



**SUPPLY AND DELIVERY OF OFFICE EQUIPMENT FOR THE BEST ORGANIZATION OF MINSU**  
**BONGABONG CAMPUS**

Name of Project

**BAC Resolution Recommending Approval**  
**Resolution No. 156, s. 2024**

**WHEREAS**, the Mindoro State University (MinSU), through the Bids and Awards Committee (BAC) has advertised in the PhilGEPS and MinSU Website the Request for Quotation (RFQ) for the project **"Supply and Delivery of Office Equipment for the BEST Organization of MinSU Bongabong Campus"** with an Approved Budget for the Contract (ABC) amounting to **Fifty-Seven Thousand Forty-Five Pesos (Php57,045.00)**;

**WHEREAS**, in response to the said advertisement, five (5) suppliers were found in the document request list however, two (2) suppliers in the name of **PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING** and **DUPLICAT NON-SPECIALIZED WHOLESALE TRADING** submitted price quotation before the deadline;

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

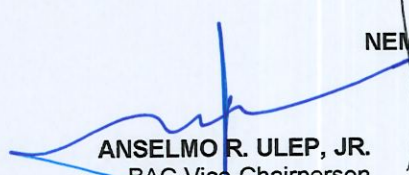
Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
Php57,045.00	Papercat Office Supplies and Equipment Trading	Php56,650.00
	Duplicat Non-Specialized Wholesale Trading	Php57,002.00


**WHEREAS**, the BAC examined and verified the price quotations submitted by the abovementioned supplier and were found to be complying and responsive; thus, the project be awarded to the supplier in the name of **PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING** with Lowest Calculated Responsive Bid (LCRB);

**NOW, THEREFORE**, the Bids and Awards Committee (BAC) **HEREBY RESOLVED AS IT IS HEREBY RESOLVED**, recommended to the Head of Procuring Entity the approval of this resolution for the abovementioned procurement the awarding of contract for the **"Supply and Delivery of Office Equipment for the BEST Organization of MinSU Bongabong Campus"** to **Papercat Office Supplies and Equipment Trading** amounting to **Fifty-Six Thousand Six Hundred Fifty Pesos (Php56,650.00)** with official address at Guiho St., Sto. Niño, Calapan City, Oriental Mindoro as the supplier/bidder with Lowest Calculated Responsive Bid (LCRB);

**RESOLVED**, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 7<sup>th</sup> day of August, 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

  
**ENYA MARIE D. APOSTOL, Ph.D.**  
SUC President III

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





PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11030697  
Procuring Entity MINDORO STATE UNIVERSITY  
Title Supply and Delivery of Office Equipment for the BEST Organization of MinSU Bongabong Campus  
Area of Delivery Oriental Mindoro

<b>Solicitation Number:</b> RFQ 2024-136 <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9) <b>Classification:</b> Goods <b>Category:</b> Printing Supplies <b>Approved Budget for the Contract:</b> PHP 57,045.00 <b>Delivery Period:</b> 30 Day/s <b>Client Agency:</b>  <b>Contact Person:</b> MARK LESTER A MAGPANTAY Head, BAC Secretariat Alcate Victoria Oriental Mindoro Philippines 5205 63-9-154612960  macmagpantay@minsu.edu.ph	<b>Status</b>	<b>Closed</b>
	<b>Associated Components</b>	1
	<b>Bid Supplements</b>	0
	<b>Document Request List</b>	5
	<b>Date Published</b>	09/07/2024
	<b>Last Updated / Time</b>	09/07/2024 00:00 AM
	<b>Closing Date / Time</b>	16/07/2024 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

1 unit DSLR camera 1

24.1 megapixels

DIGIC 4+ processor type

Image Resolution:

9-point AF with 1 centre cross-type AF point

Standard ISO 100-6400 (expandable to 12800)

Wi-Fi/NFC supported

AF Modes: one-shot AF, AI Servo AF, AI Focus AF

Shutter Speed Range (Sec.) 30-1/4000, Bulb

Standard Power Supply Battery Pack LP-E10



[illegible]

**Created by** Annabelle Quinto Madrigal

**Date Created** 08/07/2024

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





REQUEST FOR QUOTATION

Supply and Delivery of Office Equipment for the BEST Organization of MinSU Bongabong Campus

PR No.: 2024-123  
RFQ No. 2024-136  
ABC Amount: PhP 57,045.00

Company Name: Papercat Office Supplies and Equipment Trading  
Address: Guiho St., Sto. Niño, Calapan City

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

NEMESIO H. DAVALOS, Ph.D.  
BAC Chairperson

- Note:
- 1. All entries must be typewritten.
  - 2. Delivery Period within \_\_\_\_ calendar days.
  - 3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
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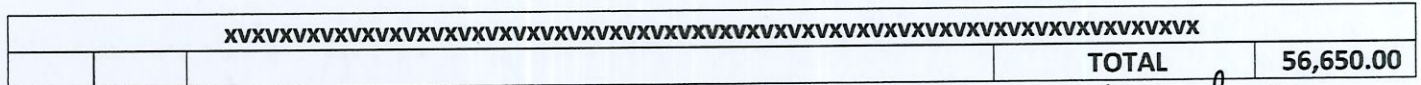
Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		<b>Lot 1</b>			
1	unit	DSLR camera	1	34,650.00	34,650.00
		24.1 megapixels			
		DIGIC 4+ processor type			
		Image Resolution:			
		9-point AF with 1 centre cross-type AF point			
		Standard ISO 100-6400 (expandable to 12800)			
		Wi-Fi/NFC supported			
		AF Modes: one-shot AF, AI Servo AF, AI Focus AF			
		Shutter Speed Range (Sec.) 30-1/4000, Bulb			
		Standard Power Supply Battery Pack LP-E10			
		Still Image Format: JPEG, RAW, RAW + JPEG			
		Viewfinder Coverage (Approx.): 95			
		Viewfinder Type: Eye-level pentamirror			
		<b>Lot 2</b>			
1	unit	Printer	1	22,000.00	22,000.00
		Print, Scan, Copy			
		Compact integrated tank design			
		Print speeds up to 15.5ipm for black and 8.5ipm for color			
		Auto-Duplex printing			
		ADF capability			
		Ethernet & Wi-Fi Direct			
		Seamless setup with Smart Panel			
		Borderless Printing up to A4 size			
		Spill-free ink refilling			
		Heat-Free Technology			
		Paper Size: Legal (8.5 x 14""), 8.5 x 13"" , Letter, A4, B5, A5, A6,			
		Hagaki (100 x 148 mm), 16K (195 x 270 mm), Indian- Legal (215 x			
		345 mm), B6, 5 x 7"" , 4 x 6"" , Envelopes #10, DL, C6"			

MSU-BAC-FR-05.01





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



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

Mary Frances Dominique DG. Castro  
Supplier's Signature over Printed Name

**497-143-353-000**

TIN No. of Establishment

**0908 874 3789**

Contact Number

July 16, 2024

Date \_\_\_\_\_

## 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

**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

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

### Evaluation of Quotations

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

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

### Instructions

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

### Liquidation Damages

**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** 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

•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



	TOTAL	57,002.00
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After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above

STEPHEN MAGBANUA

Supplier's Signature over Printed Name  
262-488-795-000

TIN No. of Establishment

0927-4283705

Contact Number

07-16-2024

Date

## General Conditions

- 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.
- Supplier shall submit the following requirements:
  - Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
  - PhilGEPS Registration
  - Valid Mayor's/Business Permit
  - Omnibus Sworn Statement
  - BIR Certificate of Registration
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MSU-BAC-FR-05.01

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



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

THIS IS TO CERTIFY THAT

**PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING**

Guiho Street ,  
Calapan City , Oriental Mindoro , Region IV-B , Philippines

is registered in the **Philippine Government Electronic Procurement System (PhilGEPS)** on 02-Oct-2019 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 **PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING** 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 02-Sep-2024

Issued this 02nd day of September 2023.

