



**University Bids and Awards Committee**  
**Resolution No. 89 S. 2024**

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

**WHEREAS**, there is an imperative need to acquire and purchase sets of toner for IM C2500 Photocopier for Various Offices at MinSU Bongabong Campus with an Approved Budget for the Contract (ABC) amounting to **Eighty-Four Thousand Pesos (Php84,000.00)**;

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

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

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

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

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


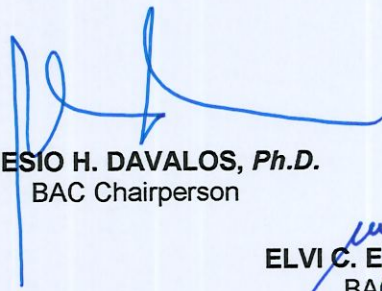


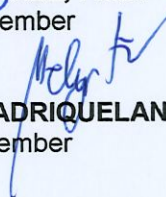
**WHEREAS**, the BAC received the price quotation, along with its eligibility requirements, for toner of IM C2500 from **Philippine Duplicators, Inc.** amounting to **Eighty Thousand Three Hundred Twenty-Five Pesos (Php80,325.00)**;

**NOW, THEREFORE**, the Bids and Awards Committee (BAC), above premises considered, hereby **RESOLVE** as it is hereby **RESOLVED** to recommend to his Honor, the Head of Procuring Entity, to recommend that the procurement of toner for IM C2500 be done through Direct Contracting; the Award of Contract to **Philippine Duplicators, Inc.** for the purchase of toner for IM C2500 in the amount of **Eighty Thousand Three Hundred Twenty-Five Pesos (Php80,325.00)** with official address at KM 14 West Service Road, Edison Ave., Parañaque City, Metro Manila;

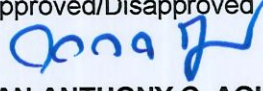




**RESOLVED**, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 3<sup>rd</sup> day of May, 2024.

 <b>ANSELMO R. ULEP, JR.</b> BAC Vice-Chairperson	 <b>NEMESIO H. DAVALOS, Ph.D.</b> BAC Chairperson	 <b>ELVI C. ESCAREZ, Ph.D.</b> BAC Member
 <b>CIEDELLE P. SALAZAR Ph.D</b> BAC Member		 <b>MELGAR G. FADRIQUELAN</b> BAC Member

Approved/Disapproved

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





# PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10789369  
**Procuring Entity** MINDORO STATE UNIVERSITY  
**Title** Supply and Delivery of Office Supplies and Photocopier Toner for Various Offices at MinSU Bongabong Campus  
**Area of Delivery** Oriental Mindoro

<b>Solicitation Number:</b>	RFQ No. 2024-85	<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 600,000.00	<b>Document Request List</b>	7
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	25/04/2024
<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>	25/04/2024 00:00 AM
		<b>Closing Date / Time</b>	02/05/2024 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

Lot 1- Office Supplies

1 pcs Assorted Cartolina 30

2 bxs Ballpen- (I Gel GL 165) blue (12's) 10

3 bxs Ballpen- (I Gel GL 165) red/Blk (12's) 10



4 bxs ballpen (Black) 1  
5 pcs ballpen (Blue) 1  
6 bxs Ballpen (red) 1  
7 bxs Ballpen Black (RT Ballpen) 9  
8 bx Ballpen red (RT Ballpen) 2  
9 box Gel Pen (Black) 4  
10 box Gel Pen (Blue) 4  
11 bxs Binder Clip (1 1/4) 15  
12 bx Binder Clip (15mm) 15  
13 bxs binder Clips (1") 15  
14 bx Binder Clips (19mm) 1  
15 bxs Binder Clips (2 inches) 14  
16 bxs Binder Clips 1"(25mm width) 34  
17 bx Binder Clips (25mm) 1  
18 bxs Binder Clips 3/4" (19mm) 35  
19 bx Binder Clips jumbo 2  
20 pcs Binding Element 1 1/2 flat 25  
21 pcs Binding Element 1 1/4 flat 5  
22 pcs Binding Element 1" Flat 25  
23 pcs Brown envelop Long 89  
24 set BT D60, BT 5000 MYE Ink Set 2  
25 pcs calculator 12 Digit, Two way power 2  
26 box carbon Paper (Blue) 2  
27 pcs CD-RW w/ case 37  
28 pcs Certificate Holder -Short 152  
29 pcs Clear Folder- Long/Green 155  
30 pcs Clear Folder- Short 130  
31 reams Colored Paper (Assorted) 11  
32 pcs Combo Ring 1" 20  
33 pcs Combo ring 1-1/2 20  
34 pcs Correction Tape 6Mx5MM 50  
35 reams Coupon Bond A4 s 20 122  
36 reams Coupon Bond Long subs 20 174  
37 reams Coupon Bond Short subs 20 105  
38 pcs Cutter (Big) 7  
39 pcs cutter (small) 3  
40 crg Dot Matrix So 15632 ribbon Cartridge 3  
41 rolls double Sided tape 1/2 55  
42 pcs Envelop w/ Garter - Long/ Brown 80  
43 pcs expanded folder (long) Green 39  
44 pcs Expanding Envelop with Garter (Long) 100  
45 bxs Fastener Coated 33  
46 reams Folder Long 14pts 100's 25  
47 btls Glue (240G) 36  
48 pcs Heavy duty Staple Gun tacker (4-54mm) 3  
49 pcs Highlighter (Yellow-Green) 2  
50 boxes Index Clear tab (White) 33  
51 pcs Ink #003 Black/yellow /cyan 126  
52 pcs Ink #003 Magenta 40  
53 sets Ink #664 Black 39  
54 sets Ink #664 yellow /magenta/cyan 120  
55 btls Ink Refill Black (1000ML) 2  
56 btls Ink Refill Cyan (1000ML) 2  
57 btls Ink Refill Magenta (1000ML) 2  
58 btls Ink Refill yellow (1000ML) 2  
59 bxs Interntional Film (Carbon Blue) 6  
60 pcs Long Brown envelop w/ garter 80  
61 reams Long Folder 100's 20  
62 pcs looseleaf Folder (with Shoe Lace), HD 50  
63 pcs magazine Box - Single 56  
64 box Marker Permanent 2  
65 bottle marker Permanent Ink 1  
66 pcs masking Tape 1" 5  
67 pcs Masking tape 3/4 5  
68 packs matte (a4) (100sheets /pack) 5  
69 pcs Metal ring Binder 25mm 5  
70 pcs metal ring Binder 32mm 5  
71 pcs metal ring Binder 50mm 5  
72 rolls Packaging Tape 2" 5  
73 pcs Packaging Tape (Big) 4  
74 bxs Paper Clip (Big) (48mm) 52  
75 bxs Paper Clip (Small) (32mm) 52  
76 box Paper Clip (Coated, 50mm) 8  
77 box Paper Fastener 50's 5  
78 pcs Pencil Sharpener, Rotary w/ Clamp 1



<b>Created by</b>	Annabelle Quinto Madrigal
<b>Date Created</b>	24/04/2024

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# Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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BAGONG PILIPINAS

## REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies and Photocopier Toner for Various Offices at MinSU Bongabong Campus

PR No.: 2024-049

RFQ No. 2024-85

ABC Amount: Php600,000.00

Sub-ABC Lot 1- Php516,000.00

Sub-ABC Lot 2- Php84,000.00

Company Name: Philippine Duplicators, inc.

