



SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR MinSU MAIN CAMPUS

Name of Project

**BAC Resolution Recommending Approval
Resolution No. 20, 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 MinSU Main Campus"** with an Approved Budget for the Contract (ABC) amounting to **Fifty-six Thousand Six Hundred Ninety-one Pesos (Php56,691.00)**;

WHEREAS, in response to the said advertisement, two (2) 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
Php56,691.00	Duplicat Non-Specialized Wholesale Trading	Php45,453.00


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 MinSU Main Campus"** to **Duplicat Non-Specialized Wholesale Trading** amounting to **Forty-five Thousand Four Hundred Fifty-three Pesos (Php45,453.00)** 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: _____



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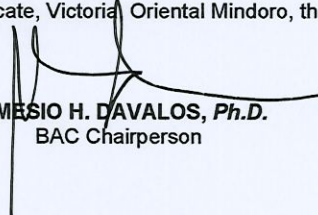
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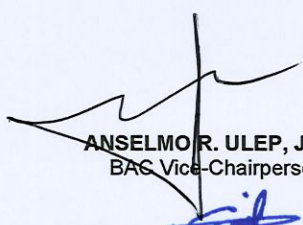
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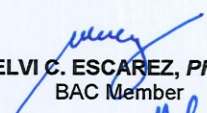
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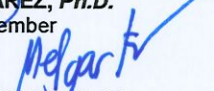
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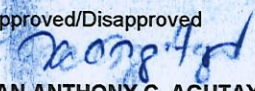

NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson


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BAC Vice-Chairperson


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MELGAR G. FADRIQUELAN
BAC Member

Approved/Disapproved

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



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10624547
Procuring Entity MINDORO STATE UNIVERSITY
Title Supply and Delivery of Office Supplies for MinSU Main Campus
Area of Delivery Oriental Mindoro

Solicitation Number:	RFQ 2024-22	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 56,691.00	Document Request List	2
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 pcs. Brother Ink Black (D60) 10
- 2 pcs. Brother Ink Cyan (5000) 10
- 3 pcs. Brother Ink Magenta (5000) 10
- 4 pcs. Brother Ink Yellow (5000) 10
- 5 pack Sticky Note (arrow design) 5
- 6 pcs. Correction Tape (6 meters) 6
- 7 pack Glossy Photo Paper 120 GSM 50s (A4) 5
- 8 pack Push Pin 100s 2
- 9 pcs. Stabilo Green Highlighter 6
- 10 pcs. Scotch Tape 5
- 11 boxes Gel pen Blue 2
- 12 boxes Staple Wire #35 4
- 13 boxes Pencil no.2 2
- 14 pcs. Permanent Marker (Black) 10
- 15 boxes Clip Binder (2") 20
- 16 pcs. Flashdrive, 32GB, OTG 2
- 17 pcs. Scissors Big 2
- 18 boxes Binder Clips 1 inch 4
- 19 boxes Binder Clips 25mm 5

[illegible]

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.



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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



262-488-795-000

TIN No. of Establishment
 0927-4283705

Contact Number
 03-07-2024

Date

General Conditions

- 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:
 - Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - PhilGEPS Registration
 - Valid Mayor's/Business Permit
 - Omnibus Sworn Statement
 - BIR Certificate of Registration
 - Latest Income/Business Tax Return
 - TAX Clearance
 - DTI Registration/SEC Certificate
 - 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

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

- Completeness of Submission
- Compliance with Item & Description Requirements
- Price

Instructions

- 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.
- 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.
- 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.

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 MINSU MAIN CAMPUS** with PR No.: PR24-0059 and RFQ No.: 2024-22;
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 MINSU MAIN CAMPUS** with PR No.: PR24-0059 and RFQ No.: 2024-22;

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 12th day of March 2024 at Calapan City, Oriental Mindoro, Philippines.


