



SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND PHOTOCOPIER TONER FOR VARIOUS OFFICES AT MinSU BONGABONG CAMPUS

Name of Project

BAC Resolution Recommending Approval

Resolution No. 89-A, s. 2024

WHEREAS, the **Mindoro State University (MinSU)**, through Bids and Awards Committee (BAC) has advertised in the PhilGEPS and MinSU Website the Request for Quotation (RFQ) for the project **"Supply and Delivery of Office Supplies and Photocopier Toner for Various Offices at MinSU Bongabong Campus"** with an Approved Budget for the Contract (ABC) amounting to **Six Hundred Thousand Pesos (Php600,000.00)** with two lots;

Particulars	Sub-ABC Amount
Lot 1- Office Supplies	Php516,000.00
Lot 2- Photocopier Toner	Php84,000.00

WHEREAS, in response to the said advertisement, seven (7) suppliers were found in the document request list, and two (2) suppliers in the name of **KRISTWIN CONSUMER GOODS TRADING** and **PAPERCAT OFFICE SUPPLIES & EQUIPMENT TRADING** submitted price quotation before the deadline;

WHEREAS, **KRISTWIN CONSUMER GOODS TRADING** submitted price quotation for Lot 1; while **PAPERCAT OFFICE SUPPLIES & EQUIPMENT TRADING** submitted price quotation for Lots 1 and 2;

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

Lot No.	Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
1	Php516,000.00	Kristwin Consumer Goods Trading	Php394,152.25
		Papercat Office Supplies & Equipment Trading	Php557,380.00
2	Php84,000.00	Papercat Office Supplies & Equipment Trading	Php42,600.00

WHEREAS, the BAC examined and verified the price quotations submitted by the abovementioned supplier and was found to be complying and responsive; thus, the project be awarded to the supplier in the name of **KRISTWIN CONSUMER GOODS TRADING** for Lot 1 with the Lowest Calculated Responsive Bid (LCRB);

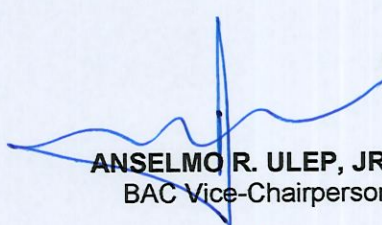
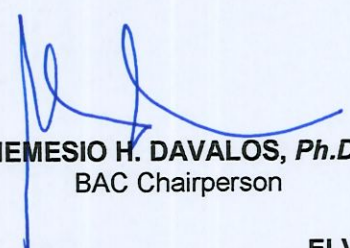
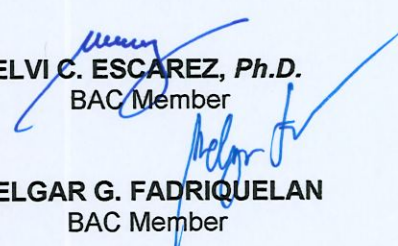


WHEREAS, the lot 2 for this project is recommended for Direct Contracting as an Alternative mode of procurement as supported by the BAC Resolution No. 89 s. 2024;

NOW, THEREFORE, the Bids and Awards Committee (BAC) **HEREBY RESOLVED AS IT IS HEREBY RESOLVED**, recommended to the Head of Procuring Entity the approval of this resolution for the abovementioned procurement awarding of contract for the **"Supply and Delivery of Office Supplies and Photocopier Toner for Various Offices at MinSU Bongabong Campus"** to Kristwin Consumer



Goods Trading amounting to **Three Hundred Ninety-Four Thousand One Hundred Fifty-Two Pesos and 25/100 (Php394,152.25)** with official address at Masipit, Calapan City, Oriental Mindoro as the supplier/bidder with the Lowest Calculated Responsive Bid (LCRB) for Lot 1;

RESOLVED, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 3rd day of May, 2024.

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

Approved/Disapproved



CHRISTIAN ANTHONY C. AGUTAYA Ph.D.

OIC, Office of the University President

Date: _____



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 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

Solicitation Number:	RFQ No. 2024-85	Status	Closed
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	7
Category:	Office Equipment Supplies and Consumables	Date Published	25/04/2024
Approved Budget for the Contract:	PHP 600,000.00	Last Updated / Time	25/04/2024 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	02/05/2024 17:00 PM
Client Agency:			
Contact Person:	MARK LESTER A MAGPANTAY Head, BAC Secretariat Alcate Victoria Oriental Mindoro Philippines 5205 63-9-154612960 macmagpantay@minsu.edu.ph		

Description

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

NEMESIO H. DAVALOS, Ph.D.

BAC Chairperson

Note: 1. All entries must be typewritten.