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



Documentary Stamp Tax Paid Php 30.00  
Certificate Reference No: 201910-18033-82785298  
Amended Date as of June 12, 2024 04:02 pm



# REMINDERS <sup>1</sup>

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

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



# List of Eligibility Documents

of  
**PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING**  
Guiho Street ,  
Calapan City , Oriental Mindoro , Region IV-B , Philippines

<b>DTI Certificate</b>	DTI Certificate Number : 1035025 Issued By / Signatory : Alfredo E. Pascual Registration Date : 28-Feb-2024 Expiration Date : 20-Jun-2029
<b>Mayors Permit</b>	Expiration Date : 31-Dec-2024 Permit Number : 01900000465 Place of Issue : Calapan City Issued By / Signatory : Eduard L. Reyes Marilou F. Morillo Issuance Date : 08-Jan-2024
<b>Tax Clearance</b>	Expiration Date : 14-May-2025 TCC Number : RR9A0630514R08682024E Issued By / Signatory : Rosalinda D. Cabidog Issuance date : 14-May-2024
<b>Audited Financial Statement</b>	Date of Filing : 05-Apr-2023 Current Asset : 7,619,525.37 Total Asset : 14,683,751.07 Current Liabilities : 297,742.23 Total Liabilities : 2,263,426.23 Name of Auditor : Elvin P. Vargas BIR RDO Code : 063
<b>PCAB License</b>	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :





Republic of the Philippines  
CITY OF CALAPAN  
OFFICE OF THE CITY MAYOR  
**BUSINESS PERMIT**

**TAUMBAYAN AND MASUNOD**  
SUPPLIERS AND EQUIPMENT TRADING/WHOLESALE

**2024**

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

**P= 10,370.00**

TAXPAYER'S NAME CASTRO, MARY FRANCES DOMINIQUE	BUSINESS I.D. 01900000465	MODE OF PAYMENT Annually	DATE BILLED 1/8/2024	KIND OF BUSINESS Suppliers and Equipment Trading/ Wholesaling	STATUS R
NAME OF BUSINESS Papercat Office Supplies And Equipment Trading		LOCATION OF BUSINESS STO. NINO			BUSINESS PERMIT NUMBER
KIND OF FEE / TAX	TAX BASE	TAX AMOUNT	SUR/INT	TOTAL	PERIOD
BUSINESS TAX		6,450.00	0.00	6,450.00	
MAYOR'S PERMIT		2,650.00		2,650.00	
MAYORS PERMIT FEE		1,000.00			
EDUC'L SPECIAL PROGR		100.00			
DRAINAGE MAINTENANCE		100.00			
GARBAGE FEE		1,000.00			
SANITARY FEE		200.00			
FIRE AND SAFETY INSP		250.00			
MEDICAL FEE		200.00		200.00	
ANNUAL INSPECTION FEE		200.00		200.00	
BUSINESS STICKER		300.00		300.00	
SITE INSPECTION FEE		50.00		50.00	
OCCUPATIONAL FEE		440.00		440.00	
TAX CLEARANCE		30.00		30.00	
AAP.&RENEWAL OF BUS.FEE		50.00		50.00	
ENCODER		TOTALS		10,370.00	

Payment for 1-4

Notes:

1. This Permit will expire on  
**Dec. 31, 2024**

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

Check  
Check number \_\_\_\_\_  
Bank \_\_\_\_\_

Cash  
O.R. Number 1222677  
Date 1/8/2024

Payment received by:

ASSESSMENT REVIEWED BY:

RECOMMENDING APPROVAL:

APPROVED BY:

**EDUARD L. REYES**

Licensing Officer IV

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

**MARILOU F. MORILLO**

City Mayor

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





## OMNIBUS SWORN STATEMENT

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REPUBLIC OF THE PHILIPPINES )

CITY OF CALAPAN ) S.S.

### AFFIDAVIT

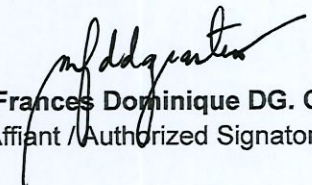
I, **Mary Frances Dominique DG. Castro**, of legal age, Filipino, and residing at Brgy. Suqui, Calapan City Oriental Mindoro, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of **Papercat Office Supplies and Equipment Trading** with office address at *Brgy. Sto. Niño, Calapan City, Oriental Mindoro*;
  - a. As the owner and sole proprietor of **Papercat Office Supplies and Equipment Trading**, I have the 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 EQUIPMENT FOR THE BEST ORGANIZATION OF MINSU BONGABONG CAMPUS** with PR NO.: 2024-123 and RFQ No.: 2024-136
2. **Papercat Office Supplies and Equipment Trading** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, office, corporations, or Local Government Units, foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting**;
3. 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;
4. **Papercat Office Supplies and Equipment Trading** is authorizing the Head of Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
5. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
6. **Papercat Office Supplies and Equipment Trading** complies with existing labour laws and standards;  
and



7. **Papercat Office Supplies and Equipment Trading** is aware of and has undertaken the following responsibilities as a Bidder:
- Carefully examine all of the Bidding Documents;
  - Acknowledge all conditions, local or otherwise, affecting the implementation of the contract;
  - Made an estimate of the facilities available and needed for the contract of the bid, if any, and
  - Inquire or secure Supplemental/Bid Bulletin(s) issued for the **SUPPLY AND DELIVERY OF OFFICE EQUIPMENT FOR THE BEST ORGANIZATION OF MINSU BONGABONG CAMPUS** with PR NO.: 2024-123 and RFQ No.: 2024-136;
8. **Papercat Office Supplies and Equipment Trading** did not give or pay directly, any commission, amount fee or any form of consideration, pecuniary or otherwise to any person of official, personnel or representative of the government in relation to any procurement project or activity;
9. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of July, 2024 at Calapan City, Oriental Mindoro, Philippines.

  
Mary Frances Dominique DG. Castro  
Affiant / Authorized Signatory

SUBSCRIBED AND SWORN to before me, this 16th day of July, 2024 at Calapan City, Oriental Mindoro, Philippines.

NAME OF NOTARY PUBLIC  
Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_  
IBP No. \_\_\_\_\_

**ATTY. JOHN ADRIAN D. MAULION**  
NOTARY PUBLIC UNTIL DECEMBER 31, 2025  
Roll No. 83176  
IBP OR No. 371043/12-31-2023/Or. Mindoro  
PTR No. 1222466A/01-02-2024/Calapan City  
MCLE Compliance: Until 04-14-25

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Book No. 6  
Series of 2024



## OMNIBUS SWORN STATEMENT

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REPUBLIC OF THE PHILIPPINES )

CITY OF CALAPAN ) S.S.

### AFFIDAVIT

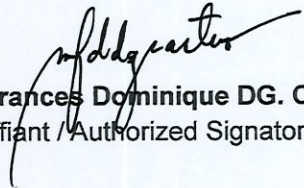
I, **Mary Frances Dominique DG. Castro**, of legal age, Filipino, and residing at Brgy. Suqui, Calapan City Oriental Mindoro, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of **Papercat Office Supplies and Equipment Trading** with office address at *Brgy. Sto. Niño, Calapan City, Oriental Mindoro*;
  - a. As the owner and sole proprietor of **Papercat Office Supplies and Equipment Trading**, I have the 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 EQUIPMENT FOR THE BEST ORGANIZATION OF MINSU BONGABONG CAMPUS** with PR NO.: 2024-123 and RFQ No.: 2024-136
2. **Papercat Office Supplies and Equipment Trading** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, office, corporations, or Local Government Units, foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting**;
3. 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;
4. **Papercat Office Supplies and Equipment Trading** is authorizing the Head of Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
5. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
6. **Papercat Office Supplies and Equipment Trading** complies with existing labour laws and standards; and



