



**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE EXTENSION OFFICE AT MinSU MAIN CAMPUS**

Name of Project

**BAC Resolution Recommending Approval  
Resolution No. 78, 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 Extension Office at MinSU Main Campus**” with an Approved Budget for the Contract (ABC) amounting to **Fifty Thousand Pesos (Php50,000.00)**;

**WHEREAS**, in response to the said advertisement, four (4) suppliers were found in the document request list, however only one (1) supplier in the name of **KRISTWIN CONSUMER GOODS TRADING** submitted price quotation before the deadline;

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


Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
Php50,000.00	Kristwin Consumer Goods Trading	Php43,081.25

**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 Single Calculated Responsive Bid (SCRB);

**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 Extension Office at MinSU Main Campus**” to **Kristwin Consumer Goods Trading** amounting to **Forty-Three Thousand Eighty-One Pesos and 25/100 (Php43,081.00)** 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 23<sup>rd</sup> day of April, 2024.

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


  
**ANSELMO R. ULEP, JR.**  
BAC Vice-Chairperson

  
**CIEDELLE P. SALAZAR Ph.D**  
BAC Member

  
**ELVI C. ESCAREZ, Ph.D.**  
BAC Member

  
**MELGAR G. FADRIQUELAN**  
BAC Member

Approved/Disapproved

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





## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10745974  
**Procuring Entity** MINDORO STATE UNIVERSITY  
**Title** Supply and Delivery of Office Supplies for the Extension Office at MinSU Main Campus  
**Area of Delivery** Oriental Mindoro

<b>Solicitation Number:</b>	RFQ No. 2024-60	<b>Status</b>	<b>Closed</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Equipment Supplies and Consumables		
<b>Approved Budget for the Contract:</b>	PHP 50,000.00	<b>Document Request List</b>	4
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	15/04/2024
<b>Contact Person:</b>	MARK LESTER A MAGPANTAY Head, BAC Secretariat Alcate Victoria Oriental Mindoro Philippines 5205 63-9-154612960 macmagpantay@minsu.edu.ph	<b>Last Updated / Time</b>	15/04/2024 00:00 AM
		<b>Closing Date / Time</b>	22/04/2024 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 A4 Bond Paper (Substance 20) 15

2 box Binder Clips (1 5/8") 2

3 box Binder Clips (1") 3

4 box Binder Clips (1.25") 2

5 box Binder Clips (2") 5



<b>Created by</b>	Annabelle Quinto Madrigal
<b>Date Created</b>	12/04/2024

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# PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

[Help](#)

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10717331  
**Procuring Entity** MINDORO STATE UNIVERSITY  
**Title** Supply and Delivery of Office Supplies for the Extension Office at MinSU Main Campus  
**Area of Delivery** Oriental Mindoro

<b>Solicitation Number:</b>	RFQ No. 2024-60	<b>Status</b>	<b>Closed</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	3
<b>Category:</b>	Office Equipment Supplies and Consumables	<b>Date Published</b>	03/04/2024
<b>Approved Budget for the Contract:</b>	PHP 50,000.00	<b>Last Updated / Time</b>	03/04/2024 00:00 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	10/04/2024 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	MARK LESTER A MAGPANTAY Head, BAC Secretariat Alcate Victoria Oriental Mindoro Philippines 5205 63-9-154612960 macmagpantay@minsu.edu.ph		

#### Description

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

NEMESIO H. DAVALOS, Ph.D.

BAC Chairperson

Note: 1. All entries must be typewritten.

2. Delivery Period within \_\_\_\_ calendar days.

3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.

4. Price validity shall be a period of 30 calendar days.

5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.

6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).

7. Mode of delivery: [ ] Pick-up (Schedule) [ ] Door to Door Delivery

Item No. Unit ITEM AND DESCRIPTION QTY. UNIT PRICE TOTAL AMOUNT

1 reams A4 Bond Paper (Substance 20) 15

2 box Binder Clips (1 5/8") 2

3 box Binder Clips (1") 3

4 box Binder Clips (1.25") 2

5 box Binder Clips (2") 5

6 box Binder Clips (3/4") 3

7 pcs binding Element .5" Round 7

8 pcs binding Element .75" Round 7

9 pcs Binding Element 1" Flat 32

10 pcs Binding Element 1.25" Flat 32

04/22



- |                     |                           |
|---------------------|---------------------------|
| <b>Created by</b>   | Annabelle Quinto Madrigal |
| <b>Date Created</b> | 02/04/2024                |

