Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines
Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28

BAGONG PILIPINAS

SUPPLY AND DELIVERY OF OFFICE EQUIPMENT, TONER, ICT EQUIPMENT AND OFFICE SUPPLIES FOR THE PBO OFFICE OF MinSU CALAPAN CITY CAMPUS

Name of Project

BAC Resolution Recommending Approval
Resolution No. 08, s. 2025

WHEREAS, the **Mindoro State University (MinSU)**, through Bids and Awards Committee (BAC) has advertised in the PhilGEPS and MinSU Website the **Request for Quotation (RFQ) No. 2024-227** for the project **"Supply and Delivery of Office Equipment, Toner, ICT Equipment and Office Supplies for the PBO Office of MinSU Calapan City Campus"** with an Approved Budget for the Contract (ABC) amounting to **Three Hundred Eighty-Nine Thousand Four Hundred Pesos (Php389,400.00)** composed of four (4) lots;

Particulars	Sub-ABC
Lot 1 – Office Equipment	Php260,000.00
Lot 2- Toner	Php44,400.00
Lot 3- ICT Equipment	Php18,000.00
Lot 4- Office Supplies	Php67,000.00

WHEREAS, in response to the advertisement of the project, six (6) suppliers/bidders were found in the document request list, however three (3) suppliers/bidders in the name of **PHILIPPINE DUPLICATORS, INC., IRAYA LIFE ENTERPRISES** and **PAPERCAT OFFICE SUPPLIES & EQUIPMENT TRADING** submitted price quotation before the deadline;

WHEREAS, PHILIPPINE DUPLICATORS, INC. submitted price quotation for Lot Nos. 1 and 2 while **PAPERCAT OFFICE SUPPLIES & EQUIPMENT TRADING** submitted price quotation for Lot Nos. 1,2,3 and 4 and **IRAYA LIFE ENTERPRISES** submitted price quotation for Lot Nos. 3 and 4;

WHEREAS, following the assessment of the price quotation submitted by **PAPERCAT OFFICE SUPPLIES & EQUIPMENT TRADING** for Lot No. 1 and Lot No. 2, the Technical Working Group (TWG) has determined the supplier to be disqualified due to the non-submission of the required certificate of distributorship for the specified equipment and toner, which includes a lifetime warranty;

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	Php260,000.00	Philippine Duplicators, Inc.	**Php258,000.00**
2	Php44,400.00	Philippine Duplicators, Inc.	**Php44,399.04**
3	Php18,000.00	Papercat Office Supplies & Equipment Trading	**Php17,998.00**
		Iraya Life Enterprises	Php43,000.00
4	Php67,000.00	Papercat Office Supplies & Equipment Trading	Php66,525.00
		Iraya Life Enterprises	**Php65,715.00**

WHEREAS, the BAC examined and verified the price quotation submitted by the abovementioned suppliers and were found to be complying and responsive;

NOW, THEREFORE, BE IT RESOLVED that the BAC hereby recommends to the Head of Procuring Entity the approval of awarding the contract involving the project, **"Supply and Delivery of Office Equipment, Toner, ICT Equipment and Office Supplies for the PBO Office of MinSU Calapan City Campus"** as follows:

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

a. Lot Nos. 1 and 2 to Philippine Duplicators, Inc.for being the supplier/bidder with the Single Calculated Responsive Bid (SCRB);
b. Lot No. 3 to Papercat Office Supplies & Equipment Trading for being the supplier/bidder with the Lowest Calculated Responsive Bid (LCRB) and;
c. Lot No. 4 to Iraya Life Enterprises for being the supplier/bidder with the Lowest Calculated Responsive Bid (LCRB);

RESOLVED, this 28th day of January, 2025 at MinSU-Main Campus, Alcate, Victoria, Oriental Mindoro,

CIEDELLE P. SALAZAR,*J.D.,Ph.D*
BAC Chairperson

Engr. MARK LESTER A. MAGPANTAY
BAC Vice-Chairperson

ATTY. SHERLYN A. LAYESA
BAC Member

FRANIE M. AFABLE, *DBMHM*
BAC Member

MELGAR G. FADRIQUELAN
BAC Member

Approved/Disapproved

ENYA MARIE D. APOSTOL, *Ph.D.*
SUC President III
Date: 2/12/2025

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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BAGONG PILIPINAS

ABSTRACT OF QUOTATION/S

I. Particulars

Project Name: Supply and Delivery of Office Equipment, Toner, ICT Equipment and Office Supplies for the PBO office of MinSU Calapan City Campus

Project Location: MinSU Calapan City Campus

Implementing Office: PBO Office

Method of Procurement:

Approved Budget for the Contract (ABC): Php 389,400

Deadline of Submission of Quotation: 12-10-2024

II. Abstract of Quotations / for SVP

Evaluation of Document/s Required to be Submitted <u>within the deadline specified in the RFQ</u>

TWG Report No: ____________ Date: 01-23-25

No	Participating Bidder/s	Date and Time of Receipt	Eligibility Requirements		Technical Requirements		Financial Requirements		Bid Amount	Rank	Remarks
			Pass	Fail	Pass	Fail	Pass	Fail			
	lots 1 and 2										
①	Philippine Duplicators		✓		✓		✓		302,399.04	2	
②	Papercut Office Supplies & Equipment Trading		✓			✓	✓		300,408	1	no certificate of distributorship presented

III. Recommendation /Resolution Date: ____________

☑ Recommend to Award Contract

Lowest / Single Calculated and Responsive Quotation:	Philippine Duplicators, Inc	Contract Price Award (in words & figures):	Three hundred two thousand three hundred ninety nine pesos and 4/100 pesos only ₱ 302,399.04

☐ Declaration of Failure under Section 35 of Revised IRR of RA 9184

☐ All prospective bidders are declared ineligible [Sec. 35.1(b)]

☐ All bids failed to comply with all the bid requirements or fail post-qualification [Sec. 35.1(c)]

Date: 01-23-25

Engr. MARK KEYLORD S. ONAL
BAC-TWG Head

MAY C. BERON
TWG Member

FELIX A. MINESTERIO
TWG Member

MERVIN L. ICALLA
TWG Member

LINA B. JAVIER
TWG Member

Proceed only if recommended for award of contract

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines
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BAGONG PILIPINAS

ABSTRACT OF QUOTATION/S

I. Particulars

Project Name: Supply and Delivery of Office Equipment, Toner, ICT Equipment and Office Supplies for the PBO Office of MinSU Calapan City Campus
Project Location: MinSU Calapan City Campus
Implementing Office: PBO Office
Method of Procurement:
Approved Budget for the Contract (ABC): Php 389,400
Deadline of Submission of Quotation: 12-10-2024

II. Abstract of Quotations / for SVP

Evaluation of Document/s Required to be Submitted **within the deadline specified in the RFQ**

TWG Report No: ________ Date: 01-23-25

No	Participating Bidder/s	Date and Time of Receipt		Eligibility Pass	Eligibility Fail	Technical Pass	Technical Fail	Financial Pass	Financial Fail	Bid Amount	Rank	Remarks
	Lots 3 and 4											
1	Inaya Life Enterprises			/		/		/		108,715	2	
2	Paperart Office Supplies & Equipment Trading			/		/		/		84,523	1	LCRS

III. Recommendation /Resolution Date:____________

☑ Recommend to Award Contract

Lowest / Single Calculated and Responsive Quotation:	Paperart Office Supplies & Equipment Trading	Contract Price Award (in words & figures):	Eighty four thousand five hundred twenty three pesos only (₱ 84,523)

☐ Declaration of Failure under Section 35 of Revised IRR of RA 9184

☐ All prospective bidders are declared ineligible [Sec. 35.1(b)]

☐ All bids failed to comply with all the bid requirements or fail post-qualification [Sec. 35.1(c)]

Date: 01-23-25

Engr. MARK KEYLORD S. ONAL
BAC-TWG Head

MAY C. BERON
TWG Member

FELIX A. MINESTERIO
TWG Member

MERVIN L. ICALLA
TWG Member

LINA B. JAVIER
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Proceed only if recommended for award of contract

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BAGONG PILIPINAS

16 December 2024

Mindoro State University
RECEIVED-MCC
RECORDS OFFICE
BY:
DATE: 12/17/24
TIME: 12:13
CONTROL #: 1102

To: Bids & Awards Committee

Subject: Justification on Use of Reference to Brand Name.

This is in relation to Section 18. Reference to brand name. Reference to brand names shall not be allowed except for items or parts that are compatible with the existing fleet or equipment of the same make and brand, and to maintain the performance, functionality and useful life of the equipment.

Based on the above provision, and as recommended under the instruction manual of the copier we have, [RICOH M 2701] to use genuine inks and or toners to maintain its functionality and prolong its useful life, we are requesting to procure the specified/prescribed ink toner.

May this merit your consideration in this regard.

Respectfully yours,

FIDEL C. ROMASANTA
Coordinator for Production and Business Operations

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 73 28

BAGONG PILIPINAS

16 December 2024

To: Bids & Awards Committee

Subject: Justification on Use of Reference to Brand Name.

This is in relation to Section 18. Reference to brand name. Reference to brand names shall not be allowed except for items or parts that are compatible with the existing fleet or equipment of the same make and brand, and to maintain the performance, functionality and useful life of the equipment.

Based on the above provision, and as recommended under the instruction manual of the copier we have, [RICOH M 2701] to use genuine inks and or toners to maintain its functionality and prolong its useful life, we are requesting to procure the specified/prescribed ink toner.

May this merit your consideration in this regard.

