



## University Bids and Awards Committee Resolution No. 114-A, 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 C2000 PHOTOCOPIER

**WHEREAS**, there is an imperative need to acquire and purchase sets of toner for IMC2000 Photocopier for the QA Office of MinSU Calapan City Campus with an Approved Budget for the Contract (ABC) amounting to **Thirty-Seven Thousand Six Hundred Fifty Pesos (Php37,650.00)**;

**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 9MP2014H and IMC2000 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 C2000 from **Philippine Duplicators, Inc.** amounting to **Thirty-Seven Thousand Four Hundred Fifty Pesos (Php37,450.00)**;

**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 IMC2000 be done through Direct Contracting; the Award of Contract to **Philippine Duplicators, Inc.** for the purchase of toner for IMC2000 in the amount of **Thirty-Seven Thousand Four Hundred Fifty Pesos (Php37,450.00)** with official address at KM14 West Service Road, Edison Ave., Parañaque City, Metro Manila;





# Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines


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

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

Mobile: +63 977 846 72 28

**RESOLVED**, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 24<sup>th</sup> day of May, 2024.

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

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

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

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

  
**MELGAR G. FADRIQUEHAN**  
BAC Member

Approved/Disapproved

  
**CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.**

OIC- Office of the University President

Date: \_\_\_\_\_

14/b





# PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

[Help](#)

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10856706  
**Procuring Entity** MINDORO STATE UNIVERSITY  
**Title** Supply and Delivery of Office Supplies, Photocopier Toner, and Semi-Expendable ICT Equipment for the University Library of MinSU Main Campus  
**Area of Delivery** Oriental Mindoro

<b>Solicitation Number:</b>	RFQ 2024-107	<b>Status</b>	Closed
<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 Supplies and Devices		
<b>Approved Budget for the Contract:</b>	PHP 750,000.00	<b>Document Request List</b>	5
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	16/05/2024
<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>	16/05/2024 00:00 AM
		<b>Closing Date / Time</b>	23/05/2024 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 boxes Ballpen (0.5, Black) 3

2 boxes Ballpen (0.5, Blue) 2

3 boxes Ballpen (Black) 7

4 boxes Pencil (#2) 2

5 pcs Scissor -Big 2

6 pcs Ruler, Metal (stainless) 4

7 reams Bond Paper (long) subs. 20 (reams) 10

8 reams Bond Paper (short) subs. 20 (reams) 10

9 reams Bond Paper (A4) subs. 20 (reams) 10

10 pcs Packaging Tape 2 inches 30

11 pcs Double sided tape 30









# Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph

Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28



05/29

## REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, Photocopier Toner, and Semi-Expendable ICT Equipment for the University Library of MinSU Main Campus

PR No.: PR24-0218

RFQ No. 2024-107

ABC Amount: Php750,000.00

Company Name : Philippine Duplicators inc.

Address : Brig. Macville, 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	boxes	Ballpen (0.5, Black)	3		Not comply
2	boxes	Ballpen (0.5, Blue)	2		Not comply
3	boxes	Ballpen (Black)	7		Not comply
4	boxes	Pencil (#2)	2		Not comply
5	pcs	Scissor -Big	2		Not comply
6	pcs	Ruler, Metal (stainless)	4		Not comply
7	reams	Bond Paper (long) subs. 20 (reams)	10		Not comply
8	reams	Bond Paper (short) subs. 20 (reams)	10		Not comply
9	reams	Bond Paper (A4) subs. 20 (reams)	10		Not comply
10	pcs	Packaging Tape 2 inches	30		Not comply
11	pcs	Double sided tape	30		Not comply
<b>Lot 2- Photocopier Toner</b>					
1	cart	IM C2000 Black	1	5,425.00	5,425.00
2	cart	IM C2000 Yellow	1	10,675.00	10,675.00
3	cart	IM C2000 Magenta	1	10,675.00	10,675.00
4	cart	IM C2000 Cyan	1	10,675.00	10,675.00
<b>Lot 3- Semi-Expendable ICT Equipment</b>					
1	set	<b>Desktop Computer</b>	14		Not comply
		Operating System; Windows 11 Home SL, with MS Office for Home & Student			
		Processor: Intel Core i3-13100 processor (4 cores 8 threads 3.4GHz up to 4.5GHz, 12MB Intel Smart cache			
		Chipset: Intel H610 Chipset			
		Memory: 8GB DDR4 3200MHz UDIMM up to 32GB of Dual-channel DDR4			
		Storage: 256GB M.2 2280PCI-E SSD + 1TB 3.5 inch 7200 RPM			

