



**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND LAMINATING MACHINE FOR THE SAS OFFICE AT MinSU
CALAPAN CITY CAMPUS**
Name of Project

**BAC Resolution Recommending Approval
Resolution No. 68, 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 and Laminating Machine for the SAS Office at MinSU Calapan City Campus**” with an Approved Budget for the Contract (ABC) amounting to **Fifty-Two Thousand Three Hundred Ninety-Three Pesos and 70/100 (Php52,393.70)**;

WHEREAS, in response to the said advertisement, three (3) suppliers were found in the document request list, and two (2) suppliers in the name of **MKRJ MARKETING** and **DUPLICAT NON-SPECIALIZED WHOLESALE TRADING** submitted price quotation before the deadline;

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

Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
Php52,392.70	MKRJ Marketing	Php52,445.00
	Duplicat Non-Specialized Wholesale Trading	Php52,843.00

WHEREAS, the BAC examined and verified the price quotations submitted by the abovementioned suppliers and was found to be complying and responsive; thus, the project be awarded to the supplier in the name of **MKRJ MARKETING** with the Lowest Calculated Responsive Bid (LCRB);

NOW, THEREFORE, the Bids and Awards Committee (BAC) **HEREBY RESOLVED AS IT IS HEREBY RESOLVED**, recommended to the Head of Procuring Entity the approval of this resolution for the abovementioned procurement awarding of contract for the “**Supply and Delivery of Office Supplies and Laminating Machine for the SAS Office at MinSU Calapan City Campus**” to **MKRJ Marketing** amounting to **Fifty-Two Thousand Four Hundred Forty-Five Pesos (Php52,445.00)** with official address at San Agustin I, Naujan, Oriental Mindoro as the supplier/bidder with the Lowest Calculated Responsive Bid (LCRB);

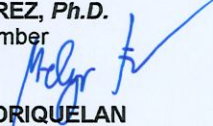
RESOLVED, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 15th day of April, 2024.


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 Number10728624

Procuring EntityMINDORO STATE UNIVERSITY

TitleSupply and Delivery of Office Supplies and Laminating Machine for the SAS Office at MinSU
Calapan City Campus

Area of DeliveryOriental Mindoro

Solicitation Number:	RFQ No. 2024-67	Status	Closed
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	3
Category:	Office Equipment Supplies and Consumables	Date Published	05/04/2024
Approved Budget for the Contract:	PHP 52,393.70	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

Lot 1- Office Supplies

1 boxes Bond Paper Sub 20 (Long) 7

2 boxes Bond Paper Sub 20 (A4) 250 4

3 boxes Bond Paper Sub 20 (Short) 2

4 boxes Ble Gel Pen (12) 3

5 boxes Blue Ball Pen (25) 2

6 boxes Black Ball Pen (25) 2

7 pcs Correction Tape (6 meters) 10

8 pcs Scotch Tape (big) 6

- 9 bundle Double Side Tape (no. 1) 6
- 10 boxes Staple Wire (no. 35) 6
- 11 pcs Multi-Purpose Scissors Black (7 inches) 4
- 12 pcs 3 Layer file Rack 3
- 13 pcs TimeCard Rack (24 slots) 1
- 14 bottle Padding Glue (Blue) 1kg 1
- 15 pcs Plastic Book Storage Box with Divider 3
- 16 pcs Dry Seal (MinSU Logo) 1
- 17 packs Vellum Board 180gsm 10s (long) 6
- 18 packs Vellum Board 180gsm 10s (A4) 6
- 19 packs Vellum Board 180gsm 10s (Short) 6
- 20 packs Glossy Photo Paper 120 GSM 50s (A4) 6
- 21 boxes White Board Marker Refill Ink 2
- 22 boxes Permanent marker Refill Ink 1
- 23 sets Universal Ink 100ml (B,C,Y,M) 3
- 24 packs Sticky Note (arrow design) 5
- 25 pcs Stapler with Remover Big Size (#35) 3
- 26 boxes White Board Marker 12 pcs (Fine, refillable, Red) 1
- 27 boxes White Board Marker 12 pcs (Fine, Refillable Blue) 1
- 28 boxes White Board Marker 12 pcs (Fine, Refillable, Black) 1
- 29 boxes White Board Marker 12 pcs (Broad, refillable, Red) 1
- 30 box White Board Marker 12 pcs (Broad, Refillable Blue) 1
- 31 box White Board Marker 12 pcs (Broad, Refillable, Black) 1
- 32 box Permanent Marker Pen 12 pcs (Fine, Refillable, red) 1
- 33 box Permanent Marker Pen 12 pcs (Fine, Refillable, Blue) 1
- 34 box Permanent Marker Pen 12 pcs (Fine, Refillable, Black) 1
- 35 box Permanent Marker Pen 12 pcs (Broad, Refillable, red) 1
- 36 box Permanent Marker Pen 12 pcs (Broad, Refillable, Blue) 1
- 37 box Permanent Marker Pen 12 pcs (Broad, Refillable, Black) 1
- 38 packs Sticker Paper Matte 10pcs (long) 15
- 39 pcs book Ends 20
- 40 pcs Paper Cutter Wooden Base B4 Size (12x15 inches) 1
- 41 packs Laminating Film all Sizes Package 250 Microns 6
- Lot 2- Laminating Machine
- 1 unit Heavy Duty Laminator Laminating Machine 20A+ for A3 A4 Size 1

Created by Annabelle Quinto Madrigal

Date Created 04/04/2024

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REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies and Laminating Machine for the SAS Office at MinSU Calapan City Campus

PR No.: 2024-044

RFQ No. 2024-67

ABC Amount: Php52,393.70

Company Name : MKRJ MARKETING

Address : San Agustin 1, Naujan, Oriental Mindoro

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

NEMESIO H. DAVALOS, Ph.D.

BAC Chairperson

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
Lot 1- Office Supplies					
1	boxes	Bond Paper Sub 20 (Long)	7	1,250.00	8,750.00
2	boxes	Bond Paper Sub 20 (A4) 250	4	1,225.00	4,900.00
3	boxes	Bond Paper Sub 20 (Short)	2	1,200.00	2,400.00
4	boxes	Ble Gel Pen (12)	3	450.00	1,350.00
5	boxes	Blue Ball Pen (25)	2	250.00	500.00
6	boxes	Black Ball Pen (25)	2	250.00	500.00
7	pcs	Correction Tape (6 meters)	10	50.00	500.00
8	pcs	Scotch Tape (big)	6	45.00	270.00
9	bundle	Double Side Tape (no. 1)	6	300.00	1,800.00
10	boxes	Staple Wire (no. 35)	6	50.00	300.00
11	pcs	Multi-Purpose Scissors Black (7 inches)	4	100.00	400.00
12	pcs	3 Layer file Rack	3	450.00	1,350.00
13	pcs	TimeCard Rack (24 slots)	1	800.00	800.00
14	bottle	Padding Glue (Blue) 1kg	1	750.00	750.00
15	pcs	Plastic Book Storage Box with Divider	3	440.00	1,320.00
16	pcs	Dry Seal (MinSU Logo)	1	3,500.00	3,500.00
17	packs	Vellum Board 180gsm 10s (long)	6	120.00	720.00
18	packs	Vellum Board 180gsm 10s (A4)	6	110.00	660.00
19	packs	Vellum Board 180gsm 10s (Short)	6	100.00	600.00
20	packs	Glossy Photo Paper 120 GSM 50s (A4)	6	280.00	1,680.00
21	boxes	White Baord Marker Refill Ink	2	145.00	290.00
22	boxes	Permanent marker Refill Ink	1	145.00	145.00
23	sets	Universal Ink 100ml (B,C,Y,M)	3	500.00	1,500.00
24	packs	Sticky Note (arrow design)	5	35.00	175.00
25	pcs	Stapler with Remover Big Size (#35)	3	200.00	600.00
26	boxes	White Baord Marker 12 pcs (Fine, refillable, Red)	1	250.00	250.00
27	boxes	White Board Marker 12 pcs (Fine, Refillable Blue)	1	250.00	250.00

