



**SUPPLY AND DELIVERY OF OFFICE SUPPLIES, MATERIALS AND EQUIPMENT FOR COLLEGE  
DEPARTMENT STUDENT GOVERNMENT AT MINSU CALAPAN CITY CAMPUS**

Name of Project

**BAC Resolution Recommending Approval  
Resolution No. 165, 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 Supplies, Materials and Equipment for College Department Student Government at MinSU Calapan City Campus"** with an Approved Budget for the Contract (ABC) amounting to **Nine Hundred Forty Thousand Pesos (Php940,000.00)** composed of 5 lots namely;

| Particulars                                    | Approved Budget for the Contract (ABC) |
|--|--|
| Lot 1 – Semi Expendable Furniture and Fixtures | Php70,000.00                           |
| Lot 2 – Semi Expendable Office Equipment       | Php155,000.00                          |
| Lot 3 – Office Supplies                        | Php15,000.00                           |
| Lot 4 – Semi-Expendable ICT Equipment          | Php270,000.00                          |
| Lot 5 – Office Equipment                       | Php430,000.00                          |

**WHEREAS**, in response to the said advertisement, ten (10) suppliers were found in the document request list however, seven (7) suppliers in the name of **SARY STATIONARY TRADING, HIRAMS' SUPPLY WHOLESALING, DUPLICAT NON-SPECIALIZED WHOLESALE TRADING, CLEX E-XTRONICS TRADING INC., IRAYA LIFE ENTERPRISES, PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING** and **ESEC OFFICE SUPPLIES & EQUIPMENT TRADING** submitted price quotation before the deadline;

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

| Lot No. | Approved Budget for the Contract (ABC) | Name of Bidder                                 | Price Quotation |
|---------|--|--|-----------------|
| 1       | Php70,000.00                           | Sary Stationery Trading                        | Php48,200.00    |
|         |  | ESEC Office Supplies & Equipment Trading       | Php48,500.00    |
|         |  | CLEX E-xtronics Trading Inc.                   | Php53,000.00    |
|         |  | Iraya Life Enterprises                         | Php54,831.00    |
|         |  | HIRAMS' Supply Wholesaling                     | Php55,361.00    |
|         |  | Papercat Office Supplies and Equipment Trading | 103,878.00      |
| 2       | Php155,000.00                          | Sary Stationery Trading                        | Php136,250.00   |
|         |  | Duplicat Non-Specialized Wholesale Trading     | Php136,600.00   |
|         |  | HIRAMS' Supply Wholesaling                     | Php142,476.00   |
|         |  | CLEX E-xtronics Trading Inc.                   | Php178,900.00   |
|         |  | Iraya Life Enterprises                         | Php179,475.00   |
|         |  | Papercat Office Supplies and Equipment Trading | Php196,562.00   |
|         |  | ESEC Office Supplies & Equipment Trading       | Php205,000.00   |
| 3       | Php15,000.00                           | Sary Stationery Trading                        | Php12,250.00    |
|         |  | Duplicat Non-Specialized Wholesale Trading     | Php12,500.00    |
|         |  | HIRAMS' Supply Wholesaling                     | Php13,010.00    |
|         |  | Papercat Office Supplies and Equipment Trading | Php14,620.00    |
|         |  | ESEC Office Supplies & Equipment Trading       | Php15,000.00    |
|         |  | CLEX E-xtronics Trading Inc.                   | Php15,000.00    |
|         |  | Iraya Life Enterprises                         | Php16,390.00    |
| 4       | Php270,000.00                          | Sary Stationery Trading                        | Php263,600.00   |
|         |  | CLEX E-xtronics Trading Inc.                   | Php264,000.00   |

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





|   |               |  |               |
|---|---------------|--|---------------|
| 5 | Php430,000.00 | Duplicat Non-Specialized Wholesale Trading     | Php267,000.00 |
|   |               | HIRAMS' Supply Wholesaling                     | Php283,814.00 |
|   |               | ESEC Office Supplies & Equipment Trading       | Php348,000.00 |
|   |               | Papercat Office Supplies and Equipment Trading | Php374,000.00 |
|   |               | Iraya Life Enterprises                         | Php377,842.00 |
|   |               | ESEC Office Supplies & Equipment Trading       | Php265,000.00 |
|   |               | Sary Stationery Trading                        | Php289,00.00  |
|   |               | Iraya Life Enterprises                         | Php289,460.00 |
|   |               | CLEX E-xtronics Trading Inc.                   | Php292,000.00 |
|   |               | HIRAMS' Supply Wholesaling                     | Php391,452.00 |

WHEREAS, the BAC examined and verified the price quotations submitted by the abovementioned suppliers and were found to be complying and responsive; thus, the project shall be awarded to the supplier in the name of **SARY STATIONERY TRADING** for Lot 1, 2, 3 and 4, and **ESEC OFFICE SUPPLIES & EQUIPMENT TRADING** for Lot 5 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 Supplies, Materials and Equipment for College Department Student Government at MinSU Calapan City Campus" to Sary Stationery Trading amounting to Forty-Eight Thousand Two Hundred Pesos (Php48,200.00) for Lot 1, One Hundred Thirty-Six Thousand Two Hundred Fifty Pesos (Php136,250.00) for Lot 2, Twelve Thousand Two Hundred Fifty Pesos (Php12,250.00) for Lot 3, Two Hundred Sixty-Three Thousand Six Hundred Pesos (Php263,600.00) for Lot 4, with official address at Sto. Niño, Calapan City, Oriental Mindoro and ESEC Office Supplies & Equipment Trading amounting to Two Hundred Sixty-Five Thousand Pesos (Php265,000.00) for Lot 5 with official address at 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 11<sup>th</sup> day of September, 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** 11091190  
**Procuring Entity** MINDORO STATE UNIVERSITY  
**Title** Supply and Delivery of Office Supplies, Materials and Equipment for College Department Student Government at MinSU Calapan City Campus  
**Area of Delivery** Oriental Mindoro

|  |   |                              |                     |
|--|---|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | RFQ 2024-145  | <b>Status</b>                | <b>Closed</b>       |
| <b>Trade Agreement:</b>                  | Implementing Rules and Regulations  | <b>Associated Components</b> | 1                   |
| <b>Procurement Mode:</b>                 | Negotiated Procurement - Small Value Procurement (Sec. 53.9)  | <b>Bid Supplements</b>       | 0                   |
| <b>Classification:</b>                   | Goods   | <b>Document Request List</b> | 10                  |
| <b>Category:</b>                         | Office Equipment Supplies and Consumables   | <b>Date Published</b>        | 29/07/2024          |
| <b>Approved Budget for the Contract:</b> | PHP 940,000.00  | <b>Last Updated / Time</b>   | 29/07/2024 00:00 AM |
| <b>Delivery Period:</b>                  | 30 Day/s  | <b>Closing Date / Time</b>   | 05/08/2024 17:00 PM |
| <b>Client Agency:</b>                    |   |                              |                     |
| <b>Contact Person:</b>                   | MARK LESTER A MAGPANTAY<br>Head, BAC Secretariat<br>Alcate<br>Victoria<br>Oriental Mindoro<br>Philippines 5205<br>63-9-154612960<br><br>macmagpantay@minsu.edu.ph |                              |                     |

**Description**  
 Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the address stated in the last page.  
 NEMESIO H. DAVALOS, Ph.D.  
 BAC Chairperson  
 Note: 1. All entries must be typewritten.  
 2. Delivery Period within \_\_\_\_ calendar days.  
 3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.  
 4. Price validity shall be a period of 30 calendar days.  
 5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.  
 6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).  
 7. Mode of delivery: [ ] Pick-up (Schedule) [ ] Door to Door Delivery  
  
 Item No. Unit ITEM AND DESCRIPTION QTY. UNIT PRICE TOTAL AMOUNT  
 Lot 1 - Semi-Expendable Furniture & Fixtures  
 1 pcs Steel Cabinet/ Filing Cabinet 4  
 4-layer cabinet  
 Color: Gray  
 2 pc Office Table with 4 Drawers (2 w/ lock) 1  
 Color: Gray  
 L140 cm x W60 cm x H76 cm  
 Lot 2 - Semi Expendable-Office Equipment  
 1 unit Full HD, Smart TV 42" 5  
 Height: 56.1 cm/ Width: 96.4



|                     |                           |
|---------------------|---------------------------|
| <b>Created by</b>   | Annabelle Quinto Madrigal |
| <b>Date Created</b> | 26/07/2024                |

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REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, Materials and Equipment for College Department Student Government at MinSU Calapan City Campus

PR No.: 2024-128  
RFQ No. 2024-145  
ABC Amount: Php940,000.00

Company Name : SARY STATIONERY TRADING  
Address : STD. NINO, CALAPAN CITY

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

NEMESIO H. DAVALOS, Ph.D.  
BAC Chairperson

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

| Item No.  | Unit  | ITEM AND DESCRIPTION                          | QTY. | UNIT PRICE | TOTAL AMOUNT |
|---|-------|---|------|------------|--------------|
| <b>Lot 1 - Semi-Expendable Furniture &amp; Fixtures</b> |       |   |      |            |              |
| 1   | pcs   | Steel Cabinet/ Filing Cabinet                 | 4    | 10,000.00  | 40,000.00    |
|   |       | 4-layer cabinet                               |      |            |              |
|   |       | Color: Gray                                   |      |            |              |
| 2   | pc    | Office Table with 4 Drawers (2 w/ lock)       | 1    | 8,200.00   | 8,200.00     |
|   |       | Color: Gray                                   |      |            |              |
|   |       | L140 cm x W60 cm x H76 cm                     |      |            |              |
| <b>Lot 2 - Semi Expendable-Office Equipment</b>         |       |   |      |            |              |
| 1   | unit  | Full HD, Smart TV 42"                         | 5    | 18,200.00  | 91,000.00    |
|   |       | Height: 56.1 cm/ Width: 96.4                  |      |            |              |
|   |       | Length: 8.1 cm/ Gross weight: 9.2kg           |      |            |              |
|   |       | Net weight: 6.3 kg                            |      |            |              |
|   |       | TV Resolution: Full HD 1920x108               |      |            |              |
|   |       | Connectivity: USB, HDMI, LAN Wifi             |      |            |              |
|   |       | HDMI pots: 2/ USB ports: 2                    |      |            |              |
|   |       | Voltage: 100-240V 50/60Hz Ac                  |      |            |              |
|   |       | Wattage: 74 watts/ Warranty: 1 year           |      |            |              |
| 2   | unit  | Water Dispenser (Hot & Cold)                  | 4    | 4,000.00   | 16,000.00    |
| 3   | pcs   | Stand Fan                                     | 13   | 2,250.00   | 29,250.00    |
|   |       | 18 inches blades                              |      |            |              |
|   |       | Low Noise (Windmill 18sf)                     |      |            |              |
| <b>Lot 3 - Office Supplies</b>                          |       |   |      |            |              |
| 1   | boxes | Long Bond Paper (8.5"x13", 70GSM)             | 10   | 1,225.00   | 12,250.00    |
| <b>Lot 4 - Semi Expendable ICT Equipment</b>            |       |   |      |            |              |
| 1   | unit  | Printer w/ scanner                            | 4    | 14,600.00  | 58,400.00    |
|   |       | Replaceable Maintenance Box                   |      |            |              |
|   |       | Compact and Durable Ecological Design         |      |            |              |
|   |       | High yield ink bottles                        |      |            |              |
|   |       | Ultra-high page yield of 7,300 pages (colour) |      |            |              |
|   |       | Borderless Printing (up to 4R)                |      |            |              |
| 2   | pcs   | Laptop  | 6    | 34,200.00  | 205,200.00   |

MSU-BAC-FR-05.01









- c. Valid Mayor's/Business Permit
- d. Omnibus Sworn Statement
- e. BIR Certificate of Registration
- f. Latest Income/Business Tax Return
- g. TAX Clearance
- h. DTI Registration/SEC Certificate
- i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

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

#### Ocular Inspection

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

#### Award

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

#### Evaluation of Quotations

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

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

#### Instructions

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

#### Liquidation Damages

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

#### Warranty

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

#### Payment

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

MSU-BAC-FR-05.01





REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, Materials and Equipment for College Department Student Government at MinSU Calapan City Campus

PR No.: 2024-128  
RFQ No. 2024-145  
ABC Amount: Php940,000.00

Company Name : ESEC Office Supplies & Equipment Trading  
Address : Sto. Nino, Calapan

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 |
|---|-------|---|------|------------|--------------|
| <b>Lot 1 - Semi-Expendable Furniture &amp; Fixtures</b> |       |   |      |            |              |
| 1   | pcs   | Steel Cabinet/ Filing Cabinet                 | 4    | 10,000     | 40,000.00    |
|   |       | 4-layer cabinet                               |      |            |              |
|   |       | Color: Gray                                   |      |            |              |
| 2   | pc    | Office Table with 4 Drawers (2 w/ lock)       | 1    | 8,500      | 8,500.00     |
|   |       | Color: Gray                                   |      |            |              |
|   |       | L140 cm x W60 cm x H76 cm                     |      |            |              |
| <b>Lot 2 - Semi Expendable-Office Equipment</b>         |       |   |      |            |              |
| 1   | unit  | Full HD, Smart TV 42"                         | 5    | 20,000     | 100,000.00   |
|   |       | Height: 56.1 cm/ Width: 96.4                  |      |            |              |
|   |       | Length: 8.1 cm/ Gross weight: 9.2kg           |      |            |              |
|   |       | Net weight: 6.3 kg                            |      |            |              |
|   |       | TV Resolution: Full HD 1920x108               |      |            |              |
|   |       | Connectivity: USB, HDMI, LAN Wifi             |      |            |              |
|   |       | HDMI pots: 2/ USB ports: 2                    |      |            |              |
|   |       | Voltage: 100-240V 50/60Hz Ac                  |      |            |              |
|   |       | Wattage: 74 watts/ Warranty: 1 year           |      |            |              |
| 2   | unit  | Water Dispenser (Hot & Cold)                  | 4    | 10,000     | 40,000.00    |
| 3   | pcs   | Stand Fan                                     | 13   | 9,000      | 117,000.00   |
|   |       | 18 inches blades                              |      |            |              |
|   |       | Low Noise (Windmill 18sf)                     |      |            |              |
| <b>Lot 3 - Office Supplies</b>                          |       |   |      |            |              |
| 1   | boxes | Long Bond Paper (8.5"x13", 70GSM)             | 10   | 1,500      | 15,000.00    |
| <b>Lot 4 - Semi Expendable ICT Equipment</b>            |       |   |      |            |              |
| 1   | unit  | Printer w/ scanner                            | 4    | 12,000     | 48,000.00    |
|   |       | Replaceable Maintenance Box                   |      |            |              |
|   |       | Compact and Durable Ecological Design         |      |            |              |
|   |       | High yield ink bottles                        |      |            |              |
|   |       | Ultra-high page yield of 7,300 pages (colour) |      |            |              |
|   |       | Borderless Printing (up to 4R)                |      |            |              |
| 2   | pcs   | Laptop  | 6    | 50,000     | 300,000.00   |

MSU-BAC-FR-05.01









- c. Valid Mayor's/Business Permit
- d. Omnibus Sworn Statement
- e. BIR Certificate of Registration
- f. Latest Income/Business Tax Return
- g. TAX Clearance
- h. DTI Registration/SEC Certificate
- i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

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

#### Ocular Inspection

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

#### Award

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

#### Evaluation of Quotations

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

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

#### Instructions

1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
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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.





