



SUPPLY AND DELIVERY OF OFFICE EQUIPMENT FOR THE CTE-BSED FACULTY AT MINSU CALAPAN

CITY CAMPUS

Name of Project

**BAC Resolution Recommending Approval
Resolution No. 162, 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 CTE-BSEd Faculty at MinSU Calapan City Campus" with an Approved Budget for the Contract (ABC) amounting to Two Hundred Eighty Thousand Pesos (Php280,000.00);

WHEREAS, in response to the said advertisement, nine (9) suppliers were found in the document request list however, three (3) suppliers in the name of PHILIPPINE DUPLICATORS INC., SARY STATIONERY TRADING and PAPERCAT OFFICE SUPPLIES AND EQUIPMENT 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
Php280,000.00	Philippine Duplicators Inc.	Php230,000.00
	Sary Stationery Trading	Php275,000.00
	Papercat Office Supplies and Equipment Trading	Php276,582.00


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 PHILIPPINE DUPLICATORS INC. 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 CTE-BSEd Faculty at MinSU Calapan City Campus" to Philippine Duplicators Inc. amounting to Two Hundred Thirty Thousand Pesos (Php230,000.00) with official address at Brgy., Merville, Parañaque City as the supplier/bidder with Lowest Calculated Responsive Bid (LCRB);

RESOLVED, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 19th 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 11091231
Procuring Entity MINDORO STATE UNIVERSITY
Title Supply and Delivery of Office Equipment for the CTE-BSEd Faculty at MinSU Calapan City Campus
Area of Delivery Oriental Mindoro

Solicitation Number:	RFQ 2024-154	Status	Closed
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	9
Category:	Printing Supplies	Date Published	29/07/2024
Approved Budget for the Contract:	PHP 280,000.00	Last Updated / Time	29/07/2024 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	05/08/2024 17:00 PM
Client Agency:			
Contact Person:	MARK LESTER A MAGPANTAY Head, BAC Secretariat Alcate Victoria Oriental Mindoro Philippines 5205 63-9-154612960 macmagpantay@minsu.edu.ph		

Description

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

NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson

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

Item No. Unit ITEM AND DESCRIPTION QTY. UNIT PRICE TOTAL AMOUNT
Capital Outlay - Office Equipment
1 unit Multifunction Photocopier Machine 1
up to A3 paper size
copying speed: 35 pages per minute
up to 1200x1200 DPI print resolution
2 x 500 Sheets Cassette + 100 Sheets Bypass Tray
automatic reversing document feeder (ARDF)
automatic back to back (duplexing)
Print, Fax, Scan, Copy with USB & SD card
LAN Network Connectivity
Network & Wireless Printing

Warranty: 2 yrs

Date Created 26/07/2024

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[Help](#) | [Contact Us](#) | [Sitemap](#)



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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



- g. TAX Clearance
- h. DTI Registration/SEC Certificate
- i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

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

Ocular Inspection

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

Award

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

Evaluation of Quotations

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

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

Instructions

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

Liquidation Damages

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

Warranty

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

Payment

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

MSU-BAC-FR-05.01



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



Supply and Delivery of Office Equipment for the CTE-BSEd Faculty at MinSU Calapan City Campus

PR No.: 2024-118

RFO No. 2024-154

ABC Amount: Php280,000.00

Company Name : Sary Stationery Trading
Address : Sto. Niño, Calapan City, Or. Mindoro

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 20 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) [1] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		Capital Outlay - Office Equipment			
1	unit	Multifunction Photocopier Machine	1	275,000.00	275,000.00
		up to A3 paper size			
		copying speed: 35 pages per minute			
		up to 1200x1200 DPI print resolution			
		2 x 500 Sheets Cassette + 100 Sheets Bypass Tray			
		automatic reversing document feeder (ARDF)			
		automatic back to back (duplexing)			
		Print, Fax, Scan, Copy with USB & SD card			
		LAN Network Connectivity			
		Network & Wireless Printing			
		reducer & enlarger on copy & print			
		automatic sorting			
		Colored & Monochrome (Black & white)			
		Warranty: 2 yrs			
XX					
TOTAL					275,000.00

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

Supplier's Signature over Printed Name

TIN No. of Establishment

Contact Number

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

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



- g. TAX Clearance
- h. DTI Registration/SEC Certificate
- i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

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

Ocular Inspection

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

Award

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

Evaluation of Quotations

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

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

Instructions

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

Liquidation Damages

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

Warranty

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

Payment

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

MSU-BAC-FR-05.01



Supply and Delivery of Office Equipment for the CTE-BSEd Faculty at MinSU Calapan City Campus

ABC Amount: Php 280,000.00

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.

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	Item No.	UNIT PRICE	TOTAL AMOUNT
		Capital Outlay - Office Equipment			
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		up to A3 paper size			
		copying speed: 35 pages per minute			
		up to 1200x1200 DPI print resolution			
		2 x 500 Sheets Cassette + 100 Sheets Bypass Tray			
		automatic reversing document feeder (ARDF)			
		automatic back to back (duplexing)			
		Print, Fax, Scan, Copy with USB & SD card			
		LAN Network Connectivity			
		Network & Wireless Printing			
		reducer & enlarger on copy & print			
		automatic sorting			
		Colored & Monochrome (Black & white)			
XX					
			TOTAL		276582.00

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

Date _____

MSU-BAC-FR-05.01

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



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
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 - g. TAX Clearance
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MSU-BAC-FR-05.01

List of Eligibility Documents

of

PHILIPPINE DUPLICATORS, INC.

