



SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE DEAN'S OFFICE OF MinSU MAIN CAMPUS
Name of Project

BAC Resolution Recommending Approval
Resolution No. 59, s. 2024

WHEREAS, the Mindoro State University (MinSU), through the Bids and Awards Committee (BAC) has advertised in the PhilGEPS and MinSU Website the Request for Quotation (RFQ) for the project "Supply and Delivery of Office Supplies for the Dean's Office of MinSU Main Campus" with an Approved Budget for the Contract (ABC) amounting to Seventy Thousand Pesos (Php70,000.00);

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 **DUPLICAT NON-SPECIALIZED WHOLESALE TRADING** and **MKRJ MARKETING** submitted price quotation before the deadline;

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

Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
Php70,000.00	Duplicat Non-Specialized Wholesale Trading	Php69,034.00
	MKRJ Marketing	Php69,770.00

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

NOW, THEREFORE, the Bids and Awards Committee (BAC) **HEREBY RESOLVED AS IT IS HEREBY RESOLVED**, recommended to the Head of Procuring Entity the approval of this resolution for the abovementioned procurement awarding of contract for the "Supply and Delivery of Office Supplies for the Dean's Office of MinSU Main Campus" to **Duplicat Non-Specialized Wholesale Trading** amounting to **Sixty-nine Thousand and Thirty-Four Pesos (Php69,034.00)** with official address Sto. Niño, Calapan City, Oriental Mindoro as the supplier/bidder with the Lowest Calculated Responsive Bid (LCRB);

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

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10717247
Procuring Entity MINDORO STATE UNIVERSITY
Title Supply and Delivery of Office Supplies for the Dean's Office of MinSU Main Campus
Area of Delivery Oriental Mindoro

Solicitation Number:	RFQ No. 2024-58	Status	Closed
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	2
Category:	Office Supplies and Devices	Date Published	03/04/2024
Approved Budget for the Contract:	PHP 70,000.00	Last Updated / Time	03/04/2024 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	10/04/2024 17:00 PM
Client Agency:			
Contact Person:	MARK LESTER A MAGPANTAY Head, BAC Secretariat Alcate Victoria Oriental Mindoro Philippines 5205 63-9-154612960 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
1	reams	Bond paper , A4 (subs 20)	15		
2	reams	Bond paper , long 8.5"x13" (subs 20)	40		
3	reams	Bond paper , short 8.5"x11" (subs 20)	40		
4	pcs	Clear Folder (8.5x13, blue)	40		
5	pcs	Correction tape	15		
6	pcs	Double Sided Tape (1")	20		
7	pcs	Expanding Envelope (long, green)	40		
8	box	Gel pen (0.5, black)	12' 3		
9	box	Gel pen (0.5, blue)	12' 3		
10	box	Gel pen (0.5, red)	12' 3		
11	bottles	Glue (240g)	4		

[illegible]

Date Created 02/04/2024

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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 the Dean's Office of MinSU Main Campus

PR No.: PR24-0140

RFQ No. 2024-58

ABC Amount: Php70,000.00

Company Name DUPLICAT NON-SPECIALIZED WHOLESALE TRADING
Address : STO. NINO CALAPAN CITY

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the address stated in the last page.

NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	reams	Bond paper , A4 (subs 20)	15	313.00	4,695.00
2	reams	Bond paper , long 8.5"x13" (subs 20)	40	334.00	13,360.00
3	reams	Bond paper , short 8.5"x11" (subs 20)	40	292.00	11,680.00
4	pcs	Clear Folder (8.5x13, blue)	40	24.00	960.00
5	pcs	Correction tape	15	31.00	465.00
6	pcs	Double Sided Tape (1")	20	38.00	760.00
7	pcs	Expanding Envelope (long, green)	40	38.00	1,520.00
8	box	Gel pen (0.5, black) 12'	3	382.00	1,146.00
9	box	Gel pen (0.5, blue) 12'	3	382.00	1,146.00
10	box	Gel pen (0.5, red) 12'	3	382.00	1,146.00
11	bottles	Glue(240g)	4	174.00	696.00
12	pcs	Official Record Book (500 pages, 8.5x11)	4	228.00	912.00
13	box	Pencil #2	5	160.00	800.00
14	pcs	Permanent Marker (Broad)	5	57.00	285.00
15	bottles	Permanent Marker Ink (black)	2	192.00	384.00
16	pcs	Whiteboard Marker (Black)	40	80.00	3,200.00
17	pcs	Whiteboard Marker (Blue)	24	80.00	1,920.00
18	pcs	Whiteboard Eraser	24	29.00	696.00
19	pcs	Scotch Tape (1 inch)	15	32.00	480.00
20	box	Staple Wire (No. 35)	14	73.00	1,022.00
21	pack	Sticky Flags	20	66.00	1,320.00
22	pcs	Sticky Notes, 3x3 (Asst Pastel Color)	15	48.00	720.00
23	box	Highlighter	2	40.00	80.00
24	box	Binder Clips (1.25")	5	54.00	270.00
25	pcs	Brown Envelope (long)	38	5.00	190.00
26	pcs	Brown Envelope (short)	40	3.00	120.00
27	pcs	Ink (Black #664)	20	276.00	5,520.00
28	pcs	Ink (Colored #664 M/C/Y)	40	276.00	11,040.00

MSU-BAC-FR-05.01

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

[illegible]

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

ed above
STEPHEN MAGBANUA

Supplier's Signature over Printed Name
262-488-795-000

TIN No. of Establishment

0927-4283705

Contact Number

04-10-2024

Date _____

MSU-BAC-FR-05.01



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.

