



**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE CAS DEPARTMENT OF MinSU**  
Name of Project

**BAC Resolution Recommending Approval  
Resolution No. 26, 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 CAS Department of MinSU"** with an Approved Budget for the Contract (ABC) amounting to **Seventy-seven Thousand One Hundred Ninety-seven Pesos (Php77,197.00)**;

**WHEREAS**, in response to the said advertisement, two (2) suppliers were found in the document request list and two (2) suppliers in the name of **DUPLICAT NON-SPECIALIZED WHOLESALE TRADING** and **MKRJ Marketing** submitted price quotation before the deadline;

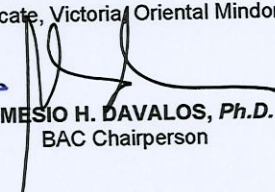
**WHEREAS**, the detailed evaluation of price quotation resulted in the following:


Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
Php77,197.00	Duplicat Non-Specialized Wholesale Trading	Php76,228.00
	MKRJ Marketing	Php76,588.00


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

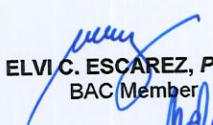
**NOW, THEREFORE**, the Bids and Awards Committee (BAC) **HEREBY RESOLVED AS IT IS HEREBY RESOLVED**, recommended to the Head of Procuring Entity the approval of this resolution for the abovementioned procurement the awarding of contract for the **"Supply and Delivery of Office Supplies for the CAS Department of MinSU"** to **Duplicat Non-Specialized Wholesale Trading** amounting to **Seventy-six Thousand Two Hundred Twenty-eight Pesos (Php76,228.00)** with official address at Sto. Niño, Calapan City, Oriental Mindoro as the supplier/bidder with the Lowest Calculated Responsive Bid (LCRB);

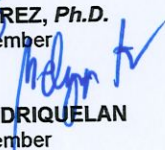
**RESOLVED**, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 14<sup>th</sup> day of March, 2024.

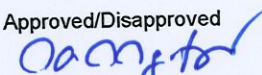
  
**NEMESIO H. DAVALOS, Ph.D.**  
BAC Chairperson

  
**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

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Philippine Government  
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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10644308  
Procuring Entity MINDORO STATE UNIVERSITY  
Title Supply and Delivery of Office Supplies for the CAS Department of MinSU  
Area of Delivery Oriental Mindoro

<b>Solicitation Number:</b> RFQ 2024-28 <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9) <b>Classification:</b> Goods <b>Category:</b> Office Supplies and Devices <b>Approved Budget for the Contract:</b> PHP 77,197.00 <b>Delivery Period:</b> 15 Day/s <b>Client Agency:</b>  <b>Contact Person:</b> JOHN EDGAR SUALOG ANTHONY HEAD SECRETARIAT Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368 minsu.bacoffice@gmail.com	<b>Status</b>	<b>Closed</b>
	<b>Associated Components</b>	1
	<b>Bid Supplements</b>	0
	<b>Document Request List</b>	2
	<b>Date Published</b>	10/03/2024
	<b>Last Updated / Time</b>	10/03/2024 00:00 AM
	<b>Closing Date / Time</b>	13/03/2024 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	box	Paper clip (small)	26		
2	box	Paper clip (big)	26		
3	box	binder clip 1"	26		
4	box	Binder clip 3/4"	26		
5	box	Binder clip 1.25"	26		
6	box	binder clip 2"	26		
7	box	Push pin	6		
8	pcs	Ink refill (magenta)	13		
9	pcs	Ink refill (cyan)	13		
10	pcs	Ink refill (yellow)	13		
11	pcs	Ink refill (black)	13		
12	box	Permanent marker (black)	6		
13	pcs	Scotch tape 1"	15		
14	pcs	scotch tape 2"	15		
15	pcs	Packaging tape 2", brown	15		
16	pcs	Scissors big	15		
17	box	Whiteboard marker (black)	8		
18	pcs	Record book (100 leaves)	15		
19	pcs	Stapler with staple remover HD-50/50R	8		

[illegible]

<b>Created by</b>	Annabelle Quinto Madrigal
<b>Date Created</b>	09/03/2024

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

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## REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for the CAS Department of MinSU