2. Delivery Period within ____ calendar days.

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

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

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

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

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

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

Lot 1- Office Supplies

1 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

79 box Pencil #2 13
80 pcs Pentelpen Black (Broad) 5
81 pcs Pentelpen Black (fine) 5
82 bxs Permanent marker (Broad) 6
83 packs Photo Paper (A4, Plain Back) 5
84 pcs Picture Frames (8.5"x11") 20
85 rolls Plastic Cover #6 50mts 5
86 pcs Plastic Ruler 15
87 bx Press Folder Green 5
88 pcs Puncher Heavy duty 1
89 box Push Pins 2
90 pcs Record Book 200lvs 20
91 pcs Record Book 500Lvs 10
92 box Rubber band (Heavy Duty, Big) 1
93 pcs Ruler Foot transparent 1
94 pcs Scissor Big 2
95 pcs scotch tape (2") 9
96 rolls scotch tape 1 40
97 rolls scotch tape 3/4 20
98 pcs Short Brown Envelop 15
99 reams Short Folder 100's 5
100 pcs Sign Pen (Hi-Techpoint- blue) 64
101 bxs Sign Pen (Hi-Techpoint V10 Grip (Blk)12's 1
102 bxs Sign Pen (Hi-Techpoint V10 Grip (Blue)12's 8
103 bxs highlighter (Yellow-Green) 1
104 bots stamp pad Ink 4
105 pcs Stamp pad felt pad #2 4
106 bxs staple wire #35 37
107 pcs Staple w/ remover 10
108 packs Sticker Paper A4 Matte (10's) 15
109 packs Sticker paper (A4) 10 sheets 5
110 packs Sticker Paper (gloss) 5
111 packs Sticker paper (long, white) 8
112 pad sticker Paper Transparent 10
113 pad Sticky note (76x76mm) 8
114 set Sticky pad 8
115 unit Tape Dispenser 7
116 packs vellum 180GSm (long) 10 sheets 30
117 reams Vellum Board - Long 6
118 packs Vellum paper (8.5"x11") 25
119 reams Vellum Board - Short 3
120 bxs white Envelop Long #10 2
121 pcs White Folder (Long) 75
122 pcs White Board marker 12's 12
123 bottles White Board marler Ink , Black 1
124 pcs White Board marker, Black 5
Lot 2- Photocopier Toner
1 crg Print Cartridge Black IM C2500 3
2 crg Print Cartridge Cyan IM C2500 2
3 crg Print Cartridge Magenta IM C2500 2
4 crg Print Cartridge Yellow IM C2500 2

Created by Annabelle Quinto Madrigal

Date Created 24/04/2024

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



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies 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

Address :

Kristian Consumer Goods Trading
Calapan City

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

NEMESIO H. DAVALOS, Ph.D.

BAC Chairperson

Note:

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
Lot 1- Office Supplies					
1	pcs	Assorted Cartolina	30	6.50	195
2	bxs	Ballpen- (I Gel GL 165) blue (12's)	10	230	2300
3	bxs	Ballpen- (I Gel GL 165) red/Blk (12's)	10	230	2300
4	bxs	ballpen (Black)	1	85	85
5	pcs	ballpen (Blue)	1	85	85
6	bxs	Ballpen (red)	1	85	85
7	bxs	Ballpen Black (RT Ballpen)	9	90	810
8	bx	Ballpen red (RT Ballpen)	2	90	180
9	box	Gel Pen (Black)	4	245	980
10	box	Gel Pen (Blue)	4	245	980
11	bxs	Binder Clip (1 1/4)	15	40	600
12	bx	Binder Clip (15mm)	15	28	420
13	bxs	binder Clips (1")	15	32	480
14	bx	Binder Clips (19mm)	1	30	30
15	bxs	Binder Clips (2 inches)	14	75	1050
16	bxs	Binder Clips 1"(25mm width)	34	32	1088
17	bx	Binder Clips (25mm)	1	32	32
18	bxs	Binder Clips 3/4" (19mm)	35	30	1050
19	bx	Binder Clips jumbo	2	75	150
20	pcs	Binding Element 1 1/2 flat	25	50	1250
21	pcs	Binding Element 1 1/4 flat	5	43	215
22	pcs	Binding Element 1" Flat	25	36	900
23	pcs	Brown envelop Long	89	2.50	222.50
24	set	BT D60, BT 5000 MYE Ink Set	2	1540	3080
25	pcs	calculator 12 Digit, Two way power	2	450	900
26	box	carbon Paper (Blue)	2	875	1750
27	pcs	CD-RW w/ case	37	48	1776