Respectfully yours,

FIDEL C. ROMASANTA
Coordinator for Production and Business Operations

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

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	11579021
Procuring Entity	MINDORO STATE UNIVERSITY
Title	Supply and Delivery of Office Equipment, Toner, ICT Equipment and Office Supplies for the PBO Office of MinSU Calapan City Campus
Area of Delivery	Oriental Mindoro

Solicitation Number:	RFQ No. 2024-227	**Status**	Closed
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	**Associated Components**	1
Classification:	Goods	**Bid Supplements**	0
Category:	Electrical Supplies		
Approved Budget for the Contract:	PHP 389,400.00	**Document Request List**	6
Delivery Period:	30 Day/s		
Client Agency:		**Date Published**	06/12/2024
Contact Person:	Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368 cbapotol21@gmail.com	**Last Updated / Time**	06/12/2024 00:00 AM
		Closing Date / Time	10/12/2024 17:00 PM

Description

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of
delivery and submit your quotation duly signed by your representative not later than ________________ in the address stated in the last page.
CIEDELLE PIOL-SALAZAR, J.D., Ph.D.
BAC Chairperson

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

Item
No. Unit ITEM AND DESCRIPTION QTY. UNIT
PRICE TOTAL AMOUNT
Lot 1- Office Equipment
1 units
Photocopying Machine (Digital B&W Multi
Function Printer with ARDF, 2 trays) 2

Functions, (Print, Scan, Copy): 50 sheets ARDF
capacity
Copier: Multiple copying(up to 999 copies)

Printer: Network Interface (standard; Ethernet,
USB 2.0 type, option: wireless LAN, Mobile
printing capability: Apple air print, mopria,
windows environments: windows 7/8/8.1/10/,

windows server 2003/2008/2012/2016)

Scanner (Speed: mono:18ipm, color: 6ipm,
resolution: 600dpi, Single Page PDF, Multi Page
PDF, Scan modes: email, folder, USB)paper
handling 9Reccommended paper size: A3, A4, A5,
A6, B4, B5, B6, Paper input capacity

(standard: 500 sheets, maximum, 1600 sheets
Paper output capacity (standard: 250 sheets

Lifetime Free service (Preventive Maintenance
agreement)
with Free 1 Toner, Developer & steel Cabinet
sub-total (LOT 1)
Lot 2- Toner
1 bottles Toner for M2701 (Bk) 12
sub-total (LOT 2)
Lot 3- ICT Equipment
1 units Printer 2
Printer 3-in-1 Eco tank printer
sub-total (LOT 3)
Lot 4- Office Supplies
1 reams Universal Ink Refill (Blk,C,M,Y- Liters) 10
2 reams Bond Paper (Short 70gsm) 65
3 reams Bond Paper 9Long 70gsm) 65
4 reams Bond paper (A4 70gsm) 65
sub-total (LOT 4)
xvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvx

Created by	Annabelle Quinto Madrigal
Date Created	05/12/2024

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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BAGONG PILIPINAS

REQUEST FOR QUOTATION

Supply and Delivery of Office Equipment, Toner, ICT Equipment and Office Supplies for the PBO Office of MinSU Calapan City Campus

PR No.: 2024-161
RFQ No. 2024-227
ABC Amount: Php389,400.00
Lot 1 : Php260,000.00
Lot 2 : Php44,400.00
Lot 3 : Php18,000.00
Lot 4 : Php67,000.00

Company Name : IRAYA LIPE 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.

CIEDELLE PIOL-SALAZAR, J.D., Ph.D.
BAC Chairperson

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		Lot 1- Office Equipment			
1	units	**Photocopying Machine (Digital B&W Multi-Function Printer with ARDF, 2 trays)**	2		
		Functions, (Print, Scan, Copy): 50 sheets ARDF capacity			
		Copier: Multiple copying(up to 999 copies)			
		Printer: Network Interface (standard; Ethernet, USB 2.0 type, option: wireless LAN, Mobile printing capability: Apple air print, mopria, windows environments: windows 7/8/8.1/10/, windows server 2003/2008/2012/2016)			
		Scanner (Speed: mono:18ipm, color: 6ipm, resolution: 600dpi, Single Page PDF, Multi Page PDF, Scan modes: email, folder, USB)paper handling 9Reccommended paper size: A3, A4, A5, A6, B4, B5, B6, Paper input capacity			
		(standard: 500 sheets, maximum, 1600 sheets			
		Paper output capacity (standard: 250 sheets			
		Lifetime Free service (Preventive Maintenance agreement)			
		with Free 1 Toner, Developer & steel Cabinet			
		sub-total (LOT 1)			
		Lot 2- Toner			
1	bottles	Toner for M2701 (Bk)	12		
		sub-total (LOT 2)			
		Lot 3- ICT Equipment			

1	units	Printer	2	21,500	43,000.00
		Printer 3-in-1 Eco tank printer			
		sub-total (LOT 3)			
		Lot 4- Office Supplies			
1	reams	Universal Ink Refill (Blk,C,M,Y- Liters)	10	520 -	5,200 -
2	reams	Bond Paper (Short 70gsm)	65	291 -	18,915 -
3	reams	Bond Paper 9Long 70gsm)	65	321 -	20,865 -
4	reams	Bond paper (A4 70gsm)	65	319 -	20,735 -
		sub-total (LOT 4)			
XVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVX					
			TOTAL		65,715.00

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

MARIA SOCORRO B. MENDOZA
Supplier's Signature over Printed Name

160-221-678-00000
TIN No. of Establishment

09778041725
Contact Number

12.10.2024
Date

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

General Conditions

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

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

Ocular Inspection

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

Award

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

Evaluation of Quotations

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

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

Instructions

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

Liquidation Damages

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

Warranty

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

Payment

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

Omnibus Sworn Statement (Revised)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF CALAPAN) S.S.

I, Maria *Socorro C. Mendoza*, of legal age, *Single*, *Filipino*, and residing at *Sta. Isabel Calapan City*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor of *Iraya Life Enterprises & Iraya Life Events Catering Services* with office address at *Proper 3, Bulusan Calapan City & Calero Calapan City (Branch)*;

2. As the owner and sole proprietor, of *Iraya Life Enterprises & Iraya Life Events Catering Services* I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for SUPPLY + DELIVERY of OFFICE EQUIPMENT TONER, ICT EQUIPMENT and OFFICE SUPPLIES for THE PBO Office of MINSU CALAPAN CITY CAMPUS

3. *Iraya Life Enterprises & Iraya Life Events Catering Services,* 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. *Iraya Life Enterprises & Iraya Life Events Catering Services* 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. *Iraya Life Enterprises& Iraya Life Events Catering Services* complies with existing labor laws and standards; and

8. *Iraya Life Enterprises & Iraya Life Events Catering Services* is aware of and has undertaken the following responsibilities as a Bidder in compliance with the Philippines Bidding Documents, which includes:

    a. Carefully examine all of the Bidding Documents.

    b. Acknowledging 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. Inquire or secure Supplemental/Bid Bulletin(s) issued for the SUPPLY and DELIVERY of OFFICE EQUIPMENT, TONER, ICT EQUIPMENT + OFFICE SUPPLIES for THE PBD office of MINSU Calapan City Campus

9. *Iraya Life Enterprises & Iraya Life Events Catering Services* 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. **<u>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 or fraud with faithfulness 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</u>**

IN WITNESS WHEREOF, I have hereunto set my hand this 10th DECEMBER 2024 at Calapan City, Or. Mindoro, Philippines.

MARIA LOURDES C. MENDOZA
Name of Bidder or It's Authorized Representative
/Legal Capacity
Affiant

Witness my hand and seal this 10th day of DECEMBER 2024.

NAME OF NOTARY PUBLIC
Serial No. of Commission ______________
Notary Public for _______ until _________
Roll of Attorneys No. ________________
PTR No. ______ *[date issued], [place issued]*
IBP No. ______ *[date issued], [place issued]*

Doc. No. 207
Page No. 43
Book No. 185
Series of 2024

ATTY. RAYMOND JOEL L. BALBUENA
Roll of Attorneys No. 61087
IBP Lifetime No. 010769
PTR No. 1218342 Calapan City
MCLE Compliance
Notarial Commission until December 31, 2024

For TWG review.

Note! 1 project
3 suppliers submitted quotations. Thanks po!
- BAC

ite University
5 Philippines

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

BAGONG PILIPINAS

REQUEST FOR QUOTATION

r, ICT Equipment and Office Supplies for the PBO Office of MinSU Calapan City Campus

PR No.: 2024-161
RFQ No. 2024-227
ABC Amount: Php389,400.00
Lot 1: Php260,000.00
Lot 2: Php44,400.00
Lot 3: Php18,000.00
Lot 4: Php67,000.00

Company Name : **PAPERCAT OFFICE SUPPLIES & EQUIPMENT TRADING**
Address : Sto. Nino, Calapan City, Oriental Mindoro

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

CIEDELLE PIOL-SALAZAR, J.D., Ph.D.
BAC Chairperson

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		Lot 1- Office Equipment			
1	units	**Photocopying Machine (Digital B&W Multi-Function Printer with ARDF, 2 trays)**	2	129,000.00	258,000.00
		Functions, (Print, Scan, Copy): 50 sheets ARDF capacity			
		Copier: Multiple copying (up to 999 copies)			
		Printer: Network Interface (standard; Ethernet, USB 2.0 type, option: wireless LAN, Mobile printing capability: Apple air print, mopria, windows environments: windows 7/8/8.1/10/, windows server 2003/2008/2012/2016)			
		Scanner (Speed: mono:18ipm, color: 6ipm, resolution: 600dpi, Single Page PDF, Multi Page PDF, Scan modes: email, folder, USB) paper handling 9Reccommended paper size: A3, A4, A5, A6, B4, B5, B6, Paper input capacity			
		(Standard: 500 sheets, maximum, 1600 sheets			
		Paper output capacity (standard: 250 sheets			
		Lifetime Free service (Preventive Maintenance agreement)			
		with Free 1 Toner, Developer & steel Cabinet			
		sub-total (LOT 1)			**258,000.00**
		Lot 2- Toner			
1	bottles	Toner for M2701 (Bk)	12	3,534.00	42,408.00
		sub-total (LOT 2)			**42,408.00**
		Lot 3- ICT Equipment			

1	units	Printer	2	8,999.00	17,998.00
		Printer 3-in-1 Eco tank printer			
		sub-total (LOT 3)			**17,998.00**
		Lot 4- Office Supplies			
1	reams	Universal Ink Refill (Blk,C,M,Y- Liters)	10	679.00	6,790.00
2	reams	Bond Paper (Short 70gsm)	65	296.00	19,240.00
3	reams	Bond Paper (Long 70gsm)	65	314.00	20,410.00
4	reams	Bond paper (A4 70gsm)	65	309.00	20,085.00
		sub-total (LOT 4)			**66,525.00**
XVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVX					
			TOTAL		**384,931.00**

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

MARY FRANCES DOMINIQUE D. CASTRO
Supplier's Signature over Printed Name

497-143-353-000
TIN No. of Establishment

0908 874 3789
Contact Number

Date

MSU-BAC-FR-05.01

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

General Conditions

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

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

Ocular Inspection

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

Award

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

Evaluation of Quotations

Quotations shall be compared and evaluated of the basis of the following criteria:
1. Completeness of Submission
2. Compliance with Item & Description Requirements
3. Price

Instructions

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

Liquidation Damages

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

Warranty

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

Payment

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

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING

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

*is registered in the **Philippine Government Electronic Procurement System (PhilGEPS)** on 02-Oct-2019 pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.*

*This further certifies that **PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING** has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof.*

For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective Bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.

By submitting this Certificate, the Bidder certifies:

1. *the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;*
2. *the veracity of the statements and information contained therein;*
3. *that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it an evidence that the Bidder has passed the post-qualification stage; and*
4. *that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.*

This Certificate is valid until 16-Sep-2025

Issued this 16th day of September 2024.
This is a system generated certificate. No signature is required.

Documentary Stamp Tax Paid Php 30.00
Certificate Reference No: 201910-18033-617822776

REMINDERS [1]

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*

- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*

- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

Certificate Reference No: 201910-18033-617822776

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

"Annex A"

List of Eligibility Documents

of

PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING

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

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

Certificate Reference No: 201910-18033-617822776

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

TAUMBAYAN ANG MASUSUNOD

2024

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.