PR No.: PR24-0086

RFQ No. 2024-28

ABC Amount: Php77,197.00

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	box	Paper clip (small)	26	16.00	416.00
2	box	Paper clip (big)	26	29.00	754.00
3	box	binder clip 1"	26	28.00	728.00
4	box	Binder clip 3/4"	26	21.00	546.00
5	box	Binder clip 1.25"	26	36.00	936.00
6	box	binder clip 2"	26	81.00	2,106.00
7	box	Push pin	6	36.00	216.00
8	pcs	Ink refill (magenta)	13	33.00	429.00
9	pcs	Ink refill (cyan)	13	33.00	429.00
10	pcs	Ink refill (yellow)	13	33.00	429.00
11	pcs	Ink refill (black)	13	33.00	429.00
12	box	Permanent marker (black)	6	533.00	3,198.00
13	pcs	Scotch tape 1"	15	29.00	435.00
14	pcs	scotch tape 2"	15	49.00	735.00
15	pcs	Packaging tape 2", brown	15	49.00	735.00
16	pcs	Scissors big	15	59.00	885.00
17	box	Whiteboard marker (black)	8	812.00	6,496.00
18	pcs	Record book (100 leaves)	15	111.00	1,665.00
19	pcs	Stapler with staple remover HD-50/50R	8	520.00	4,160.00
20	box	Staple wire #35	14	65.00	910.00
21	pcs	Clear folder long	100	28.00	2,800.00
22	pcs	Clear folder short	100	23.00	2,300.00
23	pcs	masking tape 1"	12	47.00	564.00
24	pcs	Masking tape 3/4"	12	36.00	432.00
25	pcs	Cutter, heavy duty	12	46.00	552.00
26	pcs	Highlighter	10	30.00	300.00
27	pcs	Correction tape	15	29.00	435.00
28	pcs	Ruler	6	29.00	174.00
29	set	Sticky tab (assorted color)	40	36.00	1,440.00

MSU-BAC-FR-05.01



30	reams	Bond paper (long substance 20)	40	312.00	12,480.00
31	reams	Bond paper (short substance 20)	30	273.00	8,190.00
32	reams	Bond paper (A4 substance 20)	40	293.00	11,720.00
33	pcs	Extension cord set with individual switch 6 gang 1.83 meter wide	4	882.00	3,528.00
34	pcs	Extension cord set with individual switches 6 gang 5 meter wire with USB ports	4	1,169.00	4,676.00
XX					
TOTAL					76,228.00

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

STEPHEN MAGBANUA

Supplier's Signature over Printed Name

262-488-795-000

TIN No. of Establishment

0927-4283705

Contact Number

03-12-2024

Date \_\_\_\_\_

## General Conditions

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

Price validity shall be 30 calendar days from the deadline of submission of quotation.

### Ocular Inspection

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

## Award

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

### Evaluation of Quotations

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

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

### Instructions

1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in MinSU or any of MinSU campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A 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

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**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines

Email: [universitypresident@minsu.edu.ph](mailto:universitypresident@minsu.edu.ph)  
Website: [www.minsu.edu.ph](http://www.minsu.edu.ph)  
Mobile: +63 977 846 72 28



#### 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.

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•Main Campus, Alcate, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City





REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for the CAS Department of MinSU

