



**University Bids and Awards Committee**  
**Resolution No. 101, S. 2024**

**DECLARING FAILURE OF REQUEST FOR QUOTATION AND RECOMMENDING NEGOTIATED PROCUREMENT FOR THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES, PHOTOCOPIER TONER, SEMI-EXPENDABLE ICT, OTHER SUPPLIES, SEMI-EXPENDABLE FURNITURE, SEMI-TECHNICAL EQUIPMENT AND SEMI-OFFICE EQUIPMENT FOR THE GUIDANCE AND COUNSELING OFFICE AT MINSU MAIN CAMPUS**

**WHEREAS**, the Mindoro State University (MinSU), through the Bids and Awards Committee (BAC) has advertised in the PhilGEPS and MinSU Website the Request for Quotation (RFQ) for the project **"Supply and Delivery of Office Supplies, Photocopier Toner, Semi-Expendable ICT, Other Supplies, Semi-Expendable Furniture, Semi-Technical Equipment and Semi-Office Equipment for the Guidance and Counseling Office at MinSU Main Campus"** with an Approved Budget for the Contract (ABC) amounting to **Two Hundred Thousand Six Hundred Four Pesos (Php200,604.00)**;

**WHEREAS**, in response to the first publication of the project on April 25, 2024; six (6) suppliers were found in the document request list however, no supplier submitted the Request for Quotation (RFQ) thus, declared failure of RFQ;

**WHEREAS**, based on the declared failure, the BAC recommended for the second publication of the project on May 08, 2024; two (2) suppliers were found in the document request list however, no supplier submitted RFQ for the second time;

**NOW, THEREFORE**, the of Bids and Awards Committee (BAC) **HEREBY RESOLVED AS IT IS HEREBY RESOLVED** that the BAC recommend to the University President approval of resorting to Alternative Method of Procurement through Negotiated Procurement under Section 53 "Annex-H" of the R.A. 9184 for the **"Supply and Delivery of Office Supplies, Photocopier Toner, Semi-Expendable ICT, Other Supplies, Semi-Expendable Furniture, Semi-Technical Equipment and Semi-Office Equipment for the Guidance and Counseling Office at MinSU Main Campus"**;

**RESOLVED**, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 16<sup>th</sup> day of May, 2024.

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


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

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

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

  
**MELGAR G. FADRIQUELAN**  
BAC Member

Approved/Disapproved

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





## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10829368

**Procuring Entity** MINDORO STATE UNIVERSITY

**Title** Supply and Delivery of Office Supplies, Photocopier Toner, Semi-Expandable ICT, Other Supplies, Semi-Expendable Furniture, Semi-Technical Equipment and Semi-Office Equipment for the Guidance and Counse

**Area of Delivery** Oriental Mindoro

<b>Solicitation Number:</b>	RFQ 2024-87	<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 200,604.00	<b>Document Request List</b>	2
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	08/05/2024
<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>	08/05/2024 00:00 AM
		<b>Closing Date / Time</b>	15/05/2024 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 pieces Brown envelope, Long 10

2 pieces Brown envelope, Short 10



<b>Created by</b>	Annabelle Quinto Madrigal
<b>Date Created</b>	07/05/2024

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10789486

**Procuring Entity** MINDORO STATE UNIVERSITY

**Title** Supply and Delivery of Office Supplies, Photocopier Toner, Semi-Expandable ICT, Other Supplies, Semi-Expendable Furniture, Semi-Technical Equipment and Semi-Office Equipment for the Guidance and Counse

**Area of Delivery** Oriental Mindoro

<b>Solicitation Number:</b>	RFQ No. 2024-87	<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 200,604.00	<b>Document Request List</b>	6
<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 pieces Brown envelope, Long 10

2 pieces Brown envelope, Short 10



[illegible]

**Created by** Annabelle Quinto Madrigal

**Date Created** 24/04/2024



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## OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES )  
MUNICIPALITY OF VICTORIA ) S.S

## AFFIDAVIT

I, **ROMMEL ESERJOSE** of legal age, Filipino, and residing at KM14 West Service Road, Edison Ave., Parañaque City, Metro Manila after having been duly sworn in accordance with law, do hereby depose and state that:

