



SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE RDE DEPARTMENT OF MinSU MAIN CAMPUS

Name of Project

**BAC Resolution Recommending Approval
Resolution No. 77, 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 RDE Department of MinSU Main Campus"** with an Approved Budget for the Contract (ABC) amounting to **One Hundred Thirty-One Thousand Two Hundred Fifty Pesos (Php131,250.00)**;

WHEREAS, in response to the said advertisement, three (3) suppliers were found in the document request list, however four (4) suppliers in the name of **KRISTWIN CONSUMER GOODS TRADING, IRAYA LIFE ENTERPRISES, 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
Php131,250.00	Kristwin Consumer Goods Trading	Php100,579.20
	Iraya Life Enterprises	Php127,857.00
	Duplicat Non-Specialized Wholesale Trading	Php130,487.00
	MKRJ Marketing	Php130,981.00

WHEREAS, the BAC examined and verified the price quotations submitted by the abovementioned supplier and was found to be complying and responsive; thus, the project be awarded to the supplier in the name of **KRISTWIN CONSUMER GOODS 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 RDE Department of MinSU Main Campus"** to **Kristwin Consumer Goods Trading** amounting to **One Hundred Thousand Five Hundred Seventy-Nine Pesos and 20/100 (Php100,579.20)** with official address at Masipit, Calapan City, Oriental Mindoro as the supplier/bidder with Single Calculated Responsive Bid (SCRB);

RESOLVED, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 19th day of April, 2024.

NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson

ANSELMO R. ULEP, JR.
BAC Vice-Chairperson

ELVI C. ESCAREZ, Ph.D.
BAC Member

CIEDELLE P. SALAZAR Ph.D.
BAC Member

MELGAR G. FADRIQUELAN
BAC Member

Approved/Disapproved

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



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10736832
Procuring Entity MINDORO STATE UNIVERSITY
Title Supply and Delivery of Office Supplies for the RDE Department of MinSU Main Campus
Area of Delivery Oriental Mindoro

Solicitation Number:	RFQ No. 2024-70	Status	Closed
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment Parts and Accessories		
Approved Budget for the Contract:	PHP 131,250.00	Document Request List	3
Delivery Period:	30 Day/s		
Client Agency:		Date Published	11/04/2024
Contact Person:	MARK LESTER A MAGPANTAY Head, BAC Secretariat Alcate Victoria Oriental Mindoro Philippines 5205 63-9-154612960 macmagpantay@minsu.edu.ph	Last Updated / Time	11/04/2024 00:00 AM
		Closing Date / Time	18/04/2024 17:00 PM

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 Long Bond paper (substance 20) 67

2 reams Short Bond paper (substance 20) 20

3 reams A4 Bond Paper (substance 20) 67

4 packs Photo paper (A4,230 gsm Plain Back) 10

5 packs Photo paper (A3, 230gsm, Plain Back) 25

6 packs Velum Paper (8.5"x11") 10
7 packs Velum Paper (8.5"x13") 10
8 pcs White folder (long) 52
9 pcs Clear folder (long) 50
10 pcs Clear folder (short) 35
11 pcs Expanding folder (long) 70
12 pcs Expanding Envelope 100
13 pcs Brown Envelop, Long 50
14 pcs Brown Envelop, Short 50
15 pcs Certificate holder (short, green) 35
16 box Staple wire #35 12
17 pcs Stapler 5
18 box Paper fasteners 20
19 pcs Ruler, aluminum 5
20 pcs T-square ruler, 60cm 4
21 bottles Glue, 130mL 10
22 pcs Scissors 10
23 pcs Cutter, heavy duty 5
24 set Stainless blade set 12
25 pcs Correction tape 25
26 box Pencil #2 15
27 box Ballpen, black (RT ballpen) 8
28 pcs Sign pen, V5, 0.7mm, blue 24
29 box Permanent marker, black 2
30 box Whiteboard Marker Black 2
31 bottles Permanent marker Ink, black 2
32 bottles Whiteboard marker ink, Black 2
33 set Sticky tab 50
34 pad Sticky note (76x76mm) 40
35 box Binder Clips (3/4") 20
36 box Binder Clips (1") 12
37 box Binder Clips (1.25") 12
38 box Binder Clips (1 5/8") 12
39 box Binder Clips (2") 15
40 box Paper Clip (big) 12
41 box Paper Clip (small) 20
42 box Push pins, 100pcs/box 20
43 pcs Highlighter (yellow-green) 20
44 pcs Scotch tape (1", 200m) 10
45 pcs Scotch tape (2") 200m 10
46 pcs Masking tape, 18mmx22m 24
47 pcs Record Book, 500 leaves 8
48 bottles Ink Refill Black, 664, 70ml 5
49 bottles Ink Refill Magenta, 664, 70ml 3
50 bottles Ink Refill Cyan, 664, 70ml 3
51 bottles Ink Refill Yellow, 664, 70ml 3
52 bottles Ink Refill Black, 003, 70ml 15
53 bottles Ink Refill Magenta, 003, 70ml 12
54 bottles Ink Refill Cyan, 003, 70ml 12
55 bottles Ink Refill Yellow, 003, 70ml 12
56 pcs Blade for A3 Ream Cutter 2
57 pcs Flash Drive (64GB,OTG) 5
58 unit Battery (PS12-6,6V, 12Ah) 2
59 pcs Litium Battery (CR123, 3V) 10
60 pcs Date/received Stamp 4
61 pcs Date Stamp 4
62 pcs Stamp pad ink 12
63 pcs Stamp pad 10

Created by Annabelle Quinto Madrigal

Date Created 08/04/2024

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REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for the RDE Department of MinSU Main Campus

