

Email: universitypresident@minsu.edu.ph Website: www.minsu.edu.ph Mobile: +63 977 846 72 28



SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE REGISTRAR'S OFFICE OF MinSU BONGABONG CAMPUS Name of Project

BAC Resolution Recommending Approval Resolution No. <u>17</u>, s. 2024

WHEREAS, the Mindoro State University (MinSU), through the Bids and Awards Committee (BAC) has advertised in the PhilGEPS and MinSU Website the Request for Quotation (RFQ) for the project "Supply and Delivery of Office Supplies for the Registrar's Office of MinSU Bongabong Campus" with an Approved Budget for the Contract (ABC) amounting to One Hundred Eleven Thousand Four Hundred Eighty-six Pesos and 50/100 (Php111,486.50);

WHEREAS, in response to the said advertisement, four (4) suppliers were found in the document request list however, only one (1) supplier in the name of DUPLICAT NON-SPECIALIZED WHOLESALE TRADING submitted price quotation before the deadline;

WHEREAS, the detailed evaluation of price quotation resulted in the following:

Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation		
Php111,486.50	Duplicat Non-Specialized Wholesale Trading	Php110,453.00		

WHEREAS, the BAC examined and verified the price quotations submitted by the abovementioned supplier and was found to be complying and responsive; thus, the project be awarded to the supplier in the name of **DUPLICAT NON-SPECIALIZED WHOLESALE TRADING** with Single Calculated Responsive Bid (SCRB);

NOW, THEREFORE, the Bids and Awards Committee (BAC) HEREBY RESOLVED AS IT IS HEREBY RESOLVED, recommended to the Head of Procuring Entity the approval of this resolution for the abovementioned procurement the awarding of contract for the "Supply and Delivery of office Supplies for the Registrar's Office of MinSU Bongabong Campus" to Duplicat Non-Specialized Wholesale Trading amounting to One Hundred Ten Thousand Four Hundred Fifty-three Pesos (Php110,453.00) with official address at Sto. Niño, Calapan City, Oriental Mindoro as the supplier/bidder with Single Calculated Responsive Bid (SCRB);

RESOLVED, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 11th day of March, 2024.

NEMESIO H. DAVALOS, Ph.D. BAC Chairperson

ANSELMO R. ULEP, JR. BAC Vice-Chairperson

CIEDELLE P. SALAZAR Ph.D BAC Member ELVI C. ESCAREZ, Ph.D.

MELGAR G. FADRIQUELAN BAC Member

Approved/Disapproved

CHRISTIAN ANTHONY C. AGUTAYA Ph.D. OIC, Office of the University President

Date:



Central Portal for Philippine Government Procurement Oppurtunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number

10624469

Procuring Entity

MINDORO STATE UNIVERSITY

Title

Supply and Delivery of Office Supplies for the Registrar's Office of MinSU Bongabong Campus

Area of Delivery

Oriental Mindoro

Solicitation Number:	RFQ 2024-16	Status	Closed
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Supplies and Devices		
Approved Budget for the Contract:	PHP 111,486.50	Document Request List	4
Delivery Period:	15 Day/s		
Client Agency:			05/02/2024
Contact Person:	JOHN EDGAR SUALOG	Date Published	05/03/2024
	ANTHONY HEAD SECRETARIAT Alcate Victoria Oriental Mindoro	Last Updated / Time	05/03/2024 00:00 AM
	Philippines 5205 63-43-2862368	Closing Date / Time	08/03/2024 01:00 AM
	minsu.bacoffice@gmail.com		

Description

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than in the address stated in the last page.

NEMESIO H. DAVALOS, Ph.D.

BAC Chairperson

Item No. Unit ITEM AND DESCRIPTION QTY. UNIT PRICE TOTAL AMOUNT

- 1 bots Printer Ink #664 blk 20
- 2 bots Printer ink #664 (C/M/Y) 45
- 3 bots Printer ink #003 blk 24
- 4 bots Printer ink #003 (C/M/Y) 54
- 5 pcs Brown envelope long 400
- 6 bxs Mailing envelope (white long) 3
- 7 pcs Stapler with remover HD 3
- 8 bxs staple wire #35 24
- 9 pcs Calculator 12 digits JF 120FM 1
- 10 bxs Plastic fastener 5
- 11 pcs Clear book long 10
- 12 pcs Clear folder long green 20
- 13 reams White folder long 14pts 100's 10
- 14 reams Bond paper long subs 20 30
- 15 reams Bond paper short subs 20 30
- 16 reams bond paper A4 subs 20 12
- 17 packs Vellum board A4 long white 20

