropriate licenses and permits required by law and stated in the BDS.**