PR No.: PR24-0150

RFQ No. 2024-70

ABC Amount: Php131,250.00

Company Name : KRISTWIN CONSUMER GOODS TRADING

Address : 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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 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	Long Bond paper (substance 20)	67	210	14 070
2	reams	Short Bond paper (substance 20)	20	178	3 560
3	reams	A4 Bond Paper (substance 20)	67	190	12 730
4	packs	Photo paper (A4,230 gsm Plain Back)	10	74	740
5	packs	Photo paper (A3, 230gsm, Plain Back)	25	90	2250
6	packs	Velum Paper (8.5"x11")	10	28	280
7	packs	Velum Paper (8.5"x13")	10	30	300
8	pcs	White folder (long)	52	5.60	291.2
9	pcs	Clear folder (long)	50	18	900
10	pcs	Clear folder (short)	35	16	560
11	pcs	Expanding folder (long)	70	16	1120
12	pcs	Expanding Envelope	100	15	1500
13	pcs	Brown Envelop, Long	50	2.50	125
14	pcs	Brown Envelop, Short	50	2	100
15	pcs	Certificate holder (short, green)	35	36	1260
16	box	Staple wire #35	12	43	516
17	pcs	Stapler	5	165	825
18	box	Paper fasteners	20	39	780
19	pcs	Ruler, aluminum	5	48	240
20	pcs	T-square ruler, 60cm	4	600	2400
21	bottles	Glue, 130mL	10	57	570
22	pcs	Scissors	10	85	850
23	pcs	Cutter, heavy duty	5	48	240
24	set	Stainless blade set	12	60	720
25	pcs	Correction tape	25	28	700
26	box	Pencil #2	15	95	1425
27	box	Ballpen, black (RT ballpen)	8	640	5120
28	pcs	Sign pen, V5, 0.7mm, blue	24	72	1728
29	box	Permanent marker, black	2	425	850

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.



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph

Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for the RDE Department of MinSU Main Campus

PR No.: PR24-0150

RFQ No. 2024-70

ABC Amount: Php131,250.00

Company Name : JRAYA LIFE ENTERPRISES

Address : BULLSAN 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:

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	reams	Long Bond paper (substance 20)	67	299	20,033 -
2	reams	Short Bond paper (substance 20)	20	256	5,120 -
3	reams	A4 Bond Paper (substance 20)	67	260	17,420 -
4	packs	Photo paper (A4, 230 gsm Plain Back)	10	90	900 -
5	packs	Photo paper (A3, 230gsm, Plain Back)	25	95	2,375 -
6	packs	Velum Paper (8.5"x11")	10	73	730 -
7	packs	Velum Paper (8.5"x13")	10	80	800 -
8	pcs	White folder (long)	52	8.00	416 -
9	pcs	Clear folder (long)	50	26 -	1,300 -
10	pcs	Clear folder (short)	35	25 -	875 -
11	pcs	Expanding folder (long)	70	22 -	1,540 -
12	pcs	Expanding Envelope	100	19 -	1,900 -
13	pcs	Brown Envelop, Long	50	44 -	2,200 -
14	pcs	Brown Envelop, Short	50	3.00	150 -
15	pcs	Certificate holder (short, green)	35	50 -	1,750 -
16	box	Staple wire #35	12	102	1,224 -
17	pcs	Stapler	5	219	1,095 -
18	box	Paper fasteners	20	51	1,020 -
19	pcs	Ruler, aluminum	5	51	255 -
20	pcs	T-square ruler, 60cm	4	292	1,168 -
21	bottles	Glue, 130mL	10	73	730 -
22	pcs	Scissors	10	58	580 -
23	pcs	Cutter, heavy duty	5	72	360 -
24	set	Stainless blade set	12	45	540 -
25	pcs	Correction tape	25	86	2,150 -
26	box	Pencil #2	15	124	1,860 -
27	box	Ballpen, black (RT ballpen)	8	204	1,632 -
28	pcs	Sign pen, V5, 0.7mm, blue	24	88	2,112 -

MSU-BAC-FR-05.01

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



29	box	Permanent marker, black	2	569-	1138
30	box	Whiteboard Marker Black	2	825-	1650
31	bottles	Permanent marker Ink, black	2	117-	234
32	bottles	Whiteboard marker ink, Black	2	180-	366
33	set	Sticky tab	50	37-	1850
34	pad	Sticky note (76x76mm)	40	117	4680
35	box	Binder Clips (3/4")	20	20-	400
36	box	Binder Clips (1")	12	31	372
37	box	Binder Clips (1.25")	12	47	564
38	box	Binder Clips (1 5/8")	12	67	804
39	box	Binder Clips (2")	15	102	1530
40	box	Paper Clip (big)	12	13	156
41	box	Paper Clip (small)	20	20	400
42	box	Push pins, 100pcs/box	20	38	760
43	pcs	Highlighter (yellow-green)	20	58	1160
44	pcs	Scotch tape (1", 200m)	10	31	310
45	pcs	Scotch tape (2") 200m	10	70	700
46	pcs	Masking tape, 18mmx22m	24	29	696
47	pcs	Record Book, 500 leaves	8	146	1168
48	bottles	Ink Refill Black, 664, 70ml	5	380	1900
49	bottles	Ink Refill Magenta, 664, 70ml	3	401	1203
50	bottles	Ink Refill Cyan, 664, 70ml	3	401	1203
51	bottles	Ink Refill Yellow, 664, 70ml	3	401	1203
52	bottles	Ink Refill Black, 003, 70ml	15	380	5700
53	bottles	Ink Refill Magenta, 003, 70ml	12	361	4332
54	bottles	Ink Refill Cyan, 003, 70ml	12	361	4332
55	bottles	Ink Refill Yellow, 003, 70ml	12	361	4332
56	pcs	Blade for A3 Ream Cutter	2	1752	3504
57	pcs	Flash Drive (64GB, OTG)	5	423	2115
58	unit	Battery (PS12-6.6V, 12Ah)	2	1387	2774
59	pcs	Litium Battery (CR123, 3V)	10	233	2330
60	pcs	Date/received Stamp	4	51	204
61	pcs	Date Stamp	4	99	396
62	pcs	Stamp pad ink	12	36	432
63	pcs	Stamp pad	10	73	730
XX				TOTAL	127,857.00

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

MARIA SORIANO C. MENDOZA

Supplier's Signature over Printed Name

160-221-678-0800

TIN No. of Establishment

0977804 1725

Contact Number

4/18/2024

Date

MSU-BAC-FR-05.01



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for the RDE Department of MinSU Main Campus

PR No.: PR24-0150

RFQ No.

