



**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND PHOTOCOPIER TONER FOR THE QA  
OFFICE AT MinSU CALAPAN CITY CAMPUS**

Name of Project

**BAC Resolution Recommending Approval  
Resolution No. 57, 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 and Photocopier Toner for the QA Office at MinSU Calapan City Campus”** with an Approved Budget for the Contract (ABC) amounting to **One Hundred Seventy-Seven Thousand Nine Hundred Seventy-Five Pesos (Php177,975.00)** with two lots;

Particulars	Sub-ABC Amount
Lot 1- Office Supplies	Php93,975.00
Lot 2- Photocopier Toner	Php84,000.00

**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 **IRAYA LIFE ENTERPRISES** and **MKRJ MARKETING** submitted price quotation before the deadline;

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

Lot No.	Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
1	Php93,975.00	Iraya Life Enterprises	Php91,669.00
		MKRJ Marketing	Php124,825.00
2	Php84,000.00	MKRJ Marketing	Php52,900.00
		Iraya Life Enterprises	Php79,429.00

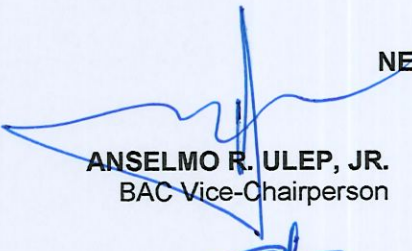
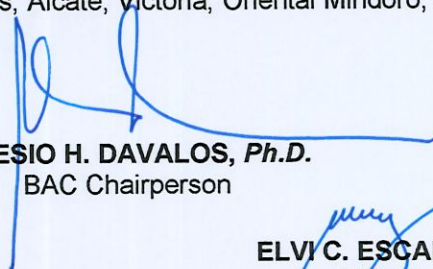


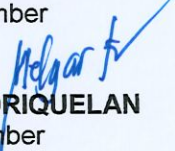
**WHEREAS**, the BAC examined and verified the price quotations submitted by the abovementioned supplier and was found to be complying and responsive; thus, the project be awarded to the supplier in the name of **IRAYA LIFE ENTERPRISES** for Lot 1 with the Lowest Calculated Responsive Bid (LCRB);

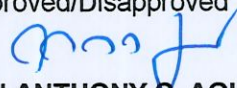
**WHEREAS**, the lot 2 for this project is recommended for Direct Contracting as an Alternative mode of procurement as supported by the BAC Resolution No. 57-A s. 2024;

**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 and Photocopier Toner for the QA Office at MinSU Calapan City Campus”** to **Iraya Life Enterprises** amounting to **Ninety-One Thousand Six Hundred Sixty-Nine Pesos (Php91,669.00)** with official address Bulusan, Calapan City, Oriental Mindoro as the supplier/bidder with the Lowest Calculated Responsive Bid (LCRB) for Lot 1;



**RESOLVED**, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 11<sup>th</sup> day of April, 2024.

 <b>ANSELMO R. ULEP, JR.</b> BAC Vice-Chairperson	 <b>NEMESIO H. DAVALOS, Ph.D.</b> BAC Chairperson	 <b>ELVI C. ESCAREZ, Ph.D.</b> BAC Member
 <b>CIEDELLE P. SALAZAR Ph.D</b> BAC Member		 <b>MELGAR G. FADRIQUELAN</b> BAC Member

Approved/Disapproved  
  
**CHRISTIAN ANTHONY C. AGUTAYA Ph.D.**  
OIC, Office of the University President  
Date: \_\_\_\_\_





Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number

10714926

Procuring Entity

MINDORO STATE UNIVERSITY

Title

Supply and Delivery of Office Supplies and Photocopier Toner for the QA Office at MinSU Calapan City Campus

Area of Delivery

Oriental Mindoro

<b>Solicitation Number:</b>	RFQ 2024-48	<b>Status</b>	Closed
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	6
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	03/04/2024
<b>Approved Budget for the Contract:</b>	PHP 177,975.00	<b>Last Updated / Time</b>	03/04/2024 00:00 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	08/04/2024 01:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	MARK LESTER A MAGPANTAY Head, BAC Secretariat Alcate Victoria Oriental Mindoro Philippines 5205 63-09-154612960  macmagpantay@minsu.edu.ph		

**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				
Lot 1- Office Equipment				
1	boxes	Binder Clips 2"	10	
2	reams	Bond Paper (Long /Sub20)	100	
3	reams	Bond Paper (Short /Sub20)	30	
4	reams	Bond Paper (A4 /Sub20)	20	
5	pcs	Clear Folder (Long/Pink)	50	
6	pcs	Clear Folder (Long/Green)	50	
7	pcs	Clear Folder (Long/Black)	50	
8	pcs	Clear Folder (Long/Blue)	50	



[illegible]

**Created by** Annabelle Quinto Madrigal

**Date Created** 02/04/2024

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 and Photocopier Toner for the QA Office at MinSU Calapan City Campus

PR No.: 2024-037

RFQ No. 2024-48

ABC Amount: Php177,975.00

Company Name : IRAYA LIFE ENTERPRISES  
Address : BULUSAN 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. DAYALOS, 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
Lot 1- Office Equipment					
1	boxes	Binder Clips 2"	10	91	910-
2	reams	Bond Paper (Long /Sub20)	100	316	31,600-
3	reams	Bond Paper (Short /Sub20)	30	268	8040
4	reams	Bond Paper (A4 /Sub20)	20	276	5520
5	pcs	Clear Folder (Long/Pink)	50	19-	950
6	pcs	Clear Folder (Long/Green)	50	19-	950
7	pcs	Clear Folder (Long/Black)	50	19-	950
8	pcs	Clear Folder (Long/Blue)	50	19-	950
9	pcs	Clear Folder (short)	60	16-	960-
10	pcs	Plastic Ring Binder 19mm	30	14-	420
11	pcs	Plastic Ring Binder 25mm	60	25-	1500
12	pcs	Plastic Ring Binder 38mm	60	33-	1980
13	pcs	Plastic Ring Binder 14mm	10	13-	130-
14	pcs	Printer Ink Black 664	10	310-	3100
15	pcs	Printer Ink Cyan 664	5	311-	1555
16	pcs	Printer Ink Magenta 664	5	311-	1555
17	pcs	Printer Ink Yellow 664	5	311-	1555
18	pcs	Expanded Folder (Long/Green)	100	19.50	1950
19	reams	Folder White (Long)	1	690	690-
20	reams	Folder White (short)	1	575	575
21	rolls	Double adhesive tape	20	52	1040
22	boxes	Pencil 12's	6	130-	780
23	boxes	Ballpen (Black) 12's	10	96-	960
24	packs	Photopaper 10's (short)	25	141-	3525
25	boxes	Plastic Tabs/Tranparent (clear)	50	285-	12,750
26	rolls	Scotch Tape 1"	30	28-	840
27	packs	Specialty Paper board (White/Long) 220gsm	20	29-	580
28	packs	Specialty Paper board (White/Short) 220gsm	20	20-	400

