



SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE REGISTRAR'S OFFICE AT MinSU CALAPAN CITY

CAMPUS

Name of Project

BAC Resolution Recommending Approval

Resolution No. 65, 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 Registrar's Office at MinSU Calapan City Campus"** with an Approved Budget for the Contract (ABC) amounting to **Ninety-Three Thousand Three Hundred Eighty-Six Pesos (Php93,386.00)**;

WHEREAS, in response to the said advertisement, four (4) suppliers were found in the document request list, and two (2) suppliers in the name of **DUPLICAT NON-SPECIALIZED WHOLESALE TRADING** and **MKRJ MARKETING** submitted price quotation before the deadline;

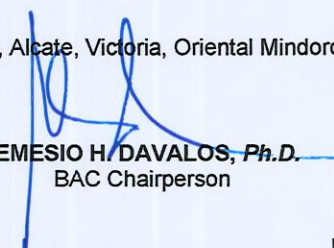
WHEREAS, the detailed evaluation of price quotation resulted in the following:

Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
Php93,386.00	Duplicat Non-Specialized Wholesale Trading	Php92,171.00
	MKRJ Marketing	Php92,832.00

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 **DUPLICAT NON-SPECIALIZED WHOLESALE TRADING** with the Lowest Calculated Responsive Bid (LCRB);

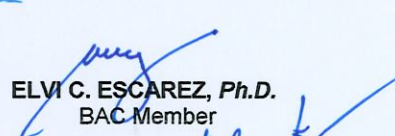
NOW, THEREFORE, the Bids and Awards Committee (BAC) **HEREBY RESOLVED AS IT IS HEREBY RESOLVED**, recommended to the Head of Procuring Entity the approval of this resolution for the abovementioned procurement awarding of contract for the **"Supply and Delivery of Office Supplies for the Registrar's Office at MinSU Calapan City Campus"** to **Duplicat Non-Specialized Wholesale Trading** amounting to **Ninety-Two Thousand One Hundred Seventy-One Pesos (Php92,171.00)** with official address at **Sto. Niño, Calapan City, Oriental Mindoro** as the supplier/bidder with the Lowest Calculated Responsive Bid (LCRB);


RESOLVED, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 15th day of April, 2024.


NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson

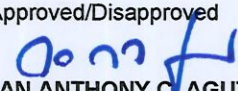

ANSELMO R. ULEP, JR.
BAC Vice Chairperson


CIEDELLE P. SALAZAR Ph.D.
BAC Member


ELVI C. ESCAREZ, Ph.D.
BAC Member


MELGAR G. FADRIQUELAN
BAC Member

Approved/Disapproved


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



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10728539
Procuring Entity MINDORO STATE UNIVERSITY
Title Supply and Delivery of Office Supplies for the Registrar's Office at MinSU Calapan City Campus
Area of Delivery Oriental Mindoro

Solicitation Number:	RFQ No. 2024-62	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	4
Category:	Office Equipment Supplies and Consumables	Date Published	05/04/2024
Approved Budget for the Contract:	PHP 93,386.00	Last Updated / Time	05/04/2024 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	12/04/2024 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 A4 Bond Paper (Sub 20) 70
- 2 boxes ballpen- (I Gel GL 165) blk (12's) 15
- 3 boxes Binder Clips (Jumbo) 10
- 4 pcs Correction Tape (big) 10
- 5 pcs Correction Tape (Small) 15
- 6 rolls Double Sided tape (1") 5
- 7 pcs Expanding envelope with garter (long, brown) 20
- 8 pcs Expanding Folder (Long, Green) 200
- 9 pcs Expanding Folder (Long, Red) 100

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

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REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for the Registrar's Office at MinSU Calapan City Campus

PR No.: 2024-050

RFQ No. 2024-62

ABC Amount: Php93,386.00

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

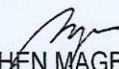
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 5. G-EPIS Registration Certificate shall be attached upon submission of the Quotation.
 6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
 7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	reams	A4 Bond Paper (Sub 20)	70	272.00	19,040.00
2	boxes	ballpen- (1 Gel GL 165) blk (12's)	15	320.00	4,800.00
3	boxes	Binder Clips (Jumbo)	10	79.00	790.00
4	pcs	Correction Tape (big)	10	43.00	430.00
5	pcs	Correction Tape (Small)	15	33.00	495.00
6	rolls	Double Sided tape (1")	5	33.00	165.00
7	pcs	Expanding envelope with garter (long, brown)	20	19.00	380.00
8	pcs	Expanding Folder (Long, Green)	200	21.00	4,200.00
9	pcs	Expanding Folder (Long, Red)	100	21.00	2,100.00
10	boxes	fastener Coated	5	46.00	230.00
11	reams	File Folder long 14pts (white) 100's	15	841.00	12,615.00
12	pcs	File rack hard cardboard material (dark green)	40	374.00	14,960.00
13	boxes	Gold Seal #24	30	57.00	1,710.00
14	boxes	Fine Line water and fade proof	2	1,193.00	2,386.00
		Pigment ink blue (for signing of Diploma)			
15	boxes	Hi-techpoint V10grip blue (for signing of TOR)	5	1,025.00	5,125.00
16	reams	Long Bond Paper (Sub 20)	50	296.00	14,800.00
17	bottle	Oil Based ink pre-ink stamp purple (50ml)	5	350.00	1,750.00
18	rolls	Packaging Tape Transparent (2")	5	166.00	830.00
19	boxes	Pencil #2 (12's)	5	133.00	665.00
20	boxes	Pentel Pen Black (Broad)	1	494.00	494.00
21	pcs	Scissor (big)	2	55.00	110.00
22	rolls	scotch Tape (1")	20	27.00	540.00
23	pcs	scotch Tape Holder (1")	2	115.00	230.00
24	boxes	Staple Wire #35	20	61.00	1,220.00
25	pcs	Stapler with remover	3	362.00	1,086.00
26	packs	Sticker Paper A4 matt (10's)	20	51.00	1,020.00
XX					
TOTAL					92,171.00

MSU-BAC-FR-05.01



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
04-12-2024

Date

General Conditions

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

- Completeness of Submission
- Compliance with Item & Description Requirements
- Price

Instructions

- 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.
- 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.
- All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
- All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

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

Warranty

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

Payment

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

MSU-BAC-FR-05.01



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for the Registrar's Office at MinSU Calapan City Campus

PR No.: 2024-050
RFQ No. 2024-62
ABC Amount: Php93,386.00

Company Name : MKRJ MARKETING
Address : San Agustin 1, Naujan, Oriental Mindoro

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

NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson

- Note:
- 1. All entries must be typewritten.
 - 2. Delivery Period within _____ calendar days.
 - 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	A4 Bond Paper (Sub 20)	70	255.00	17,850.00 ✓
2	boxes	ballpen- (I Gel GL 165) blk (12's)	15	500.00	7,500.00 ✓
3	boxes	Binder Clips (Jumbo)	10	100.00	1,000.00 ✓
4	pcs	Correction Tape (big)	10	48.00	480.00 ✓
5	pcs	Correction Tape (Small)	15	35.00	525.00 ✓
6	rolls	Double Sided tape (1")	5	50.00	250.00 ✓
7	pcs	Expanding envelope with garter (long, brown)	20	35.00	700.00 ✓
8	pcs	Expanding Folder (Long, Green)	200	28.00	5,600.00 ✓
9	pcs	Expanding Folder (Long, Red)	100	28.00	2,800.00 ✓
10	boxes	fastener Coated	5	82.00	410.00 ✓
11	reams	File Folder long 14pts (white) 100's	15	720.00	10,800.00 ✓
12	pcs	File rack hard cardboard material (dark green)	40	220.00	8,800.00 ✓
13	boxes	Gold Seal #24	30	300.00	9,000.00 ✓
14	boxes	Fine Line water and fade proof	2	800.00	1,600.00 ✓
		Pigment ink blue (for signing of Diploma)			
15	boxes	Hi-techpoint V10grip blue (for signing of TOR)	5	800.00	4,000.00 ✓
16	reams	Long Bond Paper (Sub 20)	50	265.00	13,250.00 ✓
17	bottle	Oil Based ink pre-ink stamp purple (50ml)	5	300.00	1,500.00 ✓
18	rolls	Packaging Tape Transparent (2")	5	70.00	350.00 ✓
19	boxes	Pencil #2 (12's)	5	140.00	700.00 ✓
20	boxes	Pentel Pen Black (Broad)	1	300.00	300.00 ✓
21	pcs	Scissor (big)	2	120.00	240.00 ✓
22	rolls	scotch Tape (1")	20	45.00	900.00 ✓
23	pcs	scotch Tape Holder (1")	2	200.00	400.00 ✓
24	boxes	Staple Wire #35	20	50.00	1,000.00 ✓
25	pcs	Stapler with remover	3	299.00	897.00 ✓
26	packs	Sticker Paper A4 matt (10's)	20	99.00	1,980.00 ✓
XX			TOTAL		Php 92,832.00 ✓

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

MARCEL K. RECTO
Supplier's Signature over Printed Name
299-108-912-000
TIN No. of Establishment
09369516747
Contact Number
04-12-2024
Date



General Conditions

1. Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Oriental Mindoro, Philippines on the date and time stated in this RFP.
 2. Supplier shall submit the following requirements:
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 - 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.

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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.

ew Organization Information

[Sub-Organization List](#) | [Organization Contact List](#) | [View Certificate](#) | [View History](#) | [Bank Account](#)
 Update

JPLICAT NON-SPECIALIZED WHOLESALE TRADING (DUPLICAT TRADING)

 iho Street
 iapan City
 iental Mindoro
 glon IV-B
 iippines
 00

Organization Member Type: Supplier
Organization Number: 336818
Registration Date: 10-Jun-2021
Registration Type: Red
Form of Organization: Single Proprietorship
Organization Type: Distributor, General Merchandise, Trading, Services
Business Category: Office Equipment Supplies and Consumables, Fixtures, Furniture, Furniture Parts and Accessories, Garments, Guns and Weapons, Hardware and Construction Supplies, Information Technology, Information Technology Parts & Accessories & Perip, Investigative Equipment, Janitorial Equipment, Kitchenware, Medical Supplies and Laboratory Instrument, Medical and Dental Equipment, Office Equipment, Office Equipment Parts and Accessories, Office Supplies and Devices, Photographic Equipment, Photographic Parts, Supplies and Accessories, Textiles, Vehicle Parts and Accessories, Vehicles, Packaging Supplies and Materials, Printing Services, Janitorial Supplies, Agricultural Machinery and Equipment, Appliances, Chemicals and Chemical Products, Communication Equipment & Parts and Accessories, Electrical Supplies, Ammunitions and Explosives, Laboratory Supplies and Equipment, Printing Supplies, Agricultural Chemicals, Veterinary Products and Supplies, Airconditioning and Airconditioning Systems, Electrical Systems and Lighting Components, Personal Care Products, Automation Equipment, Chemical Detergents, Computer Furniture, Construction Equipment, Corporate Giveaways, Electronic Parts and Components, Engineering and Laboratory Testing Equipment, Environmental Health/Safety Equipment, Fertilizers, Fuels/Fuel Additives & Lubricants & Anti Corrosive, General Merchandise, Industrial Safety Equipment, Machine Tools, Hospital / Medical Equipment, Microfilm Equipment, Microfilm Equipment - Supplies and Accesories, Mining Equipment and Supplies, Pest Control Products, Plastic Products, Radiological/Diagnostic Equipment, Safety and Occupational Products, Sporting Goods, Catering Services, Dairy Products, Security Surveillance and Detection Equipment, Preserved or Processed Foods, Food Stuff, Grocery Items, Agricultural Products (Seeds, Seedlings, Plants.), Tokens and Awards, Food Processing Equipment, Animal Feeds, Signage and Accessories, Gaming Equipment and Paraphernalia, Arts and Crafts Accessories and Supplies, Purses, handbags and bags, Bedclothes, Linens and Towels, Timepieces and Jewelry and Gemstone Products, Institutional food services equipment, Beverages, Pyrotechnics and Fireworks, Paper Materials and Products, Packed Food Distributor
Business Tax Identification Number: 262-488-795-000
T1 Certificate Number: 2366055
T1 Registration Date: 28-Dec-2020
Capitalization: Php 1,000,000.00
Agency Registration: No
Accredited: No
Created By: [Cyr Stephen Abalon Magbanua](#)
Date Last Updated: 18-Jan-2023



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

TAUMBAYAN ANG
MA SUSUNOD

2024

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

P= 8,350.00

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

Payment for 1-4

Notes:

1. This Permit will expire on Dec 31, 2024
2. This Mayor's Permit, together with the official receipt, shall at all times be displayed or posted for public view in a conspicuous place within the place of business or undertaking.

Check
Check number _____
Bank _____

Cash
O.R. Number _____
Date 1222681
1/8/2024

Payment received by: _____

ASSESSMENT REVIEWED BY:

RECOMMENDING APPROVAL:

APPROVED BY:

EDUARD L. REYES

Licensing Officer IV

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

MARILOU F. MORILLO
City Mayor

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



REPUBLIKANG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANILAN NG RENTAS INTERNAS
REVENUE REGION NO. 09A
REVENUE DISTRICT NO. 063

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

IRC0001388570
OCN

CERTIFICATE OF REGISTRATION

TIN	262-488-795-000	NAME	MAGBANUA, CYR STEPHEN ABALON	REGISTRATION DATE	07/02/2008								
REGISTERED ADDRESS	STO. NINO CALAPAN CITY ORIENTAL MINDORO 5200												
REGISTERED ACTIVITY(IES)	TAX TYPE												
INCOME TAX	PERCENTAGE TAX - QUARTERLY												
REGISTRATION FEE													
TRADE NAME	LINE OF BUSINESS / INDUSTRY												
DUPLICAT NON-SPECIALIZED WHOLESALE	5190 OTHER WHOLESALING												
SALE TRADING	5235 RETAIL OF BOOKS, OFFICE/SCHOOL SUPPLIES, NEWSPAPERS, MGZNS												
REMINDEERS: FILE and PAY	5239 OTHER RETAIL SALE IN SPECIALIZED STORES												
TAX TYPE: IT/RE/PT	Single Proprietor												
<p>1. Payment of Annual Registration Fee of P500.00 on or before January 31 of each year;</p> <p>2. Ending Inventory - on or before January 30 of each year;</p> <p style="padding-left: 20px;">• Inventory List + CD + Sworn Declaration.</p>													
<p>Percentage Tax</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1st Qtr. - on or before Apr. 25 - Form 2551Q 1701Q</td> <td style="width: 50%;">1st Qtr. - on or before May 15 - Form 1701Q</td> </tr> <tr> <td>2nd Qtr. - on or before Jul. 25 - Form 2551Q 1701Q</td> <td>2nd Qtr. - on or before August 15 - Form 1701Q</td> </tr> <tr> <td>3rd Qtr. - on or before Oct. 25 - Form 2551Q 1701Q</td> <td>3rd Qtr. - on or before November 15 - Form 1701Q</td> </tr> <tr> <td>4th Qtr. - on or before Jan 25 NY - Form 2551Q 1701Q</td> <td>Final ITR - on or before April 15 NY - Form 1701Q</td> </tr> </table>						1 st Qtr. - on or before Apr. 25 - Form 2551Q 1701Q	1 st Qtr. - on or before May 15 - Form 1701Q	2 nd Qtr. - on or before Jul. 25 - Form 2551Q 1701Q	2 nd Qtr. - on or before August 15 - Form 1701Q	3 rd Qtr. - on or before Oct. 25 - Form 2551Q 1701Q	3 rd Qtr. - on or before November 15 - Form 1701Q	4 th Qtr. - on or before Jan 25 NY - Form 2551Q 1701Q	Final ITR - on or before April 15 NY - Form 1701Q
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3 rd Qtr. - on or before Oct. 25 - Form 2551Q 1701Q	3 rd Qtr. - on or before November 15 - Form 1701Q												
4 th Qtr. - on or before Jan 25 NY - Form 2551Q 1701Q	Final ITR - on or before April 15 NY - Form 1701Q												
<p>Update Registration Information, for any changes in Status, Location and Tax Types (1905 Form);</p> <p>File and Pay Excise Tax upon removal of such products from the locality where extracted.</p> <p>Register Book of Accounts.</p> <p>3. IN CASE OF CLOSURE/RETIREMENT OF BUSINESS, NOTIFY IMMEDIATELY REVENUE DISTRICT OFFICE CLIENT SUPPORT SECTION.</p>													

UPDATED ON FEB 24 2021

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

ATTY. EMELITA R. ABO


OLIVER P. CAINGAT
OIC, Asst. Revenue District Officer


REVENUE DISTRICT OFFICER (signature over printed name)



THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

EN

BIR Form No. 1701 January 2018 (ENCS) Page 3	Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18ENCS P3
TIN _____ Taxpayer/Filer's Last Name _____ MAGBANJA CYR STEPHEN A		
3.B - For 8% Flat Income Tax Rate (DO NOT enter Carrying: 65 Carrying or less (drop down: 50 or more round up)		
Particulars	A. Taxpayer/Filer	B. Spouse
26 Sales/Revenues/Receipts/Fees (net of sales returns, allowances and discounts)	0.00	0.00
Add: Other Non-Operating Income (specify below)		
27	0.00	0.00
28 Total Income (Sum of Items 26 and 27)	0.00	0.00
Less: Allowable reduction from gross sales/receipts and other non-operating income of purely self-employed individuals and/or professionals in the amount of P250,000 (not applicable if with compensation income)	0.00	0.00
29 Taxable Income/(Loss) (Item 28 Less Item 29)	0.00	0.00
30 Tax Due-Business Income (Item 30 x 8% Flat Income Tax Rate)	0.00	0.00
31 Total Tax Due-Compensation & Business Income (under flat rate)(Sum of Items 7 and 31) (To Part VI Item 1)	0.00	0.00
Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheet/s, if necessary)		
1 Amortizations	0.00	0.00
2 Bad Debts	0.00	0.00
3 Charitable and Other Contributions	0.00	0.00
4 Depletion	0.00	0.00
5 Depreciation	0.00	0.00
6 Entertainment, Amusement and Recreation	0.00	0.00
7 Fringe Benefits	0.00	0.00
8 Interest	0.00	0.00
9 Losses	0.00	0.00
10 Pension Trusts	0.00	0.00
11 Rental	0.00	0.00
12 Research and Development	0.00	0.00
13 Salaries, Wages and Allowances	0.00	0.00
14 SSS, GSIS, Philhealth, HDMF and Other Contributions	8,000.00	0.00
15 Taxes and Licenses	7,000.00	0.00
16 Transportation and Travel	0.00	0.00
17 Others (Deductions Subject to Withholding Tax and Other Expenses) (specify below; Add additional sheet/s, if necessary)		
a Janitorial and Messengerial Services	0.00	0.00
b Professional Fees	0.00	0.00
c Security Services	0.00	0.00
d	0.00	0.00
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) (To part V Schedule 3.A Item 13)	15,000.00	0.00
Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)		
5.A - Taxpayer/Filer	Description	Legal Basis
1		0.00
2		0.00
3 Total Special Allowable Itemized Deductions-Taxpayer/Filer (Sum of Items 1 and 2) (To part V Schedule 3.A Item 14A)		0.00
5.B - Spouse		
4		0.00
5		0.00
6 Total Special Allowable Itemized Deductions-Spouse (Sum of Items 4 and 5) (To part V Schedule 3.A Item 14B)		0.00
Schedule 6 - Computation of Net Operating Loss carry Over (NOLCO)		
6.A - Computation of NOLCO		
Description	A. Taxpayer/Filer	B. Spouse
1 Gross Income	0.00	0.00
2 Less: Ordinary Allowable Itemized Deductions	0.00	0.00
3 Net Operating Loss (Item 1 Less Item 2) (To Schedule 6.A.1 Item 7A and/or Schedule 6.A.2 Item 12A)	0.00	0.00
6.A.1 - Taxpayer/Filer's Detailed Computation of Available NOLCO		
Net Operating Loss Year Incurred	A. Amount	B. NOLCO Applied Previous Year/s
4	0.00	0.00
5	0.00	0.00
6	0.00	0.00
7	0.00	0.00
		C. NOLCO Expired
		0.00
		D. NOLCO Applied Current Year
		0.00
		E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]
		0.00
8 Total NOLCO - taxpayer/Filer (Sum of Items 4D to 7D) (To Part V Schedule 3.A Item 15A)		

BIR Form No. 1701 January 2018 (ENCS) Page 4	Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18ENCS P4			
TIN: _____ Taxpayer/Filer's Last Name: <u>MAZANIAN CYR STEPHEN A</u>					
(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 3A Item 15B)				0.00	
PART VI - Summary of Income Tax Due					
1 Regular Rate-Income Tax Due (From Part V, Either Item 25 or Item 32)	15,006.00	0.00			
2 Special Rate-Income Tax Due (From Part X Item 17B/17F)	0.00	0.00			
3 Less: Share of Other Government Agency, if remitted directly to the Agency	0.00	0.00			
4 Net Special Rate-Income Tax Due/Share of National Govt. (Item 2 Less Item 3)	0.00	0.00			
5 Total Income Tax Due (Sum of Items 1 & 4) (To Part II Item 22)	15,006.00	0.00			
PART VII - Tax Credits/Payments (attach proof)					
1 Prior Year's Excess Credits	0.00	0.00			
2 Tax Payments for the First Three (3) Quarters	0.00	0.00			
3 Creditable Tax Withheld for the First Three (3) Quarters	0.00	0.00			
4 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter	0.00	0.00			
5 Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 3Ad 3Bd)	0.00	0.00			
6 Tax Paid in Return Previously Filed, if this is an Amended Return	0.00	0.00			
7 Foreign Tax Credits, if applicable	0.00	0.00			
8 Special Tax Credits, if applicable (To Part VIII Item 6)	0.00	0.00			
9 Other Tax Credits/Payments (specify) _____	0.00	0.00			
10 Total Tax Credits/Payments (Sum of Items 1 to 9) (To Part II Item 23)	0.00	0.00			
PART VIII - Tax Relief Availment					
VIIIA - Special Rate					
1 Regular Income Tax Otherwise Due (Part X Item 16B and/or Item 16F X applicable regular income tax rate)	0.00	0.00			
2 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7B and/or Item 7F X applicable regular income tax rate)	0.00	0.00			
3 Sub-Total - Tax Relief (Sum of Items 1 and 2)	0.00	0.00			
4 Less: Income Tax Due (From Part X Item 17B and/or Item 17F)	0.00	0.00			
5 Tax Relief Availment Before Special Tax Credit (Item 3 Less Item 4)	0.00	0.00			
6 Add: Special Tax Credit, if any (From Part VII Item 8)	0.00	0.00			
7 Total Tax Relief Availment-SPECIAL (Sum of Items 5 and 6)	0.00	0.00			
VIIIB - Exempt					
8 Regular Income Tax Otherwise Due (Part X Item 16A and/or Item 16E X applicable regular income tax rate)	0.00	0.00			
9 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7A and/or Item 7E X applicable regular income tax rate)	0.00	0.00			
10 Total Tax Relief Availment-EXEMPT (Sum of Items 8 and 9)	0.00	0.00			
PART IX - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheets, if necessary)					
Particulars	A. Taxpayer/Filer	B. Spouse			
1 Net Income/(Loss) per Books	0.00	0.00			
Add: Non-Deductible Expenses/Taxable Other Income					
2	325,031.00	0.00			
3	0.00	0.00			
4	0.00	0.00			
5 Total (Sum of Items 1 to 4)	325,031.00	0.00			
Less: A) Non-Taxable Income and Income Subjected to Final Tax					
6	0.00	0.00			
7	0.00	0.00			
B) Special/Other Allowable Deductions					
8	0.00	0.00			
9	0.00	0.00			
10 Total (Sum of Items 6 to 9)	0.00	0.00			
11 Net Taxable Income/(Loss) (Item 5 Less Item 10)	325,031.00	0.00			

For BIR
Use Only ItemRepublic of the Philippines
Department of Finance
Bureau of Internal 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 P

1 Month ☒ For the Year (YYYY) 2021 2 Amended Return? ☐ Yes ☒ No 3 Short Period Return? ☐ Yes ☒ No

PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER

4 Taxpayer Identification Number (TIN) 682 - 688 - 695 - 600		5 RDO Code 663	
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"/> 8012 Business Income-Graduated IT Rates <input type="radio"/> 8014 Income from Profession-Graduated IT Rates <input type="radio"/> 8013 Mixed Income-Graduated IT Rates <input type="radio"/> 8011 Compensation Income <input type="radio"/> 8015 Business Income-8% IT Rate <input type="radio"/> 8017 Income from Profession-8% IT Rate <input type="radio"/> 8016 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) MAGSALUA CYR STEPHEN A			
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) JTC NINO CALAPAN CITY ORIENTAL MINDORO			
10 Date of Birth (MM/DD/YYYY) 1/16/1986		11 Email Address jazzie.gg94@gmail.com	
12 Citizenship FILIPINO		13 Claiming Foreign Tax Credits? <input type="radio"/> Yes <input checked="" type="radio"/> No	
14 Foreign Tax Number, if applicable			
15 Contact Number (Landline/Cellphone No.) 09		16 Civil Status (if applicable) <input checked="" type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Legally Separated <input type="radio"/> Widower	
17 If married, spouse has income? <input type="radio"/> Yes <input checked="" type="radio"/> No		18 Filing Status <input type="radio"/> Joint Filing <input checked="" type="radio"/> Separate Filing	
19 Income EXEMPT from Income Tax? <input type="radio"/> Yes <input checked="" type="radio"/> No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]		20 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="radio"/> Yes <input checked="" type="radio"/> No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]	

21 Tax Rate* (choose one) <input checked="" type="radio"/> Graduated Rates (Choose Method of Deduction in Item 21A) <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)]	21A Method of Deduction (choose one) <input checked="" type="radio"/> Itemized Deduction [Sec. 34(A-J), NIRC] <input type="radio"/> 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)	15,006.00	0.00
23 Less: Total Tax Credits/Payments (From Part VII Item 10)	0.00	0.00
24 Tax Payable/(Overpayment) (Item 22 Less Item 23)	15,006.00	0.00
25 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before October 15 (50% or less of Item 22)	0.00	0.00
26 Amount of Tax payable/(Overpayment) (Item 24 Less Item 25)	15,006.00	0.00
Add: Penalties		
27 Interest	0.00	0.00
28 Surcharge	0.00	0.00
29 Compromise	0.00	0.00
30 Total Penalties (Sum of Items 27 to 29)	0.00	0.00
31 Total Amount Payable/(Overpayment) (Sum of Items 26 and 30)	15,006.00	0.00
32 Aggregate Amount Payable/(Overpayment) (Sum of Items 26 and 30)		15,006.00

If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable)
☐ To be refunded ☐ To be issued a Tax Credit Certificate (TCC) ☐ To be carried over as a tax credit for next year/quarter

I declare under the penalties of perjury that this return, and all its attachments, have been made in good faith, verified by me, and to the best of my knowledge and belief, are true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I give my consent to the processing of my information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes. (If signed by an Authorized Representative, indicate TIN and attach authorization letter)

33 Number of Attachments 00

Printed Name and Signature of Taxpayer/Authorized Representative

PART III - DETAILS OF PAYMENT

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

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

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

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

Signature of Taxpayer/Authorized Representative
REVENUE OFFICIAL
04/18/2022
11:09:56 ON 04/18/2022



Department of Finance
Revenue Collection Office
Kawit, Cavite

063 - CALAPAN - INTERNAL MINORO
004887 - POLA

REVENUE OFFICIAL RECEIPT

BIR Form No. 7524

RENTAL TAX 004887 118587
DATE TIME 04/18/2022 12:37:39 PM

TIN 262-488-795-00000

MAGSASAGAN STEPHEN A.
CALAPAN CITY OR MDO

BIR FORM NO. 17
TAX TYPE IT
PERIOD COVERED 12/1/2021
DUE DATE 04/18/2022
QUARTER 0
PARTICULARS

AMOUNT

BASIC TAX	P15,026.00
SUBJECT TAX	P0.00
INTEREST	P0.00
COMPROBATION	P0.00
TOTAL PENALTY	P0.00
TOTAL TAX	P15,026.00

P15,026.00

P15,026.00

FIFTEEN THOUSAND TWENTY SIX
PESOS ONLY

MANNER OF PAYMENT
PER RETURN
TYPE OF PAYMENT
FULL

MODE OF PAYMENT

CASH

AMOUNT

P15,026.00

REPRINT COPY 1

04/18/2022 12:32:20 PM



MERLYN A ULIP
Revenue Collection Officer



This certifies that

DUPLICAT NON-SPECIALIZED WHOLESALE TRADING
(NATIONAL)

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

This certificate issued to

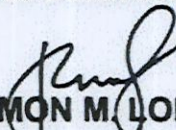
CYR STEPHEN ABALON MAGBANUA

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

In testimony whereof, I hereby sign this

Certificate of Business Name Registration

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


RAMON M. LOPEZ
Secretary

Business Name No. 2366055

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



JVSV415211757772

APPROVED BUDGET FOR THE CONTRACT (ABC)

Supply and Delivery of Office Supplies for the Registrar's Office at Minsu Calapan City Campus
Masidip, Calapan City, Oriental Mindoro
Project Name and Location


Stations: Mindoro State University


Length:


Contract Duration:


ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS			TOTAL COST	UNIT COST
									INFLATION, CURRENCY				
									%	VALUE	VALUE		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	
1	A4 Bond Paper (Sub 20)	70	reams	290.00	20,300.00					(3)X(9)	(10%[(3)+(10)])	(11) / (3)	
2	ballpen - (1 Gel GL 165) blk (12's)	15	boxes	350.00	5,250.00								
3	Binder Clips (Jumbo)	10	boxes	120.00	1,200.00								
4	Correction Tape (big)	10	pcs	60.00	600.00								
5	Correction Tape (Small)	15	pcs	50.00	750.00								
6	Double Sided tape (1")	5	rolls	60.00	300.00								
7	Expanding envelope with garter (long, brown)	20	pcs	35.00	700.00								
8	Expanding Folder (Long, Green)	200	pcs	30.00	6,000.00								
9	Expanding Folder (Long, Red)	100	pcs	30.00	3,000.00								
10	fastener Coated	5	boxes	100.00	500.00								
11	File Folder long 14pts (white) 100's	15	reams	1,000.00	15,000.00								
12	File rack hard cardboard material (dark green)	40	pcs	200.00	8,000.00								
13	Gold Seal #24	30	boxes	50.00	1,500.00								
14	Fine Line water and fade proof	2	boxes	800.00	1,600.00								
	Pigment ink blue (for signing of Diploma)												
15	Ht-techpoint V10grip blue (for signing of TOR)	5	boxes	800.00	4,000.00								
16	Long Bond Paper (Sub 20)	50	reams	325.00	16,250.00								
17	Oil Based ink pre-ink stamp purple (50ml)	5	bottle	100.00	500.00								
18	Packaging Tape Transparent (2")	5	rolls	85.00	425.00								
19	Pencil #2 (12's)	5	boxes	150.00	750.00								
20	Pentel Pen Black (Broad)	1	boxes	130.00	130.00								
21	Scissor (big)	2	pcs	100.00	200.00								

22	scotch Tape (1")	20	rolls	45.00	900.00														
23	scotch Tape Holder (1")	2	pcs	165.50	331.00														
24	Staple Wire #35	20	boxes	115.00	2,300.00														
25	Stapler with remover	3	pcs	500.00	1,500.00														
26	Sticker Paper A4 matt (10's)	20	packs	70.00	1,400.00														
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX																		
	GRAND TOTAL				93,386.00														

Prepared by

REMIELITO C. FICO
 Member, BAC Secretariat

Submitted by

EDGAR MARK LESTER A. MAGPANTAY
 Head, BAC Secretariat

Recommending Approval

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

Approved

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



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



PURCHASE REQUEST

Fund Cluster: *SP*

Office/Section : Office of the Registrar		PR No.: 2024 - 050 Responsibility Center Code :		Date: March 19, 2024	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	reams	A4 Bond Paper (Sub 20)	70	290.00	20,300.00
2	boxes	ballpen -(I Gel GL 165) blk (12's)	15	350.00	5,250.00
3	boxes	Binder Clips (jumbo)	10	120.00	1,200.00
4	pcs	Correction Tape(big)	10	60.00	600.00
5	pcs	Correction Tape(small)	15	50.00	750.00
6	rolls	Double Sided Tape (1")	5	60.00	300.00
7	pcs	Expanding Envelope with garter (long, brown)	20	35.00	700.00
8	pcs	Expanding Folder (Long,green)	200	30.00	6,000.00
9	pcs	Expanding Folder (Long,red)	100	30.00	3,000.00
10	boxes	Fastener coated	5	100.00	500.00
11	reams	File Folder long 14pts (white) 100's	15	1,000.00	15,000.00
12	pcs	File Rack hard cardboard material (dark green)	40	200.00	8,000.00
13	boxes	Gold Seal #24	30	50.00	1,500.00
14	boxes	Fine Line Water and Fade Proof.	2	800.00	1,600.00
15		Pigment ink blue (for signing of Diploma)			-
16	boxes	Hi-techpoint V10grip blue (for signing of TOR)	5	800.00	4,000.00
17	reams	Long Bond Paper (Sub 20)	50	325.00	16,250.00
18	bottles	oil based ink pre-ink stamp purple (50ml)	5	100.00	500.00
19	rolls	Packaging Tape Transparent (2")	5	85.00	425.00
20	boxes	Pencil #2 (12's)	5	150.00	750.00
21	box	Pentel pen black (broad)	1	130.00	130.00
22	pcs	Scissor (big)	2	100.00	200.00
23	rolls	Scotch tape (1")	20	45.00	900.00
24	pcs	Scotch Tape Holder (1")	2	165.50	331.00
25	boxes	Staple Wire #35	20	115.00	2,300.00
26	pcs	Stapler with remover	3	500.00	1,500.00
27	packs	Sticker Paper A4 matt (10's)	20	70.00	1,400.00
Nothing Follows					
TOTAL					93,386.00

Purpose:

For processing the services of the Registrar's Office.

STF - 1071
164-200
03-414
502030172

Requested by:		Recommending Approval:		Certified: Allotment Available		Approved by:	
Signature :	<i>Angelie H. Fernandez</i>	Signature :	<i>Elvic. Escarez</i>	Signature :	<i>Rovelyn P. Roxas</i>	Signature :	<i>Christian Anthony C. Agutaya</i>
Printed Name :	ANGELIE H. FERNANDEZ	Printed Name :	ELVIC. ESCAREZ, Ph.D.	Printed Name :	ROVELYN P. ROXAS	Printed Name :	CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
Designation :	Registrar II	Designation :	Campus Executive Director	Designation :	Budget Officer III	Designation :	OIC - Office of the University President

ALLOTMENT AVAILABLE
CHARGEABLE AGAINST
01- VTF
V12030172
MACHERMIE R. LANDICHO
Acting Budget Officer
MinSCAT - Calapan

END-USER UNIT: Other Service Income
 Charged to STE
 Project, Programs and Activities

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CODE	GENERAL DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACT							
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
5020301000	Office Supplies													
•	A4 Bond Paper (Sub 20)	reams	70	290.00	20,300.00	Public Bidding			✓					
•	ballpen - (1 Gel GL 165) blk (12s)	boxes	15	350.00	5,250.00	Public Bidding			✓					
•	Binder Clips (jumbo)	boxes	10	120.00	1,200.00	Public Bidding			✓					
•	Correction Tape(big)	pcs	10	60.00	600.00	Public Bidding			✓					
•	Correction Tape(small)	pcs	10	50.00	500.00	Public Bidding			✓					
•	Correction Tape(small)	pcs	10	50.00	500.00	Public Bidding			✓					
•	customized self-inking stamp	pcs	5	1,500.00	7,500.00	Public Bidding			✓					
•	Double Sided Tape (1")	rolls	5	60.00	300.00	Public Bidding			✓					
•	Expanding Envelope with garter (long, red)	pcs	20	35.00	700.00	Public Bidding			✓					
•	Expanding Folder (Long, green)	pcs	150	30.00	4,500.00	Public Bidding			✓					
•	Expanding Folder (Long, red)	pcs	100	30.00	3,000.00	Public Bidding			✓					
•	Fastener coated	boxes	5	50.00	250.00	Public Bidding			✓					
•	File Folder long 14pts (white) 100's	reams	15	1,000.00	15,000.00	Public Bidding			✓					
•	File Rack hard cardboard material (dark green)	pcs	50	200.00	10,000.00	Public Bidding			✓					
•	Gold Seal #24	boxes	30	50.00	1,500.00	Public Bidding			✓					
•	Hi-technpoint V10 grip black (for signing of Diplo)	boxes	2	800.00	1,600.00	Public Bidding			✓					
	Subtotal				72,700.00									

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

ANGELIE H. FERNANDO
 Registrar II

Submitted by:

ELV
 Carr

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

VD-USER UNIT : Other Service Income
 charged to STF
 Object, Programs and Activities

CODE	GENERAL DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	SCHEDULE/ MILESTONE OF ACTIVITIES											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
5020301000	Office Supplies																	
•	Hi-techpoint V10 grip blue (for signing of TOR)	boxes	5	800.00	72,790.00	Public Bidding			✓									
•	Long Bond Paper (Sub 20)	reams	50	325.00	16,250.00	Public Bidding			✓									
•	oil based ink pre-ink stamp purple (50ml)	bottles	5	100.00	500.00	Public Bidding			✓									
•	Packaging Tape Transparent (2")	rolls	5	85.00	425.00	Public Bidding			✓									
•	Pencil #2 (12s)	boxes	5	150.00	750.00	Public Bidding			✓									
•	Pentel pen black (broad)	box	1	130.00	130.00	Public Bidding			✓									
•	Scissor (big)	pcs	2	100.00	200.00	Public Bidding			✓									
•	Scotch tape (1")	rolls	20	45.00	900.00	Public Bidding			✓									
•	Scotch Tape Holder (1")	pcs	2	165.50	331.00	Public Bidding			✓									
•	Staple Wire #35	boxes	20	115.00	2,300.00	Public Bidding			✓									
•	Stapler with remover	pcs	2	500.00	1,000.00	Public Bidding			✓									
•	Sticker Paper A4 matt (10s)	packs	20	70.00	1,400.00	Public Bidding			✓									
•	TONER for copier Black IM C2500	bottles	2	11,000.00	22,000.00	Public Bidding			✓									
•	TONER for copier Cyan MP C2503S	bottles	2	11,000.00	22,000.00	Public Bidding			✓									
•	TONER for copier Magenta MP C2503S	bottles	1	11,000.00	11,000.00	Public Bidding			✓									
•	TONER for copier Yellow MP C2503S	bottles	1	11,000.00	11,000.00	Public Bidding			✓									
•	University Dry seal	units	2	1,500.00	3,000.00	Public Bidding												
	TOTAL				169,886.00													

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

prepared by:

ANGELINE H. FERNANDEZ
 Registrar II

Submitted by:

ELVI C. ESCOBAR, Ph. D.
 Campus Executive Director