MSU-BAC-FR-05.01



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28



BAGONG PILIPINAS

28	pcs	Certificate Holder -Short	152	38	5776
29	pcs	Clear Folder- Long/Green	155	18	2790
30	pcs	Clear Folder- Short	130	16	2080
31	reams	Colored Paper (Assorted)	11	190	2090
32	pcs	Combo Ring 1"	20	3.25	65
33	pcs	Combo ring 1-1/2	20	3.75	75
34	pcs	Correction Tape 6Mx5MM	50	26	1300
35	reams	Coupon Bond A4 s 20	122	190	23,180
36	reams	Coupon Bond Long subs 20	174	210	36,540
37	reams	Coupon Bond Short subs 20	105	178	18,690
38	pcs	Cutter (Big)	7	24	168
39	pcs	cutter (small)	3	15	45
40	crg	Dot Matrix So 15632 ribbon Cartridge	3	280	840
41	rolls	double Sided tape 1/2	55	16	880
42	pcs	Envelop w/ Garter - Long/ Brown	80	15	1200
43	pcs	expanded folder (long) Green	39	16	624
44	pcs	Expanding Envelop with Garter (Long)	100	15	1500
45	bxs	Fastener Coated	33	39	1287
46	reams	Folder Long 14pts 100's	25	525	13,125
47	btls	Glue (240G)	36	130	4680
48	pcs	Heavy duty Staple Gun tacker (4-54mm)	3	450	1350
49	pcs	Highlighter (Yellow-Green)	2	36	72
50	boxes	Index Clear tab (White)	33	95	3135
51	pcs	Ink #003 Black/yellow /cyan	126	285	35,910
52	pcs	Ink #003 Magenta	40	285	11,400
53	sets	Ink #664 Black	39	280	10,920
54	sets	Ink #664 yellow /magenta/cyan	120	855	102,600
55	btls	Ink Refill Black (1000ML)	2	450	900
56	btls	Ink Refill Cyan (1000ML)	2	450	900
57	btls	Ink Refill Magenta (1000ML)	2	450	900
58	btls	Ink Refill yellow (1000ML)	2	450	900
59	bxs	Interntional Film (Carbon Blue)	6	875	5250
60	pcs	Long Brown envelop w/ garter	80	15	1200
61	reams	Long Folder 100's	20	525	10,500
62	pcs	looseleaf Folder (with Shoe Lace), HD	50	120	6000
63	pcs	magazine Box - Single	56	145	8120
64	box	Marker Permanent	2	39	78
65	bottle	marker Permanent Ink	1	82	82
66	pcs	masking Tape 1"	5	30	150
67	pcs	Masking tape 3/4	5	28	140
68	packs	matte (a4) (100sheets /pack)	5	390	1950
69	pcs	Metal ring Binder 25mm	5	3.25	16.25
70	pcs	metal ring Binder 32mm	5	3.75	18.75
71	pcs	metal ring Binder 50mm	5	6	30
72	rolls	Packaging Tape 2"	5	43	215

MSU-BAC-FR-05.01



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28



73	pcs	Packaging Tape (Big)	4	43	172	/
74	bxs	Paper Clip (Big) (48mm)	52	24	1248	/
75	bxs	Paper Clip (Small) (32mm)	52	19	988	/
76	box	Paper Clip (Coated, 50mm)	8	25	200	/
77	box	Paper Fastener 50's	5	39	195	/
78	pcs	Pencil Sharpener, Rotary w/ Clamp	1	300	300	/
79	box	Pencil #2	13	95	1235	/
80	pcs	Pentelpen Black (Broad)	5	38	190	/
81	pcs	Pentelpen Black (fine)	5	38	190	/
82	bxs	Permanent marker (Broad)	6	38	228	/
83	packs	Photo Paper (A4, Plain Back)	5	60	300	/
84	pcs	Picture Frames (8.5"x11")	20	68	1360	/
85	rolls	Plastic Cover #6 50mts	5	2200	11,000	/
86	pcs	Plastic Ruler	15	7	105	/
87	bx	Press Folder Green	5	16	80	/
88	pcs	Puncher Heavy duty	1	165	165	/
89	box	Push Pins	2	32	64	/
90	pcs	Record Book 200lvs	20	56	1120	/
91	pcs	Record Book 500Lvs	10	95	950	/
92	box	Rubber band (Heavy Duty, Big)	1	120	120	/
93	pcs	Ruler Foot transparent	1	120	120	/
94	pcs	Scissor Big	2	85	170	/
95	pcs	scotch tape (2")	9	43	387	/
96	rolls	scotch tape 1	40	26	1040	/
97	rolls	scotch tape 3/4	20	18	360	/
98	pcs	Short Brown Envelop	15	2.0	30	/
99	reams	Short Folder 100's	5	475	2375	/
100	pcs	Sign Pen (Hi-Techpoint- blue)	64	65	4160	/
101	bxs	Sign Pen (Hi-Techpoint V10 Grip (Blk)12's	1	780	780	/
102	bxs	Sign Pen (Hi-Techpoint V10 Grip (Blue)12's	8	780	6240	/
103	bxs	highlighter (Yellow-Green)	1	35	35	/
104	bots	stamp pad Ink	4	65	260	/
105	pcs	Stamp pad felt pad #2	4	80	320	/
106	bxs	staple wire #35	37	43	1591	/
107	pcs	Staple w/ remover	10	165	1650	/
108	packs	Sticker Paper A4 Matte (10's)	15	37	555	/
109	packs	Sticker paper (A4) 10 sheets	5	37	185	/
110	packs	Sticker Paper (gloss)	5	37	185	/
111	packs	Sticker paper (long, white) 50's	8	120	960	/
112	pad	sticker Paper Transparent 50's	10	175	1750	/
113	pad	Sticky note (76x76mm)	8	43	344	/
114	set	Sticky pad	8	80	640	/
115	unit	Tape Dispenser	7	165	1155	/
116	packs	vellum 180GSm (long) 10 sheets	30	30	900	/
117	reams	Vellum Board - Long	6	300	1800	/

MSU-BAC-FR-05.01





General Conditions

1. Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Oriental Mindoro, Philippines on the date and time stated in this RFP.
 2. Supplier shall submit the following requirements:
 - a. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - b. PhilGEPS Registration
 - c. Valid Mayor's/Business Permit
 - d. Omnibus Sworn Statement
 - e. BIR Certificate of Registration
 - f. Latest Income/Business Tax Return
 - g. TAX Clearance
 - h. DTI Registration/SEC Certificate
 - i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable
- Price validity shall be 30 calendar days from the deadline of submission of quotation.