₱ 10,370.00

TAXPAYER'S NAME	BUSINESS I.D.	MODE OF PAYMENT	DATE BILLED	KIND OF BUSINESS	STATUS
CASTRO, MARY FRANCES DOMINIQUE	01900000465	Annually	1/8/2024	Suppliers and Equipment Trading/ Wholesalling	R

NAME OF BUSINESS	LOCATION OF BUSINESS	BUSINESS PERMIT NUMBER
Papercat Office Supplies And Equipment Trading	STO. NINO	

KIND OF FEE / TAX	TAX BASE	TAX AMOUNT	SUR/INT	TOTAL	PERIOD
BUSINESS TAX		6,450.00	0.00	6,450.00	
MAYOR'S PERMIT		2,650.00		2,650.00	
MAYORS PERMIT FEE		1,000.00			
EDUC'L SPECIAL PROGR		100.00			
DRAINAGE MAINTENANCE		100.00			
GARBAGE FEE		1,000.00			
SANITARY FEE		200.00			
FIRE AND SAFETY INSP		250.00			
MEDICAL FEE		200.00		200.00	
ANNUAL INSPECTION FEE		200.00		200.00	
BUSINESS STICKER		300.00		300.00	
SITE INSPECTION FEE		50.00		50.00	
OCCUPATIONAL FEE		440.00		440.00	
TAX CLEARANCE		30.00		30.00	
AAP.&RENEWAL OF BUS.FEE		50.00		50.00	
TOTALS				10,370.00	

ENCODER________________

Payment for 1-4

Notes:

1. This Permit will expire on

Dec. 31, 2024

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

Check
Check number__________
Bank__________

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

Payment received by:

ASSESSMENT REVIEWED BY:

EDUARD L. REYES
Licensing Officer IV
Officer In-charge of the Permits and License Section
Office of the City Mayor

RECOMMENDING APPROVAL:

APPROVED BY:

MARILOU F. MORILLO
City Mayor

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

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)

CITY OF CALAPAN) S.S.

AFFIDAVIT

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

1. I am the sole proprietor or authorized representative of ***Papercat Office Supplies and Equipment Trading*** with office address at *Brgy. Sto. Niño, Calapan City, Oriental Mindoro*;
2. As the owner and sole proprietor of ***Papercat Office Supplies and Equipment Trading***, I have the full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for ***SUPPLY AND DELIVERY OF OFFICE EQUIPMENT, TONER, ICT EQUIPMENT AND OFFICE SUPPLIES FOR THE PBO OFFICE OF MINSU CALAPAN CITY CAMPUS*** with **PR No.: 2024-161** and **RFQ No. 2024-227.**
3. ***Papercat Office Supplies and Equipment Trading*** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, office, corporations, or Local Government Units, foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
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. ***Papercat Office Supplies and Equipment Trading*** is authorizing the Head of Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
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. ***Papercat Office Supplies and Equipment Trading*** complies with existing labour laws and standards; and
8. ***Papercat Office Supplies and Equipment Trading*** is aware of and has undertaken the following responsibilities as a Bidder:
   a. Carefully examine all of the Bidding Documents;
   b. Acknowledge all conditions, local or otherwise, affecting the implementation of the contract;
   c. Made an estimate of the facilities available and needed for the contract of the bid, if any, and
   d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the ***SUPPLY AND DELIVERY OF OFFICE EQUIPMENT, TONER, ICT EQUIPMENT AND OFFICE SUPPLIES FOR THE PBO OFFICE OF MINSU CALAPAN CITY CAMPUS with PR No.: 2024-161 and RFQ No. 2024-227***;
9. ***Papercat Office Supplies and Equipment Trading*** did not give or pay directly, any commission, amount fee or any form of consideration, pecuniary of otherwise to any person of 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 10th day of December, 2024 at Calapan City, Oriental Mindoro, Philippines.

Mary Frances Dominique DG. Castro
Affiant / Authorized Signatory

SUBSCRIBED AND SWORN to before me, this 10th day of December, 2024 at Calapan City, Oriental Mindoro, Philippines.

NAME OF NOTARY PUBLIC
Serial No. of Commission ______________
Notary Public for _______ until __________
Roll of Attorneys No. _________________
PTR No. ______
IBP No. ______

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

BIR FORM
2303
REVISED: APRIL 2019

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

OCN: 063RC20230000003862
Date OCN Generated: September 27, 2023

UPDATED ON SEP 27 2023

CERTIFICATE OF REGISTRATION

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

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
VALUE ADDED TAX	2550Q	August 30, 2019	QUARTERLY	Not later than the 25th day following the close of each taxable quarter.
WITHHOLDING TAX - EXPANDED/OTHERS	1604E	August 30, 2019	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.
WITHHOLDING TAX - EXPANDED/OTHERS	1601EQ	August 30, 2019	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	0619E	August 30, 2019	MONTHLY	On or before the 10th day of the month following the month in which withholding was made.
INDIVIDUAL INCOME TAX	1701	October 23, 2018	ANNUALLY	On or before April 15 of each year covering income for the preceding taxable year.
INDIVIDUAL INCOME TAX	1701Q	October 23, 2018	QUARTERLY	1st Quarter-on or before MAY 15 2nd Quarter-on or before AUGUST 15 3rd Quarter-on or before November 15
REGISTRATION FEE	0605	October 23, 2018	ANNUALLY	On or before the last day of January.
TAXPAYER TYPE/S	SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)			

BUSINESS INFORMATION DETAILS			
		CATEGORY	REGISTRATION DATE
TRADE NAME 1	DIGICAT PRINTING SERVICES		September 27, 2023
(PSIC)	18110-PRINTING	Primary	
Line of Business	PRINTING		
TRADE NAME 2	PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING		August 30, 2019
(PSIC)	47610-RETAIL SALE OF BOOKS, NEWSPAPERS AND STATIONERY IN	Primary	

CHANGE IN TRADE NAME
CHANGE/ ADD IN LINE OF BUSINESS

BIR FORM
2303
REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
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497-143-353-00000	CASTRO, MARY FRANCES DOMINIQUE DE GUZMAN		February 21, 2017
REGISTERING OFFICE	X Head Office	Branch	
REGISTERED ADDRESS SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES			

	SPECIALIZED STORES		
Line of Business	RETAIL SALE OF CULTURAL AND RECREATION GOODS IN SPECIALIZED STORES		
(PSIC)	47733-RETAIL SALE OF OFFICE MACHINES AND EQUIPMENT, EXCLUDING COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT	Secondary	
Line of Business	RETAIL SALE OF OTHER GOODS IN SPECIALIZED STORES		
(PSIC)	46699-WHOLESALE OF OTHER WASTE AND SCRAP AND PRODUCTS, N.E.C.	Secondary	
Line of Business	OTHER SPECIALIZED WHOLESALE		
(PSIC)	47191-RETAIL SELLING IN DEPARTMENT STORES	Secondary	
Line of Business	RETAIL SALE IN NON-SPECIALIZED STORES		
(PSIC)	46592-WHOLESALE OF INDUSTRIAL MACHINERY AND EQUIPMENT	Secondary	
Line of Business	46592 - WHOLESALE OF INDUSTRIAL MACHINERY AND EQUIPMENT		
(PSIC)	46594-WHOLESALE OF PROFESSIONAL AND SCIENTIFIC AND MEASURING AND CONTROLLING EQUIPMENT	Secondary	
Line of Business	46594 - WHOLESALE OF PROFESSIONAL AND SCIENTIFIC AND MEASURING AND CONTROLLING EQUIPMENT		
(PSIC)	46639-WHOLESALE OF CONSTRUCTION MATERIALS AND SUPPLIES, N.E.C.	Secondary	
Line of Business	46639 - WHOLESALE OF CONSTRUCTION MATERIALS AND SUPPLIES, N.E.C.		
(PSIC)	46429-WHOLESALE OF MISCELLANEOUS CONSUMER GOODS, N.E.C	Secondary	
Line of Business	46429 - WHOLESALE OF MISCELLANEOUS CONSUMER GOODS, N.E.C		
(PSIC)	46492-WHOLESALE OF HOUSEHOLD	Secondary	

CHANGE IN TRADE NAME

CHANGE/ ADD IN LINE OF BUSINESS

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REPUBLIKA NG PILIPINAS
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497-143-353-00000	CASTRO, MARY FRANCES DOMINIQUE DE GUZMAN		February 21, 2017
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REGISTERED ADDRESS SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES			

	FURNITURE, FURNISHING AND FIXTURES		
Line of Business	46492 - WHOLESALE OF HOUSEHOLD FURNITURE, FURNISHING AND FIXTURES		
(PSIC)	46493-WHOLESALE OF RECORDED AUDIO AND VIDEO TAPES, CDS, DVDS	Secondary	
Line of Business	46493 - WHOLESALE OF RECORDED AUDIO AND VIDEO TAPES, CDS, DVDS		
(PSIC)	46510-WHOLESALE OF COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT AND SOFTWARE	Secondary	
Line of Business	46510 - WHOLESALE OF COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT AND SOFTWARE		
(PSIC)	46527-WHOLESALE OF BLANK AUDIO AND VIDEO TAPES AND DISKETTES, MAGNETIC AND OPTICAL DISKS (CDS, DVDS)	Secondary	
Line of Business	46527 - WHOLESALE OF BLANK AUDIO AND VIDEO TAPES AND DISKETTES, MAGNETIC AND OPTICAL DISKS (CDS, DVDS)		
(PSIC)	46599-WHOLESALE OF OTHER MACHINERY AND EQUIPMENT, N.E.C.	Secondary	
Line of Business	46599 - WHOLESALE OF OTHER MACHINERY AND EQUIPMENT, N.E.C.		
(PSIC)	46900-NON-SPECIALIZED WHOLESALE TRADE	Secondary	
Line of Business	46900 - NON-SPECIALIZED WHOLESALE TRADE		
(PSIC)	46691-WHOLESALE OF INDUSTRIAL CHEMICAL PRODUCTS	Secondary	
Line of Business	46691 - WHOLESALE OF INDUSTRIAL CHEMICAL PRODUCTS		

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

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

BIR FORM
2303
REVISED: APRIL 2019

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

OCN: 063RC20230000003862
Date OCN Generated: September 27, 2023
UPDATED ON SEP 27 2023

CERTIFICATE OF REGISTRATION

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

3. For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/As shall be before its use.
4. Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.
5. For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P3,000,000 and who opted to avail of the 8% income tax rate, the tax type Percentage Tax (PT) shall not be reflected in the Certificate of Registration (COR). However, at the start of each taxable year, such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect "PT", unless qualified and opted to avail of the 8% income tax rate annually.

DSK2022
03691886
30 30

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
OIC-Asst. Revenue District Officer

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

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

CHANGE IN TRADE NAME
CHANGE/ ADD IN LINE OF BUSINESS

Gmail

Limuel Lopez <axle.gg94@gmail.com>

Fw: Tax Return Receipt Confirmation

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

Mon, Jun 10, 2024 at 11:43 AM

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

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

File name: 497143353000-1701v2018-122023.xml
Date received by BIR: 12 April 2024
Time received by BIR: 04:54 PM
Penalties may be imposed for any violation of the provisions of the NIRC and issuances thereof.