I am the authorized representative of **PHILIPPINE DUPLICATORS, INC.** with office address at KM14 West Service Road, Edison Ave., Parañaque City, Metro Manila

As the authorized representative **PHILIPPINE DUPLICATORS, INC.** I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **Supply and Delivery of Office Supplies, Photocopier Toner, Semi-Expandable ICT, Other Supplies, Semi-Expandable Furniture, Semi-Technical Equipment and Semi-Office Equipment for the Guidance and Counseling Office at MinSU Main Campus;**

**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;

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;

**PHILIPPINE DUPLICATORS, INC.** is authorizing the Head of the Procuring Entity or its duly authorized representative to verify all the documents submitted.

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

**PHILIPPINE DUPLICATORS, INC.** complies with existing labor laws and standards; and

**PHILIPPINE DUPLICATORS, INC.** is aware of and has undertaken the following responsibilities as a Bidder:

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

Inquire or secure Supplemental/Bid Bulletin issued for the for **Supply and Delivery of Office Supplies, Photocopier Toner, Semi-Expandable ICT, Other Supplies, Semi-Expandable Furniture, Semi-Technical Equipment and Semi-Office Equipment for the Guidance and Counseling Office at MinSU Main Campus;**

**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;

IN WITNESS WHEREOF, I have hereunto set my hand this MAY 17 2024 day of Victoria, Oriental Mindoro, 2024 at Philippines.

*R. Eserjose*  
**ROMMEL ESERJOSE**

Bidder's Representative / Authorized Signatory

Victoria, Oriental Mindoro

SUBSCRIBED AND SWORN to before me this MAY 17 2024 day of 2024 at Victoria, Oriental Mindoro, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial practice (A.M.) No. 02-8-13-SC). Affiant exhibited to me his/her \_\_\_\_\_ with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_, 2024 at \_\_\_\_\_.

Witness my hand and seal this MAY 17 2024 day of \_\_\_\_\_, 2024.

NAME OF NOTARIAL PUBLIC

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorney's No. \_\_\_\_\_

PTR No. \_\_\_\_\_

IBP No. \_\_\_\_\_

**ATTY. JAMAICA B. MAGSINO**

Notary Public for Victoria, Oriental Mindoro

Valid until December 31, 2024

Roll of Attorney's No. 80806

IBP No. 371173/12-21-2023/Oriental Mindoro

PTR No. 3777982A/01-02-2024/Oriental Mindoro

MCLE Compliance: Initial Compliance until April 14, 2025,

Doc. No. 104  
Page No. 22  
Book No. 02  
Series of 2024





# Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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



## REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, Photocopier Toner, Semi-Expandable ICT, Other Supplies, Semi-Expandable Furniture, Semi-Technical Equipment and Semi-Office Equipment for the Guidance and Counseling Office at MinSU Main Campus

PR No.: PR24-0153

RFQ No. 2024-87

ABC Amount: Php200,604.00

Company Name : Philippine Duplicators inc.

Address : Brgy. merville, Paranaque 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	pieces	Brown envelope, Long	10		Not comply
2	pieces	Brown envelope, Short	10		Not comply
3	pieces	Plastic envelope Long	5		Not comply
4	pieces	Expanding envelope, Long, green	10		Not comply
5	reams	Bond Paper, sub. 20, Long	14		Not comply
6	reams	Bond Paper, sub. 20, Short	14		Not comply
7	reams	Bond Paper, sub. 20, A4	13		Not comply
8	pieces	Clear Folder, Long (Transparent)	7		Not comply
9	box	Ballpen (I-gel GL 165) Blue 912's)	1		Not comply
10	pieces	Stationary Tape Big Size	5		Not comply
11	box	Inkjet friendly sticker paper	3		Not comply
12	reams	Laminating Film (long) 222x337x250mic	1		Not comply
13	pieces	Double Sided tape	5		Not comply
14	pieces	Pastel Stamp w/ name	2		Not comply
15	pieces	Rubber Stamp Certified True Copy	1		Not comply
16	pieces	Rubber Stamp received	1		Not comply
<b>Lot 2- Photocopier toner</b>					
1	box	Print Cartridge Magenta IM C2500	1	10,675.00	10,675.00
2	box	Print Cartridge Yellow IM C2500	1	10,675.00	10,675.00
3	box	Print Cartridge Black IM C2500	2	5,425.00	10,850.00
4	box	Print Cartridge Cyan IM C2500	1	10,675.00	10,675.00
<b>Lot 2- Semi-Expendable ICT Equipment</b>					
1	pieces	<b>Printer</b>	1		Not comply
		Laser Printer			
		Fax, Print, Scan, copy			
		Automatic 2-sided Printing			
		34/36ppm (A4/Ltr)			