Ocular Inspection

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

Award

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

Evaluation of Quotations

Quotations shall be compared and evaluated 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.



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 : PAPERCAT OFFICE SUPPLIES & EQUIPMENT TRADING

Address : BRGY. STO. NINO CALAPAN CITY

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

NEMESIO H. DAVALOS, Ph.D.

BAC Chairperson

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
Lot 1- Office Supplies					
1	pcs	Assorted Cartolina	30	14.00	420.00
2	bxs	Ballpen- (I Gel GL 165) blue (12's)	10	408.00	4,080.00
3	bxs	Ballpen- (I Gel GL 165) red/Blk (12's)	10	408.00	4,080.00
4	bxs	ballpen (Black)	1	116.00	116.00
5	pcs	ballpen (Blue)	1	116.00	116.00
6	bxs	Ballpen (red)	1	116.00	116.00
7	bxs	Ballpen Black (RT Ballpen)	9	139.00	1,251.00
8	bx	Ballpen red (RT Ballpen)	2	139.00	278.00
9	box	Gel Pen (Black)	4	408.00	1,632.00
10	box	Gel Pen (Blue)	4	408.00	1,632.00
11	bxs	Binder Clip (1 1/4)	15	39.00	585.00
12	bx	Binder Clip (15mm)	15	30.00	450.00
13	bxs	binder Clips (1")	15	30.00	450.00
14	bx	Binder Clips (19mm)	1	22.00	22.00
15	bxs	Binder Clips (2 inches)	14	99.00	1,386.00
16	bxs	Binder Clips 1"(25mm width)	34	30.00	1,020.00
17	bx	Binder Clips (25mm)	1	30.00	30.00
18	bxs	Binder Clips 3/4" (19mm)	35	22.00	770.00
19	bx	Binder Clips jumbo	2	99.00	198.00
20	pcs	Binding Element 1 1/2 flat	25	116.00	2,900.00
21	pcs	Binding Element 1 1/4 flat	5	100.00	500.00
22	pcs	Binding Element 1" Flat	25	88.00	2,200.00
23	pcs	Brown envelop Long	89	8.00	712.00
24	set	BT D60, BT 5000 MYE Ink Set	2	2,431.00	4,862.00
25	pcs	calculator 12 Digit, Two way power	2	662.00	1,324.00
26	box	carbon Paper (Blue)	2	1,016.00	2,032.00

MSU-BAC-FR-05.01



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph

Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28



27	pcs	CD-RW w/ case	37	116.00	4,292.00
28	pcs	Certificate Holder -Short	152	54.00	8,208.00
29	pcs	Clear Folder- Long/Green	155	34.00	5,270.00
30	pcs	Clear Folder- Short	130	31.00	4,030.00
31	reams	Colored Paper (Assorted)	11	477.00	5,247.00
32	pcs	Combo Ring 1"	20	147.00	2,940.00
33	pcs	Combo ring 1-1/2	20	193.00	3,860.00
34	pcs	Correction Tape 6Mx5MM	50	28.00	1,400.00
35	reams	Coupon Bond A4 s 20	122	308.00	37,576.00
36	reams	Coupon Bond Long subs 20	174	344.00	59,856.00
37	reams	Coupon Bond Short subs 20	105	297.00	31,185.00
38	pcs	Cutter (Big)	7	71.00	497.00
39	pcs	cutter (small)	3	47.00	141.00
40	crg	Dot Matrix So 15632 ribbon Cartridge	3	286.00	858.00
41	rolls	double Sided tape 1/2	55	24.00	1,320.00
42	pcs	Envelop w/ Garter - Long/ Brown	80	32.00	2,560.00
43	pcs	expanded folder (long) Green	39	35.00	1,365.00
44	pcs	Expanding Envelop with Garter (Long)	100	40.00	4,000.00
45	bxs	Fastener Coated	33	79.00	2,607.00
46	reams	Folder Long 14pts 100's	25	1,110.00	27,750.00
47	btls	Glue (240G)	36	143.00	5,148.00
48	pcs	Heavy duty Staple Gun tacker (4-54mm)	3	875.00	2,625.00
49	pcs	Highlighter (Yellow-Green)	2	24.00	48.00
50	boxes	Index Clear tab (White)	33	172.00	5,676.00
51	pcs	Ink #003 Black/yellow /cyan	126	438.00	55,188.00
52	pcs	Ink #003 Magenta	40	422.00	16,880.00
53	sets	Ink #664 Black	39	438.00	17,082.00
54	sets	Ink #664 yellow /magenta/cyan	120	422.00	50,640.00
55	btls	Ink Refill Black (1000ML)	2	329.00	658.00
56	btls	Ink Refill Cyan (1000ML)	2	329.00	658.00
57	btls	Ink Refill Magenta (1000ML)	2	329.00	658.00
58	btls	Ink Refill yellow (1000ML)	2	329.00	658.00
59	bxs	Interntional Film (Carbon Blue)	6	875.00	5,250.00
60	pcs	Long Brown envelop w/ garter	80	32.00	2,560.00
61	reams	Long Folder 100's	20	1,110.00	22,200.00
62	pcs	looseleaf Folder (with Shoe Lace), HD	50	235.00	11,750.00
63	pcs	magazine Box - Single	56	211.00	11,816.00
64	box	Marker Permanent	2	641.00	1,282.00
65	bottle	marker Permanent Ink	1	133.00	133.00
66	pcs	masking Tape 1"	5	58.00	290.00
67	pcs	Masking tape 3/4	5	46.00	230.00
68	packs	matte (a4) (100sheets /pack)	5	516.00	2,580.00
69	pcs	Metal ring Binder 25mm	5	149.00	745.00
70	pcs	metal ring Binder 32mm	5	165.00	825.00
71	pcs	metal ring Binder 50mm	5	188.00	940.00

