



SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE GUIDANCE OFFICE OF MinSU BONGABONG CAMPUS
Name of Project

**BAC Resolution Recommending Approval
Resolution No. 60, 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 Guidance Office of MinSU Bongabong Campus**” with an Approved Budget for the Contract (ABC) amounting to **Fifty Thousand Pesos (Php50,000.00)**;

WHEREAS, in response to the said advertisement, three (3) suppliers were found in the document request list, and two (2) suppliers in the name of **MKRJ MARKETING** and **DUPLICAT NON-SPECIALIZED WHOLESALE TRADING** 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
Php50,000.00	MKRJ Marketing	Php49,399.00
	Duplicat Non-Specialized Wholesale Trading	Php49,996.00

WHEREAS, the BAC examined and verified the price quotations submitted by the abovementioned suppliers and was found to be complying and responsive; thus, the project be awarded to the supplier in the name of **MKRJ MARKETING** 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 Guidance Office of MinSU Bongabong Campus**” to **MKRJ Marketing** amounting to **Forty-Nine Thousand Three Hundred Ninety-Nine Pesos (Php49,399.00)** with official address at San Agustin I, Naujan, 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: _____



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10717301
Procuring Entity MINDORO STATE UNIVERSITY
Title Supply and Delivery of Office Supplies for the Guidance Office of MinSU Bongabong Campus
Area of Delivery Oriental Mindoro

Solicitation Number:	RFQ No. 2024-59	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	3
Category:	Office Equipment Supplies and Consumables	Date Published	03/04/2024
Approved Budget for the Contract:	PHP 50,000.00	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 long subs	20	10	
2	reams	Bond paper short subs	20	10	
3	reams	Bond paper A4 subs	20	8	
4	bots	Glue 240g	3		
5	bots	Printer ink #664 (C/M/Y)	27		
6	bots	Printer ink #664 blk	10		
7	bots	Printer ink #003 (Blk)	10		
8	bots	Printer ink #003 (C/M/Y)	27		
9	pcs	Packing tape big	1		
10	pcs	Nano adhesive tape-big	1		

[illegible]

Created by	Annabelle Quinto Madrigal
Date Created	02/04/2024

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Supply and Delivery of Office Supplies for the Guidance Office of MinSU Bongabong Campus

ABC Amount: Php50,000.00

Address : San Agustin 1, Naujan Oriental Mindoro

BAC Chairperson

Note:

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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

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

Date _____

•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
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28



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



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



Supply and Delivery of Office Supplies for the Guidance Office of MinSU Bongabong Campus

PR No.: 2024-037

RFQ No.

2024-59

ABC Amount: Php50,000.00

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.
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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

[illegible]

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

STEPHEN MAGBANUA

Supplier's Signature over Printed Name

262-488-795-000

TIN No. of Establishment

0927-4283705

Contact Number

04-10-2024

Date _____

MSU-BAC-FR-05.01

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

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

MKRJ MARKETING

SAN AGUSTIN I,
Naujan , Oriental Mindoro , Region IV-B , Philippines

is registered in the **Philippine Government Electronic Procurement System (PhilGEPS)** on 05-Apr-2016 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 **MKRJ MARKETING** 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 03-Apr-2025

Issued this 30th day of March 2024.

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

Documentary Stamp Tax Paid Php 30.00
Certificate Reference No: 201604-167644-449271560



REMINDERS¹

- *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.*

Certificate Reference No: 201604-167644-449271560

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

List of Eligibility Documents

of
MKRJ MARKETING
SAN AGUSTIN I,
Naujan , Oriental Mindoro , Region IV-B , Philippines