37,450.00

MSU-BAC-FR-05.01





		Graphics: Intel UHD 730Graphics for 13th Generation 9better performance than NVIDIA GT730 2 GB)			
		Audio Integrated high-definition, 1.1 channel surround sound			
		WLAN: 802.1ac/a/b/g/n wireless LAN and Bluetooth 5.0			
		LAN: Gigabit Ethernet			
		front/Side I/O connectors			
		card reader: Yes, Audio Jack(s): 2			
		USB 3.2 Gen 1 Type A port(s): 1 USB 3.2 Gen 1 Type c port(s): 1			
		rear I/O Connectors- HDMI port(s) Port 1 HDMI-out 2.0			
		Port 2- HDMI out 1.4b LAN ports: 1 Audio jack(s): 3			
		USb2.0 Type a port(s): 4			
		USB: 3.2Gen 1			
		Type A port(s), Number of PCIe x16 slot(s) 1, Number of PCIe1 slots: 1			
		m.2 slot (for SSD): 1, M.2 slot 9for WLAN):1			
		300W, USB Wired Keyboard 7 Wired Mouse			
		Monitor			
		Model: KA222Q Hbi, Size: 21.5 inch, Input: VGA + HDMI, max res: 1920x1080 @100Hz			
		Technology: VA , Colors: 16.7 million, Glare: None, Response Time: 1 ms VRB, with VGA+HDMI cable, Weiht:9.3KG			
		Dimension: 49.4x23.4x41.7			
2	pcs	WebCam	5		Not comply
		2MP web camera, 2MP CMOS Sensor, High quality imaging with 1920x1080 resolution: Min. illumination:0.1 lux @ (F1.2, AGC ON), AGC for self-adaptive brightness, built-in microphone with clear sound,			
		Type A interface, supporting UCB 2.0 protocol, Plug-and-play, no need to install driver software, 3.6mm fixed lens			
3	pcs	Printer	2		Not comply
		Print technology, typically tank printers use inkjet technology for high quality color and black,			
		Print technology, typically tank printers use inkjet technology for high quality black and white printing,			
		ink tank system: smart tank printers are known for their refillable ink tanks, which can significantly reduce printing costs over time compared to traditional ink cartridges			









#### 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



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 11-Jun-2025

Issued this 11th day of June 2024.

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

Documentary Stamp Tax Paid Php 30.00  
Certificate Reference No: 200012-3-451965483



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# List of Eligibility Documents

of

## PHILIPPINE DUPLICATORS, INC.

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

<b>SEC Certificate</b>	Registration Date : 12-Oct-2012 SEC Certificate Number : 21570
<b>Mayors Permit</b>	Expiration Date : 31-Dec-2024 Permit Number : 202412413102965 Place of Issue : Paranaque City Issued By / Signatory : Atty. Melani T. Soriano-Malaya Issuance Date : 24-Jan-2024
<b>Tax Clearance</b>	Expiration Date : 22-Jan-2025 TCC Number : 08B052012R006922024M Issued By / Signatory : Alicia DT. Palmaria Issuance date : 22-Jan-2024
<b>Audited Financial Statement</b>	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
<b>PCAB License</b>	Expiration Date : 08-May-2025 Issued By / Signatory : Maria Teresa A. Navarro Issuance Date : 08-May-2024 License Number : License First Issue Date : - Principal Classification : Category :



## 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.*





REPUBLIC OF THE PHILIPPINES  
CITY OF PARANAQUE  
BUSINESS PERMITS & LICENSING OFFICE



# 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, PARANAQUE 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 CERTIFICATE	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

2024-01-24-131-02965  
14:28:51

### 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 GGGH
- RECOGNIZED BEST PRACTICE 2020 DEVELOPMENT AWARD OF THE PHILIPPINE LGU 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 )  
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, and Semi-Expendable ICT Equipment for the University Library of 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, and Semi-Expendable ICT Equipment for the University Library of 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 15 2024 day of May, 2024 at Victoria, Oriental Mindoro, Philippines.

  
**ROMMEL ESERJOSE**

Bidder's Representative / Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this MAY 15 2024 day of May, 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 15 2024 day of May, 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. 377982A/01-02-2024/Oriental Mindoro

MCLE Compliance: Initial Compliance until April 14, 2025.

Doc. No. 102  
Page No. 22  
Book No. 02  
Series of 2024



REPUBLIKA NG 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**

PHILIPPINE DUPLICATORS, INC.