Address: Brgy. merville, Parangue 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 15 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) [x] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		<b>Lot 1- Office Supplies</b>			
1	pcs	Assorted Cartolina	30		Not comply
2	bxs	Ballpen- (I Gel GL 165) blue (12's)	10		Not comply
3	bxs	Ballpen- (I Gel GL 165) red/Blk (12's)	10		Not comply
4	bxs	ballpen (Black)	1		Not comply
5	pcs	ballpen (Blue)	1		Not comply
6	bxs	Ballpen (red)	1		Not comply
7	bxs	Ballpen Black (RT Ballpen)	9		Not comply
8	bx	Ballpen red (RT Ballpen)	2		Not comply
9	box	Gel Pen (Black)	4		Not comply
10	box	Gel Pen (Blue)	4		Not comply
11	bxs	Binder Clip (1 1/4)	15		Not comply
12	bx	Binder Clip (15mm)	15		Not comply
13	bxs	binder Clips (1")	15		Not comply
14	bx	Binder Clips (19mm)	1		Not comply
15	bxs	Binder Clips (2 inches)	14		Not comply
16	bxs	Binder Clips 1"(25mm width)	34		Not comply
17	bx	Binder Clips (25mm)	1		Not comply
18	bxs	Binder Clips 3/4" (19mm)	35		Not comply
19	bx	Binder Clips jumbo	2		Not comply
20	pcs	Binding Element 1 1/2 flat	25		Not comply
21	pcs	Binding Element 1 1/4 flat	5		Not comply
22	pcs	Binding Element 1" Flat	25		Not comply
23	pcs	Brown envelop Long	89		Not comply
24	set	BT D60, BT 5000 MYE Ink Set	2		Not comply
25	pcs	calculator 12 Digit, Two way power	2		Not comply
26	box	carbon Paper (Blue)	2		Not comply
27	pcs	CD-RW w/ case	37		Not comply





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28	pcs	Certificate Holder -Short	152	Not comply
29	pcs	Clear Folder- Long/Green	155	Not comply
30	pcs	Clear Folder- Short	130	Not comply
31	reams	Colored Paper (Assorted)	11	Not comply
32	pcs	Combo Ring 1"	20	Not comply
33	pcs	Combo ring 1-1/2	20	Not comply
34	pcs	Correction Tape 6Mx5MM	50	Not comply
35	reams	Coupon Bond A4 s 20	122	Not comply
36	reams	Coupon Bond Long subs 20	174	Not comply
37	reams	Coupon Bond Short subs 20	105	Not comply
38	pcs	Cutter (Big)	7	Not comply
39	pcs	cutter (small)	3	Not comply
40	crg	Dot Matrix So 15632 ribbon Cartridge	3	Not comply
41	rolls	double Sided tape 1/2	55	Not comply
42	pcs	Envelop w/ Garter - Long/ Brown	80	Not comply
43	pcs	expanded folder (long) Green	39	Not comply
44	pcs	Expanding Envelop with Garter (Long)	100	Not comply
45	bxs	Fastener Coated	33	Not comply
46	reams	Folder Long 14pts 100's	25	Not comply
47	btls	Glue (240G)	36	Not comply
48	pcs	Heavy duty Staple Gun tacker (4-54mm)	3	Not comply
49	pcs	Highlighter (Yellow-Green)	2	Not comply
50	boxes	Index Clear tab (White)	33	Not comply
51	pcs	Ink #003 Black/yellow /cyan	126	Not comply
52	pcs	Ink #003 Magenta	40	Not comply
53	sets	Ink #664 Black	39	Not comply
54	sets	Ink #664 yellow /magenta/cyan	120	Not comply
55	btls	Ink Refill Black (1000ML)	2	Not comply
56	btls	Ink Refill Cyan (1000ML)	2	Not comply
57	btls	Ink Refill Magenta (1000ML)	2	Not comply
58	btls	Ink Refill yellow (1000ML)	2	Not comply
59	bxs	Interntional Film (Carbon Blue)	6	Not comply
60	pcs	Long Brown envelop w/ garter	80	Not comply
61	reams	Long Folder 100's	20	Not comply
62	pcs	looseleaf Folder (with Shoe Lace), HD	50	Not comply
63	pcs	magazine Box - Single	56	Not comply
64	box	Marker Permanent	2	Not comply
65	bottle	marker Permanent Ink	1	Not comply
66	pcs	masking Tape 1"	5	Not comply
67	pcs	Masking tape 3/4	5	Not comply
68	packs	matte (a4) (100sheets /pack)	5	Not comply
69	pcs	Metal ring Binder 25mm	5	Not comply
70	pcs	metal ring Binder 32mm	5	Not comply
71	pcs	metal ring Binder 50mm	5	Not comply
72	rolls	Packaging Tape 2"	5	Not comply





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73	pcs	Packaging Tape (Big)	4	Not comply
74	bxs	Paper Clip (Big) (48mm)	52	Not comply
75	bxs	Paper Clip (Small) (32mm)	52	Not comply
76	box	Paper Clip (Coated, 50mm)	8	Not comply
77	box	Paper Fastener 50's	5	Not comply
78	pcs	Pencil Sharpener, Rotary w/ Clamp	1	Not comply
79	box	Pencil #2	13	Not comply
80	pcs	Pentelpen Black (Broad)	5	Not comply
81	pcs	Pentelpen Black (fine)	5	Not comply
82	bxs	Permanent marker (Broad)	6	Not comply
83	packs	Photo Paper (A4, Plain Back)	5	Not comply
84	pcs	Picture Frames (8.5"x11")	20	Not comply
85	rolls	Plastic Cover #6 50mts	5	Not comply
86	pcs	Plastic Ruler	15	Not comply
87	bx	Press Folder Green	5	Not comply
88	pcs	Puncher Heavy duty	1	Not comply
89	box	Push Pins	2	Not comply
90	pcs	Record Book 200lvs	20	Not comply
91	pcs	Record Book 500Lvs	10	Not comply
92	box	Rubber band (Heavy Duty, Big)	1	Not comply
93	pcs	Ruler Foot transparent	1	Not comply
94	pcs	Scissor Big	2	Not comply
95	pcs	scotch tape (2")	9	Not comply
96	rolls	scotch tape 1	40	Not comply
97	rolls	scotch tape 3/4	20	Not comply
98	pcs	Short Brown Envelop	15	Not comply
99	reams	Short Folder 100's	5	Not comply
100	pcs	Sign Pen (Hi-Techpoint- blue)	64	Not comply
101	bxs	Sign Pen (Hi-Techpoint V10 Grip (Blk)12's	1	Not comply
102	bxs	Sign Pen (Hi-Techpoint V10 Grip (Blue)12's	8	Not comply
103	bxs	highlighter (Yellow-Green)	1	Not comply
104	bots	stamp pad Ink	4	Not comply
105	pcs	Stamp pad felt pad #2	4	Not comply
106	bxs	staple wire #35	37	Not comply
107	pcs	Staple w/ remover	10	Not comply
108	packs	Sticker Paper A4 Matte (10's)	15	Not comply
109	packs	Sticker paper (A4) 10 sheets	5	Not comply
110	packs	Sticker Paper (gloss)	5	Not comply
111	packs	Sticker paper (long, white)	8	Not comply
112	pad	sticker Paper Transparent	10	Not comply
113	pad	Sticky note (76x76mm)	8	Not comply
114	set	Sticky pad	8	Not comply
115	unit	Tape Dispenser	7	Not comply
116	packs	vellum 180GSm (long) 10 sheets	30	Not comply
117	reams	Vellum Board - Lcng	6	Not comply





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118	packs	Vellum paper (8.5"x11")	25		Not comply
119	reams	Vellum Board - Short	3		Not comply
120	bxes	white Envelop Long #10	2		Not comply
121	pcs	White Folder (Long)	75		Not comply
122	pcs	White Board marker 12's	12		Not comply
123	bottles	White Board marker Ink , Black	1		Not comply
124	pcs	White Board marker, Black	5		Not comply
<b>Lot 2- Photocopier Toner</b>					
1	crg	Print Cartridge Black IM C2500	3	5,425.00	16,275.00
2	crg	Print Cartridge Cyan IM C2500	2	10,675.00	21,350.00
3	crg	Print Cartridge Magenta IM C2500	2	10,675.00	21,350.00
4	crg	Print Cartridge Yellow IM C2500	2	10,675.00	21,350.00
XX					
Eighty Thousand Three hundred Twenty Five Pesos only			TOTAL		80,375.00

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

Rommel T. Escobedo  
Supplier's Signature over Printed Name  
000-412-896-000  
TIN No. of Establishment  
09292612558  
Contact Number

May 3, 2024  
Date





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BAGONG PILIPINAS

## 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.



Republic of the Philippines  
Department of Budget and Management  
PROCUREMENT SERVICE  
**CERTIFICATE OF PHILGEPS REGISTRATION**  
**(Platinum Membership)**

THIS IS TO CERTIFY THAT

**PHILIPPINE DUPLICATORS, INC.**

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

is registered in the **Philippine Government Electronic Procurement System (PhilGEPS)** on 14-Dec-2000 pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

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

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

By submitting this Certificate, the Bidder certifies:

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

This Certificate is valid until 07-Jun-2024

Issued this 12th day of May 2023.