36,760

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28	boxes	White Board Marker 12 pcs (Fine, Refillable, Black)	1	250.00	250.00
29	boxes	White Baord Marker 12 pcs (Broad, refillable, Red)	1	250.00	250.00
30	box	White Board Marker 12 pcs (Broad, Refillable Blue)	1	250.00	250.00
31	box	White Board Marker 12 pcs (Broad, Refillable, Black)	1	250.00	250.00
32	box	Permanent Marker Pen 12 pcs (Fine, Refillable, red)	1	250.00	250.00
33	box	Permanent Marker Pen 12 pcs (Fine, Refillable, Blue)	1	250.00	250.00
34	box	Permanent Marker Pen 12 pcs (Fine, Refillable, Black)	1	250.00	250.00
35	box	Permanent Marker Pen 12 pcs (Broad, Refillable, red)	1	250.00	250.00
36	box	Permanent Marker Pen 12 pcs (Broad, Refillable, Blue)	1	250.00	250.00
37	box	Permanent Marker Pen 12 pcs (Broad, Refillable, Black)	1	250.00	250.00
38	packs	Sticker Paper Matte 10pcs (long)	15	99.00	1,485.00
39	pcs	book Ends	20	155.00	3,100.00
40	pcs	Paper Cutter Wooden Base B4 Size (12x15 inches)	1	1,000.00	1,000.00
41	packs	Laminating Film all Sizes Package 250 Microns	6	850.00	5,100.00
		Lot 2- Laminating Machine			
1	unit	Heavy Duty Laminator Laminating Machine 20A+ for A3 A4 Size	1	3,000.00	3,000.00
XX				TOTAL	Php 52,445.00

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

MARICEL K. RECTO

Supplier's Signature over Printed Name
299-108-912-000

TIN No. of Establishment
09369516747

Contact Number

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:
 - a. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - b. PhilGEPS Registration
 - c. Valid Mayor's/Business Permit
 - d. Omnibus Sworn Statement
 - e. BIR Certificate of Registration
 - f. Latest Income/Business Tax Return
 - g. TAX Clearance
 - h. DTI Registration/SEC Certificate
 - i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

Price validity shall be 30 calendar days from the deadline of submission of quotation.

Ocular Inspection

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

Award

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

Evaluation of Quotations

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

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

Instructions

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

Liquidation Damages

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

Warranty

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

Payment

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

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REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies and Laminating Machine for the SAS Office at MinSU Calapan City Campus

PR No.: 2024-044

RFQ No. 2024-67

ABC Amount: Php52,393.70

Company Name : DUPLICAT NON-SPECIALIZED WHOLESALE TRADING

Address : STO. NINO CALAPAN CITY

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

NEMESIO H. DAVALOS, Ph.D.

BAC Chairperson

- Note:
1. All entries must be typewritten.
 2. Delivery Period within _____ calendar days.
 3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
 4. Price validity shall be a period of 30 calendar days.
 5. G-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
Lot 1- Office Supplies					
1	boxes	Bond Paper Sub 20 (Long)	7	356.00	2,492.00
2	boxes	Bond Paper Sub 20 (A4) 250	4	327.00	1,308.00
3	boxes	Bond Paper Sub 20 (Short)	2	305.00	610.00
4	boxes	Ble Gel Pen (12)	3	399.00	1,197.00
5	boxes	Blue Ball Pen (25)	2	225.00	450.00
6	boxes	Black Ball Pen (25)	2	225.00	450.00
7	pcs	Correction Tape (6 meters)	10	47.00	470.00
8	pcs	Scotch Tape (big)	6	83.00	498.00
9	bundle	Double Side Tape (no. 1)	6	40.00	240.00
10	boxes	Staple Wire (no. 35)	6	73.00	438.00
11	pcs	Multi-Purpose Scissors Black (7 inches)	4	66.00	264.00
12	pcs	3 Layer file Rack	3	595.00	1,785.00
13	pcs	TimeCard Rack (24 slots)	1	725.00	725.00
14	bottle	Padding Glue (Blue) 1kg	1	1,300.00	1,300.00
15	pcs	Plastic Book Storage Box with Divider	3	1,377.00	4,131.00
16	pcs	Dry Seal (MinSU Logo)	1	6,957.00	6,957.00
17	packs	Vellum Board 180gsm 10s (long)	6	66.00	396.00
18	packs	Vellum Board 180gsm 10s (A4)	6	56.00	336.00
19	packs	Vellum Board 180gsm 10s (Short)	6	50.00	300.00
20	packs	Glossy Photo Paper 120 GSM 50s (A4)	6	232.00	1,392.00
21	boxes	White Baord Marker Refill Ink	2	211.00	422.00
22	boxes	Permanent marker Refill Ink	1	129.00	129.00
23	sets	Universal Ink 100ml (B,C,Y,M)	3	189.00	567.00
24	packs	Sticky Note (arrow design)	5	66.00	330.00
25	pcs	Stapler with Remover Big Size (#35)	3	435.00	1,305.00
26	boxes	White Baord Marker 12 pcs (Fine, refillable, Red)	1	906.00	906.00
27	boxes	White Board Marker 12 pcs (Fine, Refillable Blue)	1	906.00	906.00

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28	boxes	White Board Marker 12 pcs (Fine, Refillable, Black)	1	906.00	906.00
29	boxes	White Baord Marker 12 pcs (Broad, refillable, Red)	1	906.00	906.00
30	box	White Board Marker 12 pcs (Broad, Refillable Blue)	1	906.00	906.00
31	box	White Board Marker 12 pcs (Broad, Refillable, Black)	1	906.00	906.00
32	box	Permanent Marker Pen 12 pcs (Fine, Refillable, red)	1	595.00	595.00
33	box	Permanent Marker Pen 12 pcs (Fine, Refillable, Blue)	1	595.00	595.00
34	box	Permanent Marker Pen 12 pcs (Fine, Refillable, Black)	1	595.00	595.00
35	box	Permanent Marker Pen 12 pcs (Broad, Refillable, red)	1	595.00	595.00
36	box	Permanent Marker Pen 12 pcs (Broad, Refillable, Blue)	1	595.00	595.00
37	box	Permanent Marker Pen 12 pcs (Broad, Refillable, Black)	1	595.00	595.00
38	packs	Sticker Paper Matte 10pcs (long)	15	69.00	1,035.00
39	pcs	book Ends	20	145.00	2,900.00
40	pcs	Paper Cutter Wooden Base B4 Size (12x15 inches)	1	1,421.00	1,421.00
41	packs	Laminating Film all Sizes Package 250 Microns	6	1,073.00	6,438.00
Lot 2- Laminating Machine					
1	unit	Heavy Duty Laminator Laminating Machine 20A+ for A3 A4 Size	1	3,551.00	3,551.00
XX					
TOTAL					52,843.00

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

MSU-BAC-FR-05.01

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

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

MKRJ MARKETING

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

is registered in the **Philippine Government Electronic Procurement System (PhilGEPS)** on 05-Apr-2016 pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that **MKRJ MARKETING** has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof.

For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective Bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.