MSU-BAC-FR-05.01

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





# Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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

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

Mobile: +63 977 846 72 28



		NFC Reader			
2	pieces	CPU	1		Not comply
		3i 07IAB7 90SM001BPH,			
		Core i5-12400/6C (6P+OE)			
		12T, P-CORE 2.5			
		4.4GHz, 18MB INTEGRATED INTEL UHD			
		GRAPHICS 730 INTEL B660			
		2X 4GB UDIMM DDR4-3200			
		512GB SSD M.2 2280 PCIe 4.0X4 NVMe			
		WLAN+ Bluetooth 11AX, 2X2+ BTS.2			
		W/ Free installed MS Office Home and Student 2021			
3	pieces	Extension Cord with 4 Gang Universal Outlet length	2		Not comply
		1.83 m cord length/ 2500W 10A 250V			
		<b>Lot 4-Other Supplies</b>			
1	pieces	Tornado Mop (any color)	1		Not comply
2	set	Double Throw Switch Breaker Type 100Ampere	1		Not comply
3	set	Circuit breaker Switch 30 ampere with Housing	1		Not comply
4	pieces	Dry Seal	1		Not comply
		<b>Lot 5- Semi-expendable Fruniture &amp; Fixtures</b>			
1	pieces	Steeling Cabinet	1		Not comply
		Filing Cabinet w/ Central lock			
		Plastic Handle with label slot			
		Ant-tipping mechanism only allows 1 drawer to open at a time			
		Material: Powder coated metal, Gauge 21 plastic roller for railing			
		Color: Light Gray or Beige			
		Dimensions(LxWxH) 45.6x62x133.1cm			
2	pieces	Swivel Chair	1		Not comply
		High Back Mesh Office Chair			
		360° swivel			
		Chrome plated star-base			
		Headrest			
		Item Dimension: L60cmxW53cmxH111cm			
		<b>Lot 6- Semi-Technical Equipment</b>			
1	pieces	Acoustic Guitar	1		Not comply
2	pieces	Chess Board	1		Not comply
		20inx20in wooden set chess board			
3	pieces	Scrabble Board	1		Not comply
		15x15 for a total of 225 squares			
		<b>Lot 7- Semi Office Equipment</b>			
1	pieces	DSLR Camera 4000D	1		
		129.0x101.6x77.1mm			
		1x rechargeable Li-ion Battery LP -E10			

MSU-BAC-FR-05.01

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





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

Date \_\_\_\_\_

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





#### General Conditions

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

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

#### Ocular Inspection

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

#### Award

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

#### Evaluation of Quotations

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

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

#### Instructions

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

#### Liquidation Damages

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

#### Warranty

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

#### Payment

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

MSU-BAC-FR-05.01



APPROVED BUDGET FOR THE CONTRACT (ABC)

Supply and Delivery of Office Supplies, Photocopier Toner, Semi-Expandable ICT, Other Supplies, Semi-Expandable Furniture,  
Semi-Technical Equipment and Semi-Office Equipment for the Guidance and Counseling Office at MinsU Main Campus  
Alcate, Victoria, Oriental Mindoro  
Project Name and Location

Stations: Mindoro State University

Length:

Contract Duration:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS			TOTAL COST	UNIT COST
									INFLATION, CURRENCY				
									%	VALUE			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	VALUE (11)	(12)	(13)	
	lot 1- Office Supplies				-								
1	Brown envelope, Long	10	pieces	7.00	70.00								
2	Brown envelope, Short	10	pieces	6.00	60.00								
3	Plastic envelope Long	5	pieces	25.00	125.00								
4	Expanding envelope, Long, green	10	pieces	9.00	90.00								
5	Bond Paper, sub. 20, Long	14	reams	280.00	3,920.00								
6	Bond Paper, sub. 20, Short	14	reams	240.00	3,360.00								
7	Bond Paper, sub. 20, A4	13	reams	250.00	3,250.00								
8	Clear Folder, Long (Transparent)	7	pieces	18.00	126.00								
9	Ballpen (I-gel GL 165) Blue 912's)	1	box	216.00	216.00								
10	Stationary Tape Big Size	5	pieces	30.00	150.00								
11	Inkjet friendly sticker paper	3	box	54.00	162.00								
12	Laminating Film (long) 222x337x250mic	1	reams	800.00	800.00								
13	Double Sided tape	5	pieces	20.00	100.00								
14	Pastel Stamp w/ name	2	pieces	200.00	400.00								
15	Rubber Stamp Certified True Copy	1	pieces	300.00	300.00								
16	Rubber Stamp received	1	pieces	200.00	200.00								
	lot 2- Photocopier toner				-								
1	Print Cartridge Magenta IM C2500	1	box	10,675.00	10,675.00								
2	Print Cartridge Yellow IM C2500	1	box	10,675.00	10,675.00								
3	Print Cartridge Black IM C2500	2	box	5,425.00	10,850.00								
4	Print Cartridge Cyan IM C2500	1	box	10,675.00	10,675.00								
	lot 2- Semi-Expendable ICT Equipment				-								
1	Printer	1	pieces	30,000.00	30,000.00								
	Laser Printer				-								
	Fax, Print, Scan, copy				-								



[illegible]









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



**PURCHASE REQUEST**

Fund Cluster:

Office/Section :		PR No.: PR24- 0153		Date: March 19, 2024	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		<b>LOT 1 - OFFICE SUPPLIES</b>			
1	pieces	Brown Envelope, Long	10	7.00	70.00
2	pieces	Brown Envelope, short	10	6.00	60.00
3	pieces	Plastic Envelope Long	5	25.00	125.00
4	pieces	Expanding Envelope, Long, green	10	9.00	90.00
5	reams	Bond Paper, sub. 20, Long	14	280.00	3,920.00
6	reams	Bond Paper, sub. 20, Short	14	240.00	3,360.00
7	reams	Bond Paper, sub. 20, A4	13	250.00	3,250.00
8	pieces	Clear Folder, Long (Transparent)	7	18.00	126.00
9	boxes	Ballpen (I-gel GL 165) blue (12's)	1	216.00	216.00
10	pieces	Stationary Tape Big Size	5	30.00	150.00
11	box	Inkjet friendly sticker paper	3	54.00	162.00
12	ream	Laminating Film (long) 222x337x250mic	1	800.00	800.00
13	pieces	Double Sided Tape	5	20.00	100.00
14	box	Print Cartridge Magenta IM C2500	1	10,675.00	10,675.00
15	box	Print Cartridge Yellow IM C2500	1	10,675.00	10,675.00
16	box	Print Cartridge Black IM C2500	2	5,425.00	10,850.00
17	box	Print Cartridge Cyan IM C2500	1	10,675.00	10,675.00
18	pieces	Pastel Stamp W/ Name	2	200.00	400.00
19	piece	Rubber Stamp Certified True Copy	1	300.00	300.00
20	piece	Rubber Stamp Received	1	200.00	200.00
		<b>SUB-TOTAL 1</b>			<b>56,204.00</b>
		<b>LOT 2 - SEMI - EXPANDABLE ICT</b>			
	piece	Printer	1	30,000.00	30,000.00
	piece	CPU	1	55,000.00	55,000.00
	piece	Extension Cord with 4 Gang Universal Outlet Length	2	500.00	1,000.00
		<b>SUB-TOTAL 2</b>			<b>86,000.00</b>
					STF - 1071
					164-200
					03-383

Purpose: For Guidance and Counseling Office use

Requested by:		Recommending Approval:	Approved as to Availability of Funds	Approved by:
Signature :				
Printed Name :	JONBERT M. CAOLI	NEMESIO H. DAVALOS, Ph.D.	ROVELYN P. ROXAS	CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
Designation :	Director for Student Affairs and Services	Vice President for Academic Affairs	Budget Officer III	OIC, Office of the University President