**LINE OF BUSINESS / INDUSTRY**

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

- ♦ Payment of Annual Registration Fee On or Before January 31, using BIR Form 0605
- ♦ Within 30 Days from registration date, the following should be complied:
- Authority to Print Invoices/Receipts (BIR Form 1906)
- Registration of Books of Accounts (BIR Form 1905)
- ♦ IMMEDIATELY Inform this DISTRICT OFFICE in case of Transfer/cessation of Business and other concerns by filling up BIR Form 1905 to Stop generation of open case

**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.

DS 12014  
**01616331**

**ROSITA D. MENIANO**

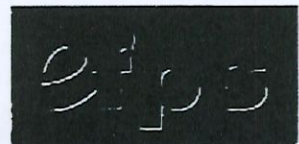
OIC-REVENUE DISTRICT OFFICER

REVENUE DISTRICT OFFICER (signature over printed name)



**Bureau of Internal Revenue**

Republic of the Philippines

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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF INTERNAL REVENUE**

**FILING REFERENCE NO.**

<b>TIN</b>	: 000-412-893-000
<b>Name</b>	: PHILIPPINE DUPLICATORS, INC.
<b>RDO</b>	: 052
<b>Form Type</b>	: 1702
<b>Reference No.</b>	: 462400060856453
<b>Amount Payable (Over Remittance)</b>	: -1,271,416.00
<b>Accounting Type</b>	: F - Fiscal
<b>For Tax Period</b>	: 09/30/2023
<b>Date Filed</b>	: 07/26/2024
<b>Tax Type</b>	: IT

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



<b>BIR Form No.</b> <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	
<b>Taxpayer Identification Number (TIN)</b> 000 - 412 - 893 - 000			<b>Registered Name</b> 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 Carried over, 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	5	0	0	
5	0	6	0	0	
6	0	7	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 Years [G = C Less (D + E + F)]	
1	0	2	0	3	0	0	
2	0	3	0	4	0	0	
3	0	4	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		9,057,899
Add: Non-deductible Expenses/Taxable Other Income		
2		0
3		0
4 Total (Sum of Items 1 to 3)		9,057,899
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)		9,057,899



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	6,477,549	
6 Entertainment, Amusement and Recreation	0	
7 Fringe Benefits	0	
8 Interest	0	
9 Losses	0	
10 Pension Trust	0	
11 Rental	5,443,180	
12 Research and Development	0	
13 Salaries, Wages and Allowances	67,703,114	
14 SSS, GSIS, Philhealth, HDMF and Other Contributions	3,825,227	
15 Taxes and Licenses	8,655,373	
16 Transportation and Travel	57,456,090	
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	2,832,544	
d COMMISSION	17,378,915	
e OFFICE EXPENSE	7,063,860	
f REPAIRS AND MAINTENANCE	7,025,496	
g FUEL AND OIL	4,508,248	
h UTILITIES	4,014,518	
i MISCELLANEOUS	29,190,344	
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17) (To Part IV Item 34)		
221,836,089		
<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 2		<b>Annual Income Tax Return</b> Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate		 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 (Do NOT enter Centavos)</b>					
27 Sales/Receipts/Revenues/Fees			437,493,011		
28 Less: Sales Returns, Allowances and Discounts			0		
29 Net Sales/Receipts/Revenues/Fees (Item 27 Less Item 28)			437,493,011		
30 Less: Cost of Sales/Services			206,599,023		
31 Gross Income from Operation (Item 29 Less Item 30)			230,893,988		
32 Add: Other Taxable Income Not Subjected to Final Tax			0		
33 Total Taxable Income (Sum of Items 31 and 32)			230,893,988		
Less: Deductions Allowable under Existing Law					
34 Ordinary Allowable Itemized Deductions (From Part VI Schedule I Item 18)			221,836,089		
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)			221,836,089		
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)			9,057,899		
40 Applicable Income Tax Rate			25 %		
41 Income Tax Due other than Minimum Corporate Income Tax (MCIT) (Item 39 x Item 40)			2,264,475		
42 MCIT Due (2% of Item 33)			2,886,175		
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)			2,886,175		
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)			(1,271,415)		
Part V - Tax Relief Availment					
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		