2024-70

ABC Amount: Php131,250.00

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

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

NEMESIO H. DAVALOS, Ph.D.

BAC Chairperson

- Note:
1. All entries must be typewritten.
 2. Delivery Period within _____ calendar days.
 3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
 4. Price validity shall be a period of 30 calendar days.
 5. G-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	Long Bond paper (substance 20)	67	320.00	21,440.00
2	reams	Short Bond paper (substance 20)	20	280.00	5,600.00
3	reams	A4 Bond Paper (substance 20)	67	300.00	20,100.00
4	packs	Photo paper (A4,230 gsm Plain Back)	10	74.00	740.00
5	packs	Photo paper (A3, 230gsm, Plain Back)	25	130.00	3,250.00
6	packs	Velum Paper (8.5"x11")	10	44.00	440.00
7	packs	Velum Paper (8.5"x13")	10	56.00	560.00
8	pcs	White folder (long)	52	10.00	520.00
9	pcs	Clear folder (long)	50	36.00	1,800.00
10	pcs	Clear folder (short)	35	34.00	1,190.00
11	pcs	Expanding folder (long)	70	34.00	2,380.00
12	pcs	Expanding Envelope	100	36.00	3,600.00
13	pcs	Brown Envelop, Long	50	4.00	200.00
14	pcs	Brown Envelop, Short	50	3.00	150.00
15	pcs	Certificate holder (short, green)	35	47.00	1,645.00
16	box	Staple wire #35	12	67.00	804.00
17	pcs	Stapler	5	400.00	2,000.00
18	box	Paper fasteners	20	59.00	1,180.00
19	pcs	Ruler, aluminum	5	494.00	2,470.00
20	pcs	T-square ruler, 60cm	4	294.00	1,176.00
21	bottles	Glue, 130mL	10	76.00	760.00
22	pcs	Scissors	10	60.00	600.00
23	pcs	Cutter, heavy duty	5	80.00	400.00
24	set	Stainless blade set	12	87.00	1,044.00
25	pcs	Correction tape	25	30.00	750.00
26	box	Pencil #2	15	147.00	2,205.00
27	box	Ballpen, black (RT ballpen)	8	440.00	3,520.00
28	pcs	Sign pen, V5, 0.7mm, blue	24	80.00	1,920.00

MSU-BAC-FR-05.01



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph

Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28



29	box	Permanent marker, black	2	547.00	1,094.00
30	box	Whiteboard Marker Black	2	834.00	1,668.00
31	bottles	Permanent marker Ink, black	2	114.00	228.00
32	bottles	Whiteboard marker ink, Black	2	160.00	320.00
33	set	Sticky tab	50	47.00	2,350.00
34	pad	Sticky note (76x76mm)	40	31.00	1,240.00
35	box	Binder Clips (3/4")	20	26.00	520.00
36	box	Binder Clips (1")	12	32.00	384.00
37	box	Binder Clips (1.25")	12	36.00	432.00
38	box	Binder Clips (1 5/8")	12	63.00	756.00
39	box	Binder Clips (2")	15	87.00	1,305.00
40	box	Paper Clip (big)	12	30.00	360.00
41	box	Paper Clip (small)	20	16.00	320.00
42	box	Push pins, 100pcs/box	20	43.00	860.00
43	pcs	Highlighter (yellow-green)	20	44.00	880.00
44	pcs	Scotch tape (1", 200m)	10	107.00	1,070.00
45	pcs	Scotch tape (2") 200m	10	107.00	1,070.00
46	pcs	Masking tape, 18mmx22m	24	107.00	2,568.00
47	pcs	Record Book, 500 leaves	8	160.00	1,280.00
48	bottles	Ink Refill Black, 664, 70ml	5	172.00	860.00
49	bottles	Ink Refill Magenta, 664, 70ml	3	172.00	516.00
50	bottles	Ink Refill Cyan, 664, 70ml	3	172.00	516.00
51	bottles	Ink Refill Yellow, 664, 70ml	3	172.00	516.00
52	bottles	Ink Refill Black, 003, 70ml	15	180.00	2,700.00
53	bottles	Ink Refill Magenta, 003, 70ml	12	180.00	2,160.00
54	bottles	Ink Refill Cyan, 003, 70ml	12	180.00	2,160.00
55	bottles	Ink Refill Yellow, 003, 70ml	12	180.00	2,160.00
56	pcs	Blade for A3 Ream Cutter	2	1,958.00	3,916.00
57	pcs	Flash Drive (64GB, OTG)	5	566.00	2,830.00
58	unit	Battery (PS12-6,6V, 12Ah)	2	1,336.00	2,672.00
59	pcs	Litium Battery (CR123, 3V)	10	240.00	2,400.00
60	pcs	Date/received Stamp	4	715.00	2,860.00
61	pcs	Date Stamp	4	515.00	2,060.00
62	pcs	Stamp pad ink	12	36.00	432.00
63	pcs	Stamp pad	10	58.00	580.00
XX					
TOTAL					130,487.00

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

04-18-2024

Date

MSU-BAC-FR-05.01



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for the RDE Department of MinSU Main Campus

PR No.: PR24-0150

RFQ No. 2024-70

ABC Amount: Php131,250.00

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.