FOR RETURNS WITH TAX PAYABLE:
Please pay through any of the following ePayment Channels:

Land Bank of the Philippines Link.BizPortal

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

DBP PayTax Online

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

Unionbank of the Philippines

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

Taxpayer Agent/ Tax Software Provider-TSP

- (Gcash/PayMaya/MyEG)

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

Bureau of Internal Revenue

For BIR Use Only DCS/ Item:

Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

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 held by the Tax Filer.

1701 01/18ENCS P1

1 Month: 12 | For the Year (YYYY): 2023 | 2 Amended Return? ○ Yes ◉ No | 3 Short Period Return? ○ Yes ◉ No

PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER

4 Taxpayer Identification Number (TIN): 497 - 143 - 553 - 000 | 5 RDO Code: 063

6 Taxpayer Type: ☒ Single Proprietor ☐ Professional ☐ Estate ☐ Trust ☐ Compensation Earner

7 Alphanumeric Tax Code (ATC): ◉ II012 Business Income-Graduated IT Rates ○ II014 Income from Profession-Graduated IT Rates ○ II013 Mixed Income-Graduated IT Rates ○ II011 Compensation Income ○ II015 Business Income-8% IT Rate ○ II017 Income from Profession-8% IT Rate ○ II016 Mixed Income-8% IT Rate

8 Taxpayer's Name (Last Name, First Name, Middle Name)/ESTATE OF (First Name, Middle Name, Last Name)/TRUST FAO: (First Name, Middle Name, Last Name)
CASTRO MARY FRANCES DOMINIQUE DG

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 No. 1905)
CALAPAN CITY ORIENTAL MINDORO

9A ZIP Code: 5200

10 Date of Birth (MM/DD/YYYY): 05/23/1994 | 11 Email Address: jayeal17@yahoo.com

12 Citizenship: FILIPINO | 13 Claiming Foreign Tax Credits? ○ Yes ◉ No | 14 Foreign Tax Number, if applicable:

15 Contact Number (Landline/Cellphone No.): 00 | 16 Civil Status (if applicable): ◉ Single ○ Married ○ Legally Separated ○ Widow/er

17 If married, spouse has income? ○ Yes ○ No | 18 Filing Status ○ Joint Filing ○ Separate Filing

19 Income EXEMPT from Income Tax? ○ Yes ◉ No
[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]

20 Income subject to SPECIAL/PREFERENTIAL RATE? ○ Yes ◉ No
[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]

21 Tax Rate* (choose one)
◉ Graduated Rates (Choose Method of Deduction in Item 21A)
21A Method of Deduction (choose one): ◉ Itemized Deduction [Sec. 34(A-J), NIRC] ○ Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]
○ 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC
[available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]

PART II - TOTAL TAX PAYABLE (Do NOT Enter Centavos; 49 Centavos or Less drop down; 50 or more round up)

Particular	A. Taxpayer/Filer	B. Spouse
22 Tax Due (From Part VI Item 5)	123,686.00	0.00
23 Less: Total Tax Credits/Payments (From Part VII Item 10)	165,762.00	0.00
24 Tax Payable/(Overpayment) (Item 22 Less Item 23)	-42,076.00	0.00
25 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before October 15 (50% or less of Item 22)	0.00	0.00
26 Amount of Tax payable/(Overpayment) (Item 24 Less Item 25)	-42,076.00	0.00
Add: Penalties 27 Interest	0.00	0.00
28 Surcharge	0.00	0.00
29 Compromise	0.00	0.00
30 Total Penalties (Sum of Items 27 to 29)	0.00	0.00
31 Total Amount Payable/(Overpayment) (Sum of Items 26 and 30)	-42,076.00	0.00
32 Aggregate Amount Payable/(Overpayment) (Sum of Items 26 and 30)	-42,076.00	

If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable)
○ To be refunded ◉ To be issued a Tax Credit Certificate (TCC) ○ To be carried over as a tax credit for next year/quarter

I declare under the penalties of perjury that this return, and all its attachments, have been made in good faith, verified by me, and to the best of my knowledge and belief, are true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I give my consent to the processing of my information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes. (If signed by an Authorized Representative, Indicate TIN and attach authorization letter)

Printed Name and Signature of Taxpayer/Authorized Representative

33 Number of Attachments: 00

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)

NOTE: "The BIR Data Privacy Policy is in the BIR website (www.bir.gov.ph)

BIR Form No. **1701** January 2018 (ENCS) Page 2	**Annual Income Tax Return** Individuals (Including MIXED Income Earner), Estates and Trusts	1701 01/18ENCS P2

TIN	Taxpayer/Filer's Last Name
497 143 553 000	CASTRO MARY FRANCES DOMINIQUE DG

PART IV - Background Information of Spouse

1 Spouse's Taxpayer Identification Number (TIN) ___ - ___ - ___ - ___ 2 RDO Code ___

3 Filer's Spouse Type ☐ Single Proprietor ☐ Professional ☐ Compensation Earner

4 Alphanumeric Tax Code (ATC)
○ II012 Business Income-Graduated IT Rates ○ II014 Income from Profession-Graduated IT Rates ○ II013 Mixed Income-Graduated IT Rates
○ II011 Compensation Income ○ II015 Business Income-8% IT Rate ○ II017 Income from Profession-8% IT Rate ○ 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? ○ Yes ○ No 9 Foreign tax number *(if applicable)* ___

10 Income EXEMPT from Income Tax? ○ Yes ○ No
[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]

11 Income subject to SPECIAL/PREFERENTIAL RATE? ○ Yes ○ No
[If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]

12 Tax Rate* (choose one)
○ Graduated Rates (Choose Method of Deduction in Item 12A)
○ 8% in lieu of Graduated Rates under Sec. 24(A) & 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)
○ Itemized Deduction [Sec. 34(A-J), NIRC]
○ 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)*

On Items 1 and 2, enter the required information for each of your employer/s and mark (X) wether 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	b. Employer's TIN
1	○ Taxpayer		
	○ Spouse		
2	○ Taxpayer		
	○ Spouse		

(Continuation of Table Above)	c. Compensation Income	d. Tax Withheld
1	0.00	0.00
2	0.00	0.00
3A Gross Compensation Income and Total Tax Withheld for TAXPAYER (To Part V Schedule 2 Item 4A and Part VII Item 5A)	0.00	0.00
3B Gross Compensation Income and Total Tax Withheld for SPOUSE (To Part V Schedule 2 Item 4B and Part VII Item 5B)	0.00	0.00

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 3Ac/3Bc)	0.00	0.00
5 Less: Non-Taxable / Exempt Compensation	0.00	0.00
6 Taxable Compensation Income *(Item 4 Less Item 5)*	0.00	0.00
7 Tax Due-Compensation Income *(Item 6 x applicable Income Tax Rate)*	0.00	0.00

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)*

3.A - For Graduated Income Tax Rates	A. Taxpayer/Filer	B. Spouse
8 Sales/revenues/receipts/Fees	2,928,311.50	0.00
9 Less: Sales Returns, Allowances and Discounts	2,043,568.39	0.00
10 Net Sales/Revenues/Receipts/Fees *(Item 8 Less Item 9)*	884,743.00	0.00
11 Less: Cost of Sales/Services *(applicable only if availing Itemized Deductions)*	0.00	0.00
12 Gross Income/(Loss) from Operation *(Item 10 less Item 11)*	884,743.00	0.00
Less: Deductions Allowable under Existing Laws		
13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4 Item 18)	0.00	0.00
14 Special Allowable Itemized Deductions (From Part V Schedule 5 Item 3 and/or Item 6)	0.00	0.00
15 Allowable for Net Operating Loss Carry Over (NOLCO) (From Part V Schedule 6 Item 8 and/or Item 13)	0.00	0.00
16 Total Allowable Itemized Deductions *(Sum of Items 13 to 15)*	0.00	0.00
OR		
17 Optional Standard Deduction (OSD) *(40% of Item 10)*	0.00	0.00
18 Net Income/(Loss) *(If Itemized: Item 12 Less Item 16; If OSD: Item 10 Less Item 17)*	884,743.00	0.00
Add: Other Non-Operating Income *(specify below)*		
19	0.00	0.00
20	0.00	0.00
21 Amount Received/Share in Income by a Partner from General Professional Partnership (GPP)	0.00	0.00
22 Total Other Non-Operating Income *(Sum of Items 19 to 21)*	0.00	0.00
23 Taxable Income-Business *(Sum of Items 18 and 22)*	884,743.00	0.00
24 Total Taxable Income - Compensation & Business *(Sum of Items 6 and 23)*	884,743.00	0.00
25 Total Tax Due-Compensation and Business Income *(under graduated rates)* *(Item 24 x applicable income tax rate)* (To Part VI Item 1)	123,686.00	0.00

BIR Form No.
1701
January 2018 (ENCS)
Page 3

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

1701 01/18ENCS P3

TIN	Taxpayer/Filer's Last Name
497 143 553 000	CASTRO MARY FRANCES DOMINIQUE DO

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)*	0.00	0.00
	Add: Other Non-Operating Income *(specify below)*		
27		0.00	0.00
28	Total Income *(Sum of Items 26 and 27)*	0.00	0.00
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)	0.00	0.00
30	Taxable Income/(Loss) *(Item 28 Less Item 29)*	0.00	0.00
31	Tax Due-Business Income *(Item 30 x 8% Flat Income Tax Rate)*	0.00	0.00
32	Total Tax Due-Compensation & Business Income (under flat rate)(Sum of Items 7 and 31) (To Part VI Item 1)	0.00	0.00

Schedule 4 - Ordinary Allowable Itemized Deductions *(attach additional sheet/s, if necessary)*

		A. Taxpayer/Filer	B. Spouse
1	Amortizations	0.00	0.00
2	Bad Debts	0.00	0.00
3	Charitable and Other Contributions	0.00	0.00
4	Depletion	0.00	0.00
5	Depreciation	0.00	0.00
6	Entertainment, Amusement and Recreation	0.00	0.00
7	Fringe Benefits	0.00	0.00
8	Interest	0.00	0.00
9	Losses	0.00	0.00
10	Pension Trusts	0.00	0.00
11	Rental	0.00	0.00
12	Research and Development	0.00	0.00
13	Salaries, Wages and Allowances	0.00	0.00
14	SSS, GSIS, Philhealth, HDMF and Other Contributions	0.00	0.00
15	Taxes and Licenses	0.00	0.00
16	Transportation and Travel	0.00	0.00
17	Others (Deductions Subject to Withholding Tax and Other Expenses) *(specify below; Add additional sheet(s), if necessary)*		
a	Janitorial and Messengerial Services	0.00	0.00
b	Professional Fees	0.00	0.00
c	Security Services	0.00	0.00
d		0.00	0.00
18	Total Ordinary Allowable Itemized Deductions *(Sum of Items 1 to 17d)* (To part V Schedule 3 A Item 13)	0.00	0.00

