



SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR VARIOUS OFFICES AT MinSU CALAPAN CITY CAMPUS

Name of Project

**BAC Resolution Recommending Approval
Resolution No. 52, s. 2024**

WHEREAS, the Mindoro State University (MinSU), through 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 Various Offices at MinSU Calapan City Campus"** with an Approved Budget for the Contract (ABC) amounting to **Three Hundred Twelve Thousand Pesos (Php312,000.00)**;

WHEREAS, in response to the said advertisement, six (6) suppliers were found in the document request list, however three (3) suppliers in the name of **3 COLORS OFFICE SUPPLIES DEPOT, KRISTWIN CONSUMER GOODS TRADING** and **IRAYA LIFE ENTERPRISES** 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
Php312,000.00	3 Colors Office Supplies Depot	Php92,963.00
	Kristwin Consumer Goods Trading	Php192,153.30
	Iraya Life Enterprises	Php305,526.00

WHEREAS, upon careful examination, validation and verification of all the eligibility, technical and financial requirements submitted by the suppliers, **KRISTWIN CONSUMER GOODS TRADING** and **IRAYA LIFE ENTERPRISES** passed the evaluation of quotations and was found to be complying and responsive; however, the price quotation submitted by **3 COLORS OFFICE SUPPLIES DEPOT** was found to be unresponsive and uncompliant because of the following reasons:

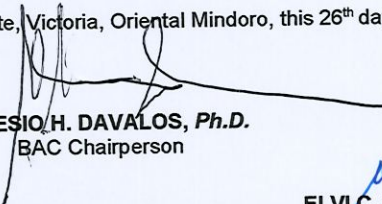
- The supplier submitted incomplete eligibility documents as indicated in teh 2nd page of teh RFQ Form such as:
 - Latest income Tax Return
- It was found out that the supplier cannot supply the following items;
 - Bond Paper A4 Sub 20
 - Bond Paper Long Sub 20
 - Bond Paper Short Sub 20
 - Carbon Paper (100's)
 - Combo Ring 1 1/2
 - Combo Ring 1/2
 - Combo Ring 1/4
 - Combo Ring 5/8
 - Envelope Brown Long
 - Envelope Brown Short
 - Expanding Envelope Long (Green) with (Garter)
 - Expanding Folder Long (Green)
 - Folder White Long
 - Folder White Short
 - Record Book 200Pages
 - Vellum Board A4 10s
 - Vellum Board Long 10s
 - Vellum Board Short 10s

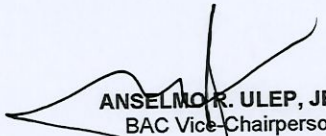
WHEREAS, the BAC declared **KRISTWIN CONSUMER GOODS TRADING** as the supplier with the Lowest Calculated Responsive Bid (LCRB) for the reason that the first supplier in ranking was disqualified;


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 awarding of contract for the **"Supply and Delivery of Office Supplies for Various Offices at MinSU Calapan City Campus"** to **Kristwin Consumer Goods Trading** amounting to **One Hundred Ninety-two Thousand One Hundred Fifty-three Pesos and 30/100 (Php192,153.30)** with official address at Masipit, Calapan City, Oriental Mindoro as the supplier/bidder with the Lowest Calculated Responsive Bid (LCRB);

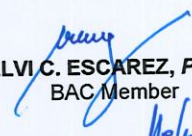


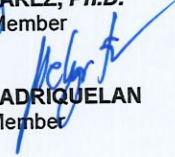
RESOLVED, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 26th day of March, 2024.


NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson



ANSELMO R. ULEP, JR.
BAC Vice-Chairperson


CIEDELLE P. SALAZAR Ph.D
BAC Member


ELVI C. ESCAREZ, Ph.D.
BAC Member


MELGAR G. FADRIQUELAN
BAC Member

Approved/Disapproved


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



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10678647
Procuring Entity MINDORO STATE UNIVERSITY
Title Supply and Delivery of Office Supplies for Various Offices at MinSU Calapan City Campus
Area of Delivery Oriental Mindoro

Solicitation Number:	RFQ 2024-53	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 312,000.00	Document Request List	6
Delivery Period:	30 Day/s		
Client Agency:		Date Published	21/03/2024
Contact Person:	JOHN EDGAR SUALOG ANTHONY HEAD SECRETARIAT Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368 minsu.bacoffice@gmail.com	Last Updated / Time	21/03/2024 00:00 AM
		Closing Date / Time	25/03/2024 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

Note: 1. All entries must be typewritten.