DTI Certificate	DTI Certificate Number : 2350865 Issued By / Signatory : Ramon M. Lopez Registration Date : 15-Dec-2020 Expiration Date : 06-Jan-2026
Mayors Permit	Expiration Date : 31-Dec-2024 Permit Number : 202417052080000066 Place of Issue : NAUJAN, ORIENTAL MINDORO Issued By / Signatory : HENRY JOEL C. TEVES Issuance Date : 03-Jan-2024
Tax Clearance	Expiration Date : 10-Nov-2024 TCC Number : RR9A-063-11-10-R2130-2023-M Issued By / Signatory : LEVINE F. ILAGAN Issuance date : 10-Nov-2023
Audited Financial Statement	Date of Filing : 29-Mar-2023 Current Asset : 4,207,461.00 Total Asset : 4,607,461.00 Current Liabilities : 448,124.00 Total Liabilities : 448,124.00 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
Province of Oriental Mindoro
Naujan
Office of the Municipal Mayor

Business Permit

To whom it may concern,

Pursuant to the revenue code of this Municipality/City, after payment of taxes, fees and charges, etc., and compliance with existing requirements, Permit is hereby granted to the herein Taxpayer.

MKRJ MARKETING

Business Name

RETAIL SALE OF CONSTRUCTION SUPPLIES, N.E.C.

Line of Business

SAN AGUSTIN I NAUJAN ORIENTAL MINDORO

Business Address

This PERMIT can be revoked any time if any of the Conditions and Provisions set forth by the Code is violated and/or the peace and order, health, environment, safety and security of the public are at stake.

MARICEL KAIBIGAN RECTO

R-175208-00119

2024-1705208000-0066

Owner's Name

Business ID No.

Business Permit No.

000-000-000-00000

Sole Proprietorship

Renewal

Business TIN

Type of Business

DTI Registration No.

Type of Application

Date Issued

Jan. 03, 2024

Valid Until

Dec. 31, 2024

Business Plate No.

No. of Employees

7

Official Receipt No.

3671274

OR Date

2024-01-03

Payment Mode

Annual

KIND OF FEE

AMOUNT

OCCUPATIONAL FEE	700.00
WEIGHTS AND MEASURES	200.00
MAYOR'S PERMIT	500.00
SANITARY PERMIT FEE (REGULATORY FEES)	100.00
SITE INSPECTION FEE (REGULATORY FEES)	50.00
BUS. REG. NEW(300)/RENEW(250)	250.00
MEDICAL FEE (REGULATORY FEES)	20.00
LOCATION CLEARANCE (REGULATORY FEES)	50.00
ANNUAL TAX	175,783.17
ANNUAL INSPECTION FEE (Office of the Building Official)	580.00
GARBAGE FEE	240.00

Total

178,473.17

HENRY JOEL C. TEVES
Local Chief Executive

JAY MARK Y. BACAY
Business Permit and Licensing Officer

NOTES:

1. Exhibit this Permit in Your Establishment.
2. This Permit is only a privilege and not a right, subject to revocation and closure of Business Establishment for any violation of existing Laws and Ordinances and conditions set forth in the Permit.
3. This Permit must be renewed on or before January 20 of the following year unless sooner revoked for cause. Failure to renew within the time required shall subject the Taxpayer to a surcharge of 25% of the amount of taxes, fees or charges due, plus an interest of 2% per month of the unpaid taxes, fees or charges including surcharges.
4. Your Business Establishment is subject to final inspection or regulatory compliance.
5. Surrender this Permit upon retirement of your Establishment.

Remarks



Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY OF CALAPAN) S.S.

AFFIDAVIT

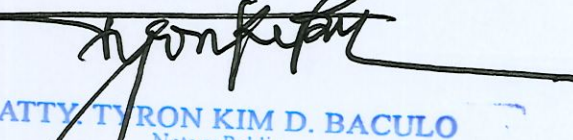
1. I, **Maricel K. Recto**, of legal age, Married, **Filipino**, and residing at **San Agustin I, Naujan, Oriental Mindoro**, after having been duly sworn in accordance with law, do hereby depose and state that:
- I am the sole proprietor or authorized representative of **MKRJ Marketing** with office address at **San Agustin I, Naujan, Oriental Mindoro**;
2. As the owner and sole proprietor, or authorized representative of **MKRJ Marketing**, I have full power and authority to do, execute and perform any and all acts necessary to participated, submit the bid, and to sign and execute the ensuring contract for the **Supply and Delivery of Office Supplies for the Guidance Office of MinSU Bongabong Campus**, as shown in the attached duly notarized Special Power of Attorney;
3. **MKRJ Marketing** 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. **MKRJ Marketing** is authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;
6. I am 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. **MKRJ Marketing** complies with existing labor laws and standards; and
8. **MKRJ Marketing** is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine 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) Inquiring or securing Supplemental/Bid Bulletin/s issued for the **Supply and Delivery of Office Supplies for the Guidance Office of MinSU Bongabong Campus**.
9. **MKRJ Marketing** 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 No. Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have here unto set my hand this _____ day of _____, 2024 at Calapan City, Oriental Mindoro, Philippines.