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 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	Long Bond paper (substance 20)	67	260.00	17,420.00
2	reams	Short Bond paper (substance 20)	20	255.00	5,100.00
3	reams	A4 Bond Paper (substance 20)	67	250.00	16,750.00
4	packs	Photo paper (A4,230 gsm Plain Back)	10	100.00	1,000.00
5	packs	Photo paper (A3, 230gsm, Plain Back)	25	95.00	2,375.00
6	packs	Velum Paper (8.5"x11")	10	95.00	950.00
7	packs	Velum Paper (8.5"x13")	10	99.00	990.00
8	pcs	White folder (long)	52	8.00	416.00
9	pcs	Clear folder (long)	50	35.00	1,750.00
10	pcs	Clear folder (short)	35	33.00	1,155.00
11	pcs	Expanding folder (long)	70	28.00	1,960.00
12	pcs	Expanding Envelope	100	33.00	3,300.00
13	pcs	Brown Envelop, Long	50	9.00	450.00
14	pcs	Brown Envelop, Short	50	8.00	400.00
15	pcs	Certificate holder (short, green)	35	50.00	1,750.00
16	box	Staple wire #35	12	50.00	600.00
17	pcs	Stapler	5	300.0	1,500.00
18	box	Paper fasteners	20	75.00	1,500.00
19	pcs	Ruler, aluminum	5	100.00	500.00
20	pcs	T-square ruler, 60cm	4	250.00	1,000.00
21	bottles	Glue, 130mL	10	85.00	850.00
22	pcs	Scissors	10	100.00	1,000.00
23	pcs	Cutter, heavy duty	5	150.00	750.00
24	set	Stainless blade set	12	295.00	3,540.00
25	pcs	Correction tape	25	35.00	875.00
26	box	Pencil #2	15	150.00	2,250.00
27	box	Ballpen, black (RT ballpen)	8	400.00	3,200.00
28	pcs	Sign pen, V5, 0.7mm, blue	24	95.00	2,280.00
29	box	Permanent marker, black	2	250.00	500.00



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

MARICEL K. RECTO

299-108-912-000

09369516747

Contact Number

04-12-2024

Date _____

MSU-BAC-FR-05.01



General Conditions

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

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

Ocular Inspection

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

Award

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

Evaluation of Quotations

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

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

Instructions

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

Liquidation Damages

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

Warranty

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

Payment

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

MSU-BAC-FR-05.01



View Red Registration

[Back \(https://www.philgeps.gov.ph/SupDashboards/dashboard\)](https://www.philgeps.gov.ph/SupDashboards/dashboard)

My Contact Details

Salutation	Ms	First Name	Catalina
Middle Name	Manongsong	Last Name	Alcañices
Gender	Female	Position	Owner
Landline Area Code	043	Landline Number	3980932
Landline Extension Number			
Fax Area Code		Fax Number	
Fax Extension Number			
Country Code	63	Mobile Number	09084116367
Email Address	catalinaalcanices3@gmail.com		

Organization Details

Organization Id	332795	Registration Date	03-Feb-2023 05:19 PM
Registration Status	active		
Organization Name	KRISTWIN CONSUMER GOODS TRADING	Form Of Organization	Single Proprietorship
Business Category	Pharmaceutical drug precursors,Paper materials,Paper products,Office machines and their supplies and accessories,Office and desk accessories,Office supplies,Printing and publishing equipment,Audio and visual presentation and composing equipment,Photographic or filming or video equipment,Photographic and recording media,Photographic filmmaking supplies,Fire protection,Industrial laundry and dry cleaning equipment,Janitorial equipment,Cleaning and janitorial supplies,Field and court sports equipment,Antibacterials,Floor coverings,Bedclothes and table and kitchen linen and towels,Domestic appliances,Consumer electronics,Clothing,Accommodation furniture,Toys and games,Fibers and textiles and fabric industries,Utilities		

Location	local
Business Tax Identification Number	13884052600000

Organization Type	Trading
Capitalization	₱ 1,000,000.00

Single Proprietorship Details

DTI Certificate Number	4449339
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DTI Registration Date	12-Jan-2023
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Expiration Date	12-Jan-2028
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DTI Business Scope	regional
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Signatory	PBYS334614306344
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Local Organization Address

Country Name	Philippines
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Region	Region IV-B
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Province	Oriental Mindoro
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City/Municipality	Calapan City
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Street Address	Churchsite, Barangay Masipit
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Zip Code	5200
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Bank Account Details

Bank Name	Landbank
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Branch Code	
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Bank Branch	Calapan
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Account Name	Catalina M Alcanices
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Account Number	05011636782
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Uploaded Supporting Document

Uploaded	1675415981_dti, bir, bank account.pdf
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Supporting Document	(https://www.philgeps.gov.ph/portal_documents/merchant_reg_documents/user_332795/documents/1675415981_dti, bir, bank account.pdf)
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Status

Status	Red Approved
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List of Active Users of the Merchant Organization

Last Name	First Name	Middle Name	Position	Status
No Records Found				

2024

Republic of the Philippines
CITY OF CALAPANTAMUMBAYAN ANG
MASUSUNOD

OFFICE OF THE CITY MAYOR

BUSINESS PERMIT

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.

₱ 5,532.50

TAXPAYER'S NAME	BUSINESS I.D.	MODE OF PAYMENT	DATE BILLED	KIND OF BUSINESS	STATUS
ALCANICES CATALINA M	02300000120	Annually	1/4/2024	TRADING	R
NAME OF BUSINESS		LOCATION OF BUSINESS			BUSINESS PERMIT NUMBER
KRISTWIN CONSUMER GOODS TRADING		MASIPIT			
KIND OF FEE / TAX	TAX BASE	TAX AMOUNT	SUR/INT	TOTAL	PERIOD
BUSINESS TAX		1,612.50	0.00	1,612.50	
MAYOR'S PERMIT		2,650.00		2,650.00	
MAYORS PERMIT FEE		1,000.00			
EDUC'L SPECIAL PROGR		100.00			
DRAINAGE MAINTENANCE		100.00			
GARBAGE FEE		800.00			
FIRE AND SAFETY INSP		350.00			
SANITARY FEE		300.00			
MEDICAL FEE		200.00		200.00	
ANNUAL INSPECTION FEE		200.00		200.00	
BUSINESS STICKER		300.00		300.00	
SITE INSPECTION FEE		50.00		50.00	
OCCUPATIONAL FEE		440.00		440.00	
TAX CLEARANCE		30.00		30.00	
AAP.&RENEWAL OF BUS.FEE		50.00		50.00	
ENCODER		TOTALS	5,532.50		

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 time 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 1224109

Date 1/4/2024

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.



OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
MUNICIPALITY OF Calapan City) S.S

AFFIDAVIT

I, **CATALINA M. ALCANICES** of legal age, **Filipino**, and residing at **Masipit Calapan City Oriental Mindoro** after having been duly sworn in accordance with law, do hereby depose and state that:

I am the authorized representative of **KRISTWIN CONSUMER GOODS TRADING** with office address at **Masipit Calapan City Oriental Mindoro**

As the authorized representative **KRISTWIN CONSUMER GOODS TRADING** I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **Supply and Delivery of Office Supplies for the RDE Department of MinSU Main Campus**.