7. **Papercat Office Supplies and Equipment Trading** is aware of and has undertaken the following responsibilities as a Bidder:
- a. Carefully examine all of the Bidding Documents;
  - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the contract;
  - c. Made an estimate of the facilities available and needed for the contract of the bid, if any, and
  - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the **SUPPLY AND DELIVERY OF OFFICE EQUIPMENT FOR THE BEST ORGANIZATION OF MINSU BONGABONG CAMPUS** with PR NO.: **2024-123** and RFQ No.: **2024-136**;
8. **Papercat Office Supplies and Equipment Trading** did not give or pay directly, any commission, amount fee or any form of consideration, pecuniary or otherwise to any person of official, personnel or representative of the government in relation to any procurement project or activity;
9. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

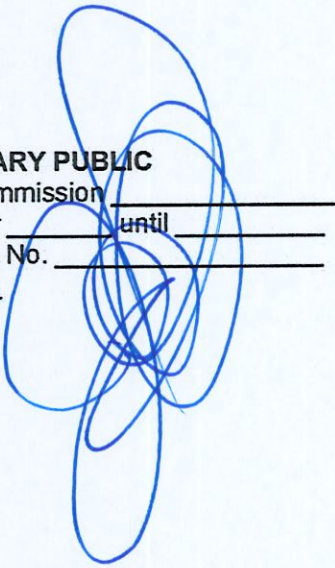
IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of July, 2024 at Calapan City, Oriental Mindoro, Philippines.

  
Mary Frances Dominique DG. Castro  
Affiant / Authorized Signatory

SUBSCRIBED AND SWORN to before me, this 16th day of July, 2024 at Calapan City, Oriental Mindoro, Philippines.

NAME OF NOTARY PUBLIC \_\_\_\_\_  
Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_  
IBP No. \_\_\_\_\_

Doc. No. 215  
Page No. 44  
Book No. 8  
Series of 2024





REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS

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

OCN: 063RC20230000003862

Date OCN Generated: September 27, 2023

UPDATED ON SEP 27 2023

# CERTIFICATE OF REGISTRATION

<b>TIN &amp; BRANCH CODE</b> 497-143-353-00000		<b>NAME OF TAXPAYER</b> CASTRO, MARY FRANCES DOMINIQUE DE GUZMAN		<b>TIN ISSUANCE DATE</b> February 21, 2017	
<b>REGISTERING OFFICE</b>		<b>X</b> Head Office		Branch	
<b>REGISTERED ADDRESS</b> SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES					
<b>TAX TYPES</b>		<b>FORM</b>		<b>FILING</b>	
<b>VALUE ADDED TAX</b>		<b>2550Q</b>		<b>Not later than the 25th day following the close of each taxable quarter.</b>	
<b>WITHHOLDING TAX</b>		<b>1604E</b>		<b>On or before March 1 of the year following the calendar year in which the income payments subject to expanded withholding taxes or exempt from withholding tax were paid or accrued.</b>	
<b>WITHHOLDING TAX</b>		<b>1601EQ</b>		<b>On or before the last day of the month following the close of the quarter during which withholding was made.</b>	
<b>WITHHOLDING TAX</b>		<b>0619E</b>		<b>On or before the 10th day of the month following the month in which withholding was made.</b>	
<b>INDIVIDUAL INCOME TAX</b>		<b>1701</b>		<b>On or before April 15 of each year covering income for the preceding taxable year.</b>	
<b>INDIVIDUAL INCOME TAX</b>		<b>1701Q</b>		<b>1st Quarter-on or before MAY 15 2nd Quarter-on or before AUGUST 15 3rd Quarter-on or before November 15</b>	
<b>REGISTRATION FEE</b>		<b>0605</b>		<b>On or before the last day of January</b>	
<b>TAXPAYER TYPE/S</b>		<b>A SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)</b>			
<b>BUSINESS INFORMATION DETAILS</b>					
<b>TRADE NAME 1:</b>		<b>DIGICAT PRINTING SERVICES</b>			
<b>(PSIC)</b>		<b>18110-PRINTING</b>			
<b>Line of Business</b>		<b>PRINTING</b>			
<b>TRADE NAME 2:</b>		<b>PAPERCAT OFFICE SUPPLIES AND EQUIPMENT</b>			
<b>(PSIC)</b>		<b>47610-RETAIL SALE OF BOOKS, NEWSPAPERS AND STATIONERY IN</b>			
<b>CHANGE IN TRADE NAME</b>		<b>CHANGE/ADD IN LINE OF BUSINESS</b>			
<b>CATEGORY</b>		<b>Primary</b>			
<b>REGISTRATION DATE</b>		<b>September 27, 2023</b>			



BIR FORM

2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS

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

REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC20230000003862

Date OCN Generated: September 27, 2023

UPDATED ON SEP 27 2023

## CERTIFICATE OF REGISTRATION

<b>TIN &amp; BRANCH CODE</b> 497-143-353-00000	<b>NAME OF TAXPAYER</b> CASTRO, MARY FRANCES DOMINIQUE DE GUZMAN	<b>TIN ISSUANCE DATE</b> February 21, 2017
<b>REGISTERING OFFICE</b>	<b>X</b> Head Office	Branch
<b>REGISTERED ADDRESS</b> SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO-PHILIPPINES		
<b>Line of Business</b> (PSIC)	<b>SPECIALIZED STORES</b> RETAIL SALE OF CULTURAL AND RECREATION GOODS IN SPECIALIZED STORES 47733-RETAIL SALE OF OFFICE MACHINES AND EQUIPMENT EXCLUDING COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT	Secondary
<b>Line of Business</b> (PSIC)	<b>RETAIL SALE OF OTHER GOODS IN SPECIALIZED STORES</b> 46699-WHOLESALE OF OTHER WASTE AND SCRAP AND PRODUCTS; N.E.C.	Secondary
<b>Line of Business</b> (PSIC)	<b>OTHER SPECIALIZED WHOLESALE</b> 47191-RETAIL SELLING IN DEPARTMENT STORES	Secondary
<b>Line of Business</b> (PSIC)	<b>RETAIL SALE IN NON-SPECIALIZED STORES</b> 46592-WHOLESALE OF INDUSTRIAL MACHINERY AND EQUIPMENT	Secondary
<b>Line of Business</b> (PSIC)	<b>46592 - WHOLESALE OF INDUSTRIAL MACHINERY AND EQUIPMENT</b>	Secondary
<b>Line of Business</b> (PSIC)	<b>46594-WHOLESALE OF PROFESSIONAL AND SCIENTIFIC AND MEASURING AND CONTROLLING EQUIPMENT</b>	Secondary
<b>Line of Business</b> (PSIC)	<b>46594 - WHOLESALE OF PROFESSIONAL AND SCIENTIFIC AND MEASURING AND CONTROLLING EQUIPMENT</b>	Secondary
<b>Line of Business</b> (PSIC)	<b>46639-WHOLESALE OF CONSTRUCTION MATERIALS AND SUPPLIES; N.E.C.</b>	Secondary
<b>Line of Business</b> (PSIC)	<b>46639 - WHOLESALE OF CONSTRUCTION MATERIALS AND SUPPLIES; N.E.C.</b>	Secondary
<b>Line of Business</b> (PSIC)	<b>46429-WHOLESALE OF MISCELLANEOUS CONSUMER GOODS; N.E.C.</b>	Secondary
<b>Line of Business</b> (PSIC)	<b>46429 - WHOLESALE OF MISCELLANEOUS CONSUMER GOODS; N.E.C.</b>	Secondary
<b>Line of Business</b> (PSIC)	<b>46492-WHOLESALE OF HOUSEHOLD</b>	Secondary

CHANGE IN TRADE NAME

Page 2 of 4

CHANGE/ADD IN LINE OF BUSINESS



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REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS  
REVENUE REGION NO. 09A - CABAMIRO (CAVITE-BATANGAS-MINDORO-ROMBLON)  
REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

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## CERTIFICATE OF REGISTRATION