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



**PURCHASE REQUEST**

Fund Cluster:

Office/Section :		PR No.: PR24- 0153		Date: March 19, 2024	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		<b>LOT 3 OTHER SUPPLIES</b>			
	piece	Tornado Map	1	1,000.00	1,000.00
	set	Double Throw Switch Breaker Type 100 Ampere	1	2,000.00	2,000.00
	set	Circuit Breaker Switch 30 ampere with Housing	1	500.00	500.00
	piece	Dry Seal	1	3,000.00	3,000.00
		<b>SUB-TOTAL 3</b>			<b>6,500.00</b>
		<b>LOT 4 SEMI-EXPANDABLE FURNITURE</b>			
	piece	Steeling Cabinet	1	15,000.00	15,000.00
	piece	Swivel Chair	1	8,000.00	8,000.00
		<b>SUB-TOTAL 4</b>			<b>23,000.00</b>
		<b>LOT 5 SEMI-TECHNICAL OFFICE</b>			
	piece	Acoustic Guitar	1	5,000.00	5,000.00
	piece	Chess Board	1	900.00	900.00
	piece	Scrabble Board	1	1,000.00	1,000.00
		<b>SUB-TOTAL 5</b>			<b>6,900.00</b>
		<b>LOT 6 SEMI-OFFICE</b>			
	piece	DSLR Camera 4000D	1	22,000.00	22,000.00
		<b>SUB-TOTAL 6</b>			<b>22,000.00</b>
		<b>SUB-TOTAL 1</b>			<b>56,204.00</b>
		<b>SUB-TOTAL 2</b>			<b>86,000.00</b>
		<b>SUB-TOTAL 3</b>			<b>6,500.00</b>
		<b>SUB-TOTAL 4</b>			<b>23,000.00</b>
		<b>SUB-TOTAL 5</b>			<b>6,900.00</b>
		<b>SUB-TOTAL 6</b>			<b>22,000.00</b>
		<b>GRAND TOTAL</b>			<b>200,604.00</b>

Purpose: For Guidance and Counseling Office use

Requested by:		Recommending Approval:		Approved as to Availability of Funds		Approved by:	
Signature :							
Printed Name :	JONBERT M. CAOLI		NEMESIO H. DAVALOS, Ph.D.		ROVELYN P. ROXAS		CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
Designation :	Director for Student Affairs and Services		Vice President for Academic Affairs		Budget Officer III		OIC, Office of the University President



**Printer Brother**



## **MFC-L2750DW Laser Printer**

**21,950.00 PHP**

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### **Mono Laser Printers**

Fax • Print • Scan • Copy

- Automatic 2-sided Printing
- 34/36ppm (A4/Ltr)
- NFC Reader



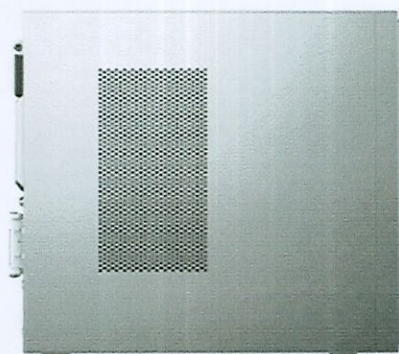
## CPU



### Lenovo IdeaCentre 3i 07IAB7 90SM001BPH, Core i5-12400/8GB RAM/512GB UHD Graphics 730/Win11/21.5inch monitor

#### Brands In Category

- Acer 20
- Acer Nitro 5
- Acer Predator 4
- Alienware 1
- Apple 5
- Asus 13
- Asus ROG 6
- Dell 9
- HP 7
- Huawei 1



Lenovo

Price: 42,995

#### Product Description:

Lenovo IdeaCentre 3i 07IAB7 90SM001BPH | Intel Core i5-12400, 6C (6P + 0E) / 12T, P-core 2.5 / 4.4GHz, 18MB | Integrated Intel UHD Graphics 730 | Intel B660 | 2x 4GB UDIMM DDR4-3200 | 512GB SSD M.2 2280 PCIe 4.0x4 NVMe | WLAN + Bluetooth 11ax, 2x2 + BT5.2 | L22i 21.5inch monitor

