



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

Name of Project

**BAC Resolution Recommending Approval
Resolution No. 17, 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;

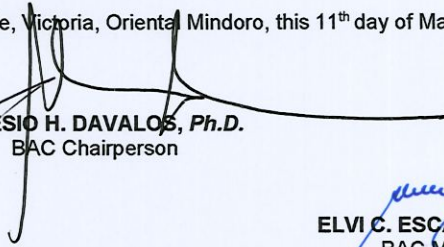
WHEREAS, the detailed evaluation of price quotation resulted in the following:


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

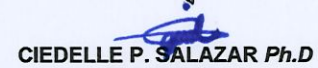
WHEREAS, the BAC examined and verified the price quotations submitted by the abovementioned supplier and was found to be complying and responsive; thus, the project be awarded to the supplier in the name of **DUPLICAT NON-SPECIALIZED WHOLESALE TRADING** with Single Calculated Responsive Bid (SCRB);

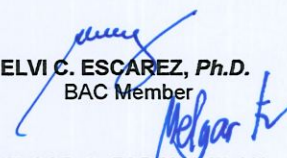
NOW, THEREFORE, the Bids and Awards Committee (BAC) **HEREBY RESOLVED AS IT IS HEREBY RESOLVED**, recommended to the Head of Procuring Entity the approval of this resolution for the abovementioned procurement the awarding of contract for the "Supply and Delivery of office Supplies for the Registrar's 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);

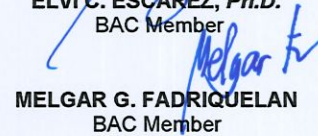
RESOLVED, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 11th day of March, 2024.


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.
BAC Member


MELGAR G. FADRIQUELAN
BAC Member

Approved/Disapproved


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



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

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:		Date Published	05/03/2024
Contact Person:	JOHN EDGAR SUALOG ANTHONY HEAD SECRETARIAT Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368 minsu.bacoffice@gmail.com	Last Updated / Time	05/03/2024 00:00 AM
		Closing Date / Time	08/03/2024 01:00 AM

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

[illegible]

Created by Annabelle Quinto Madrigal

Date Created 04/03/2024

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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

ABC Amount: ₱11,486.50

Company Name : DUPLICAT NON-SPECIALIZED WHOLESALE TRADING
Address : 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 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

- 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-EPIS 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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	bots	Printer Ink #664 - blk	20	276.00	5,520.00
2	bots	Printer ink #664 (C/M/Y)	45	290.00	13,050.00
3	bots	Printer ink #003 blk	24	276.00	6,624.00
4	bots	Printer ink #003 (C/M/Y)	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	2,001.00
7	pcs	Stapler with remover HD	3	421.00	1,263.00
8	bxs	staple wire #35	24	40.00	960.00
9	pcs	Calculator 12 digits JF 120FM	1	508.00	508.00
10	bxs	Plastic fastener	5	73.00	365.00
11	pcs	Clear book long	10	109.00	1,090.00
12	pcs	Clear folder long green	20	25.00	500.00
13	reams	White folder long 14pts 100's	10	725.00	7,250.00
14	reams	Bond paper long subs 20	30	319.00	9,570.00
15	reams	Bond paper short subs 20	30	276.00	8,280.00
16	reams	bond paper A4 subs 20	12	290.00	3,480.00
17	packs	Vellum board A4 long white	20	56.00	1,120.00
18	packs	Vellum board short white	10	53.00	530.00
19	pcs	Press folder green ;png	12	25.00	300.00
20	pcs	Expanding Envelope w/ garter long brown	30	22.00	660.00
21	pcs	Scotch tape 1"	6	37.00	222.00
22	pcs	Tape dispenser big LS550	2	450.00	900.00
23	rolls	Packaging tape 2" clear	3	160.00	480.00
24	packs	Sticker paper A4 matte 10's	3	58.00	174.00
25	packs	Vinyl Sticker paper A4	3	218.00	654.00
26	pcs	Record book 200 lvs	6	138.00	828.00
27	pcs	Double sided tape 1"	6	40.00	240.00
28	bots	Glue 240g	12	160.00	1,920.00
29	pcs	Correction tape 12m	24	25.00	600.00

MSU-BAC-FR-05.01



After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above

Date _____



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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



Quotations shall be compared and evaluated on 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 against the supplier.
3. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
4. 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.

MSU-BAC-FR-05.01

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.


AFFIDAVIT

I, **Cyr Stephen A. Magbanua**, of legal age, *married, Filipino*, and residing at **Brgy. Sto. Niño 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. Niño 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 **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;

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.**

IN WITNESS WHEREOF, I have hereunto set my hand this 12 day of March 2024 at Calapan City, Oriental Mindoro, Philippines.