PR No.: PR24-0086

RFQ No. 2024-28

ABC Amount: Php77,197.00

Company Name : MKRJ Marketing

Address : San Agustin 1, Naujan, Oriental Mindoro

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

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

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4	box	Binder clip 3/4"	26	50.00	1,300.00 ✓
5	box	Binder clip 1.25"	26	60.00	1,560.00 ✓
6	box	binder clip 2"	26	70.00	1,820.00 ✓
7	box	Push pin	6	50.00	300.00 ✓
8	pcs	Ink refill (magenta)	13	80.00	1,040.00 ✓
9	pcs	Ink refill (cyan)	13	80.00	1,040.00 ✓
10	pcs	Ink refill (yellow)	13	80.00	1,040.00 ✓
11	pcs	Ink refill (black)	13	80.00	1,040.00 ✓
12	box	Permanent marker (black)	6	350.00	2,100.00 ✓
13	pcs	Scotch tape 1"	15	50.00	750.00 ✓
14	pcs	scotch tape 2"	15	50.00	750.00 ✓
15	pcs	Packaging tape 2", brown	15	60.00	900.00 ✓
16	pcs	Scissors big	15	120.00	1,800.00 ✓
17	box	Whiteboard marker (black)	8	400.00	3,200.00 ✓
18	pcs	Record book (100 leaves)	15	100.00	1,500.00 ✓
19	pcs	Stapler with staple remover HD-50/50R	8	500.00	4,000.00 ✓
20	box	Staple wire #35	14	100.00	1,400.00 ✓
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24	pcs	Masking tape 3/4"	12	50.00	600.00 ✓
25	pcs	Cutter, heavy duty	12	100.00	1,200.00 ✓
26	pcs	Highlighter	10	60.00	600.00 ✓
27	pcs	Correction tape	15	60.00	900.00 ✓
28	pcs	Ruler	6	23.00	138.00 ✓

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

•Main Campus, Alcate, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City





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**

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## REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for the CAS Department of MinSU

PR No.: PR24-0086

RFQ No. 2024-28

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STEPHEN MAGBANUA

Supplier's Signature over Printed Name

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TIN No. of Establishment

0927-4283705

Contact Number

03-12-2024

Date \_\_\_\_\_

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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

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•Main Campus, Alcate, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City





**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines

Email: [universitypresident@minsu.edu.ph](mailto:universitypresident@minsu.edu.ph)  
Website: [www.minsu.edu.ph](http://www.minsu.edu.ph)  
Mobile: +63 977 846 72 28



#### 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

•Main Campus, Alcate, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City



## Omnibus Sworn Statement

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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 CAS DEPARTMENT OF MINSU** with PR No.: PR24-0086 and RFQ No.: 2024-28;
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 CAS DEPARTMENT OF MINSU** with PR No.: PR24-0086 and RFQ No.: 2024-28;



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<sup>th</sup> day of March 2024 at Calapan City, Oriental Mindoro, Philippines.

Doc. No. 153  
Page No. 42  
Book No. 6  
Series of 2024

  
Stephen Magbanua  
Bidder's Representative/Authorized Signatory

  
ATTY. JOHA ADRIAN D. MAULION  
NOTARY PUBLIC UNTIL DECEMBER 31, 2025  
Roll No. 83176  
IBP OR No. 27134 / 12-21-2023 / Or. Mindoro  
PTR No. 10224864 / 01-22-2024 / Calapan City  
MCLE Compliance: Until 04-14-25



JPLICAT NON-SPECIALIZED WHOLESALE TRADING (DUPLICAT TRADING )

ihho Street

Iapan City

entral Mindoro

glon IV-B

ilippines

00

ganization Member Type:

Supplier

ganization Number:

336818

gistration Date:

10-Jun-2021

gistration Type:

Red

rm of Organization:

Single Proprietorship

ganization Type:

Distributor, General Merchandise, Trading, Services

usiness 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

usiness Tax Identification Number:

262-488-795-000

'I Certificate Number:

2366055

'I Registration Date:

28-Dec-2020

ipitalization:

Php 1,000,000.00

gency Registration:

No

acklisted:

No

dated By:

Cyr Stephen Abalon Magbanua

ite Last Updated:

18-Jan-2023





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

TAUMBAYAN ANG  
MA SUSUNOD  
TO IMPROVE AND MAINTAIN PROGRESS



# BUSINESS PERMIT

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

P= 8,350.00

TAXPAYER'S NAME	BUSINESS I.D.	MODE OF PAYMENT	DATE BILLED	KIND OF BUSINESS	STATUS
MAGRANHA, 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	Payment for
BUSINESS TAX	4,950.00	0.00	4,950.00		1-4
MAYOR'S PERMIT	2,450.00		2,450.00		Notes:
MAYORS PERMIT FEE	1,000.00				1. This Permit will expire on
EDUC'L SPECIAL PROGR	100.00				Dec 31, 2024
DRAINAGE MAINTENANCE	100.00				2. This Mayor's Permit, together
GARBAGE FEE	800.00				with the official receipt, shall at all times
SANITARY FEE	200.00				be displayed or posted for public view
FIRE AND SAFETY INSP	250.00				in a conspicuous place within the place
MEDICAL FEE	100.00		100.00		of business or undertaking.
ANNUAL INSPECTION FEE	200.00		200.00		Check
BUSINESS STICKER	300.00		300.00		Check number
SITE INSPECTION FEE	50.00		50.00		Bank
OCCUPATIONAL FEE	220.00		220.00		Cash
TAX CLEARANCE	30.00		30.00		O.R. Number
AAP.&RENEWAL OF BUS.FEE	50.00		50.00		Date 1222681
ENCODER				TOTALS	8,350.00

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.

### AFFIDAVIT

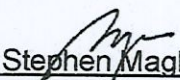
I, **Cyr Stephen A. Magbanua**, of legal age, *married, Filipino*, and residing at **Brgy. Sto. Niño Calapan City**, after having been duly sworn in accordance with law, do hereby depose and state that:

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 CAS DEPARTMENT OF MINSU** with PR No.: PR24-0086 and RFQ No.: 2024-28;
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 CAS DEPARTMENT OF MINSU** with PR No.: PR24-0086 and RFQ No.: 2024-28;



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



REPUBLIK NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIILAN 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 ACTIVITY(IES) TAX TYPE INCOME TAX REGISTRATION FEE TRADE NAME DUPLICAT NON-SPECIALIZED WHOLE SALE TRADING		
PERCENTAGE TAX - QUARTERLY 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 <sup>st</sup> Qtr. - on or before Apr. 25 - Form 2551Q 2 <sup>nd</sup> Qtr. - on or before Jul. 25 - Form 2551Q 3 <sup>rd</sup> Qtr. - on or before Oct. 25 - Form 2551Q 4 <sup>th</sup> Qtr. - on or before Jan 25 NY - Form 2551Q		
Income Tax: 1 <sup>st</sup> Qtr. - on or before May 15 - Form 1701Q 2 <sup>nd</sup> Qtr. - on or before August 15 - Form 1701Q 3 <sup>rd</sup> 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 2021

THE REBY 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)


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

TIN  
123-4567890

Taxpayer/Filer's Last Name  
DANIELA CYN STEPHEN A

**PART IV - Background Information of Spouse**

1 Spouse's Taxpayer Identification Number (TIN)  
2 RDO Code

3 Filer's Spouse Type  
☐ Single Proprietor ☐ Professional ☐ Compensation Earner

4 Alphabetic Tax Code (ATC)  
☐ RC-12 Business Income-Graduated IT Rates ☐ RC-14 Income from Profession-Graduated IT Rates ☐ RC-15 Mixed Income-Graduated IT Rates  
☐ RC-11 Compensation Income ☐ RC-13 Business Income-2% IT Rate ☐ RC-17 Income from Profession-5% IT Rate ☐ RC-16 Mixed Income-5% IT Rate

5 Spouse's Name (Last Name, First Name, Middle Name)  
6 Contact Number  
7 Citizenship

8 Claiming Foreign Tax Credits? ☐ Yes ☐ No 9 Foreign tax number (if applicable)  
10 Income EXEMPT from Income Tax? ☐ Yes ☐ No 11 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)]

12 Tax Rate\* (choose one)  
☐ Graduated Rates (Choose Method of Deduction in Item 12A)  
☐ 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)  
☐ Itemized Deduction [Sec. 34(A-J), NIRC] ☐ 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		b. Employer's TIN	c. Compensation Income	d. Tax Withheld
1	<input type="radio"/> Taxpayer <input type="radio"/> Spouse		0.00	0.00
2	<input type="radio"/> Taxpayer <input type="radio"/> Spouse		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  
(round up)


Particulars	A. Taxpayer/Filer	B. Spouse
4 Gross Compensation Income (From Part V Schedule 1 Item 3A/3B/c)	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 5)	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 Taxable Income-Business (Sum of Items 18 and 22)	325,031.00	0.00
24 Total Taxable Income - Compensation & Business (Sum of Items 6 and 23)	325,031.00	0.00
25 Total Tax Due-Compensation and Business Income (under graduated rates) (Item 24 x applicable income tax rate) (To Part VI Item 1)	15,006.00	0.00