MSU-BAC-FR-05.01



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for the Dean's Office of MinSU Main Campus

PR No.: PR24-0140

RFQ No. 2024-58

ABC Amount: Php70,000.00

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	reams	Bond paper , A4 (subs 20)	15	260.00	3,900.00
2	reams	Bond paper , long 8.5"x13" (subs 20)	40	265.00	10,600.00
3	reams	Bond paper , short 8.5"x11" (subs 20)	40	240.00	9,600.00
4	pcs	Clear Folder (8.5x13, blue)	40	28.00	1,120.00
5	pcs	Correction tape	15	40.00	600.00
6	pcs	Double Sided Tape (1")	20	55.00	1,100.00
7	pcs	Expanding Envelope (long, green)	40	35.00	1,400.00
8	box	Gel pen (0.5, black) 12'	3	450.00	1,350.00
9	box	Gel pen (0.5, blue) 12'	3	450.00	1,350.00
10	box	Gel pen (0.5, red) 12'	3	450.00	1,350.00
11	bottles	Glue (240g)	4	90.00	360.00
12	pcs	Official Record Book (500 pages, 8.5x11)	4	249.00	996.00
13	box	Pencil #2	5	130.00	650.00
14	pcs	Permanent Marker (Broad)	5	65.00	325.00
15	bottles	Permanent Marker Ink (black)	2	180.00	360.00
16	pcs	Whiteboard Marker (Black)	40	50.00	2,000.00
17	pcs	Whiteboard Marker (Blue)	24	50.00	1,200.00
18	pcs	Whiteboard Eraser	24	50.00	1,200.00
19	pcs	Scotch Tape (1 inch)	15	45.00	675.00
20	box	Staple Wire (No. 35)	14	50.00	700.00
21	pack	Sticky Flags	20	30.00	600.00
22	pcs	Sticky Notes, 3x3 (Asst Pastel Color)	15	35.00	525.00
23	box	Highlighter	2	150.00	300.00
24	box	Binder Clips (1.25")	5	90.00	450.00
25	pcs	Brown Envelope (long)	38	8.00	304.00
26	pcs	Brown Envelope (short)	40	7.00	280.00
27	pcs	Ink (Black #664)	20	150.00	3,000.00
28	pcs	Ink (Colored #664 M/C/Y)	40	500.00	20,000.00

MSU-BAC-FR-05.01



General Conditions

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MSU-BAC-FR-05.01

PLICAT NON-SPECIALIZED WHOLESALE TRADING (DUPLICAT TRADING)

tho Street
apan City
ental Mindoro
gion IV-B
ilippines
00

ganization Member Type:	Supplier
ganization Number:	336818
gistration Date:	10-Jun-2021
gistration Type:	Red
rm of Organization:	Single Proprietorship
ganization Type:	Distributor, General Merchandise, Trading, Services
siness Category:	Office Equipment Supplies and Consumables, Fixtures, Furniture, Furniture Parts and Accessories, Garments, Guns and Weapons, Hardware and Construction Supplies, Information Technology, Information Technology Parts & Accessories & Perip, Investigative Equipment, Janitorial Equipment, Kitchenware, Medical Supplies and Laboratory Instrument, Medical and Dental Equipment, Office Equipment, Office Equipment Parts and Accessories, Office Supplies and Devices, Photographic Equipment, Photographic Parts, Supplies and Accessories, Textiles, Vehicle Parts and Accessories, Vehicles, Packaging Supplies and Materials, Printing Services, Janitorial Supplies, Agricultural Machinery and Equipment, Appliances, Chemicals and Chemical Products, Communication Equipment & Parts and Accessories, Electrical Supplies, Ammunitions and Explosives, Laboratory Supplies and Equipment, Printing Supplies, Agricultural Chemicals, Veterinary Products and Supplies, Airconditioning and Airconditioning Systems, Electrical Systems and Lighting Components, Personal Care Products, Automation Equipment, Chemical Detergents, Computer Furniture, Construction Equipment, Corporate Giveaways, Electronic Parts and Components, Engineering and Laboratory Testing Equipment, Environmental Health/Safety Equipment, Fertilizers, Fuels/Fuel Additives & Lubricants & Anti Corrosive, General Merchandise, Industrial Safety Equipment, Machine Tools, Hospital / Medical Equipment, Microfilm Equipment, Microfilm Equipment - Supplies and Accesories, Mining Equipment and Supplies, Pest Control Products, Plastic Products, Radiological/Diagnostic Equipment, Safety and Occupational Products, Sporting Goods, Catering Services, Dairy Products, Security Surveillance and Detection Equipment, Preserved or Processed Foods, Food Stuff, Grocery Items, Agricultural Products (Seeds, Seedlings, Plants..), Tokens and Awards, Food Processing Equipment, Animal Feeds, Signage and Accessories, Gaming Equipment and Paraphernalia, Arts and Crafts Accessories and Supplies, Purses, handbags and bags, Bedclothes, Linens and Towels, Timepieces and Jewelry and Gemstone Products, Institutional food services equipment, Beverages, Pyrotechnics and Fireworks, Paper Materials and Products, Packed Food Distributor
siness Tax Identification Number:	262-488-795-000
1 Certificate Number:	2366055
1 Registration Date:	28-Dec-2020
pitalization:	Php 1,000,000.00
ency Registration:	No
cklisted:	No
dated By:	Cyr Stephen Abalon Magbanua
te Last Updated:	18-Jan-2023

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

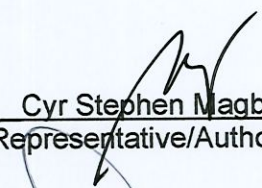
I, **Cyr Stephen A. Magbanua**, of legal age, *married, Filipino*, and residing at **Brgy. Sto. Niño Calapan City**, after having been duly sworn in accordance with law, do hereby depose and state that:


1. I am the sole proprietor or authorized representative of **Duplicat Non-Specialized Wholesale Trading** with office address at *Guiho St., Brgy. Sto. Niño Calapan City*;
2. As the owner and sole proprietor, or authorized representative of **Duplicat Non-Specialized Wholesale Trading**, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE DEAN'S OFFICE OF MINSU MAIN CAMPUS** with PR No.: PR24-0140 and RFQ No.: 2024-58;
3. **Duplicat Non-Specialized Wholesale Trading** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting**;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. **Duplicat Non-Specialized Wholesale Trading** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. **Duplicat Non-Specialized Wholesale Trading** complies with existing labor laws and standards; and
8. **Duplicat Non-Specialized Wholesale Trading** is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE DEAN'S OFFICE OF MINSU MAIN CAMPUS** with PR No.: PR24-0140 and RFQ No.: 2024-58;

9. **Duplicat Non-Specialized Wholesale Trading** did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this 10TH day of APRIL 2024 at Calapan City, Oriental Mindoro, Philippines.


Cyr Stephen Magbanua
Bidder's Representative/Authorized Signatory


ATTY. JOHN ADRIAN D. MAULION
NOTARY PUBLIC UNTIL DECEMBER 31, 2023
Roll No. 63176 - June 06, 2022
IBP OR No. 225605 / 12-29-2022 / Pasig City
PTR No. 1028889A / 01-03-2023 / Calapan City
MCLE Compliance No. Until 04-14-2025

Doc. No. 1498
Page No. 299
Book No. IV
Series of 2024



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

TAUMBAYAN ANG
MA SUSUNOD
SA TUPAT NG HIMPILANG MANDALAYAN



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

P 8,350.00

TAXPAYER'S NAME	BUSINESS I.D.	MODE OF PAYMENT	DATE BILLED	KIND OF BUSINESS	STATUS
MAGBANUA, CYR STEPHEN	02100000180	Annually	1/8/2024	WHOLESALE	R
NAME OF BUSINESS	LOCATION OF BUSINESS		BUSINESS PERMIT NUMBER		
ABALON					
DUPLICATION OF SPECIALIZED WHOLESALE TRADING	TAX AMOUNT	SUR/INT	TOTAL	PERIOD	
BUSINESS TAX	4,950.00	0.00	4,950.00		
MAYOR'S PERMIT	2,450.00		2,450.00		
MAYORS PERMIT FEE	1,000.00				
EDUC'L SPECIAL PROGR	100.00				
DRAINAGE MAINTENANCE	100.00				
GARBAGE FEE	800.00				
SANITARY FEE	200.00				
FIRE AND SAFETY INSP	250.00				
MEDICAL FEE	100.00		100.00		
ANNUAL INSPECTION FEE	200.00		200.00		
BUSINESS STICKER	300.00		300.00		
SITE INSPECTION FEE	50.00		50.00		
OCCUPATIONAL FEE	220.00		220.00		
TAX CLEARANCE	30.00		30.00		
AAP.&RENEWAL OF BUS.FEE	50.00		50.00		
ENCODER		TOTALS	8,350.00		

Payment for 1-4
Notes:
1. This Permit will expire on
Dec 31, 2024
2. This Mayor's Permit, together with the official receipt, shall at all times be displayed or posted for public view in a conspicuous place within the place of business or undertaking.
Check
Check number _____
Bank _____
Cash
O.R. Number _____
Date 1222681
1/8/2024
Payment received by: _____

ASSESSMENT REVIEWED BY: **EDUARD L. REYES**
Licensing Officer IV
Officer In-charge of the Permits and License Section
Office of the City Mayor

RECOMMENDING APPROVAL: _____

APPROVED BY: **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.



REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANILAN NG RENTAS INTERNAS
REVENUE REGION NO. 06A
REVENUE DISTRICT NO. 063

RIR 2303
Form No. 2303
Revised July 1997

1RC0001388570
OCN

CERTIFICATE OF REGISTRATION

TIN 262-488-795-000	NAME MAGBANUA, CYR STEPHEN ABALON	REGISTRATION DATE 07/02/2008
REGISTERED ADDRESS STO. NINO CALAPAN CITY ORIENTAL MINDORO 5200		
REGISTERED ACTIVITY(IES) TAX TYPE INCOME TAX REGISTRATION FEE TRADE NAME DUPLICAT NON-SPECIALIZED WHOLE SALE TRADING REMINDEES: FILE and PAY TAX TYPE: IT/RF/PT Single Proprietor		
PERCENTAGE TAX - QUARTERLY LINE OF BUSINESS / INDUSTRY 5190 OTHER WHOLESALING 5235 RETAIL OF BOOKS, OFFICE/SCHOOL SUPPLIES, NEWSPAPERS, MGZNS 5239 OTHER RETAIL SALE IN SPECIALIZED STORES		
1. Payment of Annual Registration Fee of P500.00 on or before January 31 of each year. 2. Ending Inventory - on or before January 30 of each year: Inventory List + CD + Sworn Declaration Percentage Tax 1 st Qtr. - on or before Apr. 25 - Form 2551Q 2 nd Qtr. - on or before Jul. 25 - Form 2551Q 3 rd Qtr. - on or before Oct. 25 - Form 2551Q 4 th Qtr. - on or before Jan 25 NY - Form 2551Q 1 st Qtr. - on or before May 15 - Form 1701Q 2 nd Qtr. - on or before August 15 - Form 1701Q 3 rd Qtr. - on or before November 15 - Form 1701Q Final ITR - on or before April 15 NY - Form 1701		
Update Registration Information, for any changes in Status, Location and Tax Types (1905 Form). File and Pay Excise Tax upon removal of such products from the locality where extracted. Register Book of Accounts. 3. IN CASE OF CLOSURE/RETIREMENT OF BUSINESS, NOTIFY IMMEDIATELY. REVENUE DISTRICT OFFICE CLIENT SUPPORT SECTION.		