2. Delivery Period within ____ calendar days.

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

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

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

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

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

Item

No. Unit ITEM AND DESCRIPTION QTY. UNIT

PRICE TOTAL AMOUNT

1 boxes Binder Clips 25mm 19

2 boxes Binder Clips 32mm 20

3 boxes Binder Clips 51mm 20

4 reams Bond Paper A4 Sub 20 220

5 reams Bond Paper Long Sub 20 100

6 reams Bond Paper Short Sub 20 100

7 packs Carbon Paper (100's) 10

8 pcs Combo Ring 1 1/2 15

9 pcs Combo Ring 1/2 20

Created by	Annabelle Quinto Madrigal
Date Created	19/03/2024

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Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph

Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for Various Offices at MinSU Calapan City Campus

PR No.: 2024-032

RFQ No. 2024-53

ABC Amount: Php312,000.00

Company Name

Kristwin Consumed Goods Trading

Address :

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-EPS Registration Certificate shall be attached upon submission of the Quotation.
6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	boxes	Binder Clips 25mm	19	34	646
2	boxes	Binder Clips 32mm	20	38	760
3	boxes	Binder Clips 51mm	20	68	1360
4	reams	Bond Paper A4 Sub 20	220	188	41,360
5	reams	Bond Paper Long Sub 20	100	208	20,800
6	reams	Bond Paper Short Sub 20	100	178	17,800
7	packs	Carbon Paper (100's)	10	850	8,500
8	pcs	Combo Ring 1 1/2	15	38	570
9	pcs	Combo Ring 1/2	20	28	560
10	pcs	Combo Ring 1/4	20	24	480
11	pcs	Combo Ring 5/8	20	34	680
12	pcs	Envelope Brown Long	51	2.30	117.30
13	pcs	Envelope Brown Short	50	2.10	105
14	bottles	Ink 003 Black	50	2.65	13,250
15	bottles	Ink 003 Cyan	37	2.75	10,175
16	bottles	Ink 003 Magenta	37	2.75	10,175
17	bottles	Ink 003 Yellow	37	2.75	10,175
18	bottles	Ink 664 Black	50	2.65	13,250
19	bottles	Ink 664 Cyan	33	2.75	9,075
20	bottles	Ink 664 Magenta	33	2.75	9,075
21	bottles	Ink 664 Yellow	33	2.75	9,075
22	pcs	Expanding Envelope Long (Green) with (Garter)	50	15	750
23	pcs	Expanding Folder Long (Green)	50	16	800
24	pcs	Folder White Long	50	5.30	2,650
25	pcs	Folder White Short	50	4.80	2,400
26	boxes	Paper Clip Big Vinyl Coated	20	25	500
27	boxes	Paper Clip Big Small Coated	20	19	380
28	pcs	Record Book 200Pages	30	64	1,920
29	pcs	Record Book 500Pages	22	80	1,760

MSU-BAC-FR-05.01



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

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

Supplier's Signature over Printed Name

TIN No. of Establishment

090841634

Contact Number

03 - 24, 2024

Date _____

68 9.255

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1792, 183-30

MSU-BAC-FR-05.01



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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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 on the basis of the following criteria:

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

Instructions

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

Liquidation Damages

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

Warranty

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

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

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REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for Various Offices at MinSU Calapan City Campus