MARICEL K. RECTO
Sole Proprietress
Affiant

SUBSCRIBED AND SWORN TO BEFORE ME this this _____ day of _____, 2024 affiant exhibited to me his Community Tax Certification No. 15572759 issued on January 3, 2024 at Naujan, Oriental Mindoro

Doc No. 36
Page No. 9
Book No. 39
Series no.2024


ATTY. TYRON KIM D. BACULO
Notary Public
Notarial Commission No. NP-22-240
Until December 31, 2024
Roll of Attorneys No. 65809
BPN No. 014875/Lifetime/Oriental Mindoro
PTR No. 1189696/12-06-23 (for 2024)/Calapan City
MCLE Compliance No. VII-0024986 /12-27-2022

BIR 2303
Form No. 2303
Revised July 1997

CERTIFICATE OF REGISTRATION



BUVIS
RENTAS INTERNAS
DS-12915
10742691
DOCUMENTARIO
15

ESPERANZA C. CASTRO
ROGETTO, C. DIZON

REVENUE DISTRICT OFFICER (signature over printed name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

EN



Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

063 - ORIENTAL MINDORO
220175 - 00005 - CALAPAN
OFFICIAL RECEIPT
AF No. 51

OR NO.: **OR202306322017500005-02285**
DATE/TIME: **04/20/2023 11:39:11 AM**

AGENCY
BIR

PAYOR
RECTO, MARICEL K.

FUND
01101101-A

PAYMENT DETAILS
NATURE OF COLLECTION
CERTIFICATION FEE

ACCOUNT CODE
4020104002

TOTAL AMOUNT DUE	100.00
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TOTAL AMOUNT PAID	100.00
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ONE HUNDRED PESOS ONLY

MODE OF PAYMENTS

CASH
AMOUNT: 100.00

REMARKS
CERTIFICATION FEE

TAXPAYER COPY



This is to certify that the amount indicated herein has been received by the undersigned

LEONALYN H DE LARA
Collection Section - RCO



PNB

BTR-BIR PAYMENT SLIP

DATE: 03.29.23
M M D D Y Y

PLEASE WRITE HEAVILY

Dr. Mindoro-Victoria BRANCH is happy to serve you
You have made a BILLS PAYMENT
of PHP 49,875.00 on 03-29-2023 15:00:38
to BUREAU OF INTERNAL REVENUE .1701
Payor : MARICEL KAIBIGAN RECTO
Account no. 299108912000
Txn Ref#: BBS6306971023032900032
Mode of Payment: Cash
Service Charge: PHP 0.00

Processed by ANDREA BEN Y. YBANEZ Sed# 145
Thank you for banking with us. With PNB, You First !

Before leaving the counter, please ensure the correctness of the transaction details as seen on the validation. This document is considered valid when machine validated.