# 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



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REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, Materials and Equipment for College Department Student Government at MinSU Calapan City Campus

PR No.: 2024-128  
RFQ No. 2024-145  
ABC Amount: Php940,000.00

Company Name : IRAYA LIFE ENTERPRISES  
Address : BULUSAN 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

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  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 - Semi-Expendable Furniture & Fixtures |       |   |      |            |              |
| 1  | pcs   | Steel Cabinet/ Filing Cabinet                 | 4    | 11,760     | 47,040-      |
|  |       | 4-layer cabinet                               |      |            |              |
|  |       | Color: Gray                                   |      |            |              |
| 2  | pc    | Office Table with 4 Drawers (2 w/ lock)       | 1    | 7,791-     | 7,791.00     |
|  |       | Color: Gray                                   |      |            |              |
|  |       | L140 cm x W60 cm x H76 cm                     |      |            |              |
| Lot 2 - Semi Expendable-Office Equipment     |       |   |      |            |              |
| 1  | unit  | Full HD, Smart TV 42"                         | 5    | 21,095-    | 105,475.00   |
|  |       | Height: 56.1 cm/ Width: 96.4                  |      |            |              |
|  |       | Length: 8.1 cm/ Gross weight: 9.2kg           |      |            |              |
|  |       | Net weight: 6.3 kg                            |      |            |              |
|  |       | TV Resolution: Full HD 1920x108               |      |            |              |
|  |       | Connectivity: USB, HDMI, LAN Wifi             |      |            |              |
|  |       | HDMI pots: 2/ USB ports: 2                    |      |            |              |
|  |       | Voltage: 100-240V 50/60Hz Ac                  |      |            |              |
|  |       | Wattage: 74 watts/ Warranty: 1 year           |      |            |              |
| 2  | unit  | Water Dispenser (Hot & Cold)                  | 4    | 8,100-     | 32,400-      |
| 3  | pcs   | Stand Fan                                     | 13   | 3,200-     | 41,600-      |
|  |       | 18 inches blades                              |      |            |              |
|  |       | Low Noise (Windmill 18sf)                     |      |            |              |
| Lot 3 - Office Supplies                      |       |   |      |            |              |
| 1  | boxes | Long Bond Paper (8.5"x13", 70GSM)             | 10   | 1,639-     | 16,390-      |
| Lot 4 - Semi Expendable ICT Equipment        |       |   |      |            |              |
| 1  | unit  | Printer w/ scanner                            | 4    | 22,300-    | 89,200-      |
|  |       | Replaceable Maintenance Box                   |      |            |              |
|  |       | Compact and Durable Ecological Design         |      |            |              |
|  |       | High yield ink bottles                        |      |            |              |
|  |       | Ultra-high page yield of 7,300 pages (colour) |      |            |              |
|  |       | Borderless Printing (up to 4R)                |      |            |              |
| 2  | pcs   | Laptop  | 6    | 48,107-    | 288,642-     |

MSU-BAC-FR-05.01









# 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



- c. Valid Mayor's/Business Permit
- d. Omnibus Sworn Statement
- e. BIR Certificate of Registration
- f. Latest Income/Business Tax Return
- g. TAX Clearance
- h. DTI Registration/SEC Certificate
- i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

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

## Ocular Inspection

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

## Award

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

## Evaluation of Quotations

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

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

## Instructions

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

## Liquidation Damages

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

## Warranty

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

## Payment

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

MSU-BAC-FR-05.01

•Main Campus, Alcala, Victoria

•Bongabong Campus, Lahasan, Bongabong

•Calapan City Campus, Masipit, Calapan City





### REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, Materials and Equipment for College Department Student Government at MinSU Calapan City Campus

PR No.: 2024-128  
RFQ No. 2024-145  
ABC Amount: Php940,000.00

Company Name : HIRAMS' Supply Wholesaling  
Address : Citywalk, SPO. Nino, Calapan City

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

NEMESIO H. DAVADOS, 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 |
|---|-------|---|------|------------|--------------|
| <b>Lot 1 - Semi-Expendable Furniture &amp; Fixtures</b> |       |   |      |            |              |
| 1   | pcs   | Steel Cabinet/ Filing Cabinet<br>4-layer cabinet<br>Color: Gray   | 4    | 11,892.00  | 47,528.00    |
| 2   | pc    | Office Table with 4 Drawers (2 w/ lock)<br>Color: Gray<br>L140 cm x W60 cm x H76 cm   | 1    | 8,033.00   | 8,033.00     |
| <b>Lot 2 - Semi Expendable-Office Equipment</b>         |       |   |      |            |              |
| 1   | unit  | Full HD, Smart TV 42"<br>Height: 56.1 cm/ Width: 96.4<br>Length: 8.1 cm/ Gross weight: 9.2kg<br>Net weight: 6.3 kg<br>TV Resolution: Full HD 1920x108<br>Connectivity: USB, HDMI, LAN Wifi<br>HDMI pots: 2/ USB ports: 2<br>Voltage: 100-240V 50/60Hz Ac<br>Wattage: 74 watts/ Warranty: 1 year | 5    | 18,727.00  | 93,635.00    |
| 2   | unit  | Water Dispenser (Hot & Cold)  | 4    | 5,993.00   | 23,972.00    |
| 3   | pcs   | Stand Fan<br>18 inches blades<br>Low Noise (Windmill 18sf)  | 13   | 1,913.00   | 24,869.00    |
| <b>Lot 3 - Office Supplies</b>                          |       |   |      |            |              |
| 1   | boxes | Long Bond Paper (8.5"x13", 70GSM)   | 10   | 1,301.00   | 13,010.00    |
| <b>Lot 4 - Semi Expendable ICT Equipment</b>            |       |   |      |            |              |
| 1   | unit  | Printer w/ scanner<br>Replaceable Maintenance Box<br>Compact and Durable Ecological Design<br>High yield ink bottles<br>Ultra-high page yield of 7,300 pages (colour)<br>Borderless Printing (up to 4R)   | 4    | 13,580.00  | 54,320.00    |
| 2   | pcs   | Laptop  | 6    | 38,249.00  | 229,494.00   |

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

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Mobile: +63 977 846 72 28



|  |      |   |       |           |            |
|--|------|---|-------|-----------|------------|
|  |      | Windows 11/Intel Core i3 1115G4<br>(up to 4.1 GHz with Intel® Turbo Boost Technology(2g)<br>6 MB L3 cache, 2 cores)/8GB DDR4-3200 SDRAM<br>(1 x 8 GB)<br>512 GB PCIe® NVMe M.2 SSD<br>15.6" diagonal HD (1366 x 768)<br>micro-edge, BrightView, 250 nits, 45% NTSC<br>Intel UHD Graphics with bag   |       |           |            |
|  |      | <b>Lot 5 - Office Equipment</b>   |       |           |            |
| 1  | unit | Photocopier/ Multi-Purpose Printer<br>Printer Type: Print, Scan, Copy, Fax with ADF<br>inkjet technology for high-quality color printing.<br>supports A3 size printing (11 x 17 inches)<br>refillable ink tanks<br>Wi-Fi capability<br>automatic duplex (double-sided) printing<br>Automatic duplex printing and scanning<br>black/ colour printing<br>A4 Simplex Flatbed (Black/Colour): Up to 23.0<br>ipm/23.0 ipm<br>A4 Simplex ADF (Black/Colour): Up to 22.5<br>ipm/22.5 ipm<br>Physical Printer Color: Monochrome B/W<br>Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi<br>Direct | 1     | 56,004.00 | 56,004.00  |
| 2  | unit | Sound System<br>1 set TA 8oupro microphone (wireless)<br>2 15A Active Speaker with heavy duty Speaker<br>stand<br>700 w powered speaker<br>1 set cables and extension wire<br>15 inch Customized Woofer<br>Mixer (8 channels Analog Mixer w/ Bluetooth)   | 4     | 83,862.00 | 335,448.00 |
| Eight Hundred Eighty - Six thousand, One Hundred Thirteen Peror Only |      |   | TOTAL |           | 886,113.00 |

391.452

Supplier's Signature over Printed Name  
408-194-796-000  
TIN No. of Establishment  
0919-0916-7100  
Contact Number

AUG 05 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

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

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Website: [www.minsu.edu.ph](http://www.minsu.edu.ph)  
Mobile: +63 977 846 72 28



- c. Valid Mayor's/Business Permit
- d. Omnibus Sworn Statement
- e. BIR Certificate of Registration
- f. Latest Income/Business Tax Return
- g. TAX Clearance
- h. DTI Registration/SEC Certificate
- i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

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

## Ocular Inspection

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

## Award

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

## Evaluation of Quotations

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

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

## Instructions

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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

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





## REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, Materials and Equipment for College Department Student Government at MinSU Calapan City

PR No.: 2024-128  
RFQ No. 2024-145  
ABC Amount: Php 940,000.00

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:

- All entries must be typewritten.
- Delivery Period within \_\_\_\_\_ calendar days.
- 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.
- Price validity shall be a period of 30 calendar days.
- G-EPIS Registration Certificate shall be attached upon submission of the Quotation.
- Bidders shall submit Original Brochures showing certification of the product being offered (optional).
- Mode of delivery: [ ] Pick-up (Schedule) [ ] Door to Door Delivery

| Item No.  | Unit  | ITEM AND DESCRIPTION                          | QTY. | UNIT PRICE | TOTAL AMOUNT |
|---|-------|---|------|------------|--------------|
| <b>Lot 1 - Semi-Expendable Furniture &amp; Fixtures</b> |       |   |      |            |              |
| 1   | pcs   | Steel Cabinet/ Filing Cabinet                 | 4    | 21354.00   | 85416.00     |
|   |       | 4-layer cabinet                               |      |            |              |
|   |       | Color: Gray                                   |      |            |              |
| 2   | pc    | Office Table with 4 Drawers (2 w/ lock)       | 1    | 18462.00   | 18462.00     |
|   |       | Color: Gray                                   |      |            |              |
|   |       | L140 cm x W60 cm x H76 cm                     |      |            |              |
| <b>Lot 2 - Semi Expendable-Office Equipment</b>         |       |   |      |            |              |
| 1   | unit  | Full HD, Smart TV 42"                         | 5    | 23077.00   | 115385.00    |
|   |       | Height: 56.1 cm/ Width: 96.4                  |      |            |              |
|   |       | Length: 8.1 cm/ Gross weight: 9.2kg           |      |            |              |
|   |       | Net weight: 6.3 kg                            |      |            |              |
|   |       | TV Resolution: Full HD 1920x108               |      |            |              |
|   |       | Connectivity: USB, HDMI, LAN Wifi             |      |            |              |
|   |       | HDMI pots: 2/ USB ports: 2                    |      |            |              |
|   |       | Voltage: 100-240V 50/60Hz Ac                  |      |            |              |
|   |       | Wattage: 74 watts/ Warranty: 1 year           |      |            |              |
| 2   | unit  | Water Dispenser (Hot & Cold)                  | 4    | 8305.00    | 33220.00     |
| 3   | pcs   | Stand Fan                                     | 13   | 3689.00    | 47957.00     |
|   |       | 18 inches blades                              |      |            |              |
|   |       | Low Noise (Windmill 18sf)                     |      |            |              |
| <b>Lot 3 - Office Supplies</b>                          |       |   |      |            |              |
| 1   | boxes | Long Bond Paper (8.5"x13", 70GSM)             | 10   | 1462.00    | 14620.0      |
| <b>Lot 4 - Semi Expendable ICT Equipment</b>            |       |   |      |            |              |
| 1   | unit  | Printer w/ scanner                            | 4    | 18638.00   | 74552.0      |
|   |       | Replaceable Maintenance Box                   |      |            |              |
|   |       | Compact and Durable Ecological Design         |      |            |              |
|   |       | High yield ink bottles                        |      |            |              |
|   |       | Ultra-high page yield of 7,300 pages (colour) |      |            |              |

MSU-BAC-FR-05.01





Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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Mobile: +63 977 846 72 28

[illegible]

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

August 5, 2024

Date \_\_\_\_\_

MSU-BAC-FR-05.01

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





#### General Conditions

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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
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  - 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.**

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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.

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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

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#### 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





### REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, Materials and Equipment for College Department Student Government at MinSU Calapan City Campus

PR No.: 2024-128  
RFQ No. 2024-145  
ABC Amount: Php940,000.00

Company Name : DUPLICAT NON-SPECIALIZED WHOLESALE TRADING

Address : STO. NINO CALAPAN CITY

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

NEMESIO H. DAVALOS, Ph.D.  
BAC Chairperson

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

| Item No.  | Unit  | ITEM AND DESCRIPTION                          | QTY. | UNIT PRICE | TOTAL AMOUNT |
|---|-------|---|------|------------|--------------|
| <b>Lot 1 - Semi-Expendable Furniture &amp; Fixtures</b> |       |   |      |            |              |
| 1   | pcs   | Steel Cabinet/ Filing Cabinet                 | 4    | -----      | -----        |
|   |       | 4-layer cabinet                               |      |            |              |
|   |       | Color: Gray                                   |      |            |              |
| 2   | pc    | Office Table with 4 Drawers (2 w/ lock)       | 1    | -----      | -----        |
|   |       | Color: Gray                                   |      |            |              |
|   |       | L140 cm x W60 cm x H76 cm                     |      |            |              |
| <b>Lot 2 - Semi Expendable-Office Equipment</b>         |       |   |      |            |              |
| 1   | unit  | Full HD, Smart TV 42"                         | 5    | 16,000.00  | 80,000.00    |
|   |       | Height: 56.1 cm/ Width: 96.4                  |      |            |              |
|   |       | Length: 8.1 cm/ Gross weight: 9.2kg           |      |            |              |
|   |       | Net weight: 6.3 kg                            |      |            |              |
|   |       | TV Resolution: Full HD 1920x108               |      |            |              |
|   |       | Connectivity: USB, HDMI, LAN Wifi             |      |            |              |
|   |       | HDMI pots: 2/ USB ports: 2                    |      |            |              |
|   |       | Voltage: 100-240V 50/60Hz Ac                  |      |            |              |
|   |       | Wattage: 74 watts/ Warranty: 1 year           |      |            |              |
| 2   | unit  | Water Dispenser (Hot & Cold)                  | 4    | 7,000.00   | 28,000.00    |
| 3   | pcs   | Stand Fan                                     | 13   | 2,200.00   | 28,600.00    |
|   |       | 18 inches blades                              |      |            |              |
|   |       | Low Noise (Windmill 18sf)                     |      |            |              |
| <b>Lot 3 - Office Supplies</b>                          |       |   |      |            |              |
| 1   | boxes | Long Bond Paper (8.5"x13", 70GSM)             | 10   | 1,250.00   | 12,500.00    |
| <b>Lot 4 - Semi Expendable ICT Equipment</b>            |       |   |      |            |              |
| 1   | unit  | Printer w/ scanner                            | 4    | 15,000.00  | 60,000.00    |
|   |       | Replaceable Maintenance Box                   |      |            |              |
|   |       | Compact and Durable Ecological Design         |      |            |              |
|   |       | High yield ink bottles                        |      |            |              |
|   |       | Ultra-high page yield of 7,300 pages (colour) |      |            |              |
|   |       | Borderless Printing (up to 4R)                |      |            |              |
| 2   | pcs   | Laptop  | 6    | 34,500.00  | 207,000.00   |

MSU-BAC-FR-05.01





|  |      |  |       |       |       |
|--|------|--|-------|-------|-------|
|  |      | Windows 11/Intel Core i3 1115G4  |       |       |       |
|  |      | (up to 4.1 GHz with Intel® Turbo Boost Technology(2g)  |       |       |       |
|  |      | 6 MB L3 cache, 2 cores)/8GB DDR4-3200 SDRAM (1 x 8 GB)   |       |       |       |
|  |      | 512 GB PCIe® NVMe M.2 SSD  |       |       |       |
|  |      | 15.6" diagonal HD (1366 x 768)   |       |       |       |
|  |      | micro-edge, BrightView, 250 nits, 45% NTSC   |       |       |       |
|  |      | Intel UHD Graphics with bag  |       |       |       |
|  |      | <b>Lot 5 - Office Equipment</b>  |       |       |       |
| 1  | unit | Photocopier/ Multi-Purpose Printer   | 1     | ----- | ----- |
|  |      | Printer Type: Print, Scan, Copy, Fax with ADF inkjet technology for high-quality color printing. |       |       |       |
|  |      | supports A3 size printing (11 x 17 inches)   |       |       |       |
|  |      | refillable ink tanks   |       |       |       |
|  |      | Wi-Fi capability   |       |       |       |
|  |      | automatic duplex (double-sided) printing   |       |       |       |
|  |      | Automatic duplex printing and scanning   |       |       |       |
|  |      | black/ colour printing   |       |       |       |
|  |      | A4 Simplex Flatbed (Black/Colour): Up to 23.0 ipm/23.0 ipm                                       |       |       |       |
|  |      | A4 Simplex ADF (Black/Colour): Up to 22.5 ipm/22.5 ipm   |       |       |       |
|  |      | Physical Printer Color: Monochrome B/W   |       |       |       |
|  |      | Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct  |       |       |       |
| 2  | unit | Sound System   | 4     | ----- | ----- |
|  |      | 1 set TA 8oupro microphone (wireless)  |       |       |       |
|  |      | 2 15A Active Speaker with heavy duty Speaker stand   |       |       |       |
|  |      | 700 w powered speaker  |       |       |       |
|  |      | 1 set cables and extension wire  |       |       |       |
|  |      | 15 inch Customized Woofer  |       |       |       |
|  |      | Mixer (8 channels Analog Mixer w/ Bluetooth)   |       |       |       |
| XX |      |  | TOTAL |       |       |

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  
08-05-2024  
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

MSU-BAC-FR-05.01

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





- c. Valid Mayor's/Business Permit
- d. Omnibus Sworn Statement
- e. BIR Certificate of Registration
- f. Latest Income/Business Tax Return
- g. TAX Clearance
- h. DTI Registration/SEC Certificate
- i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

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

#### Ocular Inspection

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

#### Award

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

#### Evaluation of Quotations

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

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

#### Instructions

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

#### Liquidation Damages

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

#### Warranty

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

#### Payment

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

MSU-BAC-FR-05.01



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

THIS IS TO CERTIFY THAT

**SARY STATIONERY TRADING**

141 MAHOGANY ST., STO. NINO,  
Calapan City, Oriental Mindoro, Region IV-B, Philippines

is registered in the *Philippine Government Electronic Procurement System (PhilGEPS)* on 22-Feb-2021 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 **SARY STATIONERY 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 03-Jun-2025

Issued this 03rd day of June 2024.