<b>TIN &amp; BRANCH CODE</b> 497-143-353-00000		<b>NAME OF TAXPAYER</b> CASTRO, MARY FRANCES DOMINIQUE DE GUZMAN		<b>TIN ISSUANCE DATE</b> February 21, 2017	
<b>REGISTERING OFFICE</b>		<b>X</b> Head Office		Branch	
<b>REGISTERED ADDRESS</b> SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES					
<b>FURNITURE, FURNISHING AND FIXTURES</b>					
<b>Line of Business</b>		46492 - WHOLESALE OF HOUSEHOLD FURNITURE, FURNISHING AND FIXTURES			
<b>(PSIC)</b>		46493 - WHOLESALE OF RECORDED AUDIO AND VIDEO TAPES, CDS, DVDS			
<b>Line of Business</b>		46493 - WHOLESALE OF RECORDED AUDIO AND VIDEO TAPES, CDS, DVDS			
<b>(PSIC)</b>		46510 - WHOLESALE OF COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT AND SOFTWARE			
<b>Line of Business</b>		46510 - WHOLESALE OF COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT AND SOFTWARE			
<b>(PSIC)</b>		46527 - WHOLESALE OF BLANK AUDIO AND VIDEO TAPES AND DISKETTES, MAGNETIC AND OPTICAL DISKS (CDS, DVDS)			
<b>Line of Business</b>		46527 - WHOLESALE OF BLANK AUDIO AND VIDEO TAPES AND DISKETTES, MAGNETIC AND OPTICAL DISKS (CDS, DVDS)			
<b>(PSIC)</b>		46599 - WHOLESALE OF OTHER MACHINERY AND EQUIPMENT, N.E.C.			
<b>Line of Business</b>		46599 - WHOLESALE OF OTHER MACHINERY AND EQUIPMENT, N.E.C.			
<b>(PSIC)</b>		46900 - NON-SPECIALIZED WHOLESALE TRADE			
<b>Line of Business</b>		46900 - NON-SPECIALIZED WHOLESALE TRADE			
<b>(PSIC)</b>		46991 - WHOLESALE OF INDUSTRIAL CHEMICAL PRODUCTS			
<b>Line of Business</b>		46991 - WHOLESALE OF INDUSTRIAL CHEMICAL PRODUCTS			

## REMINDERS:

1. An annual registration fee shall be paid upon registration and every year thereafter on or before the last day of January, using BIR Form No. 0605.
2. Filing of required tax returns to conform with the above tax types whether with or without business operation, to avoid penalties.

CHANGE/ADD IN TRADE NAME  
CHANGE/ADD IN LINE OF BUSINESS



BIR FORM

2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS

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

REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC20230000003862

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UPDATED SEP 27 2023

## CERTIFICATE OF REGISTRATION

<b>TIN &amp; BRANCH CODE</b> 497-143-353-00000	<b>NAME OF TAXPAYER</b> CASTRO, MARY FRANCES DOMINIQUE DE GUZMAN	<b>TIN ISSUANCE DATE</b> February 21, 2017
<b>REGISTERING OFFICE</b> REGISTERED ADDRESS SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES	<b>X</b> Head Office	Branch

3. For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/As shall be before its use.

4. Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.

5. For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P3,000,000 and who opted to avail of the 8% Income tax rate, the tax type Percentage Tax (PT) shall not be reflected in the Certificate of Registration (COR). However, at the start of each taxable year, such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect "PT" unless qualified and opted to avail of the 8% Income tax rate annually.

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



*Regina P. Reforma*  
REGINA P. REFORMA  
OIC-Asst. Revenue District Officer

*Emelita R. Abo*  
EMELITA R. ABO  
REVENUE DISTRICT OFFICER  
(Signature over Printed Name)

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

CHANGE IN TRADE NAME  
CHANGE/ADD IN LINE OF BUSINESS



---

**Fw: Tax Return Receipt Confirmation**

---

Jayeal Lopez <jayeal17@yahoo.com>  
To: "axle.gg94@gmail.com" <axle.gg94@gmail.com>

Mon, Jun 10, 2024 at 11:43 AM

— Forwarded Message —

From: "ebirforms-noreply@bir.gov.ph" <ebirforms-noreply@bir.gov.ph>  
To: "jayeal17@yahoo.com" <jayeal17@yahoo.com>  
Sent: Friday, April 12, 2024 at 05:13:07 PM GMT+8  
Subject: Tax Return Receipt Confirmation

This confirms receipt of your submission with the following details subject to validation by BIR:

File name: 497143353000-1701v2018-122023.xml

Date received by BIR: 12 April 2024

Time received by BIR: 04:54 PM

Penalties may be imposed for any violation of the provisions of the NIRC and issuances thereof.

**FOR RETURNS WITH TAX PAYABLE:**

Please pay through any of the following ePayment Channels:

**Land Bank of the Philippines Link.BizPortal**

- LBP ATM Cards
- Bancnet ATM/Debit Cards
- PCHC PayGate or PESONET (RCBC, Robinsons Bank, UnionBank, PSBank, BPI, Asia United Bank)

**DBP PayTax Online**

- Credit Cards (MasterCard/Visa)
- Bancnet ATM/Debit Cards

**Unionbank of the Philippines**

- Unionbank Online (for Unionbank Individual and Corporate Account Holders)
- UPAY via InstaPay (For Individual Non-Unionbank Account Holders)

**Taxpayer Agent/ Tax Software Provider-TSP**

- (Gcash/PayMaya/MyEG)

This is a system-generated email. Please do not reply.