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





## REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies for the Extension Office at MinSU Main Campus

PR No.: PR24-0088

RFQ No. 2024-60

ABC Amount: Php50,000.00

Company Name : KRIETWIN 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

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	reams	A4 Bond Paper (Substance 20)	15	189	2 835
2	box	Binder Clips (1 5/8")	2	64	128
3	box	Binder Clips (1")	3	34	102
4	box	Binder Clips (1.25")	2	39	78
5	box	Binder Clips (2")	5	72	360
6	box	Binder Clips (3/4")	3	28	84
7	pcs	binding Element .5" Round	7	38	266
8	pcs	binding Element .75" Round	7	42	294
9	pcs	Binding Element 1" Flat	32	50	1600
10	pcs	Binding Element 1.25" Flat	32	60	1920
11	pcs	Binding Element 1.5" Flat	32	68	2176
12	pcs	Binding Element 2" Flat	10	75	750
13	pcs	binding Element .25" Round	7	32	224
14	pcs	brown envelop, Long	50	2.50	125
15	pcs	brown envelop, short	49	2.0	98
16	pcs	Certificate Holder (Short, Green)	10	36	360
17	pcs	Clear Folder (Long)	25	18	450
18	pcs	Clear Folder (Short)	20	16	320
19	reams	Colored Paper (Assorted Colors)	4	190	760
20	pcs	Correction Tape	25	28	700
21	pcs	Cutter, Heavy Duty	2	48	96
22	pcs	Expanding Envelop	30	15	450
23	pcs	Expanding folder (long)	30	16	480
24	set	Ink C/M/Y/B #664	12	1090	13080
25	pcs	Magazine File Box (Single)	10	145	1450
26	box	Whiteboard Marker, Black	1	680	680
27	pcs	Flash Drive (64GB, OTG)	4	275	1100
28	pcs	Manila Paper	35	3.75	131.25
29	pcs	Masking Tape	5	30	150

MSU-BAC-FR-05.01





# Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

Email: [universitypresident@mins.edu.ph](mailto:universitypresident@mins.edu.ph)

Website: [www.minsu.edu.ph](http://www.minsu.edu.ph)

Mobile: +63 977 846 72 28



30	box	Paper Clips (Big)	5	24	120
31	box	Fasteners	5	38	190
32	box	Pencil #2	3	95	285
33	box	Permanent Marker, Black	1	420	420
34	packs	Photo Paper (A4, Plain Black)	10	74	740
35	box	Push Pins	10	38	380
36	pcs	Record Book, 500 leaves	2	89	178
37	pcs	Ruler	5	6	30
38	pcs	Scissors	2	85	170
39	pcs	Scotch tape (1")	5	20	100
40	pcs	Scotch tape (2")	5	43	215
41	reams	Short Bondpaper (Substance 20)	10	178	1780
42	box	Sign Pen (Hi-Techpoint) (0.7)	2	75	150
43	set	Stainless Blade Set	2	65	130
44	box	Staple Wire #35	5	43	215
45	pcs	Stapler	2	165	330
46	pad	Sticky Note (76x76mm)	15	34	510
47	set	Sticky tab	18	87	1566
48	packs	velum paper (8.5"x11")	10	27	270
49	packs	velum paper (8.5"x13")	10	29	290
50	pcs	white Folder, Long	35	5.6	196
51	btls	White Board Marker Ink, Black	1	105	105
52	box	Gel Pen (Black, Blue, red) (0.5)	3	240	720
53	btls	Glue, 130ML	7	57	399
54	pcs	Highlighter (Yellow-Green)	7	35	245
55	reams	Long Bond Paper (Substance 20)	10	210	2100
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			TOTAL		. 43,081.25

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

CATALINA ALCANICES

Supplier's Signature over Printed Name

138-840-026-0000

TIN No. of Establishment

09084116367

Contact Number

4-21-2024

Date

MSU-BAC-FR-05.01

•Main Campus, Alcate, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit, Calapan City





#### 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.





## 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	Alcanices
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	Organization Type	Trading
Business Tax Identification Number	13884052600000	Capitalization	₱ 1,000,000.00