Schedule 5 - Special Allowable Itemized Deductions *(attach additional sheet/s, if necessary)*

5.A - Taxpayer/Filer	Description	Legal Basis	Amount
1			0.00
2			0.00
3	Total Special Allowable Itemized Deductions-Taxpayer/Filer *(Sum of Items 1 and 2)* (To part V Schedule 3 A Item 14A)		0.00
5.B - Spouse			
4			0.00
5			0.00
6	Total Special Allowable Itemized Deductions-Spouse *(Sum of Items 4 and 5)* (To part V Schedule 3 A Item 14B)		0.00

Schedule 6 - Computation of Net Operating Loss carry Over (NOLCO)

6.A - Computation of NOLCO	Description	A. Taxpayer/Filer	B. Spouse
1	Gross Income	0.00	0.00
2	Less: Ordinary Allowable Itemized Deductions	0.00	0.00
3	Net Operating Loss *(Item 1 Less Item 2)* (To Schedule 6 A 1 Item 7A and/or Schedule 6 A 2 Item 12A)	0.00	0.00

6.A.1 - Taxpayer/Filer's Detailed Computation of Available NOLCO

	Net Operating Loss Year Incurred	A. Amount	B. NOLCO Applied Previous Year/s	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]
4		0.00	0.00	0.00	0.00	0.00
5		0.00	0.00	0.00	0.00	0.00
6		0.00	0.00	0.00	0.00	0.00
7		0.00	0.00	0.00	0.00	0.00
8	Total NOLCO - Taxpayer/Filer *(Sum of Items 4D to 7D)* (To Part V Schedule 3 A Item 15A)				0.00	

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	Taxpayer/Filer's Last Name
497 143 553 000	CASTRO MARY FRANCES DOMINIQUE DG

(Continuation of Schedule 6)

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

Net Operating Loss Year Incurred	A. Amount	B. NOLCO Applied Previous Year/s	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]
09	0.00	0.00	0.00	0.00	0.00
10	0.00	0.00	0.00	0.00	0.00
11	0.00	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00	0.00
13 Total NOLCO - Spouse *(Sum of Items 9D to 12D)* (To Part V Schedule 3 A Item 15B)				0.00	

PART VI - Summary of Income Tax Due

1 Regular Rate-Income Tax Due (From Part V, Either Item 25 or Item 32)	123,665.00	0.00
2 Special Rate-Income Tax Due (From Part X Item 17B/17F)	0.00	0.00
3 Less: Share of Other Government Agency, *if remitted directly to the Agency*	0.00	0.00
4 Net Special Rate-Income Tax Due/Share of National Govt. *(Item 2 Less Item 3)*	0.00	0.00
5 Total Income Tax Due *(Sum of Items 1 & 4)* (To Part II Item 22)	123,665.00	0.00

PART VII - Tax Credits/Payments *(attach proof)*

1 Prior Year's Excess Credits	0.00	0.00
2 Tax Payments for the First Three (3) Quarters	0.00	0.00
3 Creditable Tax Withheld for the First Three (3) Quarters	165,761.77	0.00
4 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter	0.00	0.00
5 Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 3Ad/3Bd)	0.00	0.00
6 Tax Paid in Return Previously Filed, if this is an Amended Return	0.00	0.00
7 Foreign Tax Credits, *if applicable*	0.00	0.00
8 Special Tax Credits, *if applicable* (To Part VIII Item 6)	0.00	0.00
9 Other Tax Credits/Payments *(specify)*	0.00	0.00
10 Total Tax Credits/Payments *(Sum of Items 1 to 9)* (To Part II Item 23)	165,762.00	0.00

PART VIII - Tax Relief Availment

VIII.A - Special Rate

1 Regular Income Tax Otherwise Due *(Part X Item 16B and/or Item 16F X applicable regular income tax rate)*	0.00	0.00
2 Tax Relief on Special Allowable Itemized Deductions *(Part X Item 7B and/or Item 7F X applicable regular income tax rate)*	0.00	0.00
3 Sub-Total - Tax Relief *(Sum of Items 1 and 2)*	0.00	0.00
4 Less: Income Tax Due *(From Part X Item 17B and/or Item 17F)*	0.00	0.00
5 Tax Relief Availment Before Special Tax Credit *(Item 3 Less Item 4)*	0.00	0.00
6 Add: Special Tax Credit, if any *(From Part VII Item 8)*	0.00	0.00
7 Total Tax Relief Availment-SPECIAL *(Sum of Items 5 and 6)*	0.00	0.00

VIII.B - Exempt

8 Regular Income Tax Otherwise Due *(Part X Item 16A and/or Item 16E X applicable regular income tax rate)*	0.00	0.00
9 Tax Relief on Special Allowable Itemized Deductions *(Part X Item 7A and/or Item 7E X applicable regular income tax rate)*	0.00	0.00
10 Total Tax Relief Availment-EXEMPT *(Sum of Items 8 and 9)*	0.00	0.00

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	864,743.00	0.00
Add: Non-Deductible Expenses/Taxable Other Income		
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00
5 Total *(Sum of Items 1 to 4)*	864,743.00	0.00
Less: A) Non-Taxable Income and Income Subjected to Final Tax		
6	0.00	0.00
7	0.00	0.00
B) Special/Other Allowable Deductions		
8	0.00	0.00
9	0.00	0.00
10 Total *(Sum of Items 6 to 9)*	0.00	0.00
11 Net Taxable Income/(Loss) *(Item 5 Less Item 10)*	864,743.00	0.00

This certifies that

PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING

(NATIONAL)

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

MARY FRANCES DOMINIQUE DE GUZMAN CASTRO

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

In testimony whereof, I hereby sign this

Certificate of Business Name Registration

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

ALFREDO E. PASCUAL
Secretary

Business Name No. 1035025

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

TWCO145715983637

Documentary Stamp Tax Paid Php 30.00

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

Annex "M"

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

TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

CASTRO, MARY FRANCES DOMINIQUE DE GUZMAN

(PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING)
Name of Taxpayer

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

497-143-353-00000
Taxpayer Identification Number

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

Tax liabilities recorded after the aforesaid dates or outside the jurisdiction of this Office are not covered by this tax clearance.

Issued this 14th day of May, 2024.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL MAY 14, 2025 ONLY OR UNTIL REVOKED FOR VIOLATION OF THE CRITERIA SPECIFIED UNDER REVENUE REGULATIONS NO. 8-2016, AS AMENDED AND REVENUE MEMORANDUM ORDER NO. 46-2018, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES.
CERTIFICATION FEE OF P100 WAS PAID ON APRIL 25, 2024 UNDER PAYMENT TRANSACTION NO. Zo20240425134830968005. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.

NOT VALID WITHOUT BIR DRY SEAL

ROSALINDA D. CABIDOG
Chief, Collection Division

DOCUMENTARY STAMP TAX
DATE OF PAYMENT: 04/16/2024
PAYMENT CONFIRMATION:
7o20240416154215741363
AMOUNT: ₱30.00

***WARNING:** Counterfeiting is punishable by law. For authenticity, please visit BIR website www.bir.gov.ph/index.php/tax-clearance/released-tax-clearance.html. Tax Clearance Certificate (for bidding purposes) not listed/posted herein will be deemed to have originated from an illegal source.*

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines
Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28

BAGONG PILIPINAS

REQUEST FOR QUOTATION

Supply and Delivery of Office Equipment, Toner, ICT Equipment and Office Supplies for the PBO Office of MinSU Calapan City Campus

PR No.: 2024-161
RFQ No. 2024-227
ABC Amount: Php389,400.00
Lot 1 Php260,000.00
Lot 2 Php44,400.00
Lot 3 Php18,000.00
Lot 4 Php67,000.00

Company Name IRMA 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.

CIEDELLE PIOL-SALAZAR, J.D., Ph.D.
BAC Chairperson

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		Lot 1- Office Equipment			
1	units	**Photocopying Machine (Digital B&W Multi-Function Printer with ARDF, 2 trays)**	2		
		Functions, (Print, Scan, Copy): 50 sheets ARDF capacity			
		Copier. Multiple copying(up to 999 copies)			
		Printer: Network Interface (standard; Ethernet, USB 2.0 type, option: wireless LAN, Mobile printing capability: Apple air print, mopria, windows environments: windows 7/8/8.1/10/, windows server 2003/2008/2012/2016)			
		Scanner (Speed: mono.18ipm, color: 6ipm, resolution: 600dpi, Single Page PDF, Multi Page PDF, Scan modes: email, folder, USB)paper handling 9Reccommended paper size: A3, A4, A5, A6, B4, B5, B6, Paper input capacity			
		(standard: 500 sheets, maximum, 1600 sheets			
		Paper output capacity (standard: 250 sheets			
		Lifetime Free service (Preventive Maintenance agreement)			
		with Free 1 Toner, Developer & steel Cabinet			
		sub-total (LOT 1)			
		Lot 2- Toner			
1	bottles	Toner for M2701 (Bk)	12		
		sub-total (LOT 2)			
		Lot 3- ICT Equipment			

MSU-BAC-FR-05.01

1	units	Printer	2	21,500 -	43,000 -
		Printer 3-in-1 Eco tank printer			
		sub-total (LOT 3)			
		Lot 4- Office Supplies			
1	reams	Universal Ink Refill (Blk,C,M,Y- Liters)	10	520 -	5,200 -
2	reams	Bond Paper (Short 70gsm)	65	291 -	18,915 -
3	reams	Bond Paper 9Long 70gsm)	65	321 -	20,865 -
4	reams	Bond paper (A4 70gsm)	65	319 .	20,735 -
		sub-total (LOT 4)			
XVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVX					
			TOTAL		108,715 -

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

MARIA STEPHANIE C. MENDOZA
Supplier's Signature over Printed Name

160-821-698-00000
TIN No. of Establishment

09778041725
Contact Number

12.10. 2024
Date

Omnibus Sworn Statement (Revised)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF CALAPAN) S.S.

I, Maria *Socorra C. Mendoza*, of legal age, *Single, Filipino*, and residing at *Sta. Isabel Calapan City*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor of *Iraya Life Enterprises & Iraya Life Events Catering Services* with office address at *Proper 3, Bulusan Calapan City & Calero Calapan City (Branch)*;

2. As the owner and sole proprietor, of *Iraya Life Enterprises & Iraya Life Events Catering Services* I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for SUPPLY AND DELIVERY OF OFFICE EQUIPMENT TONER, ICT EQUIPMENT AND OFFICE SUPPLIES FOR THE PBO OFFICE OF MINSU, CALAPAN CITY CAMPUS.