KRISTWIN CONSUMER GOODS TRADING is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

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;

KRISTWIN CONSUMER GOODS TRADING is authorizing the Head of the Procuring Entity or its duly authorized representative to verify all the documents submitted.

I am not related to the Head of Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to third civil degree;

KRISTWIN CONSUMER GOODS TRADING complies with existing labor laws and standards; and

KRISTWIN CONSUMER GOODS TRADING is aware of and has undertaken the following responsibilities as a Bidder:

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

Inquire or secure Supplemental/Bid Bulletin issued for the for **Supply and Delivery of Office Supplies for the RDE Department of MinSU Main Campus**.

KRISTWIN CONSUMER GOODS TRADING did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity;

IN WITNESS WHEREOF, I have hereunto set my hand this 23rd day of April, 2024 at Calapan, City Oriental Mindoro Philippines.


CATALINA M. ALCANICES

Bidder's Representative / Authorized Signatory

SUBSCRIBED AND SWORN to before me this 23rd day of April, 2024 at Calapan City Oriental Mindoro, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial practice (A.M.) No. 02-8-13-SC). Affiant exhibited to me his/her _____ with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____, 2024 at _____.

Witness my hand and seal this 22nd day of April, 2024.

NAME OF NOTARIAL PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorney's No. _____

PTR No. _____

IBP No. _____

Doc. No. 216
Page No. 45
Book No. 125
Series of 2024

ATTY. RAYMOND JOEL L. BALBUENA
Roll of Attorney's No. 61087
IBP Lifetime No. 010769
PTR No. 1218347 - Calapan City
MCLE Compliance No. VII-0005057
Notarial Commission until December 31, 2024

BIR FORM

2303

REVISED: APRIL 2019

**REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS**

**REVENUE REGION NO. 09A - CABAMIRO (CAVITE-BATANGAS-MINDORO-ROMBLON)
REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO**

OCN: 063FC20230000000191

Date OCN Generated: January 17, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 138-840-526-00000	NAME OF TAXPAYER ALCANICES, CATALINA MANONGSONG	TIN ISSUANCE DATE July 10, 2015
REGISTERING OFFICE	X Head Office	Branch
REGISTERED ADDRESS MASIPIT 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES		

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
INDIVIDUAL INCOME TAX	1701/17 01A	January 1, 2024	ANNUALLY	On or before April 15 of each year covering income for the preceding taxable year.
INDIVIDUAL INCOME TAX	1701Q	January 16, 2023	QUARTERLY	1st Quarter-on or before MAY 15 2nd Quarter-on or before AUGUST 15 3rd Quarter-on or before November 15
PERCENTAGE TAX - QUARTERLY	2551Q	January 16, 2023	QUARTERLY	Within twenty five (25) days after the end of each taxable quarter.
REGISTRATION FEE	0605	January 1, 2024	ANNUALLY	On or before the last day of January.

TAXPAYER TYPE/S SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)

BUSINESS INFORMATION DETAILS

TRADE NAME 1	CRISTWIN CONSUMER GOODS TRADING	CATEGORY	REGISTRATION DATE
(PSIC)	47199-RETAIL SELLING IN NON-SPECIALIZED STORES, N.E.C.	Primary	January 17, 2023
Line of Business	RETAIL SELLING IN NON-SPECIALIZED STORES, N.E.C.		
(PSIC)	47733-RETAIL SALE OF OFFICE MACHINES AND EQUIPMENT, EXCLUDING COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT	Secondary	
Line of Business	RETAIL SALE OF OFFICE MACHINES AND EQUIPMENT, EXCLUDING COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT		
(PSIC)	46421-WHOLESALE OF MEDICINAL AND PHARMACEUTICAL PRODUCTS	Secondary	
Line of Business	WHOLESALE OF MEDICINAL AND PHARMACEUTICAL PRODUCTS		
(PSIC)	47721-RETAIL SALE OF DRUGS AND PHARMACEUTICAL GOODS	Secondary	
Line of Business	RETAIL SALE OF DRUGS AND PHARMACEUTICAL GOODS		
(PSIC)	46429-WHOLESALE OF	Secondary	

BIR FORM
2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS

REVENUE REGION NO. 09A - CABAMIRO (CAVITE-BATANGAS-MINDORO-ROMBLON)
REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063FC2023000000191

Date OCN Generated: January 17, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 138-840-526-00000	NAME OF TAXPAYER ALCANICES, CATALINA MANONGSONG	TIN ISSUANCE DATE July 10, 2015
REGISTERING OFFICE REGISTERED ADDRESS MASIPIT 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES	X Head Office	Branch

Line of Business	MISCELLANEOUS CONSUMER GOODS, N.E.C.	
(P5IC)	WHOLESALE OF MISCELLANEOUS CONSUMER GOODS, N.E.C.	
Line of Business	47529-RETAIL SALE OF CONSTRUCTION SUPPLIES, N.E.C.	
Line of Business	RETAIL SALE OF CONSTRUCTION SUPPLIES, N.E.C.	Secondary

REMINDERS:

1. An annual registration fee shall be paid upon registration and every year thereafter on or before the last day of January, using BIR Form No. 0605.
2. Filing of required tax return/s to conform with the above tax types, whether with or without business operation, to avoid penalties.
3. For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/As shall be before its use.
4. Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.
5. For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P3,000,000 and who opted to avail of the 8% Income tax rate, the tax type Percentage Tax (PT) shall not be reflected in the Certificate of Registration (COR). However, at the start of each taxable year, such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect "PT", unless qualified and opted to avail of the 8% Income tax rate annually.

I hereby certify that the above named person is registered as indicated above, under the provision of the National Internal Revenue Code, as amended.



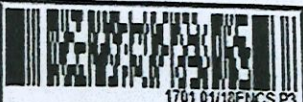
Regina P. Reforma
REGINA P. REFORMA
OIC-Assl. Revenue District Officer


EMELITA R. ABO
REVENUE DISTRICT OFFICER
(Signature over Printed Name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS.