Stephen Magbanua
Bidder's Representative/Authorized Signatory

Doc. No. 58
Page No. 42
Book No. 4
Series of 2021


ATTY. JOHN ADRIAN D. MAULION
NOTARY PUBLIC UNTIL DECEMBER 31, 2025
Roll No. 83176
IBP OR No. 371349/ 12-21-2023/ Or. Mindoro
PTR No. 12224665/ 01-02-2024/ Calapan City
MCLE Compliance: Until 04-14-25

New Organization Information

[Sub-Organization List](#) | [Organization Contact List](#) | [View Certificate](#) | [View History](#) | [Bank Account](#)
 Update

JPLICAT NON-SPECIALIZED WHOLESALE TRADING (DUPLICAT TRADING)

 1100 Street
 Japan City
 Oriental Mindoro
 Division IV-B
 Philippines
 5000

Organization Member Type: Supplier
Organization Number: 336818
Registration Date: 10-Jun-2021
Registration Type: Red
Form of Organization: Single Proprietorship
Organization Type: Distributor, General Merchandise, Trading, Services
Business Category: 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 Accessories, 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
Business Tax Identification Number: 262-488-795-000
1 Certificate Number: 2366055
1 Registration Date: 28-Dec-2020
Capitalization: Php 1,000,000.00
Agency Registration: No
Accredited: No
Updated By: [Cyr Stephen Abalon Magbanua](#)
Date Last Updated: 18-Jan-2023



Republic of the Philippines
CITY OF CALAPAN
OFFICE OF THE CITY MAYOR

BUSINESS PERMIT

TAUMBAYAN ANG
MA **SUSUNOD**
IN ORDER TO IMPROVE OUR SERVICES



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.

P 8,350.00

TAXPAYER'S NAME	BUSINESS I.D.	MODE OF PAYMENT	DATE BILLED	KIND OF BUSINESS	STATUS
MAGRANILLA, CYR STEPHEN ABALON	02100000180	Annually	1/8/2024	WHOLESALE	R
NAME OF BUSINESS		LOCATION OF BUSINESS		BUSINESS PERMIT NUMBER	
DUPLICATION OF SPECIALIZED WHOLESALE TRADING		TAX AMOUNT	SUR/INT	TOTAL	PERIOD
BUSINESS TAX		4,950.00	0.00	4,950.00	
MAYOR'S PERMIT		2,450.00		2,450.00	
MAYORS PERMIT FEE		1,000.00			
EDUC'L SPECIAL PROGR		100.00			
DRAINAGE MAINTENANCE		100.00			
GARBAGE FEE		800.00			
SANITARY FEE		200.00			
FIRE AND SAFETY INSP		250.00			
MEDICAL FEE		100.00		100.00	
ANNUAL INSPECTION FEE		200.00		200.00	
BUSINESS STICKER		300.00		300.00	
SITE INSPECTION FEE		50.00		50.00	
OCCUPATIONAL FEE		220.00		220.00	
TAX CLEARANCE		30.00		30.00	
AAP.&RENEWAL OF BUS.FEE		50.00		50.00	
ENCODER		TOTALS	8,350.00		

Payment for 1-4

Notes:

- This Permit will expire on Dec 31, 2024
- This Mayor's Permit, together with the official receipt, shall at all times be displayed or posted for public view in a conspicuous place within the place of business or undertaking.

Check
Check number _____
Bank _____

Cash
O.R. Number _____
Date 1222681
1/8/2024

Payment received by: _____

ASSESSMENT REVIEWED BY:

RECOMMENDING APPROVAL:

APPROVED BY:

EDUARD L. REYES

Licensing Officer IV

Officer In-charge of the Permits and License Section
Office of the City Mayor

MARILOU F. MORILLO

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 PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

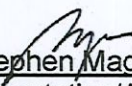
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1. I am the sole proprietor or authorized representative of ***Duplicat Non-Specialized Wholesale Trading*** with office address at *Guiho St., Brgy. Sto. Niño Calapan City*;
2. As the owner and sole proprietor, or authorized representative of ***Duplicat 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;
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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
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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.

IN WITNESS WHEREOF, I have hereunto set my hand this ⁰⁷ day of ^{March} 20²⁴ at
Calapan City, Oriental Mindoro, Philippines.


Stephen Magbanua
Bidder's Representative/Authorized Signatory

REPUBLIKANG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIILAN NG RENTAS INTERNAS
REVENUE REGION NO. 09A
REVENUE DISTRICT NO. 063