MSU-BAC-FR-05.01



29	packs	Vellum Board (White/Short)	15	40	600-
30	packs	Vellum Board (White/Long)	15	45	675
31	pcs	Stapler with remover (big)	2	632	1264
32	boxes	Staple wire (35mm)	3	65	195
33	boxes	Tacker Wire (24/6)	3	184	552
34	bot	White Glue 135g	15	69	1035
35	pcs	Magnetic White Board (4'x2')	1	633	633
		<b>Lot 2-Photocopier Toner</b>			
1	bot	Toner : 9MP2014H	5	1265	6325
2	pcs	Cartridge Ink Black IMC2000	3	4781	14343
3	pcs	Cartridge Ink yellow IMC2000	3	6529	19587
4	pcs	Cartridge Ink magenta IMC2000	3	6529	19587
5	pcs	Cartridge Ink cyan IMC2000	3	6529	19587
XX					
			TOTAL	10813	171098.01

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

MARIA SOLO/RRA C. MENDOZA

Supplier's Signature over Printed Name

TIN No. of Establishment

Contact Number

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 on the basis of the following criteria:

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

### Instructions

MSU-BAC-FR-05.01

•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

### REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies and Photocopier Toner for the QA Office at MinSU Calapan City Campus

PR No.: 2024-037

RFQ No. 2024-48

ABC Amount: Php177,975.00

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

Note: 1. All entries must be typewritten.

2. Delivery Period within \_\_\_\_ calendar days.

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		<b>Lot 1- Office Equipment</b>			
1	boxes	Binder Clips 2"	10	150	1,500.00 ✓
2	reams	Bond Paper (Long /Sub20)	100	280	28,000.00 ✓
3	reams	Bond Paper (Short /Sub20)	30	270	8,100.00 ✓
4	reams	Bond Paper (A4 /Sub20)	20	275	5,500.00 ✓
5	pcs	Clear Folder (Long/Pink)	50	40	2,000.00 ✓
6	pcs	Clear Folder (Long/Green)	50	40	2,000.00 ✓
7	pcs	Clear Folder (Long/Black)	50	40	2,000.00 ✓
8	pcs	Clear Folder (Long/Blue)	50	40	2,000.00 ✓
9	pcs	Clear Folder (short)	60	35	2,100.00 ✓
10	pcs	Plastic Ring Binder 19mm	30	15	450.00 ✓



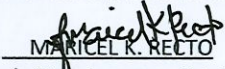
11	pcs	Plastic Ring Binder 25mm	60	25	1,500.00	/
12	pcs	Plastic Ring Binder 38mm	60	35	2,100.00	/
13	pcs	Plastic Ring Binder 14mm	10	18	180.00	/
14	pcs	Printer Ink Black 664	10	470	4,700.00	/
15	pcs	Printer Ink Cyan 664	5	480	2,400.00	/
16	pcs	Printer Ink Magenta 664	5	480	2,400.00	/
17	pcs	Printer Ink Yellow 664	5	480	2,400.00	/
18	pcs	Expanded Folder (Long/Green)	100	35	3,500.00	/
19	reams	Folder White (Long)	1	1200	1,200.00	/
20	reams	Folder White (short)	1	1000	1,000.00	/
21	rolls	Double adhesive tape	20	50	1,000.00	/
22	boxes	Pencil 12's	6	250	1,500.00	/
23	boxes	Ballpen (Black) 12's	10	280	2,800.00	/
24	packs	Photopaper 10's (short)	25	150	3,750.00	/
25	boxes	Plastic Tabs/Tranparent (clear)	50	280	14,000.00	/
26	rolls	Scotch Tape 1"	30	50	1,500.00	/
27	packs	Specialty Paper board (White/Long) 220gsm	20	270	5,400.00	/
28	packs	Specialty Paper board (White/Short) 220gsm	20	260	5,200.00	/

29	packs	Vellum Board (White/Short)	15	250	3,750.00	/
30	packs	Vellum Board (White/Long)	15	250	3,750.00	/
31	pcs	Stapler with remover (big)	2	500	1,000.00	/
32	boxes	Staple wire (35mm)	3	65	195.00	/



33	boxes	Tacker Wire (24/6)	3	400	1,200.00	/
34	bot	White Glue 135g	15	150	2,250.00	/
35	pcs	Magnetic White Board (4'x2')	1	2500	2,500.00	/
		<b>Lot 2-Photocopier Toner</b>				124,825.00
1	bot	Toner : 9MP2014H	5	500	2,500.00	
2	pcs	Cartridge Ink Black IMC2000	3	4200	12,600.00	
3	pcs	Cartridge Ink yellow IMC2000	3	4200	12,600.00	
4	pcs	Cartridge Ink magenta IMC2000	3	4200	12,600.00	
5	pcs	Cartridge Ink cyan IMC2000	3	4200	12,600.00	
XX						524.00
					TOTAL	Php 177,725.00

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

  
MARICEL K. RELTO  
Supplier's Signature over Printed Name  
299-108-912-000  
TIN No. of Establishment  
0936 9516747  
Contact Number  
04/08/2024  
Date

General Conditions

- Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Oriental Mindoro, Philippines on the date and time stated in this RFP.
- Supplier shall submit the following requirements:
  - Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
  - PhilGEPS Registration
  - Valid Mayor's/Business Permit
  - Omnibus Sworn Statement
  - BIR Certificate of Registration
  - Latest Income/Business Tax Return
  - TAX Clearance
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  - 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



Republic of the Philippines  
Department of Budget and Management  
**PROCUREMENT SERVICE**  
**CERTIFICATE OF PHILGEPS REGISTRATION**  
**(Platinum Membership)**

THIS IS TO CERTIFY THAT

**IRAYA LIFE ENTERPRISES**

Bulusan Calapan ,  
Calapan City , Oriental Mindoro , Region IV-B , Philippines

is registered in the **Philippine Government Electronic Procurement System (PhilGEPS)** on 05-Jul-2019 pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that **IRAYA LIFE ENTERPRISES** has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof.