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

Documentary Stamp Tax Paid Php 30.00  
Certificate Reference No: 202102-243356-891631126



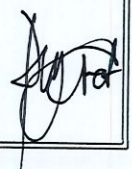


## REMINDERS <sup>1</sup>

- *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.*

Certificate Reference No: 202102-243356-891631126

<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  
SARY STATIONERY TRADING  
141 MAHOGANY ST., STO. NINO ,  
Calapan City , Oriental Mindoro , Region IV-B , Philippines

|                             |  |
|-----------------------------|--|
| DTI Certificate             | DTI Certificate Number : 1689405<br>Issued By / Signatory : RAMON M LOPEZ<br>Registration Date : 07-May-2020<br>Expiration Date : 07-May-2025  |
| Mayors Permit               | Expiration Date : 31-Dec-2024<br>Permit Number : 02000000312<br>Place of Issue : CALAPAN CITY<br>Issued By / Signatory : CITY MAYOR MARILOU MORILLO<br>Issuance Date : 02-Jan-2024   |
| Tax Clearance               | Expiration Date : 19-Apr-2025<br>TCC Number : RR9A-063-04-19-R0712-2024-E<br>Issued By / Signatory : AMIHAN L. VALDEZ<br>Issuance date : 19-Apr-2024   |
| Audited Financial Statement | Date of Filing : 22-Apr-2024<br>Current Asset : 2,884,965.75<br>Total Asset : 5,508,299.08<br>Current Liabilities : 14,461.11<br>Total Liabilities : 3,189,263.81<br>Name of Auditor : ELVIN P. VARGAS<br>BIR RDO Code : RDO 063 |
| PCAB License                | Expiration Date : -<br>Issued By / Signatory :<br>Issuance Date : -<br>License Number :<br>License First Issue Date : -<br>Principal Classification :<br>Category :  |







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

TAUMBAYAN  
MASUSUNOD  
ANG  
MAYOR

# BUSINESS PERMIT

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

**P 6,900.00**

|                         |               |                      |             |  |        |
|-------------------------|---------------|----------------------|-------------|--|--------|
| TAXPAYER'S NAME         | BUSINESS I.D. | MODE OF PAYMENT      | DATE BILLED | KIND OF BUSINESS                           | STATUS |
| CUETO REYNALDO G        | 02000000312   | Annually             | 1/2/2024    | SCHOOL & OFFICE SUPPLIES, WHOLESALE/RETAIL | R      |
| NAME OF BUSINESS        |               | LOCATION OF BUSINESS |             | BUSINESS PERMIT NUMBER                     |        |
| SARY STATIONERY TRADING |               | STO. NINO            |             |  |        |
| KIND OF FEE / TAX       | TAX BASE      | TAX AMOUNT           | SUR/INT     | TOTAL                                      | PERIOD |
| BUSINESS TAX            |               | 4,300.00             | 0.00        | 4,300.00                                   |        |
| MAYOR'S PERMIT          |               | 1,650.00             |             | 1,650.00                                   |        |
| MAYORS PERMIT FEE       |               | 500.00               |             |  |        |
| DRAINAGE MAINTENANCE    |               | 50.00                |             |  |        |
| EDUC'L SPECIAL PROGR    |               | 50.00                |             |  |        |
| FIRE AND SAFETY INSP    |               | 200.00               |             |  |        |
| SANITARY FEE            |               | 250.00               |             |  |        |
| GARBAGE FEE             |               | 600.00               |             |  |        |
| MEDICAL FEE             |               | 100.00               |             | 100.00                                     |        |
| ANNUAL INSPECTION FEE   |               | 200.00               |             | 200.00                                     |        |
| BUSINESS STICKER        |               | 300.00               |             | 300.00                                     |        |
| SITE INSPECTION FEE     |               | 50.00                |             | 50.00                                      |        |
| OCCUPATIONAL FEE        |               | 220.00               |             | 220.00                                     |        |
| TAX CLEARANCE           |               | 30.00                |             | 30.00                                      |        |
| AAP.&RENEWAL OF BUS.FEE |               | 50.00                |             | 50.00                                      |        |

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 1222491  
Date 1/2/2024

Payment received by: \_\_\_\_\_

ENCODER \_\_\_\_\_ TOTALS **6,900.00**

ASSESSMENT REVIEWED BY:

RECOMMENDING APPROVAL:

APPROVED BY:

*Elenita A. Ramirez*  
**ELENITA A. RAMIREZ**  
Supervising Administrative Officer  
In-charge of the Permits and License Section  
Office of the City Mayor

*MariLou F. Morillo*  
**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.



*[Signature]*



## AFFIDAVIT

I, **Reynaldo G. Cueto**, of legal age, **married, Filipino**, and residing at **141 Mahogany St., Sto. Nino, 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 of **Sary Stationery Trading** with office address at **141 Mahogany St., Sto. Nino, Calapan City, Oriental Mindoro**;
2. As the owner and sole proprietor, or authorized representative of **Sary Stationery Trading**, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the **RFQ No. 2024-145 Supply and Delivery of Office Supplies, Materials and Equipment for College Department Student Government at MinSU Calapan City Campus**;
3. **Sary Stationery Trading** 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. **Sary Stationery Trading** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. 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;
7. **Sary Stationery Trading** complies with existing labor laws and standards; and
8. **Sary Stationery Trading** is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examine all of the Bidding Documents;
  - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the **RFQ No. 2024-145 Supply and Delivery of Office Supplies, Materials and Equipment for College Department Student Government at MinSU Calapan City Campus**;
9. **Sary Stationery Trading** 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 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 5<sup>th</sup> day of August, 2024 at Calapan City, Oriental Mindoro, Philippines.

**REYNALDO G. CUETO**  
Affiant

**SUBSCRIBED AND SWORN** to before me this 5<sup>th</sup> day of August, 2024 at Calapan City, Oriental Mindoro, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his Passport, with his/her photograph and signature appearing thereon, with no. P2097989C issued on October 20, 2022 at DFA Manila.

Witness my hand and seal this 5<sup>th</sup> day of August, 2024.

Doc. No. 181  
Page No. 38  
Book No. 130  
Series of 2024

**ATTY. RAYMOND JOEL L. BAQUENA**  
Roll of Attorney's No. 61087  
IBP Lifetime No. 010769  
PTR No. 1218347 - Calapan City  
MCLE Compliance No. VII-0005057  
Notarial Commission until December 31, 2024



BIR FORM  
2303

REVISED: APRIL 2019

REPUBLICA NG PILIPINAS  
KAGAYARAN NG PANAYALAPI  
KAWANHAN NG RENTAS INTERNAS  
REVENUE REGION NO. 09A - CABAMIRAN (W)ITE-BATANGAS-MINDORO-ROMBLON)  
REVENUE DISTRICT OFFICE NO. 061 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC2024000002685

Date OCN Generated: April 15, 2024

UPDATED ON APR 15 2024

CERTIFICATE OF REGISTRATION

|  |  |   |                   |                                     |  |
|--|--|---|-------------------|-------------------------------------|--|
| TIN & BRANCH CODE<br>273-909-915-00000   |  | NAME OF TAXPAYER<br>CUETO, REYNALDO GERON               |                   | TIN ISSUANCE DATE<br>April 24, 2009 |  |
| REGISTERING OFFICE   |  | X   | Head Office       | Branch                              |  |
| REGISTERED ADDRESS<br>141 MAHOGANY ST., SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES |  |   |                   |                                     |  |
| TAX TYPES  |  | FORM TYPES  | FILING START DATE | FILING FREQUENCY                    | FILING DUE DATE  |
| INDIVIDUAL INCOME TAX  |  | 1701  | May 22, 2020      | ANNUALLY                            | On or before April 15 of each year covering income for the preceding taxable year.   |
| INDIVIDUAL INCOME TAX  |  | 1701Q   | May 22, 2020      | QUARTERLY                           | 1st Quarter-on or before MAY 15<br>2nd Quarter-on or before AUGUST 15 3rd Quarter-on or before November 15   |
| VALUE ADDED TAX  |  | 2550M   | July 15, 2021     | MONTHLY                             | Not later than the 20th day following the close of the month.  |
| VALUE ADDED TAX  |  | 2550Q   | July 15, 2021     | QUARTERLY                           | Not later than the 25th day following the close of each taxable quarter.   |
| WITHHOLDING TAX - EXPANDED/OTHERS  |  | 0619E   | July 15, 2021     | MONTHLY                             | On or before the 10th day of the month following the month in which withholding was made.  |
| WITHHOLDING TAX - EXPANDED/OTHERS  |  | 1601EQ  | July 15, 2021     | QUARTERLY                           | Not later than the last day of the month following the close of the quarter during which withholding was made.   |
| WITHHOLDING TAX - EXPANDED/OTHERS  |  | 1604E   | July 15, 2021     | ANNUALLY                            | 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. |
| TAXPAYER TYPE/S  |  | SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)           |                   |                                     |  |
| BUSINESS INFORMATION DETAILS   |  |   |                   |                                     |  |
| TRADE NAME 1   |  | SARY STATIONERY TRADING                                 |                   | CATEGORY                            | REGISTRATION DATE  |
| (PSIC)   |  | 46429-WHOLESALE OF MISCELLANEOUS CONSUMER GOODS, N.E.C. |                   | Secondary                           | May 22, 2020   |
| Line of Business   |  | WHOLESALE OF MISCELLANEOUS CONSUMER GOODS, N.E.C.       |                   |                                     |  |
| (PSIC)   |  | 47111-RETAIL SELLING IN GROCERIES                       |                   |                                     |  |
| Line of Business   |  | RETAIL SELLING IN GROCERIES                             |                   | Secondary                           |  |

CHANGE/ ADD IN LINE OF BUSINESS



BIR FORM  
2303

REVISED: APRIL 2019

REPUBLICA NG PILIPINAS  
KAGAWARAN NG PANATALAPI  
KAWANLAN NG RENTAS INTERNAS  
REVENUE REGION NO. 09A - CAGAYAN DE ORO, DAVAO REGION  
REVENUE DISTRICT OFFICE NO. 063 CALAPAN, ORIENTAL MINDORO

OCN: 063RC2024000002685

Date OCN Generated: April 15, 2024

UPDATED APR 15 2024

CERTIFICATE OF REGISTRATION

|   |   |  |
|---|---|--|
| <b>TIN &amp; BRANCH CODE</b><br>273-909-915-00000   | <b>NAME OF TAXPAYER</b><br>CUETO, REYNALDO GERON          | <b>TIN ISSUANCE DATE</b><br>April 24, 2009 |
| <b>REGISTERING OFFICE</b><br>REGISTERED ADDRESS<br>141 MAHOGANY ST., SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES | <b>Head Office</b><br><input checked="" type="checkbox"/> | <b>Branch</b><br><input type="checkbox"/>  |

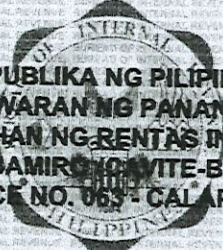
|  |   |           |
|--|---|-----------|
| <b>(PSIC)</b><br><b>Line of Business</b> | 47199-RETAIL SELLING IN NON-SPECIALIZED STORES, N.E.C.  | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 46591-WHOLESALE OF COMMERCIAL MACHINERY AND EQUIPMENT   | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 46593-WHOLESALE OF OFFICE MACHINERY EQUIPMENT INCLUDING OFFICE FURNITURE, FURNISHINGS, APPLIANCES AND VASES | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 46900-NON-SPECIALIZED WHOLESALE TRADE   | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 47411-RETAIL SALE OF COMPUTERS  | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 47412-RETAIL SALE OF COMPUTER PERIPHERAL EQUIPMENT  | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 47733-RETAIL SALE OF OFFICE MACHINES AND EQUIPMENT, EXCLUDING COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT   | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 47610-RETAIL SALE OF BOOKS, NEWSPAPERS AND STATIONERY IN SPECIALIZED STORES                                 | Primary   |
| <b>(PSIC)</b><br><b>Line of Business</b> | 46301-WHOLESALE OF FRUITS, NUTS AND VEGETABLES  | Secondary |

*[Handwritten signature]*



2303

**REVE**



REVENUE REGION NO. 09A - CABAMIRAN, WHITE-BATANGAS-MINDORO-ROMBLON)  
REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

**Date OCN Generated: April 15, 2024**

UPDATED ON APR 15 2024

# CERTIFICATE OF REGISTRATION

|   |   |  |  |  |  |
|---|---|--|--|--|--|
| <b>TIN &amp; BRANCH CODE</b><br>273-909-915-00000   |   | <b>NAME OF TAXPAYER</b><br>CUETO, REYNALDO GERON |  | <b>TIN ISSUANCE DATE</b><br>April 24, 2009 |  |
| <b>REGISTERING OFFICE</b>   | X | Head Office                                      |  | Branch                                     |  |
| <b>REGISTERED ADDRESS</b><br>141 MAHOGANY ST., SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES |   |  |  |  |  |

| Line of Business | WHOLESALE OF FRUITS, NUTS AND VEGETABLES   |           |  |
|------------------|--|-----------|--|
| (PSIC)           | 46302-WHOLESALE OF SUGAR, CONFECTIONERY AND BAKERY PRODUCTS AND OTHER PROCESSED FOODS                |           |  |
| Line of Business | WHOLESALE OF SUGAR, CONFECTIONERY AND BAKERY PRODUCTS AND OTHER PROCESSED FOODS                      | Secondary |  |
| (PSIC)           | 46303-WHOLESALE OF MEAT AND POULTRY PRODUCTS, INCLUDING EGGS   |           |  |
| Line of Business | 46303 - WHOLESALE OF MEAT AND POULTRY PRODUCTS, INCLUDING EGGS                                       | Secondary |  |
| (PSIC)           | 46304-WHOLESALE OF RICE, CORN AND OTHER CEREALS  |           |  |
| Line of Business | WHOLESALE OF RICE, CORN AND OTHER CEREALS  | Secondary |  |
| (PSIC)           | 46305-WHOLESALE OF FISHERY PRODUCTS  |           |  |
| Line of Business | WHOLESALE OF FISHERY PRODUCTS  | Secondary |  |
| (PSIC)           | 46306-WHOLESALE OF DRINKING WATER, JUICES (INCLUDING POWDER), COFFEE, TEA, COCOA AND OTHER BEVERAGES |           |  |
| Line of Business | WHOLESALE OF DRINKING WATER, JUICES (INCLUDING POWDER), COFFEE, TEA, COCOA AND OTHER BEVERAGES       | Secondary |  |
| (PSIC)           | 46307-WHOLESALE OF TOBACCO PRODUCTS  |           |  |
| Line of Business | WHOLESALE OF TOBACCO PRODUCTS  | Secondary |  |
| (PSIC)           | 46308-WHOLESALE OF SPICES  |           |  |
| Line of Business | WHOLESALE OF SPICES  | Secondary |  |
| (PSIC)           | 46309-OTHER WHOLESALE OF FOOD, BEVERAGE AND TOBACCO, N.E.C.  |           |  |
| Line of Business | OTHER WHOLESALE OF FOOD, BEVERAGE AND TOBACCO, N.E.C.  | Secondary |  |
| (PSIC)           | 46411-WHOLESALE OF TEXTILE   |           |  |
|                  |  | Secondary |  |

Page 3 of 9

CHANGE/ ADD IN LINE OF BUSINESS





BIR FORM

2303

REVISED: APRIL 2019

REPUBLICA NG PILIPINAS  
KAGAWARAN NG PANAYALAPI  
KAWANLARIAN NG RENTAS INTERNAS  
REVENUE REGION NO. 09A - CAGAYAN DE ORO, DAVAO REGION  
REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC2024000002685  
Date OCN Generated: April 15, 2024

UPDATED: APR 15 2024

CERTIFICATE OF REGISTRATION

|   |  |  |
|---|--|--|
| <b>TIN &amp; BRANCH CODE</b><br>273-909-915-00000   | <b>NAME OF TAXPAYER</b><br>CUETO, REYNALDO GERON | <b>TIN ISSUANCE DATE</b><br>April 24, 2009 |
| <b>REGISTERING OFFICE</b><br>REGISTERED ADDRESS<br>141 MAHOGANY ST., SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES | <b>X</b> Head Office                             | Branch                                     |

|                         |   |           |  |
|-------------------------|---|-----------|--|
| <b>Line of Business</b> | FABRICS, ALL KINDS, INCLUDING MAN-MADE FIBERS   |           |  |
| <b>(PSIC)</b>           | WHOLESALE OF TEXTILE FABRICS, ALL KINDS, INCLUDING MAN-MADE FIBERS                        |           |  |
| <b>Line of Business</b> | 46412-WHOLESALE OF WEARING APPAREL, EXCEPT FOOTWEAR                                       | Secondary |  |
| <b>(PSIC)</b>           | WHOLESALE OF WEARING APPAREL, EXCEPT FOOTWEAR   |           |  |
| <b>Line of Business</b> | 46413-WHOLESALE OF MADE-UP TEXTILE GOODS, EXCEPT WEARING APPAREL                          | Secondary |  |
| <b>(PSIC)</b>           | WHOLESALE OF MADE-UP TEXTILE GOODS, EXCEPT WEARING APPAREL                                |           |  |
| <b>Line of Business</b> | 46414-WHOLESALE OF ARTICLES OF CLOTHING, INCLUDING ACCESSORIES                            | Secondary |  |
| <b>(PSIC)</b>           | WHOLESALE OF ARTICLES OF CLOTHING, INCLUDING ACCESSORIES                                  |           |  |
| <b>Line of Business</b> | 46415-WHOLESALE OF FOOTWEAR, ALL KINDS OF MATERIALS                                       | Secondary |  |
| <b>(PSIC)</b>           | WHOLESALE OF FOOTWEAR, ALL KINDS OF MATERIALS   |           |  |
| <b>Line of Business</b> | 46416-WHOLESALE OF EMBROIDERIES   | Secondary |  |
| <b>(PSIC)</b>           | WHOLESALE OF EMBROIDERIES   |           |  |
| <b>Line of Business</b> | 46417-WHOLESALE OF CORDAGE, ROPE AND TWINE  | Secondary |  |
| <b>(PSIC)</b>           | WHOLESALE OF CORDAGE, ROPE AND TWINE  |           |  |
| <b>Line of Business</b> | 46418-WHOLESALE OF LEATHER AND LEATHER GOODS, INCLUDING MAN-MADE LEATHER, EXCEPT FOOTWEAR | Secondary |  |
| <b>(PSIC)</b>           | WHOLESALE OF LEATHER AND LEATHER GOODS, INCLUDING MAN-MADE LEATHER, EXCEPT FOOTWEAR       |           |  |
| <b>Line of Business</b> | 46525-WHOLESALE OF RADIO AND TELEVISION INCLUDING PARTS AND ACCESSORIES                   | Secondary |  |
| <b>(PSIC)</b>           | WHOLESALE OF RADIO AND TELEVISION INCLUDING PARTS AND ACCESSORIES                         |           |  |
| <b>Line of Business</b> | 46526-WHOLESALE OF TELEPHONE AND COMMUNICATIONS EQUIPMENT                                 | Secondary |  |
| <b>(PSIC)</b>           | WHOLESALE OF TELEPHONE AND COMMUNICATIONS EQUIPMENT                                       |           |  |