Bureau of Internal Revenue




For BIR BCS/ Use Only Item:		<b>Republic of the Philippines</b> <b>Department of Finance</b> <b>Bureau of Internal Revenue</b>	
<b>BIR Form No.</b> <b>1701</b> <small>January 2018 (ENCS) Page 1</small>	<b>Annual Income Tax Return</b> <b>Individuals (Including MIXED Income Earner), Estates and Trusts</b> <small>Enter all required information in CAPITAL LETTERS using BLACK Ink. Mark all applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Tax Filer.</small>		 <small>1701 01/18/ENCS P1</small>
1 Month <u>12</u> For the Year (YYYY) <u>2023</u>		2 Amended Return? <input type="radio"/> Yes <input checked="" type="radio"/> No	
3 Short Period Return? <input type="radio"/> Yes <input checked="" type="radio"/> No			
<b>PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER</b>			
4 Taxpayer Identification Number (TIN) <u>197 - 143 - 553 - 500</u>		5 RDO Code <u>1053</u>	
6 Taxpayer Type <input checked="" type="checkbox"/> Single Proprietor <input type="checkbox"/> Professional <input type="checkbox"/> Estate <input type="checkbox"/> Trust <input type="checkbox"/> Compensation Earner			
7 Alphabetic Tax Code (ATC) <input checked="" type="radio"/> R012 Business Income Graduated IT Rates <input type="radio"/> R014 Income from Profession Graduated IT Rates <input type="radio"/> R013 Mixed Income-Graduated IT Rates <input type="radio"/> R011 Compensation Income <input type="radio"/> R018 Business Income 8% IT Rate <input type="radio"/> R017 Income from Profession 8% IT Rate <input type="radio"/> R016 Mixed Income-8% IT Rate			
8 Taxpayer's Name (Last Name, First Name, Middle Name)/ESTATE OF (First Name, Middle Name, Last Name)/TRUST FBO: (First Name, Middle Name, Last Name) <u>CASTRO MARY FRANCES DOMINIQUE DO</u>			
9 Registered Address (Indicate complete address. If the registered address is different from the current address, get to the RDO to update registered address by using BIR Form No. 1005) <u>CALAPAN CITY ORIENTAL MINDORO</u>			
10 Date of Birth (MM/DD/YYYY) <u>03/23/1994</u>		11 Email Address <u>joyal17@yahoo.com</u>	
12 Citizenship <u>FILIPINO</u>		13 Claiming Foreign Tax Credits? <input type="radio"/> Yes <input checked="" type="radio"/> No	
14 Foreign Tax Number, if applicable <u></u>		15 Contact Number (Landline/Cellphone No.) <u>90</u>	
16 Civil Status (if applicable) <input checked="" type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Legally Separated <input type="radio"/> Widower		17 If married, spouse has income? <input type="radio"/> Yes <input checked="" type="radio"/> No	
18 Filing Status <input type="radio"/> Joint Filing <input checked="" type="radio"/> Separate Filing		19 Income EXEMPT from Income Tax? <input type="radio"/> Yes <input checked="" type="radio"/> No <small>[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]</small>	
20 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="radio"/> Yes <input checked="" type="radio"/> No <small>[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]</small>		21A Method of Deduction (choose one) <input checked="" type="radio"/> Itemized Deduction <input type="radio"/> Optional Standard Deduction (OSD) <small>[Sec. 34(A-J), NIRC] [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]</small>	
21 Tax Rate* (Choose Method of Deduction in Item 21A) (choose one) <input type="radio"/> 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC <small>[available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]</small>			
<b>PART II - TOTAL TAX PAYABLE</b> (Do NOT Enter Centavos; 49 Centavos or Less drop down; 50 or more round up)			
<b>Particular</b>		<b>A. Taxpayer/Filer</b>	
22 Tax Due (From Part VI Item 5)		123,666.00	
23 Less: Total Tax Credits/Payments (From Part VII Item 10)		165,762.00	
24 Tax Payable/(Overpayment) (Item 22 Less Item 23)		-42,076.00	
25 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before October 15 (50% or less of Item 22)		0.00	
26 Amount of Tax payable/(Overpayment) (Item 24 Less Item 25)		-42,076.00	
Add: Penalties 27 Interest		0.00	
28 Surcharge		0.00	
29 Compromise		0.00	
30 Total Penalties (Sum of Items 27 to 29)		0.00	
31 Total Amount Payable/(Overpayment) (Sum of Items 26 and 30)		-42,076.00	
32 Aggregate Amount Payable/(Overpayment) (Sum of Items 26 and 30)		-42,076.00	
If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable) <input type="radio"/> To be refunded <input checked="" type="radio"/> To be issued a Tax Credit Certificate (TCC) <input type="radio"/> To be carried over as a tax credit for next year/quarter			
I declare under the penalties of perjury that this return, and all its attachments, have been made in good faith, verified by me, and to the best of my knowledge and belief, are true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I give my consent to the processing of my information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes. (If signed by an Authorized Representative, indicate TIN and attach authorization letter)			
Printed Name and Signature of Taxpayer/Authorized Representative		33 Number of Attachments <u>00</u>	
<b>PART III - DETAILS OF PAYMENT</b>			
<b>Particulars</b>		<b>Drawee Bank/Agency</b>	
34 Cash/Bank Debit Memo		Number	
35 Check		Date (MM/DD/YYYY)	
36 Tax Debit Memo		Amount	
37 Others (specify below)			
Machine Validation/Revenue Official Receipt 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)	

NOTE: \*The BIR Data Privacy Policy is in the BIR website ([www.bir.gov.ph](http://www.bir.gov.ph))

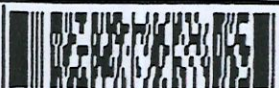


BIR Form No. <b>1701</b> January 2018 (ENCS) Page 2	<h1 style="margin: 0;">Annual Income Tax Return</h1> <p style="margin: 0;">Individuals (Including MIXED Income Earner), Estates and Trusts</p>	 1701 01/18/ENCS P2																																																															
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%; border-bottom: 1px solid black;">TIN 497 143 353 000</td> <td style="width: 60%; border-bottom: 1px solid black;">Taxpayer/Filer's Last Name CASTRO MARY FRANCES DOMINIQUE DO</td> </tr> </table>			TIN 497 143 353 000	Taxpayer/Filer's Last Name CASTRO MARY FRANCES DOMINIQUE DO																																																													
TIN 497 143 353 000	Taxpayer/Filer's Last Name CASTRO MARY FRANCES DOMINIQUE DO																																																																
<b>PART IV - Background Information of Spouse</b>																																																																	
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Schedule 1 - Gross Compensation Income and tax Withheld (Attach Additional Sheet/s, if necessary) On Items 1 and 2, enter the required information for each of your employer/s and mark (X) whether the information is for the Taxpayer or the Spouse. On Item 3A, enter the Total Gross Compensation and Total Tax Withheld for the Taxpayer and on Item 3B, for the Spouse. (DO NOT enter Centavos; 48 Centavos or less drop down; 50 or more round up)																																																																	
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<p>DIR Form No. <b>1701</b> January 2018 (ENCS) Page 3</p>	<p><b>Annual Income Tax Return</b> Individuals (Including MIXED Income Earner), Estates and Trusts</p>	 1701 01/18 ENCS P3			
<p>TIN: 497 143 563 000 Taxpayer/Filer's Last Name: CASTRO MARY FRANCES DOMINIQUE DO</p>					
<p><b>3.B - For 8% Flat Income Tax Rate</b> (DO NOT enter Centavos; 00 Centavos or less drop down; 00 or more round up)</p>					
Particulars	A. Taxpayer/Filer	B. Spouse			
26 Sales/Revenues/Receipts/Fees (net of sales returns, allowances and discounts)	0.00	0.00			
Add: Other Non-Operating Income (specify below)					
27	0.00	0.00			
28 Total Income (Sum of Items 26 and 27)	0.00	0.00			
Less: Allowable reduction from gross sales/receipts and other non operating income of purely self-employed individuals and/or professionals in the amount of ₱250,000 (not applicable if with compensation income)	0.00	0.00			
29 of purely self-employed individuals and/or professionals in the amount of ₱250,000 (not applicable if with compensation income)	0.00	0.00			
30 Taxable Income (Loss) (Item 28 Less Item 29)	0.00	0.00			
31 Tax Due-Business Income (Item 30 x 8% Flat Income Tax Rate)	0.00	0.00			
32 Total Tax Due-Compensation & Business Income (under flat rate)(Sum of Items 7 and 31) (To Part V Item 1)	0.00	0.00			
<p><b>Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheet/s, if necessary)</b></p>					
1 Amortizations	0.00	0.00			
2 Bad Debts	0.00	0.00			
3 Charitable and Other Contributions	0.00	0.00			
4 Depletion	0.00	0.00			
5 Depreciation	0.00	0.00			
6 Entertainment, Amusement and Recreation	0.00	0.00			
7 Fringe Benefits	0.00	0.00			
8 Interest	0.00	0.00			
9 Losses	0.00	0.00			
10 Pension Trusts	0.00	0.00			
11 Rental	0.00	0.00			
12 Research and Development	0.00	0.00			
13 Salaries, Wages and Allowances	0.00	0.00			
14 SSS, GSIS, Philhealth, HDMF and Other Contributions	0.00	0.00			
15 Taxes and Licenses	0.00	0.00			
16 Transportation and Travel	0.00	0.00			
17 Others (Deductions Subject to Withholding Tax and Other Expenses) (specify below; Add additional sheet/s, if necessary)					
a Janitorial and Messengerial Services	0.00	0.00			
b Professional Fees	0.00	0.00			
c Security Services	0.00	0.00			
d	0.00	0.00			
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) (To part V Schedule 3 A Item 13)	0.00	0.00			
<p><b>Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)</b></p>					
5.A - Taxpayer/Filer	Description	Legal Basis	Amount		
1			0.00		
2			0.00		
3	Total Special Allowable Itemized Deductions-Taxpayer/Filer (Sum of Items 1 and 2) (To part V Schedule 3 A Item 14A)		0.00		
5.B - Spouse					
4			0.00		
5			0.00		
6	Total Special Allowable Itemized Deductions-Spouse (Sum of Items 4 and 5) (To part V Schedule 3 A Item 14B)		0.00		
<p><b>Schedule 6 - Computation of Net Operating Loss carry Over (NOLCO)</b></p>					
6.A - Computation of NOLCO					
Description		A. Taxpayer/Filer	B. Spouse		
1	Gross Income	0.00	0.00		
2	Less: Ordinary Allowable Itemized Deductions	0.00	0.00		
3	Net Operating Loss (Item 1 Less Item 2) (To Schedule 6 A 1 Item 7A and/or Schedule 6 A 2 Item 12A)	0.00	0.00		
6.A.1 - Taxpayer/Filer's Detailed Computation of Available NOLCO					
Net Operating Loss Year Incurred	A. Amount	B. NOLCO Applied Previous Year/s	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]
4	0.00	0.00	0.00	0.00	0.00
5	0.00	0.00	0.00	0.00	0.00
6	0.00	0.00	0.00	0.00	0.00
7	0.00	0.00	0.00	0.00	0.00
8	Total NOLCO - taxpayer/filer (Sum of Items 4D to 7D) (To Part V Schedule 3 A Item 15A)				