#### Free:

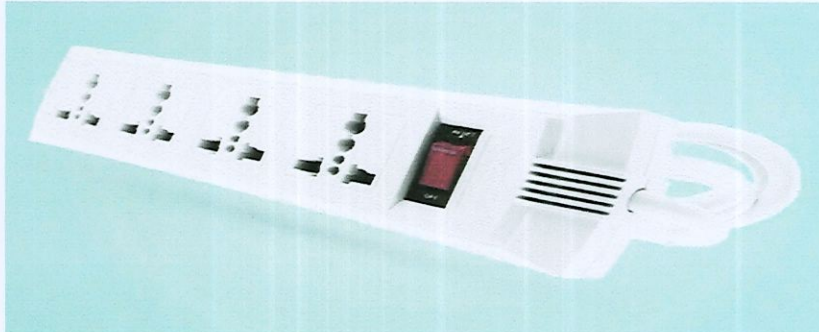
Pre-installed Microsoft Office Home and Student 2021, Lenovo 100 analog headset until supplies lasts;

Free: Madame Web x Lenovo Cap until March 27, 2024 claiming via [promotions.lenovo.com](https://promotions.lenovo.com)



## SPECS

**Extension Cord with 4 Gang Universal Outlet Length**  
**1.83-meter cord length / 2500W 10A 250V**



**Tornado Mop**  
**Any Color**





**Double Throw Switch Breaker Type 100 Ampere**



**Circuit Breaker Switch 30 ampere with Housing**





### **Dry Seal for Certificate of Good Moral**



### **LOGO for Dry Seal**





### Steeling Cabinet – 4 drawers



#### Features:

- Filing Cabinet with central lock
- Plastic handle with label slot
- Anti-tipping mechanism only allows 1 drawer to open at a time

**Material/Description:** Powdered coated metal, Gauge 21, plastic roller for railing

**Available Color/s:** Light Gray and Beige

**Dimensions (L x W x H):**

**OVERALL:** 45.6 x 62 x 133.1 cm



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### Swivel Chair (Black)



#### Description:

##### Highback Mesh Office Chair

- 360° swivel
- Chrome plated star-base
- Headrest

Item Dimension: L60cm x W53cm x H111cm

#### Dimension:

L60CM X W53CM X H111CM

#### Finish:

BLACK



**Scrabble Board (15 x 15 for a total of 225 squares)**



Wordgame/Scrabble with  
wooden board and plastic...

**Acoustic Guitar (Any Brand)**



**Chess Board (20 inches by 20 inches (50.8 cm by 50.8 cm))**



TOURNAMENT wooden set  
Chess board



**DSLR CAMERA BLACK**

DSLR CAMERAS

## **CANON EOS 4000D SPECIFICATIONS**

DIMENSIONS (H X W X D)

129.0 x 101.6 x 77.1 mm

BATTERIES

1 x Rechargeable Li-ion Battery  
LP-E10

BATTERY LIFE

Approx. 500 (at 23°C, AE 50%, FE  
50%)





### Rubber Stamp Received



### Rubber Stamp Certified True Copy



### Pastel Stamp W/ Name

HEIDELITA G. BUMOHYA, RGC, RSW (Blue)

GRACE NAVA P. MENDOZA, RPm, CHRA (Gray)






PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER UNIT : Guidance Main Campus  
Changed to STP  
Project, Programs and Activities