Page 4 of 9

CHANGE/ ADD IN LINE OF BUSINESS



BIR FORM  
2303

REVISED: APRIL 2019

REPUBLICA NG PILIPINAS  
KAGAWARAN NG PANATALAPI  
KAWANIAN NG RENTAS INTERNAS

REVENUE REGION NO. 09A - CAGAYAN DE ORO - DAVAO  
REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC2024000002685  
Date OCN Generated: April 15, 2024

UPDATED ON APR 15 2024

CERTIFICATE OF REGISTRATION

|   |  |  |
|---|--|--|
| <b>TIN &amp; BRANCH CODE</b><br>273-909-915-00000   | <b>NAME OF TAXPAYER</b><br>CUETO, REYNALDO GERON | <b>TIN ISSUANCE DATE</b><br>April 24, 2009 |
| <b>REGISTERING OFFICE</b><br>REGISTERED ADDRESS<br>141 MAHOGANY ST., SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES | <b>Head Office</b><br><b>Branch</b>              |  |

| Line of Business | INCLUDING PARTS AND ACCESSORIES   |           |
|------------------|---|-----------|
| (PSIC)           | WHOLESALE OF TELEPHONE AND COMMUNICATIONS EQUIPMENT INCLUDING PARTS AND ACCESSORIES                                       |           |
| (PSIC)           | 46527-WHOLESALE OF BLANK AUDIO AND VIDEO TAPES AND DISKETTES, MAGNETIC AND OPTICAL DISKS (CDS, DVDS)                      | Secondary |
| (PSIC)           | 46493-WHOLESALE OF RECORDED AUDIO AND VIDEO TAPES, CDS, DVDS  | Secondary |
| (PSIC)           | 46494-WHOLESALE OF CHINAWARE, GLASSWARE, EARTHENWARE, WOODENWARE, WICKERWARE, CORKWARE, PLASTICWARE, CUTLERY AND UTENSILS | Secondary |
| (PSIC)           | 46495-WHOLESALE OF HANDICRAFT PRODUCTS  | Secondary |
| (PSIC)           | 46496-WHOLESALE OF LIGHTING EQUIPMENT   | Secondary |
| (PSIC)           | 46499-WHOLESALE OF OTHER HOUSEHOLD GOODS, N.E.C.  | Secondary |
| (PSIC)           | 46521-WHOLESALE OF ELECTRONIC VALVES AND TUBES  | Secondary |



BIR FORM  
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REVISED: APRIL 2019

REPUBLICA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIAN NG RENTAS INTERNAS

REVENUE REGION NO. 09A - CAGAYAN DE ORO, DAVAO DEL NORTE, BATANGAS, MINDORO-ROMBLON  
REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC2024000002685  
Date OCN Generated: April 15, 2024

UPDATED: APR 15 2024

CERTIFICATE OF REGISTRATION

|   |  |  |
|---|--|--|
| <b>TIN &amp; BRANCH CODE</b><br>273-909-915-00000   | <b>NAME OF TAXPAYER</b><br>CUETO, REYNALDO GERON | <b>TIN ISSUANCE DATE</b><br>April 24, 2009 |
| <b>REGISTERING OFFICE</b><br>REGISTERED ADDRESS<br>141 MAHOGANY ST., SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES | <b>X</b> Head Office                             | Branch                                     |

|  |   |           |
|--|---|-----------|
| <b>(PSIC)</b><br><b>Line of Business</b> | 46522-WHOLESALE OF SEMI-CONDUCTOR DEVICES   | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 46523-WHOLESALE OF MICRO-CHIPS AND INTEGRATED CIRCUITS                                  | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 46524-WHOLESALE OF PRINTED CIRCUITS   | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 46599-WHOLESALE OF OTHER MACHINERY AND EQUIPMENT, N.E.C.                                | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 46204-WHOLESALE OF OLEAGINOUS FRUITS (E.G., OIL SEEDS, PALM OIL, SUNFLOWER SEEDS, ETC.) | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 46205-WHOLESALE OF TOBACCO LEAF   | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 46206-WHOLESALE OF FLOWERS AND PLANTS   | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 46207-WHOLESALE OF LIVESTOCK AND POULTRY AND UNPROCESSED ANIMAL PRODUCTS                | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 46422-WHOLESALE OF SURGICAL AND ORTHOPEDIC INSTRUMENTS AND DEVICES                      | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 46208-WHOLESALE OF FISH AND OTHER SEAFOODS  | Secondary |

CHANGE/ ADD IN LINE OF BUSINESS



BIR FORM  
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REVISED: APRIL 2019

REPUBLICA NG PILIPINAS  
KAGAWARAN NG PANATALAPI  
KAWANLHAN NG RENTAS INTERNAS  
REVENUE REGION NO. 09A - CAGAYAN DE ORO - BATANGAS-MINDORO-ROMBLON  
REVENUE DISTRICT OFFICE NO. 053 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC2024000002685

Date OCN Generated: April 15, 2024

UPDATED ON APR 15 2024

CERTIFICATE OF REGISTRATION

|  |   |   |             |                                     |        |
|--|---|---|-------------|-------------------------------------|--------|
| TIN & BRANCH CODE<br>273-909-915-00000   |   | NAME OF TAXPAYER<br>CUETO, REYNALDO GERON |             | TIN ISSUANCE DATE<br>April 24, 2009 |        |
| REGISTERING OFFICE   |   | X   | Head Office |                                     | Branch |
| REGISTERED ADDRESS<br>141 MAHOGANY ST., SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES |   |   |             |                                     |        |
| Line of Business<br>(PSIC)   | WHOLESALE OF FISH AND OTHER SEAFOODS  |   |             |                                     |        |
| Line of Business<br>(PSIC)   | 46209-WHOLESALE OF FARM, FOREST AND MARINE PRODUCTS, INCLUDING SEEDS AND ANIMAL FEEDS, HIDES AND SKINS, LEATHER, ETC., N.E.C. |   |             | Secondary                           |        |
| Line of Business<br>(PSIC)   | WHOLESALE OF FARM, FOREST AND MARINE PRODUCTS, INCLUDING SEEDS AND ANIMAL FEEDS, HIDES AND SKINS, LEATHER, ETC., N.E.C.       |   |             |                                     |        |
| Line of Business<br>(PSIC)   | 46421-WHOLESALE OF MEDICINAL AND PHARMACEUTICAL PRODUCTS  |   |             | Secondary                           |        |
| Line of Business<br>(PSIC)   | WHOLESALE OF MEDICINAL AND PHARMACEUTICAL PRODUCTS  |   |             |                                     |        |
| Line of Business<br>(PSIC)   | 46419-WHOLESALE OF TEXTILES, CLOTHING AND FOOTWEAR, N.E.C.  |   |             | Secondary                           |        |
| Line of Business<br>(PSIC)   | WHOLESALE OF TEXTILES, CLOTHING AND FOOTWEAR, N.E.C.  |   |             |                                     |        |
| Line of Business<br>(PSIC)   | 46201-WHOLESALE OF PALAY, CORN (UNMILLED) AND OTHER GRAINS  |   |             | Secondary                           |        |
| Line of Business<br>(PSIC)   | WHOLESALE OF PALAY, CORN (UNMILLED) AND OTHER GRAINS  |   |             |                                     |        |
| Line of Business<br>(PSIC)   | 46202-WHOLESALE OF ABACA AND OTHER FIBERS, EXCEPT SYNTHETIC FIBERS  |   |             | Secondary                           |        |
| Line of Business<br>(PSIC)   | WHOLESALE OF ABACA AND OTHER FIBERS, EXCEPT SYNTHETIC FIBERS  |   |             |                                     |        |
| Line of Business<br>(PSIC)   | 46203-WHOLESALE OF COCONUT AND COCONUT BY-PRODUCTS  |   |             | Secondary                           |        |
| Line of Business<br>(PSIC)   | WHOLESALE OF COCONUT AND COCONUT BY-PRODUCTS  |   |             |                                     |        |
| Line of Business<br>(PSIC)   | 46530-WHOLESALE OF AGRICULTURAL MACHINERY, EQUIPMENT AND SUPPLIES   |   |             | Secondary                           |        |
| Line of Business<br>(PSIC)   | WHOLESALE OF AGRICULTURAL MACHINERY, EQUIPMENT AND SUPPLIES   |   |             |                                     |        |
| Line of Business<br>(PSIC)   | 46592-WHOLESALE OF INDUSTRIAL MACHINERY AND EQUIPMENT   |   |             | Secondary                           |        |
| Line of Business   | WHOLESALE OF INDUSTRIAL MACHINERY AND EQUIPMENT   |   |             |                                     |        |



BIR FORM  
2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS  
KAGAYARAN NG PANATALAPI  
KAWANHAN NG RENTAS INTERNAS

REVENUE REGION NO. 09A - CAGAYAN DE ORO - BATANGAS-MINDORO-ROMBLON)  
REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC2024000002685

Date OCN Generated: April 15, 2024

UPDATED ON APR 15 2024

CERTIFICATE OF REGISTRATION

|   |  |  |
|---|--|--|
| <b>TIN &amp; BRANCH CODE</b><br>273-909-915-0000  | <b>NAME OF TAXPAYER</b><br>CUETO, REYNALDO GERON | <b>TIN ISSUANCE DATE</b><br>April 24, 2009 |
| <b>REGISTERING OFFICE</b>   | <b>Head Office</b>                               | <b>Branch</b>                              |
| <b>REGISTERED ADDRESS</b><br>141 MAHOGANY ST., SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES |  |  |

|  |   |           |
|--|---|-----------|
| <b>(PSIC)</b><br><b>Line of Business</b> | 46425-WHOLESALE OF PAPER AND PAPER PRODUCTS (INCLUDING STATIONERIES)  | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 46426-WHOLESALE OF BOOKS, MAGAZINES AND NEWSPAPERS  | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 46427-WHOLESALE OF PERFUMERIES, COSMETICS AND SOAPS   | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 46428-WHOLESALE OF WATCHES, CLOCKS AND JEWELRIES  | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 46491-WHOLESALE OF HOUSEHOLD-TYPE APPLIANCES, EXCEPT RADIO AND TELEVISION EQUIPMENT, CD AND DVD PLAYERS/RECORDERS | Secondary |
| <b>(PSIC)</b><br><b>Line of Business</b> | 46492-WHOLESALE OF HOUSEHOLD FURNITURE, FURNISHING AND FIXTURES   | Secondary |

REMINDERS:

1. An annual registration fee shall be paid upon registration and every year thereafter on or before the last day of January, using BIR Form No. 0605.
2. Filing of required tax return/s to conform with the above tax types, whether with or without business operation, to avoid penalties.
3. For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/As shall be before its use.
4. Immediately inform the district office in case of transfer/cessation of business and other changes in

CHANGE/ ADD IN LINE OF BUSINESS



BIR FORM  
**2303**

REVISED: APRIL 2019

REPUBLICA NG PILIPINAS  
KAGAWARAN NG PANATALAPI  
KAWANHAN NG RENTAS INTERNAS

REVENUE REGION NO. 09A - CABAMIRAN, WITE-BATANGAS-MINDORO-ROMBLON)  
REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC20240000002685  
Date OCN Generated: April 15, 2024

APR 15 2024

UPDATED ON

**CERTIFICATE OF REGISTRATION**

**TIN & BRANCH CODE**  
273-909-915-00000

**REGISTERING OFFICE**

**REGISTERED ADDRESS**

141 MAHOGANY ST., SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES

**NAME OF TAXPAYER**

CUETO, REYNALDO GERON

**X Head Office**

**Branch**

**TIN ISSUANCE DATE**

April 24, 2009

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-Ass't Revenue District Officer

**CHRISTINE M. CARDONA**

REVENUE DISTRICT OFFICER  
(Signature over Printed Name)

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

**CHANGE/ADD IN LINE OF BUSINESS**





Reynaldo Cueto <sarystationerytrading.busemail@gmail.com>

## Your BIR AFS eSubmission uploads were received

1 message

22 April 2024 at 22:08

eafs@bir.gov.ph <eafs@bir.gov.ph>  
To: SARYSTATIONERYTRADING.BUSEMAIL@gmail.com  
Cc: SARYSTATIONERYTRADING.BUSEMAIL@gmail.com

Hi CUETO, REYNALDO, GERON,

### Valid files

- EAFS273909915AFSTY122023.pdf
- EAFS273909915ITRTY122023.pdf

### Invalid file

- <None>

Transaction Code: **AFS-0-33YPMRR2075DE9L7KM41SMYY304PQPT3VP**  
Submission Date/Time: **Apr 22, 2024 10:08 PM**  
Company TIN: **273-909-915**

Please be reminded that you accepted the terms and conditions for the use of this portal and expressly agree, warrant and certify that:

- The submitted forms, documents and attachments are complete, truthful and correct based on the personal knowledge and the same are from authentic records;
- The submission is without prejudice to the right of the BIR to require additional document, if any, for completion and verification purposes;
- The hard copies of the documents submitted through this facility shall be submitted when required by the BIR in the event of audit/investigation and/or for any other legal purpose.

This is a system-generated e-mail. Please do not reply.





Reference No: 672400059175565  
Date Filed: April 14 2024 10:17 PM  
Batch Number:



Republic of the Philippines  
Department of Finance  
Bureau of Internal Revenue

For BIR  
Use Only

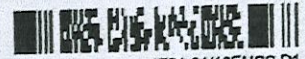
BCS/  
Item:

BIR Form No.  
**1701**

January 2018 (ENCS)  
Page 1

## Annual Income Tax Return

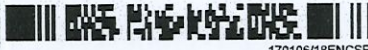
Individuals (including MIXED Income Earner), Estates and Trusts  
Enter all required information in CAPITAL LETTERS using BLACK ink. Mark all applicable boxes with an "X". Two  
copies MUST be filed with the BIR and one hold by the Tax Filer.



1701 01/18ENCS P1


|   |  |   |        |   |        |
|---|--|---|--------|---|--------|
| 1 For the year 12 / 20 23   |  | 2 Amended Return? Yes No  |        | 3 Short Period Return? Yes No   |        |
| PART I - Background Information on Taxpayer/Filer   |  |   |        |   |        |
| 4 Taxpayer Identification Number (TIN) 273 - 909 - 915 - 000  |  |   |        | 5 RDO Code 063  |        |
| 6 Taxpayer Type <input type="checkbox"/> Single Proprietor <input type="checkbox"/> Professional <input type="checkbox"/> Estate <input type="checkbox"/> Trust <input type="checkbox"/> Compensation Earner  |  |   |        |   |        |
| 7 Alphanumeric Tax Code (ATC) <input type="checkbox"/> 11012 Business Income - Graduated IT Rates <input type="checkbox"/> 11014 Income from Profession - Graduated IT Rates <input type="checkbox"/> 11013 Mixed Income - Graduated IT Rates <input type="checkbox"/> 11011 Compensation Income <input type="checkbox"/> 11015 Business Income - 8% IT Rate <input type="checkbox"/> 11017 Income from Profession - 8% IT Rate <input type="checkbox"/> 11016 Mixed Income - 8% IT Rate  |  |   |        |   |        |
| 8 Taxpayer's Name (Last Name, First Name, Middle Name for individual) / ESTATE OF (First Name, Middle Name, Last Name) / TRUST FAO: (First Name, Middle Name, Last Name)<br>CUETO, REYNALDO GERON   |  |   |        |   |        |
| 9 Registered Address (Indicate complete address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form 1905)<br>141 MAHOGANY ST., STO. NINO ORIENTAL MINDORO  |  |   |        |   |        |
|   |  |   |        | 9A Zip Code   | 5200   |
| 10 Date of Birth (MM/DD/YYYY)<br>08/06/1991   |  | 11 Email Address<br>sarystationerytrading.busemail@gmail.com  |        |   |        |
| 12 Citizenship<br>FILIPINO  |  | 13 Claiming Foreign Tax Credits?<br>Yes No  |        | 14 Foreign Tax Number (if applicable)   |        |
| 15 Contact Number 15 (Landline/Cellphone No.)<br>09354953014  |  | 16 Civil Status (if applicable)<br><input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Legally Separated <input type="checkbox"/> Widower |        |   |        |
| 17 If married, spouse has income? Yes No  |  |   |        | 18 Filing Status <input type="checkbox"/> Joint Filing <input type="checkbox"/> Separate Filing   |        |
| 19 Income EXEMPT from Income Tax? Yes No<br>[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]   |  |   |        | 20 Income subject to SPECIAL/PREFERENTIAL RATE? Yes No<br>[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)] |        |
| 21 Tax Rate* (choose one) <input type="checkbox"/> Graduated Rates (Choose Method of Deduction in Item 21A) <input type="checkbox"/> 8% in lieu of Graduated Rates under Sec. 24(A) and Percentage Tax under Sec. 116 of NIRC (available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M))  |  |   |        |   |        |
| 21A Method of Deduction (choose one) <input type="checkbox"/> Itemized Deduction [Sec. 34(A-J), NIRC] <input type="checkbox"/> Optional Standard Deduction (OSD) (40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC])   |  |   |        |   |        |
| PART II - Total Tax Payable   |  |   |        |   |        |
| Particulars   |  | A. Taxpayer/Filer   |        | B. Spouse   |        |
| 22 Tax Due (From Part VI Item 5)  |  | 93,104  |        | 0   |        |
| 23 Less: Total Tax Credits / Payments (From Part VII Item 10)   |  | 83,143  |        | 0   |        |
| 24 Tax Payable/(Overpayment) (Item 22 Less Item 23)   |  | 9,961   |        | 0   |        |
| 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   |        | 0   |        |
| 26 Amount of Tax Payable/(Overpayment) (Item 24 Less Item 25)   |  | 9,961   |        | 0   |        |
| Add: Penalties 27 Interest  |  | 0   |        | 0   |        |
| 28 Surcharge  |  | 0   |        | 0   |        |
| 29 Compromise   |  | 0   |        | 0   |        |
| 30 Total Penalties (Sum of Items 27 to 29)  |  | 9,961   |        | 0   |        |
| 31 Total Amount Payable/(Overpayment) (Sum of Items 26 & 30)  |  |   |        | 9,961   |        |
| 32 Aggregate Amount Payable/(Overpayment) (Sum of Items 31A & 31B)  |  |   |        | 9,961   |        |
| If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable)   |  |   |        |   |        |
| <input 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 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 0  |        |
| PART III - Details of Payment   |  |   |        |   |        |
| Particulars   |  | Drawee Bank/Agency  | Number | Date (MM/DD/YYYY)   | Amount |
| 34 Cash/Bank Debit Memo   |  |   |        |   |        |
| 35 Check  |  |   |        |   |        |
| 36 Tax Debit Memo   |  |   |        |   |        |
| 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)  |        |