RIR
 Form No. **2303**
 Revised July 2007

IRC0001388570
 OCN

CERTIFICATE OF REGISTRATION

TIN 262-488-795-000	NAME MAGBANUA, CYR STEPHEN ABALON	REGISTRATION DATE 07/02/2008						
REGISTERED ADDRESS STO. NINO CALAPAN CITY ORIENTAL MINDORO 5200								
REGISTERED ACTIVITY(IES) TAX TYPE INCOME TAX REGISTRATION FEE TRADE NAME DUPLICAT NON-SPECIALIZED WHOLE SALE TRADING								
<table style="width: 100%;"> <tr> <td style="width: 50%;">PERCENTAGE TAX - QUARTERLY</td> <td style="width: 50%;">LINE OF BUSINESS / INDUSTRY</td> </tr> <tr> <td>5190 OTHER WHOLESALING</td> <td>5235 RETAIL OF BOOKS, OFFICE/SCHOOL SUPPLIES, NEWSPAPERS, MGZNS</td> </tr> <tr> <td>5239 OTHER RETAIL SALE IN SPECIALIZED STORES</td> <td></td> </tr> </table>			PERCENTAGE TAX - QUARTERLY	LINE OF BUSINESS / INDUSTRY	5190 OTHER WHOLESALING	5235 RETAIL OF BOOKS, OFFICE/SCHOOL SUPPLIES, NEWSPAPERS, MGZNS	5239 OTHER RETAIL SALE IN SPECIALIZED STORES	
PERCENTAGE TAX - QUARTERLY	LINE OF BUSINESS / INDUSTRY							
5190 OTHER WHOLESALING	5235 RETAIL OF BOOKS, OFFICE/SCHOOL SUPPLIES, NEWSPAPERS, MGZNS							
5239 OTHER RETAIL SALE IN SPECIALIZED STORES								
REMINDERS: FILE and PAY TAX TYPE: IT/RF/PT Single Proprietor								
1. Payment of Annual Registration Fee of P500.00 on or before January 31 of each year; 2. Ending Inventory - on or before January 30 of each year; • Inventory List • CD • Sworn Declaration Percentage Tax 1 st Qtr. - on or before Apr. 25 - Form 2551Q 1701Q 2 nd Qtr. - on or before Jul. 25 - Form 2551Q 1701Q 3 rd Qtr. - on or before Oct. 25 - Form 2551Q 1701Q 4 th Qtr. - on or before Jan 25 NY - Form 2551Q 1701Q 1 st Qtr. - on or before May 15 - Form 1701Q 2 nd Qtr. - on or before August 15 - Form 1701Q 3 rd Qtr. - on or before November 15 - Form 1701Q Final ITR - on or before April 15 NY - Form 1701								
Update Registration Information, for any changes in Status, Location and Tax Types (1905 Form); File and Pay Excise Tax upon removal of such products from the locality where extracted. Register Book of Accounts; 5. IN CASE OF CLOSURE/RETIREMENT OF BUSINESS, NOTIFY IMMEDIATELY REVENUE DISTRICT OFFICE CLIENT SUPPORT SECTION.								

UPDATED ON FEB 24 2008



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

OLIVER P. CAINGAT
 OIC, Asst. Revenue District Officer

REVENUE DISTRICT OFFICER (signature over printed name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

EN

BIR Form No. 1701 January 2018 (ENCS) Page 2	Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18ENCS P2
--	--	--

Taxpayer's First and Last Name MARIANNA CYRIL STEPHEN A	TIN 123-456789-10
--	----------------------

PART IV - Background Information of Spouse

1 Spouse's Taxpayer Identification Number (TIN) _____	2 RDO Code _____
3 Filer's Spouse Type <input type="checkbox"/> Single Proprietor <input type="checkbox"/> Professional <input type="checkbox"/> Compensation Earner	
4 Alphabetic Tax Code (ATC) <input type="radio"/> RC12 Business Income-Graduated IT Rates <input type="radio"/> RC14 Income from Profession-Graduated IT Rates <input type="radio"/> RC13 Mixed Income-Graduated IT Rates <input type="radio"/> RC11 Compensation Income <input type="radio"/> RC15 Business Income-2% IT Rate <input type="radio"/> RC17 Income from Profession-2% IT Rate <input type="radio"/> RC16 Mixed Income-2% IT Rate	
5 Spouse's Name (Last Name, First Name, Middle Name) _____	
6 Contact Number _____	7 Citizenship _____
8 Claiming Foreign Tax Credits? <input type="radio"/> Yes <input type="radio"/> No	
9 Foreign tax number (if applicable) _____	
10 Income EXEMPT from Income Tax? <input type="radio"/> Yes <input type="radio"/> No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]	
11 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="radio"/> Yes <input type="radio"/> No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]	
12 Tax Rate* (Choose Method of Deduction in Item 12A) <input type="radio"/> Graduated Rates <input type="radio"/> 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC [available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]	
12A Method of Deduction (choose one) <input type="radio"/> Itemized Deduction [Sec. 34(A-J), NIRC] <input type="radio"/> Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]	

PART V - Computation of Tax

Schedule 1 - Gross Compensation Income and tax Withheld (Attach Additional Sheet/s, if necessary)
 On Items 1 and 2, enter the required information for each of your employer/s and mark (X) whether the information is for the Taxpayer or the Spouse. On Item 3A, enter the Total Gross Compensation and Total tax Withheld for the Taxpayer and on Item 3B, for the Spouse. (DO NOT enter Centavos; 48 Centavos or less drop down; 50 or more round up)


a. Name of Employer			
1	<input type="radio"/> Taxpayer _____ <input type="radio"/> Spouse _____	b. Employer's TIN	_____ _____
2	<input type="radio"/> Taxpayer _____ <input type="radio"/> Spouse _____	b. Employer's TIN	_____ _____
Continuation of Table Above)		c. Compensation Income	d. Tax Withheld
1		0.00	0.00
2		0.00	0.00
3A	Gross Compensation Income and Total Tax Withheld for TAXPAYER (To Part V Schedule 2 Item 4A and Part VII Item 5A)	0.00	0.00
3B	Gross Compensation Income and Total Tax Withheld for SPOUSE (To Part V Schedule 2 Item 4B and Part VII Item 5B)	0.00	0.00