CODE	GENERAL DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	SCHEDULE/ MILESTONE OF ACTIVITIES											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	Office Supplies																	
	Brown Envelope-long	pcs	10	7.00	70.00	Public Bidding		✓										
	Brown Envelope-short	pcs	10	6.00	60.00	Public Bidding												
	Plastic Envelope - long	pcs	5	25.00	125.00	Public Bidding												
	Expanding Envelope, Long, Green	pcs	10	9.00	90.00	Public Bidding												
	Bond Paper, sub 20 long	reams	15	255.00	3,825.00	Public Bidding												
	Bond Paper, sub 20 short	reams	15	225.00	3,375.00	Public Bidding												
	Bond Paper, sub 20 A4	reams	15	225.00	3,375.00	Public Bidding												
	Clear Folder, Lond (transparent)	pcs	10	9.00	90.00	Public Bidding												
	Balpen (I-gel GL 165) blue 12s	boxes	1	216.00	216.00	Public Bidding												
	armak stationary tape big size	pcs	5	30.00	150.00	Public Bidding												
	Inkjet friendly sticker paper	boxes	3	54.00	162.00	Public Bidding												
	Laminating Film (long) 222x37x250mic	reams	1	800.00	800.00	Public Bidding												
	Double Sided Tape	pcs	5	20.00	100.00	Public Bidding												
	Print Cartridge Magenta IM C2002	boxes	1	10,675.00	10,675.00	Public Bidding												
	Print Cartridge Yellow IM C2001	boxes	1	10,675.00	10,675.00	Public Bidding												
	Print Cartridge Black IM C2000	boxes	2	5,425.00	10,850.00	Public Bidding												
	Print Cartridge Cyan IM C2003	boxes	1	10,675.00	10,675.00	Public Bidding												
	Pastel Stamp W/ Name	pcs	2	200.00	400.00	Public Bidding												
	Pastel Stamp W/ Signatures	pcs	2	200.00	400.00	Public Bidding												
	Rubber Stamp Certified True Copy	pcs	1	300.00	300.00	Public Bidding												
	Rubber Stamp Received	pcs	1	200.00	200.00	Public Bidding												
	TOTAL				56,613.00	-												

TOTAL BUDGET: 56,613.00  
Prepared By:

  
HEIBELITA G. RIMOHYA  
Guidance Counselor

Recommending Approval:  
  
NEMESIO H. DAVAALOS, Ph.D.  
VP for Academic Affairs



**END-USER UNIT: GUIDANCE  
Charged to STF: Fiduciary  
Project, Programs and Activities**

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

[illegible]

TOTAL BUDGET:

60,000.00

Prepared By:

HEDELTA G. BUNOHA  
Guidance Counselor III

### Recommending Approval:

**NEMESIO H. DAVALOS**  
Vice President for Academic Affairs



# PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)


**END-USER UNIT: Guidance Main Campus  
Charged to STF  
Project, Programs and Activities**

[illegible]

**TOTAL BUDGET:**  
**Prepared By:**

*[Signature]*  
HEDELTA G. BUMORRYA  
Guidance Counselor

73,000.00

Recommending Approval:  
  
**NENESIO W. DAVALOS, Ph.D.**  
 VP for Academic Affairs



# PROJECT PROCUREMENT MANAGEMENT PLAN (PMP)

END-USER UNIT: Guidance Main Campus

Charged to STI

### Project, Programs and Activities

[illegible]

**TOTAL BUDGET:**

Prepared By:

HEIDELTA G. BUMOHYA  
Guidance Counselor

36,500.00

~~Recommending Approval:~~

**NEMESIO HIDALGO, Ph.D.**  
VP for Academic Affairs



# PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

*END-USER UNIT : Guidance Main Campus  
Charged to STT  
Project, Programs and Activities*

[illegible]

**TOTAL BUDGET:**

Prepared By:

*[Signature]*  
HEDELITA G. BUNOBYA  
Guidance Counselor

23,000.00

Recommending Approval:

**NEMESIO H. DAVALOS, Ph.D.**  
VP for Academic Affairs



# PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

*END-USER UNIT : Guidance Main Campus  
Charged to STF  
Project, Programs and Activities*

[illegible]

**TOTAL BUDGET:**  
**Prepared By:**

6,900.00

*Heidelita G. Bumohya*  
HEIDELITA G. BUMOHYA  
Guidance Counselor

Recommending Approval:

**NENTESIO H. DAVALOS, Ph.D.**  
VP for Academic Affairs



**MINDORO STATE UNIVERSITY**  
Alcalde, Victoria, Oriental Mindoro

# PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

*END-USER UNIT: Guidance Main Campus  
Charged to STF*

### Project, Programs and Activities

[illegible]

**TOTAL BUDGET:**  
**Prepared By:**

22,000.00

*Heidi G. Bunch*  
HEIDELT G. BUNCH  
Guidance Counselor

Recommending Approval:

**NEMESIO H. DAVALOS, Ph.D.**  
VP for Academic Affairs