|   |  |  |  |   |  |
|---|--|--|--|---|--|
| BIR Form No.<br><b>1701</b><br>January 2018 (ENCS)<br>Page 2  |  | <b>Annual Income Tax Return</b><br>Individuals (including MIXED Income Earner), Estates and Trusts   |  | <br>170106/18ENCSP5 |  |
| TIN<br>273 - 909 - 915 - 000  |  | Tax Filer's Last Name<br>CUETO   |  |   |  |
| PART IV - Background Information of Spouse  |  |  |  |   |  |
| 1 Spouse's Taxpayer Identification Number   |  | 2 RDO Code   |  |   |  |
| 3 Filer's Spouse Type<br><input type="checkbox"/> Single Proprietor <input type="checkbox"/> Professional <input type="checkbox"/> Compensation Earner  |  |  |  |   |  |
| 4 Alphanumeric Tax Code (ATC)<br><input type="checkbox"/> II012 Business Income-Graduated IT Rates <input type="checkbox"/> II014 Income from Profession-Graduated IT Rates <input type="checkbox"/> II013 Mixed Income-Graduated IT Rates <input type="checkbox"/> II011 Compensation Income <input type="checkbox"/> II015 Business Income from Profession - 8% IT Rate <input type="checkbox"/> II017 Income - 8% IT Rate <input type="checkbox"/> II016 Mixed Income - 8% IT Rate |  |  |  |   |  |
| 5 Spouse's Name (Last Name, First Name, Middle Name)  |  |  |  |   |  |
| 6 Contact Number  |  | 7 Citizenship  |  |   |  |
| 8 Claiming Foreign Tax Credits? <input type="radio"/> Yes <input type="radio"/> No  |  | 9 Foreign Tax Number (if applicable)   |  |   |  |
| 10 Income EXEMPT from Income Tax? <input type="radio"/> Yes <input type="radio"/> No<br><i>(If yes, fill out also consolidation of ALL activities per Tax Regime (Part X))</i>  |  | 11 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="radio"/> Yes <input type="radio"/> No<br><i>(If yes, fill out also consolidation of ALL activities per Tax Regime (Part X))</i> |  |   |  |
| 12 Tax Rate* (choose one)<br><input type="radio"/> Graduated Rates (Choose Method of Deduction in Item 12A) <input type="radio"/> 8% in lieu of Graduated Rates under Sec. 24(A) and Percentage Tax under Sec. 116 of NIRC [available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]   |  |  |  |   |  |
| 12A Method of Deduction (choose one)<br><input type="radio"/> Itemized Deduction [Sec. 34(A-J), NIRC] <input type="radio"/> Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]   |  |  |  |   |  |
| PART V - Computation of Tax   |  |  |  |   |  |
| Schedule 1 - Gross Compensation Income and Tax Withheld (Attach Additional Sheet/s, if necessary)<br>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; 49 Centavos or Less drop down; 50 or more round up)                          |  |  |  |   |  |
| a. Name of Employer   |  |  |  |   |  |
| 1 <input type="radio"/> Taxpayer <input type="radio"/> Spouse   |  | b. Employer's TIN  |  |   |  |
| 2 <input type="radio"/> Taxpayer <input type="radio"/> Spouse   |  | b. Employer's TIN  |  |   |  |
| (Continuation of Table Above)   |  |  |  |   |  |
|   |  | c. Compensation Income   |  | d. Tax Withheld   |  |
| 1   |  | 0  |  | 0   |  |
| 2   |  | 0  |  | 0   |  |
| 3A Gross Compensation Income and Total Tax Withheld for TAXPAYER (To Part V Schedule 2 Item 4A and Part VII Item 5A)  |  | 0  |  | 0   |  |
| 3B Gross Compensation Income and Total Tax Withheld for SPOUSE (To Part V Schedule 2 Item 4B and Part VII Item 5B)  |  | 0  |  | 0   |  |
| Schedule 2 - Taxable Compensation Income (DO NOT enter Centavos; 49 Centavos or Less drop down; 50 or more round up)  |  |  |  |   |  |
| Particulars   |  | A. Taxpayer/Filer  |  | B. Spouse   |  |
| 4 Gross Compensation Income (From Part V Schedule 1 Item 3A/3Bc)  |  | 0  |  | 0   |  |
| 5 Less: Non-Taxable / Exempt Compensation   |  | 0  |  | 0   |  |
| 6 Taxable Compensation Income (Item 4 Less Item 5)  |  | 0  |  | 0   |  |
| 7 Tax Due-Compensation Income (Item 6 x applicable Income Tax Rate)   |  | 0  |  | 0   |  |
| Schedule 3 - Taxable Business Income (If graduated rates, fill in items 8 to 24; if 8% flat income tax rate, fill in items 25 to 30)  |  |  |  |   |  |
| 3A - For Graduated Income Tax Rates   |  |  |  |   |  |
| 8 Sales/Revenues/Receipts/Fees  |  | 8,918,882  |  | 0   |  |
| 9 Less: Sales Returns, Allowances and Discounts   |  | 0  |  | 0   |  |
| 10 Net Sales/Revenues/Receipts/Fees (Item 8 Less Item 9)  |  | 8,918,882  |  | 0   |  |
| 11 Less: Cost of Sales/Services (applicable only if availing Itemized Deductions)   |  | 7,944,661  |  | 0   |  |
| 12 Gross Income/(Loss) from Operation (Item 10 Less Item 11)  |  | 974,221  |  | 0   |  |
| Less: Deductions Allowable under Existing Laws  |  |  |  |   |  |
| 13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4 Item 18)  |  | 221,199  |  | 0   |  |
| 14 Special Allowable Itemized Deductions (From Part V Schedule 5 Item 3 and/or Item 6)  |  | 0  |  | 0   |  |
| 15 Allowance for Net Operating Loss Carry Over (NOLCO) (From Part V Schedule 6 Item 8 and/or Item 13)   |  | 0  |  | 0   |  |
| 16 Total Allowable Itemized Deductions (Sum of Items 13 to 15)  |  | 221,199  |  | 0   |  |
| OR  |  |  |  |   |  |
| 17 Optional Standard Deduction (OSD) (40% of Item 10)   |  | 0  |  | 0   |  |
| 18 Net Income/(Loss) (If Itemized: Item 12 Less Item 16; If OSD: Item 10 Less Item 17)  |  | 753,022  |  | 0   |  |
| Add: Other Non-Operating Income (specify below)   |  |  |  |   |  |
| 19  |  | 0  |  | 0   |  |
| 20  |  | 0  |  | 0   |  |
| 21 Amount Received/Share in Income by a Partner from General Professional Partnership (GPP)   |  | 0  |  | 0   |  |
| 22 Total Other Non-Operating Income (Sum of Items 19 to 21)   |  | 0  |  | 0   |  |
| 23 Taxable Income-Business (Sum of Items 18 and 22)   |  | 753,022  |  | 0   |  |
| 24 Total Taxable Income - Compensation and Business (Sum of Items 6 and 23)   |  | 753,022  |  | 0   |  |
| 25 Total Tax Due-Compensation and Business Income (under graduated rates) (Item 24 x applicable income tax rate) (To Part VI Item 1)  |  | 93,104   |  | 0   |  |






|   |  |  |  |  |  |                               |  |  |  |
|---|--|--|--|--|--|-------------------------------|--|--|--|
| BIR Form No.<br><b>1701</b><br>January 2018 (ENCS)<br>Page 3  |  | <b>Annual Income Tax Return</b><br>Individuals (including MIXED Income Earner), Estates and Trusts |  | <br>1701 01/18ENCS P3 |  |                               |  |  |  |
| TIN<br>273 - 909 - 915 - 000  |  | Taxpayer/Filer's Last Name<br>CUETO  |  |  |  |                               |  |  |  |
| 3.B - For 8% Flat Income Tax Rate (DO NOT enter Centavos; 49 Centavos or Less drop down; 50 or more round up)   |  |  |  |  |  |                               |  |  |  |
| Particulars   |  | A) Taxpayer/Filer  |  | B) Spouse  |  |                               |  |  |  |
| 26 Sales/Revenues/Receipts/Fees (net of sales returns, allowances and discounts)  |  | 0  |  | 0  |  |                               |  |  |  |
| Add: Other Non-Operating Income (specify below)   |  |  |  |  |  |                               |  |  |  |
| 27  |  | 0  |  | 0  |  |                               |  |  |  |
| 28 Total Income (Sum of Items 26 and 27)  |  | 0  |  | 0  |  |                               |  |  |  |
| 29 Less: Allowable reduction from gross sales/receipts and other non-operating income of purely self-employed individuals and/or professionals in the amount of P250,000 (not applicable if with compensation income) |  | 0  |  | 0  |  |                               |  |  |  |
| 30 Taxable Income/(Loss) (Item 28 Less Item 29)   |  | 0  |  | 0  |  |                               |  |  |  |
| 31 Tax Due-Business Income (Item 30 x 8% Flat Income Tax Rate)  |  | 0  |  | 0  |  |                               |  |  |  |
| 32 Total Tax Due-Compensation and Business Income (under flat rate) (Sum of Items 7 and 31) (To Part VI Item 1)   |  | 0  |  | 0  |  |                               |  |  |  |
| Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheet/s, if necessary)   |  |  |  |  |  |                               |  |  |  |
| 1 Amortizations   |  | 0  |  | 0  |  |                               |  |  |  |
| 2 Bad Debts   |  | 0  |  | 0  |  |                               |  |  |  |
| 3 Charitable and Other Contributions  |  | 0  |  | 0  |  |                               |  |  |  |
| 4 Depletion   |  | 0  |  | 0  |  |                               |  |  |  |
| 5 Depreciation  |  | 60,000   |  | 0  |  |                               |  |  |  |
| 6 Entertainment, Amusement and Recreation   |  | 0  |  | 0  |  |                               |  |  |  |
| 7 Fringe Benefits   |  | 0  |  | 0  |  |                               |  |  |  |
| 8 Interest  |  | 0  |  | 0  |  |                               |  |  |  |
| 9 Losses  |  | 0  |  | 0  |  |                               |  |  |  |
| 10 Pension Trusts   |  | 0  |  | 0  |  |                               |  |  |  |
| 11 Rental   |  | 0  |  | 0  |  |                               |  |  |  |
| 12 Research and Development   |  | 0  |  | 0  |  |                               |  |  |  |
| 13 Salaries, Wages and Allowances   |  | 0  |  | 0  |  |                               |  |  |  |
| 14 SSS, GSIS, Philhealth, HDMF and Other Contributions  |  | 0  |  | 0  |  |                               |  |  |  |
| 15 Taxes and Licenses   |  | 4,650  |  | 0  |  |                               |  |  |  |
| 16 Transportation and Travel  |  | 0  |  | 0  |  |                               |  |  |  |
| 17 Others (Deductions Subject to Withholding Tax and Other Expenses) (specify below; Add additional sheet(s), if necessary)   |  | 0  |  | 0  |  |                               |  |  |  |
| a Janitorial and Messengerial Services  |  | 39,100   |  | 0  |  |                               |  |  |  |
| b Professional Fees   |  | 0  |  | 0  |  |                               |  |  |  |
| c Security Services   |  | 0  |  | 0  |  |                               |  |  |  |
| d VARIOUS   |  | 0  |  | 0  |  |                               |  |  |  |
| 18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) (To Part V, Schedule 3.A Item 13)   |  | 221,199  |  | 0  |  |                               |  |  |  |
| Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)  |  |  |  |  |  |                               |  |  |  |
| 5.A - Taxpayer/Filer  |  | Legal Basis  |  | Amount   |  |                               |  |  |  |
| 1   |  |  |  | 0  |  |                               |  |  |  |
| 2   |  |  |  | 0  |  |                               |  |  |  |
| 3 Total Special Allowable Itemized Deductions-Taxpayer/Filer (Sum of Items 1 and 2) (To Part V Schedule 3.A Item 14A)   |  |  |  | 0  |  |                               |  |  |  |
| 5.B - Spouse  |  | Legal Basis  |  | Amount   |  |                               |  |  |  |
| 4   |  |  |  | 0  |  |                               |  |  |  |
| 5   |  |  |  | 0  |  |                               |  |  |  |
| 6 Total Special Allowable Itemized Deductions-Spouse (Sum of Items 4 and 5) (To Part V Schedule 3.A Item 14B)   |  |  |  | 0  |  |                               |  |  |  |
| Schedule 6 - Computation of Net Operating Loss Carry Over NOLCO   |  |  |  |  |  |                               |  |  |  |
| 6.A - Computation of NOLCO  |  | A. Taxpayer/Filer  |  | B. Spouse  |  |                               |  |  |  |
| Description   |  |  |  |  |  |                               |  |  |  |
| 1 Gross Income  |  | 0  |  | 0  |  |                               |  |  |  |
| 2 Less: Ordinary Allowable Itemized Deductions  |  | 0  |  | 0  |  |                               |  |  |  |
| 3 Net Operating Loss (Item 1 Less Item 2) (To Schedule 6.A.1 Item 7A &/or Schedule 6.A.2 Item 12A)  |  | 0  |  | 0  |  |                               |  |  |  |
| 6.A.1 - Taxpayer/Filer's Detailed Computation of Available NOLCO  |  |  |  |  |  |                               |  |  |  |
| Net Operating Loss  |  | B. NOLCO Applied Previous Year/s   |  | C. NOLCO Expired   |  | D. NOLCO Applied Current Year |  | E. Net Operating Loss (Unapplied) [(E)= A - (B+C+D)] |  |
| Year Incurred   |  | A. Amount  |  |  |  |                               |  |  |  |
| 4   |  | 0  |  | 0  |  | 0                             |  | 0  |  |
| 5   |  | 0  |  | 0  |  | 0                             |  | 0  |  |
| 6   |  | 0  |  | 0  |  | 0                             |  | 0  |  |
| 7   |  | 0  |  | 0  |  | 0                             |  | 0  |  |
| 8 Total NOLCO - Taxpayer/Filer (Sum of Items 4D to 7D) (To Part V Schedule 3.A Item 15A)  |  |  |  |  |  | 0                             |  |  |  |





BIR Form No.  
**1701**  
January 2018 (ENCS)  
Page 4

**Annual Income Tax Return**  
Individuals (including MIXED Income Earner), Estates and Trusts

  
1701 01/18ENCS P4

TIN  
273 - 909 - 915 - 000

Taxpayer/Filer's Last Name  
CUETO

(Continuation of Schedule 6)

6.A.2 – Spouse's Detailed Computation of Available NOLCO

| Net Operating Loss |   | B. NOLCO Applied Previous Year/s | C. NOLCO Expired | D. NOLCO Applied Current Year | E. Net Operating Loss (Unapplied) [(E)= A – (B+C+D)] |
|--------------------|---|----------------------------------|------------------|-------------------------------|--|
| Year Incurred      | A. Amount   |                                  |                  |                               |  |
| 9                  |   |                                  |                  |                               |  |
| 10                 |   |                                  |                  |                               |  |
| 11                 |   |                                  |                  |                               |  |
| 12                 | 0   | 0                                | 0                | 0                             | 0  |
| 13                 | Total NOLCO – Spouse (Sum of Items 9D to 12D) (To Part V Schedule 3.A Item 15B) |                                  |                  |                               |  |