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

SEC Certificate	Registration Date : 12-Oct-2012 SEC Certificate Number : 21570
Mayors Permit	Expiration Date : 31-Dec-2024 Permit Number : 202412413102965 Place of Issue : Paranaque City Issued By / Signatory : Atty. Melani T. Soriano-Malaya Issuance Date : 24-Jan-2024
Tax Clearance	Expiration Date : 22-Jan-2025 TCC Number : 08B052012R006922024M Issued By / Signatory : Alicia DT. Palmaria Issuance date : 22-Jan-2024
Audited Financial Statement	Date of Filing : 14-Jul-2023 Current Asset : 251,829,454.00 Total Asset : 441,717,657.00 Current Liabilities : 138,118,160.00 Total Liabilities : 150,472,445.00 Name of Auditor : Ana Lea C. Bergado BIR RDO Code : 52
PCAB License	Expiration Date : 08-May-2025 Issued By / Signatory : Maria Teresa A. Navarro Issuance Date : 08-May-2024 License Number : License First Issue Date : - Principal Classification : Category :

Certificate Reference No: 200012-3-451965483

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REMINDERS ¹

- *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.*

Certificate Reference No: 200012-3-451965483

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

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



Page 1 of 3



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	3,600.00
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

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



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

HON. ERIC L. OLIVAREZ
CITY MAYOR



This Permit is not valid without a security seal.

2004008052
BUSINESS IDENTIFICATION NUMBER

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF **PARAÑAQUE CITY**

A F F I D A V I T

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

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

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

IN WITNESS WHEREOF, I have hereunto set my hand this 02 AUG 2024 day of PARAÑAQUE CITY Philippines.

ATTY. SAMUEL F. VILLACAMPA
President & Chief Operations Officer

SUBSCRIBED AND SWORN to before me, this 02 AUG 2024 day of PARAÑAQUE CITY 2024 affiant exhibiting to me his Passport No. P9800475B issued on April 27, 2022 until April 26, 2032 at DFA Manila, Philippines.

Doc. No. MP
Page No. 81
Book No. 102
Series of 2024

NOTARY PUBLIC
ATTY. CARLOS M. CARLOS
NOTARY PUBLIC - PARAÑAQUE CITY
COMM. NO. 242 - UNTIL DEC. 31, 2024
ROLL NO. 43869
IBP NO. 03068 - LIFETIME MEMBER
PTR NO. 3480424 - 1/2/24 PQUE. CITY
MCLE VI-0024256 - 08/20/2020
UNIT 155, VALLEY 1, BRGY. SAN ANTONIO
SUCAT, PARAÑAQUE CITY

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	REGISTRATION FEE
VALUE - ADDED TAX	WITHHOLDING TAX - COMPENSATION
WITHHOLDING TAX - EXPANDED/OTH	WITHHOLDING TAX - FINAL
WITHHOLDING TAX - FRINGE BENEF	

TRADE NAME	LINE OF BUSINESS / INDUSTRY
PHILIPPINE DUPLICATORS, INC.	5236 RETAIL OF OFFICE MACHINES, EQUIPMENT, COMPUTERS 7011 BUYING, SELLING, RENTING, LEASING, OPERATION OF DWELLINGS 9309 OTHER SERVICE ACTIVITIES, N.E.C

DATE OF BUSINESS REGISTRATION: 10.12.62

- ♦ Payment of Annual Registration Fee On or Before January 31, using BIR Form 0005
- ♦ Within 30 Days from registration date, the following should be complied:
 - Authority to Print Invoices/Receipts (BIR Form 1006)
 - Registration of Books of Accounts (BIR Form 1005)
- ♦ IMMEDIATELY Inform this DISTRICT OFFICE in case of Transfer/Cancellation of Business and other concerns by filling up BIR Form 1005 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
ROSITA D. MENIANO

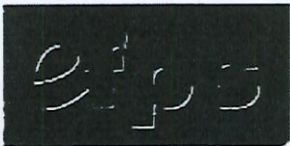
OIC-REVENUE DISTRICT OFFICER

REVENUE DISTRICT OFFICER (Signature over printed name)



Bureau of Internal Revenue
Republic of the Philippines

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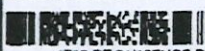


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

FILING REFERENCE NO.