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



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



# REMINDERS <sup>1</sup>

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*
- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*
- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

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



List of Eligibility Documents

of  
PHILIPPINE DUPLICATORS, INC.  
KM14 West Service Road, Edison Ave., ,  
Parañaque City , Metro Manila , NCR , Philippines

SEC Certificate	Registration Date : 12-Oct-2012 SEC Certificate Number : 21570
Mayors Permit	Expiration Date : 31-Dec-2024 Permit Number : 2024012413102965 Place of Issue : Paranaque City Issued By / Signatory : Atty. Melani T. Soriano-Malaya Issuance Date : 24-Jan-2024
Tax Clearance	Expiration Date : 31-Dec-2024 TCC Number : 08B0520122R00622024M Issued By / Signatory : Alicia DT. Palmaria Issuance date : 22-Jan-2024
Audited Financial Statement	Date of Filing : 14-Jul-2023 Current Asset : 251,829,454.00 Total Asset : 441,717,657.00 Current Liabilities : 138,118,160.00 Total Liabilities : 150,472,445.00 Name of Auditor : Ana Lea C. Bergado BIR RDO Code : 52
PCAB License	Expiration Date : 08-May-2024 Issued By / Signatory : Maria Teresa A. Navarro Issuance Date : 08-May-2023 License Number : License First Issue Date : - Principal Classification : Category :





MAYOR'S PERMIT  
TO OPERATE BUSINESS

2024

DATE ISSUED 2024-01-24

TAX YEAR

This certifies that  
PHILIPPINE DUPLICATORS, INC.

with registered trade name as  
PHILIPPINE DUPLICATORS, INC.

with business address at  
CCC KM. 14 WEST SERVICE ROAD, EDISON AVENUE, MERVILLE, PARAÑAQUE CITY

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

KIND/S OF BUSINESS/ES

WHOLESALE - GESTETNER PRODUCTS

Area of Establishment 1,640.53

Total No. of Employees 184

TIN: 000-412-893

SSS: 03-2816300-1

SEC/DTI/CDA: -

REMARKS

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

Locational Clearance No.: 16-02350  
RENEWAL

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

THIS PERMIT IS VALID UNTIL  
12-31-2024

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

IMPORTANT

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



FOR AND BY AUTHORITY OF THE CITY MAYOR:

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

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



HON. ERIC L. OLIVAREZ  
CITY MAYOR



2021 EXCELLENCE AWARD IN DIGITAL PUBLIC SERVICE  
GCASH

RECOGNIZED BEST PRACTICE 2020  
DEVELOPMENT ACADEMY OF THE PHILIPPINES - GPER 2020

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

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



2ND PLACE | COVID-19 PANDEMIC RESPONSE 2020  
1ST PLACE | BEST IN EGOV DATA-DRIVEN GOVERNANCE 2019 (D2G)  
2ND PLACE | BEST IN EGOV EMPOWERMENT 2019 (G2C)  
2ND PLACE | BEST IN EGOV GLOBAL COMPETITIVENESS 2019 (G2W)  
3RD PLACE | BEST IN EGOV GOVT. INTER-OPERABILITY 2019 (G2G)  
3RD PLACE | BEST IN EGOV INTER-OPERABILITY (G2G) AWARD IN 2018  
DIGITAL GOVERNANCE AWARDS  
MERALCO LUMINARIES AWARDEE 2016



This Permit is not valid without a security seal.

2004008052

BUSINESS IDENTIFICATION NUMBER



## OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF **MAKATI** C.S.S.

### AFFIDAVIT

I, Atty. Samuel F. Villacampa, of legal age, married, Filipino, and residing at lot 29 blk 29 Jane de Joya St., BF Resort Village, Las Piñas City, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of **Philippine Duplicators, Inc.** with office address at CCC Bldg., KM14, West Service Road, Edison Ave., Brgy. Merville, Parañaque City;
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the **Philippine Duplicators, Inc.** in the **Supply and Delivery of Office Supplies and Photocopier Toner for Various Offices at MinSU, Bongabong Campus of Mindoro State University, Oriental Mindoro;**
3. **Philippine Duplicators, Inc.** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. **Philippine Duplicators, Inc.** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of **Philippine Duplicators, Inc.** is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. **Philippine Duplicators, Inc.** complies with existing labor laws and standards; and
8. **Philippine Duplicators, Inc.** is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental /Bid Bulletin(s) issued for the **Supply and Delivery of Office Supplies and Photocopier Toner for Various Offices at MinSU, Bongabong Campus of Mindoro State University, Oriental Mindoro;**
9. **Philippine Duplicators, Inc.** did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.





10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services to the prejudice of the public and government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this 30 day of APR 2024 at MAKATI CITY, Philippines.

ATTY. SAMUEL F. VILLACAMPA  
President & Chief Operations Officer

30 APR 2024  
**SUBSCRIBED AND SWORN** to before me, this 30 day of APR 2024 affiant exhibiting to me his Passport No. P9800475B issued on April 27, 2022 until April 26, 2032 at DFA Manila, Philippines.

Doc. No. 111  
Page No. 4  
Book No. 25  
Series of 2024



NOTARY PUBLIC

ATTY. SHERLUCK JUN C. VILLEGAS  
Notary Public for Makati City  
Appt. No. M-274 until Dec. 31, 2024  
Unit 3C LTA Building, 115 Perea St.  
Legaspi Village, Makati City  
Roll No. 70942  
IBP No. 323340/ 11-30-2023/ Pasig City  
PTR No. 10074513/ 1-2-2024/ Makati City  
MCLE Compliance No. VII-0020869/April 14, 2025



## OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF **MAKATI CITY**) S.S.

### AFFIDAVIT

I, Atty. Samuel F. Villacampa, of legal age, married, Filipino, and residing at lot 29 blk 29 Jane de Joya St., BF Resort Village, Las Piñas City, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of **Philippine Duplicators, Inc.** with office address at CCC Bldg., KM14, West Service Road, Edison Ave., Brgy. Merville, Parañaque City;
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the **Philippine Duplicators, Inc.** in the **Supply and Delivery of Office Supplies and Photocopier Toner for Various Offices at MinSU, Bongabong Campus of Mindoro State University, Oriental Mindoro**;
3. **Philippine Duplicators, Inc.** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. **Philippine Duplicators, Inc.** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of **Philippine Duplicators, Inc.** is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. **Philippine Duplicators, Inc.** complies with existing labor laws and standards; and
8. **Philippine Duplicators, Inc.** is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental /Bid Bulletin(s) issued for the **Supply and Delivery of Office Supplies and Photocopier Toner for Various Offices at MinSU, Bongabong Campus of Mindoro State University, Oriental Mindoro**;
9. **Philippine Duplicators, Inc.** did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.





10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services to the prejudice of the public and government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended or the Revised Penal Code.

30 APR 2024

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_ 2024 at MAKATI CITY, Philippines.

ATTY. SAMUEL F. VILLACAMPA  
President & Chief Operations Officer

30 APR 2024

**SUBSCRIBED AND SWORN** to before me, this \_\_\_\_\_ day of \_\_\_\_\_ 2024 affiant exhibiting to me his Passport No. P9800475B issued on April 27, 2022 until April 26, 2032 at DFA Manila, Philippines.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2024 \_\_\_\_\_



ATTY. SHERLUCK JUN C. VILLEGAS  
**NOTARY PUBLIC**

Notary Public for Makati City  
Appt. No. M-274 until Dec. 31, 2024  
Unit 3C LTA Building, 118 Perea St.  
Legaspi Village, Makati City  
Roll No. 70942  
IBP No. 323640/11-30-2023/ Pasig City  
PTR No. 10074513/ 1-2-2024/ Makati City  
MCLE Compliance No. VII-0020869/April 14, 2025