PART VI – Summary of Income Tax Due

|  |        |   |
|--|--------|---|
| 1 Regular Rate–Income Tax Due (From Part V, Either Item 25 or Item 32)         | 93,104 | 0 |
| 2 Special Rate–Income Tax Due (From Part X Item 17B/17F)                       | 0      | 0 |
| 3 Less: Share of Other Government Agency, if remitted directly to the Agency   | 0      | 0 |
| 4 Net Special Rate–Income Tax Due/Share of National Govt. (Item 2 Less Item 3) | 0      | 0 |
| 5 Total Income Tax Due (Sum of Items 1 & 4) (To Part II Item 22)               | 93,104 | 0 |

PART VII – Tax Credits/Payments (attach proof)

|   |        |   |
|---|--------|---|
| 1 Prior Year's Excess Credits   | 0      | 0 |
| 2 Tax Payments for the First Three (3) Quarters                                       | 0      | 0 |
| 3 Creditable Tax Withheld for the First Three (3) Quarters                            | 51,233 | 0 |
| 4 Creditable Tax Withheld per BIR Form No. 2307 for the 4 <sup>th</sup> Quarter       | 31,910 | 0 |
| 5 Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 3Ad/3Bd) | 0      | 0 |
| 6 Tax Paid in Return Previously Filed, if this is an Amended Return                   | 0      | 0 |
| 7 Foreign Tax Credits, if applicable  | 0      | 0 |
| 8 Special Tax Credits, if applicable (To Part VIII Item 6)                            | 0      | 0 |
| Other Tax Credits/Payments (specify)  |        |   |
| 9   | 0      | 0 |
| 10 Total Tax Credits/Payments (Sum of Items 1 to 9) (To Part II Item 23)              | 83,143 | 0 |

PART VIII – Tax Relief Availment

VIII.A – Special Rate

|  |   |   |
|--|---|---|
| 1 Regular Income Tax Otherwise Due (Part X Item 16B &/or Item 16F X applicable regular income tax rate)                    | 0 | 0 |
| 2 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7B and/or Item 7F X applicable regular income tax rate) | 0 | 0 |
| 3 Sub-Total – Tax Relief (Sum of Items 1 and 2)  | 0 | 0 |
| 4 Less: Income Tax Due (From Part X Item 17B and/or Item 17F)  | 0 | 0 |
| 5 Tax Relief Availment Before Special Tax Credit (Item 3 Less Item 4)  | 0 | 0 |
| 6 Add: Special Tax Credit, if any (From Part VII Item 8)   | 0 | 0 |
| 7 Total Tax Relief Availment- SPECIAL (Sum of Items 5 and 6)   | 0 | 0 |

VIII.B – Exempt

|  |   |   |
|--|---|---|
| 8 Regular Income Tax Otherwise Due (Part X Item 16A &/or 16E X applicable regular income tax rate)                         | 0 | 0 |
| 9 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7A and/or Item 7E X applicable regular income tax rate) | 0 | 0 |
| 10 Total Tax Relief Availment- EXEMPT (Sum of Items 8 and 9)   | 0 | 0 |

PART IX – Reconciliation of Net Income per Books Against taxable Income (Attach additional sheet/s, if necessary)

| Particulars   | A) Taxpayer/Filer | B) Spouse |
|---|-------------------|-----------|
| 1 Net Income/(Loss) per Books                                 | 753,022           | 0         |
| Add: Non-Deductible Expenses/Taxable Other Income             |                   |           |
| 2   |                   |           |
| 3   |                   |           |
| 4   |                   |           |
| 5 Total (Sum of Items 1 to 4)                                 | 753,022           | 0         |
| Less: A) Non-Taxable Income and Income Subjected to Final Tax |                   |           |
| 6   |                   |           |
| 7   |                   |           |
| B) Special/Other Allowable Deductions                         |                   |           |
| 8   |                   |           |
| 9   |                   |           |
| 10 Total (Sum of Items 5 to 9)                                | 753,022           | 0         |
| 11 Net Taxable Income/(Loss) (Item 5 Less Item 10)            |                   |           |

TABLE 1 – Tax Rates (effective January 1, 2018 to December 31, 2022)

| If Taxable Income is:                     | Tax Due is:                                      |
|---|--|
| Not over P 250,000                        | 0%   |
| Over P 250,000 but not over P 400,000     | 20% of the excess over P 250,000                 |
| Over P 400,000 but not over P 800,000     | P 30,000 + 25% of the excess over P 400,000      |
| Over P 800,000 but not over P 2,000,000   | P 130,000 + 30% of the excess over P 800,000     |
| Over P 2,000,000 but not over P 8,000,000 | P 490,000 + 32% of the excess over P 2,000,000   |
| Over P 8,000,000                          | P 2,410,000 + 35% of the excess over P 8,000,000 |

TABLE 2 – Tax Rates (effective January 1, 2023 and onwards)

| If Taxable Income is:                     | Tax Due is:                                      |
|---|--|
| Not over P 250,000                        | 0%   |
| Over P 250,000 but not over P 400,000     | 15% of the excess over P 250,000                 |
| Over P 400,000 but not over P 800,000     | P 22,500 + 20% of the excess over P 400,000      |
| Over P 800,000 but not over P 2,000,000   | P 102,500 + 25% of the excess over P 800,000     |
| Over P 2,000,000 but not over P 8,000,000 | P 402,500 + 30% of the excess over P 2,000,000   |
| Over P 8,000,000                          | P 2,202,500 + 35% of the excess over P 8,000,000 |





1701

January 2018 (FNCS)

Page 1m

## Annual Income Return

**Consolidation of ALL Activities per Tax Regime**  
*(A company must only file with MULTIPLE Tax Regimes)*

1701 01/18ENCS P1m

|                                      |     |     |      |
|--------------------------------------|-----|-----|------|
| Taxpayer Identification Number (TIN) |     |     |      |
| 273                                  | 909 | 915 | 0000 |
| Tax Filer's Last Name                |     |     |      |
| CUETO                                |     |     |      |

**Part X - CONSOLIDATED COMPUTATION  
RY TAX REGIME**

conclusions. (mark appropriate box)

- A.** Only one activity/project under EXEMPT and/or SPECIAL Tax Regimes. fill-out the applicable columns below.

| SCHEDULE A – Basis of Tax Relief                                   |           | TAXPAYER   |            |           | SPOUSE     |            |
|--|-----------|------------|------------|-----------|------------|------------|
| Particulars  | A. Exempt | B. Special | C. Regular | D. Exempt | E. Special | F. Regular |
| 1 Investment Promotion Agency (IPA)/Implementing Government Entity |           |            |            |           |            |            |
| 2 Legal Basis  |           |            |            |           |            |            |
| 3 Registered Activity Program (Reg. No.)                           |           |            | 0 %        |           | 0 %        |            |
| 4 Special Tax Rate   |           |            |            |           |            |            |
| 5 Effectivity Date of Tax Relief/Exemption From (MM/DD/YYYY)       |           |            |            |           |            |            |
| 6 Expiration Date of Tax Relief/Exemption To (MM/DD/YYYY)          |           |            |            |           |            |            |

**SCHEDULE B - Computation of Income Tax**

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|--------------------------------------|-----|-----|-----|-----------------------|--|--|--|
| Taxpayer Identification Number (TIN) |     |     |     | Tax Filer's Last Name |  |  |  |
| 273                                  | 909 | 915 | 000 | CUETO                 |  |  |  |

| Schedule C - Ordinary Allowable Itemized Deductions (attach additional sheet/s, if necessary)                               |                |   |            |   | (DO NOT enter Centavos; 48 Centavos or Less drop down; 50 or more round up) |   |            |   |  |
|---|----------------|---|------------|---|---|---|------------|---|--|
| Description   | TAXPAYER/FILER |   |            |   | SPOUSE  |   |            |   |  |
|   | A. Exempt      |   | B. Special |   | C. Exempt   |   | D. Special |   |  |
| 1 Amortizations   |                | 0 |            | 0 |   | 0 |            | 0 |  |
| 2 Bad Debts   |                | 0 |            | 0 |   | 0 |            | 0 |  |
| 3 Charitable and Other Contributions  |                | 0 |            | 0 |   | 0 |            | 0 |  |
| 4 Depletion   |                | 0 |            | 0 |   | 0 |            | 0 |  |
| 5 Depreciation  |                | 0 |            | 0 |   | 0 |            | 0 |  |
| 6 Entertainment, Amusement and Recreation   |                | 0 |            | 0 |   | 0 |            | 0 |  |
| 7 Fringe Benefits   |                | 0 |            | 0 |   | 0 |            | 0 |  |
| 8 Interest  |                | 0 |            | 0 |   | 0 |            | 0 |  |
| 9 Losses  |                | 0 |            | 0 |   | 0 |            | 0 |  |
| 10 Pension Trusts   |                | 0 |            | 0 |   | 0 |            | 0 |  |
| 11 Rental   |                | 0 |            | 0 |   | 0 |            | 0 |  |
| 12 Research and Development   |                | 0 |            | 0 |   | 0 |            | 0 |  |
| 13 Salaries, Wages and Allowances   |                | 0 |            | 0 |   | 0 |            | 0 |  |
| 14 SSS, GSIS, Philhealth, HDMF and Other Contributions  |                | 0 |            | 0 |   | 0 |            | 0 |  |
| 15 Taxes and Licenses   |                | 0 |            | 0 |   | 0 |            | 0 |  |
| 16 Transportation and Travel  |                | 0 |            | 0 |   | 0 |            | 0 |  |
| 17 Others (Deductions Subject to Withholding Tax and Other Expenses) (Specify below; Add additional sheet(s), if necessary) |                |   |            |   |   |   |            |   |  |
| a Janitorial and Messengerial Services  |                | 0 |            | 0 |   | 0 |            | 0 |  |
| b Professional Fees   |                | 0 |            | 0 |   | 0 |            | 0 |  |
| c Security Services   |                | 0 |            | 0 |   | 0 |            | 0 |  |
| d   |                | 0 |            |   |   | 0 |            | 0 |  |
| 18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) (To Part X Schedule B Item 6)                       |                | 0 |            | 0 |   | 0 |            | 0 |  |

| Schedule D - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)      |             |                |   |            |   | (DO NOT enter Centavos; 48 Centavos or Less drop down; 50 or more round up) |   |            |   |  |  |
|---|-------------|----------------|---|------------|---|---|---|------------|---|--|--|
| Description   | Legal Basis | Taxpayer/Filer |   |            |   | Spouse  |   |            |   |  |  |
|   |             | A. Exempt      |   | B. Special |   | C. Exempt   |   | D. Special |   |  |  |
| 1   |             |                | 0 |            | 0 |   | 0 |            | 0 |  |  |
| 2   |             |                | 0 |            | 0 |   | 0 |            | 0 |  |  |
| 3   |             |                | 0 |            | 0 |   | 0 |            | 0 |  |  |
| 4   |             |                | 0 |            | 0 |   | 0 |            | 0 |  |  |
| 5 Total Special Allowable Itemized Deductions (Sum of Items 1 to 4) (To Part X Schedule B Item 7) |             |                | 0 |            | 0 |   | 0 |            | 0 |  |  |

*[Handwritten signature]*



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE

FILING REFERENCE NO.

|                                     |                        |
|-------------------------------------|------------------------|
| TIN                                 | : 273-909-915-000      |
| Name                                | : CUETO REYNALDO GERON |
| RDO                                 | : 063                  |
| Form Type                           | : 1701_2018            |
| Reference No.                       | : 672400059175565      |
| Amount Payable<br>(Over Remittance) | : 9,961.00             |
| Accounting Type                     | : C - Calendar         |
| For Tax Period                      | : 12/31/2023           |
| Date Filed                          | : 04/14/2024           |
| Tax Type                            | : IT                   |

Proceed to Payment

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







Republika ng Pilipinas  
Kagawaran ng Pananalapi  
Kawanihan ng Rentas Internas

eFPS Payment Details

TIN : 273 - 909 - 915 - 000  
Name : CUETO REYNALDO GERON  
Tax Period : 12/31/2023  
Reference Number : 672400059175565  
Tax Type : IT - Annual Income Tax Return For Individuals (Including MIXED Income Earner),  
Estates and Trusts

| Payment Transaction Number  | : 240945388     |          |                      |            |            |  |             |
|-----------------------------|-----------------|----------|----------------------|------------|------------|--|-------------|
| Date                        | : 04/15/2024    |          |                      |            |            |  |             |
| Cash Amount Paid            | : 9,961.00      |          |                      |            |            |  |             |
| Bank                        | : 027000 - SBTC |          |                      |            |            |  |             |
| Origin                      | Bank Code       | Amount   | Number               | Date       | Status     | Message  | CBR BCS No. |
| Pending Online Confirmation | 027000          | 9,961.00 | -                    |            | Unknown    | 60 - Details of Payment were redirected to the corresponding Bank. Please verify with your Bank. | 58360       |
| Batch Confirmation          | 027000          | 9,961.00 | BI-041524-9198800000 | 04/15/2024 | Authorized | 0 - Successful   | 58360       |
| Batch Acknowledgment        | 027000          | 9,961.00 | BI-041524-9198800000 | 04/15/2024 | Authorized | 0 - Successful   | 58360       |

Total Payments (Successful/Unsuccessful): 9,961.00  
Total Payments (Successful) : 9,961.00

PrintClose



**SARY STATIONERY TRADING**  
**Reynaldo Geron Cueto - Proprietor**  
Sto. Nino, Oriental Mindoro

**FINANCIAL STATEMENTS**  
For the Period Ended December 31, 2023  
(With comparative figures for December 31, 2022)

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be the name of the proprietor, Reynaldo Geron Cueto.

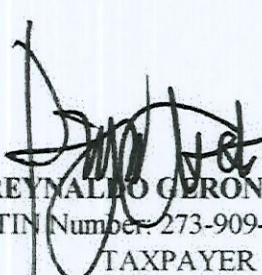


**STATEMENT OF MANAGEMENT'S RESPONSIBILITY  
FOR ANNUAL INCOME TAX RETURN**

The management of **SARY STATIONERY TRADING** is responsible for all information and representation contained in the Annual Income Tax return for the period ended December 31, 2023 (*with comparative year 2022*). Management is likewise responsible for all information and representations contained in the amended financial statements accompanying the Annual Income Tax Return covering the same reporting period. Furthermore, the Management is responsible for all information and representations contained in all the other tax returns filed for the reporting period, including, but not limited, to the value added tax and/or percentage tax returns, withholding tax returns, documentary stamp tax returns, and any and all other tax returns.

In this regard, Management affirms that the attached audited financial statements for the period ended December 31, 2023, and the accompanying Annual Income Tax Return are in accordance with the books and records of the management, complete and correct in all material respects. Management likewise affirms that:

- a. The Annual Income Tax Return has been prepared in accordance with the provisions of the National Internal Revenue Code, as amended, and pertinent tax regulations and other issuances of the Department of Finance and the Bureau of Internal revenue;
- b. Any disparity of figures in the submitted reports arising from the preparation of financial statements pursuant to financial accounting standards and the preparation of the income tax return pursuant to tax accounting rules has been reported as reconciling items and maintained in the company's books and records in accordance with the requirements of Revenue Regulations No. 8-2007 and other relevant issuances;
- c. The company has filed all applicable tax returns, reports, and statements required to be filed under Philippine tax laws for the reporting period and all taxes and other impositions shown thereon to be due and payable have been paid for the reporting period, except those contested in good faith.

  
**REYNALDO GERON CUETO**  
TIN Number: 273-909-915-000  
TAXPAYER





## STATEMENT OF MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL STATEMENTS

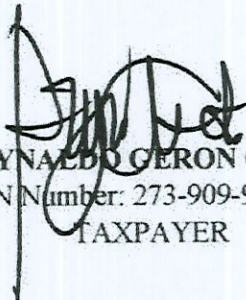
The management of **SARY STATIONERY TRADING** is responsible for the preparation and fair presentations of financial statements, including the schedules attached therein, for the period ended December 31, 2023 (*with comparative year 2022*) in accordance with the prescribed financial reporting framework indicated therein, and for such internal control as management determines is necessary to enable the preparations of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis accounting unless management either intends to liquidate the company or to cease operations, or has no realistic alternative to do so.

The management is responsible for overseeing the company's financial reporting process.

The management reviews and approves the financial statements, including the schedules attached therein, and submits the same to its owner.

**Elvin P. Vargas**, the independent auditor appointed by the management, has audited financial statements of the company in accordance with Philippines Standards on Auditing, and in his report to the management, has expressed his opinion on the fairness of presentation upon completion of such audit.

  
**REYNALDO CERON CUETO**  
TIN Number: 273-909-915-000  
TAXPAYER







Elvin P. Vargas, CPA  
B19 L12, Acacia Village, Neo Calapan  
Sto. Niño, Calapan City, Or. Mindoro

Tel. (043) 748 6026  
Mobile No. 0920-9633695  
[elvin\\_vargascpa@yahoo.com](mailto:elvin_vargascpa@yahoo.com)

BOA/PRC Reg.No. 0098138  
March 1, 2021 valid until Dec25, 2024  
BIR Accreditation No. 09-006423-001-2016

## INDEPENDENT AUDITOR'S REPORT

**REYNALDO G. CUETO – Proprietor**  
**SARY STATIONERY TRADING**  
Sto. Niño, Calapan City, Oriental Mindoro

Report on the Audit of the Financial Statements

### Opinion

I have audited the financial statements of **REYNALDO G. CUETO**, which comprise the financial position as of and for the year ended December 31, 2023 (*with comparative figures for December 31, 2022*) and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the period then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of **REYNALDO G. CUETO** as at December 31, 2023 and its financial performance and cash flows for the period then ended, in accordance with Philippine Financial Reporting Standards (PFRSs).