BIR Form No. <b>1701</b> January 2018 (ENCS) Page 4	<b>Annual Income Tax Return</b> Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18EICS P4			
TIN <b>497-143-553-000</b>		Taxpayer/ filer's Last Name <b>CASTRO MARY FRANCES DOMINIQUE DO</b>			
(Continuation of Schedule 6)					
<b>6.A.2 - Spouse's Detailed Computation of Available NOLCO</b>					
Year Incurred	Net Operating Loss A. Amount	B. NOLCO Applied Previous Year/s	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) (E)=A-(B+C+D)
09	0.00	0.00	0.00	0.00	0.00
10	0.00	0.00	0.00	0.00	0.00
11	0.00	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00	0.00
<b>13 Total NOLCO - Spouse (Sum of Items 9D to 12D) (To Part V Schedule 3 A Item 15D)</b>					0.00
<b>PART VI - Summary of Income Tax Due</b>					
<b>1 Regular Rate-Income Tax Due (From Part V, Either Item 25 or Item 32)</b>	123,686.00	0.00			
<b>2 Special Rate-Income Tax Due (From Part X Item 17E/17F)</b>	0.00	0.00			
<b>3 Less: Share of Other Government Agency, if remitted directly to the Agency</b>	0.00	0.00			
<b>4 Net Special Rate-Income Tax Due/Share of National Govt. (Item 2 Less Item 3)</b>	0.00	0.00			
<b>5 Total Income Tax Due (Sum of Items 1 &amp; 4) (To Part II Item 22)</b>	123,686.00	0.00			
<b>PART VII - Tax Credits/Payments (attach proof)</b>					
<b>1 Prior Year's Excess Credits</b>	0.00	0.00			
<b>2 Tax Payments for the First Three (3) Quarters</b>	0.00	0.00			
<b>3 Creditable Tax Withheld for the First Three (3) Quarters</b>	165,761.77	0.00			
<b>4 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter</b>	0.00	0.00			
<b>5 Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 3Ad/3Bd)</b>	0.00	0.00			
<b>6 Tax Paid in Return Previously Filed, if this is an Amended Return</b>	0.00	0.00			
<b>7 Foreign Tax Credits, if applicable</b>	0.00	0.00			
<b>8 Special Tax Credits, if applicable (To Part VIII Item 6)</b>	0.00	0.00			
<b>9 Other Tax Credits/Payments (specify)</b>	0.00	0.00			
<b>10 Total Tax Credits/Payments (Sum of Items 1 to 9) (To Part II Item 23)</b>	165,762.00	0.00			
<b>PART VIII - Tax Relief Availment</b>					
<b>VIIIA - Special Rate</b>					
<b>1 Regular Income Tax Otherwise Due (Part X Item 16B and/or Item 16F X applicable regular income tax rate)</b>	0.00	0.00			
<b>2 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7B and/or Item 7F X applicable regular income tax rate)</b>	0.00	0.00			
<b>3 Sub-Total - Tax Relief (Sum of Items 1 and 2)</b>	0.00	0.00			
<b>4 Less: Income Tax Due (From Part X Item 17B and/or Item 17F)</b>	0.00	0.00			
<b>5 Tax Relief Availment Before Special Tax Credit (Item 3 Less Item 4)</b>	0.00	0.00			
<b>6 Add: Special Tax Credit, if any (From Part VII Item 8)</b>	0.00	0.00			
<b>7 Total Tax Relief Availment-SPECIAL (Sum of Items 5 and 6)</b>	0.00	0.00			
<b>VIIIB - Exempt</b>					
<b>8 Regular Income Tax Otherwise Due (Part X Item 16A and/or Item 16E X applicable regular income tax rate)</b>	0.00	0.00			
<b>9 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7A and/or Item 7E X applicable regular income tax rate)</b>	0.00	0.00			
<b>10 Total Tax Relief Availment-EXEMPT (Sum of Items 8 and 9)</b>	0.00	0.00			
<b>PART IX - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheets, if necessary)</b>					
Particulars	A. Taxpayer/Filer	B. Spouse			
<b>1 Net Income/(Loss) per Books</b>	684,743.00	0.00			
<b>Add: Non-Deductible Expenses/Taxable Other Income</b>					
<b>2</b>	0.00	0.00			
<b>3</b>	0.00	0.00			
<b>4</b>	0.00	0.00			
<b>5 Total (Sum of Items 1 to 4)</b>	684,743.00	0.00			
<b>Less: A) Non-Taxable Income and Income Subjected to Final Tax</b>					
<b>6</b>	0.00	0.00			
<b>7</b>	0.00	0.00			
<b>B) Special/Other Allowable Deductions</b>					
<b>8</b>	0.00	0.00			
<b>9</b>	0.00	0.00			
<b>10 Total (Sum of Items 6 to 9)</b>	0.00	0.00			
<b>11 Net Taxable Income/(Loss) (Item 5 Less Item 10)</b>	684,743.00	0.00			





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF INTERNAL REVENUE**  
REVENUE REGION NO. 9A - CaBaMiRo  
CITY OF STO. TOMAS, BATANGAS  
QF-TCC-01-01-2023.00

Annex "M"

TCBP NO. RR9A-063-05-14-R0868-2024-E

# TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

**CASTRO, MARY FRANCES**  
**DOMINIQUE DE GUZMAN**  
(PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING)  
Name of Taxpayer

**SANTO NIÑO, CITY OF CALAPAN (CAPITAL), ORIENTAL MINDORO**  
Address

**497-143-353-00000**  
Taxpayer 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 this 14th day of May, 2024.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL MAY 14, 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 APRIL 25, 2024 UNDER PAYMENT TRANSACTION NO. 7020240425134830968005. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.



  
**ROSALINDA D. CABIDOG**  
Chief, Collection Division

DOCUMENTARY STAMP TAX  
DATE OF PAYMENT: 04/16/2024  
PAYMENT CONFIRMATION:  
7020240416154213741363  
AMOUNT: P30.00

**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.





This certifies that

**PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING**  
(NATIONAL)

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

This certificate issued to

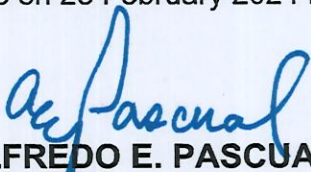
**MARY FRANCES DOMINIQUE DE GUZMAN CASTRO**

is valid from 20 June 2024 to 20 June 2029 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

**Certificate of Business Name Registration**

and issue the same on 28 February 2024 in the Philippines.