#### Single Proprietorship Details

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

#### Local Organization Address

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

#### Bank Account Details

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

#### Uploaded Supporting Document

Uploaded	1675415981_dti, bir, bank account.pdf
Supporting Document	( <a href="https://www.philgeps.gov.ph/portal_documents/merchant_reg_documents/user_332795/documents/1675415981_dti, bir, bank account.pdf">https://www.philgeps.gov.ph/portal_documents/merchant_reg_documents/user_332795/documents/1675415981_dti, bir, bank account.pdf</a> )

#### 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 CALAPAN

OFFICE OF THE CITY MAYOR

**TAMAM** ANG  
**SUSUNOD** SA PAGPAPALATAP NG MAMAYANG PANGKALAPAN

## 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.

**P 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	

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: \_\_\_\_\_

ENCODER	TOTALS	5,532.50
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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 Calpan 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 Extension Office at 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

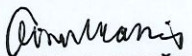
**KRISTWIN CONSUMER GOODS TRADING** is aware of and has undertaken the following responsibilities as a Bidder:

- 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 Extension Office at 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 23<sup>rd</sup> 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 23<sup>rd</sup> 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 22<sup>nd</sup> 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. 126  
 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

<b>TIN &amp; BRANCH CODE</b> 138-840-526-00000	<b>NAME OF TAXPAYER</b> ALCANICES, CATALINA MANONGSONG	<b>TIN ISSUANCE DATE</b> July 10, 2015
<b>REGISTERING OFFICE</b>	<input checked="" type="checkbox"/> Head Office	<input type="checkbox"/> Branch
<b>REGISTERED ADDRESS</b> 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

		CATEGORY	REGISTRATION DATE
<b>TRADE NAME 1</b>	<b>KRISTWIN CONSUMER GOODS TRADING</b>		January 17, 2023
<b>(PSIC)</b>	47199-RETAIL SELLING IN NON-SPECIALIZED STORES, N.E.C.	Primary	
<b>Line of Business</b>	RETAIL SELLING IN NON-SPECIALIZED STORES, N.E.C.		
<b>(PSIC)</b>	47733-RETAIL SALE OF OFFICE MACHINES AND EQUIPMENT, EXCLUDING COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT	Secondary	
<b>Line of Business</b>	RETAIL SALE OF OFFICE MACHINES AND EQUIPMENT, EXCLUDING COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT		
<b>(PSIC)</b>	46421-WHOLESALE OF MEDICINAL AND PHARMACEUTICAL PRODUCTS	Secondary	
<b>Line of Business</b>	WHOLESALE OF MEDICINAL AND PHARMACEUTICAL PRODUCTS		
<b>(PSIC)</b>	47721-RETAIL SALE OF DRUGS AND PHARMACEUTICAL GOODS	Secondary	
<b>Line of Business</b>	RETAIL SALE OF DRUGS AND PHARMACEUTICAL GOODS		
<b>(PSIC)</b>	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: 063FC20230000000191

Date OCN Generated: January 17, 2023

## CERTIFICATE OF REGISTRATION

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

	MISCELLANEOUS CONSUMER GOODS, N.E.C.		
<b>Line of Business</b>	WHOLESALE OF MISCELLANEOUS CONSUMER GOODS, N.E.C.		
<b>(P3IC)</b>	47529-RETAIL SALE OF CONSTRUCTION SUPPLIES, N.E.C.		
<b>Line of Business</b>	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-Asst. Revenue District Officer