PR No.: 2024-032

RFQ No. 2024-53

ABC Amount: Php312,000.00

Company Name

IRAYA LIFE ENTERPRISES
BULUSAN CALAPAN CITY

Address

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-EPS Registration Certificate shall be attached upon submission of the Quotation.
6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	boxes	Binder Clips 25mm	19	70-	570-
2	boxes	Binder Clips 32mm	20	41-	820-
3	boxes	Binder Clips 51mm	20	77-	1540-
4	reams	Bond Paper A4 Sub 20	220	336-	73,920-
5	reams	Bond Paper Long Sub 20	100	420-	42,000-
6	reams	Bond Paper Short Sub 20	100	324-	32,400-
7	packs	Carbon Paper (100's)	10	582-	5820-
8	pcs	Combo Ring 1 1/2	15	35-	525-
9	pcs	Combo Ring 1/2	20	43-	860-
10	pcs	Combo Ring 1/4	20	50-	1,000-
11	pcs	Combo Ring 5/8	20	12-	240-
12	pcs	Envelope Brown Long	51	5-	255-
13	pcs	Envelope Brown Short	50	4-	200-
14	bottles	Ink 003 Black	50	374-	18,700-
15	bottles	Ink 003 Cyan	37	374-	13,838-
16	bottles	Ink 003 Magenta	37	374-	13,838-
17	bottles	Ink 003 Yellow	37	374-	13,838-
18	bottles	Ink 664 Black	50	374-	18,700-
19	bottles	Ink 664 Cyan	33	374-	12,342-
20	bottles	Ink 664 Magenta	33	374-	12,342-
21	bottles	Ink 664 Yellow	33	374-	12,342-
22	pcs	Expanding Envelope Long (Green) with (Garter)	50	31-	1,550-
23	pcs	Expanding Folder Long (Green)	50	22-	1,100-
24	pcs	Folder White Long	50	7-	350-
25	pcs	Folder White Short	50	6-	300-
26	boxes	Paper Clip Big Vinyl Coated	20	39-	780-
27	boxes	Paper Clip Big Small Coated	20	21-	420-
28	pcs	Record Book 200Pages	30	105-	3,150-
29	pcs	Record Book 500Pages	22	175-	3,850-

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

Prices noted above

MARIA SOWRHO C. MENDOZA

Supplier's Signature over Printed Name

160-221-678-0000

TIN No. of Establishment

69778641725

Contact Number

03.25.2024

Date



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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Website: www.minsu.edu.ph
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REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for Various Offices at MinSU Calapan City Campus

PR No.: 2024-032

RFQ No. 2024-53

ABC Amount: Php312,000.00

Company Name : 3 COLOUR OFF SUPPLY DEPOT

Address : VAMPAWC MANILA

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 02-25-24 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 7 calendar days.
 3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
 4. Price validity shall be a period of 30 calendar days.
 5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.
 6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
 7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	boxes	Binder Clips 25mm	19	32	608
2	boxes	Binder Clips 32mm	20	45	900
3	boxes	Binder Clips 51mm	20	128	2,560
4	reams	Bond Paper A4 Sub 20	220	7	
5	reams	Bond Paper Long Sub 20	100		
6	reams	Bond Paper Short Sub 20	100		
7	packs	Carbon Paper (100's)	10		
8	pcs	Combo Ring 1 1/2	15		
9	pcs	Combo Ring 1/2	20	n/a	
10	pcs	Combo Ring 1/4	20		
11	pcs	Combo Ring 5/8	20		
12	pcs	Envelope Brown Long	51		
13	pcs	Envelope Brown Short	50		
14	bottles	Ink 003 Black	50	245	12,250
15	bottles	Ink 003 Cyan	37	250	9,250
16	bottles	Ink 003 Magenta	37	250	9,250
17	bottles	Ink 003 Yellow	37	250	9,250
18	bottles	Ink 664 Black	50	250	12,500
19	bottles	Ink 664 Cyan	33	260	8,580
20	bottles	Ink 664 Magenta	33	260	8,580
21	bottles	Ink 664 Yellow	33	260	8,580
22	pcs	Expanding Envelope Long (Green) with (Garter)	50	7	
23	pcs	Expanding Folder Long (Green)	50		
24	pcs	Folder White Long	50	n/a	
25	pcs	Folder White Short	50		
26	boxes	Paper Clip Big Vinyl Coated	20	34	680
27	boxes	Paper Clip Big Small Coated	20	27	540
28	pcs	Record Book 200Pages	30	n/a	
29	pcs	Record Book 500Pages	22	150	3,300

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30	boxes	Staple Wire #35	50	60	3,000
31	pcs	Stapler #35 with Remover	10	165	1,650
32	pads	Sticky Note Arrowhead	33	45	1,485
33	packs	Vellum Board A4 10s	30		
34	packs	Vellum Board Long 10s	33		
35	packs	Vellum Board Short 10s	32		
XX					
TOTAL					\$92,913.00

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

KERLY ANN RUMALAN

Supplier's Signature over Printed Name

263 193 040

TIN No. of Establishment

8374 1093

Contact Number

03-21-24

Date _____

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



View Red Registration

[Back \(https://www.philgeps.gov.ph/SupDashboards/dashboard\)](https://www.philgeps.gov.ph/SupDashboards/dashboard)