  
**ALFREDO E. PASCUAL**  
Secretary

**Business Name No. 1035025**

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



TWCO145715983637



Standard Form Number: SF-GOOD-01  
Revised on: May 24, 2004

APPROVED BUDGET FOR THE CONTRACT (ABC)  
Supply and Delivery of Office Equipment for the BEST Organization of MinSU Bongabong Campus  
Labasan, Bongabong, Oriental Mindoro  
Project Name and Location

Stations: Mindoro State University  
Length:

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)	(5)X(9)	(11)	(12)	(13)	(11) / (3)					
1	Lot 1	1	unit	40,000.00	40,000.00	-													
	DSLR camera																		
	24.1 megapixels					-													
	DIGIC 4+ processor type					-													
	Image Resolution:					-													
	9-point AF with 1 centre cross-type AF point					-													
	Standard ISO 100-6400 (expandable to 12800)					-													
	Wi-Fi/NFC supported					-													
	AF Modes: one-shot AF, AI Servo AF, AI Focus AF					-													
	Shutter Speed Range (Sec.) 30-1/4000, Bulb					-													
	Standard Power Supply Battery Pack LP-E10					-													
	Still Image Format: JPEG, RAW, RAW + JPEG					-													
	Viewfinder Coverage (Approx.): 95					-													
	Viewfinder Type: Eye-level pentamirror					-													
	Lot 2					-													
1	Printer	1	unit	17,045.00	17,045.00														
	Print, Scan, Copy					-													
	Compact integrated tank design					-													
	Print speeds up to 15.5ipm for black and 8.5ipm for color					-													
	Auto-Duplex printing					-													
	ADF capability					-													
	Ethernet & Wi-Fi Direct					-													
	Seamless setup with Smart Panel					-													
	Borderless Printing up to A4 size					-													
	Spill-free ink refilling					-													
	Heat-Free Technology					-													









Republic of the Philippines  
MINDORO STATE UNIVERSITY  
Bongabong Campus  
Labasan, Bongabong, Oriental Mindoro



PURCHASE REQUEST

Fund Cluster:

Office/Section:		PR No.: 2024-123 Responsibility Center Code		Date:	
Stock/ Property	Unit	Item Description	Qty	Unit Cost	Total Cost
		Lot 1			
	1	DSLR camera	1	40000.00	40000.00
		• 24.1 megapixels			
		• DIGIC 4+ processor type			
		• Image Resolution:			
		• 9-point AF with 1 centre cross-type AF point			
		• Standard ISO 100 - 6400 (expandable to 12800)			
		• Wi-Fi / NFC supported			
		• AF Modes: one-shot AF, AI Servo AF, AI Focus AF			
		• Shutter Speed Range (Sec.) 30 - 1/4000, Bulb			
		• Standard Power Supply Battery Pack LP-E10			
		• Still Image Format: JPEG, RAW, RAW + JPEG			
		• Viewfinder Coverage (Approx.): 95.			
		• Viewfinder Type: Eye-level pentamirror			
		Lot 2			
	1	Printer	1	17045.00	17045.00
		Print, Scan, Copy			
		Compact integrated tank design			
		Print speeds up to 15.5ipm for black and 8.5ipm for color			
		Auto-Duplex printing			
		ADF capability			STF - 1071
		Ethernet & Wi-Fi Direct			164-200
		Seamless setup with Epson Smart Panel			65-704
		Borderless Printing up to A4 size			5020321002
		Spill-free ink refilling			5020321003
		Powered by Epson Heat-Free Technology			
		Paper Size: Legal (8.5 x 14"), 8.5 x 13", Letter, A4, B5, A5, A6, Hagaki (100 x 148 mm), 16K (195 x 270 mm), Indian-Legal (215 x 345 mm), B6, 5 x 7", 4 x 6", Envelopes #10, DL, C6"			
		GRAND TOTAL			57, 045.00
Purpose: DSLR Camera and Printer - BEST Organization					
Requested by:		Recommending Approval:		Certified Allotment Available:	
Signature:		Signature:		Signature:	
Printed Name:	EVA V. BRINOSA, Ed.D	CIEDELLE PIOL-SALAZAR, Ph.D.		ROVELYN P. ROXAS	
Designation:	BEST, Adviser	Campus Executive Director		Budget Officer III	
Approved by:		Signature:			
Signature:		CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.			
Printed Name:		OIC-University President			
Designation:					





Better Educators for Students Today  
ORGANIZATION



**BUDGETARY ESTIMATES FOR DIGITAL SINGLE-LENS REFLEX (DSLR)  
CAMERA AND PRINTER FROM PROPOSED STUDENT CAPABILITY  
ENHANCEMENT FUND A.Y. 2023-2024**

**Introduced and proposed by:  
BEST ORGANIZATION**

**April 2024**



bestdepartment2122@gmail.com |



+63 907-455-8224 |



Mindoro State University - Bongabong: BEST

Mindoro State University Bongabong Campus  
Labasan, Bongabong, Oriental Mindoro





## I. BASIC INFORMATION

**Proposed Project Title:** Budgetary Estimates for Digital Single-Lense Reflex (DSLR) Camera and Printer from Proposed Student Capability Enhancement Fund A.Y. 2023-2024

**Proponents:** Mr. Mark Gerold C. de Guzman (*President*), Dr. Eva V. Briñosa (*Adviser*), and Dr. Mylene C. Briñosa (*Adviser*)

**Budgetary Estimates:** Fifty-Seven Thousand and Forty-Five Pesos (Php 57, 045.00)

**Source of Fund:** BEST Organization's Student Capability Enhancement Fund (Proposed SCEF)

## II. DSLR CAMERA

DESCRIPTION	QUANTITY	UNIT COST	AMOUNT
Canon 1500d EOS	1 pc	40,000.00	40,000.00
SUB-TOTAL			40, 000.00


## III. PRINTER

DESCRIPTION	QUANTITY	UNIT COST	AMOUNT
Epson Eco Tank L6270	1 pc	17, 045.00	17, 045.00
SUB-TOTAL			17, 045.00

## IV. SUMMARY OF THE BUDGETARY ESTIMATES

DESCRIPTION	QUANTITY	UNIT COST	AMOUNT
Canon 1500d EOS	1 pc	31, 000.00	40, 000.00
Epson Eco Tank L6270	1 pc	17, 045.00	17, 045.00
GRAND TOTAL			57, 045.00

Prepared by:

  
**MARK GEROLD C. DE GUZMAN**  
*President, BEST Organization*







## TRANSMITTAL LETTER

**DR. CHRISTIAN ANTHONY C. AGUTAYA**  
OIC-Office of the University President  
This University

Sir;

Mabuhay, *MAHAL TA NA!* An *educalidad* greeting from the BEST Organization!

We would like to request from your good office the approval of the Better Educators for Students Today (BEST) Organization's Resolution No. 20, series of 2023-2024 which conveys the utilization amounting to **Fifty-Seven Thousand and Forty-Five Pesos Only (Php. 57, 045.00)** from the Student Capability Enhancement Fund (SCEF) for the purchase of equipment for the Better Educators for Students Today (BEST) Organization.

We believe that the allocation of funds can positively impact student life, academic programs, and extracurricular activities in which the organization came to an agreement to utilize our fund to equipment, student activities and office supplies to aide day-to-day organizational endeavors.

Attach herewith is the original resolution, proposal, and budgetary requirements for your information and approval.