BIR Form No. <b>1701</b> January 2018 (ENC5) Page 3	<b>Annual Income Tax Return</b> Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18ENC5 P3			
TIN _____ Taxpayer/Filer's Last Name _____ _____ MAGBANUA CYR STEPHEN A					
<b>3.B - For 8% Flat Income Tax Rate</b> (DO NOT enter Centavos; 25 Centavos 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			
<b>Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheet/s, if necessary)</b>					
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			
<b>Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)</b>					
5.A - Taxpayer/Filer	Description	Legal Basis	Amount		
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		
<b>5.B - Spouse</b>					
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		
<b>Schedule 6 - Computation of Net Operating Loss carry Over (NOLCO)</b>					
<b>6.A - Computation of NOLCO</b>					
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 9.A.1 Item 7A and/or Schedule 6.A.2 Item 12A)	0.00	0.00			
<b>6.A.1 - Taxpayer/Filer's Detailed Computation of Available NOLCO</b>					
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)=A-(B+C+D)]
4 _____	0.00	0.00	0.00	0.00	0.00
5 _____	0.00	0.00	0.00	0.00	0.00
6 _____	0.00	0.00	0.00	0.00	0.00
7 _____	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. <b>1701</b> January 2018 (ENCS) Page 4	<b>Annual Income Tax Return</b> Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18ENCS P4			
TIN _____ Taxpayer/Filer's Last Name _____ _____					
Confirmation 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)=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	
<b>PART VI - Summary of Income Tax Due</b>					
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		
<b>PART VII - Tax Credits/Payments (attach proof)</b>					
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 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		
<b>PART VIII - Tax Relief Availment</b>					
<b>VIIIA - Special Rate</b>					
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		
<b>VIIIB - Exempt</b>					
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		
<b>PART IX - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheets, if necessary)</b>					
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 RevenueBIR 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.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) <u>662 - 638 - 635 - 000</u>		5 RDO Code <u>063</u>
6 Taxpayer Type <input checked="" type="checkbox"/> Single Proprietor <input type="checkbox"/> Professional <input type="checkbox"/> Estate <input type="checkbox"/> Trust <input type="checkbox"/> Compensation Earner		
7 Alphabetic Tax Code (ATC) <input checked="" type="radio"/> 8012 Business Income-Graduated IT Rates <input type="radio"/> 8014 Income from Profession-Graduated IT Rates <input type="radio"/> 8013 Mixed Income-Graduated IT Rates <input type="radio"/> 8011 Compensation Income <input type="radio"/> 8015 Business Income-8% IT Rate <input type="radio"/> 8017 Income from Profession-8% IT Rate <input type="radio"/> 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) <u>MAGSANUA CYR STEPHEN A.</u>		
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) <u>STO NINO CALAPAN CITY ORIENTAL MINDORO</u>		
10 Date of Birth (MM/DD/YYYY) <u>01/06/1966</u>		11 Email Address <u>jaxie gg94@gmail.com</u>
12 Citizenship <u>FLPNO</u>	13 Claiming Foreign Tax Credits? <input type="radio"/> Yes <input checked="" type="radio"/> No	14 Foreign Tax Number, if applicable <u></u>
15 Contact Number (Landline/Cellphone No.) <u>09</u>		16 Civil Status (if applicable) <input checked="" type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Legally Separated <input type="radio"/> Widower
17 If married, spouse has income? <input type="radio"/> Yes <input checked="" type="radio"/> No		18 Filing Status <input type="radio"/> Joint Filing <input checked="" type="radio"/> Separate Filing
19 Income EXEMPT from Income Tax? <input type="radio"/> Yes <input checked="" type="radio"/> No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]		20 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="radio"/> Yes <input checked="" type="radio"/> No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]
21 Tax Rate* (choose one) <input checked="" type="radio"/> Graduated Rates (Choose Method of Deduction in Item 21A) <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)]		21A Method of Deduction (choose one) <input checked="" 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 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