Schedule 2 - Taxable Compensation Income (DO NOT enter Centavos; 48 Centavos or less drop down; 50 or more round up)

Particulars	A. Taxpayer/Filer	B. Spouse
4 Gross Compensation Income (From Part V Schedule 1 Item 3A/3Bc)	0.00	0.00
5 Less: Non-Taxable / Exempt Compensation	0.00	0.00
6 Taxable Compensation Income (Item 4 Less Item 5)	0.00	0.00
7 Tax Due-Compensation Income (Item 6 x applicable Income Tax Rate)	0.00	0.00

Schedule 3 - Taxable Business Income (If graduated rates, fill in Items 8 to 24; If 8% flat income tax rate, fill in Items 25 to 30)

3A - For Graduated Income Tax Rates		
8 Sales/revenues/receipts/Fees	1,703,001.00	0.00
9 Less: Sales Returns, Allowances and Discounts	1,362,970.00	0.00
10 Net Sales/Revenues/Receipts/Fees (Item 8 Less Item 9)	340,031.00	0.00
11 Less: Cost of Sales/Services (applicable only if availing Itemized Deductions)	0.00	0.00
12 Gross Income/(Loss) from Operation (Item 10 less Item 11)	340,031.00	0.00
Less: Deductions Allowable under Existing Laws		
13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4 Item 18)	15,000.00	0.00
14 Special Allowable Itemized Deductions (From Part V Schedule 5 Item 3 and/or Item 8)	0.00	0.00
15 Allowable for Net Operating Loss Carry Over (NOLCO) (From Part V Schedule 6 Item 8 and/or Item 13)	0.00	0.00
16 Total Allowable Itemized Deductions (Sum of Items 13 to 15)	15,000.00	0.00
OR		
17 Optional Standard Deduction (OSD) (40% of Item 10)	0.00	0.00
18 Net Income/(Loss) (If Itemized: Item 12 Less Item 16; If OSD: Item 10 Less Item 17)	325,031.00	0.00
Add: Other Non-Operating Income (specify below)		
19 _____	0.00	0.00
20 _____	0.00	0.00
21 Amount Received/Share in Income by a Partner from General Professional Partnership (GPP)	0.00	0.00
22 Total Other Non-Operating Income (Sum of Items 19 to 21)	0.00	0.00
23 Total Taxable Business Income (Sum of Item 18 and Item 22)	325,031.00	0.00

BIR Form No. 1701 January 2018 (ENCS) Page 3	Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18ENCS P3
TIN: 		
Taxpayer/Filer's Last Name: 		
MAGBANUA CYR STEPHEN A		
3.B - For 8% Flat Income Tax Rate (DO NOT enter Contents, 48 Contents or less (drop down: 50 or more round up))		
Particulars	A. Taxpayer/Filer	B. Spouse
26 Sales/Revenues/Receipts/Fees (net of sales returns, allowances and discounts)	0.00	0.00
Add: Other Non-Operating Income (specify below)		
27	0.00	0.00
28 Total Income (Sum of Items 26 and 27)	0.00	0.00
Less: Allowable reduction from gross sales/receipts and other non-operating income of purely self-employed individuals and/or professionals in the amount of P250,000 (not applicable if with compensation income)	0.00	0.00
29	0.00	0.00
30 Taxable Income/(Loss) (Item 28 Less Item 29)	0.00	0.00
31 Tax Due-Business Income (Item 30 x 8% Flat Income Tax Rate)	0.00	0.00
32 Total Tax Due-Compensation & Business Income (under flat rate)(Sum of Items 7 and 31) (To Part VI Item 1)	0.00	0.00
Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheet/s, if necessary)		
1 Amortizations	0.00	0.00
2 Bad Debts	0.00	0.00
3 Charitable and Other Contributions	0.00	0.00
4 Depletion	0.00	0.00
5 Depreciation	0.00	0.00
6 Entertainment, Amusement and Recreation	0.00	0.00
7 Fringe Benefits	0.00	0.00
8 Interest	0.00	0.00
9 Losses	0.00	0.00
10 Pension Trusts	0.00	0.00
11 Rental	0.00	0.00
12 Research and Development	0.00	0.00
13 Salaries, Wages and Allowances	0.00	0.00
14 SSS, GSIS, Philhealth, HDMF and Other Contributions	8,000.00	0.00
15 Taxes and Licenses	7,000.00	0.00
16 Transportation and Travel	0.00	0.00
17 Others (Deductions Subject to Withholding Tax and Other Expenses) (specify below; Add additional sheet/s, if necessary)		
a Janitorial and Messengerial Services	0.00	0.00
b Professional Fees	0.00	0.00
c Security Services	0.00	0.00
d	0.00	0.00
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) (To part V Schedule 3.A Item 13)	15,000.00	0.00
Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)		
5.A - Taxpayer/Filer	Description	Legal Basis
1		0.00
2		0.00
3 Total Special Allowable Itemized Deductions-Taxpayer/Filer (Sum of Items 1 and 2) (To part V Schedule 3.A Item 14A)		0.00
5.B - Spouse		
4		0.00
5		0.00
6 Total Special Allowable Itemized Deductions-Spouse (Sum of Items 4 and 5) (To part V Schedule 3.A Item 14B)		0.00
Schedule 6 - Computation of Net Operating Loss carry Over (NOLCO)		
6.A - Computation of NOLCO		
Description	A. Taxpayer/Filer	B. Spouse
1 Gross Income	0.00	0.00
2 Less: Ordinary Allowable Itemized Deductions	0.00	0.00
3 Net Operating Loss (Item 1 Less Item 2) (To Schedule 8.A.1 Item 7A and/or Schedule 6.A.2 Item 12A)	0.00	0.00
6.A.1 - Taxpayer/Filer's Detailed Computation of Available NOLCO		
Net Operating Loss Year Incurred	A. Amount	B. NOLCO Applied Previous Year/s
4	0.00	0.00
5	0.00	0.00
6	0.00	0.00
7	0.00	0.00
C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
8 Total NOLCO - taxpayer/Filer (Sum of Items 4D to 7D) (To Part V Schedule 3.A Item 15A)		0.00