My Contact Details

Salutation	Ms	First Name	Catalina
Middle Name	Manongsong	Last Name	Alcanices
Gender	Female	Position	Owner
Landline Area Code	043	Landline Number	3980932
Landline Extension Number			
Fax Area Code		Fax Number	
Fax Extension Number			
Country Code	63	Mobile Number	09084116367
Email Address	catalinaalcanices3@gmail.com		

Organization Details

Organization Id	332795	Registration Date	03-Feb-2023 05:19 PM
Registration Status	active		
Organization Name	KRISTWIN CONSUMER GOODS TRADING	Form Of Organization	Single Proprietorship
Business Category	Pharmaceutical drug precursors,Paper materials,Paper products,Office machines and their supplies and accessories,Office and desk accessories,Office supplies,Printing and publishing equipment,Audio and visual presentation and composing equipment,Photographic or filming or video equipment,Photographic and recording media,Photographic filmmaking supplies,Fire protection,Industrial laundry and dry cleaning equipment,Janitorial equipment,Cleaning and janitorial supplies,Field and court sports equipment,Antibacterials,Floor coverings,Bedclothes and table and kitchen linen and towels,Domestic appliances,Consumer electronics,Clothing,Accommodation furniture,Toys and games,Fibers and textiles and fabric industries,Utilities		

Location	local	Organization Type	Trading
Business Tax Identification Number	13884052600000	Capitalization	₱ 1,000,000.00

Single Proprietorship Details

DTI Certificate Number	4449339	DTI Registration Date	12-Jan-2023
Expiration Date	12-Jan-2028	DTI Business Scope	regional
Signatory	PBYS334614306344		

Local Organization Address

Country Name	Philippines	Region	Region IV-B
Province	Oriental Mindoro	City/Municipality	Calapan City
Street Address	Churchsite, Barangay Masipit	Zip Code	5200

Bank Account Details

Bank Name	Landbank	Branch Code	
Bank Branch	Calapan	Account Name	Catalina M Alcanices
Account Number	05011636782		

Uploaded Supporting Document

Uploaded Supporting Document
 1675415981_dti, bir, bank account.pdf
https://www.philgeps.gov.ph/portal_documents/merchant_reg_documents/user_332795/documents/1675415981_dti, bir, bank account.pdf

Status

Status	Red Approved
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List of Active Users of the Merchant Organization

Last Name	First Name	Middle Name	Position	Status
No Records Found				

2024

Republic of the Philippines
CITY OF CALAPAN

TAMBAHAN ANG
MA SUSUNOD

OFFICE OF THE CITY MAYOR

BUSINESS PERMIT

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

P 5,532.50

TAXPAYER'S NAME	BUSINESS I.D.	MODE OF PAYMENT	DATE BILLED	KIND OF BUSINESS	STATUS
ALCANICES CATALINA M	02300000120	Annually	1/4/2024	TRADING	R
NAME OF BUSINESS		LOCATION OF BUSINESS			BUSINESS PERMIT NUMBER
KRISTWIN CONSUMER GOODS TRADING		MASIPIT			
KIND OF FEE / TAX	TAX BASE	TAX AMOUNT	SUR/INT	TOTAL	PERIOD
BUSINESS TAX		1,612.50	0.00	1,612.50	
MAYOR'S PERMIT		2,650.00		2,650.00	
MAYORS PERMIT FEE		1,000.00			
EDUC'L SPECIAL PROGR		100.00			
DRAINAGE MAINTENANCE		100.00			
GARBAGE FEE		800.00			
FIRE AND SAFETY INSP		350.00			
SANITARY FEE		300.00			
MEDICAL FEE		200.00		200.00	
ANNUAL INSPECTION FEE		200.00		200.00	
BUSINESS STICKER		300.00		300.00	
SITE INSPECTION FEE		50.00		50.00	
OCCUPATIONAL FEE		440.00		440.00	
TAX CLEARANCE		30.00		30.00	
AAP.&RENEWAL OF BUS.FEE		50.00		50.00	
ENCODER		TOTALS	5,532.50		

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 time 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 1224109
Date 1/4/2024

Payment received by:

ASSESSMENT REVIEWED BY:

RECOMMENDING APPROVAL:

APPROVED BY:

EDUARD L. REYES

Licensing Officer IV

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

MARILOU F. MORILLO

City Mayor

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



BIR FORM

2303

REVISED: APRIL 2019

**REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS**

REVENUE REGION NO. 09A - CABAMIRO (CAVITE-BATANGAS-MINDORO-ROMBLON)

REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063FC2023000000191

Date OCN Generated: January 17, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 138-840-526-00000	NAME OF TAXPAYER ALCANICES, CATALINA MANONGSONG	TIN ISSUANCE DATE July 10, 2015
REGISTERING OFFICE	X Head Office	Branch
REGISTERED ADDRESS MASIPIT 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES		

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
INDIVIDUAL INCOME TAX	1701/17 01A	January 1, 2024	ANNUALLY	On or before April 15 of each year covering income for the preceding taxable year.
INDIVIDUAL INCOME TAX	1701Q	January 16, 2023	QUARTERLY	1st Quarter-on or before MAY 15 2nd Quarter-on or before AUGUST 15 3rd Quarter-on or before November 15
PERCENTAGE TAX - QUARTERLY	2551Q	January 16, 2023	QUARTERLY	Within twenty five (25) days after the end of each taxable quarter.
REGISTRATION FEE	0605	January 1, 2024	ANNUALLY	On or before the last day of January.

TAXPAYER TYPE/S SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)

BUSINESS INFORMATION DETAILS

		CATEGORY	REGISTRATION DATE
TRADE NAME 1	KRISTWIN CONSUMER GOODS TRADING		January 17, 2023
(PSIC)	47199-RETAIL SELLING IN NON-SPECIALIZED STORES, N.E.C.	Primary	
Line of Business	RETAIL SELLING IN NON-SPECIALIZED STORES, N.E.C.		
(PSIC)	47733-RETAIL SALE OF OFFICE MACHINES AND EQUIPMENT, EXCLUDING COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT	Secondary	
Line of Business	RETAIL SALE OF OFFICE MACHINES AND EQUIPMENT, EXCLUDING COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT		
(PSIC)	46421-WHOLESALE OF MEDICINAL AND PHARMACEUTICAL PRODUCTS	Secondary	
Line of Business	WHOLESALE OF MEDICINAL AND PHARMACEUTICAL PRODUCTS		
(PSIC)	47721-RETAIL SALE OF DRUGS AND PHARMACEUTICAL GOODS	Secondary	
Line of Business	RETAIL SALE OF DRUGS AND PHARMACEUTICAL GOODS		
(PSIC)	46429-WHOLESALE OF	Secondary	

BIR FORM

2303

REVISED: APRIL 2019

**REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS**

**REVENUE REGION NO. 09A - CABAMIRO (CAVITE-BATANGAS-MINDORO-ROMBLON)
REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO**

OCN: 063FC20230000000191

Date OCN Generated: January 17, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 138-840-526-00000	NAME OF TAXPAYER ALCANICES, CATALINA MANONGSONG	TIN ISSUANCE DATE July 10, 2015
REGISTERING OFFICE	X Head Office	Branch
REGISTERED ADDRESS MASIPIT 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES		

Line of Business	MISCELLANEOUS CONSUMER GOODS, N.E.C.	
(P3IC)	WHOLESALE OF MISCELLANEOUS CONSUMER GOODS, N.E.C.	
Line of Business	47529-RETAIL SALE OF CONSTRUCTION SUPPLIES, N.E.C.	
Line of Business	RETAIL SALE OF CONSTRUCTION SUPPLIES, N.E.C.	Secondary

REMINDERS:

1. An annual registration fee shall be paid upon registration and every year thereafter on or before the last day of January, using BIR Form No. 0605.
2. Filing of required tax return/s to conform with the above tax types, whether with or without business operation, to avoid penalties.
3. For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/As shall be before its use.
4. Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.
5. For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P3,000,000 and who opted to avail of the 8% Income tax rate, the tax type Percentage Tax (PT) shall not be reflected in the Certificate of Registration (COR). However, at the start of each taxable year, such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect "PT", unless qualified and opted to avail of the 8% Income tax rate annually.

I hereby certify that the above named person is registered as indicated above, under the provision of the National Internal Revenue Code, as amended.



Regina P. Reforma
REGINA P. REFORMA
OIC-Assl. Revenue District Officer

EMELITA R. ABO

REVENUE DISTRICT OFFICER
(Signature over Printed Name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS.