MSU-BAC-FR-05.01



72	rolls	Packaging Tape 2"	5	86.00	430.00
73	pcs	Packaging Tape (Big)	4	86.00	344.00
74	bxs	Paper Clip (Big) (48mm)	52	30.00	1,560.00
75	bxs	Paper Clip (Small) (32mm)	52	29.00	1,508.00
76	box	Paper Clip (Coated, 50mm)	8	35.00	280.00
77	box	Paper Fastener 50's	5	79.00	395.00
78	pcs	Pencil Sharpener, Rotary w/ Clamp	1	415.00	415.00
79	box	Pencil #2	13	172.00	2,236.00
80	pcs	Pentelpen Black (Broad)	5	55.00	275.00
81	pcs	Pentelpen Black (fine)	5	55.00	275.00
82	bxs	Permanent marker (Broad)	6	641.00	3,846.00
83	packs	Photo Paper (A4, Plain Back)	5	79.00	395.00
84	pcs	Picture Frames (8.5"x11")	20	172.00	3,440.00
85	rolls	Plastic Cover #6 50mts	5	2,954.00	14,770.00
86	pcs	Plastic Ruler	15	24.00	360.00
87	bx	Press Folder Green	5	35.00	175.00
88	pcs	Puncher Heavy duty	1	657.00	657.00
89	box	Push Pins	2	50.00	100.00
90	pcs	Record Book 200lvs	20	86.00	1,720.00
91	pcs	Record Book 500Lvs	10	188.00	1,880.00
92	box	Rubber band (Heavy Duty, Big)	1	329.00	329.00
93	pcs	Ruler Foot transparent	1	24.00	24.00
94	pcs	Scissor Big	2	58.00	116.00
95	pcs	scotch tape (2")	9	86.00	774.00
96	rolls	scotch tape 1	40	58.00	2,320.00
97	rolls	scotch tape 3/4	20	50.00	1,000.00
98	pcs	Short Brown Envelop	15	7.00	105.00
99	reams	Short Folder 100's	5	954.00	4,770.00
100	pcs	Sign Pen (Hi-Techpoint- blue)	64	99.00	6,336.00
101	bxs	Sign Pen (Hi-Techpoint V10 Grip (Blk)12's	1	1,125.00	1,125.00
102	bxs	Sign Pen (Hi-Techpoint V10 Grip (Blue)12's	8	1,125.00	9,000.00
103	bxs	highlighter (Yellow-Green)	1	24.00	24.00
104	bots	stamp pad Ink	4	35.00	140.00
105	pcs	Stamp pad felt pad #2	4	60.00	240.00
106	bxs	staple wire #35	37	54.00	1,998.00
107	pcs	Staple w/ remover	10	500.00	5,000.00
108	packs	Sticker Paper A4 Matte (10's)	15	61.00	915.00
109	packs	Sticker paper (A4) 10 sheets	5	61.00	305.00
110	packs	Sticker Paper (gloss)	5	266.00	1,330.00
111	packs	Sticker paper (long, white)	8	266.00	2,128.00
112	pad	sticker Paper Transparent	10	266.00	2,660.00
113	pad	Sticky note (76x76mm)	8	27.00	216.00
114	set	Sticky pad	8	93.00	744.00
115	unit	Tape Dispenser	7	250.00	1,750.00
116	packs	vellum 180GSm (long) 10 sheets	30	133.00	3,990.00



View Red Registration

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

My Contact Details

Salutation	Ms	First Name	Catalina
Middle Name	Manongsong	Last Name	Alcarices
Gender	Female	Position	Owner
Landline Area Code	043	Landline Number	3980932
Landline Extension Number			
Fax Area Code		Fax Number	
Fax Extension Number			
Country Code	63	Mobile Number	09084116367
Email Address	catalinaalcarices3@gmail.com		

Organization Details

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

Location	local	Organization Type	Trading
Business Tax Identification Number	13884052600000	Capitalization	P 1,000,000.00

Single Proprietorship Details

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

Local Organization Address

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

Bank Account Details

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

Uploaded Supporting Document

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

Status

Status	Red Approved
--------	--------------

List of Active Users of the Merchant Organization

Last Name	First Name	Middle Name	Position	Status
No Records Found				

2024



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

TAUMBAYAN ANG
MA SUSUNOD

BUSINESS PERMIT

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

P= 5,532.50

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

Payment for 1-4

Notes:

1. This Permit will expire on

Dec. 31, 2024

2. This Mayor's Permit, together with the official receipt, shall at all time be displayed or posted for public view in a conspicuous place within the place of business or undertaking.