Stephen Magbanua

Bidder's Representative/Authorized Signatory

Doc. No. 57
Page No. 42
Book No. 6
Series of 2024

ATTY. JOHN ABRIAN D. MAULION
NOTARY PUBLIC UNTIL DECEMBER 31, 2025
Roll No. 83176
IBP OR No. 371343/12-21-2023/Or. Mindoro
PTR No. 1222466A/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)

 Iho Street
 Iapan City
 Iental Mindoro
 Iglon IV-B
 Iilippines
 00

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 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
Business Tax Identification Number: 262-488-795-000
T1 Certificate Number: 2366055
T1 Registration Date: 28-Dec-2020
Capitalization: Php 1,000,000.00
Agency Registration: No
Accredited: No
Created 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
TO COPY AT OFFICIALS' CHARGE PROHIBITED



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
MAGBANUA, CYR STEPHEN NAME OF BUSINESS: ABALON	02100000180	Annually	1/8/2024	WHOLESALE	R
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:

1. This Permit will expire on Dec 31, 2024
2. 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 Q,
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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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;
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8. **Duplicat Non-Specialized Wholesale Trading** is aware of and has undertaken the following responsibilities as a Bidder:
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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

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANILAN NG RENTAS INTERNAS
REVENUE REGION NO. 09A
REVENUE DISTRICT NO. 063

RIR
Form No. **2303**
Revised July 1997

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 ACTIVITIES(ES)								
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">TAX TYPE</td> <td style="width: 50%;">PERCENTAGE TAX</td> </tr> <tr> <td>INCOME TAX</td> <td>QUARTERLY</td> </tr> <tr> <td>REGISTRATION FEE</td> <td></td> </tr> </table>			TAX TYPE	PERCENTAGE TAX	INCOME TAX	QUARTERLY	REGISTRATION FEE	
TAX TYPE	PERCENTAGE TAX							
INCOME TAX	QUARTERLY							
REGISTRATION FEE								
TRADE NAME								
LINE OF BUSINESS / INDUSTRY								
5190 OTHER WHOLESALE 5235 RETAIL OF BOOKS, OFFICE/SCHOOL SUPPLIES, NEWSPAPERS, MGZNS 5239 OTHER RETAIL SALE IN SPECIALIZED STORES								
REMINDEES: 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 2 nd Qtr. - on or before Jul. 25 - Form 2551Q 3 rd Qtr. - on or before Oct. 25 - Form 2551Q 4 th Qtr. - on or before Jan 25 NY - Form 2551Q 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; 3. IN CASE OF CLOSURE/RETIREMENT OF BUSINESS, NOTIFY IMMEDIATELY REVENUE DISTRICT OFFICE CLIENT SUPPORT SECTION.								

UPDATED ON FEB 24 2009

I HEREBY 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 3	Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18/ENCS P3
TIN: 		Taxpayer/Filer's Last Name:
S.B. - For 8% Flat Income Tax Rate		(DO NOT enter Carotives, 48 Carotives 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
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
6.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 6 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		
Not 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
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 2	Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18ENCS P2			
TIN: _____ Taxpayer/Filer's Last Name: <u>MAGSANGALAN CYR STEPHEN A</u>					
(Continuation of Schedule 6)					
6.A.2 - Spouse's Detailed Computation of Available NOLCO					
Year Incurred	A. Amount	B. NOLCO Applied Previous Year's	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E)=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)	15,008.00	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)	15,008.00	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 3A-d 3B-d)	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 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)	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
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 Taxpayer.

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) 62 - 438 - 795 - 000 5 RDO Code 063

6 Taxpayer Type ☒ Single Proprietor ☐ Professional ☐ Estate ☐ Trust ☐ Compensation Earner7 Alphabetic Tax Code (ATC) ☒ R012 Business Income-Graduated IT Rates ☐ R014 Income from Profession-Graduated IT Rates ☐ R013 Mixed Income-Graduated IT Rates
☐ R011 Compensation Income ☐ R015 Business Income-8% IT Rate ☐ R017 Income from Profession-8% IT Rate ☐ R016 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)

MAGSANGA CYR STEPHEN A

9 Registered Address (Indicate complete address. If the registered address is different from the current address, get 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) 1/06/1986 11 Email Address jaxie.gg94@gmail.com

12 Citizenship FLPIN 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/w17 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, 49 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)

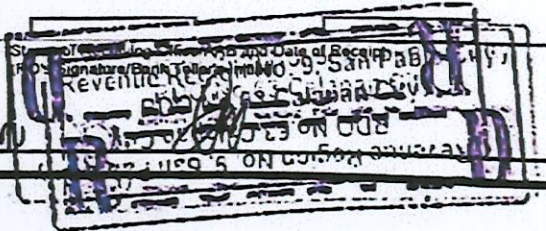
33 Number of Attachments 00

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)