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 <small>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.</small>		 1701 0118ENCS P1
1 Month <input checked="" type="checkbox"/> For the Year (YYY) <u>2023</u> 2 Amended Return? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 3 Short Period Return? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER			
4 Taxpayer Identification Number (TIN) <u>135 - 540 - 556 - 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"/> 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) <u>ALCANCES CATALINA MANONGSUNG</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>KADAPANG CITY ORIENTAL MINDORO</u>			
10 Date of Birth (MM/DD/YYYY) <u>03/12/1981</u>		11 Email Address <u>axve.gp34@gmail.com</u>	
12 Citizenship <u>PHILIPINO</u>		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.) <u>00</u>	
16 Civil Status (if applicable) <input checked="" type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Legally Separated <input type="radio"/> Widower		17 Filing Status <input type="radio"/> Joint Filing <input type="radio"/> Separate Filing	
18 If married, spouse has income? <input type="radio"/> Yes <input checked="" type="radio"/> No		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)] [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)]			
21A Method of Deduction (choose one) <input checked="" type="radio"/> Graduated Rates <input type="radio"/> Itemized Deduction <input type="radio"/> Optional Standard Deduction (OSD) (Choose Method of Deduction in Item 21A) [Sec. 34(A-J), NIRC] [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]			
21 Tax Rate* (choose one) <input type="radio"/> 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC [available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]			
PART 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 VII Item 5)	0.00	0.00	
23 Less: Total Tax Credits/Payments (From Part VII Item 10)	56,900.00	0.00	
24 Tax Payable(Overpayment) (Item 22 Less Item 23)	56,900.00	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)	56,900.00	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)	56,900.00	0.00	
32 Aggregate Amount Payable(Overpayment) (Sum of Items 26 and 30)	56,900.00		
If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable) <input type="radio"/> To be refunded <input checked="" type="radio"/> To be issued a Tax Credit Certificate (TCC) <input type="radio"/> 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)			
Printed Name and Signature of Taxpayer/Authorized Representative		33 Number of Attachments <u>00</u>	
PART III - DETAILS OF PAYMENT			
Particulars	Drawee Bank/Agency	Number	Date (MM/DD/YYYY) Amount
34 Cash/Bank Debit Memo			
35 Check			
36 Tax Debt Memo			
37 Others (specify below)			
Machine Validation/Revenue Official Receipt Details (If not filed with an Authorized Agent Bank)		Stamp of Receiving Office/AAB and Date of Receipt (RO's Signature/Bank Teller's Initial)	
NOTE: *The BIR Data Privacy Policy is in the BIR website (www.bir.gov.ph)			

BIR Form No. 1701 January 2018 (ENCS) Page 2	Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18/ENCS P2
Taxpayer's Last Name ALCANCES CATALINA MANONISONG		
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 (If yes, fill out also consolidation of ALL activities per Tax Regime (Part XI))		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 XI))
12 Tax Rate* (choose one) <input type="radio"/> Graduated Rates (Choose Method of Deduction in Item 12A) <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)) <input 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 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 <input type="radio"/> Spouse	b. Employer's TIN	
2 <input type="radio"/> Taxpayer <input type="radio"/> Spouse	b. Employer's TIN	
c. Compensation Income		
d. Tax Withheld		
(Continuation of Table Above)		
1	0.00	0.00
2	0.00	0.00
3A	0.00	0.00
Gross Compensation Income and Total Tax Withheld for TAXPAYER (To Part V Schedule 2 Item 4A and Part VII Item 5A)		
3B	0.00	0.00
Gross Compensation Income and Total Tax Withheld for SPOUSE (To Part V Schedule 2 Item 4B and Part VII Item 5B)		
Schedule 2 - Taxable Compensation Income (DO NOT enter Centavos; 48 Centavos or less drop down; 50 or more round up)		
Particulars	A. Taxpayer/Filer	B. Spouse
4 Gross Compensation Income (From Part V Schedule 1 Item 3A/3B/c)	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	2,546,769.00	0.00
9 Less: Sales Returns, Allowances and Discounts	2,393,468.00	0.00
10 Net Sales/Revenues/Receipts/fees (Item 8 Less Item 9)	153,301.00	0.00
11 Less: Cost of Sales/Services (applicable only if availing Itemized Deductions)	0.00	0.00
12 Gross Income/(Loss) from Operation (Item 10 less Item 11)	153,301.00	0.00
Less: Deductions Allowable under Existing Laws		
13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4 Item 18)	0.00	0.00
14 Special Allowable Itemized Deductions (From Part V Schedule 5 Item 3 and/or Item 9)	0.00	0.00
15 Allowable for Net Operating Loss Carry Over (NOLCO) (From Part V Schedule 6 Item 8 and/or Item 13)	0.00	0.00
16 Total Allowable Itemized Deductions (Sum of Items 13 to 15)	0.00	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)	153,301.00	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)	153,301.00	0.00
24 Total Taxable Income - Compensation & Business (Sum of Items 6 and 23)	153,301.00	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)	0.00	0.00

BIR Form No. 1701 January 2018 (ENCS) Page 3		Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts		 1701 01/18 ENCS P3	
TIN 135 840 826 800		Taxpayer/Filer's Last Name ALCANCES CATALINA MANONGSONG			
3.B - For 8% Flat Income Tax Rate (DO NOT enter Centavos; 48 Centavos or less drop down; 58 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	
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		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		0.00		0.00	
15 Taxes and Licenses		0.00		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)		0.00		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	
1 Gross Income				0.00	
2 Less: Ordinary Allowable Itemized Deductions				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	
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	
8 Total NOLCO - taxpayer/filer (Sum of Items 4D to 7D) (To Part V Schedule 3 A Item 15A)				0.00	
				C. NOLCO Expired	
				D. NOLCO Applied Current Year	
				E Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]	
				0.00	
				0.00	
				0.00	
				0.00	