For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective Bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.

By submitting this Certificate, the Bidder certifies:

1. the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;
2. the veracity of the statements and information contained therein;
3. that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it an evidence that the Bidder has passed the post-qualification stage; and
4. that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.

This Certificate is valid until 25-Aug-2024

Issued this 23rd day of August 2023.

This is a system generated certificate. No signature is required.



Documentary Stamp Tax Paid Php 30.00  
Certificate Reference No: 201907-34627-09366855  
Amended Date as of March 29, 2024 11:55 am



# REMINDERS <sup>1</sup>

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*
- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*
- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

<sup>1</sup>Refer to Section 4 of the Guidelines for the Use of the Government of the Philippines - Official Merchant's Registry



List of Eligibility Documents

of  
IRAYA LIFE ENTERPRISES  
Bulusan Calapan ,  
Calapan City , Oriental Mindoro , Region IV-B , Philippines

DTI Certificate	DTI Certificate Number : 3394982 Issued By / Signatory : Ramon Lopez Registration Date : 05-Jan-2022 Expiration Date : 11-Jan-2027
Mayors Permit	Expiration Date : 31-Dec-2024 Permit Number : 0170000049 Place of Issue : Calapan City Issued By / Signatory : Malou F. Morillo Issuance Date : 12-Jan-2024
Tax Clearance	Expiration Date : 19-Jun-2024 TCC Number : RR9A-063-06-19-1043-2023-M Issued By / Signatory : LEVINE F. ILAGAN Issuance date : 19-Jun-2023
Audited Financial Statement	Date of Filing : 28-Apr-2023 Current Asset : 385,512.49 Total Asset : 1,580,508.69 Current Liabilities : 886.19 Total Liabilities : 0.00 Name of Auditor : Elvin P. Vargas BIR RDO Code : 063
PCAB License	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :





Republic of the Philippines  
CITY OF CALAPAN  
OFFICE OF THE CITY MAYOR  
**BUSINESS PERMIT**

**TAUMBAYAN** ANG  
**MA** SUSUNOD

**2024**

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 5,287.50**

TAXPAYER'S NAME	BUSINESS I.D.	MODE OF PAYMENT	DATE BILLED	KIND OF BUSINESS	STATUS
MENDOZA, MA SOCORRO	0170000049	Annually	01/12/2024	ENTERPRISES	R
NAME OF BUSINESS		LOCATION OF BUSINESS			BUSINESS PERMIT NUMBER
IRAYA LIFE ENTERPRISES		BULUSAN			
KIND OF FEE / TAX	TAX BASE	TAX AMOUNT	SUR/INT	TOTAL	PERIOD
BUSINESS TAX		2,687.50	0.00	2,687.50	
MAYOR'S PERMIT		1,650.00		1,650.00	
MAYORS PERMIT FEE		1,000.00			
EDUC'L SPECIAL PROGR		100.00			
DRAINAGE MAINTENANCE		100.00			
SANITARY FEE		200.00			
FIRE AND SAFETY INSP		250.00			
MEDICAL FEE		100.00		100.00	
ANNUAL INSPECTION FEE		200.00		200.00	
BUSINESS STICKER		300.00		300.00	
SITE INSPECTION FEE		50.00		50.00	
OCCUPATIONAL FEE		220.00		220.00	
TAX CLEARANCE		30.00		30.00	
AAP.&RENEWAL OF BUS.FEE		50.00		50.00	
ENCODER					TOTALS
					5,287.50

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 times be displayed or posted for public view in a conspicuous place within the place of business or undertaking.

Check  
Check number \_\_\_\_\_  
Bank \_\_\_\_\_

Cash  
O.R. Number 1231397  
Date 01/12/2024

Payment received by:

ASSESSMENT REVIEWED BY:

RECOMMENDING APPROVAL:

APPROVED BY:

**EDUARD L. REYES**

Licensing Officer IV

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

**MARILOU F. MORILLO**

City Mayor

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





## Omnibus Sworn Statement (Revised)

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *Maria Socorro C. Mendoza*, of legal age, *Single, Filipino*, and residing at *Sta. Isabel Calapan City*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor of *Iraya Life Enterprises & Iraya Life Events Catering Services* with office address at *Proper 3, Bulusan Calapan City & Calero Calapan City (Branch)*;
2. As the owner and sole proprietor, of *Iraya Life Enterprises & Iraya Life Events Catering Services* 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 & DELIVERY OF OFFICE SUPPLIES & PHOTOCOPIER TONER for GA  
Office of MINSU CALAPAN CITY CAMPUS
3. *Iraya Life Enterprises & Iraya Life Events Catering Services*, 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. *Iraya Life Enterprises & Iraya Life Events Catering Services* 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. *Iraya Life Enterprises & Iraya Life Events Catering Services* complies with existing labor laws and standards; and
8. *Iraya Life Enterprises & Iraya Life Events Catering Services* is aware of and has undertaken the following responsibilities as a Bidder in compliance with the Philippines Bidding Documents, which includes:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Making 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 + DELIVERY of OFFICE SUPPLIES & PHOTOCOPIER TONER  
for THE QA OFFICE at MINSU CALAPAN CITY CAMPLS

9. *Iraya Life Enterprises & Iraya Life Events Catering Services* 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 or fraud with faithfulness 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 8<sup>th</sup> / APRIL 2024 at  
Calapan City, Or. Mindoro, Philippines.

MARIA SOCRING C. MENDOZA  
Name of Bidder or It's Authorized Representative  
Legal Capacity  
Affiant

Witness my hand and seal this 8<sup>th</sup> day of APRIL 2024.