KPR2022 - 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 Heograpiyas

063 - CALAPAN, ORIENTAL MINDORO
004887 - POLA

REVENUE OFFICIAL RECEIPT

BIR Form No. 2524

REVENUE OFFICIAL NO. 004887 118587
DATE TIME 04/18/2022 12:37:39 PM

TIN 262-488-795-00000

NAME OF TAXPAYER 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
COMPROBATION	P0.00
TOTAL PENALTY	P0.00
TOTAL DUE	P15,026.00

TOTAL DUE IN WORDS
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

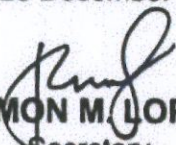
CYR STEPHEN ABALON MAGBANUA

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 MinSU Main Campus
Alcate, Vitoria, Oriental Mindoro
Project Name and Location

Stations: Mindoro State University
Length:

Contract Duration:

length:

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		
									INFLATION,			
									%	VALUE		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
										(5)X(9)	(10%[(5)+(10)]	(11) / (3)
1	Brother Ink Black (D60)	10	pcs.	400.00	4,000.00							
2	Brother Ink Cyan (5000)	10	pcs.	400.00	4,000.00							
3	Brother Ink Magenta (5000)	10	pcs.	400.00	4,000.00							
4	Brother Ink Yellow (5000)	10	pcs.	400.00	4,000.00							
5	Sticky Note (arrow design)	5	pack	35.00	175.00							
6	Correction Tape (6 meters)	6	pcs.	35.00	210.00							
7	Glossy Photo Paper 120 GSM 50s (A4)	5	pack	100.00	500.00							
8	Push Pin 100s	2	pack	60.00	120.00							
9	Stabilo Green Highlighter	6	pcs.	45.00	270.00							
10	Scotch Tape	5	pcs.	65.00	325.00							
11	Gel pen Blue	2	boxes	550.00	1,100.00							
12	Staple Wire #35	4	boxes	45.00	180.00							
13	Pencil no.2	2	boxes	100.00	200.00							
14	Permanent Marker (Black)	10	pcs.	55.00	550.00							
15	Clip Binder (2")	20	boxes	65.00	1,300.00							
16	Flashdrive, 32GB, OTG	2	pcs.	1,500.00	3,000.00							
17	Scissors Big	2	pcs.	120.00	240.00							
18	Binder Clips 1 inch	4	boxes	85.00	340.00							
19	Binder Clips 25mm	5	boxes	55.00	275.00							
20	Binder Clips 9mm	5	boxes	45.00	225.00							
21	Paper Clip Big	5	boxes	55.00	275.00							
22	Paper Clip Small	5	boxes	45.00	225.00							
23	Ribbon for ID (with free ID plate)	3	pcs.	8,500.00	25,500.00							
24	External Hard Drive 2TB	1	unit	4,581.00	4,581.00							
25	Gel Pen Black	2	boxes	550.00	1,100.00							

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APPROVED BUDGET FOR THE CONTRACT (ABC)

Supply and Delivery of Office Supplies for MinSU Main Campus
Alcate, Vitoria, Oriental Mindoro
Project Name and Location

Stations: Mindoro State University
Length:

Length:

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	Brother Ink Black (D60)	10	pcs.	400.00	4,000.00							
2	Brother Ink Cyan (5000)	10	pcs.	400.00	4,000.00							
3	Brother Ink Magenta (5000)	10	pcs.	400.00	4,000.00							
4	Brother Ink Yellow (5000)	10	pcs.	400.00	4,000.00							
5	Sticky Note (arrow design)	5	pack	35.00	175.00							
6	Correction Tape (6 meters)	6	pcs.	35.00	210.00							
7	Glossy Photo Paper 120 GSM 50s (A4)	5	pack	100.00	500.00							
8	Push Pin 100s	2	pack	60.00	120.00							
9	Stabilo Green Highlighter	6	pcs.	45.00	270.00							
10	Scotch Tape	5	pcs.	65.00	325.00							
11	Gel pen Blue	2	boxes	550.00	1,100.00							
12	Staple Wire #35	4	boxes	45.00	180.00							
13	Pencil no.2	2	boxes	100.00	200.00							
14	Permanent Marker (Black)	10	pcs.	55.00	550.00							
15	Clip Binder (2")	20	boxes	65.00	1,300.00							
16	Flashdrive, 32GB, OTG	2	pcs.	1,500.00	3,000.00							
17	Scissors Big	2	pcs.	120.00	240.00							
18	Binder Clips 1 inch	4	boxes	85.00	340.00							
19	Binder Clips 25mm	5	boxes	55.00	275.00							
20	Binder Clips 9mm	5	boxes	45.00	225.00							
21	Paper Clip Big	5	boxes	55.00	275.00							
22	Paper Clip Small	5	boxes	45.00	225.00							
23	Ribbon for ID (with free ID plate)	3	pcs.	8,500.00	25,500.00							
24	External Hard Drive 2TB	1	unit	4,581.00	4,581.00							
25	Gel Pen Black	2	boxes	550.00	1,100.00							