**EMELITA R. ABO**


**REVENUE DISTRICT OFFICER**  
(Signature over Printed Name)

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




<b>Republic of the Philippines</b> <b>Department of Finance</b> <b>Bureau of Internal Revenue</b>				
For BIR BCS Use Only Item  BIR Form No. <b>1701</b> January 2018 (ENCS) Page 1	<b>Annual Income Tax Return</b> <b>Individuals (including MIXED Income Earner), Estates and Trusts</b> <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 Taxpayer.</small>	 1701 01/18 ENCS P1		
1 Month <input checked="" type="checkbox"/> For the Year (YYYY) <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				
<b>PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER</b>				
4 Taxpayer Identification Number (TIN) <u>135 - 842 - 556 - 000</u>		5 RDO Code <u>1053</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>ALCANICES 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>KALAPANG CITY ORIENTAL MINDORO</u>				
		9A ZIP Code <u>5500</u>		
10 Date of Birth (MM/DD/YYYY) <u>05/15/1981</u>	11 Email Address <u>jane.gsp4@gmail.com</u>			
12 Citizenship <u>FIIPINO</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 If married, spouse has income? <input type="radio"/> Yes <input checked="" type="radio"/> No		18 Filing Status <input type="radio"/> Joint Filing <input checked="" type="radio"/> Separate Filing		
19 Income EXEMPT from Income Tax? <input type="radio"/> Yes <input checked="" type="radio"/> No <small>[If yes, fill out also consolidation of ALL activities per Tax Regime (Part XI)]</small>		20 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="radio"/> Yes <input checked="" type="radio"/> No <small>[If yes, fill out also consolidation of ALL activities per Tax Regime (Part XI)]</small>		
21A Method of Deduction (choose one) <input checked="" type="radio"/> Graduated Rates (Choose Method of Deduction in Item 21A) <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]] <input type="radio"/> 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC <small>(available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M))</small>				
<b>PART II - TOTAL TAX PAYABLE</b> (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)	0.00	0.00		
23 Less: Total Tax Credits/Payments (From Part VII Item 12)	-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	0.00		
<b>PART III - DETAILS OF PAYMENT</b>				
Particulars	Drawee Bank/Agency	Number	Date (MM/DD/YYYY)	Amount
34 Cash/Bank Debit Memo	_____	_____	_____	_____
35 Check	_____	_____	_____	_____
36 Tax Debit Memo	_____	_____	_____	_____
37 Others (specify below)	_____	_____	_____	_____




BIR Form No. <b>1701</b> January 2018 (ENCS) Page 2	<b>Annual Income Tax Return</b> Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18ENCS P2
Taxpayer's Last Name ALCANCES CATALINA MANABONG		
<b>PART IV - Background Information of Spouse</b>		
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 X)]	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)]	
12A Method of Deduction (choose one) <input type="radio"/> Graduated Rates <input type="radio"/> Itemized Deduction <input type="radio"/> Optional Standard Deduction (OSD) (Choose Method of Deduction in Item 12A)    [Sec. 34(A-J), NIRC]    [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]] <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)]		
<b>PART V - Computation of Tax</b>		
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	
(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
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)	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 6)	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. <b>1701</b> January 2018 (ENCS) Page 3	<b>Annual Income Tax Return</b> Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18ENCS P3			
TIN: 133-84C-826-000		Taxpayer/Filer's Last Name: ALCANICES CATALINA MANONGSONG			
<b>3.B - For 8% Flat Income Tax Rate</b> (DO NOT enter Centavos; 48 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	0.00	0.00			
29 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			
<b>Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheet/s, if necessary)</b>					
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			
<b>Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)</b>					
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		
<b>Schedule 6 - Computation of Net Operating Loss carry Over (NOLCO)</b>					
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)				