ACCOUNT NAME BTR - BIR		Taxpayer may confirm their Tax Payment with their Home RDO/LTDO (where they file tax returns and pay internal revenue taxes).	
TAXPAYER'S NAME <u>RECTO, MARICEL K.</u>			
TIN <u>299-108-912-000</u>		TAX TYPE <u>IT</u>	
TAX PERIOD <u>Dec. 2022</u>		TAX FORM <u>1701</u>	

MODE OF PAYMENT					
<input checked="" type="checkbox"/> CASH					
NOTES	QTY	AMOUNT	NOTES	QTY	AMOUNT
1,000	<u>49</u>	<u>49000</u>	100	<u>8</u>	<u>800</u>
500			50	<u>1</u>	<u>50</u>
200			20	<u>1</u>	<u>20</u>
TOTAL COINS <u>5</u>			CASH PAYMENT <u>49,875</u>		

<input type="checkbox"/> CHECK	CHECK PAYMENT
--------------------------------	---------------

<input type="checkbox"/> DEBIT MY ACCOUNT NO.
<div></div>
AMOUNT IN FIGURES: <u>49,875</u>
AMOUNT IN WORDS: <u>fourty nine thousand eight hundred seventy five</u>

<input checked="" type="checkbox"/> I/We consent to the collection and processing of personal data provided herein that will be used for facilitating the BIR-BTR transaction. All personal data will be processed in accordance with the Bank's Data Privacy Policy provided in the Bank's website (www.pnb.com.ph) and applicable data privacy laws, rules and regulations as may be amended from time to time.	
ACCOUNTHOLDER'S SIGNATURE	
Signature Verified by:	Approved by:

For BIR BCS/
Use Only Item:



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No.
1701

January 2018 (ENCS)
Page 1

Annual Income Tax Return

Individuals (including MIXED Income Earner), Estates and Trusts
Enter all required information in CAPITAL LETTERS using BLACK ink. Mark all applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Tax Filer.



1701 01/18ENCS P1

1 Month ☒ 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)	<u>299 - 006 - 812 - 000</u>	5 RDO Code	<u>063</u>
6 Taxpayer Type	<input checked="" type="checkbox"/> Single Proprietor <input type="checkbox"/> Professional <input type="checkbox"/> Estate <input type="checkbox"/> Trust <input type="checkbox"/> Compensation Earner		
7 Alphabetic Tax Code (ATC)	<input checked="" type="radio"/> 11012 Business Income-Graduated IT Rates <input type="radio"/> 11014 Income from Profession-Graduated IT Rates <input type="radio"/> 11013 Mixed Income-Graduated IT Rates <input type="radio"/> 11011 Compensation Income <input type="radio"/> 11015 Business Income-8% IT Rate <input type="radio"/> 11017 Income from Profession-8% IT Rate <input type="radio"/> 11016 Mixed Income-8% IT Rate		
8 Taxpayer's Name (Last Name, First Name, Middle Name)/ESTATE OF (First Name, Middle Name, Last Name)/TRUST FAO: (First Name, Middle Name, Last Name)	<u>RECTO, MARICEL, KAIBIGAN</u>		
9 Registered Address (Indicate complete address. If the registered address is different from the current address, got to the RDO to update registered address by using BIR Form No. 1905)	<u>SAN AGUSTIN, NAUJAN, ORIENTAL MINDORO</u>		
	9A	ZIP Code	<u>5204</u>
10 Date of Birth (MM/DD/YYYY)	11 Email Address		
<u>04/19/1986</u>	<u>Clientmail08@gmail.com</u>		
12 Citizenship	13 Claiming Foreign Tax Credits?	14 Foreign Tax Number, if applicable	
<u>FILIPINO</u>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15 Contact Number (Landline/Cellphone No.)	16 Civil Status (if applicable)		
<u>000000000</u>	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Legally Separated <input type="checkbox"/> Widower		
17 If married, spouse has income?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
18 Filing Status	<input type="checkbox"/> Joint Filing <input checked="" type="checkbox"/> Separate Filing		
19 Income EXEMPT from Income Tax?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]			
20 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]			
21 Tax Rate* (Choose Method of Deduction in Item 21A) <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)]			
21A Method of Deduction (choose one) <input checked="" type="checkbox"/> Itemized Deduction [Sec. 34(A-J), NIRC] <input type="checkbox"/> Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]			

PART II - TOTAL TAX PAYABLE (Do NOT Enter Centavos: 49 Centavos or Less drop down; 50 or more round up)