By submitting this Certificate, the Bidder certifies:

1. the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;
2. the veracity of the statements and information contained therein;
3. that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it an evidence that the Bidder has passed the post-qualification stage; and
4. that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.

This Certificate is valid until 03-Apr-2025

Issued this 30th day of March 2024.

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



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: 201604-167644-449271560

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

List of Eligibility Documents

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

DTI Certificate	DTI Certificate Number : 2350865 Issued By / Signatory : Ramon M. Lopez Registration Date : 15-Dec-2020 Expiration Date : 06-Jan-2026
Mayors Permit	Expiration Date : 31-Dec-2024 Permit Number : 202417052080000066 Place of Issue : NAUJAN, ORIENTAL MINDORO Issued By / Signatory : HENRY JOEL C. TEVES Issuance Date : 03-Jan-2024
Tax Clearance	Expiration Date : 10-Nov-2024 TCC Number : RR9A-063-11-10-R2130-2023-M Issued By / Signatory : LEVINE F. ILAGAN Issuance date : 10-Nov-2023
Audited Financial Statement	Date of Filing : 29-Mar-2023 Current Asset : 4,207,461.00 Total Asset : 4,607,461.00 Current Liabilities : 448,124.00 Total Liabilities : 448,124.00 Name of Auditor : ELVIN P. VARGAS BIR RDO Code : 063
PCAB License	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :



Republic of the Philippines
Province of Oriental Mindoro
Naujan
Office of the Municipal Mayor

Business Permit

To whom it may concern,

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

MKRJ MARKETING

Business Name

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

Line of Business

SAN AGUSTIN I NAUJAN ORIENTAL MINDORO

Business Address

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

MARICEL KAIBIGAN RECTO

R-175208-00119

2024-1705208000-0066

Owner's Name

Business ID No.

Business Permit No.

000-000-000-00000

Sole Proprietorship

Renewal

Business TIN

Type of Business

DTI Registration No.

Type of Application

Date Issued

Jan. 03, 2024

Valid Until

Dec. 31, 2024

Business Plate No.

No. of Employees

7

Official Receipt No.

3671274

QR Date

2024-01-03

Payment Mode

Annual

KIND OF FEE

AMOUNT

OCCUPATIONAL FEE

700.00

WEIGHTS AND MEASURES

200.00

MAYOR'S PERMIT

500.00

SANITARY PERMIT FEE (REGULATORY FEES)

100.00

SITE INSPECTION FEE (REGULATORY FEES)

50.00

BUS. REG. NEW(300)/RENEW(250)

250.00

MEDICAL FEE (REGULATORY FEES)

20.00

LOCATION CLEARANCE (REGULATORY FEES)

50.00

ANNUAL TAX

175,783.17

ANNUAL INSPECTION FEE (Office of the Building Official)

580.00

GARBAGE FEE

240.00

Total

178,473.17

HENRY JOEL C. TEVES

Local Chief Executive

JAY MARK Y. BACAY

Business Permit and Licensing Officer

NOTES:

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

Remarks



Omnibus Sworn Statement

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

AFFIDAVIT

1. I, **Maricel K. Recto**, of legal age, Married, **Filipino**, and residing at **San Agustin I, Naujan, Oriental Mindoro**, after having been duly sworn in accordance with law, do hereby depose and state that:

I am the sole proprietor or authorized representative of **MKRJ Marketing** with office address at **San Agustin I, Naujan, Oriental Mindoro**;


2. As the owner and sole proprietor, or authorized representative of **MKRJ Marketing**, I have full power and authority to do, execute and perform any and all acts necessary to participated, submit the bid, and to sign and execute the ensuring contract for the **Supply and Delivery of Office Supplies and Laminating Machine for the SAS Office at MinSU Calapan City Campus**, as shown in the attached duly notarized Special Power of Attorney;
3. **MKRJ Marketing** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations or Local Government Units, foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting**;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. **MKRJ Marketing** is authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;
6. I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. **MKRJ Marketing** complies with existing labor laws and standards; and
8. **MKRJ Marketing** is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examine all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - Inquiring or securing Supplemental/Bid Bulletin/s issued for the **Supply and Delivery of Office Supplies and Laminating Machine for the SAS Office at MinSU Calapan City Campus**.
 - MKRJ Marketing** did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
9. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 No. Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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


MARICEL K. RECTO
Sole Proprietress
Affiant

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

Doc No. 97
Page No. 21
Book No. 39
Series no.2024


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

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS
REVENUE REGION NO. 009
REVENUE DISTRICT NO. 063

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

OCN 1RC0000861244

CERTIFICATE OF REGISTRATION

TIN	NAME	REGISTRATION DATE
299-108-912-000	RECTO, MARICEL KAIBIGAN	10/05/2010
REGISTERED ADDRESS		
SAN AGUSTIN 1 NAUJAN ORIENTAL MINDORO 5204		
REGISTERED ACTIVITY(IES)		
TAX TYPE		
INCOME TAX		
VALUE - ADDED TAX		
REGISTRATION FEE		
TRADE NAME		
MKRJ MARKETING		
LINE OF BUSINESS / INDUSTRY		
5239 OTHER RETAIL SALE IN SPECIALIZED STORES		
REMINDEES: FILE and PAY		
1. Renewal of Annual Registration Fee of P500.00 on or before January 31;		
2. Ending Inventory - every January of each year;		
3. VAT on or before 20 th of every month;		
File and Pay Quarterly VAT and Submit Summary List of Sales/Purchases		
i. First Quarter - April 25		
ii. Second quarter - July 25		
iii. Third Quarter - October 25		
iv. Fourth Quarter - January 25		
4. Income Tax:		
i. First Quarter - On or before April 15		
ii. Second Quarter - On or before August 15		
iii. Third Quarter - On or before November 15		
iv. Annual Income - On or before April 15		
Update Registration Information, for any changes in Status, Location and Tax Types (1905 Form);		
5. Register Book of Accounts;		
6. IN CASE OF CLOSURE/RETIREMENT OF BUSINESS, NOTIFY IMMEDIATELY		
REVENUE DISTRICT OFFICE TAXPAYER SERVICE SECTION.		
Date of Registration/Update MAR 2 1 2016		

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





[Signature]
ESPERANZA C. CASTRO
ROBERTO C. DIZON
Revenue District Office

REVENUE DISTRICT OFFICER (signature over printed name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

EN



Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

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

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


AGENCY
BIR
PAYOR
RECTO, MARICEL K.
FUND
01101101-A
PAYMENT DETAILS
NATURE OF COLLECTION
CERTIFICATION FEE
ACCOUNT CODE
4020104002
TOTAL AMOUNT DUE **100.00**

TOTAL AMOUNT PAID **100.00**
ONE HUNDRED PESOS ONLY
MODE OF PAYMENTS

CASH
AMOUNT: 100.00

REMARKS
CERTIFICATION FEE

TAXPAYER COPY



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

LEONALYN H DE LARA
Collection Section - RCO

**PNB****BTR-BIR PAYMENT SLIP**

DATE:

03.29.23

PLEASE WRITE HEAVILY

M M D D Y Y

Dr. Mindoro-Victoria BRANCH is happy to serve you

You have made a BILLS PAYMENT

of PHP 49,875.00

03-29-2023 15:00:38

to BUREAU OF INTERNAL REVENUE .1701

Payor : MARICEL KAIBIGAN RECTO

Account no. 299108912000

Txn Ref#: BBS6306971023032900032

Mode of Payment: Cash

Service Charge: PHP 0.00

Processed by ANDREA BEN Y. YBANEZ Sep# 145

Thank you for banking with us. With PNB, You First !