This certifies that

KRISTWIN CONSUMER GOODS TRADING
(REGIONAL)

REGION IV-B (MIMAROPA)

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

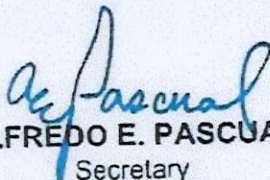
CATALINA MANONGSONG ALCAÑICES

is valid from 12 January 2023 to 12 January 2028 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 12 January 2023 in the Philippines.


ALFREDO E. PASCUAL
Secretary

Business Name No. 4449339

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



PBYS334614306344

Documentary Stamp Tax Paid Php 30.00

APPROVED BUDGET FOR THE CONTRACT (ABC)
Supply and Delivery of Office Supplies for Various Offices at Minsu Calapan City Campus
Masipit, Calapan City, 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, CURRENCY	INFLATION, CURRENCY			
										%	VALUE		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(5)X(9)	(10%[(5)+(10)])	(11) / (3)	
1	Blinder Clips 25mm	19	boxes	60.00	1,140.00								
2	Blinder Clips 32mm	20	boxes	50.00	1,000.00								
3	Blinder Clips 51mm	20	boxes	75.00	1,500.00								
4	Bond Paper A4 Sub 20	220	reams	260.00	57,200.00								
5	Bond Paper Long Sub 20	100	reams	330.00	33,000.00								
6	Bond Paper Short Sub 20	100	reams	240.00	24,000.00								
7	Carbon Paper (100's)	10	packs	900.00	9,000.00								
8	Combo Ring 1 1/2	15	pcs	65.00	975.00								
9	Combo Ring 1/2	20	pcs	90.00	1,800.00								
10	Combo Ring 1/4	20	pcs	50.00	1,000.00								
11	Combo Ring 5/8	20	pcs	50.00	1,000.00								
12	Envelope Brown Long	51	pcs	25.00	1,275.00								
13	Envelope Brown Short	50	pcs	15.00	750.00								
14	Ink 003 Black	50	bottles	450.00	22,500.00								
15	Ink 003 Cyan	37	bottles	450.00	16,650.00								
16	Ink 003 Magenta	37	bottles	450.00	16,650.00								
17	Ink 003 Yellow	37	bottles	450.00	16,650.00								
18	Ink 664 Black	50	bottles	450.00	22,500.00								
19	Ink 664 Cyan	33	bottles	450.00	14,850.00								
20	Ink 664 Magenta	33	bottles	450.00	14,850.00								
21	Ink 664 Yellow	33	bottles	450.00	14,850.00								
22	Expanding Envelope Long (Green) with (Garter)	50	pcs	35.00	1,750.00								
23	Expanding Folder Long (Green)	50	pcs	30.00	1,500.00								
24	Folder White Long	50	pcs	12.00	600.00								
25	Folder White Short	50	pcs	10.00	500.00								
26	Paper Clip Big Vinyl Coated	20	boxes	200.00	4,000.00								
27	Paper Clip Big Small Coated	20	boxes	180.00	3,600.00								

4/12

28	Record Book 200Pages	30	pcs	90.00	2,700.00														
29	Record Book 500Pages	22	pcs	400.00	8,800.00														
30	Staple Wire #35	50	boxes	45.00	2,250.00														
31	Stapler #35 with Remover	10	pcs	435.00	4,350.00														
32	Sticky Note Arrowhead	33	pads	65.00	2,145.00														
33	Veilum Board A4 10s	30	packs	65.00	1,950.00														
34	Veilum Board Long 10s	33	packs	75.00	2,475.00														
35	Veilum Board Short 10s	32	packs	70.00	2,240.00														
XXXXXXXXXXXXXXXXXXXXXXXXXXXX					-														
GRAND TOTAL					312,000.00														

Prepared by

RENIELITO C. RICO

Member, BAC Secretariat

Recommending Approval

NEMESIO H. DAVALOS, Ph.D.

Chairperson, BAC

Approved

CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.