BIR Form No. <b>1701</b> January 2018 (ENCS) Page 4	<b>Annual Income Tax Return</b> Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18ENCS P4			
TIN: 132 1340 1335 1300		Taxpayer/Filer's Last Name: ALCANICES CATALINA MANONGSONG			
(Continuation of Schedule 6)					
<b>SA.2 - Spouse's Detailed Computation of Available NOLCO</b>					
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
				0.00	
<b>13 Total NOLCO - Spouse (Sum of Items 9D to 12D) (To Part V Schedule 3 A Item 15B)</b>					
<b>PART VI - Summary of Income Tax Due</b>					
<b>1</b> Regular Rate-Income Tax Due (From Part V. Either Item 25 or Item 32)	0.00	0.00			
<b>2</b> Special Rate-Income Tax Due (From Part X Item 17B/17F)	0.00	0.00			
<b>3</b> Less: Share of Other Government Agency, if remitted directly to the Agency	0.00	0.00			
<b>4</b> Net Special Rate-Income Tax Due/Share of National Govt. (Item 2 Less Item 3)	0.00	0.00			
<b>5</b> Total Income Tax Due (Sum of Items 1 & 4) (To Part II Item 22)	0.00	0.00			
<b>PART VII - Tax Credits/Payments (attach proof)</b>					
<b>1</b> Prior Year's Excess Credits	0.00	0.00			
<b>2</b> Tax Payments for the First Three (3) Quarters	0.00	0.00			
<b>3</b> Creditable Tax Withheld for the First Three (3) Quarters	56,900.00	0.00			
<b>4</b> Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter	0.00	0.00			
<b>5</b> Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 2Ad/2Bd)	0.00	0.00			
<b>6</b> Tax Paid in Return Previously Filed, if this is an Amended Return	0.00	0.00			
<b>7</b> Foreign Tax Credits, if applicable	0.00	0.00			
<b>8</b> Special Tax Credits, if applicable (To Part VIII Item 6)	0.00	0.00			
<b>9</b> Other Tax Credits/Payments (specify)	0.00	0.00			
<b>10</b> Total Tax Credits/Payments (Sum of Items 1 to 9) (To Part II Item 23)	56,900.00	0.00			
<b>PART VIII - Tax Relief Availment</b>					
<b>VIII.A - Special Rate</b>					
<b>1</b> Regular Income Tax Otherwise Due (Part X Item 16B and/or Item 16F X applicable regular income tax rate)	0.00	0.00			
<b>2</b> 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			
<b>3</b> Sub-Total - Tax Relief (Sum of Items 1 and 2)	0.00	0.00			
<b>4</b> Less: Income Tax Due (From Part X Item 17B and/or Item 17F)	0.00	0.00			
<b>5</b> Tax Relief Availment Before Special Tax Credit (Item 3 Less Item 4)	0.00	0.00			
<b>6</b> Add: Special Tax Credit, if any (From Part VII Item 6)	0.00	0.00			
<b>7</b> Total Tax Relief Availment-SPECIAL (Sum of Items 5 and 6)	0.00	0.00			
<b>VIII.B - Exempt</b>					
<b>8</b> Regular Income Tax Otherwise Due (Part X Item 16A and/or Item 16F X applicable regular income tax rate)	0.00	0.00			
<b>9</b> 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			
<b>10</b> Total Tax Relief Availment-EXEMPT (Sum of Items 8 and 9)	0.00	0.00			
<b>PART IX - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheet/s, if necessary)</b>					
Particulars	A. Taxpayer/Filer	B. Spouse			
<b>1</b> Net Income/(Loss) per Books	153,301.00	0.00			
Add: Non-Deductible Expenses/Taxable Other Income					
<b>2</b>	0.00	0.00			
<b>3</b>	0.00	0.00			
<b>4</b>	0.00	0.00			
<b>5</b> Total (Sum of Items 1 to 4)	153,301.00	0.00			
Less: A) Non-Taxable Income and Income Subjected to Final Tax					
<b>6</b>	0.00	0.00			
<b>7</b>	0.00	0.00			
B) Special/Other Allowable Deductions					
<b>8</b>	0.00	0.00			
<b>9</b>	0.00	0.00			
<b>10</b> Total (Sum of Items 6 to 9)	0.00	0.00			
<b>11</b> 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

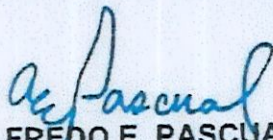
**CATALINA MANONGSONG ALCAÑICES**

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

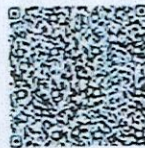
**Certificate of Business Name Registration**

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 Extension Office at Minsu Main Campus**  
**Alcate, Victoria, Oriental Mindoro**  
Project Name and Location

Stations: Mindoro State University

Length:

Contract Duration:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS			TOTAL COST	UNIT COST
									INFLATION, CURRENCY				
									%	VALUE			
									INFLATION, CURRENCY	VALUE			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	
1	A4 Bond Paper (Substance 20)	15	reams	260.00	3,900.00								
2	Binder Clips (1 5/8")	2	box	35.00	70.00								
3	Binder Clips (1")	3	box	65.00	195.00								
4	Binder Clips (1.25")	2	box	90.00	180.00								
5	Binder Clips (2")	5	box	91.00	455.00								
6	Binder Clips (3/4")	3	box	50.00	150.00								
7	binding Element .5" Round	7	pcs	25.00	175.00								
8	binding Element .75" Round	7	pcs	35.00	245.00								
9	Binding Element 1" Flat	32	pcs	55.00	1,760.00								
10	Binding Element 1.25" Flat	32	pcs	80.00	2,560.00								
11	Binding Element 1.5" Flat	32	pcs	80.00	2,560.00								
12	Binding Element 2" Flat	10	pcs	75.00	750.00								
13	binding Element .25" Round	7	pcs	18.00	126.00								
14	brown envelop, Long	50	pcs	8.00	400.00								
15	brown envelop, short	49	pcs	8.00	392.00								
16	Certificate Holder (Short, Green)	10	pcs	50.00	500.00								
17	Clear Folder (Long)	25	pcs	30.00	750.00								
18	Clear Folder (Short)	20	pcs	25.00	500.00								
19	Colored Paper (Assorted Colors)	4	reams	295.00	1,180.00								
20	Correction Tape	25	pcs	45.00	1,125.00								
21	Cutter, Heavy Duty	2	pcs	250.00	500.00								
22	Expanding Envelop	30	pcs	35.00	1,050.00								
23	Expanding folder (long)	30	pcs	30.00	900.00								
24	Ink C/M/Y/B #664	12	set	125.00	1,500.00								
25	Magazine File Box (Single)	10	pcs	250.00	2,500.00								
26	Whiteboard Marker, Black	1	box	82.00	82.00								
27	Flash Drive (64GB, OTG)	4	pcs	1,500.00	6,000.00								
28	Manila Paper	35	pcs	5.00	175.00								

