



University Bids and Awards Committee
Resolution No. 61, S. 2024

RESOLUTION RECOMMENDING DIRECT CONTRACTING AS AN ALTERNATIVE MODE OF PROCUREMENT AND RECOMMENDING THE AWARD OF CONTRACT TO PHILIPPINE DUPLICATORS, INC FOR THE PURCHASE OF TONER FOR IM C2500 PHOTOCOPIER

WHEREAS, there is an imperative need to acquire and purchase sets of toner for IMC2500 Photocopier for the QA Office of MinSU Calapan City Campus with an Approved Budget for the Contract (ABC) amounting to **Seventy-Eight Thousand Pesos (Php78,000.00)**;

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

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

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

WHEREAS, per Certification issued by RICOH Asia Pacific Operations Ltd., it was confirmed that Philippine Duplicators is their "exclusive distributor in the Philippines for the sale for all IM C2500 Branded copying/printing machines and their consumables and spare parts (see attached certification);

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

WHEREAS, the BAC received the price quotation, along with its eligibility requirements, for toner of IM C2500 from **Philippine Duplicators, Inc.** amounting to **Seventy-Four Thousand Nine Hundred Pesos (Php74,900.00)**;



NOW, THEREFORE, the Bids and Awards Committee (BAC), above premises considered, hereby RESOLVE as it is hereby RESOLVED to recommend to his Honor, the Head of Procuring Entity, to recommend that the procurement of toner for IMC2500 be done through Direct Contracting; the Award of Contract to **Philippine Duplicators, Inc.** for the purchase of toner for IM C2500 in the amount of **Seventy-Four Thousand Nine Hundred Pesos (Php74,900.00)** with official address at KM14 West Service Road, Edison Ave., Parañaque City, Metro Manila;

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


ELVIC. ESCAREZ, Ph.D.
BAC Member


CIEDELLE P. SALAZAR Ph.D
BAC Member


MELGAR G. FADRIQUELAN
BAC Member

Approved/Disapproved


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



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10717349

Procuring Entity MINDORO STATE UNIVERSITY

Title Supply and Delivery of Office Supplies and Photocopier Toner for the Office of the Director for Auxiliary and General Services at MinSU Main Campus

Area of Delivery Oriental Mindoro

Solicitation Number:	RFQ No. 2024-61	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	7
Category:	Office Equipment Supplies and Consumables	Date Published	03/04/2024
Approved Budget for the Contract:	PHP 142,237.00	Last Updated / Time	03/04/2024 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	10/04/2024 01:00 AM
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 bxs Ballpen - (I-Gel GI 165) Blk (12'S) 1

2 bxs Ballpen (Black) 1

3 bxs Binder Clip (1 1/4) 1

4 bxs Binder Clips (1") 1

5 bxs Binder Clips (2 Inches) 1

6 pcs Binding Element 1 1/2 Flat 5

7 pcs Binding Element 1 1/4 Flat 5

8 pcs Binding Element 1" Flat 5

9 pcs Brown Envelop Long 50

[illegible]

Created by Annabelle Quinto Madrigal

Date Created 02/04/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies and Photocopier Toner for the Office of the Director for Auxiliary and General Services at MinSU Main Campus

PR No.: PR24-0083

RFQ No. 2024-61

ABC Amount: Php142,237.00

Company Name : Philippine Duplicators inc.
Address : brgy. merville, Parangay 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 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 ____ c
 3. Warranty shall be for a period of acceptance by the procuring
 4. Price validity shall be a period
 5. G-EPS Registration Certificate
 6. Bidders shall submit Original
 7. Mode of delivery: [] Pick-

78,000 - 00

Item No.	Unit		QTY.	UNIT PRICE	TOTAL AMOUNT
1	bxs		1		Not comply
2	bxs		1		Not comply
3	bxs		1		Not comply
4	bxs		1		Not comply
5	bxs		1		Not comply
6	pcs		5		Not comply
7	pcs	Binding Element 1 1/4 Flat	5		Not comply
8	pcs	Binding Element 1" Flat	5		Not comply
9	pcs	Brown Envelop Long	50		Not comply
10	pcs	Clear Folder - Long/Green	10		Not comply
11	pcs	Correction Tape 6M X 5 Mm	5		Not comply
12	reams	Coupon Bond A4 S 20	13		Not comply
13	reams	Coupon Bond A4 S 24	10		Not comply
14	reams	Coupon Bond A4 S 30	15		Not comply
15	pcs	Envelop W/ Garter - Long/Brown	20		Not comply
16	pcs	Expanded Folder (Long) Green	20		Not comply
17	pcs	Expanding Envelop With Garter (Long)	20		Not comply
18	bxs	Fastener Coated	3		Not comply
19	reams	Folder Long 14 Pts 100'S	5		Not comply
20	Btls	Glue (240 G)	9		Not comply
21	pcs	Heavy Duty Staple Gun Tacker (4-54Mm)	2		Not comply
22	pcs	Highlighter (Yellow-Green)	3		Not comply
23	boxes	Index Clear Tab (White)	1		Not comply
24	bxs	International Film (Carbon Blue)	3		Not comply
25	pcs	Long Brown Envelope	10		Not comply
26	ream	Long Folder 100'S	5		Not comply
27	pcs	Looseleaf Folder (With Shoe Lace), Hd	10		Not comply
28	box	Marker Permanent (Fine)	1		Not comply

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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



BAGONG PILIPINAS

29	pcs	Masking Tape 1"	5		Not comply
30	pcs	Masking Tape 3/4	5		Not comply
31	packs	Matte (A4) (100 Sheets/Pack)	3		Not comply
32	box	My Gel Ballpen (Black)	1		Not comply
33	box	My Gel Ballpen (Blue)	1		Not comply
34	box	Paper Clip (Big) (48 Mm)	5		Not comply
35	box	Paper Clip (Small) (32 Mm)	5		Not comply
36	Box	Paper Clips (Coated, 50 Mm)	5		Not comply
37	box	Paper Fastener 50'S	1		Not comply
38	pcs	Pencil Sharpener, Rotary W/ Clamp	1		Not comply
39	Box	Pencil, #2	5		Not comply
40	box	Permanent Marker (Broad)	3		Not comply
41	packs	Photo Paper (A4, Plain Back)	10		Not comply
42	pcs	Plastic Ruler	3		Not comply
43	pcs	Record Book 200 Lvs	10		Not comply
44	pcs	Record Book 500 Lvs	10		Not comply
45	pcs	Scissor Big	1		Not comply
46	pcs	Scotch Tape (2")	2		Not comply
47	rolls	Scotch Tape 1	2		Not comply
48	rolls	Scotch Tape 3/4	2		Not comply
49	pcs	Scotch Tape White	2		Not comply
50	pcs	Scotch Tape (1")	2		Not comply
51	pcs	Short Brown Envelope	1		Not comply
52	ream	Short Folder 100'S	1		Not comply
53	pcs	Sign Pen (Hi-Techpoint - Black)	5		Not comply
54	pcs	Sign Pen (Hi-Techpoint - Blue)	5		Not comply
55	box	Sign Pen Um-153S (Black) 12'S	1		Not comply
56	box	Sign Pen Um-153S (Blue) 12'S	1		Not comply
57	bots	Stamp Pad Ink	1		Not comply
58	box	Staple Wire # 35	5		Not comply
59	pcs	Stapler W/ Remover	1		Not comply
60	packs	Sticker Paper	2		Not comply
61	pack	Sticker Paper (A4) 10 Sheets	2		Not comply
62	packs	Sticker Paper (Gloss)	2		Not comply
63	pad	Sticky Note (76X76Mm)	5		Not comply
64	set	Sticky Tab	5		Not comply
65	unit	Tape Dispenser	1		Not comply
66	pack	Vellum 180 Gsm (Long) 10 Sheets	2		Not comply
67	box	White Envelop Long #10	3		Not comply
68	pcs	White Folder (Long)	50		Not comply
69	box	Whiteboard Marker 12'S	1		Not comply
70	bottles	Whiteboard Marker Ink, Black	5		Not comply
Lot 2- Photocopier Toner					
1		Print Cartridge Black 1m C2500	2	5,425.00	10,850.00
2	crg	Print Cartridge Cyan 1m C2500	2	10,675.00	21,350.00

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3	crg	Print Cartridge Magenta Im C2500	2	10,675.00	21,350.00
4	crg	Print Cartridge Yellow Im C2500	2	10,675.00	21,350.00
XX					
currently four thousand nine hundred pesos only			TOTAL		74,900.00

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

Supplier's Signature over Printed Name

000-412-893-500

TIN No. of Establishment

TIN NO. of Establishment
09292612550/09228508390

Contact Number

Date _____

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General Conditions

1. Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Oriental Mindoro, Philippines on the date and time stated in this RFP.
 2. Supplier shall submit the following requirements:
 - a. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - b. PhilGEPS Registration
 - c. Valid Mayor's/Business Permit
 - d. Omnibus Sworn Statement
 - e. BIR Certificate of Registration
 - f. Latest Income/Business Tax Return
 - g. TAX Clearance
 - h. DTI Registration/SEC Certificate
 - i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable
- Price validity shall be 30 calendar days from the deadline of submission of quotation.