### Basis for Opinion

I conducted my audit in accordance with Philippine Standards on Auditing (PSAs). My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the company in accordance with the ethical requirements that are relevant to my audit of the financial statements and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### Responsibilities of Management and Those Charged with Governance for the Company Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PFRSs, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters relate to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Company's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with PSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with PSAs, I exercise professional judgment and maintain professional skepticism throughout the audit, I also:



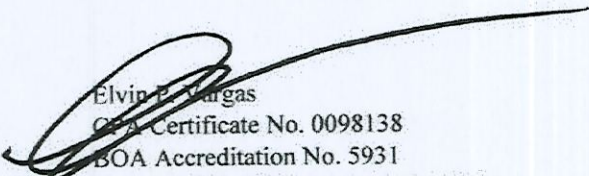
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities to express an opinion on the consolidated financial statements. I am responsible for the direction, supervision, and performance of the audit. I remain solely responsible for my audit opinion.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I also provide those charged with governance with a statement that I have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence, and where applicable, related safeguards.

#### **Report on the Supplementary Information Required Under Revenue Regulations 15-2010**

My audits are conducted for the purpose of forming an opinion on the financial statements taken as a whole. The supplementary information required under Revenue Regulations 15-2010 as disclosed is presented for purposes of filing with the Bureau of Internal Revenue and is not a required part of the basic financial statements. Such information is the responsibility of management. The information has been subjected to the auditing procedures applied in my audit of the basic financial statements. In my opinion, the information, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

  
Elvin P. Vargas  
CPA Certificate No. 0098138  
BOA Accreditation No. 5931  
valid until December 25, 2024  
Tax Identification No. 920-197-282  
BIR Accreditation No. 09-006423-001-2016  
March 31, 2022, valid until March 31, 2025  
PTR No. 1217289 A, January 04, 2024, Calapan City

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**SARY STATIONERY TRADING**  
**Reynaldo Cueto - Proprietor**  
Sto. Nino, Calapan City, Oriental Mindoro

**STATEMENT OF FINANCIAL PERFORMANCE**  
For the period ended December 31, 2023  
With comparative figures for the year ended December 31, 2022

|                                     | <i>Notes</i> | <b>December 31, 2023</b> | <b>December 31, 2022</b> |
|-------------------------------------|--------------|--------------------------|--------------------------|
| <b>INCOME:</b>                      |              |                          |                          |
| <b>Sales</b>                        |              | <b>8,918,882.36</b>      | <b>10,897,963.02</b>     |
| Less: Costs                         | <i>2,5,8</i> | 7,944,661.24             | 9,866,969.23             |
| <b>Gross Profit</b>                 |              | <b>974,221.11</b>        | <b>1,030,993.80</b>      |
| Less: Operating Expenses            | <i>2,9</i>   | 221,198.56               | 386,228.66               |
| <b>Net Income before Income Tax</b> |              | <b>753,022.55</b>        | <b>644,765.14</b>        |
| Less: Provision for Income Tax      | <i>2,10</i>  | 93,104.51                | 91,191.29                |
| <b>Net Income after Income Tax</b>  |              | <b>659,918.04</b>        | <b>553,573.86</b>        |

*Please see Accompanying Notes to Financial Statements*





**SARY STATIONERY TRADING**  
**Reynaldo Cueto - Proprietor**  
Sto. Nino, Calapan City, Oriental Mindoro

**STATEMENT OF FINANCIAL POSITION**  
As of the period ended December 31, 2023  
With comparative figures for the year ended December 31, 2022

| <b>ASSETS</b>                         | <i>Notes</i> | <b>December 31, 2023</b> | <b>December 31, 2022</b> |
|---------------------------------------|--------------|--------------------------|--------------------------|
| <b>CURRENT ASSETS:</b>                |              |                          |                          |
| Cash                                  | 2,4          | 2,832,266.75             | 2,216,695.55             |
| Inventory                             | 2,6          | 52,699.00                | -                        |
| <b>Total Current Assets</b>           |              | <b>2,884,965.75</b>      | <b>2,216,695.55</b>      |
| <b>NON-CURRENT ASSETS:</b>            |              |                          |                          |
| <b>Property and Equipment</b>         | 2,7          | <b>2,623,333.33</b>      | <b>2,683,333.33</b>      |
| <b>TOTAL ASSETS</b>                   |              | <b>5,508,299.08</b>      | <b>4,900,028.88</b>      |
| <b>LIABILITIES AND EQUITY</b>         |              |                          |                          |
| <b>CURRENT LIABILITIES:</b>           |              |                          |                          |
| Accounts and Other Payables           | 2,8,14       | 14,461.11                | 16,108.96                |
| <b>Total Current Liabilities</b>      |              | <b>14,461.11</b>         | <b>16,108.96</b>         |
| <b>NON-CURRENT LIABILITIES</b>        |              |                          |                          |
| Accounts Payable - Trade              | 2,9          | 3,174,802.70             | 3,657,800.00             |
| <b>Total Non-Current Liabilities</b>  |              | <b>3,174,802.70</b>      | <b>3,657,800.00</b>      |
| <b>TOTAL LIABILITIES</b>              |              | <b>3,189,263.81</b>      | <b>3,673,908.96</b>      |
| <b>EQUITY</b>                         |              |                          |                          |
| <b>Balance at the End of the Year</b> | 2,10         | <b>1,836,037.97</b>      | <b>1,226,119.92</b>      |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> |              | <b>5,025,301.78</b>      | <b>4,900,028.88</b>      |

Please see Accompanying Notes to Financial Statements





**SARY STATIONERY TRADING**  
**Reynaldo Cueto - Proprietor**  
Sto. Nino, Calapan City, Oriental Mindoro

**STATEMENT OF CHANGES IN EQUITY**  
As of the period ended December 31, 2023  
With comparative figures for the year ended December 31, 2022

| <b>EQUITY</b>                         | <i>Notes</i> | <b>December 31, 2023</b> | <b>December 31, 2022</b> |
|---------------------------------------|--------------|--------------------------|--------------------------|
| Beginning Capital                     |              | 1,226,119.92             | 722,546.07               |
| Add: Net Income                       |              | 659,918.04               | 553,573.86               |
| Less: Withdrawals                     | 2,10         | 50,000.00                | 50,000.00                |
| <b>Balance at the End of the Year</b> |              | <b>1,836,037.97</b>      | <b>1,226,119.92</b>      |

*Please see Accompanying Notes to Financial Statements*





**SARY STATIONERY TRADING**  
**Reynaldo Cueto - Proprietor**  
Sto. Nino, Calapan City, Oriental Mindoro

**STATEMENT OF CASH FLOWS**  
As of the period ended December 31, 2023  
With comparative figures for the year ended December 31, 2022

|   | Notes | December 31, 2023   | December 31, 2022   |
|---|-------|---------------------|---------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                                       |       |                     |                     |
| Net Income  |       | 659,918.04          | 553,573.86          |
| Adjustments to reconcile net income to net cash provided by operating activities: |       |                     |                     |
| Depreciation  | 2,7   | 60,000.00           | 33,333.33           |
| Changes in operating assets and liabilities:                                      |       |                     |                     |
| Decrease (increase) in receivables  |       | -                   | -                   |
| Decrease (increase) in inventory  | 2,6   | (52,699.00)         | 47,509.00           |
| Increase (decrease) in current liabilities  | 2,8   | (1,647.84)          | (1,208.11)          |
| <b>Net Cash (used in) provided by operating activities</b>                        |       | <b>665,571.20</b>   | <b>633,208.08</b>   |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                                       |       |                     |                     |
| Accounts Payable from Purchase of Merchandise                                     | 2,9   | -                   | 123,280.00          |
| Acquisition of assets   |       | -                   | -                   |
| <b>Net cash provided by investing activities</b>                                  |       | <b>-</b>            | <b>123,280.00</b>   |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>                                       |       |                     |                     |
| Withdrawals   | 2,10  | (50,000.00)         | (50,000.00)         |
| <b>Net cash provided by financing activities</b>                                  |       | <b>(50,000.00)</b>  | <b>(50,000.00)</b>  |
| <b>Net Increase (Decrease) in Cash</b>  |       | <b>615,571.20</b>   | <b>706,488.08</b>   |
| <b>ADD: Cash at the beginning of the year</b>                                     | 2,4   | <b>2,216,695.55</b> | <b>1,510,207.47</b> |
| <b>CASH AT THE END OF THE YEAR</b>  |       | <b>2,832,266.75</b> | <b>2,216,695.55</b> |

Please see Accompanying Notes to Financial Statements







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-063-04-19-R0712-2024-E

# TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

## CUETO, REYNALDO GERON

(SARY STATIONERY TRADING)

Name of Taxpayer

141 MAHOGANY ST., SANTO NIÑO, CITY OF CALAPAN (CAPITAL), ORIENTAL MINDORO  
Address

**273-909-915-00000**

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 19th day of April, 2024.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL APRIL 19, 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 18, 2024 UNDER EFPS PAYMENT TRANSACTION NO. 241032002. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.



**ROSALINDA D. CABIDOG**

Chief, Collection Division

By: **AMIHAN L. VALDEZ**

Asst. Chief, Collection Division

DOCUMENTARY STAMP TAX  
DATE OF PAYMENT: 04/03/2024  
PAYMENT CONFIRMATION:  
240522758  
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

**SARY STATIONERY TRADING**  
(REGIONAL)

REGION IV-B (MIMAROPA)

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

This certificate issued to

**REYNALDO GERON CUETO**

is valid from 07 May 2020 to 07 May 2025 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**

  
**RAMON M. LOPEZ**  
Secretary

**Business Name No. 1689405**

and issue the same on 07 May 2020 in the Philippines.

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



FULL139510900513

Documentary Stamp Tax Paid Php 30.00



Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES )

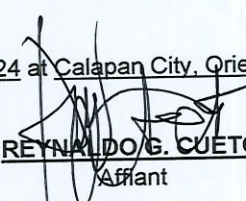
CITY OF CALAPAN ) S.S.

AFFIDAVIT

I, **Reynaldo G. Cueto**, of legal age, **married, Filipino**, and residing at **141 Mahogany St., Sto. Nino, 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 of **Sary Stationery Trading** with office address at **141 Mahogany St., Sto. Nino, Calapan City, Oriental Mindoro**;
2. As the owner and sole proprietor, or authorized representative of **Sary Stationery Trading**, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the **RFQ No. 2024-145 Supply and Delivery of Office Supplies, Materials and Equipment for College Department Student Government at MinSU Calapan City Campus**;
3. **Sary Stationery Trading** 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. **Sary Stationery Trading** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. 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;
7. **Sary Stationery Trading** complies with existing labor laws and standards; and
8. **Sary Stationery Trading** is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examine all of the Bidding Documents;
  - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the **RFQ No. 2024-145 Supply and Delivery of Office Supplies, Materials and Equipment for College Department Student Government at MinSU Calapan City Campus**;
9. **Sary Stationery Trading** 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 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 5<sup>th</sup> day of August, 2024 at Calapan City, Oriental Mindoro, Philippines.

  
**REYNALDO G. CUETO**  
Affiant

**SUBSCRIBED AND SWORN** to before me this 5<sup>th</sup> day of August, 2024 at Calapan City, Oriental Mindoro, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his Passport, with his/her photograph and signature appearing thereon, with no. P2097989C issued on October 20, 2022 at DFA Manila.

Witness my hand and seal this 5<sup>th</sup> day of August, 2024.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_



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

APPROVED BUDGET FOR THE CONTRACT (ABC)  
Supply and Delivery of Office Supplies, Materials and Equipment for College Department Student Government at MinSU Calapan City Campus  
Masipit, Calapan City, Oriental Mindoro

Project Name and Location

Stations: Mindoro State University  
Length:

| Length:<br><br>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  |      |       |      |  |            |           |
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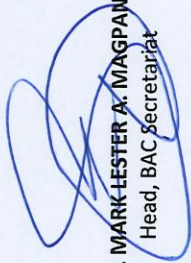
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| GRAND TOTAL |  |  |  |  |  |  |  |  |  |
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Prepared by



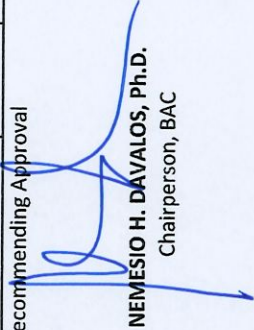
RENIELITO C. RICO  
Member, BAC Secretariat

Submitted by



Engr. MARK-LESTER A. MAGPANTAY  
Head, BAC Secretariat

Recommending Approval



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

Approved



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



## PURCHASE REQUEST

**Fund Cluster:**

**SCEF**

| Office/Section :<br>USG/ CSG |       | PR No.: 2024 - / 28<br>Responsibility Center Code :    |     | Date:<br>June 07, 2024 |                   |
|------------------------------|-------|--|-----|------------------------|-------------------|
| Stock/<br>Property No.       | Unit  | Item Description                                       | Qty | Unit Cost              | Total Cost        |
|                              |       | <b>Lot 1 -Semi-Expendable Furniture &amp; Fixtures</b> |     |                        | -                 |
| 1                            | pcs   | <b>Steel Cabinet/ Filing Cabinet</b>                   | 4   | 15,000.00              | 60,000.00         |
|                              |       | 4-layer cabinet  |     |                        | -                 |
|                              |       | Color: Gray  |     |                        | -                 |
| 2                            | pcs   | <b>Office Table with 4 Drawers (2 w/ lock)</b>         | 1   | 10,000.00              | 10,000.00         |
|                              |       | Color: Gray  |     |                        |                   |
|                              |       | L140 cm x W60 cm x H76 cm                              |     |                        | -                 |
|                              |       | <b>Lot 2 - Semi Expendable-Office Equipment</b>        |     |                        | -                 |
| 1                            | Unit  | <b>Full HD, Smart TV 42"</b>                           | 5   | 20,000.00              | 100,000.00        |
|                              |       | Height: 56.1 cm/ Width: 96.4                           |     |                        | -                 |
|                              |       | Length: 8.1 cm/ Gross weight: 9.2kg                    |     |                        | -                 |
|                              |       | Net weight: 6.3 kg                                     |     |                        | -                 |
|                              |       | TV Resolution: Full HD 1920x108                        |     |                        | -                 |
|                              |       | Connectivity: USB, HDMI, LAN Wifi                      |     |                        | -                 |
|                              |       | HDMI pots: 2/ USB ports: 2                             |     |                        | -                 |
|                              |       | Voltage: 100-240V 50/60Hz Ac                           |     |                        | -                 |
|                              |       | Wattage: 74 watts/ Warranty: 1 year                    |     |                        | -                 |
| 2                            | Unit  | <b>Water Dispenser (Hot &amp; Cold)</b>                | 4   | 4,000.00               | 16,000.00         |
| 3                            | pcs   | <b>Stand Fan</b>                                       | 13  | 3,000.00               | 39,000.00         |
|                              |       | 18 inches blades                                       |     |                        | -                 |
|                              |       | Low Noise (Windmill 18sf)                              |     |                        | -                 |
|                              |       | <b>Lot 3 - Office Supplies</b>                         |     |                        | -                 |
| 1                            | boxes | <b>Long Bond Paper (8.5"x13", 70GSM)</b>               | 10  | 1,500.00               | 15,000.00         |
|                              |       | <b>Lot 4 - Semi Expendable ICT Equipment</b>           |     |                        | -                 |
| 1                            | Unit  | <b>Printer w/ scanner</b>                              | 4   | 15,000.00              | 60,000.00         |
|                              |       | Replaceable Maintenance Box                            |     |                        | -                 |
|                              |       | Compact and Durable Ecological Design                  |     |                        | -                 |
|                              |       | High yield ink bottles                                 |     |                        | STE - 1071 -      |
|                              |       | Ultra-high page yield of 7,300 pages (colour)          |     |                        | 164-200 -         |
|                              |       | Borderless Printing (up to 4R)                         |     |                        | 06-853 -          |
|                              |       |  |     |                        | 50 203 22001      |
|                              |       |  |     |                        | (B) 20 221 003    |
|                              |       |  |     |                        | 50 20 321 002     |
|                              |       |  |     |                        | (B) 20 30 121     |
|                              |       |  |     |                        |                   |
|                              |       |  |     |                        |                   |
|                              |       | <b>SUB TOTAL 01</b>                                    |     |                        | <b>300,000.00</b> |

**Purpose:**

Office Supplies, Materials, and Equipment for College/Department Student Government Use

Requested by:

Recommending Approval:

**Certified:**

**Allotment Available**

Approved by:

**Signature :**

Printed Name : NSU

Designation :