BIR Form No. 1701 January 2018 (ENCS) Page 1	Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18ENCS P1			
TIN: _____ Taxpayer/Filer's Last Name: <u>MAGSANGA CYR STEPHEN A</u>					
Continuation of Schedule 6) 6.A.2 - Spouse's Detailed Computation of Available NOLCO					
Net Operating Loss Year Incurred	A. Amount	B. NOLCO Applied Previous Year's	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) $[(E) \times A - (B + C + D)]$
09	0.00	0.00	0.00	0.00	0.00
10	0.00	0.00	0.00	0.00	0.00
11	0.00	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00	0.00
13 Total NOLCO - Spouse (Sum of Items 9D to 12D) (To Part V Schedule 3-A Item 15B)				0.00	
PART VI - Summary of Income Tax Due					
1 Regular Rate-Income Tax Due (From Part V, Either Item 25 or Item 32)		15,006.00	0.00		
2 Special Rate-Income Tax Due (From Part X Item 17B/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. (Item 2 Less Item 3)		0.00	0.00		
5 Total Income Tax Due (Sum of Items 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	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		
5 Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 3A4/3B4)		0.00	0.00		
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 6)		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)		0.00	0.00		
PART VIII - Tax Relief Availment					
VIIIA - Special Rate					
1 Regular Income Tax Otherwise Due (Part X Item 16B and/or Item 16F X applicable regular income tax rate)		0.00	0.00		
2 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7B and/or Item 7F X applicable regular income tax 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 17B and/or Item 17F)		0.00	0.00		
5 Tax Relief Availment Before Special Tax Credit (Item 3 Less Item 4)		0.00	0.00		
6 Add: Special Tax Credit, if any (From Part VII Item 8)		0.00	0.00		
7 Total Tax Relief Availment-SPECIAL (Sum of Items 5 and 6)		0.00	0.00		
VIIIB - Exempt					
8 Regular Income Tax Otherwise Due (Part X Item 16A and/or Item 16E X applicable regular income tax rate)		0.00	0.00		
9 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7A and/or Item 7E X applicable regular income tax rate)		0.00	0.00		
10 Total Tax Relief Availment-EXEMPT (Sum of Items 8 and 9)		0.00	0.00		
PART IX - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheets, if necessary)					
Particulars	A. Taxpayer/Filer	B. Spouse			
1 Net Income/(Loss) per Books	0.00	0.00			
Add: Non-Deductible Expenses/Taxable Other Income					
2	325,031.00	0.00			
3	0.00	0.00			
4	0.00	0.00			
5 Total (Sum of Items 1 to 4)	325,031.00	0.00			
Less: A) Non-Taxable Income and Income Subjected to Final Tax					
6	0.00	0.00			
7	0.00	0.00			
B) Special/Other Allowable Deductions					
8	0.00	0.00			
9	0.00	0.00			
10 Total (Sum of Items 6 to 9)	0.00	0.00			
11 Net Taxable Income/(Loss) (Item 5 Less Item 10)	325,031.00	0.00			

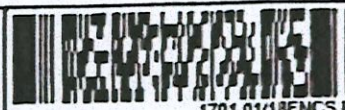
For BIR BCS
Use Only ItemRepublic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No.

1701

January 2018 (ENCS)
Page 1

Annual Income Tax Return

Individuals (including MIXED Income Earner), Estates and Trusts
Enter all required information in CAPITAL LETTERS using BLACK ink. Mark all applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Tax Filer.

1701 01/18ENCS P

1 Month ☒ For the Year (YYYY) 2021 2 Amended Return? ☐ Yes ☒ No 3 Short Period Return? ☐ Yes ☒ No

PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER

4 Taxpayer Identification Number (TIN) 652 - 438 - 795 - 000 5 RDO Code 063

6 Taxpayer Type ☒ Single Proprietor ☐ Professional ☐ Estate ☐ Trust ☐ Compensation Earner7 Alphabetic Tax Code (ATC) ☒ 8012 Business Income-Graduated IT Rates ☐ 8014 Income from Profession-Graduated IT Rates ☐ 8013 Mixed Income-Graduated IT Rates
☐ 8011 Compensation Income ☐ 8015 Business Income-8% IT Rate ☐ 8017 Income from Profession-8% IT Rate ☐ 8016 Mixed Income-8% IT Rate

8 Taxpayer's Name (Last Name, First Name, Middle Name)/ESTATE OF (First Name, Middle Name, Last Name)/TRUST FBO: (First Name, Middle Name, Last Name)

MAGSALUA CYR STEPHEN A.