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

BIR  
Form No. 2303  
Revised July 1997

OCN 9RC0000411027

CERTIFICATE OF REGISTRATION

TIN	NAME	REGISTRATION DATE
000-412-893-000	PHILIPPINE DUPLICATORS, INC.	10/12/1962
REGISTERED ADDRESS		
CCC BLDG KM 14 WEST SERVICE ROAD EDISON AVE. BRGY. MERVILLE PARANAQUE MM 1700		
REGISTERED ACTIVITY(IES)		
TAX TYPE		
INCOME TAX		
VALUE - ADDED TAX		
WITHHOLDING TAX - EXPANDED/OTH		
WITHHOLDING TAX - FRINGE BENEF		
REGISTRATION FEE		
WITHHOLDING TAX - COMPENSATION		
WITHHOLDING TAX - FINAL		
TRADE NAME	LINE OF BUSINESS / INDUSTRY	
PHILIPPINE DUPLICATORS, INC.	5236 RETAIL OF OFFICE MACHINES, EQUIPMENT, COMPUTERS	
	7011 BUYING, SELLING, RENTING, LEASING, OPERATION OF DWELLINGS	
	9309 OTHER SERVICE ACTIVITIES, N.E.C	
DATE OF BUSINESS REGISTRATION: 10.12.62		
<ul style="list-style-type: none"><li>Payment of Annual Registration Fee On or Before January 31, using BIR Form 0805</li><li>Within 30 Days from registration date, the following should be complied:</li><li>Authority to Print Invoices/Receipts (BIR Form 1906)</li><li>Registration of Books of Accounts (BIR Form 1905)</li><li>IMMEDIATELY inform this DISTRICT OFFICE in case of Transfer/Dissolution of Business and other concerns by filling up BIR Form 1905 to Stop generation of open case</li></ul>		
FORMS TO BE FILED		
1702 - 15th day of the 4th month		
1601C-on or before 10th of the month		
of the taxable year ended		
1604CF-Jan. 31 of the ff. year		
1702Q- 60 days if the close of each		
1601E-on or before 10th of the month		
quarters.		
1604E-Mar. 1 of the ff. year		
2550M-on or before 20th of the Month		
0605-on or before Jan 31 of the ff. year		
2550Q-on or before 25th of Qtr. Ending		

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

01616331

ROSITA D. MENIANO

DIC-REVENUE DISTRICT OFFICER

REVENUE DISTRICT OFFICER (signature over printed name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

EN






Republic of the Philippines  
Department of Finance  
Bureau of Internal Revenue


For BIR Use Only: BCS/ Item:

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




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



BIR Form No. <b>1702-RT</b> January 2018(ENCS) Page 3	<b>Annual Income Tax Return</b> Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate	 1702-RT 01/18ENCS P3
<b>Taxpayer Identification Number (TIN)</b> 000 - 412 - 893 - 000		<b>Registered Name</b> PHILIPPINE DUPLICATORS, INC.
<b>Schedule I - Ordinary Allowable Itemized Deductions (Attach additional sheet/s, if necessary)</b>		
1 Amortizations		0
2 Bad Debts		0
3 Charitable Contributions		0
4 Depletion		0
5 Depreciation		6,825,845
6 Entertainment, Amusement and Recreation		0
7 Fringe Benefits		0
8 Interest		0
9 Losses		0
10 Pension Trust		0
11 Rental		0
12 Research and Development		0
13 Salaries, Wages and Allowances		67,815,324
14 SSS, GSIS, Philhealth, HDMF and Other Contributions		5,541,015
15 Taxes and Licenses		6,665,373
16 Transportation and Travel		57,332,111
17 Others (Deductions Subject to Withholding Tax and Other Expenses) [Specify below; Add additional sheet(s), if necessary]		
a Janitorial and Messengerial Services		0
b Professional Fees		2,441,532
c Security Services		2,832,543
d REPAIRS AND MIANTENANCE		7,025,496
e FUEL AND OIL		4,492,777
f INSURANCE		1,271,911
g UTILITIES		4,014,619
h OFFICE SUPPLIES		4,422,370
i MISCELLANEOUS		45,719,081
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17i) (To Part IV Item 34)		
		216,399,997
<b>Schedule II - Special Allowable Itemized Deductions (Attach additional sheet/s, if necessary)</b>		
Description	Legal Basis	Amount
1		0
2		0
3		0
4		0
5 Total Special Allowable Itemized Deductions (Sum of Items 1 to 4) (To Part IV Item 35)		
		0



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

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

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

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

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

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

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

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

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





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



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

# TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

## PHILIPPINE DUPLICATORS INC.

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

Address

000-412-893-00000

Tax Identification Number

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

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

Issued on January 22, 2024

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL JANUARY 22, 2025 ONLY OR UNTIL REVOKED FOR VIOLATION OF THE CRITERIA SPECIFIED UNDER REVENUE REGULATIONS NO. 8-2016, AS AMENDED AND REVENUE MEMORANDUM ORDER NO. 46-2018, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES. CERTIFICATION FEE OF P100 WAS PAID ON JANUARY 18, 2024 UNDER EFPS PAYMENT TRANSACTION NO. 248895424. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.

NOT VALID  
WITHOUT BIR  
DRY SEAL

ALICIA D.T. PALMARIA  
Chief, Collection Division



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





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE

FILING REFERENCE NO.

TIN	: 000-412-893-000
Name	: PHILIPPINE DUPLICATORS, INC.
RDO	: 052
Form Type	: 1702
Reference No.	: 462400057513209
Amount Payable (Over Remittance)	: -907,283.00
Accounting Type	: F - Fiscal
For Tax Period	: 09/30/2023
Date Filed	: 01/12/2024
Tax Type	: IT

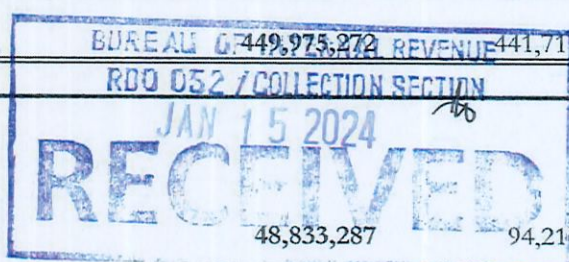
[ [BIR Main](#) | [eFPS Login](#) | [User Menu](#) | [Help](#) ]



**PHILIPPINE DUPLICATORS, INC.**  
**STATEMENTS OF FINANCIAL POSITION**

TANTATIVE

	September 30	
	2023	2022
<b>A S S E T S</b>		
Current Assets		
Cash	₱ 62,628,602	₱ 44,395,679
Trade and other receivables - net	74,713,130	96,450,002
Merchandise inventories	103,582,645	109,066,645
Other current assets	2,944,816	1,917,128
<b>Total Current Assets</b>	<b>243,869,193</b>	<b>251,829,454</b>
Non-Current Assets		
Investment property	107,682,084	113,668,314
Property and equipment	26,390,686	27,444,737
Net retirement plan assets	3,824,572	7,648,233
Available for sale (AFS) financial asset	12,056,816	12,056,816
Right-of-use asset	8,268,091	8,268,091
Other non-current assets	47,883,830	20,802,012
<b>Total Non-current Assets</b>	<b>206,106,079</b>	<b>189,888,203</b>
<b>TOTAL ASSETS</b>	<b>449,975,272</b>	<b>441,717,657</b>
<b>LIABILITIES AND EQUITY</b>		
Current Liabilities		
Accounts payable and accrued expenses	48,833,287	94,216,145
Dividend payable	-	-
Income tax payable	-	17,450
Lease Liability	4,542,409	4,542,409
Other current liabilities	107,519,024	39,342,156
<b>Total Current Liabilities</b>	<b>160,894,720</b>	<b>138,118,160</b>
Non-Current Liability		
Deferred income tax liabilities - net	8,071,061	8,584,881
Lease Liability	3,769,404	3,769,404
Notes payable - noncurrent portion	-	-
<b>Total Non-current Liabilities</b>	<b>11,840,465</b>	<b>12,354,285</b>
<b>Total Liabilities</b>	<b>172,735,186</b>	<b>150,472,445</b>
Equity		
Capital stock - ₱100 par value		
Authorized - 1,300,000 shares		
Issued - 800,000 shares	130,000,000	130,000,000
Retained earnings		
Unappropriated	147,240,087	91,245,212
Appropriated	-	70,000,000
<b>Total Equity</b>	<b>277,240,087</b>	<b>291,245,212</b>
<b>TOTAL LIABILITES AND EQUITY</b>	<b>₱ 449,975,272</b>	<b>₱ 441,717,657</b>

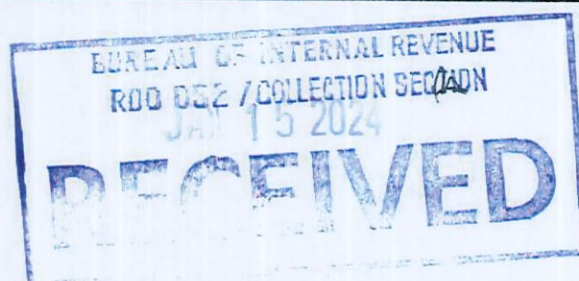




**PHILIPPINE DUPLICATORS, INC.**  
**STATEMENTS OF COMPREHENSIVE INCOME**

TENTATIVE

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





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

TENTATIVE

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



**PHILIPPINE DUPLICATORS, INC.****STATEMENTS OF CASH FLOWS**

TENTATIVE

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





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

COMPANY REG. NO. 21570

CERTIFICATE OF FILING  
OF  
AMENDED ARTICLES OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

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

**PHILIPPINE DUPLICATORS, INC.**

[Amending Article IV by extending the term of its existence.]