**MENA A. CAOLI**

USG Adviser

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

**MACHERMIE R. LANDICHO**  
Acting Budget Officer  
MinSCAT - Calapan





PURCHASE REQUEST

Fund Cluster: STF

SCEF

| Office/Section :<br>USG |      | PR No.: 2024 - <u>129</u><br>Responsibility Center Code :      |     | Date: June 07, 2024 |                          |
|-------------------------|------|--|-----|---------------------|--------------------------|
| Stock/<br>Property No.  | Unit | Item Description   | Qty | Unit Cost           | Total Cost               |
| 2                       | pcs  | Laptop   | 6   | 35,000.00           | 210,000.00               |
|                         |      | Windows 11/Intel Core i3 1115G4                                |     |                     | -                        |
|                         |      | (up to 4.1 GHz with Intel® Turbo Boost Technology(2g)          |     |                     | -                        |
|                         |      | 6 MB L3 cache, 2 cores) / 8GB DDR4-3200 SDRAM (1 x 8 GB)       |     |                     | -                        |
|                         |      | 512 GB PCIe® NVMe M.2 SSD                                      |     |                     | -                        |
|                         |      | 15.6" diagonal HD (1366 x 768)                                 |     |                     | -                        |
|                         |      | micro-edge, BrightView, 250 nits, 45% NTSC                     |     |                     | -                        |
|                         |      | Intel UHD Graphics with bag                                    |     |                     | -                        |
|                         |      | Lot 5 - Office Equipment                                       |     |                     | -                        |
| 1                       | Unit | Photocopier/ Multi-Purpose Printer                             | 1   | 70,000.00           | 70,000.00                |
|                         |      | Printer Type: Print, Scan, Copy, Fax with ADF                  |     |                     | -                        |
|                         |      | inkjet technology for high-quality color printing.             |     |                     | -                        |
|                         |      | supports A3 size printing (11 x 17 inches)                     |     |                     | -                        |
|                         |      | refillable ink tanks   |     |                     | -                        |
|                         |      | Wi-Fi capability   |     |                     | -                        |
|                         |      | automatic duplex (double-sided) printing                       |     |                     | -                        |
|                         |      | Automatic duplex printing and scanning                         |     |                     | -                        |
|                         |      | black/ colour printing   |     |                     | -                        |
|                         |      | A4 Simplex Flatbed (Black / Colour): Up to 23.0 ipm / 23.0 ipm |     |                     | -                        |
|                         |      | A4 Simplex ADF (Black / Colour): Up to 22.5 ipm / 22.5 ipm     |     |                     | -                        |
|                         |      | Physical Printer Color: Monochrome B/W                         |     |                     | -                        |
|                         |      | Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct        |     |                     | -                        |
| 2                       | Unit | Sound System   | 4   | 90,000.00           | 360,000.00               |
|                         |      | 1 set TA 8oupro microphone (wireless)                          |     |                     | -                        |
|                         |      | 2 15A Active Speaker with heavy duty Speaker stand             |     |                     | -                        |
|                         |      | 700 w powered speaker  |     |                     | -                        |
|                         |      | 1 set cables and extension wire                                |     |                     | -                        |
|                         |      | 15 inch Customized Woofer                                      |     |                     | -                        |
|                         |      | Mixer (8 channels Analog Mixer w/ Bluetooth)                   |     |                     | -                        |
|                         |      | SUB TOTAL 02   |     |                     | 10 60 574 600 640,000.00 |
|                         |      | SUB TOTAL 01   |     |                     | 300,000.00               |
|                         |      | SUB TOTAL 02   |     |                     | 640,000.00               |
|                         |      | GRAND TOTAL  |     |                     | 940,000.00               |

Purpose:

Office Supplies, Materials, and Equipment for College/Department Student Government Use

|                                |                           |                     |  |
|--------------------------------|---------------------------|---------------------|--|
| Requested by:                  | Recommending Approval:    | Certified:          | Approved by:                             |
| Signature : <u>[Signature]</u> | <u>[Signature]</u>        | Allotment Available | <u>[Signature]</u>                       |
| Printed Name : MENA A. CAOLI   | ELVI C. ESCAREZ, Ph.D.    | ROVELYN P. ROXAS    | CHRISTIAN C. AGUTAYA, Ph.D.              |
| Designation : USG Adviser      | Campus Executive Director | Budget Officer III  | OIC - Office of the University President |

CHARGEABLE AGAINST

12032101/12032102/12032103  
12032104/12032105/12032106

MACHERMIE R. LANDI CHO  
Acting Budget Officer  
MinSCAT - Calapan





## COMPREHENSIVE PROJECT PROFILE

**AGENCY:** Mindoro State University -Calapan City Campus

**SECTOR:** Social Development

### I. BASIC INFORMATION

#### 1. Project Title

Procurement of Information and Technology Communication  
(**Photocopier/ Multi-Purpose Printer**)

#### 2. Project Description

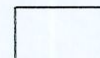
A photocopier/multi-purpose printer, often called an MFP, is a single machine that acts as both a copier and a printer. It can duplicate physical documents and print digital files from a computer. It is a space-saving hero that combines copying, printing, scanning, and sometimes even faxing into one device.

This all-in-one wonder saves you money by replacing multiple machines, boosts efficiency with its one-stop document handling, and offers features like auto-feeding and scan-to-email for ultimate convenience.

#### 3. Project Type      Capital Assistance



Technical Assistance



#### 4. Project Components

The Information and Communication Technology (Photocopier/ Multi-purpose Printer) details are as follows:

**Printer Type:** Print, Scan, Copy, Fax with ADF

**Print Technology:** The EcoTank series typically uses inkjet technology for high-quality color printing.

**Printing Size:** Check if it supports A3 size printing (11 x 17 inches) since you mentioned the "A3" in the model's name.

**Ink Tank System:** EcoTank printers are known for their refillable ink tanks, which can significantly reduce printing costs over time compared to traditional ink cartridges.

**Wireless Connectivity:** Look for Wi-Fi capability, which allows you to print wirelessly from your computer, smartphone, or tablet.

**Duplex Printing:** Many models offer automatic duplex (double-sided) printing, which can save on paper costs.

**Print Speed:** Photo Default - 10 x 15 cm / 4 x 6 " \*1: Approx. 26 sec per photo (Border) / 27 sec per photo (Borderless)\*2Draft, A4 (Black / Colour): Up to 32.0 ppm / 32.0 ppm \*2ISO 24734, A4 Simplex (Black / Colour): Up to 25.0 ipm / 25.0 ipm \*2 ISO 24734, A4 Duplex (Black / Colour): Up to 21.0 ipm / 21.0 ipm \*2 ISO 24734, A3 Simplex (Black / Colour): Up to 13.5 ipm / 13.5 ipm \*2 ISO 24734, A3 Duplex (Black / Colour): Up to 10.0 ipm / 10.0 ipm \*2

**Copy Speed:** ISO 29183, A4 Simplex Flatbed (Black / Colour): Up to 23.0 ipm / 23.0 ipm\ ISO 24735, A4 Simplex ADF (Black / Colour): Up to 22.5 ipm / 22.5 ipm vISO 24735, A4 Duplex ADF (Black / Colour):= Up to 19.0 ipm / 19.0 ipm







## 5. Project Objectives

The objectives of the project are:

1. It boosts Student Efficiency. This project provides a one-stop shop for printing, copying, and scanning, streamlining document workflows and reducing wasted time switching between separate machines.
2. It promotes resource management. This project can be used to implement a print management system, encouraging responsible printing habits and potentially lowering overall costs for the school.
3. It enhances learning and collaboration. Students can easily access printed materials, scan notes and projects, and share resources more effectively with an MFP readily available.

## 6. Project Outcomes

One (1) multi-purpose printer for official use inside the college. This project allows students to access printed materials easily and without hassle. This will be helpful for all student leaders as well.

## 7. Project Location

Provinces  
City/Municipality  
Barangay

|                  |
|------------------|
| Oriental Mindoro |
| Calapan City     |
| Masipit          |

## II. PROJECT STATUS

1. On-going
2. Pipeline
3. Proposal

|   |
|---|
|   |
|   |
| √ |

### Status of Project Preparation:

1. Project Idea
2. Pre-Feasibility Study
3. Feasibility Study
4. Detailed Engineering
5. Fund Negotiation

|   |
|---|
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### Review Level:

1. RDC
2. ICC- TB
3. NEDA Board

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## III. PROJECT JUSTIFICATION

Students from all colleges, BSED, BTVTED/BTLED, CAS, CBM, CCS, CCJE currently struggle with scattered resources for printing, copying, and scanning. This leads to wasted time searching for machines and potentially high printing costs due to uncontrolled use. Additionally, sharing materials can be cumbersome. Procuring a multi-purpose printer (MFP) offers a single solution, streamlining student workflows and potentially





**1. Project Background**

lowering costs through print management. Furthermore, an MFP fosters collaboration by providing a central location for accessing and sharing resources. Investing in an MFP is a cost-effective way to enhance student learning, promote resource management, and create a more collaborative learning environment.

**2. Goal**

The project aims to procure Information and Communication Technology (Photocopier/ Multi-purpose Printer) for producing quality printing services of BTVTED, BSED, BSIT, BSTM, BSHM BSCRIM, AB PYSCH, AND AB ENGLISH

**3. Purpose**

To provide photocopier/ multi-purpose printer to BTVTED, BSIT, BSTM, BSHM, BSED, AB PYSCH, AB ENGLISH and BSCRIM to produce quality reports and documents related activities.

**4. Project Outputs**

Quality outputs in terms of printing, documentation, production of accomplishment reports, brochures, leaflets, and product labels are expected.

**5. Project Activities**

Purchase of one Photocopier/ Multi-purpose Printer

**6. Project Linkages**

None

**IV. PROJECT FINANCING**

1. Funding Requirement
2. Project Financing
3. Funding Source
4. Counterpart Funding
5. Financial Viability

Php 70,000.00

Income of the College

Students Capability Enhancement Fund (SCEF)

N/A

N/A

**V. PROJECT BENEFITS AND COSTS**

**1. Beneficiaries**

The equipment will be used by the BTVTED, BSED, BSIT, BSTM, AB ENGLISH, AB PYSCH, BSHM and BSCRIM for quality printing services.

**2. Social Benefits**

The presence of equipment will ensure proper documentation and smooth flow of transaction which cuts the time and efforts in the printing of documents of students and faculty staffs

**3. Economics Benefits**

The proposed equipment are lower in terms of cost, with easier maintenance and repair, with better availability of spare parts.

**4. Social Costs**

No additional or external cost charge from the public.

**5. Economic Costs**

It saves money for students across colleges.





## VI. PROJECT IMPLEMENTATION

### 1. Agencies Involved:

Mindoro State University-Calapan City Campus,  
University and College Student Government

### 2. Implementation Schedule:

The proposed equipment should be made available  
and utilizable for school year 2024.

| Year | Physical                         | Indicator       | Amount        |
|------|----------------------------------|-----------------|---------------|
| 2024 | One (1) Multi-purpose<br>Printer | 100 % Purchased | Php 70,000.00 |

### 3. Administrative Feasibility:

This proposed equipment will be procured by the  
adviser of the University Student Government

### 4. Environmental Clearance:

N/A

### 5. Social Acceptability:

Provided that the requirements for compliant  
Technical and Scientific equipment are met, the  
proposed equipment is socially acceptable.

## VII. PROJECT PHOTO or LOCATION MAP



Prepared by:

**MENA A. CAOLI**

Adviser, University Student Government

Date:

Noted by:

**ELVIC. ESCAREZ, Ph. D.**

Campus Executive Director

Date:





## COMPREHENSIVE PROJECT PROFILE

**AGENCY:** Mindoro State University -Calapan City Campus

**SECTOR:** Social Development

### I. BASIC INFORMATION

**1. Project Title**

Procurement of Technical and Scientific Equipment (Sound System)

**2. Project Description**

A sound system is a set of equipment or a collection of electronic components that work together for the reproduction and amplification of sound. A sound system can be as simple as a pair of computer speakers or as complex as a massive concert PA system. The common components that a sound system might have are speakers, a set of mixer, set of cables and extension wire, and microphone.

Purchasing this equipment would greatly contribute to the overall success of every events and occasion.

**3. Project Type**

Capital Assistance



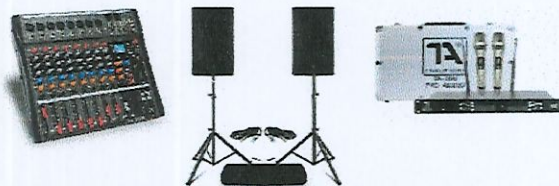
Technical Assistance



**4. Project Components**

The Technical and Scientific Equipment (4 Sound System) details are as follows:

- 1 set TA 80upro microphone (wireless)
- 2 15A Active Speaker with heavy duty Speaker stand
- 700 w powered speaker
- 1 set cables and extension wire
- 15-inch Customized Woofer Mixer
- (8 channels Analog Mixer w/ Bluetooth)



**5. Project Objectives**

The objectives of the project are:

1. To enhance audio experiences of every event and occasion of the student government and organization.
2. To increase functionality and versatility as a new sound system will offer greater functionally compared to the previous set ups of event.

**6. Project Outcomes**

Procured sound system equipment (Technical and Scientific Equipment), including 1 set of professional microphone, 2 active speakers with heavy duty stand, 1 set of cables and extension wire, and mixer.





## 7. Project Location

Provinces

City/Municipality

Barangay

Oriental Mindoro

Calapan City

Masipit

## II. PROJECT STATUS

1. On-going
2. Pipeline
3. Proposal

|   |
|---|
|   |
|   |
| √ |

### Status of Project Preparation:

1. Project Idea
2. Pre-Feasibility Study
3. Feasibility Study
4. Detailed Engineering
5. Fund Negotiation

|   |
|---|
| √ |
|   |
|   |
|   |
|   |

### Review Level:

1. RDC
2. ICC- TB
3. NEDA Board

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## III. PROJECT JUSTIFICATION

### 1. Project Background

The CTE, BSED, CAS, CCS, CCJE, and CBM departments all currently lack their own sound systems, hindering their ability to effectively host events. Renting equipment is costly, inconvenient, and inconsistent in quality. A central sound system would empower all departments to hold impactful events with improved audio, reduce rental expenses, and streamline event planning. This investment will benefit students, faculty, and the community by facilitating a wider range of high-quality departmental activities.

### 2. Goal

The project aims to procure Technical and Scientific equipment (Sound System) that will help the colleges from CAS, CCS, CBM, CTE, CCJE to conduct events and occasions smoothly and effectively.

### 3. Purpose

To provide sound system to CTE, BSED, CAS, CCS, CCJE, and CBM to produce quality audio during events. Thus, solving the problems from their previous activities, especially technical matters.

### 4. Project Outputs

Procurement of the above-mentioned technical and scientific equipment.

### 5. Project Activities

Purchase of four (4) Sound System.

### 6. Project Linkages

None





#### IV. PROJECT FINANCING

1. Funding Requirement
2. Project Financing
3. Funding Source
4. Counterpart Funding
5. Financial Viability

|   |
|---|
| Php 360,000.00                              |
| Income of the College                       |
| Students Capability Enhancement Fund (SCEF) |
| N/A   |
| N/A   |

#### V. PROJECT BENEFITS AND COSTS

##### 1. Beneficiaries

The principal beneficiaries of this project are the students of MinSU-Calapan City Campus.

##### 2. Social Benefits

The system can be used to host public events, fostering a stronger connection between the departments and the community through shared learning experiences and showcasing student and faculty talents.

##### 3. Economics Benefits

This central sound system cuts departmental sound equipment rental costs and offers potential revenue generation.

##### 4. Social Costs

No additional or external cost charge from the public.

##### 5. Economic Costs

It saves money for students across colleges.

#### VI. PROJECT IMPLEMENTATION

##### 1. Agencies Involved:

Mindoro State University-Calapan City Campus,  
University and College Student Government

##### 2. Implementation Schedule:

The proposed equipment should be made available and utilizable for school year 2024.

| Year | Physical              | Indicator       | Amount        |
|------|-----------------------|-----------------|---------------|
| 2024 | Four (4) Sound System | 100 % Purchased | Php 90,000.00 |

##### 3. Administrative Feasibility:

This proposed equipment will be procured by adviser of the University Student Government.

##### 4. Environmental Clearance:

N/A

##### 5. Social Acceptability:

Provided that the requirements for compliant Technical and Scientific equipment are met, the proposed equipment is socially acceptable.





## VII. PROJECT PHOTO or LOCATION MAP



Prepared by:

**MENA A. CAOLI**

Adviser, University Student Government

Date:

Noted by:

**ELVIC C. ESCAREZ, Ph. D.**

Campus Executive Director

Date:



Prism

### **Charged to STF: SCEF Project, Programs and Activities**

**TOTAL BUDGET:** 370,000.00

*Elvi C. Escarez*  
Elvi C. ESCAREZ, Ph. D.  
Campus Executive Director



Prämi

END-USER UNIT : UNIVERSITY STUDENT GOVERNMENT AND COLLEGE STUDENT GOVERNMENT  
 Charged to STF : SCEF  
 Project, Programs and Activities

**TOTAL BUDGET:**

**Prepared By:**

**Recommending Approval:**

*Elvi C. Escarez*  
**ELVI C. ESCAREZ, Ph.D.**  
 Campus Executive Director



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

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER UNIT : UNIVERSITY STUDENT GOVERNMENT AND COLLEGE STUDENT GOVERNMENT  
Charged to STF : SCEF

### *Project, Programs and Activities*

**TOTAL BUDGET:**

70,000.00

**Prepared By:**

*Amal*  
**MENA A. CAOLI**  
 Adviser, University Student Government

**Recommending Approval:**

*campus*  
EVA C. ESCARIZ, Ph. D.  
Campus Executive Director



**TOTAL BUDGET:**

Submitted by:

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



Byun

END-USER UNIT - UNIVERSITY STUDENT GOVERNMENT AND COLLEGE STUDENT GOVERNMENT

Charged to STF: SCEF

Project, Programs and Activities

**TOTAL BUDGET:** 70,000.00

Prepared By:

*Mena A. Caoli*  
MENA A. CAOLI  
Adviser, University of

Adviser, University Student Government

**ELVI C. ESCARTEZ, Ph. D.**  
Campus Executive Director