OIC- Office of the University President



PURCHASE REQUEST

Fund Cluster:

MMS

Office/Section : ADMIN		PR No.: 2024 - 032 Responsibility Center Code :		Date: February 29, 2024	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	Boxes	Binder Clips 25mm	19	60.00	1,140.00
2	Boxes	Binder Clips 32mm	20	50.00	1,000.00
3	Boxes	Binder Clips 51mm	20	75.00	1,500.00
4	Reams	Bond Paper A4 Sub 20	220	260.00	57,200.00
5	Reams	Bond Paper Long Sub 20	100	330.00	33,000.00
6	Reams	Bond Paper Short Sub 20	100	240.00	24,000.00
7	Packs	Carbon Paper (100s')	10	900.00	9,000.00
8	Pcs	Combo Ring 1 1/2	15	65.00	975.00
9	Pcs	Combo Ring 1/2	20	90.00	1,800.00
10	Pcs	Combo Ring 1/4	20	50.00	1,000.00
11	Pcs	Combo Ring 5/8	20	50.00	1,000.00
12	Pcs	Envelope Brown Long	51	25.00	1,275.00
13	Pcs	Envelope Brown Short	50	15.00	750.00
14	Bottles	Epson Ink 003 Black	50	450.00	22,500.00
15	Bottles	Epson Ink 003 Cyan	37	450.00	16,650.00
16	Bottles	Epson Ink 003 Magenta	37	450.00	16,650.00
17	Bottles	Epson Ink 003 Yellow	37	450.00	16,650.00
18	Bottles	Epson Ink 664 Black	50	450.00	22,500.00
19	Bottles	Epson Ink 664 Cyan	33	450.00	14,850.00
20	Bottles	Epson Ink 664 Magenta	33	450.00	14,850.00
21	Bottles	Epson Ink 664 Yellow	33	450.00	14,850.00
22	Pcs	Expanding Envelope Long (Green) With Garter	50	35.00	1,750.00
23	Pcs	Expanding Folder Long (Green)	50	30.00	1,500.00
24	Pcs	Folder White Long	50	12.00	600.00
25	Pcs	Folder White Short	50	10.00	500.00
SUBTOTAL 01					287,790.00

Purpose:

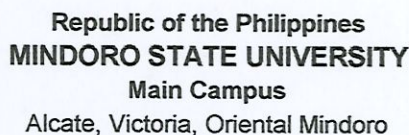
Office Supplies for MinSU Calapan City Campus - Administration Office Use.

MDS -14-7
101-200 -03-203
002430100

Requested by:		Recommending Approval:		Certified:		Approved by:	
Signature :		Signature :		Signature :		Signature :	
Printed Name : KEVIN CARLO M. MANIAUL		ELVI C. ESCAREZ, Ph.D.		ROVELYN P. ROXAS		CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.	
Designation : Supply Officer I		Campus Executive Director		Budget Officer III		OIC - Office of the University President	

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AVAILABLE
CHARGEABLE AGAINST

MACHERMIE R. LANDICHO
Acting Budget Officer
MinSCAT - Calapan



Fund Cluster:

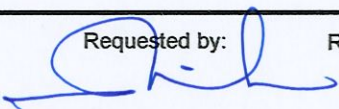
mgg

Office/Section : ADMIN		PR No.: 2024 - 032 Responsibility Center Code :		Date: February 29, 2024
Stock/ Property No.	Unit	Item Description	Qty	Total Cost
26	Boxes	Paper Clip Big Vinyl Coated	20	
27	Boxes	Paper Clip Small Vinyl Coated	20	
28	Pcs	Record Book 200Pages	30	
29	Pcs	Record Book 500Pages	22	
30	Boxes	Staple Wire #35	50	
31	Pcs	Stapler #35 With Remover	10	
32	Pads	Stcky Note Arrowhead	33	
33	Packs	Vellum Board A4 10s	30	
34	Packs	Vellum Board Long 10s	33	
35	Packs	Vellum Board Short 10s	32	
SUBTOTAL 02				
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
SUBTOTAL 01				287,790.00
SUBTOTAL 02				34,510.00
GRAND TOTAL				312,000.00

Purpose: Office Supplies for MinSU Calapan City Campus - Administration Office Use.