3. *Iraya Life Enterprises & Iraya Life Events Catering Services,* 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. *Iraya Life Enterprises & Iraya Life Events Catering Services* 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. *Iraya Life Enterprises& Iraya Life Events Catering Services* complies with existing labor laws and standards; and

8. *Iraya Life Enterprises & Iraya Life Events Catering Services* is aware of and has undertaken the following responsibilities as a Bidder in compliance with the Philippines Bidding Documents, which includes:

    a. Carefully examine all of the Bidding Documents.

    b. Acknowledging 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. Inquire or secure Supplemental/Bid Bulletin(s) issued for the SUPPLY AND DELIVERY OF OFFICE EQUIPMENT, TONER, ICT EQUIPMENT AND OFFICE SUPPLIES FOR THE PBO OFFICE OF MINSU, CALAPAN CITY CAMPUS

9. *Iraya Life Enterprises & Iraya Life Events Catering Services* 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 or fraud with faithfulness 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 ____________ at Calapan City, Or. Mindoro, Philippines.

MARIA SOCORRO C. MENDOZA
Name of Bidder or It's Authorized Representative
Legal Capacity
Affiant

Witness my hand and seal this 10 day of DECEMBER 2024.

NAME OF NOTARY PUBLIC
Serial No. of Commission ____________
Notary Public for ______ until ______
Roll of Attorneys No. ____________
PTR No. ______ *[date issued], [place issued]*
IBP No. ______ *[date issued], [place issued]*

Doc. No. 207
Page No. 43
Book No. 135
Series of 2024

ATTY. RAYMOND JOEL L. BALBU...
Roll of Attorney's No. 61...
IBP Lifetime No. 010...
PTR No. 121834...
MCLE Compliance ...
Notarial Commission ...

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

IRAYA LIFE ENTERPRISES
Bulusan Calapan ,
Calapan City , Oriental Mindoro , Region IV-B , Philippines

*is registered in the **Philippine Government Electronic Procurement System (PhilGEPS)** on 05-Jul-2019 pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.*

*This further certifies that **IRAYA LIFE ENTERPRISES** 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 30-Aug-2025

Issued this 30th day of August 2024.
This is a system generated certificate. No signature is required.

Documentary Stamp Tax Paid Php 30.00
Certificate Reference No: 201907-34627-1821706692

REMINDERS [1]

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*

- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*

- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

Certificate Reference No: 201907-34627-1821706692

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

"Annex A"

List of Eligibility Documents

of

IRAYA LIFE ENTERPRISES

Bulusan Calapan ,
Calapan City , Oriental Mindoro , Region IV-B , Philippines

DTI Certificate	DTI Certificate Number : 3394982 Issued By / Signatory : Ramon Lopez Registration Date : 05-Jan-2022 Expiration Date : 11-Jan-2027
Mayors Permit	Expiration Date : 31-Dec-2024 Permit Number : 0170000049 Place of Issue : Calapan City Issued By / Signatory : Malou F. Morillo Issuance Date : 12-Jan-2024
Tax Clearance	Expiration Date : 06-Jun-2025 TCC Number : RR9A-063-06-06-R1069-2024-E Issued By / Signatory : ROSALINDA D. CABIDOG Issuance date : 06-Jun-2024
Audited Financial Statement	Date of Filing : 08-Apr-2024 Current Asset : 277,991.20 Total Asset : 1,451,137.22 Current Liabilities : 3,385.44 Total Liabilities : 3,385.44 Name of Auditor : Elvin P. Vargas BIR RDO Code : 063
PCAB License	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :

Certificate Reference No: 201907-34627-1821706692

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

TAUMBAYAN ANG MASUSUNOD
2024

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.

₱ 5,287.50

TAXPAYER'S NAME	BUSINESS I.D.	MODE OF PAYMENT	DATE BILLED	KIND OF BUSINESS	STATUS
MENDOZA, MA.SOCORRO	0170000049	Annually	01/12/2024	ENTERPRISES	R

NAME OF BUSINESS	LOCATION OF BUSINESS	BUSINESS PERMIT NUMBER
IRAYA LIFE ENTERPRISES	BULUSAN	

KIND OF FEE / TAX	TAX BASE	TAX AMOUNT	SUR/INT	TOTAL	PERIOD
BUSINESS TAX		2,687.50	0.00	2,687.50	
MAYOR'S PERMIT		1,650.00		1,650.00	
MAYORS PERMIT FEE		1,000.00			
EDUC'L SPECIAL PROGR		100.00			
DRAINAGE MAINTENANCE		100.00			
SANITARY FEE		200.00			
FIRE AND SAFETY INSP		250.00			
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	
TOTALS				5,287.50	

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 1231397
Date ~~01/12/2024~~

Payment received by:

ENCODER____

ASSESSMENT REVIEWED BY:

EDUARD L. REYES
Licensing Officer IV
Officer In-charge of the Permits and License Section
Office of the City Mayor

RECOMMENDING APPROVAL:

APPROVED BY:

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.

BIR FORM
2303
REVISED: APRIL 2019

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

OCN: 063RC20230000003982
Date OCN Generated: October 9, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE	**NAME OF TAXPAYER**	**TIN ISSUANCE DATE**
160-221-678-00000	MENDOZA, MARIA SOCORRO CASALLA	December 7, 1999
REGISTERING OFFICE	X Head Office	Branch
REGISTERED ADDRESS		
SITIO PROPER 3, BULUSAN 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES		

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
INDIVIDUAL INCOME TAX	1701Q	February 15, 2017	QUARTERLY	1st Quarter-on or before MAY 15 2nd Quarter-on or before AUGUST 15 3rd Quarter-on or before November 15
INDIVIDUAL INCOME TAX	1701	February 15, 2017	ANNUALLY	On or before April 15 of each year covering income for the preceding taxable year.
REGISTRATION FEE	0605	January 18, 2017	ANNUALLY	On or before the last day of January.
VALUE ADDED TAX	2550Q	October 7, 2021	QUARTERLY	Not later than the 25th day following the close of each taxable quarter.
WITHHOLDING TAX - EXPANDED/OTHERS	0619E	October 7, 2021	MONTHLY	On or before the 10th day of the month following the month in which withholding was made.
WITHHOLDING TAX - EXPANDED/OTHERS	1601EQ	October 7, 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	January 1, 2022	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.
WITHHOLDING TAX - COMPENSATION	1604CF	April 16, 2019	ANNUALLY	On or before January 31 of the year following the calendar year in which compensation payment and other income payments subject to ginal withholding taxes were paid or accrued.
WITHHOLDING TAX - COMPENSATION	1601C	April 16, 2019	MONTHLY	On or before the 10th day of the month following the month when the withholding was made except for taxes withheld for December which shall be filed and paid/remitted on or before January 15 of the succeeding year.

BIR FORM
2303
REVISED: APRIL 2019

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

OCN: 063RC20230000003982
Date OCN Generated: October 9, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE	**NAME OF TAXPAYER**			**TIN ISSUANCE DATE**
160-221-678-00000	MENDOZA, MARIA SOCORRO CASALLA			December 7, 1999
REGISTERING OFFICE	X	Head Office		Branch
REGISTERED ADDRESS SITIO PROPER 3, BULUSAN 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES				

TAXPAYER TYPE/S	SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)		
BUSINESS INFORMATION DETAILS			
		CATEGORY	**REGISTRATION DATE**
TRADE NAME 1	**IRAYA LIFE ENTERPRISES**		January 18, 2017
(PSIC)	47610-RETAIL SALE OF BOOKS, NEWSPAPERS AND STATIONERY IN SPECIALIZED STORES	Primary	
Line of Business	RETAIL SALE OF CULTURAL AND RECREATION GOODS IN SPECIALIZED STORES		
(PSIC)	47529-RETAIL SALE OF CONSTRUCTION SUPPLIES, N.E.C.	Secondary	
Line of Business	RETAIL SALE OF OTHER HOUSEHOLD EQUIPMENT IN SPECIALIZED STORES		
(PSIC)	47412-RETAIL SALE OF COMPUTER PERIPHERAL EQUIPMENT	Secondary	
Line of Business	RETAIL SALE OF COMPUTER PERIPHERAL EQUIPMENT		
(PSIC)	47631-RETAIL SALE OF SPORTING GOODS AND ATHLETIC SUPPLIES	Secondary	
Line of Business	RETAIL SALE OF SPORTING GOODS AND ATHLETIC SUPPLIES		
(PSIC)	47599-RETAIL SALE OF ELECTRICAL HOUSEHOLD APPLIANCES, FURNITURE, LIGHTING EQUIPMENT AND OTHER HOUSEHOLD ARTICLES IN SPECIALIZED STORES, N.E.C.	Secondary	
Line of Business	RETAIL SALE OF ELECTRICAL HOUSEHOLD APPLIANCES, FURNITURE, LIGHTING EQUIPMENT AND OTHER HOUSEHOLD ARTICLES IN SPECIALIZED STORES, N.E.C.		
(PSIC)	47719-RETAIL SALE OF OTHER CLOTHING, FOOTWEAR AND LEATHER ARTICLES IN SPECIALIZED STORES, N. E.C.	Secondary	
Line of Business	RETAIL SALE OF CLOTHING, FOOTWEAR AND LEATHER ARTICLES IN SPECIALIZED STORES		

BIR FORM
2303
REVISED: APRIL 2019

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

OCN: 063RC20230000003982
Date OCN Generated: October 9, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE	**NAME OF TAXPAYER**				**TIN ISSUANCE DATE**
160-221-678-00000	MENDOZA, MARIA SOCORRO CASALLA				December 7, 1999
REGISTERING OFFICE	X	Head Office		Branch	
REGISTERED ADDRESS					
SITIO PROPER 3, BULUSAN 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES					

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 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.

RDO DRY SEAL	I hereby certify that the above named person is registered as indicated above, under the provision of the National Internal Revenue Code, as amended. **EMELITA R. ABO** REVENUE DISTRICT OFFICER (Signature over Printed Name)

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

This is a system generated document. Signatory and RDO Dry Seal are not required.
Php 30.00 Documentary Stamp Tax has been paid

LANDBANK

Overseas Filipino Bank

Receipt

BUREAU OF INTERNAL REVENUE ORUS DOCUMENTARY STAMP TAX

You have SUCCESSFULLY paid Documentary Stamp Tax to BUREAU OF INTERNAL REVENUE ORUS with the following details:

ARN	DSU2310063210499
Registered Name	MARIA SOCORRO MENDOZA
Form Type	0605
Tax Type	DS
Return Period	10-09-23 10:26:36
Email Address	dmariasocorro@yahoo.com
TIN	160221678
Branch Code	00000
Amount Due	PHP 30.00
TOTAL AMOUNT	**PHP 30.00**
Reference Number	5348-10092023-515983
Date and Time	**2023-10-09 10:27:39**
Confirmation No.	00010092023102738839
Transaction No.	Zo20231009102738515983

PRINT BACK TO HOME

Annex "M"

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

TCBP NO. RR9A-063-06-06-R1069-2024-E

TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

MENDOZA, MARIA SOCORRO CASALLA

(IRAYA LIFE ENTERPRISES)
Name of Taxpayer

SITIO PROPER 3, BULUSAN, CITY OF CALAPAN (CAPITAL), ORIENTAL MINDORO
Address

160-221-678-00000
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 6th day of June, 2024.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL **JUNE 06, 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 JUNE 04, 2024 UNDER EFPS PAYMENT TRANSACTION NO. 241978982. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.