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18 packs Vellum board short white 10
19 pcs Press folder green ;png 12
20 pcs Expanding Envelope w/ garter long brown 30
21 pcs Scotch tape 1" 6
22 pcs Tape despenser big LS550 2
23 rolls Packaging tape 2" clear 3
24 packs Sticker paper A4 matte 10's 3
25 packs Vinyl Sticker paper A4 3
26 pcs Record book 200 lvs 6
27 pcs Double sided tape 1" 6
28 bots Glue 240g 12
29 pcs Correction tape 12m 24
30 bots Stamp pad ink blue 2
31 pcs Stamp pad felt pad #1 1
32 bxs Signpen Hi-Techpoint V10 grip-Blue 2
33 bxs Signpen Hi-Techpoint V10 grip-Blk 1
34 bxs Gel pen .5 black 12's 3
35 bxs Gel pen.5 red 12's 1
36 bxs Ballpen blk I-gel (GL-165) 12's 5
37 bxs Ballpen red I-gel (GL-165) 12's 1
38 bxs Permanent marker (fine blk) 1
39 bxs Pecil #2 2
40 pcs Cutter heavy duty 2
41 bxs Binder clips 1" 10
42 bxs Binder clips 3/4" 5
43 bxs Paper clips vinyl coated #50 30
44 bxs Paper clips vinyl coated #33 10
45 pcs Magazine box single 6
46 pcs Sticky Note 3 x 3 (asstd pastel color) 15
47 pcs CD-RW w/case 6
48 pcs Gold Seal #24 30
49 packs Parchment Paper 118
TOTAL
```

Created by

Annabelle Quinto Madrigal

Date Created

04/03/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

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Website: www.minsu.edu.ph Mobile: +63 977 846 72 28



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for the Registrar's Office of MinSU Bongabong Campus

PR No.: 2024-020

RFQ No.

2024-16

DUPLICAT NON-SPECIALIZED WHOLESALE TRADING

Company Name

STO. NINO CALAPAN CITY

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page stating the shortest time of in the address stated in the last page. delivery and submit your quotation duly signed by your representative not later than

NEMESIO H. DÁVALOS, Ph.D.

ABC Amount: Ph@11,486.50

BAC Chairperson

Note:

1. All entries must be typewritten.

2. Delivery Period within _calendar days.

3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.

4. Price validity shall be a period of 30 calendar days.

5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.

6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).

7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

No.	Unit	TENT AND DESCRIPTION	QTY.	UNIT	TOTAL AMOUNT
1	bots	Printer Ink #664 - blk	20	276.00	5,520.00
2	bots	(C)(V) (45	290.00	13,050.00
3	bots	Printer ink #003 blk	24	276.00	6,624.00
4	bots	(C) (VI) (1)	54	290.00	15,660.00
5	pcs	Brown envelope long	400	5.00	2,000.00
6	bxs	Mailing envelope (white long)	3	667.00	
7	pcs	Stapler with remover HD	3	421.00	2,001.00
8	bxs	staple wire #35	24	40.00	1,263.00
9	pcs	Calculator 12 digits JF 120FM	1	508.00	960.00
10	bxs	Plastic fastener	5	73.00	508.00
11	pcs	Clear book long	10	109.00	365.00
12	pcs	Clear folder long green	20	25.00	1,090.00
13	reams		10	725.00	500.00
14	reams	Bond paper long subs 20	30	319.00	7,250.00
15		Bond paper short subs 20	30		9,570.00
16		bond paper A4 subs 20	12	276.00	8,280.00
17	packs	Vellum board A4 long white	20	290.00	3,480.00
18	packs	Vellum board short white	10	56.00	1,120.00
19	pcs	Press folder green ;png		53.00	530.00
20	pcs	Expanding Envelope w/ garter long brown	30	25.00	300.00
21	pcs	Scotch tape 1"	6	22.00	660.00
22	pcs	Tape despenser big LS550	2	37.00	222.00
23	rolls	Packaging tape 2" clear		450.00	900.00
24	packs	Sticker paper A4 matte 10's	3	160.00	480.00
25	packs	Vinyl Sticker paper A4	3	58.00	174.00
26	pcs	Record book 200 lvs	3	218.00	654.00
27	pcs	Double sided tape 1"	6	138.00	828.00
28		Glue 240g	6	40.00	240.00
29	WALL CO. LAND OF THE PARTY OF T	Correction tape 12m	12	160.00	1,920.00
		The tape 12m	24	25.00	600.00

MSU-BAC-FR-05.01



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30	bots	Stamp pad ink blue	1 -	T	and the second s
31	pcs	Stamp pad felt pad #1	2	34.00	68.00
32	bxs	Signpen Hi-Techpoint V10 grip-Blue	1	109.00	109.00
33	bxs	Signpen Hi-Techpoint V10 grip-Blk	2	1,044.00	2,088.00
34	bxs	Gel pen .5 black 12's	1	1,044.00	1,044.00
35	bxs	Gel pen.5 red 12's	3	356.00	1,068.00
36	bxs		1	356.00	356.00
37	bxs	Ballpen blk l-gel (GL-165) 12's	5	327.00	1,635.00
38	-	Ballpen red I-gel (GL-165) 12's	1	327.00	327.00
-	bxs	Permanent marker (fine blk)	1	595.00	595.00
39	bxs	Pecil #2	2	145.00	290.00
40	pcs	Cutter heavy duty	2	58.00	116.00
41	bxs	Binder clips 1"	10	51.00	
42	bxs	Binder clips 3/4"	5	29.00	510.00
43	bxs	Paper clips vinyl coated #50	30	34.00	145.00
44	bxs	Paper clips vinyl coated #33	10		1,020.00
45	pcs	Magazine box single	6	22.00	220.00
46	pcs	Sticky Note 3 x 3 (asstd pastel color)		240.00	1,440.00
47	pcs	CD-RW w/case	15	37.00	555.00
48	pcs	Gold Seal #24	6	109.00	654.00
49		Parchment Paper	30	95.00	2,850.00
	vxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvx				8,614.00
		**************************************	XAXAXAXAX	KVXVXVXVX	
After ha	aving carefully	read and accepted your General Condition, I / We quote you on the item		TOTAL	110,453.00

STEPHEN MAGBANUA Supplier's Signature over Printed Name 262-488-795-000 TIN No. of Establishment 0927-4283705 Contact Number 03-07-2024 Date

General Conditions

- 1. Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Oriental Mindoro, Philippines on the date and time stated in this RFP.
- Supplier shall submit the following requirements:
 - a. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - b. PhilGEPS Registration
 - c. Valid Mayor's/Business Permit
 - d. Omnibus Sworn Statement
 - e. BIR Certificate of Registration
 - f. Latest Income/Business Tax Return
 - g. TAX Clearance
 - h. DTI Registration/SEC Certificate
- i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable Price validity shall be 30 calendar days from the deadline of submission of quotation.

Ocular Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

Award

The supplier that submitted the lowest calculated responsive quotation, and passed the inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract. **Evaluation of Quotations**

MSU-BAC-FR-05.01

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Quotations shall be compared and evaluated of the basis of the following criteria:

- 1. Completeness of Submission
- 2. Compliance with Item & Description Requirements
- 3. Price

Instructions

- 1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