MDS-14-7
 101-200-03-2073
 52030100

Requested by:

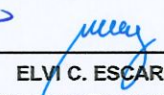


Signature :

Printed Name : KEVIN CARLO M. MANIAUL

Designation : Supply Officer I

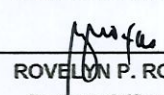
Recommending Approval:



ELVI C. ESCAREZ, Ph.D.
Campus Executive Director

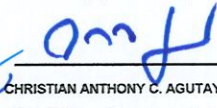
Certified:

Allotment Available



ROVELYN P. ROXAS
Budget Officer III

Approved by:



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

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REQUIREMENT AVAILABLE
CHARGEABLE AGAINST

MACHERMIE R. LANDICHO
Acting Budget Officer
MinSCAT - Calapan

DETAILED BREAKDOWN OF FY 2024 ANNUAL PROCUREMENT PLAN (APP)

Maintenance and Other Operating Expenses (MOOE)- FY 2024 GAA					
Project		Unit	Quantity	Unit Cost	Amount (PhP)
•	Vellum Board - Long	reams	6	1,200.00	7,200.00
•	Vellum Paper (8.5" X 11")	packs	25	60.00	1,500.00
•	Velum Board - Short	reams	3	500.00	1,500.00
•	White Envelop Long #10	bxs	2	400.00	800.00
•	White Folder (Long)	pcs	75	15.00	1,125.00
•	Whiteboard Marker 12'S	bxs	12	760.00	9,120.00
•	Whiteboard Marker Ink, Black	bottles	1	200.00	200.00
•	Whiteboard Marker, Black	pcs	5	80.00	400.00
				Total	600,000.00
✓	OFFICE SUPPLIES (MCC)				
•	Binder Clips 25Mm	Box	19	60.00	1,140.00
•	Binder Clips 32Mm	Box	20	50.00	1,000.00
•	Binder Clips 51Mm	Box	20	75.00	1,500.00
•	Bond Paper A4 Sub 20	reams	220	260.00	57,200.00
•	Bond Paper Long Sub 20	reams	100	330.00	33,000.00
•	Bond Paper Short Sub 20	reams	100	240.00	24,000.00
•	Carbon Paper (100S')	Pack	10	900.00	9,000.00
•	Combo Ring 1 1/2	Pcs	15	65.00	975.00
•	Combo Ring 1/2	Pcs	20	90.00	1,800.00
•	Combo Ring 1/4	Pcs	20	50.00	1,000.00
•	Combo Ring 5/8	Pcs	20	50.00	1,000.00
•	Envelope Brown Long	Pcs	51	25.00	1,275.00
•	Envelope Brown Short	Pcs	50	15.00	750.00
•	Epson Ink 003 Black	Bottle	50	450.00	22,500.00
•	Epson Ink 003 Cyan	Bottle	37	450.00	16,650.00
•	Epson Ink 003 Magenta	Bottle	37	450.00	16,650.00
•	Epson Ink 003 Yellow	Bottle	37	450.00	16,650.00
•	Epson Ink 664 Black	Bottle	50	450.00	22,500.00
•	Epson Ink 664 Cyan	Bottle	33	450.00	14,850.00
•	Epson Ink 664 Magenta	Bottle	33	450.00	14,850.00
•	Epson Ink 664 Yellow	Bottle	33	450.00	14,850.00
•	Expanding Envelope Long (Green) With Garter	Pcs	50	35.00	1,750.00
•	Expanding Folder Long (Green)	Pcs	50	30.00	1,500.00
•	Folder White Long	Pcs	50	12.00	600.00
•	Folder White Short	Pcs	50	10.00	500.00
•	Paper Clip Big Vinyl Coated	Box	20	200.00	4,000.00
•	Paper Clip Small Vinyl Coated	Box	20	180.00	3,600.00
•	Record Book 200Pages	Pcs	30	90.00	2,700.00
•	Record Book 500Pages	Pcs	22	400.00	8,800.00
•	Staple Wire #35	Box	50	45.00	2,250.00
•	Stapler #35 With Remover	Pcs	10	435.00	4,350.00
•	Sticky Note Arrowhead	Pad	33	65.00	2,145.00
•	Vellum Board A4 10S	Pack	30	65.00	1,950.00
•	Vellum Board Long 10S	Pack	33	75.00	2,475.00
•	Vellum Board Short 10S	Pack	32	70.00	2,240.00
				Total	342,000.00
•	OFFICE SUPPLIES (HES)				
				Total	200,000.00
				Total	1,112,000.00
	OFFICE SUPPLIES RES)				
•	A4 Bond Paper (Substance 20)	reams	76	260.00	19,760.00
•	Ballpen, Black (Rt Ballpen)	box	8	350.00	2,800.00