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

[BIR Main | eFPS Login | User Menu | Help]

BIR Form No. 1702-RT January 2018(ENCS) Page 4	Annual Income Tax Return Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate	 1702-RT 01/18ENCS P4
Taxpayer Identification Number (TIN) 000 - 412 - 893 - 000		Registered Name 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; 43 Centavos or Less drop down; 50 or more round up)		
Net Operating Loss		B) NOLCO Applied Previous Year
Year Incurred	A) Amount	
4	0	0
5	0	0
6	0	0
7	0	0

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


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


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

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

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

Schedule V - Reconciliation of Net Income per Books Against Taxable Income (attach additional sheet/s, if necessary)	
1 Net Income/(Loss) per books	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. 1702-RT January 2018(ENCS) Page 3		Annual Income Tax Return Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate		 1702-RT 01/18ENCS P3
Taxpayer Identification Number (TIN) 000 - 412 - 893 - 000		Registered Name PHILIPPINE DUPLICATORS, INC.		
Schedule I - Ordinary Allowable Itemized Deductions (Attach additional sheet/s, if necessary)				
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			57,468,090	
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			4,014,618	
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	
Schedule II - Special Allowable Itemized Deductions (Attach additional sheet/s, if necessary)				
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. 1702-RT January 2018(ENCS) Page 2	Annual Income Tax Return Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate	 1702-RT 01/18ENCS P2
Taxpayer Identification Number (TIN) 000 - 412 - 893 - 000		Registered Name PHILIPPINE DUPLICATORS, INC.
Part IV - Computation of Tax (Do NOT enter Centavos)		
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)		(1,271,416)
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




Reference No : 462400060856453
Date Filed : July 26, 2024 11:39 AM
Batch Number : 0



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

For BIR Use Only: BCS/ Item:

BIR Form No. 1702-RT January 2018(ENCS) Page 1		Annual Income Tax Return For Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate Enter all required information in CAPITAL LETTERS. Mark applicable boxes with an "X". Two Copies MUST be filed with the BIR and one held by the taxpayer.		 1702-RT 01/18ENCS P1	
1 For Calendar Fiscal	3 Amended Return?	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 DOMESTIC CORPORATION IN GENERAL		
Part I - Background Information					
6 Taxpayer Identification Number (TIN)		000 - 412 - 893 - 000		7 RDO Code 052	
8 Registered Name (Enter only 1 letter per box using CAPITAL LETTERS) PHILIPPINE DUPLICATORS, INC.					
9A Registered Address (Indicate complete registered address) CCC BLDG KM. 14 WEST SERVICE ROAD EDISO MERVILLE CITY OF 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 fn@phildup.com		
13 Method of Deductions <input type="radio"/> Itemized Deductions [Section 34 (A-J), NIRC] <input type="radio"/> 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)					
<input checked="" type="checkbox"/> To be refunded <input type="checkbox"/> To be issued a Tax Credit Certificate (TCC) <input type="checkbox"/> To be carried over as tax credit next year/quarter					
We declare under the penalties of perjury that this annual return has been made in good faith, verified by us, and to the best of our knowledge and belief, is true and correct pursuant to the provisions of the National Internal Revenue Code, its regulations, and the regulations issued under authority thereof. (If Authorized Representative, attach electronic signature later and indicate TIN)					
ATTY. SAMUEL F. VILLACAMPA			SONNY C. ORSANO		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. 248695424. 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. 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
SEC Building, EDSA, Greenhills
City of Mandaluyong, Metro Manila

COMPANY REG. NO. 21570

**CERTIFICATE OF FILING
OF
AMENDED ARTICLES OF INCORPORATION**

KNOW ALL PERSONS BY THESE PRESENTS:

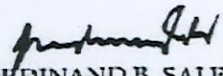
This is to certify that the amended articles of incorporation of the

PHILIPPINE DUPLICATORS, INC.
[Amending Article IV by extending the term of its existence.]

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

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

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

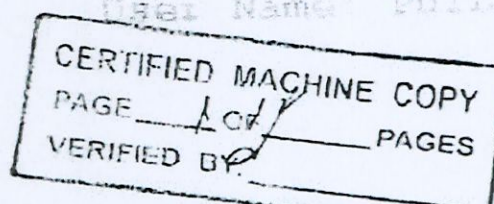

FERDINAND B. SALES
Officer-In-Charge

Company Registration and Monitoring Department

MC/melly

Date: 9-7-2012

3:34 PM

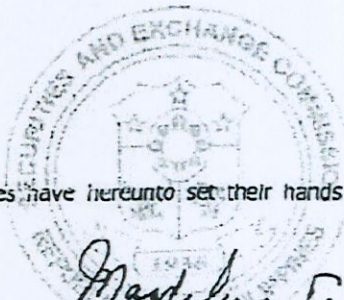


REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
EDSA MANDALUYONG, METRO MANILA 155
49/90

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND
CORRECT MACHINE REPRODUCTION OF THE OFFICIAL FILE(8)
THEREOF IN THE CUSTODY OF THE COMMISSION CONSISTING
OF Two PAGE(S)

Att. Application Done

VERIFIED BY 987090 FEES P PAID UNDER
OR No 987090 DATED 7/9/90



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. ZUÑIGA
Corporate Secretary

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

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

www.sec.gov.ph

VERNY JUAN C. CAMACHO

Notary Public for Makati City
Comm. No. M-199, Unit 100, 317, 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 _____ OF _____ PAGES
VERIFIED BY:

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

9-7-12

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

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

FOURTH - That the term for which said corporation is to exist is ~~another~~ Fifty (50) years from and after October 11, 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
100

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

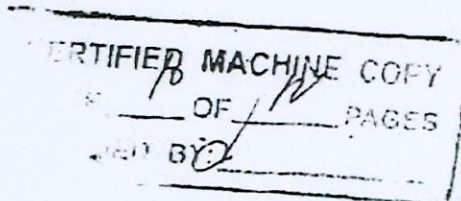
Doc. No. 684;
Page No. 88;
Book No. XVI;
Series of 1962

(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-0090672	Manila	Jan. 12, 1962
	B-910383	Manila	Mar. 20, 1962
Angel Heredia	A-0090652	Manila	Jan. 12, 1962
	B-0140134	Manila	Mar. 20, 1962

CERTIFIED
MANILA
PAGES
DIED 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
	<u>Total.....</u>	<u>4,050</u>	<u>P405,000.00</u>
		vvvvv	vvvvvvvvvvv

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.	Bagjao 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	Bagjao 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.