- 2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in MinSU or any of MinSU campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A 3.
- All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
- All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment. Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment

Payment 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.

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPII	NFS)
CITY/MUNICIPALITY OF) S.S

AFFIDAVIT

- I, Cyr Stephen A. Magbanua, of legal age, married, Filipino, and residing at Brgy. Sto. Niňo Calapan City, after having been duly sworn in accordance with law, do hereby depose and state that:
- 1. I am the sole proprietor or authorized representative of **Duplicat Non-Specialized Wholesale Trading** with office address at **Guiho St.**, **Brgy. Sto. Niňo Calapan City**;
- 2. As the owner and sole proprietor, or authorized representative of *Duplicat Non-Specialized Wholesale Trading*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE REGISTRAR'S OFFICE OF MINSU BONGABONG CAMPUS* with PR No.: 2024-020 and RFQ No.: 2024-
- 3. Duplicat Non-Specialized Wholesale Trading is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
- 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;
- Duplicat Non-Specialized Wholesale Trading is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
- 6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
- 7. **Duplicat Non-Specialized Wholesale Trading** complies with existing labor laws and standards; and
- 8. **Duplicat Non-Specialized Wholesale Trading** 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 <u>SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE REGISTRAR'S OFFICE OF MINSU BONGABONG CAMPUS</u> with PR No.: 2024-020 and RFQ No.: 2024-16;

- Duplicat Non-Specialized Wholesale Trading did not give or pay directly or indirectly, any
 commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any
 person or official, personnel or representative of the government in relation to any
 procurement project or activity.
- 10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this <u>12</u> day of <u>March</u> 20<u>14</u> at Calapan City, Oriental Mindoro, Philippines.

Stephen Magbanua

Bidden's Representative/Authorized Signatory

Page No. 42
Book No. 4
Series of 2021

ATTY. JOHN ARIAN D. MAULION NOTARY PUBLIC UPIL DECEMBER 31, 2025 Roll No. 83176

IBP OF No. 271346/ 12-21-2023/ Or. Mindoro PTR No. 12224664/ 01\02-2024/ Calapan City NCLE Compliance: Until 04-14-25 My Organization

My Profile

Opportunities

BID

ities Direc

Directory

About PhilGEPS

ganization Profile | Document Library | Ongoing/Completed Project | Consultant | Activity | Product/Service List

ednesday, January 24, 2024 09:42 AM Cyr Stephen Magbanua Duplicat Trading

ew Organization Information Sub-Organization List Organization Contact List View Certificate View History Bank Account

₩ Update

» Log-out

JPLICAT NON-SPECIALIZED WHOLESALE TRADING (DUPLICAT TRADING)

tho Street lapan City lental Mindoro gion IV-B ilippines 00

 ganization Member Type:
 Supplier

 ganization Number:
 336818

 gistration Date:
 10-Jun-2021

 rgistration Type:
 Red

rm of Organization: Single Proprietorship

ganization Type: Distributor, General Merchandise, Trading, Services

isiness Category: Office Equipment Supplies and Consumables Fixtures Fi

Office Equipment Supplies and Consumables, Fixtures, Furniture, Furniture Parts and Accessories, Garments, Guns and Weapons, Hardware and Construction Supplies, Information Technology, Information Technology Parts & Accessories & Perip, Investigative Equipment, Janitorial Equipment, Kitchenware, Medical Supplies and Laboratory Instrument, Medical and Dental Equipment, Office Equipment, Office Equipment Parts and Accessories, Office Supplies and Devices, Photographic Equipment, Photographic Parts, Supplies and Accessories, Textiles, Vehicle Parts and Accessories, Vehicles, Packaging Supplies and Materials, Printing Services, Janitorial Supplies, Agricultural Machinery and Equipment, Appliances, Chemicals and Chemical Products, Communication Equipment & Parts and Accessories, Electrical Supplies, Ammunitions and Explosives, Laboratory Supplies and Equipment, Printing Supplies, Agricultural Chemicals, Veterinary Products and Supplies, Airconditioning and Airconditioning Systems, Electrical Systems and Lighting Components, Personal Care Products, Automation Equipment, Chemical Detergents, Computer Furniture, Construction Equipment, Corporate Giveaways, Electronic Parts and Components, Engineering and Laboratory Testing Equipment, Environmental Health/Safety Equipment, Fertilizers, Fuels/Fuel Additives & Lubricants & Anti Corrosive, General Merchandise, Industrial Safety Equipment, Machine Tools, Hospital / Medical Equipment, Microfilm Equipment, Microfilm Equipment - Supplies and Accesories, Mining Equipment and Supplies, Pest Control Products, Plastic Products, Radiological/Diagnostic Equipment, Safety and Occupational Products, Sporting Goods, Catering Services, Dairy Products, Security Surveillance and Detection Equipment, Preserved or Processed Foods, Food Stuff, Grocery Items, Agricultural Products (Seeds, Seedlings, Plants..), Tokens and Awards, Food Processing Equipment, Animal Feeds, Signage and Accessories, Gaming Equipment and Paraphernalia, Arts and Crafts Accessories and Supplies, Purses, handbags and bags, Bedclothes, Linens and Towels, Timepieces and Jewelry and Gemstone Products, Institutional food services equipment, Beverages, Pyrotechnics and Fireworks, Paper Materials and Products, Packed Food Distributor

siness Tax Identification Number: 262-488-795-000

 1 Certificate Number:
 2366055

 1 Registration Date:
 28-Dec-2020

 pitalization:
 Php 1,000,000.00

rency Registration: No acklisted: No

dated By: Cyr Stephen Abalon Magbanua

ite Last Updated: 18-Jan-2023



Republic of the Philippines CITY OF CALAPAN

OFFICE OF THE CITY MAYOR

BUSINESS PERMIT

Pursuant to the provision of City Tax Ordinance Number 18, Series of 2011 as amended, otherwise known as the Revised Revenue Code of Calapan, Oriental Mindoro, after payment of taxes and charges, etc. and compliance with existing requirements, permit is here granted to herein taxpayer.