Hoping for your kind consideration regarding this matter. *Salamat!*


Very truly yours,

  
**MARK GEROLD CEA DE GUZMAN**  
*BEST, President*

Noted by:

  
**JANETH D. LINGA**  
*Program Chairperson, College of Teacher Education*

  
**EVA V. BRINOSA, Ed.D.**  
*Adviser, BEST Organization*

  
**MYLENE C. BRIÑOSA, Ed.D.**  
*Adviser, BEST Organization*







RESOLUTION No. 20, Series of 2023-2024

**A RESOLUTION REQUESTING FOR THE RELEASE OF FIFTY-SEVEN THOUSAND AND FORTY-FIVE PESOS (PHP 57, 045.00) FROM THE STUDENT CAPABILITY ENHANCEMENT FUND (SCEF) OF THE BEST ORGANIZATION FOR THE MATERIALIZATION AND REALIZATION OF THE REQUESTED EQUIPMENT**

**WHEREAS**, the Student Capability Enhancement Fund (SCEF) is established to support educational initiatives and enhance the capabilities of students within the university;

**WHEREAS**, the BEST Organization plans to purchase a DSLR Camera for the use of the organization valued at Forty Thousand Pesos (Php. 40, 000.00) which would significantly contribute to the organization's objectives by facilitating high-quality visual documentation and content creation

**WHEREAS**, the purchase of a printer worth Seventeen Thousand and Four Hundred Five Pesos (Php. 17, 405.00) which will be essential for ensuring efficient production of necessary materials for organizational activities;

**WHEREAS**, the Student Capability Enhancement Fund (SCEF) has been designated for initiatives aimed at improving student skills and opportunities;


**WHEREAS**, the requested release of Fifty-Seven Thousand and Forty-Five Pesos (Php 57, 045.00) from the Student Capability Enhancement Fund (SCEF) is essential to cover the expenses related to the aforementioned equipment, ensuring their successful implementation for the benefit of the organization and its members, mentioning the estimated expenses that are summarized to *wit*;

PARTICULARS	ESTIMATED AMOUNT
DSLR Camera	40, 000.00
Printer	17, 405.00
<b>TOTAL</b>	<b>Php. 57, 405 .00</b>

**WHEREAS**, upon the motion of the organization's Vice Presidents; Riva Mae A. Calingasan, Renel M. Magsipoc, and Albert P. Ong;

**RESOLVED, AS IT IS HEREBY RESOLVED** to approve the **RESOLUTION REQUESTING FOR THE RELEASE OF FIFTY-SEVEN THOUSAND AND FORTY-FIVE PESOS (PHP 57, 045.00) FROM THE STUDENT CAPABILITY ENHANCEMENT FUND (SCEF) OF THE BEST ORGANIZATION FOR THE MATERIALIZATION AND REALIZATION OF THE REQUESTED EQUIPMENT**

**RESOLVED FURTHER**, that copies of this resolution be forwarded to the Office of the Student Affairs Services, for their information and guidance.

  
**MYLENE C. BRIÑOSA, Ed. D**  
BEST Adviser

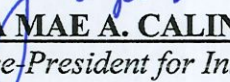
  
**EVA V. BRIÑOSA, Ed. D**  
BEST Adviser

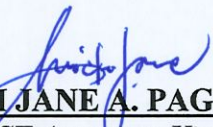


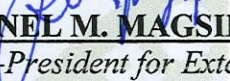


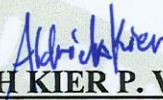



  
**MARK GEROLD C. DE GUZMAN**  
BEST President

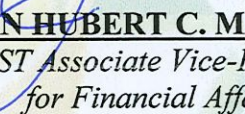
  
**RIVA MAE A. CALINGASAN**  
BEST Vice-President for Internal Affairs

  
**MICAH JANE A. PAGKALIWAGAN**  
BEST Associate Vice-President  
for Internal Affairs

  
**RENEL M. MAGSIPOC**  
BEST Vice-President for External Affairs

  
**ALDRICH KIER P. WATIWAT**  
BEST Associate Vice-President  
for External Affairs

  
**ALBERT P. ONG**  
BEST Vice-President for Financial  
Affairs

  
**JOHN HUBERT C. MANALILI**  
BEST Associate Vice-President  
for Financial Affairs

**A RESOLUTION REQUESTING FOR THE RELEASE OF FIFTY-SEVEN  
THOUSAND AND FORTY-FIVE PESOS (PHP 57, 045.00) FROM THE STUDENT  
CAPABILITY ENHANCEMENT FUND (SCEF) OF THE BEST ORGANIZATION  
FOR THE MATERIALIZATION AND REALIZATION OF THE REQUESTED  
EQUIPMENT**







# 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



February 21, 2024

**MR. MARK GEROLD C. DE GUZMAN**

President, BEST

MinSU Bongabong Campus

Dear *Mr. De Guzman*:

Greetings!

I hope this letter finds you well. I am writing to provide your office with a copy of the Project Procurement Management Plan from the approved Budget 2024:

SCEF Released  
SCEF Proposed

P 52,492.57  
144,225.00

As per the instructions of Ms. Rovelyn P. Roxas, Supervising Administrative Officer, please prepare all the Purchase Requests for these PPMPs.

Best Regards!

Thank you and God bless!

Very truly yours,

*Easter Glory Y. Elaydo*  
**EASTER GLORY Y. ELAYDO**  
Designated Budget Officer, MBC













Better Educators for Students Today  
ORGANIZATION



## FOR PRINTER

### General Specs

**Energy Use:** 12 Watt (standalone copying, ISO/IEC 24712 pattern), 0,9 Watt (sleep mode), 5,3 Watt (Ready), 0,3 Watt (Power off)

**Supply Voltage:** AC 220 V - 240 V

**Product dimensions:** 375 x 347 x 231 mm (Width x Depth x Height)

**Product weight:** 7,3 kg

**Compatible Operating Systems:** Mac OS 10.10.x, Mac OS 10.7.x, Mac OS 10.8.x, Mac OS 10.9.x, Mac OS X 10.11.x, Mac OS X 10.12, Mac OS X 10.6.8, Windows 10, Windows 7, Windows 7 x64, Windows 8, Windows 8 (32/64 bit), Windows 8.1, Windows 8.1 x64 Edition, Windows Server 2003, Windows Server 2003 R2 x64, Windows Server 2003 x64, Windows Server 2008 (32/64bit), Windows Server 2008 R2, Windows Server 2012 (64bit), Windows Server 2012 R2, Windows Server 2016, Windows Vista, Windows XP SP3, Windows Server 2003 R2, XP Professional x64 Edition SP2

**Included Software:** Epson Easy Photo Print, Epson Event Manager, Epson Scan, EpsonNet Print, EpsonNet setup.

**Interfaces:** USB, Ethernet, WiFi, Wi-Fi Direct

**Mobile and Cloud printing services:** Epson Connect (iPrint, Email Print, Remote Print Driver, Scan-to-Cloud), Apple AirPrint, Google Cloud Print, Epson Smart Panel App

**Power supply:** 220V, 240V

**Colour:** Black



bestdepartment2122@gmail.com |



+63 907-455-8224 |



Mindoro State University - Bongabong: BEST

Mindoro State University Bongabong Campus  
Labasan, Bongabong, Oriental Mindoro





## FOR CAMERA

### AF MODES

ONE-SHOT AF, AI SERVO AF, AI FOCUS AF

### CLOSEST FOCUSING DISTANCE (CM)

25

### DIMENSIONS (EXCL. PROTRUSIONS) (MM) (APPROX.)

129.0 X 101.3 X 77.6

### DRIVE SYSTEM

MICRO MOTOR

### EFFECTIVE PIXELS (MEGAPIXELS)

24.1

### EXPOSURE COMPENSATION

MANUAL:  $\pm 5$  STOPS IN 1/3- OR 1/2-STOP INCREMENTS, AEB:  $\pm 2$  STOPS IN 1/3- OR 1/2-STOP INCREMENTS

### IMAGE RESOLUTION

6000 X 4000 (L) 3984 X 2656 (M) 2976 X 1984 (S1) 1920 X 1280 (S2) 720 X 480 (S3) 6000 X 4000 (RAW)

### LCD MONITOR (SIZE) (INCH)

3.0

### LCD MONITOR RESOLUTIONS (DOTS)

920000

### OPTICAL ZOOM

3X

### PERIPHERAL CONNECTIONS

HI-SPEED USB, HDMI (TYPE C)

### PROCESSOR TYPE

DIGIC 4+

### SENSOR SIZE

APS-C



bestdepartment2122@gmail.com |



+63 907-455-8224 |



Mindoro State University - Bongabong: BEST

Mindoro State University Bongabong Campus  
Labasan, Bongabong, Oriental Mindoro



## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

[illegible]

40,000.00

Recommending Approval:

**CIEDELLE P. SALAZAR, Ph.D.**  
Campus Executive Director



# PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

### Project, Programs and Activities

**TOTAL BUDGET:**

**Prepared By:**

recommending Approval:  
  
 CIEDELLE P. SALAZAR, Ph.D.  
 Campus Executive Director