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;

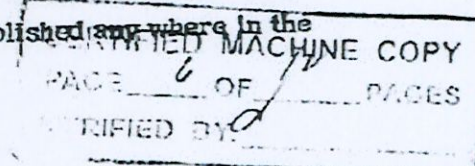
9. To carry on the business of trade of general warehousing, remover, storer, packers of personal properties of every nature, kind and description; to issue warrants to persons warehousing goods with the company, and to lend money upon the security of such goods;

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

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

As amended
On September
17, 1984



OF THE

25 JUN 20 4 27

1997

1:17.2

15

1

1

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-

COVER SHEET

Mr. Chans 9/12 2012

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

810-0430

Contact Person
Last day of Sept.

Amending Article Fourth

Company Telephone Number
2nd Tues. of ann.

Month Day
Fiscal Year

FORM TYPE

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: 9-7-2013 Time: 3:13:53 PM

www.sec.gov.ph

Remarks = pls. use black ink for scanning purposes

User Name: PHILDOPLU

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PAGE 1 OF 1 PAGES
VERIFIED BY: [Signature]



Republic of the Philippines
DEPARTMENT OF FINANCE
SECURITIES & EXCHANGE COMMISSION
SEC Building, EDSA, Greenhills
City of Mandaluyong, 1554



PAYMENT ASSESSMENT FORM

No. 09202012-656796

[illegible]



No. 10092012-128530

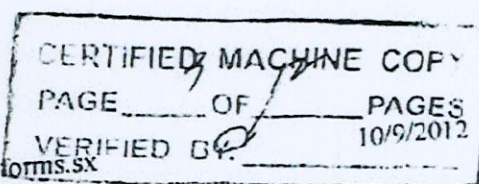
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Date: 9-7-2013 Time: 3:3:52 AM

www.sec.gov.ph

USER NAME: PHILIPPLEA

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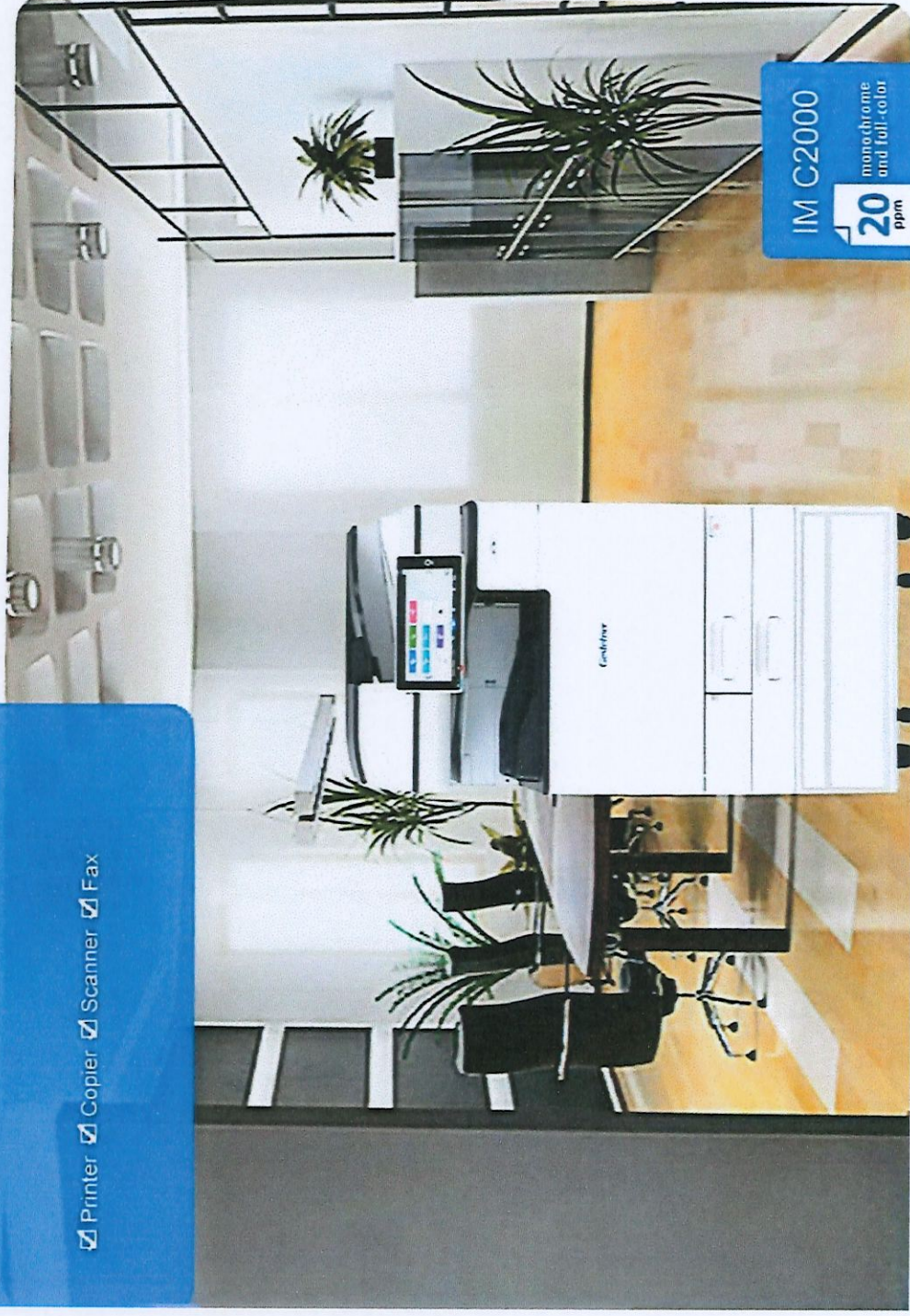