	8,350.0	0
Sen as mentary	0100010	

TAXPAYER'S NAME	BUSINESS I.D.	MC	DDE OF PAYMENT	DATE	BILLED	KIND OF E	SUSINESS	STATUS
NAME OF BUSINESS, CYR STEPHEN- ABALON	02100000180	,—	LOCATION OF BU	1/8/20 ISINESS	024 W	HOLESA	LING BUSINESS PERMIT	NUMBER
BUSINESS TAX MAYOR'S PERMIT MAYOR'S PERMIT FEE EDUC'L SPECIAL PROGR DRAINAGE MAINTENANCE GARBAGE FEE SANITARY FEE FIRE AND SAFETY INSP MEDICAL FEE ANNUAL INSPECTION FEE BUSINESS STICKER SITE INSPECTION FEE OCCUPATIONAL FEE TAX CLEARANCE AAP.&RENEWAL OF BUS.FEE	D WHOLESAL	ASE.	4,950.00 2,450.00 1,000.00 100.00 800.00 200.00 250.00 100.00 200.00 300.00 50.00 220.00 30.00 50.00	0.00	100.00 2,450.00 200.00 300.00 50.00 220.00 30.00 50.00	PERIOD	Payment for 1-4 Notes: 1. This Permit w 2. This Mayor's with the official receipt be displayed or poster in a conspicuous place of business or undertak Check Check number Bank Cash O.R. Number Date Payment recei	31 2024 s Permit, together t, shall at all times d for public view within the place ting. 1222681 1/8/2024
ENCODER	_ TOTALS		>	8	3,350.00			
ASSESSMENT REVIEWED BY:	R	ECO	MMENDING APPR	OVAL:		AF	PROVED BY:	

EDUARD/L. REYES

Licensing Officer IV

Officer In-charge of the Permits and License Section

Office of the City Mayor

Non-compliance with the applicable provisions of National Building (PD 1069) Code of Sanitation (PD 856), FIRE Code (RA9514), and other existing laws, issuances, regulations and ordinances shall be valid grounds for the immediate cancellation/revocation of this PERMIT.

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINI	ES)
CITY/MUNICIPALITY OF) S.S.

AFFIDAVIT

- I, Cyr Stephen A. Magbanua, of legal age, married, Filipino, and residing at Brgy. Sto. Niňo Calapan City, after having been duly sworn in accordance with law, do hereby depose and state that:
- 1. I am the sole proprietor or authorized representative of *Duplicat Non-Specialized Wholesale Trading* with office address at *Guiho St., Brgy. Sto. Niňo Calapan City*;
- 2. As the owner and sole proprietor, or authorized representative of *Duplicat Non-Specialized Wholesale Trading*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE REGISTRAR'S OFFICE OF MINSU BONGABONG CAMPUS* with PR No.: 2024-020 and RFQ No.: 2024-16;
- 3. Duplicat Non-Specialized Wholesale Trading is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
- 4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- 5. **Duplicat Non-Specialized Wholesale Trading** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
- 6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
- 7. **Duplicat Non-Specialized Wholesale Trading** complies with existing labor laws and standards; and
- 8. **Duplicat Non-Specialized Wholesale Trading** 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 <u>SUPPLY AND DELIVERY</u>

 <u>OF OFFICE SUPPLIES FOR THE REGISTRAR'S OFFICE OF MINSU BONGABONG</u>

 <u>CAMPUS</u> with PR No.: 2024-020 and RFQ No.: 2024-16;

- 9. Duplicat Non-Specialized Wholesale Trading did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
- 10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

	07	,	March	24
IN WITNESS WHEREOF, I have hereunto set my hand this	š	day o	of	20 ²⁴ at
Calapan City, Oriental Mindoro, Philippines.				

Bidder's Representative/Authorized Signatory

REPUBLIKA NG PILIPINAS:
KAGAWARÁN NG PANANALAPI
KAWANIIIAN NG RENTAS INTERNAS
REVENUE REGION NO 063
REVENUE DISTRICT NO.

Form No. 2303 Revised July 1997

1RC0001388570

CERTIFICATE OF REGISTRATION

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THEREBY CERTIFY THAT THE ABOVE NAMED PERSON IS REGISTERED AS INDICATED ABOVE, UNDER THE PROVISIONS OF THE NATIONAL INTERNAL REVENUE CODE, AS AMENDED.

ATTY, EMELITA R. ABO

OIC, Asst. Revenue District Officer

REVENUEDISTRICT OFFICER (signature over printed name)



BIR Form No. 1701 January 2018 (ENATS) Page 2	Annual Income Individuals (Including MIXED Incom		1701 01/19ENCS P2
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	PART IV - Backgro	ound Information of Spouse	
1 Secure's Temperar Ident	Iffication Number (TIN)	- PDO Code	ı
3 Filer's Spoure Tyre	☐ Simple Proprietor	[] Professional [] Comp	ensation Earner
4 Alphanumeric Tax Code O 8011 Concernation Inc. 5 Spoune's Name (Last N	(ATC) O Nº12 Remond become Graduated IT flates	O 1014 Income from Profession-Charlested (T Raise O 1017 Income from Profession-S% (T Raise	O 8013 Street income-Charlet IT Rates O 8016 Street income-Ch IT Rate
5 Contact Number		7 Cilizenship	and the second s
	and the second s	political production of the pr	and the state of t
5 Claiming Foreign Tax C		9 Foreign law number (if applicable)	
10 Income EXEMPT from [W yes, ITB out also co	nsolidation of ALL activities per Tax Regime (Part)	[If yes, fill out also consolidation of AL	0 0
12 Tax Rate* (Choose (choose one)	dusted Rates Method of Deduction in Rem 12A) [S In lieu of Graduated Rates under Sec. 24(A) & Percent	age Tax under Sec. 116 of NIRC	rduction (OSD) ipts/Revenues/Fees [Sec. 34(L), NIRC]
[available	If gross sales/receipts and other non-operating Income		
		Computation of Tax	
	ensation income and tax Withheld (Altach Additional required information for each of your employer/s and in		the Source On Hern 34 enter the
Total Gross Compensation	and Total tax Withheld for the Taxpayer and on Item 36		teros er less drop down; 50 er mere reund up)
1 O Spouse	The second secon	b. Employer's TIN	
2 O Taxpayer C	A contract transmission of the second of the	b. Employer's TIN	d. Tax Wilhheld
Continuation of Table Ab	ove)	c. Compensation Income	0.00
1		0.00	0.00
2 Conce Componenting	Income and Total Tax Withheld for	A STATE OF THE STA	
	V Schedule 2 Item 4A and Part VII Item 5A)	0.00	0.00
	Income and Total Tax Withheld for	0.00	0.00
SPOUSE (10 Part V S	Schedule 2 Item 48 and Part VII Item 58)		
Schedule 2 - Taxable Com round up)	pensation income	(DO NOT enter Certif	eves; 48 Centeros er less drop down; 50 er mere
	Particulars	A. Taxpayer/Filer	8. Spouse
4 Gross Compensation Inc	ome (From Part V Schedule 1 Item 3Ac/3Bc)	0.00	0.00
5 Less: Non-Taxable / Exe	A STATE OF THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.	0.00	0.00
6 Taxable Compensation I	A STATE OF THE STA	0,00	0.00
	income (Item 6 x applicable Income Tax Rate)	000	0.00