NOT VALID WITHOUT BIR DRY SEAL

ROSALINDA D. CABIDOG
Chief, Collection Division

DOCUMENTARY STAMP TAX
DATE OF PAYMENT: 06/04/2024
PAYMENT CONFIRMATION:
24197944C
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. Tax Clearance Certificate (for bidding purposes) not listed/posted herein will be deemed to have originated from an illegal source.

This certifies that

IRAYA LIFE ENTERPRISES
(BARANGAY)

BULUSAN, CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO - 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

MARIA SOCORRO CASALLA MENDOZA

is valid from 11 January 2022 to 11 January 2027 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

Certificate of Business Name Registration

and issue the same on 05 January 2022 in the Philippines.

RAMON M. LOPEZ
Secretary

Business Name No. 3394982

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

CGYH873612971616

Documentary Stamp Tax Paid Php 30.00

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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

BAGONG PILIPINAS

REQUEST FOR QUOTATION

Supply and Delivery of Office Equipment, Toner, ICT Equipment and Office Supplies for the PBO Office of MinSU Calapan City Campus

PR No.: 2024-161
RFQ No. 2024-227
ABC Amount: Php389,400.00
Lot 1 : Php260,000.00
Lot 2 : Php44,400.00
Lot 3 : Php18,000.00
Lot 4 : Php67,000.00

Company Name : Philippine Duplicators, inc.
Address : Brgy. merville, Parañaque 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.

CIEDELLE PIOL SALAZAR, J.D., Ph.D.
BAC Chairperson

Note:
1. All entries must be typewritten.
2. Delivery Period within 10 calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
4. Price validity shall be a period of 30 calendar days.
5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.
6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
7. Mode of delivery: [ ] Pick-up (Schedule) [ ] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		Lot 1- Office Equipment			
1	units	**Photocopying Machine (Digital B&W Multi-Function Printer with ARDF, 2 trays)**	2	129,000.00	258,000.00
		Functions, (Print, Scan, Copy): 50 sheets ARDF capacity			
		Copier: Multiple copying(up to 999 copies)			
		Printer: Network Interface (standard; Ethernet, USB 2.0 type, option: wireless LAN, Mobile printing capability: Apple air print, mopria, windows environments: windows 7/8/8.1/10/, windows server 2003/2008/2012/2016)			
		Scanner (Speed: mono:18ipm, color: 6ipm, resolution: 600dpi, Single Page PDF, Multi Page PDF, Scan modes: email, folder, USB)paper handling 9Reccommended paper size: A3, A4, A5, A6, B4, B5, B6, Paper input capacity			
		(standard: 500 sheets, maximum, 1600 sheets			
		Paper output capacity (standard: 250 sheets			
		Lifetime Free service (Preventive Maintenance agreement)			
		with Free 1 Toner, Developer & steel Cabinet			
		sub-total (LOT 1)			
		Lot 2- Toner			
1	bottles	Toner for M2701 (Bk)	12	3,699.92	44,399.50
		sub-total (LOT 2)			
		Lot 3- ICT Equipment			

MSU-BAC-FR-05.01

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

BAGONG PILIPINAS

1	units	Printer	2		
		Printer 3-in-1 Eco tank printer			
		sub-total (LOT 3)			
		Lot 4- Office Supplies			
1	reams	Universal Ink Refill (Blk,C,M,Y- Liters)	10		
2	reams	Bond Paper (Short 70gsm)	65		
3	reams	Bond Paper 9Long 70gsm)	65		
4	reams	Bond paper (A4 70gsm)	65		
		sub-total (LOT 4)			
XVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVX					
			TOTAL		

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

Rommel Ebenise
Supplier's Signature over Printed Name

005-412-813-000
TIN No. of Establishment

09292612558
Contact Number

December 9, 2024
Date

General Conditions

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

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

Ocular Inspection

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.

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

Concessionaire for
Gestetner

December 09, 2024

MINDORO STATE UNIVERSITY
Victoria, Oriental Mindoro

Dear Ma'am / Sir;

We certify that **PHILIPPINE DUPLICATORS INC.** is the authorized distributor and a concessionaire for GESTETNER products in the Philippines, and it is with pleasure that we submit our firm quotation for Machine of **Gestetner Digital Copier M2701** as follows;

2 Unit - **Gestetner Digital Copier M2701** — **129,000.00 X 2 = 258,000.00**
With Free: 1 set of Initial Toner & Free Steel Cabinet

Specification: **See Attached Instructions**

Preventive Maintenance Agreement: **Lifetime Free Service**

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

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

Very truly yours,

R. Eserjose
ROMMEL T. ESERJOSE
Account Executive
09292612558/09228506390
rommeleserjose1994@gmail.com

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

PHILIPPINE DUPLICATORS, INC.

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

is registered in the ***Philippine Government Electronic Procurement System (PhilGEPS)*** *on* *14-Dec-2000* *pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.*

This further certifies that ***PHILIPPINE DUPLICATORS, INC.*** *has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof.*

For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective Bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.

By submitting this Certificate, the Bidder certifies:

1. *the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;*
2. *the veracity of the statements and information contained therein;*
3. *that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it an evidence that the Bidder has passed the post-qualification stage; and*
4. *that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.*

This Certificate is valid until 11-Jun-2025

Issued this 11th day of June 2024.
This is a system generated certificate. No signature is required.

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

REMINDERS [1]

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*

- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*

- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

Certificate Reference No: 200012-3-451965483

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

"Annex A"

List of Eligibility Documents

of

PHILIPPINE DUPLICATORS, INC.

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

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

Certificate Reference No: 200012-3-451965483

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

MAYOR'S PERMIT
TO OPERATE BUSINESS

2024

DATE ISSUED 2024-01-24 **TAX YEAR**

This certifies that

PHILIPPINE DUPLICATORS, INC.

with registered trade name as

PHILIPPINE DUPLICATORS, INC.

with business address at

CCC KM. 14 WEST SERVICE ROAD, EDISON AVENUE, MERVILLE, PARAÑAQUE CITY

has been granted a BUSINESS PERMIT to operate the following business/es under City Ordinance No. ***19 - 29*** *as* ***amended by 19 - 33*** *otherwise known as the Revenue Code of the City of Parañaque, subject to the provisions of other pertinent laws, ordinances and related administrative regulations.*

KIND/S OF BUSINESS/ES

WHOLESALER - GESTETNER PRODUCTS

Area of Establishment 1,640.53

Total No. of Employees 184

TIN: 000-412-893

SSS: 03-2816300-1

SEC/DTI/CDA: -

REMARKS

1. WITH FIRE SAFETY INSPECTION CERTIFICATE VALID UNTIL FEBRUARY 2024.
2. TO SUBMIT PESO COMPLIANCE AS PER CITY ORDINANCE 07-014 UNTIL MARCH 2024.

Locational Clearance No.: 16-02350
RENEWAL

SUBJECT TO INSPECTION AND REASSESSMENT. ANY VIOLATION OF LAWS, RULES AND REGULATIONS WILL RESULT TO THE REVOCATION OF THS PERMIT

THIS PERMIT IS VALID UNTIL
12-31-2024

BUSINESS TAX	1,116,681.72
MAYOR'S PERMIT FEE	10,500.00
WASTE GENERATION FEE	35,000.00
SANITARY PERMIT FEE	1,000.00
ANNUAL BUILDING FEES	120.00
ANNUAL ELECTRICAL FEES	356.00
ANNUAL SIGN FEES	72.00
ZONING FEE	125.00
INDIVIDUAL PERMIT FEE	27,600.00
PLATE / STICKER FEES	50.00
TAX ON DELIVERY TRUCKS AND VAN	3,000.00
ANNUAL MECHANICAL FEES	40.00
FIRE SAFETY INSPECTION CERTIFICA	7,138.95
SANITARY INSPECTION FEE	280.00
TAX WITHHELD	-85,708.65
FILING FEE	100.00
BARANGAY CLEARANCE	2,000.00
BARANGAY PLATE	150.00
CENRO - FILING FEE	200.00
CENRO - CLEARANCE FEE	1,000.00
PROCESSING FEE	10.00

OR Number: 3506299 Total Amount: 1,119,715.02

Quarter: 1-4 Total Penalty: 0.00

OR Date: 2024-01-24 **Grand Total: 1,119,715.02**

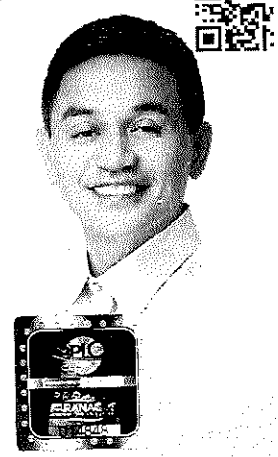
IMPORTANT

Failure to renew this Business Permit/License within the prescribed period shall subject the taxpayer a twenty five percent (25%) surcharge and two percent (2%) penalty per month. This permit shall be posted conspicuously at the place where the business is being conducted and shall be presented and/or surrendered to the concerned authorities upon demand. Upon closure of business, surrender this permit to the Business Permits & Licensing Office on or before the twentieth (20th) day of the month following quarter to avoid penalty.

FOR AND BY AUTHORITY OF THE CITY MAYOR:

Malaya Melanie Soriano
Digitally signed by Malaya Melanie Soriano Date:2024.01.24 14:28:51 +08'00'

ATTY. MELANIE T. SORIANO-MALAYA
CHIEF, BPLO JP



HON. ERIC L. OLIVAREZ
CITY MAYOR

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

2021 EXCELLENCE AWARD IN DIGITAL PUBLIC SERVICE
GCASH
RECOGNIZED BEST PRACTICE 2020
DEVELOPMENT ACADEMY OF THE PHILIPPINES-CPER 2020
MOST BUSINESS-FRIENDLY LGU FINALIST | 2017 | 2018 | 2019 | 2020
PHILIPPINE CHAMBER OF COMMERCE AND INDUSTRY
3RD PLACE | MOST ITMPROVED CITY IN 2019
3RD PLACE | ECONOMIC DYNAMISM CATEGORY IN 2015
1ST PLACE | ECONOMIC DYNAMISM CATEGORY IN 2014
NATIONAL COMPETITIVENESS COUNCIL | PHILIPPINES

2ND PLACE | COVID-19 PANDEMIC RESPONSE 2020
1ST PLACE | BEST IN EGOV DATA-DRIVEN GOVERNANCE 2019 (D2G)
2ND PLACE | BEST IN EGOV EMPOWERMENT 2019 (G2C)
2ND PLACE | BEST IN EGOV GLOBAL COMPETITIVENESS 2019 (G2W)
3RD PLACE | BEST IN EGOV GOVT. INTER-OPERABILITY 2019 (G2G)
3RD PLACE | BEST IN EGOV INTER-OPERABILITY (G2G) AWARD IN 2018
DIGITAL GOVERNANCE AWARDS
MERALCO LUMINARIES AWARDEE 2016

PARAÑAQUE A MEGA CITY BY THE BAY
INVEST IN PARAÑAQUE BUILDING THE FUTURE. TODAY.
RATED EXCELLENT IN ANTI-RED TAPE ACT

This Permit is not valid without a security seal.