A3 Colour Intelligent Devices

Gestetner IM C2000

✓ Printer ✓ Copier ✓ Scanner ✓ Fax

Gestetner



IM C2000

Main Specifications

GENERAL

Warm-up time	21 seconds
First output speed: B/W	5.1 seconds
First output speed: full colour	7.4 seconds
Continuous output speed	20 ppm
Memory: standard	2 GB
Memory: maximum	4 GB
HDD: standard	320 GB
HDD: maximum	320 GB
ARDF capacity	100 sheets
SPDF capacity	220 sheets
Weight	91 kg
Dimensions: W x D x H	587 x 665 x 913 mm
Power source	220 - 240 V, 50/60 Hz

OUTPUT TRAYS AND FINISHER OPTIONS

2x 550-sheet Paper tray	Paper size: (SRA3, A3, A4, A5, A6, B4, B5, B6), Paper weight: (60-300 g/m ²)
1x 550-sheet Paper tray	Paper size: (SRA3, A3, A4, A5, A6, B4, B5, B6), Paper weight: (60-300 g/m ²)
1,000-sheet Booklet finisher	Paper size: (SRA3, A3, A4, A5, A6, B4, B5, B6), Paper weight: (52-300 g/m ²), Stack capacity: (1,000 sheets), Staple capacity: (50 sheets), Staple paper size: (A3, A4, A5, A6, B4, B5), Staple positions: (Top, Bottom, 2 staples, Booklet)
250-sheet Internal finisher	Paper size: (A3, A4, A5, A6, B4, B5), Paper weight: (52-300 g/m ²), Stack capacity: (250 sheets), Staple capacity: (5 sheets), Staple paper size: (A3, A4, A5, B4, B5), Staple paper weight: (64-80 g/m ²), Staple positions: (Top)
500-sheet Internal finisher	Paper size: (A3, A4, A5, A6, B4, B5), Paper weight: (52-300 g/m ²), Stack capacity: (500 sheets), Staple capacity: (50 sheets), Staple paper size: (A4, A5, B4, B5), Staple paper weight: (52-105 g/m ²), Staple positions: (Top, Bottom, 2 staples)
Internal shift tray	Tray capacity: (250 sheets), Paper size: (SRA3, A3, A4, A5, A6, B4, B5, B6), Paper weight: (52-300 g/m ²)
One-bin tray	Tray capacity: (125 sheets), Paper size: (A3, A4, A5, B3, B4), Paper weight: (52-300 g/m ²)

COPIER

Multiple copying	Up to 999 copies
Resolution	600 dpi
Zoom	From 25% to 400% in 1% steps

ECOLOGY

Power consumption: max.	Less than 1,700 W
Power consumption operation: B/W	415.9 W
Power consumption operation: Full colour	465.2 W
Power consumption: ready	46.2 W
Power consumption: sleep	0.55 W
TEC	0.7 kWh

PRINTER

CPU	ApolloLake E3930 1.3 GHz
Printer language: standard	PCL5c, PCL6, PostScript 3 (emulation), PDF direct (emulation)
Printer language: option	Genuine Adobe® PostScript®3™, PictBridge, PDF Direct from Adobe®
Print resolution: maximum	1,200 x 1,200 dpi
Network interface: standard	Ethernet 10 base-T/100 base-TX/1000 base-T, USB Host I/F Type A, USB Device I/F Type B
Network interface: option	Bi-directional IEEE 1284/ECP, Wireless LAN (IEEE 802.11a/b/g/n), Additional NIC (2nd port)
Mobile printing capability	Apple AirPrint™, Mopria, Google Cloud Print, NFC, Ricoh Smart Device Connector
Windows® environments	Windows® 7, Windows® 8.1, Windows® 10, Windows® Server 2008, Windows® Server 2008R2, Windows® Server 2012R2, Windows® Server 2016
Mac OS environments	Macintosh OS X Native v10.11 or later
UNIX environments	UNIX Sun® Solaris, HP-UX, SCO OpenServer, RedHat® Linux Enterprise, IBM® AIX
SAP® environments	SAP® S/4H®
Other supported environments	IBM iSeries