Particular	A. Taxpayer/Filer	B. Spouse
22 Tax Due (From Part VI Item 5)	419,536.00	0.00
23 Less: Total Tax Credits/Payments (From Part VII Item 10)	369,661.00	0.00
24 Tax Payable/(Overpayment) (Item 22 Less Item 23)	49,875.00	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 24)	0.00	0.00
26 Amount of Tax payable/(Overpayment) (Item 24 Less Item 25)	49,875.00	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)	49,875.00	0.00
32 Aggregate Amount Payable/(Overpayment) (Sum of Items 26 and 30)	49,875.00	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 by the Bureau of Internal Revenue for legitimate and lawful purposes. (If signed by an Authorized Representative, indicate TIN and attach authorization letter)

Mr. Mindoro-Vi...
you have made...
of PHP 49,875.00
to BUREAU OF INTERNAL REVENUE
Payor: MARICEL KAIBIGAN RECTO
Printed Name and Signature of Taxpayer/Authorized Representative
on 03-29-2023 15:00:38
33 Number of Attachments 00

PART III - DETAILS OF PAYMENT

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)
Stamp of Receiving Office/AAB and Date of Receipt
(RO's Signature/Bank Teller's Initial)
ONE - SAN AGUSTIN, NAUJAN, ORIENTAL MINDORO
03-29-2023 15:00:38

Processed by ANDREW BEN Y. YBANEZ Seq# 145
Thank you for banking with us. With DND, You First!
NOTE: The BIR Data Privacy Policy is in the BIR website (www.bir.gov.ph)

BIR Form No.

1701January 2018 (ENCS)
Page 2**Annual Income Tax Return**
Individuals (including MIXED Income Earner), Estates and Trusts

1701 01/18 ENCS P2

TIN 299 108 112 000 Taxpayer/Filer's Last Name RECTO

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 Alphabetic Tax Code (ATC) <input type="radio"/> 11012 Business Income-Graduated IT Rates <input type="radio"/> 11014 Income from Profession-Graduated IT Rates <input type="radio"/> 11013 Mixed Income-Graduated IT Rates			
<input type="radio"/> 11011 Compensation Income <input type="radio"/> 11015 Business Income-8% IT Rate <input type="radio"/> 11017 Income from Profession-8% IT Rate <input type="radio"/> 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? <input type="radio"/> Yes <input type="radio"/> No		9 Foreign tax number (if applicable) _____	
10 Income EXEMPT from Income Tax? <input type="radio"/> Yes <input type="radio"/> No		11 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="radio"/> Yes <input type="radio"/> 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))	
12A Method of Deduction (choose one)			
<input type="radio"/> Graduated Rates <input type="radio"/> Itemized Deduction <input type="radio"/> Optional Standard Deduction (OSD)			
(Choose Method of Deduction in Item 12A) [Sec. 34(A-J), NIRC] [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]			
12 Tax Rate* (choose one)			
<input type="radio"/> 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC			
[available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]			

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	<input type="radio"/> Taxpayer _____	b. Employer's TIN _____	
	<input type="radio"/> Spouse _____		
2	<input type="radio"/> Taxpayer _____	b. Employer's TIN _____	
	<input type="radio"/> Spouse _____		
(Continuation of Table Above)		c. Compensation Income	d. Tax Withheld
1		0.00	0.00
2		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

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

Schedule 2 - Taxable Compensation Income

(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)

3A - For Graduated Income Tax Rates			
8 Sales/revenues/receipts/Fees	32,241,744.00		0.00
9 Less: Sales Returns, Allowances and Discounts	0.00		0.00
10 Net Sales/Revenues/Receipts/Fees (Item 8 Less Item 9)	32,241,744.00		0.00
11 Less: Cost of Sales/Services (applicable only if availing Itemized Deductions)	26,579,696.00		0.00
12 Gross Income/(Loss) from Operation (Item 10 less Item 11)	5,662,048.00		0.00
Less: Deductions Allowable under Existing Laws			
13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4 Item 18)	3,696,926.00		0.00
14 Special Allowable Itemized Deductions (From Part V Schedule 5 Item 3 and/or Item 5)	0.00		0.00
15 Allowable for Net Operating Loss Carry Over (NOLCO) (From Part V Schedule 5 Item 8 and/or Item 13)	0.00		0.00
16 Total Allowable Itemized Deductions (Sum of Items 13 to 15)	3,696,926.00		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)	1,965,120.00		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)	1,965,120.00		0.00
24 Total Taxable Income - Compensation & Business (Sum of Items 6 and 23)	1,965,120.00		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)	419,536.00		0.00