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

ACCOUNT NAME BTR - BIR		Taxpayer may confirm their Tax Payment with their Home RDO/LTDO (where they file tax returns and pay internal revenue taxes).			
TAXPAYER'S NAME RECTO, MARICEL K.					
TIN 299-108-912-000			TAX TYPE IT		
TAX PERIOD Dec. 2022			TAX FORM 1701		
MODE OF PAYMENT					
<input checked="" type="checkbox"/> CASH					
NOTES	QTY	AMOUNT	NOTES	QTY	AMOUNT
1,000	49	49000	100	8	800
500			50	1	50
200			20	1	20
TOTAL COINS		5	CASH PAYMENT		49,875
<input type="checkbox"/> CHECK		CHECK PAYMENT			
<input type="checkbox"/> DEBIT MY ACCOUNT NO.					
AMOUNT IN FIGURES: 49,875					
AMOUNT IN WORDS: fourty nine thousand eight hundred seventy five					
<input type="checkbox"/> I/We consent to the collection and processing of personal data provided herein that will be used for facilitating the BIR-BTR transaction. All personal data will be processed in accordance with the Bank's Data Privacy Policy provided in the Bank's website (www.pnb.com.ph) and applicable data privacy laws, rules and regulations as may be amended from time to time.					
ACCOUNTHOLDER'S SIGNATURE					
Signature Verified by:			Approved by:		

TAXPAYER'S COPY

Form 2030.3 REV Sept '21

For BIR BCS/ Use Only Item:



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No.
1701

January 2018 (ENCS)
Page 1

Annual Income Tax Return

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



1701 01/18ENCS P1

1 Month ☒ 12 For the Year (YYYY) 2022 2 Amended Return? ☐ Yes ☒ No 3 Short Period Return? ☐ Yes ☒ No

PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER

4 Taxpayer Identification Number (TIN)	<u>299 - 106 - 112 - 000</u>	5 RDO Code	<u>1063</u>
6 Taxpayer Type	<input checked="" type="checkbox"/> Single Proprietor <input type="checkbox"/> Professional <input type="checkbox"/> Estate <input type="checkbox"/> Trust <input type="checkbox"/> Compensation Earner		
7 Alphabetic Tax Code (ATC)	<input checked="" type="radio"/> 11012 Business Income-Graduated IT Rates <input type="radio"/> 11014 Income from Profession-Graduated IT Rates <input type="radio"/> 11013 Mixed Income-Graduated IT Rates <input type="radio"/> 11011 Compensation Income <input type="radio"/> 11015 Business Income-8% IT Rate <input type="radio"/> 11017 Income from Profession-8% IT Rate <input type="radio"/> 11016 Mixed Income-8% IT Rate		
8 Taxpayer's Name (Last Name, First Name, Middle Name)/ESTATE OF (First Name, Middle Name, Last Name)/TRUST FAO: (First Name, Middle Name, Last Name)	<u>RECTO, MARICEL, KAIBIGAN</u>		
9 Registered Address (Indicate complete address. If the registered address is different from the current address, got to the RDO to update registered address by using BIR Form No. 1905)	<u>SAN AGUSTIN, NAUJAN, ORIENTAL MINDORO</u>		
	9A	ZIP Code	<u>5204</u>
10 Date of Birth (MM/DD/YYYY)	11 Email Address		
<u>04/19/1986</u>	<u>clientmail08@gmail.com</u>		
12 Citizenship	13 Claiming Foreign Tax Credits?	14 Foreign Tax Number, if applicable	
<u>FILIPINO</u>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15 Contact Number (Landline/Cellphone No.)	16 Civil Status (if applicable)		
<u>000000000</u>	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Legally Separated <input type="checkbox"/> Widower		
17 If married, spouse has income?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	18 Filing Status	<input type="checkbox"/> Joint Filing <input checked="" type="checkbox"/> Separate Filing
19 Income EXEMPT from Income Tax?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	20 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]			
21 Tax Rate* (Choose Method of Deduction in Item 21A)			
<input checked="" type="radio"/> Graduated Rates <input type="radio"/> Itemized Deduction <input type="radio"/> Optional Standard Deduction (OSD)			
[Sec. 34(A)-J, NIRC] [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]			
<input type="radio"/> 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC			
[available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]			

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

Particular	A. Taxpayer/Filer	B. Spouse
22 Tax Due (From Part VI Item 5)	419,536.00	0.00
23 Less: Total Tax Credits/Payments (From Part VII Item 10)	369,661.00	0.00
24 Tax Payable/(Overpayment) (Item 22 Less Item 23)	49,875.00	0.00
25 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before October 15 (50% or less of Item 22)	0.00	0.00
26 Amount of Tax payable/(Overpayment) (Item 24 Less Item 25)	49,875.00	0.00
Add: Penalties	0.00	0.00
27 Interest	0.00	0.00
28 Surcharge	0.00	0.00
29 Compromise	0.00	0.00
30 Total Penalties (Sum of Items 27 to 29)	0.00	0.00
31 Total Amount Payable/(Overpayment) (Sum of Items 26 and 30)	49,875.00	0.00
32 Aggregate Amount Payable/(Overpayment) (Sum of Items 26 and 30)	49,875.00	0.00

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

I declare under the penalties of perjury that this return, and all its attachments, have been made in good faith, verified by me, and to the best of my knowledge and belief, are true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I give my consent to the processing, storage, use, and disclosure of my personal information 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)

Mr. Mindoro-Vi

you have made

of PHP 49,875.00

to BUREAU OF INTERNAL REVENUE

Payor: MARICEL KAIBIGAN RECTO

Account no. 299108912000

Trxn Ref: BBS606771025662000032

Mode of Payment

Service Charge

on 03-29-2023 15:00:38
RECTO
Printed Name and Signature of Taxpayer/Authorized Representative

33 Number of Attachments 00

PART III - DETAILS OF PAYMENT

Drawee Bank/Agency	Number	Date (MM/DD/YYYY)	Amount
34 Cash/Bank Debit Memo			
35 PCPD-80			
36 Tax Debit Memo			
37 Others (specify below)			

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

Stamp of Receiving Officer/AS and Date of Receipt (RO's Signature/Bank Teller's Initial)

Processed by ANDREW BEN Y. YBANEZ Seq# 145

Thank you for banking with us. With DNB, You First!

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

03-29-23

BIR Form No.

1701

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

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

PART IV - Background Information of Spouse

1 Spouse's Taxpayer Identification Number (TIN) _____		2 RDO Code _____
3 Filer's Spouse Type <input type="checkbox"/> Single Proprietor <input type="checkbox"/> Professional <input type="checkbox"/> Compensation Earner		
4 Alphabetic Tax Code (ATC) <input type="radio"/> 1012 Business Income-Graduated IT Rates <input type="radio"/> 1014 Income from Profession-Graduated IT Rates <input type="radio"/> 1013 Mixed Income-Graduated IT Rates <input type="radio"/> 1011 Compensation Income <input type="radio"/> 1015 Business Income-8% IT Rate <input type="radio"/> 1017 Income from Profession-8% IT Rate <input type="radio"/> 1016 Mixed Income-8% IT Rate		
5 Spouse's Name (Last Name, First Name, Middle Name) _____		
6 Contact Number _____		7 Citizenship _____
8 Claiming Foreign Tax Credits? <input type="radio"/> Yes <input type="radio"/> No		
9 Foreign tax number (if applicable) _____		
10 Income EXEMPT from Income Tax? <input type="radio"/> Yes <input type="radio"/> No		
11 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="radio"/> Yes <input type="radio"/> No		
[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)] [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]		
12 Tax Rate* (Choose Method of Deduction in Item 12A) <input type="radio"/> Graduated Rates <input type="radio"/> Itemized Deduction <input type="radio"/> Optional Standard Deduction (OSD) [Sec. 34(A-J), NIRC] [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]] <input type="radio"/> 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC [available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]		