UPDATED ON FEB 24 2009

THE-RE-BY CERTIFY THAT THE ABOVE NAMED PERSON IS REGISTERED AS
INDICATED ABOVE, UNDER THE PROVISIONS OF THE NATIONAL INTERNAL
REVENUE CODE, AS AMENDED.

ATTY. EMELITA R. ABO

OLIVER P. CAINGAT
OIC, Asst. Revenue District Officer

REVENUE DISTRICT OFFICER (signature over printed name)

CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

EN

BIR Form No.


1701

January 2018 (ENCS)

Page 2

Annual Income Tax Return

Individuals (Including MIXED Income Earner), Estates and Trusts



1701 01/18ENCS P2

TIN

12345678901234567890

Spouse's Last Name

XXXXXXXXXXXX

PART IV - Background Information of Spouse

1 Spouse's Taxpayer Identification Number (TIN)

2 RDO Code

3 Filer's Spouse Type

4 Alphabetic Tax Code (ATC)

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?

12 Tax Rate*

12A Method of Deduction (choose one)

PART V - Computation of Tax

Schedule 1 - Gross Compensation Income and tax Withheld (Attach Additional Sheet/s, if necessary)

On Items 1 and 2, enter the required information for each of your employer/s and mark (X) whether the information is for the Taxpayer or the Spouse. On Item 3A, enter the Total Gross Compensation and Total tax Withheld for the Taxpayer and on Item 3B, for the Spouse. (DO NOT enter Centavos; 48 Centavos or less drop down; 50 or more round up)

a. Name of Employer

1 Taxpayer

2 Spouse

b. Employer's TIN

c. Compensation Income

d. Tax Withheld

Schedule 2 - Taxable Compensation Income

(DO NOT enter Centavos; 48 Centavos or less drop down; 50 or more round up)

Particulars

A. Taxpayer/Filer

B. Spouse

Schedule 3 - Taxable Business Income (If graduated rates, fill in Items 8 to 24; If 5% flat income tax rate, fill in Items 25 to 30)

3.A - For Graduated Income Tax Rates

8 Sales/revenues/receipts/fees

9 Less: Sales Returns, Allowances and Discounts

10 Net Sales/Revenues/Receipts/fees (Item 8 Less Item 9)

11 Less: Cost of Sales/Services (applicable only if availing Itemized Deductions)

12 Gross Income/(Loss) from Operation (Item 10 less Item 11)

13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4 Item 18)

14 Special Allowable Itemized Deductions (From Part V Schedule 5 Item 3 and/or Item 5)

15 Allowable for Not Operating Loss Carry Over (NOLCO) (From Part V Schedule 6 Item 8 and/or Item 13)

16 Total Allowable Itemized Deductions (Sum of Items 13 to 15)

17 Optional Standard Deduction (OSD) (40% of Item 10)

18 Net Income/(Loss) (If Itemized: Item 12 Less Item 16; If OSD: Item 10 Less Item 17)

19 Add: Other Non-Operating Income (specify below)

20


21 Amount Received/Share in Income by a Partner from General Professional Partnership (GPP)


22 Total Other Non-Operating Income (Sum of Items 19 to 21)

23 Taxable Income-Business (Sum of Items 18 and 22)

24 Total Taxable Income - Compensation & Business (Sum of Items 8 and 23)

25 Total Tax Due-Compensation and Business Income (under graduated rates) (Item 24 x applicable income tax rate) (To Part VI Item 1)

BIR Form No. 1701 January 2018 (ENCS) Page 3	Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18ENCS P3			
TIN _____ Taxpayer/Filer's Last Name _____ _____ MAGBANUA CYR STEPHEN A					
3.B - For 8% Flat Income Tax Rate (DO NOT enter Centavo; 49 Centavo 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			
29 Taxable Income/(Loss) (Item 28 Less Item 29)	0.00	0.00			
30 Tax Due-Business Income (Item 30 x 8% Flat Income Tax Rate)	0.00	0.00			
31 Total Tax Due-Compensation & Business Income (under flat rate)(Sum of Items 7 and 31) (To Part VI Item 1)	0.00	0.00			
Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheet/s, if necessary)					
1 Amortizations	0.00	0.00			
2 Bad Debts	0.00	0.00			
3 Charitable and Other Contributions	0.00	0.00			
4 Depletion	0.00	0.00			
5 Depreciation	0.00	0.00			
6 Entertainment, Amusement and Recreation	0.00	0.00			
7 Fringe Benefits	0.00	0.00			
8 Interest	0.00	0.00			
9 Losses	0.00	0.00			
10 Pension Trusts	0.00	0.00			
11 Rental	0.00	0.00			
12 Research and Development	0.00	0.00			
13 Salaries, Wages and Allowances	0.00	0.00			
14 SSS, GSIS, Philhealth, HDMF and Other Contributions	8,000.00	0.00			
15 Taxes and Licenses	7,000.00	0.00			
16 Transportation and Travel	0.00	0.00			
17 Others (Deductions Subject to Withholding Tax and Other Expenses) (specify below; Add additional sheet/s, if necessary)					
a Janitorial and Messengerial Services	0.00	0.00			
b Professional Fees	0.00	0.00			
c Security Services	0.00	0.00			
d _____	0.00	0.00			
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) (To part V Schedule 3 A Item 13)	15,000.00	0.00			
Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)					
5.A - Taxpayer/Filer	Description	Legal Basis	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		
5.B - Spouse					
4 _____			0.00		
5 _____			0.00		
6 Total Special Allowable Itemized Deductions-Spouse (Sum of Items 4 and 5) (To part V Schedule 3 A Item 14B)			0.00		
Schedule 6 - Computation of Net Operating Loss carry Over (NOLCO)					
6.A - Computation of NOLCO		A. Taxpayer/Filer	B. Spouse		
Description					
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 Year Incurred	A. Amount	B. NOLCO Applied Previous Year/s	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]
4 _____	0.00	0.00	0.00	0.00	0.00
5 _____	0.00	0.00	0.00	0.00	0.00
6 _____	0.00	0.00	0.00	0.00	0.00
7 _____	0.00	0.00	0.00	0.00	0.00
8 Total NOLCO - taxpayer/Filer (Sum of Items 4D to 7D) (To Part V Schedule 3 A Item 15A)				0.00	