NAME OF NOTARY PUBLIC

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. 205  
Page No. 41  
Book No. 124  
Series of 2024

ATTY. RAYMOND JOEL L. BALBUENA  
Roll of Attorney's No. 61087  
IBP Lifetime No. 010769  
PTR No. 1218347 - Calapan City  
MCLE Compliance No. VII-0005057  
Notarial Commission until December 31, 2024





OCN: 063RC20230000003982  
Date OCN Generated: October 9, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 160-221-678-00000	NAME OF TAXPAYER MENDOZA, MARIA SOCORRO CASALLA	TIN ISSUANCE DATE December 7, 1999
REGISTERING OFFICE	<input checked="" type="checkbox"/> Head Office	<input type="checkbox"/> Branch
REGISTERED ADDRESS SITIO PROPER 3, BULUSAN 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES		

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
INDIVIDUAL INCOME TAX	1701Q	February 15, 2017	QUARTERLY	1st Quarter-on or before MAY 15 2nd Quarter-on or before AUGUST 15 3rd Quarter-on or before November 15
INDIVIDUAL INCOME TAX	1701	February 15, 2017	ANNUALLY	On or before April 15 of each year covering income for the preceding taxable year.
REGISTRATION FEE	0605	January 18, 2017	ANNUALLY	On or before the last day of January.
VALUE ADDED TAX	2550Q	October 7, 2021	QUARTERLY	Not later than the 25th day following the close of each taxable quarter.
WITHHOLDING TAX - EXPANDED/OTHERS	0619E	October 7, 2021	MONTHLY	On or before the 10th day of the month following the month in which withholding was made.
WITHHOLDING TAX - EXPANDED/OTHERS	1601EQ	October 7, 2021	QUARTERLY	Not later than the last day of the month following the close of the quarter during which withholding was made.
WITHHOLDING TAX - EXPANDED/OTHERS	1604E	January 1, 2022	ANNUALLY	On or before March 1 of the year following the calendar year in which the income payments subject to expanded withholding taxes or exempt from withholding tax were paid or accrued.
WITHHOLDING TAX - COMPENSATION	1604CF	April 16, 2019	ANNUALLY	On or before January 31 of the year following the calendar year in which compensation payment and other income payments subject to ginal withholding taxes were paid or accrued.
WITHHOLDING TAX - COMPENSATION	1601C	April 16, 2019	MONTHLY	On or before the 10th day of the month following the month when the withholding was made except for taxes withheld for December which shall be filed and paid/remitted on or before January 15 of the succeeding year.



CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 160-221-678-00000	NAME OF TAXPAYER MENDOZA, MARIA SOCORRO CASALLA	TIN ISSUANCE DATE December 7, 1999
REGISTERING OFFICE	X Head Office	Branch
REGISTERED ADDRESS SITIO PROPER 3, BULUSAN 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES		

TAXPAYER TYPE/S	SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)
-----------------	---

BUSINESS INFORMATION DETAILS		CATEGORY	REGISTRATION DATE
TRADE NAME 1	IRAYA LIFE ENTERPRISES		January 18, 2017
(PSIC)	47610-RETAIL SALE OF BOOKS, NEWSPAPERS AND STATIONERY IN SPECIALIZED STORES	Primary	
Line of Business	RETAIL SALE OF CULTURAL AND RECREATION GOODS IN SPECIALIZED STORES		
(PSIC)	47529-RETAIL SALE OF CONSTRUCTION SUPPLIES, N.E.C.	Secondary	
Line of Business	RETAIL SALE OF OTHER HOUSEHOLD EQUIPMENT IN SPECIALIZED STORES		
(PSIC)	47412-RETAIL SALE OF COMPUTER PERIPHERAL EQUIPMENT	Secondary	
Line of Business	RETAIL SALE OF COMPUTER PERIPHERAL EQUIPMENT		
(PSIC)	47631-RETAIL SALE OF SPORTING GOODS AND ATHLETIC SUPPLIES	Secondary	
Line of Business	RETAIL SALE OF SPORTING GOODS AND ATHLETIC SUPPLIES		
(PSIC)	47599-RETAIL SALE OF ELECTRICAL HOUSEHOLD APPLIANCES, FURNITURE, LIGHTING EQUIPMENT AND OTHER HOUSEHOLD ARTICLES IN SPECIALIZED STORES, N.E.C.	Secondary	
Line of Business	RETAIL SALE OF ELECTRICAL HOUSEHOLD APPLIANCES, FURNITURE, LIGHTING EQUIPMENT AND OTHER HOUSEHOLD ARTICLES IN SPECIALIZED STORES, N.E.C.		
(PSIC)	47719-RETAIL SALE OF OTHER CLOTHING, FOOTWEAR AND LEATHER ARTICLES IN SPECIALIZED STORES, N. E.C.	Secondary	
Line of Business	RETAIL SALE OF CLOTHING, FOOTWEAR AND LEATHER ARTICLES IN SPECIALIZED STORES		



CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 160-221-678-00000	NAME OF TAXPAYER MENDOZA, MARIA SOCORRO CASALLA	TIN ISSUANCE DATE December 7, 1999
REGISTERING OFFICE	X Head Office	Branch
REGISTERED ADDRESS SITIO PROPER 3, BULUSAN 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES		

- 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.

RDO DRY SEAL

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

EMELITA R. ABO

REVENUE DISTRICT OFFICER  
(Signature over Printed Name)

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



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## Receipt

### BUREAU OF INTERNAL REVENUE ORUS DOCUMENTARY STAMP TAX

✔ You have **SUCCESSFULLY** paid Documentary Stamp Tax to **BUREAU OF  
INTERNAL REVENUE ORUS** with the following details:

ARN	DSU2310063210499
Registered Name	MARIA SOCORRO MENDOZA
Form Type	0605
Tax Type	DS
Return Period	10-09-23 10:26:36
Email Address	dmariasocorro@yahoo.com
TIN	160221678
Branch Code	00000
Amount Due	PHP 30.00
<b>TOTAL AMOUNT</b>	<b>PHP 30.00</b>
Reference Number	5348-10092023-515983
<b>Date and Time</b>	<b>2023-10-09 10:27:39</b>
Confirmation No.	00010092023102738839
Transaction No.	Zo20231009102738515983

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BIR Form No.  
**1701**

January 2018 (FNCS)  
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



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1 Month ☒ 12 For the Year (YYYY) 2022 2 Amended Return? ☐ Yes ☒ No 3 Short Period Return? ☐ Yes ☒ No

### PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER

4 Taxpayer Identification Number (TIN) 160 - 221 - 678 - 000 5 RDO Code 1063

6 Taxpayer Type ☒ Single Proprietor ☐ Professional ☐ Estate ☐ Trust ☐ Compensation Earner

7 Alphabetic Tax Code (ATC) ☒ 1012 Business Income-Graduated IT Rates ☐ 1014 Income from Profession-Graduated IT Rates ☐ 1013 Mixed Income-Graduated IT Rates  
☐ 1011 Compensation Income ☐ 1015 Business Income-8% IT Rate ☐ 1017 Income from Profession-8% IT Rate ☐ 1016 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)  
MENDOZA, MARIA SOCORRO

9 Registered Address (Indicate complete address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1905)  
BULUSAN, CALAPAN CITY, ORIENTAL MINDORO

9A ZIP Code 5200

10 Date of Birth (MM/DD/YYYY) 09/25/1971 11 Email Address majvsaia.fc2019@gmail.com

12 Citizenship FILIPINO 13 Claiming Foreign Tax Credits? ☐ Yes ☒ No 14 Foreign Tax Number, if applicable

15 Contact Number (Landline/Celphone No.) 0 16 Civil Status (if applicable) ☒ Single ☐ Married ☐ Legally Separated ☐ Widower

If married, spouse has income? ☐ Yes ☒ No 18 Filing Status ☐ Joint Filing ☒ Separate Filing

19 Income EXEMPT from Income Tax? ☐ Yes ☒ No 20 Income subject to SPECIAL/PREFERENTIAL RATE? ☐ Yes ☒ No  
(If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)) (If yes, fill out also consolidation of ALL activities per Tax Regime (Part X))

21A Method of Deduction (choose one)  
☒ Graduated Rates ☐ Itemized Deduction ☐ Optional Standard Deduction (OSD)  
(Choose Method of Deduction in Item 21A) [Sec. 34(A-J), NIRC] [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]

21 Tax Rate\* (choose one)  
☒ 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))

### 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)	0.00	0.00
23 Less: Total Tax Credits/Payments (From Part VII Item 13)	13,517.00	0.00
24 Tax Payable/(Overpayment) (Item 22 Less Item 23)	13,517.00	0.00
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
25 Amount of Tax payable/(Overpayment) (Item 24 Less Item 25)	13,517.00	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)	13,517.00	0.00
32 Aggregate Amount Payable/(Overpayment) (Sum of Items 26 and 30)	13,517.00	0.00

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)

MARIA SOCORRO C. MENDOZA

Printed Name and Signature of Taxpayer/Authorized Representative

33 Number of Attachments 00

### 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)				

BUREAU OF INTERNAL REVENUE  
RDO No. 03 Calapan City

Stamp of Receiving Office/AAB and Date of Receipt  
(RO's Signature/Bank Collection Stamp)  
28 APR 2023

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

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

JOJO M. BARRIENTOS  
OIC, Chief Collection Section  
TIN: 215-211-211



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2018 (ENCS)  
Page 2**Annual Income Tax Return**  
Individuals (including MIXED Income Earner), Estates and Trusts

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Taxpayer/Filer's Last Name

MENDOZA

**PART IV - Background Information of Spouse**

1 Spouse's Taxpayer Identification Number (TIN)	2 RDO Code		
3 Filer's Spouse Type	<input type="checkbox"/> Single Proprietor <input type="checkbox"/> Professional <input type="checkbox"/> Compensation Earner		
4 Alphanumeric Tax Code (ATC)	<input type="checkbox"/> 11012 Business Income-Graduated IT Rates <input type="checkbox"/> 11014 Income from Profession-Graduated IT Rates <input type="checkbox"/> 11013 Mixed Income-Graduated IT Rates <input type="checkbox"/> 11011 Compensation Income <input type="checkbox"/> 11015 Business Income-8% IT Rate <input type="checkbox"/> 11017 Income from Profession-8% IT Rate <input type="checkbox"/> 11016 Mixed Income-8% IT Rate		
5 Spouse's Name (Last Name, First Name, Middle Name)			
6 Contact Number	7 Citizenship		
8 Claiming Foreign Tax Credits?	9 Foreign tax number (if applicable)		
10 Income EXEMPT from Income Tax?	11 Income subject to SPECIAL/PREFERENTIAL RATE?		
[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)]			
12A Method of Deduction (choose one)			
<input type="checkbox"/> Graduated Rates <input type="checkbox"/> Itemized Deduction <input type="checkbox"/> Optional Standard Deduction (OSD)			
12 Tax Rate* (Choose Method of Deduction in Item 12A) [Sec 34(A-J), NIRC] [40% of Gross Sales/Receipts/Revenues/Fees [Sec 34(L), NIRC]]			
<input type="checkbox"/> 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)]			

**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, 49 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="checkbox"/> Taxpayer <input type="checkbox"/> Spouse		0.00	0.00
2	<input type="checkbox"/> Taxpayer <input type="checkbox"/> 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**

(DO NOT enter Centavos, 49 Centavos or less drop down, 50 or more round up)

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

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

3.A - For Graduated Income Tax Rates		
8 Sales/revenues/receipts/Fees	1,152,243.00	0.00
9 Less: Sales Returns, Allowances and Discounts	0.00	0.00
10 Net Sales/Revenues/Receipts/Fees (Item 8 Less Item 9)	1,152,243.00	0.00
11 Less: Cost of Sales/Services (applicable only if availing Itemized Deductions)	724,280.00	0.00
12 Gross Income/(Loss) from Operation (Item 10 less Item 11)	427,963.00	0.00
Less: Deductions Allowable under Existing Laws		
13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4 Item 18)	231,515.00	0.00
14 Special Allowable Itemized Deductions (From Part V Schedule 5 Item 3 and/or Item 6)	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)	231,515.00	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)	196,448.00	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)	196,448.00	0.00
24 Total Taxable Income - Compensation & Business (Sum of Items 6 and 23)	196,448.00	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)	0.00	0.00



01

2018 (ENCS)  
Page 3**Annual Income Tax Return**  
Individuals (including MIXED Income Earner), Estates and Trusts

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Taxpayer/Filer's Last Name  
MENDOZA

3 B - For 8% Flat Income Tax Rate (DO NOT enter Centavos. 49 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 V Item 1)	0 00	0 00

## Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheets, if necessary)