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 135 840 835 000		Taxpayer/Filer's Last Name ALCANCES CATALINA MANONGSONG				
(Continuation of Schedule 6)						
6A.2 - Spouse's Detailed Computation of Available NOLCO						
Net Operating Loss Year Incurred		A. Amount	B. NOLCO Applied Previous Year/s	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) $[(E) - A - (B + C + D)]$
09		0.00	0.00	0.00	0.00	0.00
10		0.00	0.00	0.00	0.00	0.00
11		0.00	0.00	0.00	0.00	0.00
12		0.00	0.00	0.00	0.00	0.00
13 Total NOLCO - Spouse (Sum of Items 9D to 12D) (To Part V Schedule 3 A Item 15B)						0.00
PART VI - Summary of Income Tax Due						
1 Regular Rate-Income Tax Due (From Part V, Either Item 25 or Item 32)		0.00		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)		0.00		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		56,900.00		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)		56,900.00		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 6)		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 16F 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		153,301.00		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)		153,301.00		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)		153,301.00		0.00		



This certifies that

KRISTWIN CONSUMER GOODS TRADING
(REGIONAL)

REGION IV-B (MIMAROPA)

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

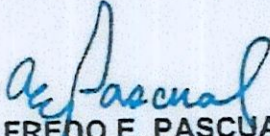
CATALINA MANONGSONG ALCAÑICES

is valid from 12 January 2023 to 12 January 2028 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 12 January 2023 in the Philippines.


ALFREDO E. PASCUAL
Secretary

Business Name No. 4449339

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



PBYS334614306344

Documentary Stamp Tax Paid Php 30.00

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

Stations: Mindoro State University

Length:

Contract Duration:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS			TOTAL COST	UNIT COST
									INFLATION, CURRENCY	INFLATION, CURRENCY	INFLATION, CURRENCY		
									%	VALUE	VALUE	(10%[(5)+(10)])	(11) / (3)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
1	Long Bond paper (substance 20)	67	reams	290.00	19,430.00					(5)X(9)			
2	Short Bond paper (substance 20)	20	reams	250.00	5,000.00								
3	A4 Bond Paper (substance 20)	67	reams	270.00	18,090.00								
4	Photo paper (A4, 230gsm, Plain Back)	10	packs	75.00	750.00								
5	Photo paper (A3, 230gsm, Plain Back)	25	packs	125.00	3,125.00								
6	Velum Paper (8.5"x11")	10	packs	45.00	450.00								
7	Velum Paper (8.5"x13")	10	packs	55.00	550.00								
8	White folder (long)	52	pcs	10.00	520.00								
9	Clear folder (long)	50	pcs	22.00	1,100.00								
10	Clear folder (short)	35	pcs	20.00	700.00								
11	Expanding folder (long)	70	pcs	18.00	1,260.00								
12	Expanding Envelope	100	pcs	25.00	2,500.00								
13	Brown Envelop, Long	50	pcs	6.00	300.00								
14	Brown Envelop, Short	50	pcs	8.00	400.00								
15	Certificate holder (short, green)	35	pcs	50.00	1,750.00								
16	Staple wire #35	12	box	45.00	540.00								
17	Stapler	5	pcs	350.00	1,750.00								
18	Paper fasteners	20	box	45.00	900.00								
19	Ruler, aluminum	5	pcs	50.00	250.00								
20	T-square ruler, 60cm	4	pcs	250.00	1,000.00								
21	Glue, 130mL	10	bottles	75.00	750.00								
22	Scissors	10	pcs	75.00	750.00								
23	Cutter, heavy duty	5	pcs	150.00	750.00								
24	Stainless blade set	12	set	55.00	660.00								
25	Correction tape	25	pcs	35.00	875.00								
26	Pencil #2	15	box	95.00	1,425.00								
27	Ballpen, black (RT ballpen)	8	box	650.00	5,200.00								
28	Sign pen, V5, 0.7mm, blue	24	pcs	80.00	1,920.00								

549

29	Permanent marker, black	2	box	552.00	1,104.00					
30	Whiteboard Marker Black	2	box	550.00	1,100.00					
31	Permanent marker Ink, black	2	bottles	110.00	220.00					
32	Whiteboard marker ink, Black	2	bottles	110.00	220.00					
33	Sticky tab	50	set	50.00	2,500.00					
34	Sticky note (76x76mm)	40	pad	50.00	2,000.00					
35	Binder Clips (3/4")	20	box	25.00	500.00					
36	Binder Clips (1")	12	box	40.00	480.00					
37	Binder Clips (1.25")	12	box	45.00	540.00					
38	Binder Clips (1.5/8")	12	box	60.00	720.00					
39	Binder Clips (2")	15	box	90.00	1,350.00					
40	Paper Clip (big)	12	box	35.00	420.00					
41	Paper Clip (small)	20	box	15.00	300.00					
42	Push pins, 100pcs/box	20	box	60.00	1,200.00					
43	Highlighter (yellow-green)	20	pcs	45.00	900.00					
44	Scotch tape (1", 200m)	10	pcs	50.00	500.00					
45	Scotch tape (2", 200m)	10	pcs	75.00	750.00					
46	Masking tape, 18mmx22m	24	pcs	45.00	1,080.00					
47	Record Book, 500 leaves	8	pcs	250.00	2,000.00					
48	Ink Refill Black, 664, 70ml	5	bottles	320.00	1,600.00					
49	Ink Refill Magenta, 664, 70ml	3	bottles	350.00	1,050.00					
50	Ink Refill Cyan, 664, 70ml	3	bottles	350.00	1,050.00					
51	Ink Refill Yellow, 664, 70ml	3	bottles	350.00	1,050.00					
52	Ink Refill Black, 003, 70ml	15	bottles	320.00	4,800.00					
53	Ink Refill Magenta, 003, 70ml	12	bottles	350.00	4,200.00					
54	Ink Refill Cyan, 003, 70ml	12	bottles	350.00	4,200.00					
55	Ink Refill Yellow, 003, 70ml	12	bottles	350.00	4,200.00					
56	Blade for A3 Ream Cutter	2	pcs	1,300.00	2,600.00					
57	Flash Drive (64GB, OTG)	5	pcs	1,500.00	7,500.00					
58	Battery (PS12-6.6V, 12Ah)	2	unit	2,056.00	4,112.00					
59	Lithium Battery (CR123, 3V)	10	pcs	289.00	2,890.00					
60	Date/received Stamp	4	pcs	75.00	300.00					
61	Date Stamp	4	pcs	49.75	199.00					
62	Stamp pad ink	12	pcs	35.00	420.00					
63	Stamp pad	10	pcs	50.00	500.00					
GRAND TOTAL					131,250.00					

Prepared by

Submitted by

Recommending Approval

Approved

RENEILITO C. RITO

Member, BAC Secretariat

Engr. MARKLESTER A. VAGPANTAY

Head, BAC Secretariat

NEMESIO H. DAVALOS, Ph.D.