BIR Form No. 1701 January 2018 (ENCs) Page 1	Annual Income Tax Return Individuals (including MIXED Income Earner), Estates and Trusts	 1701 01/18ENCs P1			
TIN _____ Taxpayer/Filer's Last Name _____ _____ _____ _____					
(Continuation of Schedule 6) 6.A.2 - Spouse's Detailed Computation of Available NOLCO					
Net Operating Loss Year Incurred	A. Amount	B. NOLCO Applied Previous Year's	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) (E) = A - (B + C + D) if
09 _____	0.00	0.00	0.00	0.00	0.00
10 _____	0.00	0.00	0.00	0.00	0.00
11 _____	0.00	0.00	0.00	0.00	0.00
12 _____	0.00	0.00	0.00	0.00	0.00
13 Total NOLCO - Spouse (Sum of Items 9D to 12D) (To Part V Schedule 3.A Item 15B)					0.00
PART VI - Summary of Income Tax Due					
1 Regular Rate-Income Tax Due (From Part V, Either Item 25 or Item 32)		15,006.00	0.00		
2 Special Rate-Income Tax Due (From Part X Item 17B/17F)		0.00	0.00		
3 Less: Share of Other Government Agency, if remitted directly to the Agency		0.00	0.00		
4 Net Special Rate-Income Tax Due/Share of National Govt. (Item 2 Less Item 3)		0.00	0.00		
5 Total Income Tax Due (Sum of Items 1 & 4) (To Part II Item 22)		15,006.00	0.00		
PART VII - Tax Credits/Payments (attach proof)					
1 Prior Year's Excess Credits		0.00	0.00		
2 Tax Payments for the First Three (3) Quarters		0.00	0.00		
3 Creditable Tax Withheld for the First Three (3) Quarters		0.00	0.00		
4 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter		0.00	0.00		
5 Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 3.A.4.3B.4)		0.00	0.00		
6 Tax Paid in Return Previously Filed, if this is an Amended Return		0.00	0.00		
7 Foreign Tax Credits, if applicable		0.00	0.00		
8 Special Tax Credits, if applicable (To Part VIII Item 6)		0.00	0.00		
9 Other Tax Credits/Payments (specify) _____		0.00	0.00		
10 Total Tax Credits/Payments (Sum of Items 1 to 9) (To Part II Item 23)		0.00	0.00		
PART VIII - Tax Relief Availment					
VIIIA - Special Rate					
1 Regular Income Tax Otherwise Due (Part X Item 16B and/or Item 16F X applicable regular income tax rate)		0.00	0.00		
2 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7B and/or Item 7F X applicable regular income tax rate)		0.00	0.00		
3 Sub-Total - Tax Relief (Sum of Items 1 and 2)		0.00	0.00		
4 Less: Income Tax Due (From Part X Item 17B and/or Item 17F)		0.00	0.00		
5 Tax Relief Availment Before Special Tax Credit (Item 3 Less Item 4)		0.00	0.00		
6 Add: Special Tax Credit, if any (From Part VII Item 8)		0.00	0.00		
7 Total Tax Relief Availment-SPECIAL (Sum of Items 5 and 6)		0.00	0.00		
VIIIB - Exempt					
8 Regular Income Tax Otherwise Due (Part X Item 16A and/or Item 16E X applicable regular income tax rate)		0.00	0.00		
9 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7A and/or Item 7E X applicable regular income tax rate)		0.00	0.00		
10 Total Tax Relief Availment-EXEMPT (Sum of Items 8 and 9)		0.00	0.00		
PART IX - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheets, if necessary)					
Particulars	A. Taxpayer/Filer	B. Spouse			
1 Net Income/(Loss) per Books	0.00	0.00			
Add: Non-Deductible Expenses/Taxable Other Income					
2 _____	325,031.00	0.00			
3 _____	0.00	0.00			
4 _____	0.00	0.00			
5 Total (Sum of Items 1 to 4)	325,031.00	0.00			
Less: A) Non-Taxable Income and Income Subjected to Final Tax					
6 _____	0.00	0.00			
7 _____	0.00	0.00			
B) Special/Other Allowable Deductions					
8 _____	0.00	0.00			
9 _____	0.00	0.00			
10 Total (Sum of Items 6 to 9)	0.00	0.00			
11 Net Taxable Income/(Loss) (Item 5 Less Item 10)	325,031.00	0.00			

For BIR
Use Only ItemRepublic of the Philippines
Department of Finance
Bureau of Internal RevenueBIR Form No.
1701January 2018 (ENCS)
Page 1**Annual Income Tax Return**Individuals (including MIXED Income Earner), Estates and Trusts
Enter all required information in CAPITAL LETTERS using BLACK ink. Mark all applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Tax Filer.