1	Amortizations	0 00	0 00
2	Bad Debts	0 00	0 00
3	Charitable and Other Contributions	0 00	0 00
4	Depletion	0 00	0 00
5	Depreciation	0 00	0 00
6	Entertainment, Amusement and Recreation	0 00	0 00
7	Fringe Benefits	0 00	0 00
8	Interest	0 00	0 00
9	Losses	0 00	0 00
10	Pension Trusts	0 00	0 00
11	Rental	0 00	0 00
12	Research and Development	0 00	0 00
13	Salaries, Wages and Allowances	104 000 00	0 00
14	SSS, GSIS, Philhealth, HDMF and Other Contributions	0 00	0 00
15	Taxes and Licenses	23 922 00	0 00
16	Transportation and Travel	33 470 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	24 000 00	0 00
c	Security Services	0 00	0 00
d	SEE FINANCIAL STATEMENTS	46 123 00	0 00
18	Total Ordinary Allowable itemized Deductions (Sum of Items 1 to 17d) (To part V Schedule 3 A Item 13)	231 515 00	0 00

## Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)

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
4	5.B - Spouse		0 00
5			0 00
6	Total Special Allowable Itemized Deductions-Spouse (Sum of Items 4 and 5) (To part V Schedule 3 A Item 14B)		0 00

## Schedule 6 - Computation of Net Operating Loss carry Over (NOLCO)

6.A - Computation of NOLCO	Description	A. Taxpayer/Filer	B. Spouse
1	Gross Income	0 00	0 00
2	Less Ordinary Allowable Itemized Deductions	0 00	0 00
3	Net Operating Loss (Item 1 Less Item 2) (To Schedule 6 A 1 Item 7A and/or Schedule 6 A 2 Item 12A)	0 00	0 00

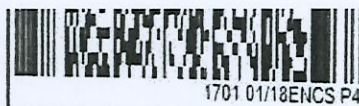
## 6.A.1 - Taxpayer/Filer's Detailed Computation of Available NOLCO

Net Operating Loss	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)]
Year Incurred					
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	



# Annual Income Tax Return

Individuals (including MIXED Income Earner), Estates and Trusts



221 678 000

Taxpayer/Filer's Last Name  
MENDOZA

## Continuation of Schedule 6)

### 6.A.2 - Spouse's Detailed Computation of Available NOLCO

Year Incurred	Net Operating Loss 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	0.00	0.00

### PART VI - Summary of Income Tax Due

1 Regular Rate-Income Tax Due (From Part V, Either Item 25 or Item 32)	0.00	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)	0.00	0.00

### PART VII - Tax Credits/Payments (attach proof)

1 Prior Year's Excess Credits	0.00	0.00
2 Tax Payments for the First Three (3) Quarters	0.00	0.00
3 Creditable Tax Withheld for the First Three (3) Quarters	0.00	0.00
4 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter	8,482.00	0.00
5 Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 3Ad/3Bd)	5,035.00	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)	13,517.00	0.00

### PART VIII - Tax Relief Availment

#### VIII.A - Special Rate

1 Regular Income Tax Otherwise Due (Part X Item 16B and/or Item 16F X applicable regular income tax rate)	0.00	0.00
2 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7B and/or Item 7F X applicable regular income tax rate)	0.00	0.00
3 Sub-Total - Tax Relief (Sum of Items 1 and 2)	0.00	0.00
4 Less: Income Tax Due (From Part X Item 17B and/or Item 17F)	0.00	0.00
5 Tax Relief Availment Before Special Tax Credit (Item 3 Less Item 4)	0.00	0.00
6 Add: Special Tax Credit, if any (From Part VII Item 8)	0.00	0.00
7 Total Tax Relief Availment-SPECIAL (Sum of Items 5 and 6)	0.00	0.00

#### VIII.B - Exempt

8 Regular Income Tax Otherwise Due (Part X Item 16A and/or Item 16E X applicable regular income tax rate)	0.00	0.00
9 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7A and/or Item 7E X applicable regular income tax rate)	0.00	0.00
10 Total Tax Relief Availment-EXEMPT (Sum of Items 8 and 9)	0.00	0.00

### PART IX - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheet/s, if necessary)

Particulars	A. Taxpayer/Filer	B. Spouse
1 Net Income/(Loss) per Books	196,448.00	0.00
Add: Non-Deductible Expenses/Taxable Other Income		
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00
5 Total (Sum of Items 1 to 4)	196,448.00	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)	196,448.00	0.00



**Tax Return Receipt Confirmation**

1 message

ebirforms-noreply@bir.gov.ph <ebirforms-noreply@bir.gov.ph>  
To: msjvisaya.fc2019@gmail.com

Thu, Apr 13, 2023 at 10:04 AM

This confirms receipt of your submission with the following details subject to validation by BIR:

File name: 160221678000-1701v2018-122022.xml

Date received by BIR: 13 April 2023

Time received by BIR: 09:13 AM

Penalties may be imposed for any violation of the provisions of the NIRC and issuances thereof.

**FOR RETURNS WITH TAX PAYABLE:**

Please pay through any of the following ePayment Channels:

**Land Bank of the Philippines Link.BizPortal**

- LBP ATM Cards
- Bancnet ATM/Debit Cards
- PCHC PayGate or PESONeT (RCBC, Robinsons Bank, UnionBank, PSBank, BPI, Asia United Bank)

**DBP PayTax Online**

- Credit Cards (MasterCard/Visa)
- Bancnet ATM/Debit Cards

**Unionbank of the Philippines**

- Unionbank Online (for Unionbank Individual and Corporate Account Holders)
- UPAY via InstaPay (For Individual Non-Unionbank Account Holders)

**Taxpayer Agent/ Tax Software Provider-TSP**

- (Gcash/PayMaya/MyEG)

This is a system-generated email. Please do not reply.

**Bureau of Internal Revenue**

=====  
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=====

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BUREAU OF INTERNAL REVENUE  
MJD No. 63 Calapan City

RECEIVED  
28 APR 2023

JOJO M. BARRIENTOS  
OIC, Chief Collection Section  
TIN: 216-202,811,000





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF INTERNAL REVENUE**  
REVENUE REGION NO. 9A - CaBaMiRo  
CITY OF STO. TOMAS, BATANGAS

TCBP NO. RR9A-063-06-19-1043-2023-M

# TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

**MENDOZA, MARIA SOCORRO CASALLA**

(IRAYA LIFE ENTERPRISES)

Name of Taxpayer

**SITIO PROPER 3, BULUSAN, CITY OF CALAPAN (CAPITAL), ORIENTAL MINDORO**

Address

**160-221-678-00000**

Taxpayer Identification Number

This is to certify that the above mentioned taxpayer is eligible for issuance of this Tax Clearance Certificate having satisfied all the criteria set forth by the BIR as of the date of this certification pursuant to Revenue Regulations No. 8-2016, as amended.