PART V - Computation of Tax**Schedule 1 - Gross Compensation Income and tax Withheld (Attach Additional Sheet/s, if necessary)**

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

a. Name of Employer

1 <input type="radio"/> Taxpayer _____	b. Employer's TIN _____	
2 <input type="radio"/> Spouse _____	b. Employer's TIN _____	
(Continuation of Table Above)	c. Compensation Income	d. Tax Withheld
1	0.00	0.00
2	0.00	0.00
3A Gross Compensation Income and Total Tax Withheld for TAXPAYER (To Part V Schedule 2 Item 4A and Part VII Item 5A)	0.00	0.00
3B Gross Compensation Income and Total Tax Withheld for SPOUSE (To Part V Schedule 2 Item 4B and Part VII Item 5B)	0.00	0.00

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

Schedule 2 - Taxable Compensation Income

Particulars	A. Taxpayer/Filer	B. Spouse
4 Gross Compensation Income (From Part V Schedule 1 Item 3A/3Bc)	0.00	0.00
5 Less: Non-Taxable / Exempt Compensation	0.00	0.00
6 Taxable Compensation Income (Item 4 Less Item 5)	0.00	0.00
7 Tax Due-Compensation Income (Item 6 x applicable income Tax Rate)	0.00	0.00

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

3.A - For Graduated Income Tax Rates		
8 Sales/revenues/receipts/fees	32,241,744.00	0.00
9 Less: Sales Returns, Allowances and Discounts	0.00	0.00
10 Net Sales/Revenues/Receipts/Fees (Item 8 Less Item 9)	32,241,744.00	0.00
11 Less: Cost of Sales/Services (applicable only if availing Itemized Deductions)	28,579,698.00	0.00
12 Gross Income/(Loss) from Operation (Item 10 less Item 11)	5,662,046.00	0.00
Less: Deductions Allowable under Existing Laws		
13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4 Item 18)	3,898,926.00	0.00
14 Special Allowable Itemized Deductions (From Part V Schedule 5 Item 3 and/or Item 6)	0.00	0.00
15 Allowable for Net Operating Loss Carry Over (NOLCO) (From Part V Schedule 5 Item 8 and/or Item 13)	0.00	0.00
16 Total Allowable Itemized Deductions (Sum of Items 13 to 15)	3,898,926.00	0.00
OR		
17 Optional Standard Deduction (OSD) (40% of Item 10)	0.00	0.00
18 Net Income/(Loss) (If Itemized: Item 12 Less Item 16; If OSD: Item 10 Less Item 17)	1,765,120.00	0.00
Add: Other Non-Operating Income (specify below)		
19 _____	0.00	0.00
20 _____	0.00	0.00
21 Amount Received/Share in Income by a Partner from General Professional Partnership (GPP)	0.00	0.00
22 Total Other Non-Operating Income (Sum of Items 19 to 21)	0.00	0.00
23 Taxable Income-Business (Sum of Items 18 and 22)	1,765,120.00	0.00
24 Total Taxable Income - Compensation & Business (Sum of Items 6 and 23)	1,765,120.00	0.00
25 Total Tax Due-Compensation and Business Income (under graduated rates) (Item 24 x applicable income tax rate) (To Part VI Item 1)	419,536.00	0.00

RECEIVED
BANK OF THE PHILIPPINES
DATE: 03 29 23
TELLER: ANDREW BENY YBAÑEZ

BIR Form No.

1701

January 2018 (ENCS)
Page 3**Annual Income Tax Return**
Individuals (including MIXED Income Earner), Estates and TrustsTIN
299 108 812 000 Taxpayer/Filer's Last Name
RECTO**3.B - For 8% Flat Income Tax Rate**

(DO NOT enter Centavos; 49 Centavos or less drop down; 50 or more round up)

Particulars	A. Taxpayer/Filer	B. Spouse
26 Sales/Revenues/Receipts/Fees (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	0.00	0.00
30 Taxable Income/(Loss) (Item 28 Less Item 29)	0.00	0.00
31 Tax Due-Business Income (Item 30 x 8% Flat Income Tax Rate)	0.00	0.00
32 Total Tax Due-Compensation & Business Income (under flat rate)(Sum of Items 7 and 31) (To Part VI Item 1)	0.00	0.00

Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheet/s, if necessary)

1	Amortizations	0.00	0.00
2	Bad Debts	0.00	0.00
3	Charitable and Other Contributions	0.00	0.00
4	Depletion	0.00	0.00
5	Depreciation	65,000.00	0.00
6	Entertainment, Amusement and Recreation	0.00	0.00
7	Fringe Benefits	0.00	0.00
8	Interest	0.00	0.00
9	Losses	0.00	0.00
10	Pension Trusts	0.00	0.00
11	Rental	0.00	0.00
12	Research and Development	0.00	0.00
13	Salaries, Wages and Allowances	0.00	0.00
14	SSS, GSIS, Philhealth, HDMF and Other Contributions	238,782.00	0.00
15	Taxes and Licenses	862,676.00	0.00
16	Transportation and Travel		
17	Others (Deductions Subject to Withholding Tax and Other Expenses) (specify below; Add additional sheet(s), if necessary)		
a	Janitorial and Messengerial Services	0.00	0.00
b	Professional Fees	34,000.00	0.00
c	Security Services	0.00	0.00
d	SEE ATTACHED FS	2,696,468.00	0.00
18	Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) (To part V Schedule 3.A Item 13)	3,696,926.00	0.00

Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)

5.A - Taxpayer/Filer	Description	Legal Basis	Amount
1			0.00
2			0.00
3	Total Special Allowable Itemized Deductions-Taxpayer/Filer (Sum of Items 1 and 2) (To part V Schedule 3.A Item 14A)		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	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]
4	0.00	0.00	0.00	0.00	0.00
5	0.00	0.00	0.00	0.00	0.00
6	0.00	0.00	0.00	0.00	0.00
7	0.00	0.00	0.00	0.00	0.00
8	Total NOLCO - taxpayer/Filer (Sum of Items 4D to 7D) (To Part V Schedule 3.A Item 15A)				

RECEIVED
ONE-DEPARTMENT VETERIN
BIR Form 1701
DATE: 03-21-2018
TELLER: [Signature]

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

299 108 512 000

Taxpayer/Filer's Last Name

RECTO

(Continuation of Schedule 6)

6.A.2 - Spouse's Detailed Computation of Available NOLCO

Year Incurred	Net Operating Loss A. Amount	B. NOLCO Applied Previous Year/s	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]
09	0.00	0.00	0.00	0.00	0.00
10	0.00	0.00	0.00	0.00	0.00
11	0.00	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00	0.00
13				0.00	

13 Total NOLCO - Spouse (Sum of Items 9D to 12D) (To Part V Schedule 3.A Item 15B)**PART VI - Summary of Income Tax Due**

1 Regular Rate-Income Tax Due (From Part V, Either Item 25 or Item 32)	419,536.00	0.00
2 Special Rate-Income Tax Due (From Part X Item 17B/17F)	0.00	0.00
3 Less: Share of Other Government Agency, if remitted directly to the Agency	0.00	0.00
4 Net Special Rate-Income Tax Due/Share of National Govt. (Item 2 Less Item 3)	0.00	0.00
5 Total Income Tax Due (Sum of Items 1 & 4) (To Part II Item 22)	419,536.00	0.00