1701 01/18ENCS P

1 Month ☒ For the Year (YYYY) 2021 2 Amended Return? ☐ Yes ☒ No 3 Short Period Return? ☐ Yes ☒ No**PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER**4 Taxpayer Identification Number (TIN) 862 - 838 - 835 - 000 5 RDO Code 0636 Taxpayer Type ☒ Single Proprietor ☐ Professional ☐ Estate ☐ Trust ☐ Compensation Earner7 Alphabetic Tax Code (ATC) ☒ B012 Business Income-Graded IT Rates ☐ B014 Income from Profession-Graded IT Rates ☐ B013 Mixed Income-Graded IT Rates
☐ B011 Compensation Income ☐ B015 Business Income-8% IT Rate ☐ B017 Income from Profession-8% IT Rate ☐ B016 Mixed Income-8% IT Rate8 Taxpayer's Name (Last Name, First Name, Middle Name)/ESTATE OF (First Name, Middle Name, Last Name)/TRUST FIDUCIARY (First Name, Middle Name, Last Name)
MAGSANJA CYR STEPHEN A9 Registered Address (Indicate complete address. If the registered address is different from the current address, get to the RDO to update registered address by using BIR Form No. 1905)
ESTO NINO CALAPAN CITY ORIENTAL MINDORO9A ZIP Code 520010 Date of Birth (MM/DD/YYYY) 01/06/1986 11 Email Address taxe gg94@gmail.com12 Citizenship FIIPINO 13 Claiming Foreign Tax Credits? ☐ Yes ☒ No 14 Foreign Tax Number, if applicable15 Contact Number (Landline/Cellphone No.) 09 16 Civil Status (if applicable) ☒ Single ☐ Married ☐ Legally Separated ☐ Widower17 If married, spouse has income? ☐ Yes ☒ No 18 Filing Status ☐ Joint Filing ☒ Separate Filing19 Income EXEMPT from Income Tax? ☐ Yes ☒ No 20 Income subject to SPECIAL/PREFERENTIAL RATE? ☐ Yes ☒ No
[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)] [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]21 Tax Rate* (Choose Method of Deduction in Item 21A)
(choose one) ☒ Graduated Rates ☐ Itemized Deduction ☐ Optional Standard Deduction (OSD)
☐ 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC [Sec. 34(A-J), NIRC] [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), 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)	15,006.00	0.00
23 Less: Total Tax Credits/Payments (From Part VII Item 10)	0.00	0.00
24 Tax Payable(Overpayment) (Item 22 Less Item 23)	15,006.00	0.00
25 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before October 15 (50% or less of Item 22)	0.00	0.00
26 Amount of Tax payable(Overpayment) (Item 24 Less Item 25)	15,006.00	0.00
Add: Penalties 27 Interest	0.00	0.00
28 Surcharge	0.00	0.00
29 Compromise	0.00	0.00
30 Total Penalties (Sum of Items 27 to 29)	0.00	0.00
31 Total Amount Payable(Overpayment) (Sum of Items 26 and 30)	15,006.00	0.00
32 Aggregate Amount Payable(Overpayment) (Sum of Items 26 and 30)	15,006.00	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)

33 Number of Attachments 00

Printed Name and Signature of Taxpayer/Authorized Representative

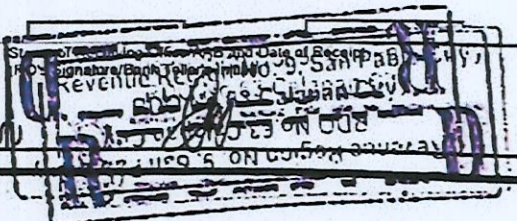
PART III - DETAILS OF PAYMENT

Particulars	Drawee Bank/Agency	Number	Date (MM/DD/YYYY)	Amount
34 Cash/Bank Debit Memo				
35 Check				
36 Tax Debit Memo				
37 Others (specify below)				

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

KRR2022 - 114587 04/18/2022 P 15,020.00

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





Republika ng Pilipinas
Kagawaran ng Inaangay
Kwarto ng Inaangay, 1200

063 - CALAPAN, ORIENTAL MINDORO
004887 - POLA

REVENUE OFFICIAL RECEIPT

BIR Form No. 2524

RECEIVED BY: 004887 118587

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

TIN: 262-488-795-00000

MAGE: DAVID STEPHEN A.
CALAPAN CITY OR MDO

BIR FORM NO. 17

TAX TYPE: IT

PERIOD COVERED: 12/1/2021

DUE DATE: 04/18/2022

QUARTER: 0

PARTICULARS:

AMOUNT

BASIC TAX

P15,026.00

SURCHARGE

P0.00

INTEREST

P0.00

COMPROBATION

P0.00

TOTAL PENALTY

P0.00

TOTAL TAX

P15,026.00

TOTAL TAX

P15,026.00

FIFTEEN THOUSAND TWENTY SIX
PESOS ONLY

MANNER OF PAYMENT

PER RETURN

TYPE OF PAYMENT

FULL

MODE OF PAYMENT

CASH

AMOUNT

P15,026.00

REPRINT COPY 1

04/18/2022 12:32:20 PM



RECEIVED BY: 004887 118587

MERLYN A. ULIP
Revenue Collection Officer



This certifies that

DUPLICAT NON-SPECIALIZED WHOLESALE TRADING
(NATIONAL)

is a business name registered in this office pursuant to the provisions of Act 3883, as amended by Act 4147 and Republic Act No. 863, and in compliance with the applicable rules and regulations prescribed by the Department of Trade and Industry.