SCANNER

Scanning speed: ARDF	80 ipm (200/300 dpi)
Scanning speed: SPDF	120 ipm (simplex)/240 ipm (duplex)
Resolution: maximum	1,200 dpi
Compression method	TIFF (MH, MR, MMR, JBIG2), Grayscale
File formats	Single Page TIFF, Single page JPEG, Single page High compression PDF, Single page PDF/A, Multi page TIFF, Multi page PDF, Multi page High compression PDF, Multi page PDF/A
Scan modes	E-mail, Folder, USB, SD Card

FAX (OPTION)

Circuit	PSTN, PBX
Transmission speed	2 seconds
Modem speed: maximum	33.6 Kbps
Resolution: standard	8x3.85 line/mm, 200x100 dpi
Resolution: option	16x15.4 line/mm, 400x400 dpi
Compression method	MH, MR, MMR, JBIG
Scanning speed	68 spm
Memory: standard	4 MB, (320 pages)
Memory: maximum	60 MB, (4,800 pages)

PAPER HANDLING

Recommended paper size	Standard paper tray(s): SRA3, A3, A4, A5, A6, B4, B5, B6, Envelopes Optional paper tray(s): SRA3, A3, A4, A5, A6, B4, B5, B6, Envelopes Bypass tray: SRA3, A3, A4, A5, A6, B4, B5, B6, Envelopes, Custom Size paper
Paper input: standard	1,200 sheets
Paper input: maximum	2,300 sheets
Paper output: standard	500 sheets
Paper output: maximum	1,625 sheets
Paper weight	Trays: (60 - 300 g/m ²), Bypass: (52 - 300 g/m ²), Duplex: (52 - 256 g/m ²)
Paper types	Plain paper, Recycle paper, Special paper, Color paper, Letterhead, Cardstock, Preprinted paper, Bond paper, Coated paper, Envelope, Gloss paper, Label paper, OHP

Gestetner

www.phildup.com

Philippine Duplicators, Inc.

CCC Bldg. Km. 14, West Service Road
Edison Avenue, Brgy. Merville,
Parañaque City 1700
Tels: 822-26-01 to 08
Fax Nos. 822-0549 / 824-3460 / 822-2263
E-mail: Info@phildup.com * Website: www.phildup.com

August 01, 2024

Concessionaire for
RICOH · Gestetner

MINDORO STATE UNIVERSITY
Victoria, Oriental Mindoro

Dear Ma'am / Sir;

We certify that **PHILIPPINE DUPLICATORS INC.** is the authorized distributor and a concessionaire for **GESTETNER** products in the Philippines, and it is with pleasure that we submit our firm quotation for Machine of **Gestetner Digital Colored Copier IMC2000** as follows;

1 Unit - Gestetner Digital Colored Copier IMC2000

Php 230,000.00

With Free: 1 set of Initial Toner & Steel Cabinet

Specification: See Attached Instructions

Preventive Maintenance Agreement: Lifetime Free Service

Machine Guarantee: 12 Months or 80,000 copies whichever comes first.

We sincerely hope this matter will receive your most favorable consideration and we look forward to your approval in due course.

Very truly yours,

P. Eser Jose
ROMMEL T. ESERJOSE
Account Executive
09292612558/09228506390
rommeleserjose1994@gmail.com

Quezon City
(02) 722-1133, 722-4259
(02) 721-5315
722-4997 (Telefax)

Iloilo City
(0-33) 320-1380 (Telefax)
Davao City
(0-82) 296-0077 (Telefax)

Batangas City
(043) 723-1341
(043) 300-401 (Telefax)

Cagayan de Oro City
(088) 880-9946

Zamboanga City
(062) 991-8204

Legaspi City
(052) 480-4973
(052) 820-0479 (Telefax)

Tacloban City
(053) 522-0114

General Santos City
(083) 305-0075

La Union
(0-72) 242-4367/68
(0-72) 242-0479 (Telefax)

Butuan City
(085) 300-0924

Bohol
(038) 411-3005

Tuguegarao City
(0-78) 844-0412
(0-78) 844-0411 (Telefax)

Dumaguete City
(035) 422-8501

Dipolog City
(065) 212-1375

Cebu City
(0-32) 231-1363/4/6
(0-32) 232-2701 (Fax)

Bacolod City
(034) 703-2379

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 CTE-BSEd Faculty at MinsU Calapan City Campus
Masipit, Calapan City, Oriental Mindoro
Project Name and Location

Stations: Mindoro State University
Length:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	Contract Duration:					TOTAL COST	UNIT COST
									OTHER COST FACTORS						
									INFLATION, CURRENCY		VALUE				
									%						
									INFLATION, CURRENCY	VALUE					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)			
1	Capital Outlay - Office Equipment	1	unit	280,000.00	280,000.00										
	Multifunction Photocopier Machine														
	up to A3 paper size				-										
	copying speed: 35 pages per minute				-										
	up to 1200x1200 DPI print resolution				-										
	2 x 500 Sheets Cassette + 100 Sheets Bypass Tray				-										
	automatic reversing document feeder (ARDF)				-										
	automatic back to back (duplexing)				-										
	Print, Fax, Scan, Copy with USB & SD card				-										
	LAN Network Connectivity				-										
	Network & Wireless Printing				-										
	reducer & enlarger on copy & print				-										
	automatic sorting				-										
	Colored & Monochrome (Black & white)				-										
	Warranty: 2 yrs				-										
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX				-										
	GRAND TOTAL				280,000.00										