PART VII - Tax Credits/Payments (attach proof)

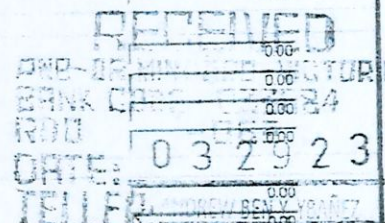
1 Prior Year's Excess Credits	0.00	0.00
2 Tax Payments for the First Three (3) Quarters	34,660.00	0.00
3 Creditable Tax Withheld for the First Three (3) Quarters	236,936.00	0.00
4 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter	98,065.00	0.00
5 Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 3Ad/3Ed)	0.00	0.00
6 Tax Paid in Return Previously Filed, if this is an Amended Return	0.00	0.00
7 Foreign Tax Credits, if applicable	0.00	0.00
8 Special Tax Credits, if applicable (To Part VIII Item 6)	0.00	0.00
9 Other Tax Credits/Payments (specify)	0.00	0.00
10 Total Tax Credits/Payments (Sum of Items 1 to 9) (To Part II Item 23)	369,661.00	0.00

PART VIII - Tax Relief Availment

VIII.A - Special Rate		
1 Regular Income Tax Otherwise Due (Part X Item 16B and/or Item 16F X applicable regular income tax rate)	0.00	0.00
2 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7B and/or Item 7F X applicable regular income tax rate)	0.00	0.00
3 Sub-Total - Tax Relief (Sum of Items 1 and 2)	0.00	0.00
4 Less: Income Tax Due (From Part X Item 17B and/or Item 17F)	0.00	0.00
5 Tax Relief Availment Before Special Tax Credit (Item 3 Less Item 4)	0.00	0.00
6 Add: Special Tax Credit, if any (From Part VII Item 8)	0.00	0.00
7 Total Tax Relief Availment-SPECIAL (Sum of Items 5 and 6)	0.00	0.00
VIII.B - Exempt		
8 Regular Income Tax Otherwise Due (Part X Item 16A and/or Item 16E X applicable regular income tax rate)	0.00	0.00
9 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7A and/or Item 7E X applicable regular income tax rate)	0.00	0.00
10 Total Tax Relief Availment-EXEMPT (Sum of Items 8 and 9)	0.00	0.00

PART IX - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheet/s, if necessary)

Particulars	A. Taxpayer/Filer	B. Spouse
1 Net Income/(Loss) per Books	1,765,120.00	0.00
Add: Non-Deductible Expenses/Taxable Other Income		
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00
5 Total (Sum of Items 1 to 4)	1,765,120.00	0.00
Less: A) Non-Taxable Income and Income Subjected to Final Tax		
6	0.00	0.00
7	0.00	0.00
B) Special/Other Allowable Deductions		
8	0.00	0.00
9	0.00	0.00
10 Total (Sum of Items 6 to 9)	0.00	0.00
11 Net Taxable Income/(Loss) (Item 5 Less Item 10)	1,765,120.00	0.00





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

Annex "M"

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

TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

RECTO, MARICEL KAIBIGAN

(MKRJ MARKETING)

Name of Taxpayer

SAN AGUSTIN I, NAUJAN, ORIENTAL MINDORO

Address

299-108-912-00000

Taxpayer Identification Number

This is to certify that the above mentioned taxpayer is eligible for issuance of this Tax Clearance Certificate having satisfied all the criteria set forth by the BIR as of the date of this certification pursuant to Revenue Regulations No. 8-2016, as amended.

Tax liabilities recorded after the aforesaid dates or outside the jurisdiction of this Office are not covered by this tax clearance.

Issued this 10th day of November, 2023.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL **NOVEMBER 10, 2024** ONLY OR UNTIL REVOKED FOR VIOLATION OF THE CRITERIA SPECIFIED UNDER REVENUE REGULATIONS NO. 8-2016, AS AMENDED AND REVENUE MEMORANDUM ORDER NO. 46-2018, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES.
CERTIFICATION FEE OF P100 WAS PAID ON NOVEMBER 08, 2023 UNDER EFPS PAYMENT TRANSACTION NO. 237648368.
ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.



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



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



This certifies that

MKRJ MARKETING
(NATIONAL)

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

This certificate issued to

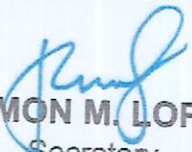
MARICEL KAIBIGAN RECTO

is valid from 06 January 2021 to 06 January 2026 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

Certificate of Business Name Registration

and issue the same on 15 December 2020 in the Philippines.


RAMON M. LOPEZ
Secretary

Business Name No. 2350865

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



LDEH120911737251

APPROVED BUDGET FOR THE CONTRACT (ABC)

Supply and Delivery of Office Supplies and Laminating Machine for the SAS Office at MinSU Calapan City Campus

Masipit, Calapan City, Oriental Mindoro

Project Name and Location

Stations: Mindoro State University

Length:

Contract Duration:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS		TOTAL COST	UNIT COST
									INFLATION, CURRENCY			
									%	VALUE		
									%	VALUE		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
										(5)X(9)	(10%[(5)+(10)]	(11) / (3)
	Lot 1- Office Supplies				-							
1	Bond Paper Sub 20 (Long)	7	boxes	1,620.00	11,340.00							
2	Bond Paper Sub 20 (A4) 250	4	boxes	1,431.00	5,724.00							
3	Bond Paper Sub 20 (Short)	2	boxes	1,377.00	2,754.00							
4	Ble Gel Pen (12)	3	boxes	503.00	1,509.00							
5	Blue Ball Pen (25)	2	boxes	90.00	180.00							
6	Black Ball Pen (25)	2	boxes	90.00	180.00							
7	Correction Tape (6 meters)	10	pcs	32.00	320.00							
8	Scotch Tape (big)	6	pcs	65.00	390.00							
9	Double Side Tape (no. 1)	6	bundle	150.00	900.00							
10	Staple Wire (no. 35)	6	boxes	50.00	300.00							
11	Multi-Purpose Scissors Black (7 inches)	4	pcs	135.00	540.00							
12	3 Layer file Rack	3	pcs	320.00	960.00							
13	TimeCard Rack (24 slots)	1	pcs	350.00	350.00							
14	Padding Glue (Blue) 1kg	1	bottle	430.00	430.00							
15	Plastic Book Storage Box with Divider	3	pcs	750.00	2,250.00							
16	Dry Seal (MinSU Logo)	1	pcs	3,500.00	3,500.00							
17	Vellum Board 180gsm 10s (long)	6	packs	72.00	432.00							
18	Vellum Board 180gsm 10s (A4)	6	packs	63.00	378.00							
19	Vellum Board 180gsm 10s (Short)	6	packs	54.00	324.00							
20	Glossy Photo Paper 120 GSM 50s (A4)	6	packs	100.00	600.00							
21	White Baord Marker Refill Ink	2	boxes	130.00	260.00							
22	Permanent marker Refill Ink	1	boxes	180.80	180.80							
23	Universal Ink 100ml (B,C,Y,M)	3	sets	198.00	594.00							
24	Sticky Note (arrow design)	5	packs	38.00	190.00							