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

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

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

  
FERDINAND B. SALES  
Officer-In-Charge

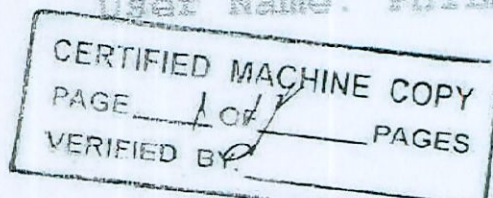
Company Registration and Monitoring Department

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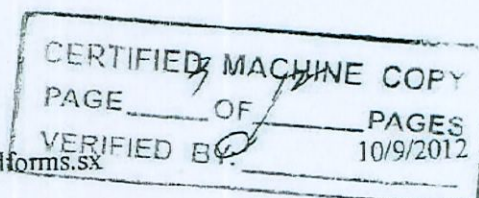
No. 10092012-128530

DATE 10/09/2012		RESPONSIBILITY CENTER (DEPARTMENT) CRMD	
PAYOR: PHILIPPINE DUPLICATORS, INC. PARANAQUE CITY			
NATURE OF COLLECTION		ACCOUNT CODE	AMOUNT
REGISTRATION		606	59,500.00
LRF (A0823)		131	590.00
TOTAL AMOUNT TO BE PAID			Php 60,090.00
Assessed by: YANYAN			
Machine Validation:			

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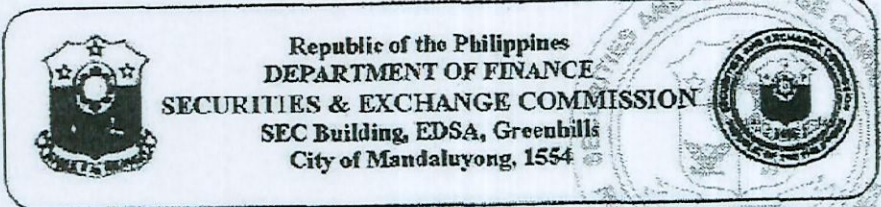
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**PAYMENT ASSESSMENT FORM** No. 09202012-656796

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

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COVER SHEET

Mr. Camus 9/12  
9/12  
2013

2 1 5 7 0 S.E.C Registration Number 10/5

P H I L I P P I N E D U P L I C A T O R S ,  
I N C .  
(Company's Full Name) 9/1

C C C B l d g . E d i s o n A v e . K m .  
1 5 , S o u t h S u p e r h i g h w a y ,  
P a r a ñ a q u e C i t y  
(Business Address: No. Street/Town/Province) 11/1

Cayanga, Zuniga & Angel Law  
Contact Person  
Last day of Sept.  
Memb Day  
Fiscal Year

Amending Article Fourth  
FORM TYPE

810-0430  
Company Telephone Number  
2nd Tues. of Jan.  
Month Day 2/1

Secondary License Type, If Applicable

Dept. Requiring this Doc.  
Number/Section

Amended Articles 10/27 10/27

26  
Total of Stockholders

Total Amount of Borrowings  
Domestic Foreign

To be accomplished by SEC Personnel concerned

File Number  
Document I.D.

LCU  
Cashier

monitoring sheet  
copy of  
latest GIS

STAMPS

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AMENDED ARTICLES OF INCORPORATION..

OF THE

PHILIPPINE DUPLICATORS, INCORPORATED

KNOW ALL MEN BY THESE PRESENTS:

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

AND WE HEREBY CERTIFY:

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

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

Primary Purpose

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

and in connection with the foregoing.

Secondary Purposes

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

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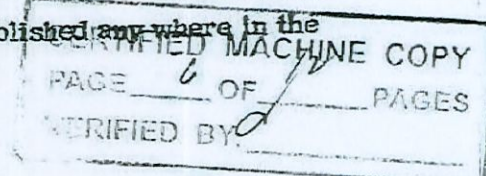
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VERIFIED BY		



2. To carry on a general import and export business dealing in goods, ware, merchandise, of every kind and nature;
3. To engage in and carry on the business of manufacture and assembly of wares, merchandise, and generally, machineries, of all kinds of products capable of being manufactured and assembled;
4. To carry on the business of printers, engravers, publishers, book and print sellers, and bookbinders;
5. To purchase, acquire, hold, impound, sell, convey, assign, release, mortgage, lease, hire and deal in real and personal property of every class and nature;
6. To act as financial, commercial or general agent of and for any person, firm, corporation or association engaged in any kind of business, industry, or enterprises;
7. To acquire by purchase, or otherwise, and to hold for investment or otherwise, and to use, sell, assign, transfer, mortgage, pledge or otherwise to deal with or dispose of stocks, bonds, or any other obligations or securities of any corporation;
8. To advance money to its customers and persons having dealings with the corporation and to guarantee the performance of contracts by persons having dealings with the company;
9. To carry on the business of trade of general warehousing, remover, storer, packers of personal properties of every nature, kind and description; to issue warrants to persons warehousing goods with the company, and to lend money upon the security of such goods;
10. To make and enter into any and all contracts, agreements, and undertaking that may be necessary, expedient, and advisable, or in any manner appertaining to the whole or any part of its business or businesses, operations and transactions.

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

As amended  
On September  
17, 1984





(As amended on March 30, 2012)

NECTAS 12. GOZLIN

CAYANA, ZUNIGA  
2/500P Bldg.

Date: 9-7-2013 Time: 3:3:56 PM  
 162 M. Paterno, San Juan, Riza

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

per **CONTAINED ONE HUNDRED**  
PAGE 7 OF 1 PAGES  
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As amended  
on September  
17, 1984.



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

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

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

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

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OF 5,000.00  
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ED BY:



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

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

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

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

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

Signed in the Presence of:

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

ACKNOWLEDGMENT

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

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

Names	Res. Cert. No.	Issued at	Issued on
Jose Tuason Jr.	A-0090672	Manila	Jan. 12, 1962
	B-910383	Manila	Mar. 20, 1962
Angel Heredia	A-0090652	Manila	Jan. 12, 1962
	B-0149134	Manila	Mar. 29, 1962

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PAGES  
DIED BY



Eduardo Matute	A-0090861	Manila	Jan. 12, 1962
	B-0149128	Manila	Mar. 20, 1962
Luis Yrure	A-4977156	Marikina	Feb. 3, 1962
	B-0866381	Rizal	Feb. 21, 1962
Domingo D. Sison	A-0289483	Manila	Feb. 7, 1962
	B-0163974	Manila	Apr. 12, 1962

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

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

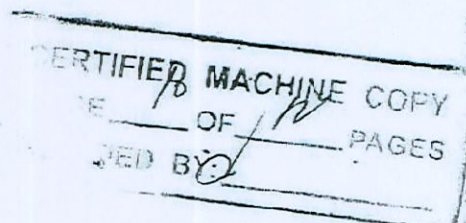
Doc. No. 684;  
Page No. 83;  
Book No. XVI;  
Series of 1962

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

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

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User Name: PHILDUPLICATION





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

**SEC**

9-7-12

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

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

**FOURTH** - That the term for which said corporation is to exist is ~~another~~ Fifty (50) years from and after October 11, 2012.

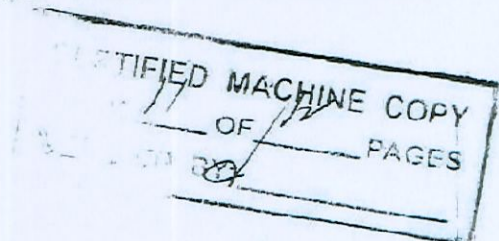
(As amended on March 30, 2012)"

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

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

www.sec.gov.ph

User Name: PHILDUPLICAT







AUG 30 2012

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

VICENTE O. REYES  
Director

SAMUEL F. VILLACAMPA  
Director

LUIS T. CHUIDIAN  
Director

MAGDALENA T. REYES  
Director

JOSE A. TUASON  
Director

EDUARDO B. GUINTO  
Director

COUNTERSIGNED:

VICENTE O. REYES  
Chairman

MA. MELINDA A. ZUNIGA  
Corporate Secretary

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

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

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

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

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

**VERNY JUAN C. CAMACHO**

Notary Public for Makati City

Comm. No. M-199/Univ Dec. 31, 2012

PTR No. 31819S3/01-07-12/Makati City

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

Roll No. 50894

2/F, One Corporate Plaza, 845 Amalaz Ave.