Crhadido 1 - Tavable Rusi	ness income (if graduated rates, fill in Items 8 to 24	: If 8% flat income tax rate, fill in Items 25 to 30)	
3.A - For Graduated Inco			
8 Sales/revenues/receipt	s/Fees	1,703,001 00	0.00
	Nowances and Discounts	1,362,970 00	0.00
	sceipts/Fees (flom 8 Less flom 9)	340,031 00	0.00
	vices (applicable only if availing itemized Deduction	0.00	0.00
	om Operation (flore 10 loss flore 11)	340,031 00	0.00
Less: Deductions Allowabl		•	
And the second s	nized Deductions (From Part V Schedule 4 Item 18)	15,000,00	0.00
Special Allowable Hami	zed Deductions (From Part V Schedule 5 liem 3 and/o		0.00
4 -			1
5 Allowable for Net Opera	ating Loss Cerry Over (NOLCO) (From Part V Schedule	0.00	0.00
HEM O BIPPOR HOM TO		15,000 00	0.00
	d Deductions (Sum of Items 13 to 15)		
OR	- 1- 1000 100 100 100 100 100 100 100 10	0.00	0.50
/ Optional Standard Dedu	uction (OSD) (40% of item 10)		000
8 Net Income/(Loss) (<u>II Ne</u> 17)	omited: item 12 Less Item 16; <u>If OSD:</u> Item 10 Less Ite	325,031 00	1 000
Add: Other Non-Operating	Income (specify below)		
19		0.00	9.00
20	The state of the s	0.00	0.00
	in Income by a Partner from General Professional	0 00	0.80
21 Amount Received/Shan Partnership (GPP)		000	0.00
22 Total Other Non-Operat	ing income (Sum of Items 19 to 21)	1	

1701

Annual Income Tax Return



Less. Alvemble reduction from gross safe investepts and other non-operating income 2 of purely set denicy and actor professionals in the anomal of P730,000 (not applicable if with convergenation income) 3 Trats Drove Professional (cost) (first 2 (see State 1)) 3 Trats Drove Professional (cost) (first 2 (see State 1)) 3 Trats Drove Professional (cost) (first 2 (see State 1)) 3 Trats 1 Trats (convergenation in Survival Income) 4 Department of the Survival Income) 5 Trats 1 Trats (convergenation in Survival Income) 5 Department of Survival Income) 5 Department of Survival Income) 5 Department, Amusement and Recreation 5 Department and Drove Department 5 Department and Drove Departme	January 2018 (ENCS) Individuals (Inc. Page 3	cluding MIXED Income Ea	irner), Estates and Trus	sts Mill N'/Al 64	1701 01/18ENCS P
AB = For FN Tell Decome Tax Rate Perfections	אה	Taxpayer Filor's	Last Name		
25 Sebes Percentage Particulars Sebes Sebes Percentage Sebes Percentage Sebes Sebes Percentage S	SS2 488 F88 F00	MAGBANUA CYR	STEPTENA		
26 Selen November (Proceio Fees print of sales entimals, alterances and discounting) 500	S.B - For 8% Flat Income Tax Rate		(DO NOT enter	Contours: 48 Contours or loss	drop down; \$5 or more round up
Act Color No. Colorating Income (panelly panels) 22 72 72 72 73 73 73 73	Perculars		A. Taxpayer/Filer		8. Spouse
27 Total Incomer (Stim of Briting 2 & and 27)	26 SalesRevenuesReceiptsFees (net of sales refi	rms, allowances and discounts)	00	<u> </u>	0.00
28 Total Income (Sum of home 28 and 27)	Add. Other Non-Operating Income (specify below)			entre de la composition de la composit La composition de la	
Less Abuester reduction from gross astest-breespix and other non-operating income 20 of marky extending-test with convey-resistant to the name of of 275,000 0.00 13 Tab Dow-Studies a location of the productions of the name of of 275,000 0.00 13 Tab Dow-Studies a location of the 27 of 28 of	27		0	20 [0.00
22 of purply rest-employed biolykdusia and try professionals is the amount of P250,000	28 Total Income (Sum of Items 26 and 27)			≅	9 00
(ord applicable if with compressation become) 30 Trastile Income (Joseph 2012 Less time 29) 31 Trast David Business Recome (Joseph 2012 St. Pall Income Tax Rath) 30 Trastile Tax Deve Georgementation & Sustiness Income (under this misi)(Sum of Items 30 Total Tax Deve Compressation & Sustiness Income (under this misi)(Sum of Items 30 Total Tax Deve Compressation & Sustiness Income (under this misi)(Sum of Items 30 Total Tax Deve Compressation & Sustiness Income (under this misi)(Sum of Items 30 Total Tax Deve Compressation & Sustiness Income (under this misi)(Sum of Items 30 Total Tax Deve Compressation & Sustiness Income (under this misi)(Sum of Items 30 Total Tax Deve Compressation & Sustiness Income (under this misi)(Sum of Items 30 Total Tax Deve Compressation & Sustiness Income (under this misi)(Sum of Items 30 Total Tax Deve Compressation & Sustiness Income (under this misi)(Sum of Items 4 Depletion 4 Depletion 5 Depressation 6 Total 5 Depressation 7 Total 5 Depressation Tax and Other Contributions 8 Total 5 Total 5 Depoint Tax and Other Contributions 8 Total 5 Total 5 Depoint Tax Depressation Tax Depressation Tax Depressation Tax Department Tax Depressation Tax Department Tax D	Less. Alterable reduction from gross sales/received for purely self-employed individuals and/or profess	pts and other non-operating income signals in the amount of P250.000		,	0.00
31 Test Due-Compensation & Plans 2 4% Fall forcome Tax Rabe)	(not applicable if with compensation income)			100 - 100 -	
32 Table Table Compensation & Business Income (under flat mist)(Sum of Items		a. Patridus di salah	Mary States and Children	044 PM	e de la trace de trace de destados
2-32 and 31) (Ca Part X Intern 1) 0.00 0.00	31 Tax Due-Business Income (firm 30 x 8% Flat In	ncome Tax Rate)	00	м Г	0.00
Annotizations	32 Total Tax Due-Compensation & Business Inco 7 and 31) (To Part VI Item 1)	ome (under flat rate)(Sum of Items.	<u> </u>	ō Г	000
2 Bad Dobbs		ons (attach edditional sheet/s, if nec	cassaryl	arte e de la parte de la companya d La companya de la co	
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16 Transportation and Travel		rtions	Annual Color, and the control of	<u> </u>	And the state of t
Tothers (Deductions Subject to Withholding Tax and Other Expenses) Specify bolow; Add additional sheet(s), if necessary a Janiforfal and Messengerial Services					
3 Janifornial and Messengerial Services	16 Transportation and Travel	<u> Chilippin and Marianakar a.</u>	0.0	0 1	0.00
D Professional Fees	7 Others (Deductions Subject to Withholding Tex an	d Other Expenses) [specify below:	Add additional sheet(s), if neces	ery)	
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Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) (To part V 15,000.00 0.00	C Security Services		0	00	0.00