RECEIVED
BANK OF THE PHILIPPINES
DATE: 03-23-23
TELLER: ANDREW BENY YBAÑEZ

BIR Form No.

1701January 2018 (ENCS)
Page 3**Annual Income Tax Return**
Individuals (including MIXED Income Earner), Estates and Trusts

1701 01/18 ENCS P3

TIN: 296 108 512 000 Taxpayer/Filer's Last Name: RECTO

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 (not of sales returns, allowances and discounts)	0.00	0.00
Add: Other Non-Operating Income (specify below)	0.00	0.00
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	0.00	0.00
30 Taxable Income/(Loss) (Item 28 Less Item 29)	0.00	0.00
31 Tax Due-Business Income (Item 30 x 8% Flat Income Tax Rate)	0.00	0.00
32 Total Tax Due-Compensation & Business Income (under flat rate)(Sum of Items 7 and 31) (To Part VI Item 1)	0.00	0.00

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	65,000.00	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	0.00	0.00
15 Taxes and Licenses	238,782.00	0.00
16 Transportation and Travel	862,676.00	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	34,000.00	0.00
c Security Services	0.00	0.00
d SEE ATTACHED FS	2,696,468.00	0.00
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) (To part V Schedule 3.A Item 13)	3,696,926.00	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)		
5.B - Spouse			0.00
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)		

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.

1701January 2018 (ENCS)
Page 4**Annual Income Tax Return**
Individuals (including MIXED Income Earner), Estates and Trusts

1701 01/18ENCS P4

TIN: 299 108 812 000 Taxpayer/Filer's Last Name: RECTO

(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)

PART VI - Summary of Income Tax Due

1 Regular Rate-Income Tax Due (From Part V, Either Item 25 or Item 32)	419,536.00	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)	419,536.00	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	34,660.00	0.00
3 Creditable Tax Withheld for the First Three (3) Quarters	236,936.00	0.00
4 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter	98,065.00	0.00
5 Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 3Ad/3Ed)	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)	369,661.00	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	1,765,120.00	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)	1,765,120.00	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)	1,765,120.00	0.00





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
REVENUE REGION NO. 9A - CaBaMiRo
CITY OF STO. TOMAS, BATANGAS
QF-TCC-01-01-2023.00

Annex "M"

TCBP NO. RR9A-063-11-10-R2130-2023-M

TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

RECTO, MARICEL KAIBIGAN

(MKRJ MARKETING)

Name of Taxpayer

SAN AGUSTIN I, NAUJAN, ORIENTAL MINDORO

Address

299-108-912-00000

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 10th day of November, 2023.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL **NOVEMBER 10, 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 NOVEMBER 08, 2023 UNDER EFPS PAYMENT TRANSACTION NO. 237648368.
ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.



Atlagan
LEVINE F. ILAGAN
Chief, Collection Division
11/10/2023



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



This certifies that

MKRJ MARKETING
(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

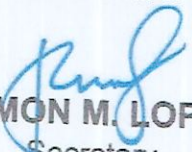
MARICEL KAIBIGAN RECTO

is valid from 06 January 2021 to 06 January 2026 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 15 December 2020 in the Philippines.