Legaspi Village, Makati City

CERTIFIED MACHINE COPY

PAGE 12 OF 12 PAGES

VERIFIED BY:



REPUBLIC OF THE PHILIPPINES  
SECURITIES AND EXCHANGE COMMISSION  
EDSA MANDALUYONG, METRO MANILA 7/9/20

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND  
CORRECT MACHINE REPRODUCTION OF THE OFFICIAL FILE(S)  
THEREOF IN THE CUSTODY OF THE COMMISSION CONSISTING  
OF 1 PAGE(S)

Int. Replicatrus Inc  
VERIFIED BY 974090 FEES P PAID UNDER  
O.R. No. 7/9/20 DATED 7/9/20

Isma C. Gonzales  
**ISMA C. GONZALES**  
ASSISTANT DIRECTOR  
CENTRAL RECEIVING AND RECORDS DIVISION







Republic of the Philippines  
Republic of the Philippines  
**MINDORO STATE UNIVERSITY**  
Bongabong Campus



**PURCHASE REQUEST**

Fund Cluster:

Office/Section :		PR No.: 2024-049		Date: April 3, 2024	
		Responsibility Center Code :			
Stock/ Property	Unit	Item Description	Qty	Unit Cost	Total Cost
	pcs	Assorted Cartolina	30	15.00	450.00
	bxs	Ballpen - (1_Gel GI 165) blue (12'S)	10	350.00	3,500.00
	bxs	Ballpen - (1_Gel GI 165) Red/blk	10	350.00	3,500.00
	bxs	Ballpen (Black)	1	400.00	400.00
	pcs	Ballpen (Blue)	1	8.00	8.00
	bxs	Ballpen (Red)	1	350.00	350.00
	bxs	Ballpen Black (Rt Ballpen)	9	350.00	3,150.00
	bx	Ballpen Red (Rt Ballpen)	2	350.00	700.00
	box	Gel pen (Black)	4	350.00	1,400.00
	box	Gel pen (Blue)	4	350.00	1,400.00
	bxs	Binder Clip (1 1/4)	15	90.00	1,350.00
	bxs	Binder Clip (15mm)	15	35.00	525.00
	bxs	Binder Clips (1")	15	65.00	975.00
	bx	Binder Clips (19mm)	1	35.00	35.00
	bxs	Binder Clips (2 inches)	14	95.00	1,330.00
	bxs	Binder Clips 1"(25mm Width)	34	65.00	2,210.00
	bx	Binder Clips (25mm)	1	60.00	60.00
	bxs	Binder Clips 3/4"(19mm)	35	50.00	1,750.00
	bx	Binder Clips Jumbo	2	95.00	190.00
	pcs	Binding Element 1 1/2 Flat	25	80.00	2,000.00
	pcs	Binding Element 1 1/4 Flat	5	80.00	400.00
	pcs	Binding Element 1" Flat	25	55.00	1,375.00
	pcs	Brown Envelop Long	89	8.00	712.00
	Set	Bt D60, Bt 5000Mye Ink Set	2	2,500.00	5,000.00
	pcs	Calculator 12 Digit, Two Way Power	2	850.00	1,700.00
	box	Carbon Paper (Blue)	2	900.00	1,800.00
	pcs	Cd-Rw w/ Case	37	250.00	9,250.00
	pcs	Certificate Holder-Short	152	50.00	7,600.00
	pcs	Clear Folder-Long/Green	155	30.00	4,650.00
	pcs	Clear Folder-Short	130	25.00	3,250.00
	reams	Colored Paper (Assorted)	11	295.00	3,245.00
	pcs	Combo Ring 1"	20	40.00	800.00
	pcs	Combo Ring 1-1/2"	20	65.00	1,300.00
	pcs	Correction Tape 6M x 5Mm	50	45.00	2,250.00
Page 1 Total					68,615.00

Purpose:

Office supplies for various offices

MDS-14-7  
101-200 -04-477  
002070100

Requested by:	Recommending Approval:	Certified Allotment Available:
Signature :		
Printed Name : <b>FELISA R. ROCHA</b>	<b>CIEDELLE P. SALAZAR, Ph.D.</b>	<b>ROVELYN B. ROXAS</b>
Designation : <b>Supply Officer I</b>	<b>Campus Executive Director</b>	<b>Budget Officer III</b>
Approved by:		
Signature :		
Printed Name : <b>CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.</b>		
Designation : <b>OIC -University President</b>		





Republic of the Philippines  
Republic of the Philippines  
**MINDORO STATE UNIVERSITY**  
Bongabong Campus



**PURCHASE REQUEST**

Fund Cluster:

Office/Section :		PR No.: 2024-049 Responsibility Center Code :		Date: April 3, 2024	
Stock/ Property	Unit	Item Description	Qty	Unit Cost	Total Cost
	reams	Coupon Bond A4 S 20	122	260.00	31,720.00
	reams	Coupon Bond Long Subs 20	174	280.00	48,720.00
	reams	Coupon Bond Short Subs 20	105	240.00	25,200.00
	pcs	Cutter (Big)	7	250.00	1,750.00
	pcs	Cutter (Small)	3	120.00	360.00
	crg	Dot Matrix So15632 Ribbon Cartridge	3	500.00	1,500.00
	rolls	Double Sided Tape 1/2	55	60.00	3,300.00
	pcs	Envelop W/ Garter- Long/Brown	80	40.00	3,200.00
	pcs	Expanded Folder (Long) Green	39	30.00	1,170.00
	pcs	Expanding Envelop With Garter (Long)	100	35.00	3,500.00
	bxs	Fastener Coated	33	35.00	1,155.00
	reams	Folder Long 14 Pts 100's	25	35.00	875.00
	Btls	Glue (240 G)	36	85.00	3,060.00
	pcs	Heavy Duty Staple Gun Tacker (4-54Mm)	3	2,500.00	7,500.00
	pcs	Highlighter (Yellow-Green)	2	85.00	170.00
	boxes	Index Clear Tab (White)	33	120.00	3,960.00
	pcs	Ink #003 Black/yellow/cyan	126	450.00	56,700.00
	pcs	Ink #003 Magenta	40	450.00	18,000.00
	Sets	Ink #664 Black	39	450.00	17,550.00
	Sets	Ink #664 Yellow/magenta/Cyan	120	450.00	54,000.00
	btls	Ink Refill Black (1000ML)	2	1,800.00	3,600.00
	btls	Ink Refill cyan (1000ML)	2	1,800.00	3,600.00
	btls	Ink Refill magenta (1000ML)	2	1,800.00	3,600.00
	btls	Ink Refill yellow (1000ML)	2	1,800.00	3,600.00
	bxs	International Film (Carbon Blue)	6	900.00	5,400.00
	pcs	Long Brown Envelope w/ garter	80	25.00	2,000.00
	ream	Long Folder 100's	20	800.00	16,000.00
	pcs	Looseleaf Folder (with Shoe Lace), Hd	50	90.00	4,500.00
	pcs	Magazine Box - Single	56	250.00	14,000.00
	box	Marker Permanent	2	600.00	1,200.00
	bottle	Marker Permanent Ink	1	150.00	150.00
	pcs	Masking Tape 1"	5	50.00	250.00
	pcs	Masking Tape 3/4	5	50.00	250.00
	packs	Matte (A4) (100 sheets/pack)	5	400.00	2,000.00
<b>Page 2 Total</b>					<b>343,540.00</b>
<b>Purpose:</b> Office supplies for various offices					
MDS-14-7 101-200 -04-417 57 2030010					
Requested by:		Recommending Approval:		Certified Allotment Available:	
Signature :		Signature :		Signature :	
Printed Name : <b>FELISA R. ROCHA</b>		Printed Name : <b>CIEDELLE P. SALAZAR, Ph.D.</b>		Printed Name : <b>ROVELYN P. ROXAS</b>	
Designation : <b>Supply Officer I</b>		Designation : <b>Campus Executive Director</b>		Designation : <b>Budget Officer III</b>	
<b>Approved by:</b>					
Signature :					
Printed Name : <b>CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.</b>					
Designation : <b>OIC -University President</b>					





Republic of the Philippines  
Republic of the Philippines  
**MINDORO STATE UNIVERSITY**  
Bongabong Campus



**PURCHASE REQUEST**

Fund Cluster:

Office/Section :		PR No.: 2024-049		Date: April 3, 2024	
		Responsibility Center Code :			
Stock/ Property	Unit	Item Description	Qty	Unit Cost	Total Cost
	pcs	Metal Ring Binder 25Mm	5	35.00	175.00
	pcs	Metal Ring Binder 32Mm	5	45.00	225.00
	pcs	Metal Ring Binder 50Mm	5	56.00	280.00
	rolls	Packaging Tape 2"	5	50.00	250.00
	pcs	Packaging Tape (Big)	4	65.00	260.00
	bxs	Paper Clip (Big) (48Mm)	52	45.00	2,340.00
	bxs	Paper Clip (Small) (32Mm)	52	25.00	1,300.00
	Box	Paper Clip (Coated,50Mm)	8	35.00	280.00
	Box	Paper Fastener 50's	5	35.00	175.00
	pcs	Pencil Sharpener, Rotary w/ Clamp	1	400.00	400.00
	Box	Pencil #2	13	80.00	1,040.00
	pcs	Pentelpen Black (Broad)	5	80.00	400.00
	pcs	Pentelpen Black (Fine)	5	80.00	400.00
	bxs	Permanent Marker (Broad)	6	800.00	4,800.00
	packs	Photo Paper (A4,Plain Back)	5	180.00	900.00
	pcs	Picture Frames (8.5" X 11")	20	150.00	3,000.00
	rolls	Plastic Cover #6 50 mts	5	1,800.00	9,000.00
	pcs	Plastic Ruler	15	25.00	375.00
	bx	Press Folder Green	5	2,000.00	10,000.00
	crg	Print Cartridge Black IM C2500	3	6,000.00	18,000.00
	crg	Print Cartridge Cyan IM C2500	2	11,000.00	22,000.00
	crg	Print Cartridge Magenta IM C2500	2	11,000.00	22,000.00
	crg	Print Cartridge Yellow IM C2500	2	11,000.00	22,000.00
	pcs	Puncher Heavy Duty	1	450.00	450.00
	box	Push Pins	2	40.00	80.00
	pcs	Record Book 200 Lvs	20	90.00	1,800.00
	pcs	Record Book 500 Lvs	10	400.00	4,000.00
	Box	Rubber Band (Heavy Duty,Big)	1	200.00	200.00
	pcs	Ruler Foot Transparent	1	20.00	20.00
	pcs	Scissor Big	2	80.00	160.00
	pcs	Scotch Tape (2")	9	50.00	450.00
	rolls	Scotch Tape 1	40	30.00	1,200.00
	rolls	Scotch Tape 3/4	20	20.00	400.00
	pcs	Short Brown Envelope	15	15.00	225.00
Page 3 Total					128,585.00

Purpose:

Office supplies for various offices

MDS-14-7  
101-200 -04-417  
5020301000

Requested by:		Recommending Approval:	Certified Allotment Available:
Signature :			
Printed Name :	FELISA R. ROCHA	CIEDELLE P. SALAZAR, Ph.D.	ROVELYN P. ROXAS
Designation :	Supply Officer I	Campus Executive Director	Budget Officer III
Approved by:			
Signature :			
Printed Name :	CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.		
Designation :	OIC -University President		





Republic of the Philippines  
Republic of the Philippines  
**MINDORO STATE UNIVERSITY**  
Bongabong Campus



## PURCHASE REQUEST

Fund Cluster:

Office/Section :		PR No.: 2024-049		Date: April 3, 2024	
		Responsibility Center Code :			
Stock/ Property	Unit	Item Description	Qty	Unit Cost	Total Cost
	ream	Short Folder 100's	5	600.00	3,000.00
	pcs	Sign Pen (Hi-Techpoint - Blue)	64	80.00	5,120.00
	bxs	Sign Pen (Hi-Techpoint V10 Grip(Blk) 12'S	1	1,200.00	1,200.00
	bxs	Sign Pen (hi-Tech point V10 Grip (Blue) 12'	8	1,200.00	9,600.00
	bxs	Stabilo (Yellow/Green)	1	500.00	500.00
	bots	Stamp Pad Ink	4	250.00	1,000.00
	pcs	Stamp Pad Felt Pad #2	4	200.00	800.00
	bxs	Staple wire #35	37	45.00	1,665.00
	pcs	Staple w/ remover	10	435.00	4,350.00
	Packs	Sticker Paper A4 Matte 10's)	15	70.00	1,050.00
	packs	Sticker Paper (A4) 10 sheets	5	60.00	300.00
	Packs	Sticker Paper (Gloss)	5	80.00	400.00
	Packs	Sticker Paper (Long,White)	8	60.00	480.00
	Pad	Sticker Paper Transparent	10	110.00	1,100.00
	Pad	Sticky Note (76X76Mm	8	50.00	400.00
	Set	Sticky Pad	8	50.00	400.00
	Unit	Tape Dispenser	7	350.00	2,450.00
	packs	Vellum 180 Gsm (Long) 10 sheets	30	120.00	3,600.00
	reams	Vellum Board - Long	6	1,200.00	7,200.00
	Packs	Vellum Paper (8.5' X 11")	25	60.00	1,500.00
	reams	Vellum Board - Short	3	500.00	1,500.00
	bxs	White Envelop Long #10	2	400.00	800.00
	pcs	White Folder (Long)	75	15.00	1,125.00
	pcs	White board Marker 12'S	12	760.00	9,120.00
	bottles	White board Marker Ink,Black	1	200.00	200.00
	pcs	White board Marker,Black	5	80.00	400.00
					-
		Page 1 total			68,615.00
		Page 2 total			343,540.00
		Page 3 total			128,585.00
					-
					-
					-
					-
		<b>GRAND TOTAL</b>			<b>600,000.00</b>
Purpose: Office supplies for various offices					
MDS-14-7 101-200 -04-417 502030102					
Requested by:		Recommending Approval:		Certified Allotment Available:	
Signature :					
Printed Name : FELISA R. ROCHA		CIEDELLE P. SALAZAR, Ph.D.		ROVELYN P. ROXAS	
Designation : Supply Officer I		Campus Executive Director		Budget Officer III	
Approved by:					
Signature :					
Printed Name : CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.					
Designation : OIC -University President					



**APPROVED BUDGET FOR THE CONTRACT (ABC)**  
**Supply and Delivery of Office Supplies and Photocopier Toner for Various Offices at MinsU Bongabong Campus**  
**Labasan, Bongabong, 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)	(13)
<b>Lot 1- Office Supplies</b>													
1	Assorted Cartolina	30	pcs	15.00	450.00								
2	Ballpen- (I Gel GL 165) blue (12's)	10	bxs	350.00	3,500.00								
3	Ballpen- (I Gel GL 165) red/Blk (12's)	10	bxs	350.00	3,500.00								
4	ballpen (Black)	1	bxs	400.00	400.00								
5	ballpen (Blue)	1	pcs	8.00	8.00								
6	Ballpen (red)	1	bxs	350.00	350.00								
7	Ballpen Black (RT Ballpen)	9	bxs	350.00	3,150.00								
8	Ballpen red (RT Ballpen)	2	bx	350.00	700.00								
9	Gel Pen (Black)	4	box	350.00	1,400.00								
10	Gel Pen (Blue)	4	box	350.00	1,400.00								
11	Binder Clip (1 1/4)	15	bxs	90.00	1,350.00								
12	Binder Clip (15mm)	15	bx	35.00	525.00								
13	binder Clips (1")	15	bxs	65.00	975.00								
14	Binder Clips (19mm)	1	bx	35.00	35.00								
15	Binder Clips (2 inches)	14	bxs	95.00	1,330.00								
16	Binder Clips 1"(25mm width)	34	bxs	65.00	2,210.00								
17	Binder Clips (25mm)	1	bx	60.00	60.00								
18	Binder Clips 3/4" (19mm)	35	bxs	50.00	1,750.00								
19	Binder Clips Jumbo	2	bx	95.00	190.00								
20	Binding Element 1 1/2 flat	25	pcs	80.00	2,000.00								
21	Binding Element 1 1/4 flat	5	pcs	80.00	400.00								
22	Binding Element 1" Flat	25	pcs	55.00	1,375.00								
23	Brown envelop Long	89	pcs	8.00	712.00								
24	BT D60, BT 5000 NVE Ink Set	2	set	2,500.00	5,000.00								
25	calculator 12 Digit, Two way power	2	pcs	850.00	1,700.00								
26	carbon Paper (Blue)	2	box	900.00	1,800.00								
27	CD-RW w/ case	37	pcs	250.00	9,250.00								