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Total NO. Co. January Silver (Sum of Home 4D to 7D) (To Part V Schadulo 3 & Hom 15A)	/ 000	0 00	1 0.00		1 000

10 Total (Sum of Items 6 to 9)

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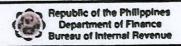
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BIR Form No. 1701 Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts Taxpoyer Filor's Last Norme 680 100 100 ation of Schedule 61 6.A.2 - Spoure's Detailed Computation of Available NOLCO E Net Operating Loss (Unapplied) Net Operating Loss B. NOLCO Applicad Previous Year's D NOLCO Appliesd Current Year C. NOLCO Expired A. Amount Year Incomed (E)-A-(8+C+D) 000 0 00 0 00 dan 0.00 10 [000 0.00 0 00 0.00 0.00 0.00 0 00 0.00 0.00 0 00 0.00 0.00 13 Total NOLCO - Spouse (Sum of Rems 90 to 120) (To Part V Schedule 3 A Item 158) 000 PART VI - Summery of Income Tax Due 15,006,00 1 Regular Rate-Income Tax Due (From Part V, Either Item 25 or Item 32) 0.00 2 Special Rate-Income Tax Due (From Part X Item 178/17F) 0.00 0.00 3 Less: Share of Other Government Agency, If remitted directly to the Agency 0.00 0.00 4 Net Special Rate-Income Tax Due/Share of National Govt. (flem 2 Less Item 3) 0.00 0.00 5 Total Income Tax Due (Sum of Rems 1 & 4) (To Part II Item 22) 15,006.00 0.00 PART VII - Tax Credits/Payments (attach proof) 1 Prior Year's Excess Credits 0.00 2 Tax Payments for the First Three (3) Quarters 0.00 0.00 3 Creditable Tax Withheld for the First Three (3) Quarters 0.00 0.00 4 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter 0.00 0.00 Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 5 0.00 0.00 344384) 6 Tax Paid in Return Previously Filed, If this is an Amended Return 0.00 0.00 7 Foreign Tax Credits, if applicable 0.00 0.00 8 Special Tax Credits, If applicable (To Part VIII Item 5) 0.00 0.00 9 Other Tax Credits/Payments (specify) 0.00 0.00 10 Total Tax Credits/Payments (Sum of Items 1 to 9) (To Part II Item 23) PART VIII - Tax Relief Availment VIII.A - Special Rate Regular income Tax Otherwise Due (Part X Item 168 and/or Item 16F X applicable 0.00 regular income tax rate) 2 Tax Reset on Special Allowable Itemized Deductions (Parl X Item78 and/or Item 7F X applicable regular income lax rate) 0.00 0.00 3 Sub-Total - Tax Relief (Sum of Items 1 and 2) 0.00 0.00 4 Less: Income Tax Due (From Part X Item 178 and/or Item 17F) 0.00 0.00 0.00 0.00 5 Tax Relief Availment Before Special Tax Credit (Nem 3 Less Nem 4) 0.00 0.00 8 Add: Special Tax Credit, If any (From Part VII Item 8) 7 Total Tax Relief Availment-SPECIAL (Sum of Items 5 and 6) 0.00 0.00 VIILS - Exempt Regular Income Tax Otherwise Due (Part X Item 16A and/or Item 16E X applicable 0.00 regular income tax rate) Tax Refiel on Special Allowable Itemized Deductions (Part X Item7A and/or Item 7E 0.00 0.00 X applicable regular income tax rate) 10 Total Tex Relief Availment-EXEMPT (Sum of Hems 8 and 9) Γ 0.00 0.00 PART IX - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheet's, if necessary) B. Spouse A. Taxpayer/Filer 1 Net Income/(Loss) per Books 0.00 0.00 Add: Non-Deductible Expenses/Taxable Other Income 325 031 00 0.00 2 F 0.00 0.00 4 [0.00 0.00 325 031 00 0.00 5 Total (Sum of Items 1 to 4) Less: A) Non-Taxable Income and Income Subjected to Final Tax 0.00 0.00 0.00 7 [0.00 B) Special/Other Allowable Deductions 0.00 Г

For BIR BCS Use Only Item





BIR Form No. 1701 January 2018 (ENCS Page 1	Individuals	(including MI)	ICOME TO KED Income Ear TAL LETTERS using I be filed with the BIR	rner), Estates a BLACK ink, Mark all a	nd Trusts pplicable boxes		1701 01/1	BENCS P
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4 Taxpayer Identificati			- 795 - poo	☐ Estate	☐ Trust	Compensa		
6 Taxpayer Type	Single Propri	Business Income-Gradu	Professional	1014 Income from Professe			d Income-Graduated I	T Rates
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	(Indicate complete address, If		defended from the current ac	tidress, got to the RDO to u	pdale registered add	itess by using BIR Form No	1905)	
STO NINO CALAPAN	CITY ORIENTAL MINDOR	Your color of colors	Compression September 1995	9.4	ZIP C	ode	5200	
1		11 Email Addres						-
10 Date of Birth (MM 01/06/1966		Exic 0094@01	Charles and the second			to make the transmission		
12 Citizenship		13 Claiming Fo	oreign Tax Credits?		14 Foreign T	ax Number, if applical	bie	
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17 F married, spous	e has income?	O Ye	s 0 No	18 Filling Status	O Joint	Manager and American	Separate Filing	
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21 Tax Rate* (Cho (choose one)		Rates under Sec. 2 ipts and other non-o	[Sec. 34(4(A) & Percentage Ta	A-J), NIRC] (4 x under Sec. 116 of N t exceed Three millor nter Centavos, 49 Centavos	0% of Gross Sal IRC 1 pesos (P3M)] s or Less drop down		VFees (Sec. 34(L)	, NIRC]
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	rpsyment) (Item 22 Les	A STATE OF THE STA		i i	15,006 00		0.00	r
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30 Total Penalties (Su	m of Items 27 to 29) rable/(Overpayment) (S	Sum of Items 26 and	30)		15,006,00		0.00	<u> </u>
	nt Payable/(Overpayme			· · · · · · · · · · · · · · · · · · ·	Г	15,006.00		
if overpayment, mark o	one (1) box only, (Once t	the choice is made, I	he same is irrevocable					
O To be refunded	O To be issued penalties of perjury that t	a Tax Credit Certific				ax credit for next year/	And the second second	alof ara
true and correct, pursu the processing of my In	enames or perjury trait to ant to the provisions of to formation as contemplate. TIN and attach author	he National Internal ted under the *Data	Revenue Code, as am	ended, and the regula	ations issued und	der authority thereof. F	unner. I give my	Sourant at
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			ART III - DETAI	LS OF PAYMEN				
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NOTE: The BIR Data	Privacy Policy is in the E	BIR website (www.bi			ישון: ממי	פהיכט מס בים	ל פאינהני של	2
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REVENUE OFFICIAL RECEIPT BIRTom No. 2524

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MANNER OF PAYMENT PER RETURN LYPE OF PAYMENT FULL MODE OF PAYMENT

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This certifies that