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29	Masking Tape	5	pcs	45.00	225.00													
30	Paper Clips (Big)	5	box	45.00	225.00													
31	Fasteners	5	box	35.00	175.00													
32	Pencil #2	3	box	80.00	240.00													
33	Permanent Marker, Black	1	box	600.00	600.00													
34	Photo Paper (A4, Plain Black)	10	packs	180.00	1,800.00													
35	Push Pins	10	box	40.00	400.00													
36	Record Book, 500 leaves	2	pcs	400.00	800.00													
37	Ruler	5	pcs	25.00	125.00													
38	Scissors	2	pcs	80.00	160.00													
39	Scotch Tape (1")	5	pcs	30.00	150.00													
40	Scotch Tape (2")	5	pcs	50.00	250.00													
41	Short Bondpaper (Substance 20)	10	reams	240.00	2,400.00													
42	Sign Pen (Hi-Techpoint) (0.7)	2	box	725.00	1,450.00													
43	Stainless Blade Set	2	set	55.00	110.00													
44	Staple Wire #35	5	box	45.00	225.00													
45	Stapler	2	pcs	435.00	870.00													
46	Sticky Note (76x76mm)	15	pad	50.00	750.00													
47	Sticky tab	18	set	50.00	900.00													
48	velum paper (8.5"x11")	10	packs	60.00	600.00													
49	velum paper (8.5"x13")	10	packs	120.00	1,200.00													
50	white Folder, Long	35	pcs	15.00	525.00													
51	White Board Marker Ink, Black	1	btl	200.00	200.00													
52	Gel Pen (Black, Blue, red) (0.5)	3	box	350.00	1,050.00													
53	Glue, 130ML	7	btl	85.00	595.00													
54	Highlighter (Yellow-Green)	7	pcs	85.00	595.00													
55	Long Bond Paper (Substance 20)	10	reams	270.00	2,700.00													
GRAND TOTAL					50,000.00													

Prepared by

RENELITO C. RICO  
Member, BAC Secretariat

Recommending Approval

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

Approved

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





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



PURCHASE REQUEST

Fund Cluster:

Office/Section : Extension Office		PR No.: <u>PR24-0088</u> Responsibility Center Code :		Date: <u>02/27/2024</u>	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	reams	A4 Bond Paper (Substance 20)	15	260.00	3,900.00
2	box	Binder Clips (1 5/8")	2	35.00	70.00
3	box	Binder Clips (1")	3	65.00	195.00
4	box	Bindere Clips (1.25")	2	90.00	180.00
5	box	Binder Clips (2")	5	91.00	455.00
6	box	Binder Clips (3/4")	3	50.00	150.00
7	pcs -	Binding Element .5" Round	7	25.00	175.00
8	pcs -	Binding Element .75" Round	7	35.00	245.00
9	pcs -	Binding Element 1" Flat	32	55.00	1,760.00
10	pcs -	Binding Element 1.25" Flat	32	80.00	2,560.00
11	pcs -	Binding Element 1.5" Flat	32	80.00	2,560.00
12	pcs -	Binding Element 2" Flat	10	75.00	750.00
13	pcs -	Binding Element .25" Round	7	18.00	126.00
14	pcs -	Brown Envelop, Long	50	8.00	400.00
15	pcs -	Brown Envelop, Short	49	8.00	392.00
16	pcs -	Certificate Holder (Short, Green)	10	50.00	500.00
17	pcs -	Clear Folder (Long)	25	30.00	750.00
18	pcs -	Clear Folder (Short)	20	25.00	500.00
19	reams	Colored Paper (Assorted Colors)	4	295.00	1,180.00
20	pcs	Correction Tape	25	45.00	1,125.00
21	pcs	Cutter, Heavey Duty	2	250.00	500.00
22	pcs	Expanding Envelop	30	35.00	1,050.00
23	pcs	Expanding Folder (Long)	30	30.00	900.00
24	set	Epson Ink (6-set Original) <u>C-M-Y-B #6648</u>	12	125.00	1,500.00
25	pcs	Magazine File Box (Single)	10	250.00	2,500.00
26	box	Whiteboard Marker, Black	1	82.00	82.00
27	pcs	Flash Drive (64GB, OTG)	4	1,500.00	6,000.00
				<b>Sub Total</b>	<b>30,505.00</b>