28	Certificate Holder -Short	152	pcs	50.00	7,600.00														
29	Clear Folder- Long/Green	155	pcs	30.00	4,650.00														
30	Clear Folder- Short	130	pcs	25.00	3,250.00														
31	Colored Paper (Assorted)	11	reams	295.00	3,245.00														
32	Combo Ring 1"	20	pcs	40.00	800.00														
33	Combo ring 1-1/2	20	pcs	65.00	1,300.00														
34	Correction Tape 6Mx5MM	50	pcs	45.00	2,250.00														
35	Coupon Bond A4 s 20	122	reams	260.00	31,720.00														
36	Coupon Bond Long subs 20	174	reams	280.00	48,720.00														
37	Coupon Bond Short subs 20	105	reams	240.00	25,200.00														
38	Cutter (Big)	7	pcs	250.00	1,750.00														
39	cutter (small)	3	pcs	120.00	360.00														
40	Dot Matrix So 15632 ribbon Cartridge	3	ctg	500.00	1,500.00														
41	double sided tape 1/2	55	rolls	60.00	3,300.00														
42	Envelop w/ Garter - Long/ Brown	80	pcs	40.00	3,200.00														
43	expanded folder (long) Green	39	pcs	30.00	1,170.00														
44	Expanding Envelop with Garter (Long)	100	pcs	35.00	3,500.00														
45	Fastener Coated	33	bxs	35.00	1,155.00														
46	Folder Long 14pts 100's	25	reams	35.00	875.00														
47	Glue (240G)	36	blts	85.00	3,060.00														
48	Heavy duty Staple Gun tacker (4-54mm)	3	pcs	2,500.00	7,500.00														
49	Highlighter (Yellow-Green)	2	pcs	85.00	170.00														
50	Index Clear tab (White)	33	boxes	120.00	3,960.00														
51	Ink #003 Black/Yellow/cyan	126	pcs	450.00	56,700.00														
52	Ink #003 Magenta	40	pcs	450.00	18,000.00														
53	Ink #664 Black	39	sets	450.00	17,550.00														
54	Ink #664 yellow /magenta/cyan	120	sets	450.00	54,000.00														
55	Ink Refill Black (1000ML)	2	blts	1,800.00	3,600.00														
56	Ink Refill Cyan (1000ML)	2	blts	1,800.00	3,600.00														
57	Ink Refill Magenta (1000ML)	2	blts	1,800.00	3,600.00														
58	Ink Refill yellow (1000ML)	2	blts	1,800.00	3,600.00														
59	Intentional Film (Carbon Blue)	6	bxs	900.00	5,400.00														
60	Long Brown envelop w/ garter	80	pcs	25.00	2,000.00														
61	Long Folder 100's	20	reams	800.00	16,000.00														
62	looseleaf Folder (with Shoe lace), HD	50	pcs	90.00	4,500.00														
63	magazine Box - Single	56	pcs	250.00	14,000.00														
64	Marker Permanent	2	box	600.00	1,200.00														
65	marker Permanent Ink	1	bottle	150.00	150.00														
66	masking Tape 1"	5	pcs	50.00	250.00														
67	Masking tape 3/4	5	pcs	50.00	250.00														
68	matte (a4) (100sheets /pack)	5	packs	400.00	2,000.00														
69	Metal ring Binder 25mm	5	pcs	35.00	175.00														
70	metal ring Binder 32mm	5	pcs	45.00	225.00														




71	metal ring Binder 50mm	5	pcs	56.00	280.00														
72	Packaging Tape 2"	5	rolls	50.00	250.00														
73	Packaging Tape (Big)	4	pcs	65.00	260.00														
74	Paper Clip (Big) (48mm)	52	bxs	45.00	2,340.00														
75	Paper Clip (Small) (32mm)	52	bxs	25.00	1,300.00														
76	Paper Clip (Coated, 50mm)	8	box	35.00	280.00														
77	Paper Fastener 50's	5	box	35.00	175.00														
78	Pencil Sharpener, Rotary w/ Clamp	1	pcs	400.00	400.00														
79	Pencil #2	13	box	80.00	1,040.00														
80	Pentelpen Black (Broad)	5	pcs	80.00	400.00														
81	Pentelpen Black (fine)	5	pcs	80.00	400.00														
82	Permanent marker (Broad)	6	bxs	800.00	4,800.00														
83	Photo Paper (A4, Plain Back)	5	packs	180.00	900.00														
84	Picture Frames (8.5"x11")	20	pcs	150.00	3,000.00														
85	Plastic Cover #6 50mts	5	rolls	1,800.00	9,000.00														
86	Plastic Ruler	15	pcs	25.00	375.00														
87	Press Folder Green	5	bx	2,000.00	10,000.00														
88	Puncher Heavy duty	1	pcs	450.00	450.00														
89	Push Pins	2	box	40.00	80.00														
90	Record Book 200lvs	20	pcs	90.00	1,800.00														
91	Record Book 500lvs	10	pcs	400.00	4,000.00														
92	Rubber band (Heavy Duty, Big)	1	box	200.00	200.00														
93	Ruler Foot transparent	1	pcs	20.00	20.00														
94	Scissor Big	2	pcs	80.00	160.00														
95	scotch tape (2")	9	pcs	50.00	450.00														
96	scotch tape 1	40	rolls	30.00	1,200.00														
97	scotch tape 3/4	20	rolls	20.00	400.00														
98	Short Brown Envelop	15	pcs	15.00	225.00														
99	Short Folder 100's	5	reams	600.00	3,000.00														
100	Sign Pen (Hi-Techpoint blue)	64	pcs	80.00	5,120.00														
101	Sign Pen (Hi-Techpoint V10 Grip (Blk)12's	1	bxs	1,200.00	1,200.00														
102	Sign Pen (Hi-Techpoint V10 Grip (Blue)12's	8	bxs	1,200.00	9,600.00														
103	highlighter (Yellow-Green)	1	bxs	500.00	500.00														
104	stamp pad ink	4	bots	250.00	1,000.00														
105	Stamp pad felt pad #2	4	pcs	200.00	800.00														
106	staple wire #35	37	bxs	45.00	1,665.00														
107	Staple w/ remover	10	pcs	435.00	4,350.00														
108	Sticker Paper A4 Matte (10's)	15	packs	70.00	1,050.00														
109	Sticker paper (A4) 10 sheets	5	packs	60.00	300.00														
110	Sticker Paper (gloss)	5	packs	80.00	400.00														
111	Sticker paper (long, white)	8	packs	60.00	480.00														
112	sticker Paper Transparent	10	pad	110.00	1,100.00														
113	Sticky note (76x76mm)	8	pad	50.00	400.00														

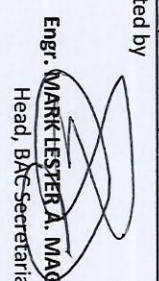


114	Sticky pad	8	set	50.00	400.00								
115	Tape Dispenser	7	unit	350.00	2,450.00								
116	vellum 180Gsm (long) 10 sheets	30	packs	120.00	3,600.00								
117	Vellum Board - Long	6	reams	1,200.00	7,200.00								
118	Vellum Paper (8.5"x11")	25	packs	60.00	1,500.00								
119	Vellum Board - Short	3	reams	500.00	1,500.00								
120	White Envelop Long #10	2	bxs	400.00	800.00								
121	White Folder (Long)	75	pcs	15.00	1,125.00								
122	White Board marker 12's	12	pcs	760.00	9,120.00								
123	White Board marker Ink, Black	1	bottles	200.00	200.00								
124	White Board marker, Black	5	pcs	80.00	400.00								
Lot 2 - Photocopier Toner					-								
1	Print Cartridge Black IM C2500	3	crg	6,000.00	18,000.00								
2	Print Cartridge Cyan IM C2500	2	crg	11,000.00	22,000.00								
3	Print Cartridge Magenta IM C2500	2	crg	11,000.00	22,000.00								
4	Print Cartridge Yellow IM C2500	2	crg	11,000.00	22,000.00								
XXXXXXXXXXXXXXXXXXXXXXXXXXXX					-								
GRAND TOTAL					600,000.00								

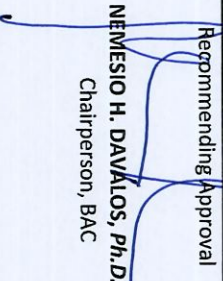
Prepared by

  
**RENELITO C. NICO**  
 Member, BAC Secretariat

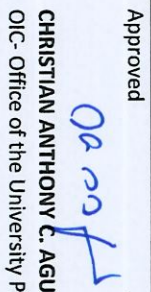
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