APPROVED BUDGET FOR THE CONTRACT (ABC)

Supply and Delivery of Office Supplies for MinSU Main Campus
Alcate, Vitoria, Oriental Mindoro
Project Name and Location

Stations: Mindoro State University
Length:

Length:

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		
									INFLATION,			
									%	VALUE		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
										(5)X(9)	(10%[(5)+(10)]	(11) / (3)
1	Brother Ink Black (D60)	10	pcs.	400.00	4,000.00							
2	Brother Ink Cyan (5000)	10	pcs.	400.00	4,000.00							
3	Brother Ink Magenta (5000)	10	pcs.	400.00	4,000.00							
4	Brother Ink Yellow (5000)	10	pcs.	400.00	4,000.00							
5	Sticky Note (arrow design)	5	pack	35.00	175.00							
6	Correction Tape (6 meters)	6	pcs.	35.00	210.00							
7	Glossy Photo Paper 120 GSM 50s (A4)	5	pack	100.00	500.00							
8	Push Pin 100s	2	pack	60.00	120.00							
9	Stabilo Green Highlighter	6	pcs.	45.00	270.00							
10	Scotch Tape	5	pcs.	65.00	325.00							
11	Gel pen Blue	2	boxes	550.00	1,100.00							
12	Staple Wire #35	4	boxes	45.00	180.00							
13	Pencil no.2	2	boxes	100.00	200.00							
14	Permanent Marker (Black)	10	pcs.	55.00	550.00							
15	Clip Binder (2")	20	boxes	65.00	1,300.00							
16	Flashdrive, 32GB, OTG	2	pcs.	1,500.00	3,000.00							
17	Scissors Big	2	pcs.	120.00	240.00							
18	Binder Clips 1 inch	4	boxes	85.00	340.00							
19	Binder Clips 25mm	5	boxes	55.00	275.00							
20	Binder Clips 9mm	5	boxes	45.00	225.00							
21	Paper Clip Big	5	boxes	55.00	275.00							
22	Paper Clip Small	5	boxes	45.00	225.00							
23	Ribbon for ID (with free ID plate)	3	pcs.	8,500.00	25,500.00							
24	External Hard Drive 2TB	1	unit	4,581.00	4,581.00							
25	Gel Pen Black	2	boxes	550.00	1,100.00							

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Republic of the Philippines
MINDORO STATE UNIVERSITY
Main Campus
Alcate, Victoria, Oriental Mindoro

PURCHASE REQUEST

Fund Cluster:

Office/Section :		PR No.: PR 24- 0059		Responsibility Center Code :		Date: February 06, 2024	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost		
1	pcs	Brother Ink Black (D60)	10	400.00	4,000.00		
2	pcs	Brother Ink Cyan (5000)	10	400.00	4,000.00		
3	pcs	Brother Ink Magenta (5000)	10	400.00	4,000.00		
4	pcs	Brother Ink Yellow (5000)	10	400.00	4,000.00		
5	pack	Sticky Note (arrow design)	5	35.00	175.00		
6	pcs	Correction Tape (6 meters)	6	35.00	210.00		
7	pack	Glossy Photo Paper 120 GSM 50s (A4)	5	100.00	500.00		
8	pack	Push pins 100s	2	60.00	120.00		
9	pcs	Stabilo Green Highlighter	6	45.00	270.00		
10	pcs	Scotch Tape (big)	5	65.00	325.00		
11	boxes	Gel Pen Blue	2	550.00	1,100.00		
12	box	staple wire # 35	4	45.00	180.00		
13	box	pencil no.2	2	100.00	200.00		
14	pc	permanent marker (black)	10	55.00	550.00		
15	Boxes	Clip Binder (2")	20	65.00	1,300.00		
16	pcs	Flashdrive, 32GB, OTG	2	1,500.00	3,000.00		
17	Pcs	Scissors -big	2	120.00	240.00		
18	box	Binder Clips 1inch	4	85.00	340.00		
19	box	Binder Clips 25mm	5	55.00	275.00		
20	box	Binder Clips 9mm	5	45.00	225.00		
21	box	Paper Clip Big	5	55.00	275.00		
22	box	Paper Clip Small	5	45.00	225.00		
23	pcs	Ribbon for ID (with free ID plate)	3	8,500.00	25,500.00		
24	unit	External hard drive 2TB	1	4,581.00	4,581.00		
25	boxes	Gel Pen Black	2	550.00	1,100.00		

Purpose: Inputs/materials for office use

RF-1062
401-200
02-08

Requested by:

Recommending
Approval:

Certified Allotment
Available

Approved by:

Signature :



RAMIL D. ATIENZA, Ph.D.

Printed Name : RAMIL D. ATIENZA, Ph.D.

Designation :

Director for Production

JOELENE C. LEYNES
VP for Admin and Finance

ROVELYN P. ROXAS
Budget Officer III

CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
OIC-University President

5/21

Republic of the Philippines
MINDORO STATE UNIVERSITY
Alcate, Victoria, Oriental Mindoro

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER UNIT : Production and Business Operations

Charged to RF - Photocopy


Project, Programs and Activities

CODE	GENERAL DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	SCHEDULE/ MILESTONE OF ACTIVITIES											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	OFFICE SUPPLIES																	
	PHOTOCOPY																	
•	Brother Ink Black (D60)	pcs	10	400.00	4,000.00	Public Bidding		✓										
•	Brother Ink Cyan (5000)	pcs	10	400.00	4,000.00	Public Bidding		✓										
•	Brother Ink Magenta (5000)	pcs	10	400.00	4,000.00	Public Bidding		✓										
•	Brother Ink Yellow (5000)	pcs	10	400.00	4,000.00	Public Bidding		✓										
•	Sticky Note (arrow design)	pack	5	35.00	175.00	Public Bidding		✓										
•	Correction Tape (6 meters)	pcs	6	35.00	210.00	Public Bidding		✓										
•	Glossy Photo Paper 120 GSM 50s (A4)	pack	5	100.00	500.00	Public Bidding		✓										
•	Push pins 100s	pack	2	60.00	120.00	Public Bidding		✓										
•	Stabilo Green Highlighter	pcs	6	45.00	270.00	Public Bidding		✓										
•	Scotch Tape (big)	pcs	5	65.00	325.00	Public Bidding		✓										
•	Gel Pen Blue	boxes	2	550.00	1,100.00	Public Bidding		✓										
•	staple wire # 35	box	4	45.00	180.00	Public Bidding		✓										
•	pencil	box	3	75.00	225.00	Public Bidding		✓										
•	permanent marker	pc	10	55.00	550.00	Public Bidding		✓										
•	Clip Binder (2")	Boxes	20	65.00	1,300.00	Public Bidding		✓										
•	Flashdrive, 32GB, OTG	pcs	2	1,500.00	3,000.00	Public Bidding		✓										
•	Scissors -big	Pcs	2	120.00	240.00	Public Bidding		✓										
•	Binder Clips 1inch	box	4	85.00	340.00	Public Bidding		✓										
•	Binder Clips 25mm	box	5	55.00	275.00	Public Bidding		✓										
	TOTAL				24,810.00													

TOTAL BUDGET:

24,810.00

Prepared By:


RAMIL D. ATIENZA, Ph.D.
Director, Production and Business Operations

Recommending Approval:

JOELENE C. LEYNES
Vice President for Admin and Finance

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Charged to RF - Photocopy

Project, Programs and Activities

[illegible]

56,716.00

Recommending Approval:

JOELENE C. LEYNES
Vice President for Admin and Finance