Check
Check number _____
Bank _____

Cash
O.R. Number 1224109
Date 1/4/2024

Payment received by: _____

ASSESSMENT REVIEWED BY:

RECOMMENDING APPROVAL:

APPROVED BY:

EDUARD L. REYES

Licensing Officer IV

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

MARILOU F. MORILLO

City Mayor

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



BIR FORM

2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS

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

OCN: 063FC2023000000191

Date OCN Generated: January 17, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 138-840-526-00000	NAME OF TAXPAYER ALCANICES, CATALINA MANONGSONG		TIN ISSUANCE DATE July 10, 2015
REGISTERING OFFICE	X Head Office	Branch	
REGISTERED ADDRESS MASIPIT 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES			
Line of Business	MISCELLANEOUS CONSUMER GOODS, N.E.C.		
(P&IC)	WHOLESALE OF MISCELLANEOUS CONSUMER GOODS, N.E.C.		
Line of Business	47529-RETAIL SALE OF CONSTRUCTION SUPPLIES, N.E.C.		
Line of Business	RETAIL SALE OF CONSTRUCTION SUPPLIES, N.E.C.		
	Secondary		

REMINDERS:

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

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



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

EMELITA R. ABO

REVENUE DISTRICT OFFICER
(Signature over Printed Name)

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

BIR FORM

2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS

REVENUE REGION NO. 09A - CABAMIRO (CAVITE-BATANGAS-MINDORO-ROMBLON)

REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC20230000000191

Date OCN Generated: January 17, 2023

CERTIFICATE OF REGISTRATION

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

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

BUSINESS INFORMATION DETAILS

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



This certifies that

KRISTWIN CONSUMER GOODS TRADING
(REGIONAL)

REGION IV-B (MIMAROPA)

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

This certificate issued to

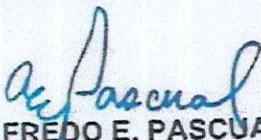
CATALINA MANONGSONG ALCAÑICES

is valid from 12 January 2023 to 12 January 2028 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

Certificate of Business Name Registration

and issue the same on 12 January 2023 in the Philippines.


ALFREDO E. PASCUAL
Secretary

Business Name No. 4449339

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



PBYS334614306344

Documentary Stamp Tax Paid Php 30.00

APPROVED BUDGET FOR THE CONTRACT (ABC)
Supply and Delivery of Office Supplies 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:

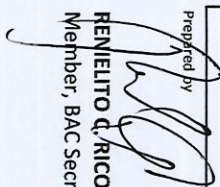
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS		TOTAL COST	UNIT COST
									INFLATION, CURRENCY	INFLATION, CURRENCY		
									%	VALUE	(10%[(5)+(10)])	(11) / (3)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	Lot 1 - Office Supplies											
1	Assorted Cartolina	30	pcs	15.00	450.00							
2	Ballpen- (1 Gel Gl. 165) blue (12's)	10	bxs	350.00	3,500.00							
3	Ballpen- (1 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 MVE 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	crg	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	btl's	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	btl's	1,800.00	3,600.00														
56	Ink Refill Cyan (1000ML)	2	btl's	1,800.00	3,600.00														
57	Ink Refill Magenta (1000ML)	2	btl's	1,800.00	3,600.00														
58	Ink Refill yellow (1000ML)	2	btl's	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														

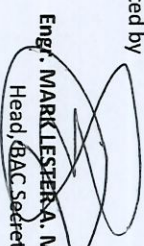
71	metal ring Binder 50mm	5	pcs	56.00	280.00														
72	Packaging Tape 2"	5	rolls	50.00	250.00														
73	Packaging Tape (Big)	4	pcs	65.00	260.00														
74	Paper Clip (Big) (48mm)	52	bxs	45.00	2,340.00														
75	Paper Clip (Small) (32mm)	52	bxs	25.00	1,300.00														
76	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	bot's	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						