Prepared by

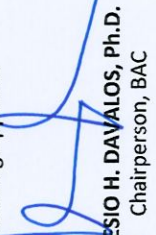
Submitted by

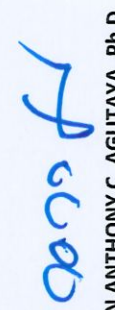
Recommending Approval

Approved


RENIELITO C. RICO
Member, BAC Secretariat


Engr. MARK LESTER A. MAGPANTAY
Head, BAC Secretariat


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


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

PURCHASE REQUEST

Fund Cluster:

Office/Section : CTE		PR No.: 2024 - 118 Responsibility Center Code :		Date: <i>June 14, 2024</i>	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
					-
1	unit	Capital Outlay-Office Equipment	1	280,000.00	280,000.00
		Multifunction Photocopier Machine			-
		up to A3 paper size			-
		copying speed: 35 pages per minute			-
		up to 1200x1200 DPI print resolution			-
		2 x 500 Sheets Cassette + 100 Sheets Bypass Tray			-
		automatic reversing document feeder (ARDF)			-
		automatic back to back (duplexing)			-
		Print, Fax, Scan, Copy with USB & SD card			-
		LAN Network Connectivity			-
		Network & Wireless Printing			-
		reducer & enlarger on copy & print			-
		automatic sorting			-
		Colored & Monochrome (Black & white)			-
		Warranty: 2 yrs			-
					-
					-
					-
					-
					-
					-
					-
					-
		TOTAL			280,000.00

Purpose:

Equipment for CTE-BSEd Faculty

STF - 1071
164-200
06-870
1060 to 202

Requested by:

Recommending Approval:

Certified:

Approved by:

Signature :

Printed Name :

Designation :

SHERIDAN C. BICALDO
Program Chairperson

ELVI C. ESCAREZ, Ph.D.
Campus Executive Director

ROVELYN P. ROXAS
Budget Officer III

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

AND USER UNIT - College of Teacher Education - BSED
 changed to STT- Production
 Project, Programs and Activities

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

[illegible]

CELINDA C. CASTILLO
Program Chair, BSED

Recommending Approval:

APRIL M. BAGON-FELDAN, PhD
Dean, College of Teacher Education

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

[illegible]

9,675.00

Recommending Approval:

APRIL 16 1961
Denn, College of Teacher Education

PURCHASE REQUEST

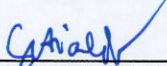
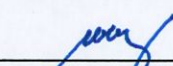
Fund Cluster:

STF

Office/Section : CTE		PR No.: 2024 - 118 Responsibility Center Code :		Date: May 30, 2024	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		LOT 1 - Other Supplies & Materials Expenses			-
1	pcs	Pail (Blue) (Size: L24" x D18")	4	110.00	440.00
2	pcs	Dipper (Blue)	5	35.00	175.00
3	pcs	All purpose Cleaner (1000ml)	10	350.00	3,500.00
4	pcs	Bleach (1000ml)	6	200.00	1,200.00
5	pcs	Soft Broom	12	150.00	1,800.00
6	pcs	Dust Pan	10	90.00	900.00
7	pcs	Floor Scrubbing Brush	3	70.00	210.00
8	pcs	Tornado Mop	2	500.00	1,000.00
9	pcs	Fabric Conditioner (1000ml)	3	150.00	450.00
					-
1	unit	LOT 2 - Capital Outlay-Office Equipment	1	280,000.00	280,000.00
		Multifunction Photocopier Machine			-
		up to A3 paper size			-
		copying speed: 35 pages per minute			-
		up to 1200x1200 DPI print resolution			-
		2 x 500 Sheets Cassette + 100 Sheets Bypass Tray			-
		automatic reversing document feeder (ARDF)			-
		automatic back to back (duplexing)			-
		Print, Fax, Scan, Copy with USB & SD card			-
		LAN Network Connectivity			-
		Network & Wireless Printing			-
		reducer & enlarger on copy & print			-
		automatic sorting			-
		Colored & Monochrome (Black & white)			-
		Warranty: 2 yrs			-
					-
					-
					-
		SUBTOTAL 1			9,675.00
		SUBTOTAL 2			280,000.00
					-
					-
					-
		GRANDTOTAL			289,675.00

Purpose:

Supplies and Equipment for CTE-BSEd Faculty

Requested by:	Recommending Approval:	Certified:	Approved by:
Signature : 		Allotment Available	
Printed Name : SHERIDAN C. BICALDO	ELVI C. ESCAREZ, Ph.D.	ROVELYN P. ROXAS	CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
Designation : Program Chairperson	Campus Executive Director	Budget Officer III	OIC - Office of the University President



PURCHASE REQUEST

Fund Cluster:

STR

Office/Section : CTE		PR No.: 2024 - 118 Responsibility Center Code :		Date: May 30, 2024	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		LOT 1 - Other Supplies & Materials Expenses			-
1	pcs	Pail (Blue) (Size: L24" x D18")	4	110.00	440.00
2	pcs	Dipper (Blue)	5	35.00	175.00
3	pcs	All purpose Cleaner (1000ml)	10	350.00	3,500.00
4	pcs	Bleach (1000ml)	6	200.00	1,200.00
5	pcs	Soft Broom	12	150.00	1,800.00
6	pcs	Dust Pan	10	90.00	900.00
7	pcs	Floor Scrubbing Brush	3	70.00	210.00
8	pcs	Tornado Mop	2	500.00	1,000.00
9	pcs	Fabric Conditioner (1000ml)	3	150.00	450.00
					-
1	unit	LOT 2 - Capital Outlay-Office Equipment	1	280,000.00	280,000.00
		Multifunction Photocopier Machine			-
		up to A3 paper size			-
		copying speed: 35 pages per minute			-
		up to 1200x1200 DPI print resolution			-
		2 x 500 Sheets Cassette + 100 Sheets Bypass Tray			-
		automatic reversing document feeder (ARDF)			-
		automatic back to back (duplexing)			-
		Print, Fax, Scan, Copy with USB & SD card			-
		LAN Network Connectivity			-
		Network & Wireless Printing			-
		reducer & enlarger on copy & print			-
		automatic sorting			-
		Colored & Monochrome (Black & white)			-
		Warranty: 2 yrs			-
					-
					-
					-
		SUBTOTAL 1			9,675.00
		SUBTOTAL 2			280,000.00
					-
					-
					-
		GRANDTOTAL			289,675.00

Purpose:

Supplies and Equipment for CTE-BSEd Faculty

Requested by:		Recommending Approval:		Certified:	Approved by:
Allotment Available					
Signature :					
Printed Name :	SHERIDAN C. BICALDO	ELVI C. ESCAREZ, Ph.D.	ROVELYN P. ROXAS	CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.	
Designation :	Program Chairperson	Campus Executive Director	Budget Officer III	OIC - Office of the University President	

MACHERMIE R. LANDICHO
Acting Budget Officer
MinSCAT - Calapan

PURCHASE REQUEST

Fund Cluster:

STW

Office/Section : CTE		PR No.: 2024 - 118 Responsibility Center Code :		Date: May 30, 2024	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		LOT 1 - Other Supplies & Materials Expenses			-
1	pcs	Pail (Blue) (Size: L24" x D18")	4	110.00	440.00
2	pcs	Dipper (Blue)	5	35.00	175.00
3	pcs	All purpose Cleaner (1000ml)	10	350.00	3,500.00
4	pcs	Bleach (1000ml)	6	200.00	1,200.00
5	pcs	Soft Broom	12	150.00	1,800.00
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8	pcs	Tornado Mop	2	500.00	1,000.00
9	pcs	Fabric Conditioner (1000ml)	3	150.00	450.00
					-
1	unit	LOT 2 - Capital Outlay-Office Equipment	1	280,000.00	280,000.00
		Multifunction Photocopier Machine			-
		up to A3 paper size			-
		copying speed: 35 pages per minute			-
		up to 1200x1200 DPI print resolution			-
		2 x 500 Sheets Cassette + 100 Sheets Bypass Tray			-
		automatic reversing document feeder (ARDF)			-
		automatic back to back (duplexing)			-
		Print, Fax, Scan, Copy with USB & SD card			-
		LAN Network Connectivity			-
		Network & Wireless Printing			-
		reducer & enlarger on copy & print			-
		automatic sorting			-
		Colored & Monochrome (Black & white)			-
		Warranty: 2 yrs			-
					-
					-
					-
					-
		SUBTOTAL 1			9,675.00
		SUBTOTAL 2			280,000.00
					-
					-
					-
		GRANDTOTAL			289,675.00

Purpose:

Supplies and Equipment for CTE-BSEd Faculty

Requested by:

Recommending Approval:

Certified:

Allotment Available

Approved by:

Signature :

Printed Name :

SHERIDAN C. BICALDO

ELVI C. ESCAREZ, Ph.D.

ROVELYN P. ROXAS

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

Program Chairperson

Campus Executive Director

Budget Officer III

OLC - Office of the University President

Philippine Duplicators, Inc.

CCC Bldg. Km. 14, West Service Road

Edison Avenue, Brgy. Merville,

Parañaque City 1700

Tels: 822-26-01 to 08

Fax Nos. 822-0549 / 824-3460 / 822-2263

E-mail: info@phildup.com * Website: www.phildup.com

August 01, 2024

Concessionaire for

RICOH · **Gestetner**

MINDORO STATE UNIVERSITY

Victoria, Oriental Mindoro

Dear Ma'am / Sir;

We certify that **PHILIPPINE DUPLICATORS INC.** is the authorized distributor and a concessionaire for GESTETNER products in the Philippines, and it is with pleasure that we submit our firm quotation for Machine of **Gestetner Digital Colored Copier IMC2000** as follows;

1 Unit - **Gestetner Digital Colored Copier IMC2000**

With Free: 1 set of Initial Toner & Steel Cabinet

Php 230,000.00

Specification: See Attached Instructions

Preventive Maintenance Agreement: Lifetime Free Service

Machine Guarantee: 12 Months or 80,000 copies whichever comes first.

We sincerely hope this matter will receive your most favorable consideration and we look forward to your approval in due course.

Very truly yours,

P. Esar Jose

ROMMEL T. ESERJOSE

Account Executive

09292612558/09228506390

rommeleserjose1994@gmail.com

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