DUPLICAT NON-SPECIALIZED WHOLESALE TRADING (NATIONAL)

is a business name registered in this office pursuant to the provisions of Act 3883, as amended by Act 4147 and Republic Act No. 863, and in compliance with the applicable rules and regulations prescribed by the Department of Trade and Industry. This certificate issued to

CYR STEPHEN ABALON MAGBANUA

is valid from 28 December 2020 to 28 December 2025 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

Certificate of Business Name Registration

and issue the same on 28 December 2020 in the Philippines.

RAMON M LOPEZ

Business Name No. 2366055

This certificate is not a license to engage in any kind of business and valid only at the scope indicated herein.

JVSV415211757772

Standard Form Number: SF-GOOD-01

Revised on: May 24, 2004

APPROVED BUDGET FOR THE CONTRACT (ABC)

Supply and Delivery of Office Supplies for the Registrar's Office of MinSU Bongabong Campus <u>Labasan, Bongabong, Oriental Mindoro</u>

Project Name and Location

Stations: Mindoro State University

_ength:									Contract [uration:		
4.5								OTHER	OTHER CO	ST FACTORS		
				CURRENT MARKET		VAT, OTHER TAXES AND/OR	FREIGHT &	OTHER INDIRECT		ATION,		
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL COST	DUTIES APPLICABLE	INSURANCE	COSTS	%	VALUE	TOTAL COST	UNIT COST
										ATION,		
									%	VALUE		
										(11)	(12)	(13)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(5)X(9)	(10%[(5)+(10)]	(11)/(3)
1	Printer Ink #664 - blk	20	bots	375.00	7,500.00							
2	Printer ink #664 (C/M/Y)	45	bots	375.00	16,875.00							
3	Printer ink #003 blk	24	bots	400.00	9,600.00							
4	Printer ink #003 (C/M/Y)	54	bots	400.00	21,600.00							
5	Brown envelope long	400	pcs	5.00	2,000.00							
6	Mailing envelope (white long)	3	bxs	500.00	1,500.00							
7	Stapler with remover HD	3	pcs.	400.00	1,200.00							
8	staple wire #35	24	bxs	45.00	1,080.00							
9	Calculator 12 digits JF 120FM	1	pcs.	800.00	800.00							
10	Plastic fastener	5	bxs.	35.00	175.00	,						
11	Clear book long	10	pcs	55.00	550.00							
12	Clear folder long green	20	pcs.	20.00	400.00							,
13	White folder long 14pts 100's	10	reams	450.00	4,500.00							,
14	Bond paper long subs 20	30	reams	260.00	7,800.00							,
15	Bond paper short subs 20	30	reams	240.00	7,200.00							
16	bond paper A4 subs 20	12	reams	250.00	3,000.00							
17	Vellum board A4 long white	20	packs	40.00	800.00							
18	Vellum board short white	10	packs	40.00	400.00							
19	Press folder green ;png	12	pcs	25.00	300.00							
20	Expanding Envelope w/ garter long brown	30	pcs.	35.00	1,050.00			,				
21	Scotch tape 1"	6	pcs	25.00	150.00			,				
22	Tape despenser big LS550	2	pcs	250.00	500.00			,				
23	Packaging tape 2" clear	3	rolls	50.00	150.00							
	Sticker paper A4 matte 10's	3	packs	60.00	180.00	,						
25	Vinyl Sticker paper A4	3	packs	200.00	600.00							

26	Record book 200 lvs	6	pcs	150.00	900.00	
27	Double sided tape 1"	6	pcs	40.00	240.00	
28	Glue 240g	12	bots	75.00	900.00	
29	Correction tape 12m	24	pcs	35.00	840.00	
30	Stamp pad ink blue	2	bots	150.00	300.00	
31	Stamp pad felt pad #1	1	pcs	100.00	100.00	
32	Signpen Hi-Techpoint V10 grip-Blue	2	bxs	500.00	1,000.00	
33	Signpen Hi-Techpoint V10 grip-Blk	1	bxs	500.00	500.00	
34	Gel pen .5 black 12's	3	bxs.	300.00	900.00	
35	Gel pen.5 red 12's	1	bxs	300.00	300.00	
36	Ballpen blk I-gel (GL-165) 12's	5	bxs.	350.00	1,750.00	
37	Ballpen red I-gel (GL-165) 12's	1	bxs	350.00	350.00	
38	Permanent marker (fine blk)	1	bxs	559.50	559.50	
39	Pecil #2	2	bxs	75.00	150.00	
40	Cutter heavy duty	2	pcs	120.00	240.00	
41	Binder clips 1"	10	bxs	65.00	650.00	
42	Binder clips 3/4"	5	bxs	25.00	125.00	
43	Paper clips vinyl coated #50	30	bxs	35.00	1,050.00	
44	Paper clips vinyl coated #33	10	bxs	30.00	300.00	
45	Magazine box single	6	pcs	150.00	900.00	
46	Sticky Note 3 x 3 (asstd pastel color)	15	pcs	50.00	750.00	
47	CD-RW w/case	6	pcs	150.00	900.00	
48	Gold Seal #24	30	pcs.	50.00	1,500.00	
49	Parchment Paper	118	packs	54.00	6,372.00	
	XVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVX				-	
	GRAND TOTAL				111,486.50	

Prepayed by

RENIELITO C. RICO

Member, BAC Secretariat

Recommending Approval

NEMESIO H. DAVALOS, Ph.D.

Chairperson, BAC

Approved

CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.

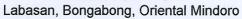
OIC, Office of the University President

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Republic of the Philippines MINDORO STATE UNIVERSITY

Bongabong Campus





PURCHASE REQUEST

Fund Cluster:

Office/Sec	ction :	PR No.: 2024-020		Date:	Feb. 7, 2024	
Stock/		Responsibility Center Code :				
Property	Unit	Item Description	Qty	Unit Cost	Total Cost	
	bots	Printer Ink # 664 - blk	20	375.00	- 7,500.0	
2	bots	Printer ink %664 (C/M/Y)	45	375.00	16,875.0	
3	bots	Printer ink #003 blk	24	400.00	9,600.0	
4	bots	Printer ink #003 (C/M/Y)	54	400.00	21,600.0	
5	pcs	Brown envelope long	400	5.00	2,000.0	
6	bxs	Mailing envelope (white long)	3	500.00	1,500.0	
7	pcs	Stapler w/ remover HD	3	400.00	1,200.0	
2	bxs	Staple wire #35	24	45.00	1,080.0	
9	pcs	Calculator 12 digits JF 120FM	1	800.00	800.0	
10	bxs	Plastic fastener	5	35.00	175.0	
11	pcs	Clear book - long	10	55.00	550.0	
12	pcs	Clear folder long green	20	20.00	400.0	
13	reams	White folder long 14 pts 100's	10	450.00	4,500.0	
14	reams	Bond paper long subs 20	30	260.00	7,800.0	
15	reams	Bond paper short Subs 20	30	240.00	7,200.	
16	reams	Bond paper A4 subs 20	12	250.00	3,000.	
17	packs	Vellum board A4 long white	20	40.00	800.	
18	packs	Vellum board short white	10	40.00	400.	
10	pcs	Press Folder green ;png	12	25.00	300.0	
20	pcs	Expanding Envelope w/ garter long brown	30	35.00	1,050.0	
21	pcs	Scotch tape 1"	6	25.00	150.0	
22	pcs	Tape dispenser big LS550	2	250.00	500.	
23	rolls	Packaging tape 2" clear	3	50.00	150.0	
24	packs	Sticker paper A4 matte 10's	3	60.00	180.	
25	packs	Vinyl Sticker paper A4	3	200.00	600.	
24	pcs	Record book 200 lvs	6	150.00	900.0	
27	pcs	Double sided tape 1"	6	40.00	240.0	
2		Page 1 Total			91,050.0	
urpose:	Office s	upplies for Registrar's office - MBC			STF - 1071 164 -200 02 -183	
gnature : nted me :	RM. N.	DELA CRUZ CIEDELLE P. SALAZA	– AR,Ph.D.		ent Available:	