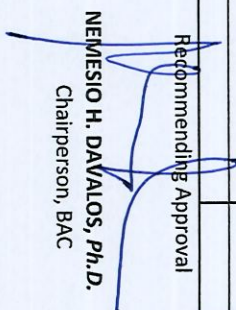
Prepared by


RENEILITO D. RICO
 Member, BAC Secretariat

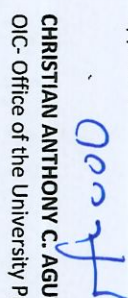
Submitted by


Eng. MARK LESTER A. MAGPANTAY
 Head, BAC Secretariat

Recommending Approval


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

Approved


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



Republic of the Philippines
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
1	bxs	Ballpen - (I_Gel GI 165) blue (12'S)	10	350.00	3,500.00
3	bxs	Ballpen - (I_Gel GI 165) Red/blk	10	350.00	3,500.00
4	bxs	Ballpen (Black)	1	400.00	400.00
5	pcs	Ballpen (Blue)	1	8.00	8.00
6	bxs	Ballpen (Red)	1	350.00	350.00
7	bxs	Ballpen Black (Rt Ballpen)	9	350.00	3,150.00
8	bx	Ballpen Red (Rt Ballpen)	2	350.00	700.00
9	box	Gel pen (Black)	4	350.00	1,400.00
10	box	Gel pen (Blue)	4	350.00	1,400.00
11	bxs	Binder Clip (1 1/4)	15	90.00	1,350.00
12	bxs	Binder Clip (15mm)	15	35.00	525.00
13	bxs	Binder Clips (1")	15	65.00	975.00
14	bx	Binder Clips (19mm)	1	35.00	35.00
15	bxs	Binder Clips (2 inches)	14	95.00	1,330.00
16	bxs	Binder Clips 1"(25mm Width)	34	65.00	2,210.00
17	bx	Binder Clips (25mm)	1	60.00	60.00
18	bxs	Binder Clips 3/4"(19mm)	35	50.00	1,750.00
19	bx	Binder Clips Jumbo	2	95.00	190.00
20	pcs	Binding Element 1 1/2 Flat	25	80.00	2,000.00
21	pcs	Binding Element 1 1/4 Flat	5	80.00	400.00
22	pcs	Binding Element 1"Flat	25	55.00	1,375.00
23	pcs	Brown Envelop Long	89	8.00	712.00
24	Set	Bt D60, Bt 5000Mye Ink Set	2	2,500.00	5,000.00
25	pcs	Calculator 12 Digit, Two Way Power	2	850.00	1,700.00
26	box	Carbon Paper (Blue)	2	900.00	1,800.00
27	pcs	Cd-Rw w/ Case	37	250.00	9,250.00
28	pcs	Certificate Holder-Short	152	50.00	7,600.00
29	pcs	Clear Folder-Long/Green	155	30.00	4,650.00
30	pcs	Clear Folder-Short	130	25.00	3,250.00
31	reams	Colored Paper (Assorted)	11	295.00	3,245.00
32	pcs	Combo Ring 1"	20	40.00	800.00
33	pcs	Combo Ring 1-1/2"	20	65.00	1,300.00
34	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 -04-417
002030100