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



PURCHASE REQUEST

BAGONG PILIPINAS

Fund Cluster: *STF*

Office/Section : Student Affairs and Services		PR No.: 2024 - <i>044</i> Responsibility Center Code :		Date: March 07, 2024	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
<i>1</i>	boxes	Bond Paper Sub 20 (long)	7	1,620.00	11,340.00
<i>2</i>	boxes	Bond Paper Sub 20 (A4) 250	4	1,431.00	5,724.00
<i>3</i>	box	Bond Paper Sub 20 (short)	2	1,377.00	2,754.00
<i>4</i>	boxes	Blue Gel Pen (12)	3	503.00	1,509.00
<i>5</i>	boxes	Blue Ball Pen (25)	2	90.00	180.00
<i>6</i>	boxes	Black Ball pen (25)	2	90.00	180.00
<i>7</i>	pcs	Correction Tape (6 meters)	10	32.00	320.00
<i>8</i>	pcs	Scotch Tape (big)	6	65.00	390.00
<i>9</i>	bundle	Double Side Tape (no.1)	6	150.00	900.00
<i>10</i>	boxes	Staple Wire (no.35)	6	50.00	300.00
<i>11</i>	pcs	Multi Purpose Scissors Black (7inches)	4	135.00	540.00
<i>12</i>	pcs	3 Layer File Rack	3	320.00	960.00
<i>13</i>	pc	TimeCard Rack (24 slots)	1	350.00	350.00
<i>14</i>	bottle	Padding Glue (Blue) 1kg.	1	430.00	430.00
<i>15</i>	pcs	Plastic Book Storage Box w/ Divider	3	750.00	2,250.00
<i>16</i>	pc	Dry Seal (MinSU Logo)	1	3,500.00	3,500.00
<i>17</i>	packs	Vellum Board 180 gsm 10s (long)	6	72.00	432.00
<i>18</i>	packs	Vellum Board 180 gsm 10s (A4)	6	63.00	378.00
<i>19</i>	packs	Vellum Board 180 gsm 10s (short)	6	54.00	324.00
<i>20</i>	packs	Glossy Photo Paper 120 GSM 50s (A4)	6	100.00	600.00
<i>21</i>	boxes	White Board Marker Refill Ink	2	130.00	260.00
<i>22</i>	box	Permanent Marker Refill Ink	1	180.80	180.80
<i>23</i>	sets	Universal Ink 100ml (B,C,Y,M)	3	198.00	594.00
<i>24</i>	packs	Sticky Note (arrow design)	5	38.00	190.00
<i>25</i>	pcs	Stapler w/ Remover Big size (#35)	3	130.30	390.90
<i>26</i>	box	White Board Marker 12 pcs (Fine,Refillable,Red)	1	300.00	300.00
<i>27</i>	box	White Board Marker 12 pcs (Fine,Refillable,Blue)	1	300.00	300.00
<i>28</i>	box	White Board Marker 12 pcs (Fine,Refillable,Black)	1	300.00	300.00
SUB TOTAL 1					35,876.70

Purpose: Office Supplies for SAS office MinSU Calapan City Campus

STF - 1071
164-200
03-364

Signature :	Requested by: <i>[Signature]</i>	Recommending Approval: <i>[Signature]</i>	Certified: <i>[Signature]</i>	Approved by: <i>[Signature]</i>
Printed Name :	ADELIO D. CUETO	ELVI C. ESCAREZ, Ph.D.	ROVELYN P. ROXAS	CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
Designation :	SAS Coordinator, MCC	Campus Executive Director	Budget Officer III	OIC-Office of the University President

CHARGEABLE AGAINST
STF

MACHERMIE R. LANDICHO
Acting Budget Officer
MinSCAT - Calapan



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



PURCHASE REQUEST

Fund Cluster: *CT*

Office/Section : Student Affairs and Services		PR No.: 2024 - <i>044</i> Responsibility Center Code :		Date: March 07, 2024	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
<i>29</i>	box	White Board Marker 12 pcs (Broad,Refillable,Red)	1	300.00	300.00
<i>30</i>	box	White Board Marker 12 pcs (Broad,Refillable,Blue)	1	300.00	300.00
<i>31</i>	box	White Board Marker 12 pcs (Broad,Refillable,Black)	1	300.00	300.00
<i>32</i>	box	Permanent Marker Pen 12 pcs (Fine,Refillable,Red)	1	450.00	450.00
<i>33</i>	box	Permanent Marker Pen 12 pcs (Fine,Refillable,Blue)	1	450.00	450.00
<i>34</i>	box	Permanent Marker Pen 12 pcs (Fine,Refillable,Black)	1	450.00	450.00
<i>35</i>	box	Permanent Marker Pen 12 pcs (Broad,Refillable,Red)	1	450.00	450.00
<i>36</i>	box	Permanent Marker Pen 12 pcs (Broad,Refillable,Blue)	1	450.00	450.00
<i>37</i>	box	Permanent Marker Pen 12 pcs (Broad,Refillable,Black)	1	450.00	450.00
<i>38</i>	packs	Sticker Paper Matte 10 pcs (Long)	15	65.00	975.00
<i>39</i>	pcs	Book Ends	20	100.00	2,000.00
<i>40</i>	pc	Paper Cutter Wooden Base B4 Size (12x15 Inches)	1	2,142.00	2,142.00
<i>41</i>	packs	Laminating Film All Sizes Package 250 Microns	6	800.00	4,800.00
<i>42</i>	unit	Heavy duty Laminator Laminating Machine 320A+ for A3 A4 Size	1	3,000.00	3,000.00
SUB TOTAL 2					16,517.00
SUB TOTAL 1					35,876.70
SUB TOTAL 2					16,517.00
GRAND TOTAL					52,393.70

Purpose: Office Supplies for SAS office MinSU Calapan City Campus

STF - 1071
164-200
03-364

Signature :	Requested by: <i>[Signature]</i>	Recommending Approval: <i>[Signature]</i>	Certified: <i>[Signature]</i>	Approved by: <i>[Signature]</i>
Printed Name :	ADELIO D. CUETO	ELVI C. ESCAREZ, Ph.D.	ROVELYN P. ROXAS	CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
Designation :	SAS Coordinator, MCC	Campus Executive Director	Budget Officer III	OIC-Office of the University President

ALLOTMENT AVAILABLE
CHARGEABLE AGAINST

445
SAE - STF
10/20/2024
MACHERMIE R. LANDICHO
Acting Budget Officer
MinSCAT - Calapan



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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: *Student Affairs and Services*
 Charged to: *Special Trust Fund (STF)*
 Project, Programs and Activities

CODE	GENERAL DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	SCHEDULE/ MILESTONE OF ACTIVITIES											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	OFFICE SUPPLIES																	
"	Bond Paper Sub 20 HardCopy (long)	boxes	7	1,620.00	11,340.00	Public Bidding			✓	✓	✓				✓	✓		
"	Bond Paper Sub 20 HardCopy (A4) 250	boxes	4	1,431.00	5,724.00	Public Bidding			✓	✓	✓				✓	✓		
"	Bond Paper Sub 20 HardCopy (short)	box	2	1,377.00	2,754.00	Public Bidding			✓	✓	✓				✓	✓		
"	Blue Gel Pen (12)	boxes	3	503.00	1,509.00	Public Bidding			✓	✓	✓				✓	✓		
"	Blue Ball Pen (25)	boxes	2	90.00	180.00	Public Bidding			✓	✓	✓				✓	✓		
"	Black Ball pen (25)	boxes	2	90.00	180.00	Public Bidding			✓	✓	✓				✓	✓		
"	Correction Tape (6 meters)	pcs	10	32.00	320.00	Public Bidding			✓	✓	✓				✓	✓		
"	Scotch Tape (big)	pcs	6	65.00	390.00	Public Bidding			✓	✓	✓				✓	✓		
"	Double Side Tape (no.1)	bundle	6	150.00	900.00	Public Bidding			✓	✓	✓				✓	✓		
"	Staple Wire (no.35)	boxes	6	50.00	300.00	Public Bidding			✓	✓	✓				✓	✓		
"	Multi Purpose Scissors Black (7inches)	pcs	4	135.00	540.00	Public Bidding			✓	✓	✓				✓	✓		
"	3 Layer File Rack	pcs	3	320.00	960.00	Public Bidding			✓	✓	✓				✓	✓		
"	TimeCard Rack (24 slots)	pc	1	350.00	350.00	Public Bidding			✓	✓	✓				✓	✓		
"	Padding Glue (Blue) 1kg.	bottle	1	430.00	430.00	Public Bidding			✓	✓	✓				✓	✓		
"	Plastic Book Storage Box w/ Divider	pcs	3	750.00	2,250.00	Public Bidding			✓	✓	✓				✓	✓		
"	Dry Seal (MinSU Logo)	pc	1	3,500.00	3,500.00	Public Bidding			✓	✓	✓				✓	✓		
"	Vellum Board 180 gsm 10s (long)	pcs	6	72.00	432.00	Public Bidding			✓	✓	✓				✓	✓		
	TOTAL				32,059.00													