Ocular Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

Award

The supplier that submitted the lowest calculated responsive quotation, and passed the inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

Evaluation of Quotations

Quotations shall be compared and evaluated of the basis of the following criteria:

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

Instructions

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

Liquidation Damages

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

Warranty

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

Payment

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

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OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
 MUNICIPALITY OF Victoria, Oriental Mindoro

AFFIDAVIT

I, **ROMMEL ESERJOSE** of legal age, Filipino, and residing at KM14 West Service Road, Edison Ave., Parañaque City, Metro Manila after having been duly sworn in accordance with law, do hereby depose and state that:

I am the authorized representative of **PHILIPPINE DUPLICATORS, INC.** with office address at KM14 West Service Road, Edison Ave., Parañaque City, Metro Manila

As the authorized representative **PHILIPPINE DUPLICATORS, INC.** 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 and Photocopier Toner for the Office of the Director for Auxiliary and General Services at MinSU Main Campus**;

PHILIPPINE DUPLICATORS, INC. 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;

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;

PHILIPPINE DUPLICATORS, INC. is authorizing the Head of the Procuring Entity or its duly authorized representative to verify all the documents submitted.

I am not related to the Head of 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 third civil degree;

PHILIPPINE DUPLICATORS, INC. complies with existing labor laws and standards; and

PHILIPPINE DUPLICATORS, INC. is aware of and has undertaken the following responsibilities as a Bidder:

- Carefully examine all of the Bidding Documents;
- Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- Made an estimate of the facilities available and needed for the contract to be bid, if any; and

Inquire or secure Supplemental/Bid Bulletin issued for the for **Supply and Delivery of Office Supplies and Photocopier Toner for the Office of the Director for Auxiliary and General Services at MinSU Main Campus**;

PHILIPPINE DUPLICATORS, INC. 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;

IN WITNESS WHEREOF, I have hereunto set my hand this APR 15 2024 day of 2024 at Victoria, Oriental Mindoro, Philippines.

R. Esposito
ROMMEL ESERJOSE

Bidder's Representative / Authorized Signatory

SUBSCRIBED AND SWORN to before me this APR 15 2024 day of 2024 at Victoria, Oriental Mindoro Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial practice (A.M.) No. 02-8-13-SC). Affiant exhibited to me his/her _____ with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____, 2024 at Victoria, Oriental Mindoro.

Witness my hand and seal this APR 15 2024 day of 2024.

NAME OF NOTARIAL PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorney's No. _____

PTR No. _____

IBP No. _____

Doc. No. 33
 Page No. 8
 Book No. XII
 Series of 2024

Clifford C. Mundo
ATTY. CLIFFORD C. MUNDO
 NOTARY PUBLIC / Notarial Commission No. NP-22-245
 Valid Until Dec. 31, 2024
 Roll of Attorneys No. 80463
 IBP No. 378097 / 12-28-2023 / Oriental Mindoro
 PTR No. 3566442 A / 01-04-2024 / Victoria
 MCLE Compliance No. U111-000074
 Valid Until 04-14-2028

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

PHILIPPINE DUPLICATORS, INC.

KM14 West Service Road, Edison Ave.,
Parañaque City, Metro Manila, NCR, Philippines

is registered in the *Philippine Government Electronic Procurement System (PhilGEPS)* on 14-Dec-2000 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 **PHILIPPINE DUPLICATORS, INC.** 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 07-Jun-2024

Issued this 12th day of May 2023.

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



Documentary Stamp Tax Paid Php 30.00
Certificate Reference No: 20001231105564008
Amended Date as of January 29, 2024 3:05 PM

Page 1 of 3

REMINDERS ¹

- *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: 20001231105564008
Amended Date as of January 29, 2024 3:05 PM

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

List of Eligibility Documents

at
PHILIPPINE DUPLICATORS, INC.
 KM 11 West Service Road, Edson Ave.,
 Parangue City, Marikina-Malaya, NCR, Philippines

SUC Certificate	Registration Date: 12-Oct-2012 SUC Certificate Number: 21570
Mayor's Permit	Expiration Date: 31-Dec-2024 Permit Number: 2024012413102965 Place of Issue: Parangue City Issued By: Signatory: Atty. Melani T. Soriano-Malaya Issuance Date: 24-Jan-2024
Tax Clearance	Expiration Date: 31-Dec-2024 TCC Number: 08B0520122R00622024M Issued By: Signatory: Alicia DE Palmaria Issuance date: 22-Jan-2024
Audited Financial Statement	Date of Filing: 14-Jul-2023 Current Asset: 251,829,454.00 Total Asset: 441,717,657.00 Current Liabilities: 138,118,160.00 Total Liabilities: 150,472,443.00 Name of Auditor: Ana Lea C. Bergado DIR RDO Code: 32
PCAB License	Expiration Date: 08-May-2024 Issued By: Signatory: Maria Teresa A. Navarro Issuance Date: 08-May-2023 License Number: License First Issue Date: - Principal Classification: Category:



MAYOR'S PERMIT TO OPERATE BUSINESS

2024

DATE ISSUED 2024-01-24

TAX YEAR

This certifies that
PHILIPPINE DUPLICATORS, INC.

with registered trade name as

PHILIPPINE DUPLICATORS, INC.

with business address at

CCC KM. 14 WEST SERVICE ROAD, EDISON AVENUE, MERVILLE, PARAÑAQUE CITY

has been granted a BUSINESS PERMIT to operate the following business/es under City Ordinance No. 19 - 29 as amended by 19 - 33 otherwise known as the Revenue Code of the City of Parañaque, subject to the provisions of other pertinent laws, ordinances and related administrative regulations.

KIND/S OF BUSINESS/ES

WHOLESALE - GESTETNER PRODUCTS

Area of Establishment 1,640.53

Total No. of Employees 184

TIN: 000-412-893

SSS: 03-2816300-1

SEC/DTI/CDA: -

REMARKS

1. WITH FIRE SAFETY INSPECTION CERTIFICATE VALID UNTIL FEBRUARY 2024.
2. TO SUBMIT PESO COMPLIANCE AS PER CITY ORDINANCE 07-014 UNTIL MARCH 2024.

Locational Clearance No.: 16-02350
RENEWAL

SUBJECT TO INSPECTION AND REASSESSMENT. ANY VIOLATION OF LAWS,
RULES AND REGULATIONS WILL RESULT TO THE REVOCATION OF THIS PERMIT

THIS PERMIT IS VALID UNTIL 12-31-2024

BUSINESS TAX	1,116,681.72
MAYOR'S PERMIT FEE	10,500.00
WASTE GENERATION FEE	35,000.00
SANITARY PERMIT FEE	1,000.00
ANNUAL BUILDING FEES	120.00
ANNUAL ELECTRICAL FEES	356.00
ANNUAL SIGN FEES	72.00
ZONING FEE	125.00
INDIVIDUAL PERMIT FEE	27,600.00
PLATE / STICKER FEES	50.00
TAX ON DELIVERY TRUCKS AND VAN	3,000.00
ANNUAL MECHANICAL FEES	40.00
FIRE SAFETY INSPECTION CERTIFICA	7,138.95
SANITARY INSPECTION FEE	280.00
TAX WITHHELD	-85,708.65
FILING FEE	100.00
BARANGAY CLEARANCE	2,000.00
BARANGAY PLATE	150.00
CENRO - FILING FEE	200.00
CENRO - CLEARANCE FEE	1,000.00
PROCESSING FEE	10.00
OR Number: 3506299	Total Amount: 1,119,715.02
Quarter: 1-4	Total Penalty: 0.00
OR Date: 2024-01-24	Grand Total: 1,119,715.02

IMPORTANT

Failure to renew this Business Permit/License within the prescribed period shall subject the taxpayer a twenty five percent (25%) surcharge and two percent (2%) penalty per month. This permit shall be posted conspicuously at the place where the business is being conducted and shall be presented and/or surrendered to the concerned authorities upon demand. Upon closure of business, surrender this permit to the Business Permits & Licensing Office on or before the twentieth (20th) day of the month following quarter to avoid penalty.



FOR AND BY AUTHORITY OF THE CITY MAYOR:

Malaya
Melanie
Soriano
Digitally signed
by Malaya
Melanie Soriano
Date: 2024.01.24
14:28:51 +08'00'

ATTY. MELANIE T. SORIANO-MALAYA
CHIEF, BPLO JP



2024-01-24-131-02965
14:28:51

HON. ERIC L. OLIVAREZ
CITY MAYOR



2021 EXCELLENCE AWARD IN DIGITAL PUBLIC SERVICE
GCASH

RECOGNIZED BEST PRACTICE 2020
DEVELOPMENT ACADEMY OF THE PHILIPPINES (GAPAS)

MOST BUSINESS-FRIENDLY LGU FINALIST | 2017 | 2018 | 2019 | 2020
PHILIPPINE CHAMBER OF COMMERCE AND INDUSTRY

3RD PLACE | MOST IMPROVED CITY IN 2019
3RD PLACE | ECONOMIC DYNAMISM CATEGORY IN 2015
1ST PLACE | ECONOMIC DYNAMISM CATEGORY IN 2014
NATIONAL COMPETITIVENESS COUNCIL (NCCP)

2ND PLACE | COVID-19 PANDEMIC RESPONSE 2020

1ST PLACE | BEST IN EGOV DATA-DRIVEN GOVERNANCE 2019 (D2G)

2ND PLACE | BEST IN EGOV EMPOWERMENT 2019 (G2C)

2ND PLACE | BEST IN EGOV GLOBAL COMPETITIVENESS 2019 (G2W)

3RD PLACE | BEST IN EGOV GOVT. INTER-OPERABILITY 2019 (G2G)

3RD PLACE | BEST IN EGOV INTER-OPERABILITY (G2G) AWARD IN 2018

DIGITAL GOVERNANCE AWARDS

MERALCO LUMINARIES AWARDEE 2016



This Permit is not valid without a security seal.

2004008052

BUSINESS IDENTIFICATION NUMBER

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS
REVENUE REGION NO 008
REVENUE DISTRICT NO 52

BIR
Form No. **2303**
Revised July 1997

OCN RC0000411027

CERTIFICATE OF REGISTRATION

TIN 000-412-893-000	NAME PHILIPPINE DUPLICATORS, INC.	REGISTRATION DATE 10/12/1962
REGISTERED ADDRESS CCC BLDG KM 14 WEST SERVICE ROAD EDISON AVE. BRGY. MERVILLE PARANAQUE MM 1700		
REGISTERED ACTIVITY(IES) TAX TYPE INCOME TAX VALUE - ADDED TAX WITHHOLDING TAX - EXPANDED/OTH WITHHOLDING TAX - FRINGE BENEF REGISTRATION FEE WITHHOLDING TAX - COMPENSATION WITHHOLDING TAX - FINAL		
TRADE NAME PHILIPPINE DUPLICATORS, INC.		LINE OF BUSINESS / INDUSTRY 5236 RETAIL OF OFFICE MACHINES, EQUIPMENT, COMPUTERS 7011 BUYING, SELLING, RENTING, LEASING, OPERATION OF DWELLINGS 9309 OTHER SERVICE ACTIVITIES, N.E.C
DATE OF BUSINESS REGISTRATION: <u>10.12.62</u> Payment of Annual Registration Fee On or Before January 31, using BIR Form 0205 Within 30 Days from registration date, the following should be complied: Authority to Print Invoices/Receipts (BIR Form 1505) Registration of Books of Accounts (BIR Form 1505) IMMEDIATELY inform this DISTRICT OFFICE in case of Transfer/cessation of business and other concerns by filing up BIR Form 1505 to Stop generation of open case		FORMS TO BE FILED 1702 - 15th day of the 4th month of the taxable year ended 1702Q - 60 days if the close of each quarters 2550Q - on or before 20th of the Month 2550Q - on or before 25th of Oct. Ending 1601C - on or before 15th of the month 1604CF - Jan. 31 of the fl. year 1601E - on or before 10th of the month 1604E - Mar. 1 of the fl. year 0005 - on or before Jan 31 of the fl. year

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

01616331

ROSITA D. MENIANO

DIC-REVENUE DISTRICT OFFICER

REVENUE DISTRICT OFFICER (Signature over printed name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

EN





Reference No : 462400057513209
Date Filed : January 12, 2024 02:13 PM
Batch Number : 0




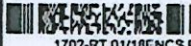
Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

For BIR Use Only: BCS/Item:

BIR Form No. 1702-RT January 2018(ENCS) Page 1		Annual Income Tax Return For Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate Enter all required information in CAPITAL LETTERS. Mark applicable boxes with an "X". Two Copies MUST be filed with the BIR and one held by the taxpayer		 1702-RT 01/18ENCS P1	
1 For Calendar Fiscal	2 Year Ended (MM/20YY) 9/2023	3 Amended Return? Yes No	4 Short Period Return? Yes No	5 Alphanumeric Tax Code (ATC) IC055 Minimum Corporate Income Tax (MCIT) IC010	
Part I - Background Information					
6 Taxpayer Identification Number (TIN)		000 - 412 - 893 - 000		7 RDO Code 052	
8 Registered Name (Enter only 1 letter per box using CAPITAL LETTERS) PHILIPPINE DUPLICATORS, INC.					
9A Registered Address (Indicate complete registered address) CCC BLDG KM. 14 WEST SERVICE ROAD EDISO MERVILLE CITY OF PARAQUAKE, NCR, FOURTH					
9B Zipcode 1709					
10 Date of Incorporation/Organization (MM/DD/YYYY)					
11 Contact Number 8274071-78		12 Email Address fin@phildup.com			
13 Method of Deductions Itemized Deductions [Section 34 (A-J), NIRC] Optional Standard Deduction (OSD) - 40% of Gross Income [Section 34(L), NIRC as amended by RA No. 9504]					
Part II - Total Tax Payable (Do NOT enter Centavos)					
14 Total Income Tax Due (Overpayment) (From Part IV Item 43)				3,250,308	
15 Less: Total Tax Credits/Payments (From Part IV Item 55)				4,157,591	
16 Net Tax Payable (Overpayment) (Item 14 Less Item 15) (From Part IV Item 56)				(907,283)	
Add Penalties					
17 Surcharge				0	
18 Interest				0	
19 Compromise				0	
20 Total Penalties (Sum of Items 17 to 19)				0	
21 TOTAL AMOUNT PAYABLE (Overpayment) (Sum of Item 16 and 20)				(907,283)	
If Overpayment, mark "X" one 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 tax credit next year/quarter					
We declare under the penalties of perjury, that this return has been made in good faith, verified by us, and to the best of our knowledge and belief, in this and correct pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued thereunder, and to the best of our knowledge and belief, in this and correct pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued thereunder. (If Authorized Representative, attach authority to sign and indicate Title)					
ATTY. SAMUEL F. VILLACAMPA		SONNY C. URFANO		22 Number of Attachments	
Signature over printed name of President/Authorized Representative		Signature over printed name of Treasurer/Assistant Treasurer			
Title of Signatory President & COO	TIN 105-749-415	Title of Signatory Finance Manager	TIN 235-707-747	4	
Part III - Details of Payment					
Particulars	Drawee Bank/Agency	Number	Date (MM/DD/YYYY)	Amount	
23 Cash/Bank Debit Memo				0	
24 Check				0	
25 Tax Debit Memo				0	
26 Others (Specify Below)				0	
Machine Validation/Revenue Official Receipts 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)	

BIR Form No. 1702-RT January 2018(ENCS) Page 2	Annual Income Tax Return Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate	 1702-RT 01/18ENCS P2
Taxpayer Identification Number (TIN) 000 - 412 - 893 - 000		Registered Name PHILIPPINE DUPLICATORS, INC.
Part IV - Computation of Tax (Do NOT enter Centavos)		
27 Sales/Receipts/Revenues/Fees		435,699,771
28 Less: Sales Returns, Allowances and Discounts		0
29 Net Sales/Receipts/Revenues/Fees (Item 27 Less Item 28)		435,699,771
30 Less: Cost of Sales/Services		207,531,586
31 Gross Income from Operation (Item 29 Less Item 30)		228,168,185
32 Add: Other Taxable Income Not Subjected to Final Tax		1,233,044
33 Total Taxable Income (Sum of Items 31 and 32)		229,401,229
Less: Deductions Allowable under Existing Law		
34 Ordinary Allowable Itemized Deductions (From Part VI Schedule I Item 18)	216,399,997	
35 Special Allowable Itemized Deductions (From Part VI Schedule II Item 5)	0	
36 NOLCO (only for those taxable under Sec. 27(A to C); Sec. 28(A)(1) & (A)(6)(b) of the tax Code) (From Part VI Schedule III Item 8)	0	
37 Total Deductions (Sum of Items 34 to 36)	216,399,997	
OR (in case taxable under Sec. 27(A) & 28(A)(1))		
38 Optional Standard Deduction (40% of Item 33)	0	
39 Net Taxable Income(Loss) (If Itemized: Item 33 Less Item 37; If OSD: Item 33 Less Item 38)		13,001,232
40 Applicable Income Tax Rate		25 %
41 Income Tax Due other than Minimum Corporate Income Tax (MCIT) (Item 39 x Item 40)		3,250,308
42 MCIT Due (2% of Item 33)		2,867,515
43 Tax Due (Normal Income Tax Due in Item 41 OR the MCIT Due in Item 42, whichever is higher) (To Part II Item 14)		3,250,308
Less: Tax Credits/Payments (attach proof)		
44 Prior Year's Excess Credits Other Than MCIT		0
45 Income Tax Payment under MCIT from Previous Quarters		0
46 Income Tax Payment under Regular/Normal Rate from Previous Quarters		0
47 Excess MCIT Applied this Current Taxable Year (From Part VI Schedule IV Item 4)		3,110,711
48 Creditable Tax Withheld from Previous Quarters per BIR Form No. 2307		1,046,880
49 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter		0
50 Foreign Tax Credits, if applicable		0
51 Tax Paid in Return: Previously Filed, if this is an Amended Return		0
52 Special Tax Credits (To Part V Item 58)		0
Other Credits/Payments (Specify)		0
53		0
54		0
55 Total Tax Credits/Payments (Sum of Items 44 to 54) (To Part II Item 15)		4,157,591
56 Net Tax Payable / (Overpayment) (Item 43 Less Item 55) (To Part II Item 16)		(907,283)
Part V - Tax Relief Availment		
57 Special Allowable Itemized Deductions (Item 35 of Part IV x Applicable Income Tax Rate)		0
58 Add: Special Tax Credits (From Part IV Item 52)		0
59 Total Tax Relief Availment (Sum of Items 57 and 58)		0

BIR Form No. 1702-RT January 2018(ENCS) Page 3	Annual Income Tax Return Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate	 1702-RT 01/18/ENCS P3
Taxpayer Identification Number (TIN) 000 - 412 - 893 - 000		Registered Name PHILIPPINE DUPLICATORS, INC.
Schedule I - Ordinary Allowable Itemized Deductions (Attach additional sheet/s, if necessary)		
1 Amortizations		0.
2 Bad Debts		0.
3 Charitable Contributions		0.
4 Depletion		0.
5 Depreciation		8,825,845.
6 Entertainment, Amusement and Recreation		0.
7 Fringe Benefits		0.
8 Interest		0.
9 Loans		0.
10 Pension Trust		0.
11 Rental		0.
12 Research and Development		0.
13 Salaries, Wages and Allowances		87,815,324.
14 SSS, GSIS, Philhealth, HDMF and Other Contributions		5,541,015.
15 Taxes and Licenses		6,685,373.
16 Transportation and Travel		57,332,111.
17 Others (Deductions Subject to Withholding Tax and Other Expenses) (Specify below, Add additional sheet/s, if necessary)		
a Janitorial and Messengerial Services		0.
b Professional Fees		2,441,532.
c Security Services		2,832,543.
d REPAIRS AND MAINTENANCE		7,025,496.
e FUEL AND OIL		4,492,777.
f INSURANCE		1,271,011.
g UTILITIES		4,014,019.
h OFFICE SUPPLIES		4,422,370.
i MISCELLANEOUS		45,719,081.
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17) (To Part IV Item 34)		
		218,399,997.
Schedule II - Special Allowable Itemized Deductions (Attach additional sheet/s, if necessary)		
Description	Legal Basis	Amount
1		0.
2		0.
3		0.
4		0.
5 Total Special Allowable Itemized Deductions (Sum of Items 1 to 4) (To Part IV Item 35)		
		0.

BIR Form No. 1702-RT January 2018(ENCS) Page 4	Annual Income Tax Return Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate	 1702-RT 01/18ENCS P4
Taxpayer Identification Number (TIN) 000 -412 -893 -000		Registered Name PHILIPPINE DUPLICATORS, INC.

Schedule III - Computation of Net Operating Loss Carry Over (NOLCO)		
1 Gross Income (From Part IV Item 33)		0
2 Less: Ordinary Allowable Itemized Deductions (From Part VI Schedule I Item 18)		0
3 Net Operating Loss (Item 1 Less Item 2) (To Schedule IIIA, Item 7A)		0

Schedule IIIA - Computation of Available Net Operating Loss Carry Over (NOLCO) (DO NOT enter Centavos; 49 Centavos or Less drop then: 50 or more round up)		
Net Operating Loss		B) NOLCO Applied Previous Year
Year Incurred	A) Amount	
4	0	0
5	0	0
6	0	0
7	0	0

Continuation of Schedule IIIA (Item numbers continue from table above)

C) NOLCO Expired	D) NOLCO Applied Current Year	E) Net Operating Loss (Unapplied) [E = A Less (B + C + D)]
4 0	0	0
5 0	0	0
6 0	0	0
7 0	0	0
8 Total NOLCO (Sum of Items 4D to 7D) (To Part IV, Item 36)	0	

Schedule IV - Computation of Minimum Corporate Income Tax (MCIT)			
Year	A) Normal Income Tax as adjusted	B) MCIT	C) Excess MCIT over Normal Income Tax
1	0	0	0
2	0	0	0
3	0	0	0

Continuation of Schedule IV (Item numbers continue from table above)

D) Excess MCIT Applied/Used in Previous Years	E) Expired Portion of Excess MCIT	F) Excess MCIT Applied this Current Taxable Year	G) Balance of Excess MCIT Allowable as Tax Credit for Succeeding Year/s [G = C Less (D + E + F)]
1 0	0	0	0
2 0	0	0	0
3 0	0	0	0
Total Excess MCIT Applied (Sum of Items 1F to 3F) (To Part IV Item 47)		0	

Schedule V - Reconciliation of Net Income per Books Against Taxable Income (attach additional sheet/s, if necessary)	
1 Net Income/(Loss) per books	13,001,232
Add: Non-deductible Expenses/Taxable Other Income	
2	0
3	0
4 Total (Sum of Items 1 to 3)	
	13,001,232
Less: A) Non-Taxable Income and Income Subjected to Final Tax	
5	0
6	0
B) Special Deductions	
7	0
8	0
9 Total (Sum of Items 5 to 8)	
	0
10 Net Taxable Income/(Loss) (Item 4 Less Item 9)	13,001,232



Bureau of Internal Revenue
REVENUE OFFICE OF THE PHILIPPINES

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

FILING REFERENCE NO.

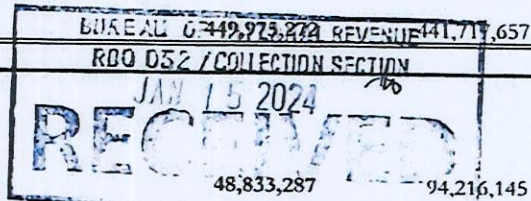
TIN	: 000-412-853-000
Name	: PHILIPPINE DUPLICATORS, INC.
RDO	: 052
Form Type	: 1/02
Reference No.	: 46240/05/7513209
Amount Payable (Over Remittance)	: - 907,283.00
Accounting Type	: F - Fiscal
For Tax Period	: 09/09/2023
Date Filed	: 01/12/2024
Tax Type	: IT

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PHILIPPINE DUPLICATORS, INC.
STATEMENTS OF FINANCIAL POSITION

TANTATIVE

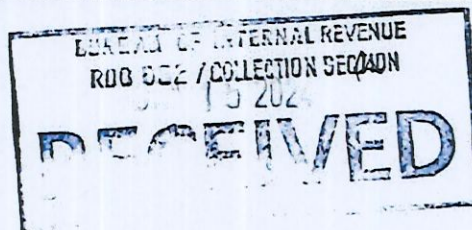
	September 30	
	2023	2022
ASSETS		
Current Assets		
Cash	P 62,628,602	P 44,395,679
Trade and other receivables - net	74,713,130	96,450,002
Merchandise inventories	103,582,645	109,066,645
Other current assets	2,944,816	1,917,128
Total Current Assets	243,869,193	251,829,454
Non-Current Assets		
Investment property	107,682,084	113,668,314
Property and equipment	26,390,686	27,444,737
Net retirement plan assets	3,824,572	7,648,233
Available for sale (AFS) financial asset	12,056,816	12,056,816
Right-of-use asset	8,268,091	8,268,091
Other non-current assets	47,883,830	20,802,012
Total Non-current Assets	206,106,079	189,888,203
TOTAL ASSETS	449,975,272	441,717,657
LIABILITIES AND EQUITY		
Current Liabilities		
Accounts payable and accrued expenses	48,833,287	94,216,145
Dividend payable	-	17,450
Income tax payable	-	17,450
Lease Liability	4,542,409	4,542,409
Other current liabilities	107,519,024	39,342,156
Total Current Liabilities	160,894,720	138,118,160
Non-Current Liability		
Deferred income tax liabilities - net	8,071,061	8,584,881
Lease Liability	3,769,404	3,769,404
Notes payable - noncurrent portion	-	-
Total Non-current Liabilities	11,840,465	12,354,285
Total Liabilities	172,735,186	150,472,445
Equity		
Capital stock - P100 par value		
Authorized - 1,300,000 shares		
Issued - 800,000 shares	130,000,000	130,000,000
Retained earnings		
Unappropriated	147,240,087	91,245,212
Appropriated	-	70,000,000
Total Equity	277,240,087	291,245,212
TOTAL LIABILITIES AND EQUITY	P 449,975,272	P 441,717,657



PHILIPPINE DUPLICATORS, INC.
STATEMENTS OF COMPREHENSIVE INCOME

TENTATIVE

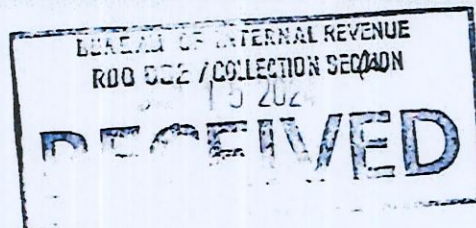
	Years Ended September 30	
	2023	2022
REVENUE		
Net sales	P 425,659,434	P 468,297,903
Rental	10,040,337	10,839,766
Gain on sale of property and equipment		-
Interest income	187,209	32,144
Others - net	1,233,044	165,866
	437,120,024	479,335,678
COST AND EXPENSES		
Cost of sales	207,531,586	218,750,790
General and administrative expenses	153,755,691	138,111,876
Selling expenses	65,538,152	73,565,535
Depreciation of investment properties	5,836,043	7,125,275
Foreign exchange loss - net	(2,237,119)	6,736,101
Interest expense	82,401	516,913
	430,506,754	444,806,489
INCOME BEFORE INCOME TAX	6,613,270	34,529,189
PROVISION FOR INCOME TAX		
Current	3,076,945	11,141,109
Deferred		(2,516,848)
	3,076,945	8,624,261
NET INCOME	3,536,325	25,904,928
OTHER COMPREHENSIVE INCOME (LOSS)		
Remcasurement gain (loss) on retirement plan assets, net of deferred income tax	(1,541,459)	3,318,833
Impairment of Investment Property		
TOTAL COMPREHENSIVE INCOME	P 1,994,867	P 29,223,760



PHILIPPINE DUPLICATORS, INC.
STATEMENTS OF COMPREHENSIVE INCOME

TENTATIVE

	Years Ended September 30	
	2023	2022
REVENUE		
Net sales	P 425,659,434	P 468,297,903
Rental	10,040,337	10,839,766
Gain on sale of property and equipment		-
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Impairment of Investment Property		
TOTAL COMPREHENSIVE INCOME	P 1,994,867	P 29,223,760



PHILIPPINE DUPLICATORS, INC.**STATEMENTS OF CHANGES IN EQUITY****FOR THE YEARS ENDED SEPTEMBER 30, 2023 AND 2022**

TENTATIVE

	Capital Stock	Retained Earnings (Note 18)		Total
		Unappropriated	Appropriated	
BALANCES AT SEPTEMBER 30,	80,000,000	132,021,461	70,000,000	282,021,461
Declaration of cash dividends	-	(20,000,000)	-	(20,000,000)
Declaration of stock dividend	50,000,000	(50,000,000)	-	-
Reversal of appropriation for expansion expansion	-	-	-	-
Appropriation for office expansion	-	-	-	-
Total comprehensive income for the year		29,223,751	-	29,223,751
BALANCES AT SEPTEMBER 30, P	130,000,000	P 141,245,212	P 70,000,000	P 291,245,212
Declaration of cash dividends	-	(16,000,000)	-	(16,000,000)
Declaration of stock dividend	-	-	-	-
Reversal of appropriation for expansion expansion	-	-	-	-
Appropriation for office expansion	-	-	-	-
Total comprehensive income for the year		1,994,867		1,994,867
BALANCES AT SEPTEMBER 30, P	130,000,000	P 127,240,079	P 70,000,000	P 277,240,079

PHILIPPINE DUPLICATORS, INC.
STATEMENTS OF CASH FLOWS

TENTATIVE

	Years Ended September 30	
	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES		
Income before tax	6,613,270	34,529,189
Adjustments for:		
Depreciation and amortization	12,672,738	17,917,503
Retirement benefit expense	1,768,383	3,191,430
Unrealized foreign exchange loss		
Interest expense	82,401	516,913
Gain on sale of property and equipment		-
Interest income	(187,209)	(32,144)
Income before working capital changes	20,949,583	56,122,892
Decrease (increase) in:		
Receivables	21,736,872	30,672,606
Merchandise inventories	5,484,000	22,592,611
Other current assets	(1,027,688)	599,793
Increase (decrease) in:		
Accounts payable and accrued expenses	(45,382,858)	10,181,725
Other current liabilities	68,176,868	(48,289,154)
Net cash generated from operations	69,936,777	71,880,473
Income taxes paid, including creditable withholding taxes	(3,176,786)	(26,083,992)
Interest paid		
Interest received	187,209	32,144
Net cash from operating activities	66,947,199	45,828,625
CASH FLOWS FROM INVESTING ACTIVITIES		
Acquisition of investment property	(30,913)	(165,520)
Acquisition of property and equipment	(5,601,545)	(5,409,041)
Proceeds from sale of property and equipment		-
Increase in other noncurrent assets	(27,081,818)	(12,010,600)
Net cash used in investing activities	(32,714,277)	(17,585,161)
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from loans		
Dividends paid	(16,000,000)	(23,823,349)
Payment of lease liability		(4,974,706)
Net cash provided by (used in) financing activities	(16,000,000)	(28,798,055)
NET INCREASE (DECREASE) IN CASH	18,232,923	(554,591)
CASH AT BEGINNING OF YEAR	44,395,679	44,950,270
CASH AT END OF YEAR	62,628,602	44,395,679



Department of Finance
BUREAU OF INTERNAL REVENUE
Revenue Region 8B - South NCR
Collection Division
QF-TCC-01-01-2023.00



TCBP No. 08B-052-01-22- R0062-2024-M

TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

PHILIPPINE DUPLICATORS INC.

CCC BLDG. KM 14 WEST SERVICE ROAD EDISON AVE. MERVILLE CITY OF PARAÑAQUE 1709

Address

000-412-893-00000

Tax 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 on January 22, 2024

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL JANUARY 22, 2025 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 JANUARY 18, 2024 UNDER EFPS PAYMENT TRANSACTION NO. 248S95424. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.

NOT VALID
WITHOUT BIR
DRY SEAL


ALICIA T. PALMARIA
Chief, Collection Division



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.



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
SEC Building, EDSA, Greenhills
City of Mandaluyong, Metro Manila

COMPANY REG. NO. 21570

**CERTIFICATE OF FILING
OF
AMENDED ARTICLES OF INCORPORATION**

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the amended articles of incorporation of the

PHILIPPINE DUPLICATORS, INC.
[Amending Article IV by extending the term of its existence.]

copy annexed, adopted on March 30, 2012 by a majority vote of the Board of Directors and by the vote of the stockholders owning or representing at least two-thirds of the outstanding capital stock, and certified under oath by the Secretary and a majority of the Board of Directors of the corporation was approved by the Commission on this date pursuant to the provision of Section 16 of the Corporation Code of the Philippines, Dates Pambansa Blg. 68, approved on May 1, 1980 and copies thereof are filed with the Commission.

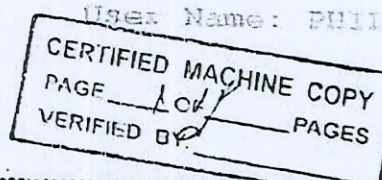
Unless this corporation obtains or already has obtained the appropriate Secondary License from this Commission, this Certificate does not authorize it to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/merchant, financing company and time shares/club shares/membership certificates issuers or selling agents thereof. Neither does this Certificate constitute as permit to undertake activities for which other government agencies require a license or permit.


IN WITNESS WHEREOF, I have set my hand and caused the seal of this Commission to be affixed to this Certificate at Mandaluyong City, Metro Manila, Philippines, this 16th day of October, Twenty Twelve.

MC/milly


Date: 9-7-2012
FELDINAND B. SALES
Officer-in-Charge
Company Registration and Monitoring Department

www.sec.gov.ph





Republic of the Philippines
DEPARTMENT OF FINANCE
SECURITIES & EXCHANGE COMMISSION
 SEC Building, EDSA, Greenhills
 City of Mandaluyong, 1554



PAYMENT ASSESSMENT FORM No. 09202012-656796

DATE 09/20/2012	RESPONSIBILITY CENTER (DEPARTMENT) CRMD	
PAYOR: PHILIPPINE DUPLICATORS, INC. PARANAQUE CITY		
NATURE OF COLLECTION	ACCOUNT CODE	AMOUNT
LRF (A0823)	131	10.00
AMENDED ARTICLES	606	500.00
TOTAL AMOUNT TO BE PAID		Php 510.00
Assessed by: K. ARYAN		
Machine Validation: EXT. 20120921-61		

www.sec.gov.ph

20, 2012 00:11 PM
PHP 010 00

SEC 9-7-2013 Time: 3:3:52 PM

9

User Name: PHILDUPLICATOR

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 PAGE 2 OF 2 PAGES
 VERIFIED TO: 97202012

http://150.150.150.130:8686/secireport/cpayment/downloadforms

6

21570

COVER SHEET

M. Camis 9/12
9/12/2012

PHILIPPINE DUPLICATORS
INC.

(Company's Full Name)

CCC Bldg. Edison Ave. Km. 1.5
South Superhighway,
Parañaque City

(Business Address: No. Street/Town/Province)

Cayanga, Zuniga & Angel Law

Contact Person
Last day of Sept.
Month Day Fiscal Year

Amending Article Fourth
FORM TYPE

810-0430
Company Telephone Number
2nd Tucs. of Jan. 2012
Month Day

Secondary License Type, if Applicable

Dept. Requiring this Doc.
Number/Section

Amended Articles

26
Total of Stockholders

Total Amount of Borrowings
Domestic Foreign

To be accomplished by SEC Personnel concerned

File Number

LCU

Document I.D.

Cashier

STAMPS

Date: 9-7-2013 Time: 3:3:53 PM

www.sec.gov.ph
Remarks = pls. use black ink for scanning purposes

User Name: PHILDUPLICA

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PAGE 1 OF 1 PAGES
VERIFIED BY: [Signature]

AMENDED ARTICLES OF INCORPORATION..

OF THE

PHILIPPINE DUPLICATORS, INCORPORATED

KNOW ALL MEN BY THESE PRESENTS:

THAT WE, all of whom are of legal age, citizens and residents of the Philippines, have this day voluntarily associated ourselves together for the purpose of forming a corporation under the laws of the Philippines.

AND WE HEREBY CERTIFY:

FIRST, - That the name of the said corporation shall be the PHILIPPINE DUPLICATORS, INCORPORATED.

SECOND, - That the purposes for which such corporation is formed are as follows, to wit:

Primary Purpose

To engage in the general merchandising business, without limitation as to classes, kinds or nature of products or merchandise, either wholesale or retail, with full authority to acquire, hold, own, mortgage, sell, assign, transfer, invest, trade, deal in or deal with any kind of products or merchandise, and to perform all acts and things necessary and proper to acquire title to and ownership of the same in the general conduct of the business of the corporation.

and in connection with the foregoing.

Secondary Purposes

1. To buy, loan money upon, sell, transfer, assign, discount, borrow money and pledge as collaterals for bills of lading, warehouse receipts, evidence of deposits and storage of personal property, bonds, stocks, promissory notes, commercial papers, accounts, invoices, choses in action, interest in estates, contracts, mortgages, whether real or personal, pledges of personal property, and other evidence of indebtedness of persons, firms, association, and corporation;

2013 Time: 3:31:54 PM
www.sec.gov PHILIPPINE DUPLICATORS, INCORPORATED
CERTIFIED MACHINE COPY
PAGE 1 OF 1 PAGES
VERIFIED

2. To carry on a general import and export business dealing in goods, ware, merchandise, of every kind and nature;

3. To engage in and carry on the business of manufacture and assembly of wares, merchandise, and generally, machineries, of all kinds of products capable of being manufactured and assembled;

4. To carry on the business of printers, engravers, publishers, book and print sellers, and bookbinders;

5. To purchase, acquire, hold, impound, sell, convey, assign, release, mortgage, lease, hire and deal in real and personal property of every class and nature;

6. To act as financial, commercial or general agent of and for any person, firm, corporation or association engaged in any kind of business, industry, or enterprises;

7. To acquire by purchase, or otherwise, and to hold for investment or otherwise, and to use, sell, assign, transfer, mortgage, pledge or otherwise to deal with or dispose of stocks, bonds, or any other obligations or securities of any corporation;

8. To advance money to its customers and persons having dealings with the corporation and to guarantee the performance of contracts by persons having dealings with the company;

9. To carry on the business of trade of general warehousing, remover, storer, packers of personal properties of every nature, kind and description; to issue warrants to persons warehousing goods with the company, and to lend money upon the security of such goods;

10. To make and enter into any and all contracts, agreements, and undertaking that may be necessary, expedient, and advisable, or in any manner appertaining to the whole or any part of its business or businesses, operations and transactions.

www.sec.gov **THIRD.** - That the place where the principal office of the corporation is to be established or located is in Metro Manila Philippines. Branch offices may be established anywhere in the Philippines or abroad.

As amended
On September
17, 1984

CERTIFIED MACHINE COPY		
PAGE 6	OF	PAGES
CERTIFIED BY		

FOURTH - That the term for which said corporation is to exist is another Fifty (50) years from and after October 11, 2012.
(As amended on March 30, 2012):

FIFTH - That the names, nationalities and residences of the incorporators of said corporation are as follows:

<u>Names</u>	<u>Nationality</u>	<u>Residences</u>
Jose Tuason, Jr.	Filipino	Bagdad St., Balara, Quezon City
Angel Heredia	Filipino	Mangyan Road, La Vista Subdivision, Quezon City
Eduardo Matute	Filipino	162 M. Paterno, San Juan, Rizal
Luis Yrure	Filipino	8th Floor, J M Tuason Building, 303 Escalante, Manila
Domingo D. Sison	Filipino	61 South 11, Quezon City

SIXTH - That the number of directors of said corporation shall be seven (7) and that the names and residences of the said directors who are to serve until their successors are elected and qualified as provided by the By-Laws are as follows, to wit:

<u>Names</u>	<u>Residences</u>
Jose Tuason, Jr.	Bagdad St., Balara, Quezon City
Jose M. Tuason	Mangyan St., La Vista Subdivision Quezon City
Angel Heredia	Mangyan St., La Vista Subdivision Quezon City
Eduardo Matute	162 M. Paterno, San Juan, Rizal
Jose L. Matute	Bagdad St., Balara, Quezon City

SEVENTH - That the amount of capital stock of said corporation is THIRTY MILLION PESOS (P30,000,000.00), Philippine Currency, and said capital stock is divided into THREE HUNDRED THOUSAND (300,000) SHARES of the par value of ONE HUNDRED PESOS (P100.00) each.

As amended on September 17, 1984.

MADE BY MACHINE COPY
PAGE 7 OF 7 PAGES

EIGHTH. - That the amount of capital stock which has been actually subscribed is **FOUR HUNDRED FIVE THOUSAND PESOS (P405,000.00)**, and the following persons have subscribed for the number of shares and amount of capital set out after their respective names:

<u>Names</u>	<u>Residence</u>	<u>Number of Shares</u>	<u>Amount of Capital Stock Subscribed</u>
Jose M. Tuason	Mangyan St., La Vista, Quezon City	800	P 80,000.00
Jose Tuason, Jr.	Badjas St., Balara Quezon City	800	80,000.00
Angel Heredia	Mangyan St., La Vista, Quezon City	800	80,000.00
Eduardo Matute	162 M. Paterno San Juan, Rizal	800	80,000.00
Jose I. Matute	Badjas St., Balara Quezon City	800	80,000.00
Tuason Enterprises, Inc.	7th Floor, J M Tuason Bldg., Escolta, Manila	50	5,000.00
Total.....	vvvvv	4,050	P405,000.00 vvvvvvvvvvvv

NINTH. That the following persons have paid on the shares of capital stock for which they have subscribed the amount set out after their respective names:

<u>Names</u>	<u>Residences</u>	<u>Amount Paid on Subscription</u>
Jose M. Tuason	Mangyan St., La Vista Subdivision, Quezon City	P 80,000.00
Jose Tuason, Jr.	Badjas St., Balara Quezon City	80,000.00
Angel Heredia	Mangyan St., La Vista Subdivision, Quezon City	80,000.00
Eduardo Matute	162 M. Paterno, San Juan, Rizal	80,000.00
Tuason Enterprises, Inc.	7th Floor, J M Tuason Bldg., Escolta, Manila	5,000.00

CERTIFIED MACHINE COPY
OF 15,000.00
PAGES
BY: _____

TENTH. - That Angel Heredia has been elected by the subscribers as Treasurer of the corporation to act as such until his successor is duly elected and qualified in accordance with the By-Laws, and that as such Treasurer, he has been authorized to receive for the corporation and to receipt in its name for all subscriptions paid in by said subscribers.

IN WITNESS WHEREOF, we have signed these presents in the City of Manila, Philippines, this October 4, 1962.

(SGD) JOSE TUASON, JR. (SGD) ANGEL HEREDIA
T/JOSE TUASON, JR. T/ANGEL HEREDIA

(SGD) EDUARDO MATUTE (SGD) LUIS YRURE
T/EDUARDO MATUTE T/LUIS YRURE

(SGD) DOMINGO D. SISON
T/DOMINGO D. SISON

Signed in the Presence of:

(SGD) PATRICIA M. PEÑALOSA (SGD) RENEE A. CHAVEZ

ACKNOWLEDGMENT

Republic of the Philippines)
City of Manila) S.S.

Before me, a Notary Public, in and for the City of Manila, on this October 4, 1962, personally appeared the following:

Names	Res. Cert.	No.	Issued at	Issued on
Jose Tuason Jr.	A-0090672		Manila	Jan. 12, 1962
	B-910368		Manila	Mar. 20, 1962
Angel Heredia	A-0090652		Manila	Jan. 12, 1962
	B-0149134		Manila	Mar. 20, 1962

CERTIFIED TRUE COPY
NOTED BY

Eduardo Matute

A-0090801
B-0149128

Manila
Manila

Jan. 12, 1962
Mar. 20, 1962

Luis Yrure

A-4977156
B-0866381

Marikina
Rizal

Feb. 3, 1962
Feb. 21, 1962

Domingo D. Sison

A-0289483
B-0163974

Manila
Manila

Feb. 7, 1962
Apr. 12, 1962

all known to me and to me known to be the same persons who executed the foregoing Articles of Incorporation and acknowledged to me that the same is their respective free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and at the place first above-written.

Doc. No. 684;
Page No. 33;
Book No. XVI;
Series of 1962

(SGD) RAFAEL R. KALUAG
T/RAFAEL R. KALUAG
Notary Public
Until December 31, 1962

Date: 9-7-2013 Time: 3:3:59 PM

www.sec.gov.ph

User Name: PHILDUPLICAT

CERTIFIED MACHINE COPY
OF 12 PAGES
BY [Signature]

**DIRECTORS' CERTIFICATE OF AMENDMENT
OF THE ARTICLES OF INCORPORATION OF
PHILIPPINE DUPLICATORS, INC.**

WE, the undersigned, majority members of the Board of Directors, the Chairman and the Corporate Secretary of **PHILIPPINE DUPLICATORS, INC.**, a corporation duly organized and existing under the laws of the Philippines, with principal office at CCC Bldg., Km. 14, West Service Road, Edison Ave., Brgy. Merville, Parafiaque City, hereby CERTIFY that the Articles of Incorporation of the afore-said Corporation was amended by an affirmative vote of the stockholders owning or representing at least two-thirds (2/3) of the outstanding capital stock at a meeting held at its office on March 30, 2012, and approved likewise by the majority of the Board of Directors also on March 30, 2012 duly called for the purpose of amending **ARTICLE FOURTH** of the Articles of Incorporation, by extending the corporation term. WE DO HEREBY CERTIFY that the following resolution was, upon motion duly made and seconded approved, to wit:

"RESOLVED, as it is hereby resolved, that the Corporation amend **ARTICLE FOURTH** of Its Articles of Incorporation, as follows:

FOURTH - That the term for which said corporation is to exist is ~~another~~
Fifty (50) years from and after October 11, 2014.

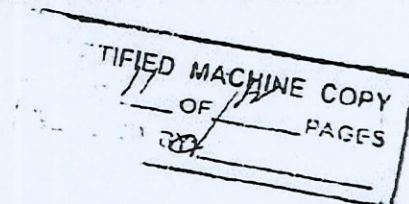
(As amended on March 30, 2012)"

WE FURTHER CERTIFY that the attached document is a true and correct copy of the Amended Articles of Incorporation.

Date: 9-7-2013 Time: 3:3:59 PM

www.sec.gov.ph

User Name: PHILDUPICA





IN WITNESS WHEREOF, the parties have hereunto set their hands this 30 day of AUG 2012 at Makati City.

VICENTE O. REYES
Director

SAMUEL F. VILLACAMPA
Director

LUIS T. CHUIDIAN
Director

MAGDALENA T. REYES
Director

JOSE A. TUASON
Director

EDUARDO B. GUINTO
Director

COUNTERSIGNED:

VICENTE O. REYES
Chairman

MA. MELINDA A. ZUÑIGA
Corporate Secretary

SUBSCRIBED AND SWORN to before me in the City of Makati this 30 day of AUG 2012, by:

NAME	COMPETENT EVIDENCE OF IDENTITY	ISSUING AGENCY
Vicente O. Reyes	TIN - 105-749-247	BIR
Magdalena T. Reyes	TIN - 105-749-342	BIR
Samuel F. Villacampa	TIN - 106-749-415	BIR
Jose A. Tuason	TIN - 105-749-393	BIR
Luis T. Chuidian	TIN - 125-099-760	BIR
Eduardo B. Guinto	TIN - 105-749-247	BIR
Ma. Melinda A. Zuñiga	TIN - 134-200-705	BIR

that they are the same persons who personally signed before me the foregoing Directors' Certificate of Amendment of Articles of Incorporation, acknowledged that they executed the same.

Doc. No. 102;
Page No. 21;
Book No. 11;
Series of 2012.

Date: 9-7-2012 Time: 3:40 PM

www.sec.gov.ph

VERNY JUAN C. CAMACHO

Notary Public for Makati City

Comm. No. M-199 UNY Lic. 3172012

PTR No. 3181937/01-02-12/Makati City

IBP No. 867662/01-05-12/Makati City

Roll No. 50394

2/F, One Corporate Plaza, 845 Arnaiz Ave.
Legaspi Village, Makati City

CERTIFIED MACHINE COPY
PAGE 21 OF 21 PAGES
VERIFIED BY:

REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
EDSA MANDALUYONG, METRO MANILA 7/19/20

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND
CORRECT MACHINE REPRODUCTION OF THE OFFICIAL FILE(S)
THEREOF IN THE CUSTODY OF THE COMMISSION CONSISTING
OF Two Or One PAGE(S)
Two Or One

VERIFIED BY Or FEES P PAID
OR No 927090 DATED 7/19/20


ISMA C. GONZALES
ASSISTANT DIRECTOR
CENTRAL RECEIVING AND RECORDS DIVISION





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



PURCHASE REQUEST

Fund Cluster:

Office/Section :		PR No.: <u>PR24-0083</u>		Date: February 20, 2024	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	bxs	Ballpen - (I-Gel GI 165) Blk (12'S)	1	350.00	350.00
2	bxs	Ballpen (Black)	1	400.00	400.00
3	bxs	Binder Clip (1 1/4)	1	90.00	90.00
4	bxs	Binder Clips (1")	1	65.00	65.00
5	bxs	Binder Clips (2 Inches)	1	95.00	95.00
6	pcs	Binding Element 1 1/2 Flat	5	80.00	400.00
7	pcs	Binding Element 1 1/4 Flat	5	80.00	400.00
8	pcs	Binding Element 1" Flat	5	55.00	275.00
9	pcs	Brown Envelop Long	50	8.00	400.00
10	pcs	Clear Folder - Long/Green	10	30.00	300.00
11	pcs	Correction Tape 6M X 5 Mm	5	45.00	225.00
12	reams	Coupon Bond A4 S 20	13	260.00	3,380.00
13	reams	Coupon Bond A4 S 24	10	450.00	4,500.00
14	reams	Coupon Bond A4 S 30	15	600.00	9,000.00
15	pcs	Envelop W/ Garter - Long/Brown	20	40.00	800.00
16	pcs	Expanded Folder (Long) Green	20	30.00	600.00
17	pcs	Expanding Envelop With Garter (Long)	20	35.00	700.00
18	bxs	Fastener Coated	3	35.00	105.00
19	reams	Folder Long 14 Pts 100'S	5	800.00	4,000.00
20	Btls	Glue (240 G)	9	85.00	765.00
21	pcs	Heavy Duty Staple Gun Tacker (4-54Mm)	2	2,500.00	5,000.00
22	pcs	Highlighter (Yellow-Green)	3	85.00	255.00
23	boxes	Index Clear Tab (White)	1	120.00	120.00
24	bxs	International Film (Carbon Blue)	3	900.00	2,700.00
25	pcs	Long Brown Envelope	10	25.00	250.00
26	ream	Long Folder 100'S	5	800.00	4,000.00
27	pcs	Looseleaf Folder (With Shoe Lace), Hd	10	90.00	900.00
28	box	Marker Permanent (Fine)	1	778.00	778.00
29	pcs	Masking Tape 1"	5	50.00	250.00
30	pcs	Masking Tape 3/4	5	50.00	250.00
31	packs	Matte (A4) (100 Sheets/Pack)	3	400.00	1,200.00
32	box	My Gel Ballpen (Black)	1	350.00	350.00
33	box	My Gel Ballpen (Blue)	1	350.00	350.00
34	bxs	Paper Clip (Big) (48 Mm)	5	45.00	225.00
35	bxs	Paper Clip (Small) (32 Mm)	5	25.00	125.00
36	Box	Paper Clips (Coated, 50 Mm)	5	35.00	175.00
37	box	Paper Fastener 50'S	1	35.00	35.00
38	pcs	Pencil Sharpener, Rotary W/ Clamp	1	400.00	400.00
39	Box	Pencil, #2	5	80.00	400.00
40	bxs	Permanent Marker (Broad)	3	800.00	2,400.00
SUBTOTAL					47,013.00

Purpose:
Office supplies of Auxiliary and General Services FY 2024 at Main Campus

MDS-14-7
101-200 -02-204
50213016N

Requested by:	Recommending Approval:	Certified:	Approved by:
Signature:	Signature:	Signature:	Signature:
Printed Name: MERVIN L. ICALLA	JOELINE C. LEYNES	ROVELYN P. ROXAS	CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
Designation: Dir. for Auxiliary and General Services	VP for Admin and Finance	Budget Officer III	OIC- Office of the University President



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



PURCHASE REQUEST

Fund Cluster:

Office/Section :		PR No.: PR24-0083		Date: February 20, 2024	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
41	packs	Photo Paper (A4, Plain Back)	10	180.00	1,800.00
42	pcs	Plastic Ruler	3	25.00	75.00
1	crg	Print Cartridge Black Im C2500	2	6,000.00	12,000.00
2	crg	Print Cartridge Cyan Im C2500	2	11,000.00	22,000.00
3	crg	Print Cartridge Magenta Im C2500	2	11,000.00	22,000.00
4	crg	Print Cartridge Yellow Im C2500	2	11,000.00	22,000.00
43	pcs	Record Book 200 Lvs	10	90.00	900.00
44	pcs	Record Book 500 Lvs	10	400.00	4,000.00
45	pcs	Scissor Big	1	80.00	80.00
46	pcs	Scotch Tape (2")	2	50.00	100.00
47	rolls	Scotch Tape 1	2	30.00	60.00
48	rolls	Scotch Tape 3/4	2	20.00	40.00
49	pcs	Scotch Tape White	2	30.00	60.00
50	pcs	Scotch Tape (1")	2	30.00	60.00
51	pcs	Short Brown Envelope	1	15.00	15.00
52	ream	Short Folder 100'S	1	604.00	604.00
53	pcs	Sign Pen (Hi-Techpoint - Black)	5	80.00	400.00
54	pcs	Sign Pen (Hi-Techpoint - Blue)	5	80.00	400.00
55	bxs	Sign Pen Um-153S (Black) 12'S	1	1,200.00	1,200.00
56	bxs	Sign Pen Um-153S (Blue) 12'S	1	1,200.00	1,200.00
57	bots	Stamp Pad Ink	1	250.00	250.00
58	bxs	Staple Wire # 35	5	45.00	225.00
59	pcs	Stapler W/ Remover	1	435.00	435.00
60	packs	Sticker Paper	2	60.00	120.00
61	pack	Sticker Paper (A4) 10 Sheets	2	120.00	240.00
62	packs	Sticker Paper (Gloss)	2	80.00	160.00
63	pad	Sticky Note (76X76Mm)	5	50.00	250.00
64	set	Sticky Tab	5	50.00	250.00
65	unit	Tape Dispenser	1	350.00	350.00
66	pack	Vellum 180 Gsm (Long) 10 Sheets	2	120.00	240.00
67	bxs	White Envelop Long #10	3	400.00	1,200.00
68	pcs	White Folder (Long)	50	15.00	750.00
69	bxs	Whiteboard Marker 12'S	1	760.00	760.00
70	bottles	Whiteboard Marker Ink, Black	5	200.00	1,000.00
SUBTOTAL 1					47,013.00
SUBTOTAL 2					95,224.00
GRANDTOTAL					142,237.00

Purpose:
Office supplies of Auxiliary and General Services FY 2024 at Main Campus

MDS-14-7
101-200 - 02-214
60203010W

Signature:
Printed Name: MERVIN L. ICALLA
Designation: Dir. for Auxiliary and General Services

Recommended Approval:

JOELEN C. LEYNES
VP for Admin and Finance

Certified:

ROVELYN P. ROXAS
Budget Officer III

Approved by:

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

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

APPROVED BUDGET FOR THE CONTRACT (ABC)
Supply and Delivery of Office Supplies and Photocopier Toner for the Office of the Director for Auxiliary and General Services at MinsU Main Campus
Alcate, Victoria, Oriental Mindoro
Project Name and Location

Stations: Mindoro State University
Length:

Contract Duration:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS		TOTAL COST	UNIT COST
									% INFLATION,	VALUE		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	Lot 1- Office Supplies				-							
1	Ballpen - (1-Gel GI 165) Blk (12'S)	1	bxs	350.00	350.00							
2	Ballpen (Black)	1	bxs	400.00	400.00							
3	Binder Clip (1 1/4")	1	bxs	90.00	90.00							
4	Binder Clips (1")	1	bxs	65.00	65.00							
5	Binder Clips (2 Inches)	1	bxs	95.00	95.00							
6	Binding Element 1 1/2 Flat	5	pcs	80.00	400.00							
7	Binding Element 1 1/4 Flat	5	pcs	80.00	400.00							
8	Binding Element 1" Flat	5	pcs	55.00	275.00							
9	Brown Envelop Long	50	pcs	8.00	400.00							
10	Clear Folder - Long/Green	10	pcs	30.00	300.00							
11	Correction Tape 6M X 5 Mm	5	pcs	45.00	225.00							
12	Coupon Bond A4 S 20	13	reams	260.00	3,380.00							
13	Coupon Bond A4 S 24	10	reams	450.00	4,500.00							
14	Coupon Bond A4 S 30	15	reams	600.00	9,000.00							
15	Envelop W/ Garter - Long/Brown	20	pcs	40.00	800.00							
16	Expanded Folder (Long) Green	20	pcs	30.00	600.00							
17	Expanding Envelop With Garter (Long)	20	pcs	35.00	700.00							
18	Fastener Coated	3	bxs	35.00	105.00							
19	Folder Long 14 Pts 100'S	5	reams	800.00	4,000.00							
20	Glue (240 G)	9	BtIs	85.00	765.00							
21	Heavy Duty Staple Gun Tacker (4-54Mm)	2	pcs	2,500.00	5,000.00							
22	Highlighter (Yellow-Green)	3	pcs	85.00	255.00							
23	Index Clear Tab (White)	1	boxes	120.00	120.00							
24	International Film (Carbon Blue)	3	bxs	900.00	2,700.00							
25	Long Brown Envelope	10	pcs	25.00	250.00							
26	Long Folder 100'S	5	ream	800.00	4,000.00							
27	Looseleaf Folder (With Shoe Lace), Hd	10	pcs	90.00	900.00							
28	Marker Permanent (Fine)	1	box	778.00	778.00							

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29	Masking Tape 1"	5	pcs	50.00	250.00														
30	Masking Tape 3/4"	5	pcs	50.00	250.00														
31	Matte (A4) (100 Sheets/Pack)	3	packs	400.00	1,200.00														
32	My Gel Ballpen (Black)	1	box	350.00	350.00														
33	My Gel Ballpen (Blue)	1	box	350.00	350.00														
34	Paper Clip (Big) (48 Mm)	5	bxs	45.00	225.00														
35	Paper Clip (Small) (32 Mm)	5	bxs	25.00	125.00														
36	Paper Clips (Coated, 50 Mm)	5	Box	35.00	175.00														
37	Paper Fastener 50'S	1	box	35.00	35.00														
38	Pencil Sharpener, Rotary W/ Clamp	1	pcs	400.00	400.00														
39	Pencil, #2	5	Box	80.00	400.00														
40	Permanent Marker (Broad)	3	bxs	800.00	2,400.00														
41	Photo Paper (A4, Plain Back)	10	packs	180.00	1,800.00														
42	Plastic Ruler	3	pcs	25.00	75.00														
43	Record Book 200 Lvs	10	pcs	90.00	900.00														
44	Record Book 500 Lvs	10	pcs	400.00	4,000.00														
45	Scissor Big	1	pcs	80.00	80.00														
46	Scotch Tape (2")	2	pcs	50.00	100.00														
47	Scotch Tape 1"	2	rolls	30.00	60.00														
48	Scotch Tape 3/4"	2	rolls	20.00	40.00														
49	Scotch Tape White	2	pcs	30.00	60.00														
50	Scotch Tape (1")	2	pcs	30.00	60.00														
51	Short Brown Envelope	1	pcs	15.00	15.00														
52	Short Folder 100'S	1	ream	604.00	604.00														
53	Sign Pen (Hi-Techpoint - Black)	5	pcs	80.00	400.00														
54	Sign Pen (Hi-Techpoint - Blue)	5	pcs	80.00	400.00														
55	Sign Pen Um-1535 (Black) 12'S	1	bxs	1,200.00	1,200.00														
56	Sign Pen Um-1535 (Blue) 12'S	1	bxs	1,200.00	1,200.00														
57	Stamp Pad Ink	1	bots	250.00	250.00														
58	Staple Wire # 35	5	bxs	45.00	225.00														
59	Stapler W/ Remover	1	pcs	435.00	435.00														
60	Sticker Paper	2	packs	60.00	120.00														
61	Sticker Paper (A4) 10 Sheets	2	pack	120.00	240.00														
62	Sticker Paper (Gloss)	2	packs	80.00	160.00														
63	Sticky Note (76X76Mm)	5	pad	50.00	250.00														
64	Sticky Tab	5	set	50.00	250.00														
65	Tape Dispenser	1	unit	350.00	350.00														
66	Vellum 180 Gsm (Long) 10 Sheets	2	pack	120.00	240.00														
67	White Envelop Long #10	3	bxs	400.00	1,200.00														
68	White Folder (Long)	50	pcs	15.00	750.00														
69	Whiteboard Marker 12'S	1	bxs	760.00	760.00														
70	Whiteboard Marker Ink, Black	5	bottles	200.00	1,000.00														
	Lot 2- Photocopier Toner																		

1	Print Cartridge Black 1m C2500	2	crg	6,000.00	12,000.00												
2	Print Cartridge Cyan 1m C2500	2	crg	11,000.00	22,000.00												
3	Print Cartridge Magenta 1m C2500	2	crg	11,000.00	22,000.00												
4	Print Cartridge Yellow 1m C2500	2	crg	11,000.00	22,000.00												
XXXXXXXXXXXXXXXXXXXXXXXXXXXX					-												
GRAND TOTAL					142,237.00												

Prepared by:

Submitted by:

Recommending Approval:

Approved:

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