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 (ENC5) 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 01/18ENC5 P1	
1 For Calendar Fiscal	3 Amended Return?	4 Short Period Return?	5 Alphanumeric Tax Code (ATC)		
2 Year Ended (MM/DD/YY) 9/2023	Yes No	Yes No	IC055 Minimum Corporate Income Tax (MCIT) IC010 <input checked="" type="checkbox"/> DOMESTIC CORPORATION IN GENERAL		
Part I - Background Information					
6 Taxpayer Identification Number (TIN)		000 - 412 - 893 - 000		7 RJO 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 PARAQUAKE, NCR, FOURTH					
9B Zipcode 1709					
10 Date of Incorporation/Organization (MM/DD/YYYY)		10/11/1962			
11 Contact Number 8274071-78		12 Email Address fin@phildup.com			
13 Method of Deductions <input type="checkbox"/> Itemized Deductions [Section 34 (A-J), NIRC] <input type="checkbox"/> 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)				2,886,175	
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)				(1,271,416)	
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)				(1,271,416)	
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 the 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, its amendments, and the regulations issued under authority thereof. (If Authorized Representative, attach a sworn statement letter and indicate TIN)					
ATTY. SAMUEL F. VILLACAMPA		SONNY C. ORRANO		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	TIN	105-749-415	Title of Signatory	Finance Manager
				TIN	235-707-747
					4
Part III - Details of Payment					
Particulars	Drawee Bank/Agency	Number	Date (MM/DD/YYYY)	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)	





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

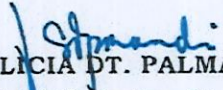
This is to certify that the above mentioned taxpayer is eligible for issuance of this Tax Clearance Certificate having satisfied all the criteria set forth by the BIR as of the date of this certification pursuant to Revenue Regulations No. 8-2016, as amended.

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.

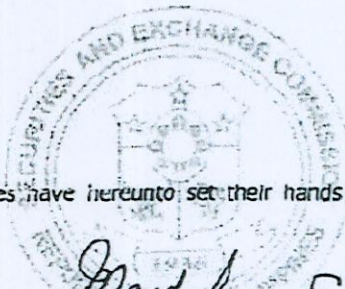


REPUBLIC OF THE PHILIPPINES  
SECURITIES AND EXCHANGE COMMISSION  
EDSA MANDALUYONG, METRO MANILA 7/19/90

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 Phil. Applications one PAGE(S)

VERIFIED BY 9/27/90 FEES P PAID UNDER  
OR No 7/19/90 DATED 7/19/90





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:

<u>NAME</u>	<u>COMPETENT EVIDENCE OF IDENTITY</u>	<u>ISSUING AGENCY</u>
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. 16;  
Series of 2012.

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

**VERNY JUAN C. CAMACHO**

Notary Public for Makati City

Comm. No. M-199, Unit Exd. 31, 2012

PTR No. 3181993 / 01-09-12 / Makati City

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

Rol. No. 50394

2/F, One Corporate Plaza, 845 Amalaz Ave.  
Legaspi Village, Makati City

CERTIFIED MACHINE COPY  
PAGE 21 OF 21 PAGES  
VERIFIED BY:

www.sec.gov.ph



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

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, 2014.

(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: PHILDUPLICA

CERTIFIED MACHINE COPY  
OF \_\_\_\_\_ PAGES



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.

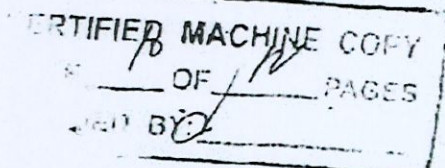
Doc. No. 684;  
Page No. 88;  
Book No. XVI;  
Series of 1962

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

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

www.sec.gov.ph

User Name: PHILDUPLICA





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.  
T/JOSE TUASON, JR.

(SGD) ANGEL HEREDIA  
T/ANGEL HEREDIA

(SGD) EDUARDO MATUTE  
T/EDUARDO MATUTE

(SGD) LUIS YRURE  
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:

<u>Names</u>	<u>Res. Cert. No.</u>	<u>Issued at</u>	<u>Issued on</u>
Jose Tuason Jr.	A-0080672	Manila	Jan. 12, 1962
	B-910383	Manila	Mar. 20, 1962
Angel Heredia	A-0090652	Manila	Jan. 12, 1962
	B-0149134	Manila	Mar. 20, 1962

NOTED BY



EIGHTH. - 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

CERTIFIED MACHINE COPY  
OF 5,000.00  
PAGES  
ED BY:



**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)"

**FIFTH** - That the names, nationalities and residences of the incorporators of said corporation are as follows:

<u>Names</u>	<u>Nationality</u>	<u>Residences</u>
Jose Tuason, Jr.	Filipino	Bagjao St., Balara, Quezon City
Angel Heredia	Filipino	Mangyan Road, La Vista Subdivision, Quezon City
Eduardo Matute	Filipino	162 M. Paterno, San Juan, Rizal
Luis Yrure	Filipino	8th Floor, J M Tuason Building, 303 Escolta, Manila
Domingo D. Sison	Filipino	61 South 11, Quezon City

**SIXTH** - That the number of directors of said corporation shall be seven (7) and that the names and residences of the said directors who are to serve until their successors are elected and qualified as provided by the By-Laws are as follows, to wit:

<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

**SEVENTH** - That the amount of capital stock of said corporation is THIRTY MILLION PESOS (P30,000,000.00), Philippine Currency, and said capital stock is divided into THREE HUNDRED THOUSAND (300,000) SHARES of the par value of ONE HUNDRED PESOS (P100.00) each.