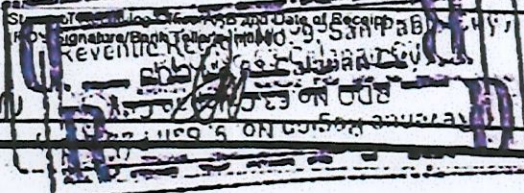
**PART III - DETAILS OF PAYMENT**

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)

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

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







Republika ng Pilipinas  
Kagawaran ng Inaangkop  
Kawabang-Benteng

063 - CALAPAN, ORIENTAL MINDORO  
004887 - POLA

# REVENUE OFFICIAL RECEIPT

BIR Form No. 2524

RECEIVED 04/18/2022 12:37:39 PM  
DATE TIME 04/18/2022 12:37:39 PM

TIN 262-488-795-00000

MAGSASAGUAYO 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
COMPRO	P0.00
TOTAL PENALTY	P0.00

TOTAL DUE P15,026.00

TOTAL DUE 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

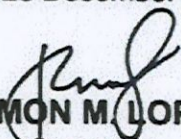
**CYR STEPHEN ABALON MAGBANUA**

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

Documentary Stamp Tax Paid Php 30.00



**APPROVED BUDGET FOR THE CONTRACT (ABC)**  
**Supply and Delivery of Office Supplies for the CAS Department of Minsu**  
**Alcate, Victoria, Oriental Mindoro**  
Project Name and Location

Stations: Mindoro State University  
Length:

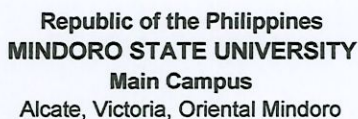
Contract Duration:

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)	
1	Paper clip (small)	26	box	15.00	390.00					(5)X(9)	(10%[(5)+(10)])	(11) / (3)	
2	Paper clip (big)	26	box	35.00	910.00								
3	binder clip 1"	26	box	65.00	1,690.00								
4	Binder clip 3/4"	26	box	25.00	650.00								
5	Binder clip 1.25"	26	box	80.00	2,080.00								
6	binder clip 2"	26	box	120.00	3,120.00								
7	Push pin	6	box	30.00	180.00								
8	Ink refill (magenta)	13	pcs	150.00	1,950.00								
9	Ink refill (cyan)	13	pcs	150.00	1,950.00								
10	Ink refill (yellow)	13	pcs	150.00	1,950.00								
11	Ink refill (black)	13	pcs	150.00	1,950.00								
12	Permanent marker (black)	6	box	552.00	3,312.00								
13	Scotch tape 1"	15	pcs	30.00	450.00								
14	scotch tape 2"	15	pcs	50.00	750.00								
15	Packaging tape 2", brown	15	pcs	55.00	825.00								
16	Scissors big	15	pcs	75.00	1,125.00								
17	Whiteboard marker (black)	8	box	540.00	4,320.00								
18	Record book (100 leaves)	15	pcs	120.00	1,800.00								
19	Stapler with staple remover HD-50/50R	8	pcs	360.00	2,880.00								
20	Staple wire #35	14	box	50.00	700.00								
21	Clear folder long	100	pcs	18.00	1,800.00								
22	Clear folder short	100	pcs	16.00	1,600.00								
23	masking tape 1"	12	pcs	45.00	540.00								
24	Masking tape 3/4"	12	pcs	30.00	360.00								
25	Cutter, heavy duty	12	pcs	100.00	1,200.00								
26	Highlighter	10	pcs	100.00	1,000.00								
27	Correction tape	15	pcs	35.00	525.00								
28	Ruler	6	pcs	15.00	90.00								
29	Sticky tab (assorted color)	40	set	50.00	2,000.00								
30	Bond paper (long substance 20)	40	reams	240.00	9,600.00								