9 Registered Address (Indicate complete address. If the registered address is different from the current address, got to the RDO to update registered address by using BIR Form No. 1905)

STO NINO CALAPAN CITY ORIENTAL MINDORO

9A ZIP Code 5200

10 Date of Birth (MM/DD/YYYY) 01/05/1955 11 Email Address jaxie.gg94@gmail.com

12 Citizenship FILIPINO 13 Claiming Foreign Tax Credits? ☐ Yes ☒ No 14 Foreign Tax Number, if applicable15 Contact Number (Landline/Cellphone No.) 09 16 Civil Status (if applicable) ☒ Single ☐ Married ☐ Legally Separated ☐ Widow/er17 If married, spouse has income? ☐ Yes ☒ No 18 Filing Status ☐ Joint Filing ☒ Separate Filing19 Income EXEMPT from Income Tax? ☐ Yes ☒ No 20 Income subject to SPECIAL/PREFERENTIAL RATE? ☐ Yes ☒ No
[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)] [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]21 Tax Rate* (Choose Method of Deduction, in Item 21A)
☒ Graduated Rates
☐ 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC
[available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]
21A Method of Deduction (choose one)
☒ Itemized Deduction [Sec. 34(A-J), NIRC] ☐ Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]

PART II - TOTAL TAX PAYABLE (Do NOT Enter Centavos, 45 Centavos or Less drop down, 50 or more round up)

Particular	A. Taxpayer/Filer	B. Spouse
22 Tax Due (From Part VI Item 5)	15,006.00	0.00
23 Less: Total Tax Credits/Payments (From Part VII Item 10)	0.00	0.00
24 Tax Payable/(Overpayment) (Item 22 Less Item 23)	15,006.00	0.00
25 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before October 15 (50% or less of Item 22)	0.00	0.00
26 Amount of Tax payable/(Overpayment) (Item 24 Less Item 25)	15,006.00	0.00
Add: Penalties 27 Interest	0.00	0.00
28 Surcharge	0.00	0.00
29 Compromise	0.00	0.00
30 Total Penalties (Sum of Items 27 to 29)	0.00	0.00
31 Total Amount Payable/(Overpayment) (Sum of Items 26 and 30)	15,006.00	0.00
32 Aggregate Amount Payable/(Overpayment) (Sum of Items 26 and 30)	15,006.00	

If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable)
☐ To be refunded ☐ To be issued a Tax Credit Certificate (TCC) ☐ To be carried over as a tax credit for next year/quarter

I declare under the penalties of perjury that this return, and all its attachments, have been made in good faith, verified by me, and to the best of my knowledge and belief, are true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I give my consent to the processing of my information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes. (If signed by an Authorized Representative, indicate TIN and attach authorization letter)

33 Number of Attachments 00

Printed Name and Signature of Taxpayer/Authorized Representative

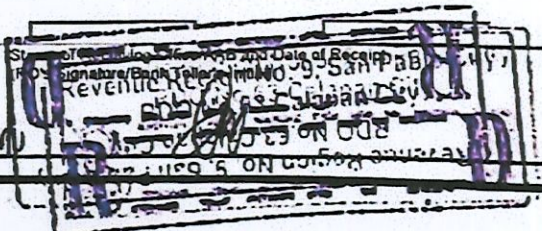
PART III - DETAILS OF PAYMENT

Particulars	Drawee Bank/Agency	Number	Date (MM/DD/YYYY)	Amount
34 Cash/Bank Debit Memo				
35 Check				
36 Tax Debit Memo				
37 Others (specify below)				

Machine Validation/Revenue Official Receipt Details (If not filed with an Authorized Agent Bank)

KOR 2022 - 114587 04/18/2022 P 15,020.00

NOTE: The BIR Data Privacy Policy is in the BIR website (www.bir.gov.ph)





Republika ng Pilipinas
Kagawaran ng Local Government
Kawanihan ng Reputasyon

063 - CALAPAN, ORIENTAL MINDORO
004887 - POLA

REVENUE OFFICIAL RECEIPT
BIR Form No. 2524

RECEIVED FROM: 004887 118587
DATE: 04/18/2022 12:37:39 PM

TIN: 262-488-795-00000

MADE PAYABLE TO: STEPHEN A.
CALAPAN CITY OR MDO

BIR FORM NO. 17
TAX TYPE: IT
PERIOD COVERED: 12/1/2021
DUE DATE: 04/18/2022
QUARTER: 0
PARTICULARS:

AMOUNT

BASIC TAX	P15,026.00
SURCHARGE	P0.00
INTEREST	P0.00
COMPROBACION	P0.00
TOTAL PENALTY	P0.00

TOTAL: P15,026.00

TOTAL: P15,026.00

FIFTEEN THOUSAND TWENTY SIX
PESOS ONLY

MANNER OF PAYMENT:

PER RETURN

TYPE OF PAYMENT:

FULL

MODE OF PAYMENT:

CASH

AMOUNT:

P15,026.00

REPRINT COPY 1

04/18/2022 12:32:20 PM



MERLYN A. ULIP
Revenue Collection Officer



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

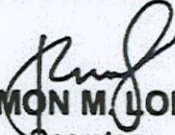
CYR STEPHEN ABALON MAGBANUA

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
Secretary

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

APPROVED BUDGET FOR THE CONTRACT (ABC)

Supply and Delivery of Office Supplies for the Registrar's Office of MinSU Bongabong Campus
Labasan, Bongabong, Oriental Mindoro
Project Name and Location

Stations: Mindoro State University

Length:

Contract Duration:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS		TOTAL COST	UNIT COST
									INFLATION,			
									%	VALUE		
									%	VALUE		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
									(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 dispenser big LS550	2	pcs	250.00	500.00							
23	Packaging tape 2" clear	3	rolls	50.00	150.00							
24	Sticker paper A4 matte 10's	3	packs	60.00	180.00							
25	Vinyl Sticker paper A4	3	packs	200.00	600.00							

251

[illegible]



Republic of the Philippines
MINDORO STATE UNIVERSITY
Bongabong Campus
Labasan, Bongabong, Oriental Mindoro



PURCHASE REQUEST

Fund Cluster:

Office/Section :		PR No.: 2024-020 Responsibility Center Code :		Date: Feb. 7, 2024	
Stock/ Property	Unit	Item Description	Qty	Unit Cost	Total Cost
					-
1	bots	Printer Ink # 664 - blk	20	375.00	7,500.00
2	bots	Printer ink %664 (C/M/Y)	45	375.00	16,875.00
3	bots	Printer ink #003 blk	24	400.00	9,600.00
4	bots	Printer ink #003 (C/M/Y)	54	400.00	21,600.00
5	pcs	Brown envelope long	400	5.00	2,000.00
6	bxs	Mailing envelope (white long)	3	500.00	1,500.00
7	pcs	Stapler w/ remover HD	3	400.00	1,200.00
8	bxs	Staple wire #35	24	45.00	1,080.00
9	pcs	Calculator 12 digits JF 120FM	1	800.00	800.00
10	bxs	Plastic fastener	5	35.00	175.00
11	pcs	Clear book - long	10	55.00	550.00
12	pcs	Clear folder long green	20	20.00	400.00
13	reams	White folder long 14 pts 100's	10	450.00	4,500.00
14	reams	Bond paper long subs 20	30	260.00	7,800.00
15	reams	Bond paper short Subs 20	30	240.00	7,200.00
16	reams	Bond paper A4 subs 20	12	250.00	3,000.00
17	packs	Vellum board A4 long white	20	40.00	800.00
18	packs	Vellum board short white	10	40.00	400.00
19	pcs	Press Folder green ;png	12	25.00	300.00
20	pcs	Expanding Envelope w/ garter long brown	30	35.00	1,050.00
21	pcs	Scotch tape 1"	6	25.00	150.00
22	pcs	Tape dispenser big LS550	2	250.00	500.00
23	rolls	Packaging tape 2" clear	3	50.00	150.00
24	packs	Sticker paper A4 matte 10's	3	60.00	180.00
25	packs	Vinyl Sticker paper A4	3	200.00	600.00
26	pcs	Record book 200 lvs	6	150.00	900.00
27	pcs	Double sided tape 1"	6	40.00	240.00
					-
		Page 1 Total			91,050.00
Purpose: Office supplies for Registrar's office - MBC					
STF - 1071 164 -200 02-183					
Requested by: Signature : Printed Name : Designation		Recommending Approval: Signature : Printed Name : Designation		Certified Allotment Available: Signature : Printed Name : Designation	
RM. N. DELA CRUZ Registrar		CIEDELLE P. SALAZAR, Ph.D. Campus Executive Director		ROVELYN P. ROXAS Budget Officer III	
Approved by: Signature : Printed Name : Designation :		CHRISTIAN ANTHONY C. AGUTAYA, Ph.D. OIC -University President			



Republic of the Philippines
MINDORO STATE UNIVERSITY
Bongabong Campus
Labasan, Bongabong, Oriental Mindoro



PURCHASE REQUEST

Fund Cluster:

Office/Section :		PR No.: 2024-020		Date: Feb. 7, 2024	
		Responsibility Center Code :			
Stock/ Property	Unit	Item Description	Qty	Unit Cost	Total Cost
					-
28	bots	Glue 240g	12	75.00	900.00
29	pcs	Correction tape 12m	24	35.00	840.00
30	bots	Stamp pad ink blue	2	150.00	300.00
31	pcs	Stamp pad felt pad #1	1	100.00	100.00
32	bxs	Signpen Hi-Tecpoint V10 grip-Blue	2	500.00	1,000.00
33	bxs	Signpen Hi-Tecpoint V10 grip-Blk	1	500.00	500.00
34	bxs	Gel pen .5 black 12's	3	300.00	900.00
35	bxs	Gel pen .5 red 12's	1	300.00	300.00
36	bxs	Ballpen blk I-gel (GL-165) 12's	5	350.00	1,750.00
37	bxs	Ballpen red I-gel (GL-165) 12's	1	350.00	350.00
38	bxs	Permanent marker (fine blk)	1	559.50	559.50
39	bxs	Pencil #2	2	75.00	150.00
40	pcs	cutter heavy duty	2	120.00	240.00
41	bxs	Binder clips 1"	10	65.00	650.00
42	bxs	Binder clips 3/4"	5	25.00	125.00
43	bxs	Paper clips vinyl coated #50	30	35.00	1,050.00
44	bxs	Paper clips vinyl coated #33	10	30.00	300.00
45	pcs	Magazine box single	6	150.00	900.00
46	pcs	Sticky note 3 x 3 (asstd pastel color)	15	50.00	750.00
47	pcs	CD-RW w/ case	6	150.00	900.00
48	pcs	Gold seal #24	30	50.00	1,500.00
49	packs	Parchment paper	118	54.00	6,372.00
					-
		Page 1 Total			91,050.00
					-
		GRAND TOTAL			111,486.50

Purpose:

Office supplies for Registrar's office - MBC

STF - 1071
164-200
02-183

Requested by:	Recommending Approval:	Certified Allotment Available:
Signature :		
Printed Name : RM. N. DELA CRUZ	CIEDELLE P. SALAZAR, Ph.D.	ROVELYN P. ROXAS
Designation: Registrar	Campus Executive Director	Budget Officer III

Signature :	Approved by:
Printed Name :	
Designation :	CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
	OIC -University President

PURCHASE ORDER

Supplier: THRAM'S SUPPLY WHOLESALING
Address: Sto. Nito, Calapan City, Oriental Mindoro
TEL: 408-194-796-000

P.O. No. : RF-1023-034
Date : 1/26/23
Mode of Procurement : Small Value Procurement

Gentlemen:

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

Place of Delivery: MinSl

Delivery Term: 30 days

Date of Delivery

Pharmaceutical Form: Capsule

[illegible]

PR # 2023-085
for Registrar's office OS

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 :

CORRELERS No. :

Date of the ORS/BURS:

LAURENCE

MARIA CRISTINA D. SISCAR, CPA
Accountant III

Аноним:

Republic of the Philippines
MINDORO STATE UNIVERSITY

Main Campus
Alcala, Victoria, Oriental Mindoro
PURCHASE ORDER



Supplier: HIRAM'S SUPPLY WHOLESALING
Address: Sto. Niño, Calapan City, Oriental Mindoro
TIN: 408-194-796-000

P.O. No. **PR # 2023-081-
STF-2023-034**
Date: **10/26/23**
Mode of Procurement: Small Value Procurement

Gentlemen:

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

Place of Delivery: MinSU

Delivery Term: 30 days

Date of Delivery:

Payment Term: cheque

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	bots	Printer Ink #664- blk	20	352.00	7,040.00
2	bots	Printer Ink #664- (C/M/Y)	45	352.00	15,840.00
3	bots	Printer Ink #003 blk	24	352.00	8,448.00
4	bots	Printer Ink #003 (C/M/Y)	54	352.00	19,008.00
5	pcs	Brown Envelope long	400	4.00	1,600.00
6	bxs	Mailing envelope (White long)	3	466.00	1,398.00
7	pcs	Stapler w/ remover HD	3	645.00	1,935.00
8	bxs	Staple wire #35	24	47.00	1,128.00
9	pcs	Calculator 12 digits JF 120FM	1	599.00	599.00
10	bxs	Plastic fastener	5	40.00	200.00
11	pcs	Clear book- long	10	47.00	470.00
12	pcs	Clear folder long green	20	22.00	440.00
13	reams	White folder long 14pts 100's	10	791.00	7,910.00
14	reams	Bond Paper long subs 20	30	242.00	7,260.00
15	reams	Bond paper short subs 20	30	206.00	6,180.00
16	reams	Bond paper A4 subs 20	12	214.00	2,568.00
17	packs	Vellum board A4 long white	20	47.00	940.00
18	packs	Vellum board short white	10	43.00	430.00
19	pcs	Press folder green; png	12	19.00	228.00
20	pcs	Expanding Envelope w/ garter long brown	30	22.00	660.00
21	pcs	Scotch tape 1"	6	24.00	144.00
22	pcs	Tape dispenser big LS550	2	173.00	346.00
23	rolls	Packaging tape 2" clear	3	60.00	180.00
24	packs	Sticker paper A4 matte 10's	3	43.00	129.00
25	packs	Vinyl Sticker paper A4	3	51.00	153.00
26	pcs	Record book 200lvs	6	80.00	480.00
27	pcs	Double sided tape 1"	6	28.00	168.00
28	bots	Glue 240g	12	125.00	1,500.00
29	pcs	Correction Tape 12m	24	30.00	720.00
30	bots	Stamp pad ink blue	2	27.00	54.00
31	pcs	Stamp pad felt pad #1	1	40.00	40.00

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:

Very truly yours,

Signature over Printed Name of Supplier

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

Date

Fund Cluster:

Funds Available:

MARIA CRISTINA D. SISCAR, CPA
Accountant III

ORS/BURS No.:

Date of the ORS/BURS:

Amount: