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

University Bids and Awards Committee
Resolution No. 57-A, S. 2024

RESOLUTION RECOMMENDING DIRECT CONTRACTING AS AN ALTERNATIVE MODE OF PROCUREMENT AND RECOMMENDING THE AWARD OF CONTRACT TO PHILIPPINE DUPLICATORS, INC FOR THE PURCHASE OF TONER FOR IMC2000 PHOTOCOPIER

WHEREAS, there is an imperative need to acquire and purchase sets of toner for IMC2000 Photocopier for the QA Office of MinSU Calapan City Campus with an Approved Budget for the Contract (ABC) amounting to **Eighty-Four Thousand Pesos (Php84,000.00);**

WHEREAS, the subject item was included in the Project Procurement Management Plan (PPMP) of the requisitioning office and in the approved Annual Procurement Plan (APP) of MinSU;

WHEREAS, the Section 50 of the Revised Implementing Rules and Regulations (IRR) of the Republic Act No. 9184, otherwise known as the Government Procurement Reform Act of 2003" provides that **Direct Contracting** or single source procurement is a method of procurement of Goods that does not require elaborate Bidding Documents. The supplier is simply asked to submit a price quotation or a pro-forma invoice together with the conditions of sale. The offer may be accepted immediately or after some negotiations. Direct contracting may be resorted to by concerned Procuring Entities under any of the following conditions:

a) Procurement of Goods of proprietary nature which can be obtained only from the proprietary source, i.e. when patents, trade secrets, and copyrights prohibit others from manufacturing the same item;
b) When the procurement of critical components from a specific supplier is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provisions of its contract; or
c) Those sold by an exclusive dealer or manufacturer which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the GoP.

WHEREAS, per Certification issued by RICOH Asia Pacific Operations Ltd., it was confirmed that Philippine Duplicators is their "exclusive distributor in the Philippines for the sale for all 9MP2014H and IMC2000 Branded copying/printing machines and their consumables and spare parts *(see attached certification);*

WHEREAS, upon review of the abovementioned details, the BAC found that the above conditions for Direct Contracting are gratified;

WHEREAS, the BAC received the price quotation, along with its eligibility requirements, for toner of 9MP2014H and IMC2000 from **Philippine Duplicators, Inc.** amounting to **Eighty-four Thousand Pesos (Php84,000.00);**

NOW, THEREFORE, the Bids and Awards Committee (BAC), above premises considered, hereby RESOLVE as it is hereby RESOLVED to recommend to his Honor, the Head of Procuring Entity, to recommend that teh procurement of toner for 9MP2014H and IMC2000 be done through Direct Contracting; the Award of Contract to **Philippine Duplicators, Inc.** for teh purchase of toner for 9MP2014H and IMC2000 in the amount of **Eighty-four Thousand Pesos (Php84,000.00)** with official address at KM14 West Service Road, Edison Ave., Parañaque City, Metro Manila;

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

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

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

ANSELMO R. ULEP, JR.
BAC Vice-Chairperson

ELVI C. ESCAREZ, *Ph.D.*
BAC Member

CIEDELLE P. SALAZAR *Ph.D*
BAC Member

MELGAR G. FADRIQUELAN
BAC Member

Approved/Disapproved

CHRISTIAN ANTHONY C. AGUTAYA, *Ph.D.*
OIC- Office of theUniversity President
Date: ________________

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Standard Form Number: SF-GOOD-01
Revised on: May 24, 2004

APPROVED BUDGET FOR THE CONTRACT (ABC)

Supply and Delivery of Office Supplies and Photocopier Toner for the QA 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 INFLATION, CURRRENCY %	VALUE	TOTAL COST	UNIT COST
									INFLATION, CURRRENCY %	VALUE		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11) (5)X(9)	(12) (10%[(5)+(10)]	(13) (11) / (3)
	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	Ballpen (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							
	xvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvx				-							
	GRAND TOTAL				**177,975.00**							

Prepared by: | Recommending Approval | Approved

RENIELITO C. RICO
Member, BAC Secretariat

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

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

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

BAGONG PILIPINAS

PURCHASE REQUEST

Fund Cluster: STF 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

LOT 1 93,975
LOT 2 - 84,000

Purpose:

Office Supplies for the Quality Assurance/Accreditation Office

STF - 1071
164 - 200
03 - 270

	Requested by:	Recommending Approval:	Certified: Allotment Available	Approved by:
Signature :				
Printed Name :	ELVI C. ESCAREZ, Ph.D.	JOELENE C. LEYNES	ROVELYN P. ROXAS	CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
Designation :	Coordinator, IQA	Vice President for Administration & Finance	Budget Officer III	OIC - Office of the University President