Tax liabilities recorded after the aforesaid dates or outside the jurisdiction of this Office are not covered by this tax clearance.

Issued this 19th day of June, 2023.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL JUNE 19, 2024 ONLY OR UNTIL REVOKED FOR VIOLATION OF THE CRITERIA SPECIFIED UNDER REVENUE REGULATIONS NO. 8-2016, AS AMENDED AND REVENUE MEMORANDUM ORDER NO. 46-2018, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES. CERTIFICATION FEE OF P100 WAS PAID ON JUNE 14, 2023 UNDER EFPS PAYMENT TRANSACTION NO. 235204712. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.



*Ilagan*  
**LEVINE B. ILAGAN**  
Chief, Collection Division  
06/14/2023



**WARNING:** Counterfeiting is punishable by law. For authenticity, please visit BIR website [www.bir.gov.ph/index.php/tax-clearance/released-tax-clearance.html](http://www.bir.gov.ph/index.php/tax-clearance/released-tax-clearance.html). Tax Clearance Certificate (for bidding purposes) not listed/posted herein will be deemed to have originated from an illegal source.





This certifies that

**IRAYA LIFE ENTERPRISES**

(BARANGAY)

BULUSAN, CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO - 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

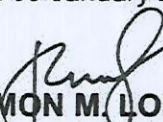
**MARIA SOCORRO CASALLA MENDOZA**

is valid from 11 January 2022 to 11 January 2027 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 05 January 2022 in the Philippines.

  
**RAMON M. LOPEZ**  
Secretary

**Business Name No. 3394982**

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



CGYH873612971616

Documentary Stamp Tax Paid Php 30.00



APPROVED BUDGET FOR THE CONTRACT (ABC)  
Supply and Delivery of Office Supplies and Photocopier Toner for the OA Office 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		VALUE		
									%	VALUE			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	
Lot 1 - Office Equipment													
1	Binder Clips 2"	10	boxes	25.00	250.00								
2	Bond Paper (long/Sub20)	100	reams	275.00	27,500.00								
3	Bond Paper (Short/Sub20)	30	reams	240.00	7,200.00								
4	Bond Paper (A4/Sub20)	20	reams	250.00	5,000.00								
5	Clear Folder (Long/Pink)	50	pcs	25.00	1,250.00								
6	Clear Folder (Long/Green)	50	pcs	25.00	1,250.00								
7	Clear Folder (Long/Black)	50	pcs	25.00	1,250.00								
8	Clear Folder (Long/Blue)	50	pcs	25.00	1,250.00								
9	Clear Folder (short)	60	pcs	20.00	1,200.00								
10	Plastic Ring Binder 19mm	30	pcs	25.00	750.00								
11	Plastic Ring Binder 25mm	60	pcs	28.00	1,680.00								
12	Plastic Ring Binder 38mm	60	pcs	47.00	2,820.00								
13	Plastic Ring Binder 14mm	10	pcs	18.00	180.00								
14	Printer Ink Black 664	10	pcs	350.00	3,500.00								
15	Printer Ink Cyan 664	5	pcs	350.00	1,750.00								
16	Printer Ink Magenta 664	5	pcs	350.00	1,750.00								
17	Printer Ink Yellow 664	5	pcs	350.00	1,750.00								
18	Expanded Folder (Long/Green)	100	pcs	25.00	2,500.00								
19	Folder White (Long)	1	reams	600.00	600.00								
20	Folder White (short)	1	reams	550.00	550.00								
21	Double adhesive tape	20	rolls	30.00	600.00								
22	Pencil 12's	6	boxes	90.00	540.00								
23	Balpen (Black) 12's	10	boxes	70.00	700.00								
24	Photopaper 10's (short)	25	packs	150.00	3,750.00								
25	Plastic Tabs/Tranparent (clear)	50	boxes	120.00	6,000.00								
26	Scotch Tape 1"	30	rolls	50.00	1,500.00								
27	Specialty Paper board (White/Long) 220gsm	20	packs	45.00	900.00								



28	Specialty Paper board (White/Short) 220gsm	20	packs	42.00	840.00															
29	Vellum Board (White/Short)	15	packs	45.00	675.00															
30	Vellum Board (White/Long)	15	packs	42.00	630.00															
31	Stapler with remover (big)	2	pcs	400.00	800.00															
32	Staple wire (35mm)	3	boxes	35.00	105.00															
33	Tacker Wire (24/6)	3	boxes	50.00	150.00															
34	White Glue 135g	15	bot	65.00	975.00															
35	Magnetic White Board (4'x2')	1	pcs	1,830.00	1,830.00															
	Lot 2-Photocopier Toner				-															
1	Toner : 9MP2014H	5	bot	2,000.00	10,000.00															
2	Cartridge Ink Black IMC2000	3	pcs	7,000.00	21,000.00															
3	Cartridge Ink yellow IMC2000	3	pcs	7,000.00	21,000.00															
4	Cartridge Ink magenta IMC2000	3	pcs	7,000.00	21,000.00															
5	Cartridge Ink cyan IMC2000	3	pcs	7,000.00	21,000.00															
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				-															
	GRAND TOTAL				177,975.00															

Prepared by  
**RENIELITO C. RICO**  
 Member, BAC Secretariat

Recommending Approval  
**NEMESIO H. DAVANOS, Ph.D.**  
 Chairperson, BAC

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





PURCHASE REQUEST

Fund Cluster: STF

Office/Section : IQA		PR No.: 2024 - 037 Responsibility Center Code :		Date: February 29, 2024	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	boxes	Binder Clips 2"	10	25.00	250.00
2	reams	Bond Paper (Long/Sub20)	100	275.00	27,500.00
3	reams	Bond Paper (Short/Sub20)	30	240.00	7,200.00
4	reams	Bond Paper (A4/Sub20)	20	250.00	5,000.00
5	pcs	Clear Folder (long/Pink)	50	25.00	1,250.00
6	pcs	Clear Folder (long/Green)	50	25.00	1,250.00
7	pcs	Clear Folder (long/Black)	50	25.00	1,250.00
8	pcs	Clear Folder (long/Blue)	50	25.00	1,250.00
9	pcs	Clear Folder (short)	60	20.00	1,200.00
10	pcs	Plastic Ring Binder 19mm	30	25.00	750.00
11	pcs	Plastic Ring Binder 25mm	60	28.00	1,680.00
12	pcs	Plastic Ring Binder 38mm	60	47.00	2,820.00
13	pcs	Plastic Ring Binder 14mm	10	18.00	180.00
14	pcs	Printer Ink Epson Black (664)	10	350.00	3,500.00
15	pcs	Printer Ink Epson Cyan (664)	5	350.00	1,750.00
16	pcs	Printer Ink Epson Magenta (664)	5	350.00	1,750.00
17	pcs	Printer Ink Epson Yellow (664)	5	350.00	1,750.00
18	bot	Toner: 9MP2014H	5	2,000.00	10,000.00
19	pcs	Expanded Folder (Long/Green)	100	25.00	2,500.00
20	reams	Folder White (long)	1	600.00	600.00
21	reams	Folder White (short)	1	550.00	550.00
22	rolls	Double Adhesive Tape	20	30.00	600.00
23	box	Pencil (12's)	6	90.00	540.00
24	box	Ballpen (Black) 12's	10	70.00	700.00
25	packs	Photopaper 10's (short)	25	150.00	3,750.00
26	box	Plastic Tabs/Transparent(clear)	50	120.00	6,000.00
27	rolls	Scotch Tape 1"	30	50.00	1,500.00
28	packs	Specialty Paper board (White/Long)220gsm	20	45.00	900.00
29	packs	Specialty Paper board (White/LShort)220gsm	20	42.00	840.00
30	packs	Vellum Board (White/Short)	15	45.00	675.00
31	packs	Vellum Board White/Long)	15	42.00	630.00
32	pcs	Stapler with remover (big)	2	400.00	800.00
33	box	staplewire (35mm)	3	35.00	105.00
34	box	Tacker Wire(24/6)	3	50.00	150.00
35	bot	White Glue 135g	15	65.00	975.00
36	pcs	Magnetic white board (4'x2')	1	1,830.00	1,830.00
37	pcs	Cartridge in black Gestetner IM C2000	3	7,000.00	21,000.00
38	pcs	Cartridge ink yellow Gestetner IM C2001	3	7,000.00	21,000.00
39	pcs	Cartridge ink magenta Gestetner IM C2002	3	7,000.00	21,000.00
40	pcs	Cartridge ink cyan Gestetner IM C2001	3	7,000.00	21,000.00
TOTAL					177,975.00
Purpose: Office Supplies for the Quality Assurance/Accreditation Office					
Requested by: Signature : Printed Name : Designation :		Recommending Approval: Signature : Printed Name : Designation :		Certified: Allotment Available Signature : Printed Name : Designation :	
ELVI C. ESCAREZ, Ph.D. Coordinator, IQA		JOELENE C. LEYNES Vice President for Administration & Finance		ROVELYN P. ROXAS Budget Officer III	
				Approved by: Signature : Printed Name : Designation :	
				CHRISTIAN ANTHONY C. AGUTAYA, Ph.D. OIC - Office of the University President	

WT 93,495  
WT 2-84,000

ALLOTMENT AVAILABLE  
CHARGEABLE AGAINST

MACHERMIE R. LANDICHO  
Acting Budget Officer  
MinSCAT - Calapan







PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

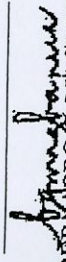
END-USER UNIT - Quality Assurance Office Calapan City Campus  
Charged to STF:  
Project, Programs and Activities

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																	
	Total Balance Brought Forward																	
	Tone: 9MP2014H	bol.	5	2,300.00	60,331.00													
	Expanded Folder (Long/Green)	pes	100	25.00	2,500.00	Public Bidding				✓			✓				✓	
	Folder White (long)	reams	1	500.00	500.00	Public Bidding				✓			✓				✓	
	Folder White (short)	reams	1	550.00	550.00	Public Bidding				✓			✓				✓	
	Double Adhesive Tape	rolls	20	30.00	600.00	Public Bidding				✓			✓				✓	
	Pencil (12's)	box	6	90.00	540.00	Public Bidding				✓			✓				✓	
	Ballpen (Black) 12's	box	10	70.00	700.00	Public Bidding				✓			✓				✓	
	Photopaper 10's (short)	packs	25	150.00	3,750.00	Public Bidding				✓			✓				✓	
	Plastic tabs/ Transparent (clear)	box	50	120.00	6,000.00	Public Bidding				✓			✓				✓	
	Scotch tape 1"	rolls	30	50.00	1,500.00	Public Bidding				✓			✓				✓	
	Specialty paper board (White/Long) 220gsm	packs	20	45.00	900.00	Public Bidding				✓			✓				✓	
	Specialty paper board (White/Short) 220gsm	packs	20	42.00	840.00	Public Bidding				✓			✓				✓	
	Vellum Board (White/Short)	packs	15	45.00	675.00	Public Bidding				✓			✓				✓	
	Vellum Board (White/Long)	packs	15	42.00	630.00	Public Bidding				✓			✓				✓	
	Stapler with remover (big)	pes	2	400.00	800.00	Public Bidding				✓			✓				✓	
	staple wire (35mm)	box	3	35.00	105.00	Public Bidding				✓			✓				✓	
	Tacker Wire (24/6)	box	3	50.00	150.00	Public Bidding				✓			✓				✓	
	TOTAL				91,171.00													


TOTAL BUDGET:

91,171.00

Prepared By:

  
BER ARDOGG MAGBANUA  
Quality Assurance Coordinator Calapan City Campus

Recommending Approval:

  
NEMESIO H. DAVALOS, PhD  
Vice President for Academic Affairs



*Charged to STF:*

[illegible]

**£77,973.00**

Recommending Approval:

  
BERNARDO G. MAGAÑA  
Quality Assurance Coordinator Calapan City Campus

~~NEMESIO H. DAVALOS, PhD~~  
Vice President for Academic Affairs