esignation	R	Registrar Campus Executive I	Director	Bu	dget Officer III	
gnature : inted Nar	me ·	CHRISTIAN ANTHONY C.	GUTAV	A Ph D	V	
cianation		OIC University Pr		.,		

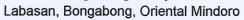
OIC -University President

Designation:



Republic of the Philippines MINDORO STATE UNIVERSITY

Bongabong Campus





PURCHASE REQUEST

Fund Cluster:

Office/Sec	tion :	PR No.: 2024-020	Date:	Feb. 7, 2024	
		Responsibility Center Code :			
Stock/ Property	Unit	Item Description	Qty	Unit Cost	Total Cost
0.0	h a ta	Chia 240a	12	75.00	-
28	bots	Glue 240g	12	75.00	900.0
21	pcs	Correction tape 12m	24	35.00	840.0
30 31	bots	Stamp pad ink blue	2	150.00	300.0
	pcs	Stamp pad felt pad #1	1	100.00	100.0
32	bxs	Signpen Hi-Tecpoint V10 grip-Blue	2	500.00	1,000.0
33	bxs	Signpen Hi-Tecpoint V10 grip-Blk	1	500.00	500.0
34	bxs	Gel pen .5 black 12's	3	300.00	900.0
35	bxs	Gel pen .5 red 12's	1	300.00	300.0
36	bxs	Ballpen blk I-gel (GL-165) 12's	5	350.00	1,750.0
37	bxs	Ballpen red I-gel (GL-165) 12's	1	350.00	350.0
38	bxs	Permanent marker (fine blk)	1	559.50	559.5
39	bxs	Pencil #2	2	75.00	150.0
40	pcs	cutter heavy duty	2	120.00	240.0
41	bxs	Binder clips 1"	10	65.00	650.0
A2	bxs	Binder clips 3/4"	5	25.00	125.0
43	bxs	Paper clips vinyl coated #50	30	35.00	1,050.0
44	bxs	Paper clips vinyl coated #33	10	30.00	300.0
45	pcs	Magazine box single	6	150.00	900.0
46	pcs	Sticky note 3 x 3 (asstd pastel color)	15	50.00	750.0
47	pcs	CD-RW w/ case	6	150.00	900.0
48	pcs	Gold seal #24	30	50.00	1,500.0
49	packs	Parchment paper	118	54.00	6,372.0
		Page 1 Total			91,050.0
		GRAND TOTAL			111,486.5
Ourpose:	Office s	upplies for Registrar's office - MBC			STF - 1071 164 -200 02 -183
Signature :	Reg	wested by: Recommending App	oroval:	Certified Allotme	ent Available:
rinted lame :	DW M	DELA CRUZ CIEDELLE P. SALAZ	AP Dh D	POV	ELYN P. ROXAS
Designation		Registrar Campus Executive I	The state of the s		get Officer III
Signature :		Approved by:		Bu	490t Officer III
Printed Nan	ne:	CHRISTIAN ANTHONY	AGUTAYA	A, Ph.D.	
Designation		OIC -University P			

PURCHASE ORDER

applied THRAM'S SUPPLY WHOLESALING Address Sto. Niño, Calapan City, Oriental Mindoro

HN: 408-194-796-000

Gentlemen:

PO. No. SE- 1023-034

Mode of Procurement: Linal Value Procurement

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivi Jate of Delivi		nSU	国主国的主机工工工工	Term: 30 days Term: shoppe	
Stock/ Property No.	Unit	Description		Unit Cast	Amount
32	L bxs		1	1,064.00	2,128.00
33	bys	Signpen Hi-tecpoint V10 grip-blue		1,064.00	1,064.00
3.4	bas	Signpen Hi, tecpoint V10 grip-bik	1	958.00	2,874.00
35	bas	Get pen S black 12's	1-3-	958.00	958.00
36	-	Gel pen 5 red 12's	-	399.00	1,995.00
37	bus	Ballpen blk l-gel (GL-165) 12's	5	399.00	399.0
38	bxs	Ballpen red I-gel (GL-16S) 12's	1 1	4700	47.00
	bxs	Permanent marker (fine blk)	<u> </u>	133.00	266.00
39 40	bxs	Pencil #2	2	133.00	256.00
42	DES	Cutter Heavy Duty.	5	29.00	290.00
	bis	Sinder clips 1*	10	The same and the same of the s	80.08
42	DXS	Binder clips 3/4"	5	16.00	870.00
43	Dxs.	Paper clips vinyl coated #50	30	29.00	
4.4	bxs.	Paper clips vinyl coated #33	10	16.00 (160.00
45	pcs	Magazine box single	6	166.00	996.00
46	pcs	Sticky note 3x3 (asstd pastel color)	15	30.00	450.00
47	pcs	CD-RW w/ case	6	80.00	480.00
48	pcs	Gold Seat #24	30 10	80.00	2,400.00
49	packs	Parchment paper	118	47.00	5,546.00
in the second		XAMAMAKAMAKAMAKAMAKAMAKAMAKAMAKAMAKAMAKA			
	A Section of				-
	1				
					Section and Leave
	The second				
	1	F PR # 2023-085		The second second	
		Por prairtain appen OS			
	1	1.19 11 1			
			-		
					
		TOTAL	To the state of		100 455 00

109,465.00 In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Signature over Printed Name of Supplier

Very truly yours,

LEVY B. ARAGO JR. Ph.D. University President

- Date

Fund Cluster :

Fonds Available:

ORSHURS No. 18

Date of the ORS/BURS:

Amount:

MARIA CRISTINA D. SISCAR, CPA

Accountant III



Republic of the Philippines

MINDORO STATE UNIVERSITY

Main Campus

Alcate, Victoria, Oriental Mindoro



PR # 2023 - 081-PURCHASE ORDER

Trate: 6/26/23

Mode of Presonance (Salah Value Prosonance)

Address : Sio. Niño, Calapas City, Oriental Mindero IIN: 408-194-796-000

Supplier: HIRAM'S SUPPLY WHOLESALING

Gentlemen:

Date of Deliv	Very La	hish this Office the following articles subject to the test inSU	Delivery Fern : 10 days Payment Lenn : theque					
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount			
1	bots	Printer Ink #664- blk		352.00	7,040			
2	bots	Printer Ink #664- (C/M/Y)	45	352.00	15,840			
3	bots	Printer Ink #003 blk	24	352.00	8,448			
	bots	Printer Ink #003 (C/M/Y)	54	352.00	19,008			
5	pcs	Brown Envelope long	400	4.00	1,600			
6	DNS	Mailing envelope (White long)	3 1	466.00	1,398			
7	pcs	Stapler w/ remover HD	5	645.00	1,935			
8	bxs	Staple wire #35	24	47.00	1,128			
9	DCS	Calculator 12 digits JF 120FM		599.00	599			
10	bxs	Plastic fastener	5	40.00	200			
11	pcs	Clear book-long	10	47.00	470			
12	pcs	Clear folder long green	- 1 20 1	22.00	440			
13	reams	White folder long 14pts 100's	10	791.00	7,910			
14	reams	Bond Paper long subs 20	30	242.00	7,250			
15	reams	Bond paper short subs 20	30	The same of the sa	with both the series in the second of the se			
16	reams	Bond paper A4 subs 20	-	206:00	6,180			
27	packs	Vellum board A4 long white	12	214.00	2,568			
18	packs	Vellum board short white	20	47.00	940			
19	pcs	Press folder green; ong	10	43.00	430			
20	pcs	Expanding Envelope w/ garter long brown	12	19.00	228			
21	pcs	Scotch tape 1"	30	22.00	660			
22	pcs	Tape dispenser big LS550	6	24,00	144			
23	rolls	Packaging tape 2" clear	2	173.00	346			
24	packs	Sticker paper A4 matte 10's	3 3 1 a	60.00	180			
25	packs	Vinyl Sticker paper A4	3	43.00	129			
26	pes	Record book 200ivs	3	51.00	153			
27	AND THE SECTION STREET, STREET	Double sided tape 1"	- 6	80.00	480			
28	pcs	Glue 240g	6	28.00	168			
-	bots		12	125.00	1,500			
29	pcs	Correction Tape 12m	24	30.00	720			
30		Stamp pad ink blue	2	27.00	54			
31	pcs	Stamp pad felt pad #1	1	40.00	40.			

in case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,

Signature over Printed Name of Supplier

LEVY B. ARAGO JR. Ph.D.

University President

Date

Fund Cluster:

Funds Available:

ORS/BURS No. : ..

Date of the ORS/BURS:

Amount :

MARIA CRISTINA D. SISCAR, CPA

Accountant III