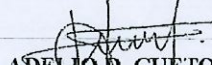
TOTAL BUDGET:


32,059.00

24,869.95

Prepared By:

Recommending Approval:


ADELIO D. CUETO
 Student Affairs and Services Coordinator


NEMESIO H. DAVALOS
 Vice President for Academic Affairs

PR # 2024-044

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

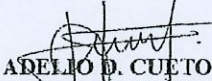
END-USER/UNIT: *Student Affairs and Services*
Charged to: *Special Trust Fund (STF)*
Project, Programs and Activities

CODE	GENERAL DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	SCHEDULE/ MILESTONE OF ACTIVITIES											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	OFFICE SUPPLIES																	
	<i>Total Balance Brought Forwarded</i>				32,059.00													
"	Vellum Board 180 gsm 10s (A4)	pcs	6	63.00	378.00	Public Bidding			✓	✓	✓				✓	✓		
"	Vellum Board 180 gsm 10s (short)	pcs	6	54.00	324.00	Public Bidding			✓	✓	✓				✓	✓		
"	Glossy Photo Paper 120 GSM 50s (A4)	pcs	6	100.00	600.00	Public Bidding			✓	✓	✓				✓	✓		
"	White Board Marker Refill Ink	boxes	2	130.00	260.00	Public Bidding			✓	✓	✓				✓	✓		
"	Permanent Marker Refill Ink	box	1	180.80	180.80	Public Bidding			✓	✓	✓				✓	✓		
"	Universal Ink 100ml	sets	3	198.00	594.00	Public Bidding			✓	✓	✓				✓	✓		
"	Sticky Note (arrow design)	packs	5	38.00	190.00	Public Bidding			✓	✓	✓				✓	✓		
"	Stapler w/ Remover Big size (#35)	pcs	3	130.30	390.90	Public Bidding			✓	✓	✓				✓	✓		
"	White Board Marker 12 pcs (Fine, Refillable, Red)	box	1	300.00	300.00	Public Bidding			✓	✓	✓				✓	✓		
"	White Board Marker 12 pcs (Fine, Refillable, Blue)	box	1	300.00	300.00	Public Bidding			✓	✓	✓				✓	✓		
"	White Board Marker 12 pcs (Fine, Refillable, Black)	box	1	300.00	300.00	Public Bidding			✓	✓	✓				✓	✓		
"	White Board Marker 12 pcs (Broad, Refillable, Red)	box	1	300.00	300.00	Public Bidding			✓	✓	✓				✓	✓		
	TOTAL				36,176.70													

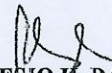
TOTAL BUDGET:

36,176.70

Prepared By:


ADELLO D. CUETO
Student Affairs and Services Coordinator

Recommending Approval:


NEMESIO H. DAVALOS
Vice President for Academic Affairs

Pk # 2024-044

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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

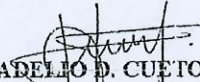
END-USER/UNIT: *Student Affairs and Services*
Charged to: *Special Trust Fund (STF)*
Project, Programs and Activities

CODE	GENERAL DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	SCHEDULE/ MILESTONE OF ACTIVITIES											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	OFFICE SUPPLIES																	
	<i>Total Balance Brought Forward</i>				36,176.70													
"	White Board Marker 12 pcs (Broad,Refillable,Blue)	box	1	300.00	300.00	Public Bidding			✓	✓	✓				✓	✓		
"	White Board Marker 12 pcs (Broad,Refillable,Black)	box	1	300.00	300.00	Public Bidding			✓	✓	✓				✓	✓		
"	Permanent Marker Pen 12 pcs (Fine,Refillable,Red)	box	1	450.00	450.00	Public Bidding			✓	✓	✓				✓	✓		
"	Permanent Marker Pen 12 pcs (Fine,Refillable,Blue)	box	1	450.00	450.00	Public Bidding			✓	✓	✓				✓	✓		
"	Permanent Marker Pen 12 pcs (Fine,Refillable,Black)	box	1	450.00	450.00	Public Bidding			✓	✓	✓				✓	✓		
"	Permanent Marker Pen 12 pcs (Broad,Refillable,Red)	box	1	450.00	450.00	Public Bidding			✓	✓	✓				✓	✓		
"	Permanent Marker Pen 12 pcs (Broad,Refillable,Blue)	box	1	450.00	450.00	Public Bidding			✓	✓	✓				✓	✓		
"	Permanent Marker Pen 12 pcs (Broad,Refillable,Black)	box	1	450.00	450.00	Public Bidding			✓	✓	✓				✓	✓		
	TOTAL				39,476.70													


TOTAL BUDGET:

39,476.70

Prepared By:


ADELLO D. CUETO
Student Affairs and Services Coordinator

Recommending Approval:


NEMESIO H. DAVALOS
Vice President for Academic Affairs

PR # 2024-041

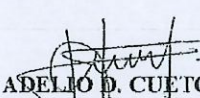
Republic of the Philippines
MINDORO STATE UNIVERSITY
 Alcate, Victoria, Oriental Mindcro

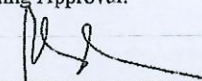
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: *Student Affairs and Services*
 Charged to: *Special Trust Fund (STF)*
 Project, Programs and Activities

CODE	GENERAL DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	SCHEDULE/ MILESTONE OF ACTIVITIES											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	OFFICE SUPPLIES																	
	<i>Total Balance Brought Forwarded</i>				39,476.70													
"	Sticker Paper Matte 10 pcs (Long)	pcs	15	65.00	975.00	Public Bidding			✓	✓	✓				✓	✓		
"	Book Stopper Metal	packs	20	100.00	2,000.00	Public Bidding			✓	✓	✓				✓	✓		
"	Paper Cutter Wooden Base B4 Size (12x15 Inches)	pcs	1	2,142.00	2,142.00	Public Bidding			✓	✓	✓				✓	✓		
"	Laminating Film All Sizes Package 250 Microns (Makapal)	box	6	800.00	4,800.00	Public Bidding			✓	✓	✓				✓	✓		
"	Heavy duty Laminator Laminating Machine 320A+ for A3 A4 Size	packs	1	3,000.00	3,000.00	Public Bidding			✓	✓	✓				✓	✓		
	TOTAL				52,393.70													

TOTAL BUDGET: 52,393.70

Prepared By:

ADELLO D. CUETO
 Student Affairs and Services Coordinator

Recommending Approval:

NEMESIO H. DAVALOS
 Vice President for Academic Affairs

PR # 2014-044