ALLOTMENT AVAILABLE
CHARGEABLE AGAINST
LOA - STF
V2030110

MACHERMIE R. LANDICHO
Acting Budget Officer
MinSCAT - Calapan

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

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																	
	Binder Clips 2"	box	10	25.00	250.00	Public Bidding	✓			✓			✓				✓	
	Bond Paper (Long/Sub 20)	reams	100	275.00	27,500.00	Public Bidding	✓			✓			✓				✓	
	Bond Paper (Short/Sub 20)	reams	30	240.00	7,200.00	Public Bidding	✓			✓			✓				✓	
	Bond Paper (A4/Sub 20)	reams	20	250.00	5,000.00	Public Bidding	✓			✓			✓				✓	
	Clear Folder (long/Pink)	pcs	50	25.00	1,250.00	Public Bidding	✓			✓			✓				✓	
	Clear Folder (long/Green)	pcs	50	25.00	1,250.00	Public Bidding	✓			✓			✓				✓	
	Clear Folder (long/Black)	pcs	50	25.00	1,250.00	Public Bidding	✓			✓			✓				✓	
	Clear Folder (long/Blue)	pcs	50	25.00	1,250.00	Public Bidding	✓			✓			✓				✓	
	Clear Folder (short)	pcs	60	20.00	1,200.00	Public Bidding	✓			✓			✓				✓	
	Plastic Ring Binder 19mm	pcs	30	25.00	750.00	Public Bidding	✓			✓			✓				✓	
	Plastic Ring Binder 25mm	pcs	60	28.00	1,680.00	Public Bidding	✓			✓			✓				✓	
	Plastic Ring Binder 38mm	pcs	60	47.00	2,820.00	Public Bidding	✓			✓			✓				✓	
	Plastic Ring Binder 14mm	pcs	10	18.00	180.00	Public Bidding	✓			✓			✓				✓	
	Printer Ink Black (664)	pcs	10	350.00	3,500.00	Public Bidding	✓			✓			✓				✓	
	Printer Ink Cyan (664)	pcs	5	350.00	1,750.00	Public Bidding	✓			✓			✓				✓	
	Preinter Ink Magenta (664)	pcs	5	350.00	1,750.00	Public Bidding	✓			✓			✓				✓	
	Computer Ink Yellow (664)	pcs	5	350.00	1,750.00	Public Bidding	✓			✓			✓				✓	
	TOTAL				60,330.00													

TOTAL BUDGET: 60,330.00

Prepared By:

BERNARDO C. MAGBANUA
Quality Assurance Coordinator Calapn City Campus

Recommending Approval:

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

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

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 Forwarded				60,330.00													
	Toner: 9MP2014H)	bot.	5	2,000.00	10,000.00	Public Bidding	✓			✓			✓				✓	
	Expanded Folder (Long/Green)	pcs	100	25.00	2,500.00	Public Bidding	✓			✓			✓				✓	
	Folder White (long)	reams	1	600.00	600.00	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)	pcs	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				91,170.00													

TOTAL BUDGET: 91,170.00

Prepared By:

BERNARDO C. MAGBANUA
Quality Assurance Coordinator Calapan City Campus

Recommending Approval:

NEMESIO H. DAVALOS, PhD
Vice President for Academic Affairs

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

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 Forwarded				91,170.00													
	White Glue 135g	bot.	15	65.00	975.00	Public Bidding	✓			✓			✓				✓	
	Magnetic white board (4'x2')	pcs	1	1,830.00	1,830.00	Public Bidding	✓			✓			✓				✓	
	Cartridge ink black Gestetner IM C2000	pcs	3	7,000.00	21,000.00	Public Bidding	✓			✓			✓				✓	
	Cartridge ink yellow Gestetner IM C2001	pcs	3	7,000.00	21,000.00	Public Bidding	✓			✓			✓				✓	
	Cartridge ink magenta Gestetner IM C2002	pcs	3	7,000.00	21,000.00	Public Bidding	✓			✓			✓				✓	
	Cartridge ink cyan Gestetner IM C2003	pcs	3	7,000.00	21,000.00	Public Bidding	✓			✓			✓				✓	
	TOTAL				177,975.00													

TOTAL BUDGET: ✓ 177,975.00

Prepared By:

BERNARDO G. MAGBANUA
Quality Assurance Coordinator Calapan City Campus

Recommending Approval:

NEMESIO H. DAVALOS, PhD
Vice President for Academic Affairs