STF - 1071  
164-200  
02-198



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END USER UNIT - College of Arts and Sciences  
Charged to STF - Faculty and Curriculum  
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 EXPENSES																	
•	Paper Clip (Small)	box	26	15.00	390.00	Public Bidding			✓				✓					
•	Paper Clip (Big)	box	26	35.00	910.00	Public Bidding			✓				✓					
•	Binder Clip 1"	box	26	65.00	1,690.00	Public Bidding			✓				✓					
•	Binder Clip 3/4"	box	26	25.00	650.00	Public Bidding			✓				✓					
•	Binder Clip 1.25"	box	26	80.00	2,080.00	Public Bidding			✓				✓					
•	Binder Clip 2"	box	26	120.00	3,120.00	Public Bidding			✓				✓					
•	Push Pin	box	6	30.00	180.00	Public Bidding			✓				✓					
•	Ink refill (Magenta)	pcs	13	150.00	1,950.00	Public Bidding			✓				✓					
•	Ink refill (Cyan)	pcs	13	150.00	1,950.00	Public Bidding			✓				✓					
•	Ink Refill (Yellow)	pcs	13	150.00	1,950.00	Public Bidding			✓				✓					
•	Ink Refill (Black)	pcs	13	150.00	1,950.00	Public Bidding			✓				✓					
•	Permanent Marker, Black	box	6	552.00	3,312.00	Public Bidding			✓				✓					
•	Scotch Tape 1"	pcs	15	30.00	450.00	Public Bidding			✓				✓					
•	Scotch Tape 2"	pcs	15	50.00	750.00	Public Bidding			✓				✓					
•	Packaging Tape 2", Brown	pcs	15	55.00	825.00	Public Bidding			✓				✓					
•	Scissors Big	pcs	15	75.00	1,125.00	Public Bidding			✓				✓					
•	White Bond Marker, Black	box	8	540.00	4,320.00	Public Bidding			✓				✓					
	<b>TOTAL</b>				<b>27,602.00</b>													

TOTAL BUDGET:

27,602.00

Prepared By:

*Katherine P. Sanchez-Escalona*  
KATHERINE P. SANCHEZ-ESCALONA  
Dean - College of Arts and Sciences

Recommending Approval:

*Nenesisio H. Davalos*  
NENESISIO H. DAVALOS  
Vice President for Academic Affairs



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER UNIT: College of Arts and Sciences  
Changed to STF - Recently and Curriculum  
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 EXPENSES																	
	Total Balance Brought Forwarded																	
*	Record Book 100 Leaves	pcs	15	120.00	27,602.00	Public Bidding												
*	Stapler with staple remover HD-5050R	pc	8	360.00	1,800.00	Public Bidding			✓									
*	Staple Wire #35	box	14	50.00	2,880.00	Public Bidding			✓									
*	Clear Folder Long	pcs	100	18.00	700.00	Public Bidding			✓									
*	Clear Folder Short	pcs	100	16.00	1,600.00	Public Bidding			✓									
*	Masking Tape 1"	pcs	12	45.00	540.00	Public Bidding			✓									
*	Cutter, heavy Duty	piece	12	30.00	360.00	Public Bidding			✓									
*	highlighter	pcs	10	100.00	1,000.00	Public Bidding			✓									
*	Correction Tape	pcs	15	35.00	525.00	Public Bidding			✓									
*	Ruler	pcs	6	15.00	90.00	Public Bidding			✓									
*	Sticky Tab (assorted color)	set	40	50.00	2,000.00	Public Bidding			✓									
*	Bond Paper Long substance	reams	40	240.00	9,600.00	Public Bidding			✓									
*	Bond Paper Short substance	reams	30	270.00	8,100.00	Public Bidding			✓									
*	Bond Paper A4 substance	reams	40	250.00	10,000.00	Public Bidding			✓									
	TOTAL				69,797.00								✓					

Prepared By: 69,797.00

KATHERINE P. SANCHEZ-ESCALONA  
Dean - College of Arts and Sciences

Recommending Approval:  
NEMESIO H. DAVALOS  
Vice President for Academic Affairs



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

# PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

*END-USER UNIT : College of Arts and Sciences  
Changed to STF - Faculty and Curriculum  
Project, Programs and Activities*

[illegible]

**TOTAL BUDGET:**

77,197.00

Prepared By:

### Recommending Approval:

*Atti P. D. - Lucerna*  
KATHERINE P. SANCHEZ-ESCALONA  
Dean - College of Arts and Sciences

**NEMESIO H. DAVALOS**  
Vice President for Academic Affairs