As amended  
on September  
17, 1984.

NECITAS 12-602222  
CAYANOA, ZUNIGA 7 ANGER LAW OFF  
2/F 00F 1344

Date: 9-7-2013 Time: 3:35 PM

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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;

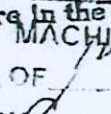
9. To carry on the business of trade of general warehousing, remover, storer, packers of personal properties of every nature, kind and description; to issue warrants to persons warehousing goods with the company, and to lend money upon the security of such goods;

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.

THIRD. - That the place where the principal office of

As amended  
On September  
17, 1984

the corporation is to be established or located is in Metro Manila  
Philippines. Branch offices may be established anywhere in the  
Philippines or abroad.

REPRODUCED MACHINE COPY  
PAGE 6 OF 6 PAGES  
VERIFIED BY: 



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;

2013 Time 3:37:54 PM  
www.sec.gov  
PHILIPPINE DUPLICATORS, INCORPORATED  
CERTIFIED MACHINE COPY  
PAGE 1 OF 1 PAGES  
VERIFIED BY



# COVER SHEET

Mr. Camins  
9/12/2009 9/12

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

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)

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 n a q u e C i t y

(Business Address: No. Street/Town/Province)

Cayanga, Zuniga & Angel Law

Contact Person  
Last day of Sept.

Month Day

Fiscal Year

Amending Article Fourth

FORM TYPE

810 0430

Company Telephone Number

2nd Tues. of Jan.

Month Day

Secondary License Type, If Applicable

Dept. Requiring this Doc.  
Number/Section

Amended Articles

26

Total of Stockholders

Total Amount of Borrowings

Domestic

Foreign

To be accomplished by SEC Personnel concerned

File Number

LCU

Document I.D.

Cashier

STAMPS

Date: 8-7-2013 Time: 3:3:53 PM



www.sec.gov.ph

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User Name: PHILDOPLA

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PAGE 1 OF 1 PAGES  
VERIFIED BY



	Republic of the Philippines <b>DEPARTMENT OF FINANCE</b> <b>SECURITIES &amp; EXCHANGE COMMISSION</b> SEC Building, EDSA, Greenhills City of Mandaluyong, 1554	

**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			

Assessed by:

YANYAN

Machine Validation:

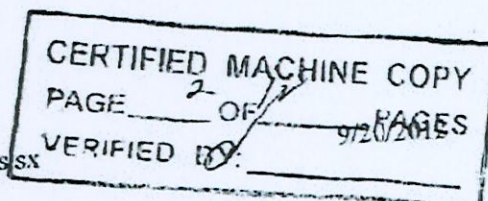
EXT. 20120921-61

20, 2012 09:47 PM / SEC No. null  
 PHP 510.00

Date: 2012-09-27 2013 Time: 3:3:52 PM

www.sec.gov.ph

User Name: PHILIPPINES

<http://150.150.150.130:8686/secireport/cpayment/downloadformsxx>










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

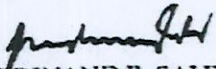
**PHILIPPINE DUPLICATORS, INC.**

[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, Datas 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

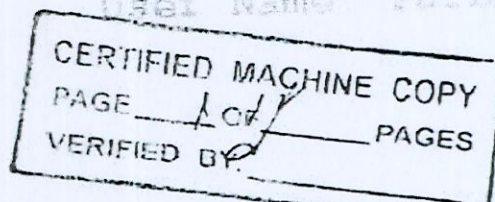
Company Registration and Monitoring Department

MC/nelly

Date: 9-7-2012 3:49 PM

www.sec.gov.ph

Case Name: PHILDDUP





**APPROVED BUDGET FOR THE CONTRACT (ABC)**

**Supply and Delivery of Office Supplies, Photocopier Toner, and Semi-Expendable ICT Equipment for the University Library of Minsu Main Campus**  
Alcate, Victoria, Oriental Mindoro  
Project Name and Location

Stations: Mindoro State University

Length:

Contract Duration:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS				TOTAL COST	UNIT COST
									INFLATION, CURRENCY		VALUE			
									%					
									INFLATION, CURRENCY	%	VALUE			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)		

9/8



[illegible]









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



### PURCHASE REQUEST

Fund Cluster:

STF

Office/Section :		PR No.: PR24 - 0218		Date: 04/23/2024	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		<b>Lot 1: Office Supplies</b>			-
1	boxes	Ballpen (0.5, Black)	3	371.00	1,113.00
2	boxes	Ballpen (0.5, Blue)	2	371.00	742.00
3	boxes	Ballpen (Black)	7	83.00	581.00
4	boxes	Pencil (#2)	2	140.00	280.00
5	pcs	Scissor- big	2	102.00	204.00
6	pcs	Ruler, Metal (stainless)	4	60.00	240.00
7	reams	Bond paper (long) subs. 20 (reams)	10	250.00	2,500.00
8	reams	Bond paper (short) subs. 20 (reams)	10	215.00	2,150.00
9	reams	Bond paper (A4) subs. 20(reams)	10	220.00	2,200.00
10	cart	IM C2000 Black	1	5,625.00	5,625.00
11	cart	IM C2000 Yellow	1	10,675.00	10,675.00
12	cart	IM C2000 Magenta	1	10,675.00	10,675.00
13	cart	IM C2000 Cyan	1	10,675.00	10,675.00
14	pcs	Packaging Tape 2 inches	30	55.00	1,650.00
15	pcs	Double sided tape	30	23.00	690.00
		<b>Lot 2: Semi-Expendable ICT Equipment</b>			-
	set	Desktop Computer	14	47,000.00	658,000.00
		•Operating System: Windows 11 Home SL with MS Office for Home & Student			-
		•Processor: Intel Core i3-13100 processor (4 Cores 8 Threads 3.4GHz up to 4.5GHz, 12MB Intel® Smart Cache)			-
		•Chipset: Intel H610 Chipset			-
		•Memory: 8 GB DDR4 3200MHz UDIMM Up to 32 GB of Dual-channel DDR4			-
		•Storage: 256 GB M.2 2280 PCI-E SSD + 1 TB 3.5-inch 7200 RPM			-
		•Graphics: Intel UHD 730 Graphics for 13th Generation (better performance than NVIDIA GT730 2GB)			-
		•Audio: Integrated high-definition, 5.1-channel surround sound			-
		•WLAN: 802.11ac/a/b/g/n wireless LAN and Bluetooth 5.0			-
		•LAN: Gigabit Ethernet			-
		•Front/Side I/O connectors •Card reader: Yes •Audio jack(s): 2			-
		•USB 3.2 Gen1 Type A port(s): 1 •USB 3.2 Gen1 Type C port(s): 1			-
		•Rear I/O connectors •HDMI port(s) •Port 1 - HDMI-out 2.0			-
		•Port 2 - HDMI-out 1.4b •LAN port(s): 1 •Audio jack(s): 3 •USB 2.0 Type A port(s): 4 •USB 3.2 Gen1			-
		<b>Sub - Total 1</b>			<b>708,000.00</b>

Purpose:

To be used by the Library Main Campus.

STF - 1071  
164-200  
04-1607  
0020301020  
0020321003

Requested by:		Recommending Approval:		Certified Allotment Available:		Approved by:	
Signature :		Signature :		Signature :		Signature :	
Printed Name :	NATIVIDAD R. TEMPLANZA, RL	Printed Name :	NEMESIO H. DAVALOS, Ph.D.	Printed Name :	ROVELYN P. ROXAS	Printed Name :	CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
Designation :	University Librarian	Designation :	VP For Academic Affairs	Designation :	Acting Budget Officer III/SAO-Finance	Designation :	OIC- Office of the University President









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



**PURCHASE REQUEST**

Fund Cluster:

STF

Office/Section :		PR No.: <u>PR24-0218</u>		Date: <u>04/23/2024</u>	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		<b>Lot 1: Office Supplies</b>			-
	boxes	Ballpen (0.5, Black)	2	371.00	742.00
	boxes	Ballpen (0.5, Blue)	2	371.00	742.00
	boxes	Ballpen (Black)	5	82.00	410.00
	boxes	Pencil (#2)	2	140.00	280.00
	pcs	Certificate holder (short, green)	30	52.00	1,560.00
	pcs	Scissor- big	2	102.00	204.00
	pcs	Cutter- big	2	123.00	246.00
	pcs	Ruler, Metal (stainless)	3	60.00	180.00
	reams	Laminating Film (Long)	10	1,211.00	12,110.00
	reams	Bond paper (long) subs. 20 (reams)	10	250.00	2,500.00
	reams	Bond paper (short) subs. 20 (reams)	10	215.00	2,150.00
	reams	Bond paper (A4) subs. 20(reams)	10	220.00	2,200.00
	cart	IM C2000 Black	1	3,884.00	3,884.00
	cart	IM C2000 Yellow	1	4,695.00	4,695.00
	cart	IM C2000 Magenta	1	4,695.00	4,695.00
	cart	IM C2000 Cyan	1	4,695.00	4,695.00
	pcs	Packaging Tape 2 inches	30	55.00	1,650.00
	pcs	Double sided tape	30	23.00	690.00
	pcs	Cartolina (red&black)	20	10.00	200.00
	pcs	Clear folder long	20	23.00	460.00
	pcs	White Folder (long)	21	7.00	147.00
	pcs	White Folder (short)	20	5.00	100.00
	pcs	Expandable envelope (long)	20	20.00	400.00
	pcs	ExpandableFolder (long)	20	20.00	400.00
	pcs	Brown envelope (long)	20	7.00	140.00
	pcs	Brown envelope (short)	20	5.00	100.00
	bottles	Ink refill, Black	20	68.00	1,360.00
	bottles	Ink refill, Yellow	15	68.00	1,020.00
	bottles	Ink refill Magenta	15	68.00	1,020.00
	bottles	Ink refill, Cyan	15	68.00	1,020.00
		<b>Lot 2: Semi-Expendable ICT Equipment</b>			-
	set	Desktop Computer	14	47,000.00	658,000.00
		<b>Sub - Total 1</b>			<b>708,000.00</b>

Purpose:

To be used by the Library Main Campus.

STF - 1071  
164-200

Requested by:		Recommending Approval:		Certified Allotment Available:		Approved by:	
Signature :		Signature :		Signature :		Signature :	
Printed Name :	NATIVIDAD R. TEMPLANZA, RL	Printed Name :	NEMESIO H. DAVALOS, Ph.D.	Printed Name :	ROVELYN P. ROXAS	Printed Name :	CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
Designation :	University Librarian	Designation :	VP For Academic Affairs	Designation :	Acting Budget Officer III/SAO-Finance	Designation :	OIC- Office of the University President

STF - 1071  
164-200

04-407  
020301000  
020321000





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



PURCHASE REQUEST

Fund Cluster:

STF

Office/Section :		PR No.: <u>PR24-0218</u>		Date: <u>04/23/2024</u>	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		•Operating System: Windows 11 Home SL with MS Office for Home & Student			-
		•Processor: Intel Core i3-13100 processor (4 Cores 8 Threads 3.4GHz up to 4.5GHz, 12MB Intel® Smart Cache)			-
		•Chipset: Intel H610 Chipset			-
		•Memory: 8 GB DDR4 3200MHz UDIMM Up to 32 GB of Dual-channel DDR4			-
		•Storage: 256 GB M.2 2280 PCI-E SSD + 1 TB 3.5-inch 7200 RPM			-
		•Graphics: Intel UHD 730 Graphics for 13th Generation (better performance than NVIDIA GT730 2GB)			-
		•Audio: Integrated high-definition, 5.1-channel surround sound			-
		•WLAN: 802.11ac/a/b/g/n wireless LAN and Bluetooth 5.0			-
		•LAN: Gigabit Ethernet			-
		•Front/Side I/O connectors •Card reader: Yes •Audio jack(s): 2			-
		•USB 3.2 Gen1 Type A port(s): 1 •USB 3.2 Gen1 Type C port(s): 1			-
		•Rear I/O connectors •HDMI port(s) •Port 1 - HDMI-out 2.0			-
		•Port 2 - HDMI-out 1.4b •LAN port(s): 1 •Audio jack(s): 3 •USB			-
		2.0 Type A port(s): 4 •USB 3.2 Gen1 Type A port(s): 1 •Number			-
		of PCIe x16 slot(s): 1 •Number of PCIe x1 slot(s): 1 •M.2 slot (for			-
		SSD): 1 •M.2 slot (for WLAN): 1 •300W •USB Wired Keyboard			-
		& Wired Mouse			-
		•Monitor			-
		•Model: KA222Q Hbi •Size: 21.5Inch •Input: VGA + HDMI •Max			-
		Res.: 1920x1080 @100Hz			-
		•Technology: VA •Colors: 16.7 million •Glare: None •Response			-
		Time: 1ms VRB •With VGA+HDMI Cable •Weight: 9.3 KG			-
		•Dimension: 49.4 x 23.4 x 41.7			-
	pcs	WebCam	5	1,560.00	7,800.00
		2MP Web Camera   2MP CMOS Sensor   High			-
		quality imaging with 1920 x 1080 resolution			-
		Min. illumination: 0.1 Lux @ (F1.2, AGC ON)			-
		AGC for self-adaptive brightness   Built-in			-
		microphone with clear sound   Type A interface,			-
		supporting USB 2.0 protocol   Plug-and-play, no			-
		need to install driver software   3.6 mm fixed			-
		focal lens			-
	pcs	Printer	2	17,100.00	34,200.00
		• Print Technology: Typically, Smart Tank printers use			-
		inkjet technology for high-quality color and black-			-
Sub - Total 2					42,000.00

Purpose:

STF - 1071  
164-200

To be used by the Library Main Campus.