This certificate issued to

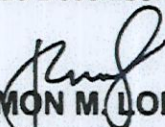
CYR STEPHEN ABALON MAGBANUA

is valid from 28 December 2020 to 28 December 2025 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

Certificate of Business Name Registration

and issue the same on 28 December 2020 in the Philippines.


RAMON M. LOPEZ
Secretary

Business Name No. 2366055

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



JVSV415211757772

Documentary Stamp Tax Paid Php 30.00

APPROVED BUDGET FOR THE CONTRACT (ABC)
Supply and Delivery of Office Supplies for the Dean's Office of Minsu Main Campus
Alcate, Victoria, Oriental Mindoro
Project Name and Location

Stations: Mindoro State University

Length:

Contract Duration:

Length:													
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS		TOTAL COST	UNIT COST	
									INFLATION, CURRENCY				
									%	VALUE		(13)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(5)X(9)	(12)	(11) / (3)	
1	Bond paper , A4 (subs 20)	15	reams	300.00	4,500.00								
2	Bond paper , long 8.5"x13" (subs 20)	40	reams	300.00	12,000.00								
3	Bond paper , short 8.5"x11" (subs 20)	40	reams	300.00	12,000.00								
4	Clear Folder (8.5x13, blue)	40	pcs	20.00	800.00								
5	Correction tape	15	pcs	35.00	525.00								
6	Double Sided Tape (1")	20	pcs	40.00	800.00								
7	Expanding Envelope (long, green)	40	pcs	20.00	800.00								
8	Gel pen (0.5, black) 12'	3	box	300.00	900.00								
9	Gel pen (0.5, blue) 12'	3	box	300.00	900.00								
10	Gel pen (0.5, red) 12'	3	box	300.00	900.00								
11	Glue (240g)	4	bottles	75.00	300.00								
12	Official Record Book (500 pages, 8.5x11)	4	pcs	350.00	1,400.00								
13	Pencil #2	5	box	75.00	375.00								
14	Permanent Marker (Broad)	5	pcs	55.00	275.00								
15	Permanent Marker Ink (black)	2	bottles	600.00	1,200.00								
16	Whiteboard Marker (Black)	40	pcs	55.00	2,200.00								
17	Whiteboard Marker (Blue)	24	pcs	55.00	1,320.00								
18	Whiteboard Eraser	24	pcs	50.00	1,200.00								
19	Scotch Tape (1 inch)	15	pcs	25.00	375.00								
20	Staple Wire (No. 35)	14	box	45.00	630.00								
21	Sticky Flags	20	pack	35.00	700.00								
22	Sticky Notes, 3x3 (Asst Pastel Color)	15	pcs	50.00	750.00								
23	Highlighter	2	box	100.00	200.00								
24	Binder Clips (1.25")	5	box	80.00	400.00								
25	Brown Envelope (long)	38	pcs	5.00	190.00								
26	Brown Envelope (short)	40	pcs	3.00	120.00								
27	Ink (Black #664)	20	pcs	375.00	7,500.00								
28	Ink (Colored #664 M/C/Y)	40	pcs	375.00	15,000.00								

985-A



PURCHASE REQUEST

Fund Cluster:

Office/Section :		PR No.: PR24-0140		Date: February 27, 2024	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	reams	Bond Paper, A4 (Subs 20)	15	300.00	4,500.00
2	reams	Bond Paper, Long 8.5" x 13" (Subs 20)	40	300.00	12,000.00
3	reams	Bond Paper, Letter 8.5" x 11" (Subs 20)	40	300.00	12,000.00
4	pcs	Clear Folder (8.5 x 13, blue)	40	20.00	800.00
5	pcs	Correction Tape	15	35.00	525.00
6	pcs	Double Sided Tape (1")	20	40.00	800.00
7	pcs	Expanding Envelope (long, green)	40	20.00	800.00
8	box	Gel pen (0.5, black) 12'	3	300.00	900.00
9	box	Gel pen (0.5, blue) 12'	3	300.00	900.00
10	box	Gel pen (0.5, red) 12'	3	300.00	900.00
11	bottles	Glue (240g)	4	75.00	300.00
12	pcs	Official Record Book (500 pages, 8.5 x 11)	4	350.00	1,400.00
13	box	Pencil #2	5	75.00	375.00
14	pcs	Permanent Marker (Broad)	5	55.00	275.00
15	bottles	Permanent Marker Ink (Black)	2	600.00	1,200.00
16	pcs	Whiteboard Marker (Black)	40	55.00	2,200.00
17	pcs	Whiteboard Marker (Blue)	24	55.00	1,320.00
18	pcs	Whiteboard Eraser	24	50.00	1,200.00
19	pcs	Scotch Tape (1 inch)	15	25.00	375.00
20	box	Staple Wire (No. 35)	14	45.00	630.00
21	pack	Sticky Flags	20	35.00	700.00
22	pcs	Sticky Notes, 3x3 (Asst Pastel Color)	15	50.00	750.00
23	box	Highlighter	2	100.00	200.00
24	box	Binder Clips (1.25")	5	80.00	400.00
25	pcs	Brown Envelope (Long)	38	5.00	190.00
26	pcs	Brown Envelope (Short)	40	3.00	120.00
27	pcs	Epson Ink (Black #664)	20	375.00	7,500.00
28	pcs	Epson Ink (Colored #664 M/C/Y)	40	375.00	15,000.00
29	box	Paper Clips (coated, 50mm)	15	35.00	525.00
30	box	Paper Clips (coated, 33mm)	10	15.00	150.00
31	box	Push Pin	4	35.00	140.00
32	pcs	Stapler	2	150.00	300.00
33	box	Staple Wire (No. 35 - 5MLeg Length 6mm)	5	55.00	275.00
34	pc	Pencil sharpener, rotary w/ clamp	1	200.00	200.00
35	bottles	Stamp Pad Ink (blue)	1	150.00	150.00
TOTAL					70,000.00
Purpose: for Dean's Office Supplies					
STF - 1071 164-200 03-330					
Requested by:		Recommending Approval:		Certified Allotment Available:	
Signature:		Signature:		Signature:	
Printed Name: JOHN EDGAR S. ANTHONY		NEMESIO H. DAVALOS, Ph.D.		ROVELYN P. ROXAS	
Designation: Dean, College of Computer Studies		VP for Academic Affairs		Budget Officer III	
				Approved by:	
				CHRISTIAN ANTHONY C. AGUTAYA	
				OIC - University President	