Requested by:	Recommending Approval:	Certified Allotment Available:
Signature :		
Printed Name : FELISA R. ROCHA	CIEDELLE P. SALAZAR, Ph.D.	ROVELYN B. 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
25	reams	Coupon Bond A4 S 20	122	260.00	31,720.00
26	reams	Coupon Bond Long Subs 20	174	280.00	48,720.00
27	reams	Coupon Bond Short Subs 20	105	240.00	25,200.00
28	pcs	Cutter (Big)	7	250.00	1,750.00
29	pcs	Cutter (Small)	3	120.00	360.00
40	crg	Dot Matrix So15632 Ribbon Cartridge	3	500.00	1,500.00
41	rolls	Double Sided Tape 1/2	55	60.00	3,300.00
42	pcs	Envelop W/ Garter- Long/Brown	80	40.00	3,200.00
43	pcs	Expanded Folder (Long) Green	39	30.00	1,170.00
44	pcs	Expanding Envelop With Garter (Long)	100	35.00	3,500.00
45	bxs	Fastener Coated	33	35.00	1,155.00
46	reams	Folder Long 14 Pts 100's	25	35.00	875.00
47	Btls	Glue (240 G)	36	85.00	3,060.00
48	pcs	Heavy Duty Staple Gun Tacker (4-54Mm)	3	2,500.00	7,500.00
49	pcs	Highlighter (Yellow-Green)	2	85.00	170.00
50	boxes	Index Clear Tab (White)	33	120.00	3,960.00
51	pcs	Ink #003 Black/yellow/cyan	126	450.00	56,700.00
52	pcs	Ink #003 Magenta	40	450.00	18,000.00
53	Sets	Ink #664 Black	39	450.00	17,550.00
54	Sets	Ink #664 Yellow/magenta/Cyan	120	450.00	54,000.00
55	btls	Ink Refill Black (1000MI)	2	1,800.00	3,600.00
56	btls	Ink Refill cyan (1000MI)	2	1,800.00	3,600.00
57	btls	Ink Refill magenta (1000MI)	2	1,800.00	3,600.00
58	btls	Ink Refill yellow (1000MI)	2	1,800.00	3,600.00
59	bxs	International Film (Carbon Blue)	6	900.00	5,400.00
60	pcs	Long Brown Envelope w/ garter	80	25.00	2,000.00
61	ream	Long Folder 100's	20	800.00	16,000.00
62	pcs	Looseleaf Folder (with Shoe Lace), Hd	50	90.00	4,500.00
63	pcs	Magazine Box - Single	56	250.00	14,000.00
64	box	Marker Permanent	2	600.00	1,200.00
65	bottle	Marker Permanent Ink	1	150.00	150.00
66	pcs	Masking Tape 1"	5	50.00	250.00
67	pcs	Masking Tape 3/4	5	50.00	250.00
68	packs	Matte (A4) (100 sheets/pack)	5	400.00	2,000.00
Page 2 Total					343,540.00
Purpose:		Office supplies for various offices		MDS-14-7 101-200 -04-417 5020301010	
Requested by:		Recommending Approval:		Certified Allotment Available:	
Signature :		Signature :		Signature :	
Printed Name : FELISA R. ROCHA		Printed Name : CIEDELLE P. SALAZAR, Ph.D.		Printed Name : ROVELYN P. ROXAS	
Designation : Supply Officer I		Designation : Campus Executive Director		Designation : 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
69	pcs	Metal Ring Binder 25Mm	5	35.00	175.00
76	pcs	Metal Ring Binder 32Mm	5	45.00	225.00
71	pcs	Metal Ring Binder 50Mm	5	56.00	280.00
72	rolls	Packaging Tape 2"	5	50.00	250.00
73	pcs	Packaging Tape (Big)	4	65.00	260.00
74	bxs	Paper Clip (Big) (48Mm)	52	45.00	2,340.00
75	bxs	Paper Clip (Small) (32Mm)	52	25.00	1,300.00
76	Box	Paper Clip (Coated,50Mm)	8	35.00	280.00
77	Box	Paper Fastener 50's	5	35.00	175.00
78	pcs	Pencil Sharpener, Rotary w/ Clamp	1	400.00	400.00
79	Box	Pencil #2	13	80.00	1,040.00
80	pcs	Pentelpen Black (Broad)	5	80.00	400.00
81	pcs	Pentelpen Black (Fine)	5	80.00	400.00
82	bxs	Permanent Marker (Broad)	6	800.00	4,800.00
83	packs	Photo Paper (A4,Plain Back)	5	180.00	900.00
84	pcs	Picture Frames (8.5" X 11")	20	150.00	3,000.00
85	rolls	Plastic Cover #6 50 mts	5	1,800.00	9,000.00
86	pcs	Plastic Ruler	15	25.00	375.00
87	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
88	pcs	Puncher Heavy Duty	1	450.00	450.00
89	box	Push Pins	2	40.00	80.00
90	pcs	Record Book 200 Lvs	20	90.00	1,800.00
91	pcs	Record Book 500 Lvs	10	400.00	4,000.00
92	Box	Rubber Band (Heavy Duty,Big)	1	200.00	200.00
93	pcs	Ruler Foot Transparent	1	20.00	20.00
94	pcs	Scissor Big	2	80.00	160.00
95	pcs	Scotch Tape (2")	9	50.00	450.00
96	rolls	Scotch Tape 1	40	30.00	1,200.00
97	rolls	Scotch Tape 3/4	20	20.00	400.00
98	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 5020301010					
Requested by:		Recommending Approval:		Certified Allotment Available:	
Signature:		Signature:		Signature:	
Printed Name: FELISA R. ROCHA		Printed Name: CIEDELLE P. SALAZAR, Ph.D.		Printed Name: ROVELYN P. ROXAS	
Designation: Supply Officer I		Designation: Campus Executive Director		Designation: 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 Responsibility Center Code :		Date: April 3, 2024	
Stock/ Property	Unit	Item Description	Qty	Unit Cost	Total Cost
99	ream	Short Folder 100's	5	600.00	3,000.00
100	pcs	Sign Pen (Hi-Techpoint - Blue)	64	80.00	5,120.00
101	bxs	Sign Pen (Hi-Techpoint V10 Grip(Blk) 12'S	1	1,200.00	1,200.00
102	bxs	Sign Pen (hi-Tech point V10 Grip (Blue) 12'	8	1,200.00	9,600.00
103	bxs	Stabilo (Yellow/Green) Highlighter	1	500.00	500.00
104	bots	Stamp Pad Ink	4	250.00	1,000.00
105	pcs	Stamp Pad Felt Pad #2	4	200.00	800.00
106	bxs	Staple wire #35	37	45.00	1,665.00
107	pcs	Staple w/ remover	10	435.00	4,350.00
108	Packs	Sticker Paper A4 Matte 10's)	15	70.00	1,050.00
109	packs	Sticker Paper (A4) 10 sheets	5	60.00	300.00
110	Packs	Sticker Paper (Gloss)	5	80.00	400.00
111	Packs	Sticker Paper (Long,White)	8	60.00	480.00
112	Pad	Sticker Paper Transparent	10	110.00	1,100.00
113	Pad	Sticky Note (76X76Mm	8	50.00	400.00
114	Set	Sticky Pad	8	50.00	400.00
115	Unit	Tape Dispenser	7	350.00	2,450.00
116	packs	Vellum 180 Gsm (Long) 10 sheets	30	120.00	3,600.00
117	reams	Vellum Board - Long	6	1,200.00	7,200.00
118	Packs	Vellum Paper (8.5' X 11")	25	60.00	1,500.00
119	reams	Vellum Board - Short	3	500.00	1,500.00
120	bxs	White Envelop Long #10	2	400.00	800.00
121	pcs	White Folder (Long)	75	15.00	1,125.00
122	pcs	White board Marker 12'S	12	760.00	9,120.00
123	bottles	White board Marker Ink,Black	1	200.00	200.00
124	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
					-
					-
					-
					-
					-
		GRAND TOTAL			600,000.00

Purpose: Office supplies for various offices

MDS-14-7
101-200 -04-417
5020311111

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

Approved by:
Signature :
Printed Name : **CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.**
Designation : **OIC -University President**