RAMON M. LOPEZ
Secretary

Business Name No. 2350865

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



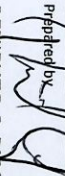
LDEH120911737251


APPROVED BUDGET FOR THE CONTRACT (ABC)
Supply and Delivery of Office Supplies for the Guidance Office of MinSU Bongabong Campus
Labasan, Bongabong, Oriental Mindoro
Project Name and Location

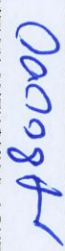
Stations: Mindoro State University

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		
									INFLATION, CURRENCY	VALUE			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	
1	Bond paper long subs 20	10	reams	330.00	3,300.00					(5)X(9)	(10%[(5)+(10)])	(11) / (3)	
2	Bond paper short subs 20	10	reams	240.00	2,400.00								
3	Bond paper A4 subs 20	8	reams	260.00	2,080.00								
4	Glue 240g	3	bots	85.00	255.00								
5	Printer ink #664 (C/M/Y)	27	bots	450.00	12,150.00								
6	Printer ink #664 blk	10	bots	450.00	4,500.00								
7	Printer ink #003 (Blk)	10	bots	450.00	4,500.00								
8	Printer ink #003 (C/M/Y)	27	bots	450.00	12,150.00								
9	Packing tape big	1	pcs	50.00	50.00								
10	Nano adhesive tape-big	1	pcs	90.00	90.00								
11	Sliding folder short (yellow)	100	pcs	10.00	1,000.00								
12	Post it sticky notes 4 colors (76x76mm 400 sheets)	25	pcs	25.00	625.00								
13	Expendable envelop w/ garter long	50	pcs	35.00	1,750.00								
14	Expendable envelop w/ garter short	25	pcs	30.00	750.00								
15	Plastic cover #6	1	rolls	1,800.00	1,800.00								
16	Plastic Ruler	2	pcs	25.00	50.00								
17	Puncher Heavy duty	1	pcs	450.00	450.00								
18	Sticker Paper (A4-matte) 10's	30	pcs	70.00	2,100.00								
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX				-								
	GRAND TOTAL				50,000.00								

Prepared by: 
RENIELITO C. RILCO
Member, BAC Secretariat

Recommended by: 
NEMESIO H. DAVALOS, Ph.D.
Chairperson, BAC

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

TOTAL BUDGET:

Recommending Approval

CIEDELLE P. SALAZAR
Campus Executive Director

us/ PR # 2024-037

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

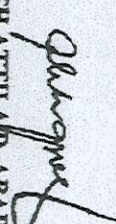
END-USER UNIT: Guidance Office
Charged to STF - Proposed
Project, Programs and Activities

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
	OFFICE SUPPLIES EXPENSE														
•	Long bond paper	reams	10	330.00	3,300.00	Public Bidding						✓			
•	Short bond paper	reams	10	240.00	2,400.00	Public Bidding						✓			
•	A4 bond paper	reams	8	260.00	2,080.00	Public Bidding						✓			
•	Glue (240g)	btl	3	85.00	255.00	Public Bidding						✓			
•	Epson Ink #664 Cyan	btl	9	450.00	4,050.00	Public Bidding						✓			
•	Epson Ink #664 Yellow	btl	9	450.00	4,050.00	Public Bidding						✓			
•	Epson Ink #664 Magenta	btl	9	450.00	4,050.00	Public Bidding						✓			
•	Epson Ink #664 Black	btl	10	450.00	4,500.00	Public Bidding						✓			
•	Ink #003 (Black)	btl	10	450.00	4,500.00	Public Bidding						✓			
•	Ink #003 Cyan	btl	9	450.00	4,050.00	Public Bidding						✓			
•	Ink #003 Magenta	btl	9	450.00	4,050.00	Public Bidding						✓			
•	Ink #003 Yellow	btl	9	450.00	4,050.00	Public Bidding						✓			
•	Packing tape (big)	pcs	1	50.00	50.00	Public Bidding						✓			
•	Nano Adhesive Tape (big)	pcs	1	90.00	90.00	Public Bidding						✓			
•	Sliding folder short Yellow	pcs	100	10.00	1,000.00	Public Bidding						✓			
	TOTAL				42,475.00										

TOTAL BALANCE FORWARDED:

42,475.00

Prepared By:


ALETH ATTILAD ABARQUEZ
Guidance Counselor III

Recommending Approval:


CIEDELLE P. SAL
Campus Executive Director