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMT)

END-USER UNIT : BSIT
Charged to STF : Faculty
Project, Programs and Activities

CODE	GENERAL DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	SCHEDULE/ MILESTONE OF ACTIVITIES											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
OFFICE SUPPLIES EXPENSES																		
•	Bond Paper, A4 (Subs 20)	Ream	15	300.00	4,500.00	Public Bidding	✓											
•	Bond Paper, Long 8.5" x 13" (Subs 20)	Ream	40	300.00	12,000.00	Public Bidding	✓											
•	Bond Paper, Letter 8.5" x 11 " (Subs 20)	Ream	40	300.00	12,000.00	Public Bidding	✓											
•	Clear Folder (8.5 x 13, blue)	Piece	40	20.00	800.00	Public Bidding	✓											
•	Correction Tape	Piece	15	35.00	525.00	Public Bidding	✓											
•	Double-Sided Tape 1 "	Piece	20	40.00	800.00	Public Bidding	✓											
•	Expanding Envelope (green)	Piece	40	20.00	800.00	Public Bidding	✓											
•	Gel pen (0.5, black) 12's	Box	3	300.00	900.00	Public Bidding	✓											
•	Gel pen (0.5, blue) 12's	Box	3	300.00	900.00	Public Bidding	✓											
•	Gel pen, 0.5, red) 12's	Box	3	300.00	900.00	Public Bidding	✓											
•	Glue (240 g)	Bottle	4	75.00	300.00	Public Bidding	✓											
•	Official record book (500 pages, 8.5x11)	Piece	4	350.00	1,400.00	Public Bidding	✓											
•	Paper Clips (coated, 50 mm)	Box	5	35.00	175.00	Public Bidding	✓											
•	Pencil, #2	Box	5	75.00	375.00	Public Bidding	✓											
•	Permanent Marker (Broad)	Piece	5	55.00	275.00	Public Bidding	✓											
•	Permanent Marker Ink (Black)	bottle	2	600.00	1,200.00	Public Bidding	✓											
•	Whiteboard Marker (Black)	Piece	40	55.00	2,200.00	Public Bidding	✓											
TOTAL					40,050.00													

TOTAL BUDGET:

40,050.00

Prepared By:


JOHN EDGAR S. ANTHONY
Dean, College of Computer Studies

Recommending Approval:


NEMESIO H. DAVALOS, Ph.D.
Vice President for Academic Affairs

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER UNIT : BSIT
Charged to STF : Faculty
Project, Programs and Activities

CODE	GENERAL DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	SCHEDULE/ MILESTONE OF ACTIVITIES											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	OFFICE SUPPLIES EXPENSES																	
•	Total Balance Brought Forwarded				40,050.00	Public Bidding	✓	✓	✓									
•	Whiteboard Marker (Blue)	Piece	24	55.00	1,320.00	Public Bidding	✓											
•	Whiteboard Eraser	Piece	24	50.00	1,200.00	Public Bidding	✓											
•	Scotch Tape (1 inch)	Piece	15	25.00	375.00	Public Bidding	✓											
•	Staple Wire (No. 35)	Box	14	45.00	630.00	Public Bidding	✓											
•	Sticky Flags	Pack	20	35.00	700.00	Public Bidding	✓											
•	Sticky Note, 3 x 3 (Assid Pastel Color)	Piece	15	50.00	750.00	Public Bidding	✓											
•	Highlighter	box	2	100.00	200.00	Public Bidding	✓											
•	Binder Clips (1.25")	box	5	80.00	400.00	Public Bidding	✓											
•	Brown Envelope (Long)	pos	38	5.00	190.00	Public Bidding	✓											
•	Brown Envelope (Short)	pos	40	3.00	120.00	Public Bidding	✓											
•	Epson Ink black #664	pos	20	375.00	7,500.00	Public Bidding	✓											
•	Epson ink colored #664 M/C/Y	pos	40	375.00	15,000.00	Public Bidding	✓											
•	Paper Clips (big)	box	10	35.00	350.00	Public Bidding	✓											
•	Paper Clips (small)	box	10	15.00	150.00	Public Bidding	✓											
•	Push Pins	box	4	35.00	140.00	Public Bidding	✓											
•	Stapler	pc	2	150.00	300.00	Public Bidding	✓											
	TOTAL				69,375.00													

TOTAL BUDGET:

69,375.00

Prepared By:


JOHN EDGAR S. ANTHONY
Dean, College of Computer Studies

Recommending Approval:


NEMESIO R. DAVALOS, Ph.D.
Vice President for Academic Affairs


PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

**Charged to STF : Faculty
Project, Programs and Activities**

TOTAL BUDGET:

Prepared By:

Recommending Approval:


NEMESIS H. DAVALOS, Ph.D.
Vice President for Academic Affairs