Requested by:		Recommending Approval:		Certified Allotment Available:		Approved by:	
Signature :		Signature :		Signature :		Signature :	
Printed Name :	NATIVIDAD R. TEMPLANZA, RL	Printed Name :	NEMESIO H. DAVALOS, Ph.D.	Printed Name :	ROVELYN P. ROXAS	Printed Name :	CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
Designation :	University Librarian	Designation :	VP For Academic Affairs	Designation :	Acting Budget Officer III/SAO-Finance	Designation :	OIC- Office of the University President

STF - 1071  
164-200  
04-607  
SD 2030/170  
SD 2032,1003

748







**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

END-USER UNIT : Library  
 Charged to STF Proposed Income  
 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		
	<b>Office Supplies</b>																	
	Ballpen (0.5 Black)	boxes	2	371.00	742.00	Public Bidding												
	Ballpen (0.5 Blue)	boxes	2	371.00	742.00	Public Bidding												
	Ballpen (black)	boxes	5	82.00	410.00	Public Bidding												
	Pencil (#2)	boxes	2	140.00	280.00	Public Bidding												
	Certificate holder (short green)	pcs	30	52.00	1,560.00	Public Bidding												
	Scissor - big	pcs	2	102.00	204.00	Public Bidding												
	cutler - big	pcs	2	123.00	246.00	Public Bidding												
	ruler, metal, (stainless)	pcs	3	60.00	180.00	Public Bidding												
	Laminating Film (long)	reams	10	1,211.00	12,110.00	Public Bidding												
	Bond Paper (long) subs 20 (reams)	reams	10	250.00	2,500.00	Public Bidding												
	Bond paper (short) subs 20 (reams)	reams	10	215.00	2,150.00	Public Bidding												
	Bond Paper (A4) subs 20 (reams)	reams	10	220.00	2,200.00	Public Bidding												
	IM C2000 Black	cart	1	3,884.00	3,884.00	Public Bidding												
	IM C2000 Yellow	cart	1	4,695.00	4,695.00	Public Bidding												
	IM C2000 Magenta	cart	1	4,695.00	4,695.00	Public Bidding												
	IM C2000 Cyan	cart	1	4,695.00	4,695.00	Public Bidding												
	Packaging Tape 2 inches	pcs	30	55.00	1,650.00	Public Bidding												
	Double Sided Tape	pcs	30	23.00	690.00	Public Bidding												
	Cartolina (mint green)	pcs	20	10.00	200.00	Public Bidding												
	Clear Folder long	pcs	20	23.00	460.00	Public Bidding												
	White Folder (long)	pcs	21	7.00	147.00	Public Bidding												
	White Folder (short)	pcs	20	5.00	100.00	Public Bidding												
	Expandable Envelope (long)	pcs	20	20.00	400.00	Public Bidding												
	Expandable Envelope (short)	pcs	20	20.00	400.00	Public Bidding												
	Brown Envelope (long)	pcs	20	7.00	140.00	Public Bidding												
	Brown Envelope (short)	pcs	20	5.00	100.00	Public Bidding												
	Ink Refill, Black	bottles	20	68.00	1,360.00	Public Bidding												
	Ink Refill, Yellow	bottles	15	68.00	1,020.00	Public Bidding												
	Ink Refill Magenta	bottles	15	68.00	1,020.00	Public Bidding												
	Ink Refill, Cyan	bottles	15	68.00	1,020.00	Public Bidding												
	<b>TOTAL</b>				50,000.00													

**TOTAL BUDGET:**

Prepared By:

*Natividad R. Templon*  
**NATIVIDAD R. TEMPLON, RL, MLIS**  
 University Librarian

50,000.00

Recommending Approval:

*Nemesio H. Davales*  
**NEMESIO H. DAVALOS, Ph.D.**  
 Vice President for Academic Affairs



# PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

**END-USER UNIT: Library  
Charged to STF Proposed Income  
Project, Programs and Activities**

**TOTAL BUDGET:**  
Prepared By:

NATIVIDAD R. TEMPLANZA, RL, MLIS  
University Librarian

**Recommending Approval:**

**NEMESIO H. DAVALOS, Ph.D.**  
Vice President for Academic Affairs