Purpose: Extension Office Supply for 2024

101-200-02-200

Requested by:		Recommending Approval:	Certified Allotment Available	Approved by:
Signature :				
Printed Name : <b>LOURDES V. ICALLA, DVM</b>		CHRISTIAN ANTHONY C. AGUTAYA Ph.D.	<b>ROVELYN P. ROXAS</b>	CHRISTIAN ANTHONY C. AGUTAYA Ph.D.
Designation : Director for Extension, Knowledge and Technology Transfer		VP for RDE	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 : Extension Office		PR No.: <u>PR24-0088</u> Responsibility Center Code :		Date: <u>02/27/2024</u>	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
					<b>30,505.00</b>
<u>28</u>	pcs	Manila Paper	35	5.00	175.00
<u>29</u>	pcs	Masking Tape	5	45.00	225.00
<u>30</u>	box	Paper Clips (Big)	5	45.00	225.00
<u>31</u>	box	Fasteners	5	35.00	175.00
<u>32</u>	box	Pencil #2	3	80.00	240.00
<u>33</u>	box	Permanent Marker, Black	1	600.00	600.00
<u>34</u>	packs	Photo Paper (A4, Plain Black)	10	180.00	1,800.00
<u>35</u>	box	Push Pins	10	40.00	400.00
<u>36</u>	pcs	Record Book, 500 Leaves	2	400.00	800.00
<u>37</u>	pcs	Ruler	5	25.00	125.00
<u>38</u>	pcs	Scissors	2	80.00	160.00
<u>39</u>	pcs	Scotch Tape (1")	5	30.00	150.00
<u>40</u>	pcs	Scotch Tape (2")	5	50.00	250.00
<u>41</u>	reams	Short Bondpaper (Substance 20)	10	240.00	2,400.00
<u>42</u>	box	Sign Pen (Hi-Techpoint)(0.7)	2	725.00	1,450.00
<u>43</u>	set	Stainless Blade Set	2	55.00	110.00
<u>44</u>	box	Staple Wire #35	5	45.00	225.00
<u>45</u>	pcs	Stapler	2	435.00	870.00
<u>46</u>	pad	Stickey Note (76X76MM)	15	50.00	750.00
<u>47</u>	set	Sticky Tab	18	50.00	900.00
<u>48</u>	packs	Velum Paper (8.5" X 11")	10	60.00	600.00
<u>49</u>	packs	Velum Paper (8.5" X 13")	10	120.00	1,200.00
<u>50</u>	pcs	White Folder, Long	35	15.00	525.00
<u>51</u>	btls	White board Marker Ink, Balck	1	200.00	200.00
<u>52</u>	box	Gel Pen (black, Blue, Red)(0.5)	3	350.00	1,050.00
<u>53</u>	btls	Glue, 130 ML	7	85.00	595.00
<u>54</u>	pcs	Highlighter (Yellow-Green)	7	85.00	595.00
<u>55</u>	reams	Long Bond Paper (Substance 20)	10	270.00	2,700.00
<b>Grand Total</b>				<b>50,000.00</b>	

Purpose: Extension Office Supply for 2024

Signature : Lourdes V. Icalla      Recommending Approval: Christian Anthony C. Agutaya      Certified Allotment Available: Rovelyn P. Roxas      Approved by: Christian Anthony C. Agutaya

Printed Name : **LOURDES V. ICALLA, DVM**      **CHRISTIAN ANTHONY C. AGUTAYA Ph.D.**      **ROVELYN P. ROXAS**      **CHRISTIAN ANTHONY C. AGUTAYA Ph.D.**

Designation : Director for Extension, Knowledge and Technology Transfer      VP for RDE      Budget Officer III      OIC - University President