Chairperson, BAC

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:

Office/Section :		PR No.: <u>PR24-0150</u>		Date: <u>03/19/2024</u>	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	reams	Long bond paper (substance 20)	67	290.00	19,430.00
2	reams	Short bond paper (substance 20)	20	250.00	5,000.00
3	reams	A4 bond paper (substance 20)	67	270.00	18,090.00
4	packs	Photo paper (A4, 230 gsm Plain Back)	10	75.00	750.00
5	packs	Photo paper (A3, 230gsm, Plain Back)	25	125.00	3,125.00
6	packs	Velum paper (8.5" x 11")	10	45.00	450.00
7	packs	Velum paper (8.5" x 13")	10	55.00	550.00
8	pcs	White folder (long)	52	10.00	520.00
9	pcs	Clear folder (long)	50	22.00	1,100.00
10	pcs	Clear folder (Short)	35	20.00	700.00
11	pcs	Expanding folder (long)	70	18.00	1,260.00
12	pcs	Expanding envelop	100	25.00	2,500.00
13	pcs	Brown Envelop, Long	50	6.00	300.00
14	pcs	Brown Envelop, Short	50	8.00	400.00
15	pcs	Certificate holder (short, green)	35	50.00	1,750.00
16	box	Staple wire #35	12	45.00	540.00
17	pcs	Stapler	5	350.00	1,750.00
18	box	Paper fasteners	20	45.00	900.00
19	pcs	Ruler, aluminum	5	50.00	250.00
20	pcs	T-square Ruler, 60cm	4	250.00	1,000.00
21	bottles	Glue, 130mL	10	75.00	750.00
22	pcs	Scissors	10	75.00	750.00
23	pcs	Cutter, heavy duty	5	150.00	750.00
24	set	Stainless blade set	12	55.00	660.00
25	pcs	Correction tape	25	35.00	875.00
26	box	Pencil #2	15	95.00	1,425.00
27	box	Ballpen, black (RT ballpen)	8	650.00	5,200.00
28	pcs	Sign pen, V5, 0.7mm, blue	24	80.00	1,920.00
29	box	Permanent marker, black	2	552.00	1,104.00
Subtotal					73,799.00

Purpose: Office supplies of the Research and Development Office for the year 2024

MDS-14- /
 101-200 -03-311
 5 020301000

Requested by:	Recommending Approval:	Approved as to Availability of Funds	Approved by:
Signature :			
Printed Name : MACARIO B. MASAGCA, JR.	CHRISTIAN ANTHONY C. AGUTAYA	ROVELYN P. ROXAS	CHRISTIAN ANTHONY C. AGUTAYA
Designation : Director for Research	VP for RDE	Acting Budget Officer III	OIC-University President



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



PURCHASE REQUEST

Fund Cluster:

Office/Section :		PR No.: <u>PR24-0150</u>		Date: <u>03/19/2024</u>	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
30	box	Whiteboard marker, black	2	550.00	1,100.00
31	bottles	Permanent marker ink, black	2	110.00	220.00
32	bottles	Whiteboard marker ink, black	2	110.00	220.00
33	set	Sticky tab	50	50.00	2,500.00
34	pad	Sticky note (76x76mm)	40	50.00	2,000.00
35	box	Binder Clips (3/4")	20	25.00	500.00
36	box	Binder Clips (1")	12	40.00	480.00
37	box	Binder Clips (1.25")	12	45.00	540.00
38	box	Binder Clips (1 5/8")	12	60.00	720.00
39	box	Binder Clips (2")	15	90.00	1,350.00
40	box	Paper Clips (big)	12	35.00	420.00
41	box	Paper Clips (small)	20	15.00	300.00
42	box	Push pins, 100pcs/box	20	60.00	1,200.00
43	pcs	Highlighter (yellow-green)	20	45.00	900.00
44	pcs	Scotch tape (1", 200m)	10	50.00	500.00
45	pcs	Scotch tape (2"), 200m	10	75.00	750.00
46	pcs	Masking tape, 18mmx22m	24	45.00	1,080.00
47	pcs	Record Book, 500 leaves	8	250.00	2,000.00
48	bottles	Epson Ink refill Black, 664, 70ml	5	320.00	1,600.00
49	bottles	Epson Ink refill Magenta, 664, 70ml	3	350.00	1,050.00
50	bottles	Epson Ink refill Cyan, 664, 70ml	3	350.00	1,050.00
51	bottles	Epson Ink refill Yellow, 664, 70ml	3	350.00	1,050.00
52	bottles	Epson Ink refill Black, 003, 70ml	15	320.00	4,800.00
53	bottles	Epson Ink refill Magenta, 003, 70ml	12	350.00	4,200.00
54	bottles	Epson Ink refill Cyan, 003, 70ml	12	350.00	4,200.00
55	bottles	Epson Ink refill Yellow, 003, 70ml	12	350.00	4,200.00
56	pcs	Blade for A3 Ream Cutter	2	1,300.00	2,600.00
57	pcs	Flash drive (64Gb, OTG)	5	1,500.00	7,500.00
58	unit	Battery (PS12-6, 6V, 12Ah)	2	2,056.00	4,112.00
			subtotal		53,142.00

Purpose: Office supplies of the Research and Development Office for the year 2024

MDS-14-7
 101-200 -03-31
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Requested by:	Recommending Approval:	Approved as to Availability of Funds	Approved by:
Signature :			
Printed Name : MACARIO B. MASAGCA, JR.	CHRISTIAN ANTHONY C. AGUTAYA	ROVELYN P. ROXAS	CHRISTIAN ANTHONY C. AGUTAYA
Designation : Director for Research	VP for RDE	Acting Budget Officer III	OIC-University President