2004008052
BUSINESS IDENTIFICATION NUMBER

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS
REVENUE REGION NO. 008
REVENUE DISTRICT NO. 52

BIR Form No. 2303
Revised July 1997

OCN 5RC0000421027

CERTIFICATE OF REGISTRATION

TIN	NAME	REGISTRATION DATE
000-412-893-000	PHILIPPINE DUPLICATORS, INC.	10/12/1962

REGISTERED ADDRESS
CCC BLDG KM 14 WEST SERVICE ROAD
EDISON AVE. BRGY. MERVILLE
PARANAQUE MM 1700

REGISTERED ACTIVITY(IES)

TAX TYPE

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

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

DATE OF BUSINESS REGISTRATION: 10.12.62

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

FORMS TO BE FILED
1702 - 15th day of the 4th month of the taxable year ended
1702Q- 60 days f the close of each quarter.
2550M-on or before 20th of the Month
2550Q-on or before 25th of Qtr. Ending
1601C-on or before 10th of the month
1604CF-Jan. 31 of the ff. year
1601E-on or before 10th of the month
1604E-Mar. 1 of the ff. year
0605-on or before Jan 31 of the ff. year

I HEREBY CERTIFY THAT THE ABOVE NAMED PERSON IS REGISTERED AS INDICATED ABOVE, UNDER THE PROVISIONS OF THE NATIONAL INTERNAL REVENUE CODE, AS AMENDED.

DS J2014
01616331

ROSITA U. MENIANO
OIC-REVENUE DISTRICT OFFICER
REVENUE DISTRICT OFFICER (signature over printed name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

SGV
Building a better working world

SyCip Gorres Velayo & Co.
6760 Ayala Avenue
1226 Makati City
Philippines

Tel: (632) 8891 0307
Fax: (632) 8819 0872
sgv.ph

INDEPENDENT AUDITOR'S REPORT

The Stockholders and the Board of Directors
Philippine Duplicators, Inc.
CCC Bldg., Km 14 West Service Road
Edison Avenue, Barangay Merville
Parañaque City

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Philippine Duplicators, Inc. (the Company), which comprise the statements of financial position as at September 30, 2023 and 2022, and the statements of comprehensive income, statements of changes in equity and statements of cash flows for the years then ended, and notes to the financial statements, including material accounting policy information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Company as at September 30, 2023 and 2022, and its financial performance and its cash flows for the years then ended in accordance with Philippine Financial Reporting Standards (PFRSs).

Basis for Opinion

We conducted our audits in accordance with Philippine Standards on Auditing (PSAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Company in accordance with the Code of Ethics for Professional Accountants in the Philippines (Code of Ethics) together with the ethical requirements that are relevant to our audit of the financial statements in the Philippines, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the Code of Ethics. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the 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 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 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

Our objectives are 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 our 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, we exercise professional judgment and maintain professional skepticism throughout the audit. We 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 our 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.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- 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, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our 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.

We 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 we identify during our audit.

Report on the Supplementary Information Required Under Revenue Regulations No. 15-2010

The supplementary information required under Revenue Regulations 15 2010 in Note 23 to the financial statements is presented for purposes of filing with the Bureau of Internal Revenue and is not a required part of the basic financial statements. The information is also not required by the Revised Securities Regulation Code Rule 68. Such information is the responsibility of the management of Philippine Duplicators, Inc. The information has been subjected to the auditing procedures applied in our audit of the basic financial statements. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

SYCIP GORRES VELAYO & CO.

Ana Lea C. Bergado

Ana Lea C. Bergado
Partner
CPA Certificate No. 80470
Tax Identification No. 102-082-670
BOA/PRC Reg. No. 0001, April 16, 2024, valid until August 23, 2026
BIR Accreditation No. 08-001998-063-2023, September 12, 2023, valid until September 11, 2026
PTR No. 10079908, January 5, 2024, Makati City

July 26, 2024

BUREAU OF INTERNAL REVENUE
RDO 52 - PARAÑAQUE CITY
RECEIVED
RR 8-B
JUL 26 2024
SOUTH NCR
DAVY JONES C. ROSELLAS
COLLECTION SECTION
INITIAL:

PHILIPPINE DUPLICATORS, INC.

STATEMENTS OF FINANCIAL POSITION

	September 30	
	2023	2022
ASSETS		
Current Assets		
Cash (Note 4)	**₱62,347,655**	₱44,395,679
Receivables (Note 5)	**79,185,744**	96,450,002
Merchandise inventories (Note 6)	**103,582,645**	109,066,645
Other current assets	**3,170,249**	1,917,128
Total Current Assets	**248,286,293**	251,829,454
Noncurrent Assets		
Investment properties (Note 7)	**144,439,989**	113,668,314
Property and equipment (Note 8)	**26,436,598**	27,444,737
Financial asset at fair value through other comprehensive income (FVOCI) [Note 9]	**12,056,816**	12,056,816
Right-of-use assets (Note 10)	**8,437,921**	8,268,091
Net retirement plan assets (Note 18)	**3,824,572**	7,648,233
Other noncurrent assets (Note 11)	**10,157,413**	20,802,012
Total Noncurrent Assets	**205,353,309**	189,888,203
TOTAL ASSETS	**₱453,639,602**	₱441,717,657
LIABILITIES AND EQUITY		
Current Liabilities		
Accounts payable and other liabilities (Note 12)	**₱64,954,092**	₱94,216,145
Income tax payable	**–**	17,450
Lease liabilities – current (Note 10)	**3,779,550**	4,542,409
Other current liabilities (Note 13)	**95,813,956**	39,342,156
Total Current Liabilities	**164,547,598**	138,118,160
Noncurrent Liabilities		
Lease liabilities – noncurrent (Note 10)	**4,535,065**	3,769,404
Deferred income tax liabilities - net (Note 19)	**6,555,159**	8,584,881
Total Noncurrent Liabilities	**11,090,224**	12,354,285
Total Liabilities	**175,637,822**	150,472,445
Equity		
Capital stock -₱100 par value (Note 20)		
Authorized - 1,300,000 shares		
Issued –1,300,000 shares	**130,000,000**	130,000,000
Retained earnings (Note 20):		
Unappropriated	**78,001,780**	91,245,212
Appropriated	**70,000,000**	70,000,000
Total Equity	**278,001,780**	291,245,212
TOTAL LIABILITIES AND EQUITY	**₱453,639,602**	₱441,717,657

See accompanying Notes to Financial Statements.

PHILIPPINE DUPLICATORS, INC.
STATEMENTS OF COMPREHENSIVE INCOME

	Years Ended September 30	
	2023	2022
REVENUE		
Net sales (Note 15)	**₱425,659,433**	₱468,297,902
Rental income (Note 7)	**11,804,249**	10,839,766
Foreign exchange gain (loss) – net	**732,910**	(6,736,101)
Interest income (Notes 4)	**187,209**	32,144
Others – net	**29,329**	165,866
	438,413,130	472,599,577
COSTS, EXPENSES AND CHARGES		
Cost of sales (Note 6)	**206,599,023**	218,750,789
General and administrative expenses (Note 16)	**153,078,991**	148,404,569
Selling expenses (Note 16)	**65,547,214**	63,272,846
Depreciation of investment properties (Note 7)	**7,019,005**	7,125,275
Interest expense (Note 10)	**500,598**	516,913
	432,744,831	438,070,392
INCOME BEFORE INCOME TAX	**5,668,299**	34,529,179
PROVISION FOR INCOME TAX (Note 19)		
Current	**2,886,175**	11,141,109
Deferred	**(1,515,902)**	(2,516,848)
	1,370,273	8,624,261
NET INCOME	**4,298,026**	25,904,918
OTHER COMPREHENSIVE INCOME		
Item not to be reclassified to profit or loss:		
Remeasurement gain (loss) on retirement plan assets, net of deferred income tax (Note 18)	**(1,541,458)**	3,318,833
TOTAL COMPREHENSIVE INCOME	**₱2,756,568**	₱29,223,751

See accompanying Notes to Financial Statements.

BUREAU OF INTERNAL REVENUE
RDO 52 - PARAÑAQUE CITY
RECEIVED
RR 8-B
JUL 26 2024
SOUTH NCR
DAVY JONES C. ROSELLAS
COLLECTION SECTION
INITIAL:

PHILIPPINE DUPLICATORS, INC.
STATEMENTS OF CHANGES IN EQUITY
FOR THE YEARS ENDED SEPTEMBER 30, 2023 and 2022

	Capital Stock	Retained Earnings (Note 20)		Total
		Unappropriated	Appropriated	
BALANCES AT SEPTEMBER 30, 2021	**₱80,000,000**	**132,021,461**	**70,000,000**	**282,021,461**
Declaration of cash dividends	–	(20,000,000)	–	(20,000,000)
Declaration of stock dividend	50,000,000	(50,000,000)	–	–
Reversal of appropriation for working capital requirements	–	70,000,000	(70,000,000)	–
Appropriation for working capital requirements	–	(70,000,000)	70,000,000	–
Total comprehensive income for the year	–	29,223,751	–	29,223,751
BALANCES AT SEPTEMBER 30, 2022	**130,000,000**	**91,245,212**	**70,000,000**	**291,245,212**
Declaration of cash dividends	–	(16,000,000)	–	(16,000,000)
Reversal of appropriation for working capital requirements	–	70,000,000	(70,000,000)	–
Appropriation for working capital requirements	–	(70,000,000)	70,000,000	–
Total comprehensive income for the year	–	2,756,568	–	2,756,568
BALANCES AT SEPTEMBER 30, 2023	**₱130,000,000**	**₱78,001,780**	**₱70,000,000**	**₱278,001,780**

See accompanying Notes to Financial Statements.

PHILIPPINE DUPLICATORS, INC.
STATEMENTS OF CASH FLOWS

	Years Ended September 30	
	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES		
Income before income tax	**₱5,668,299**	₱34,529,185
Adjustments for:		
Depreciation and amortization (Notes 7, 8 and 10)	**18,257,556**	17,917,500
Retirement benefits expense (Note 18)	**2,312,029**	3,191,430
Interest expense (Note 10)	**500,598**	516,913
Interest income (Notes 4 and 9)	**(187,209)**	(32,144)
Income before working capital changes	**26,551,273**	56,122,884
Decrease (increase) in:		
Receivables	**17,264,258**	30,672,606
Merchandise inventories	**5,484,000**	22,592,611
Other current assets	**(1,253,121)**	599,807
Increase (decrease) in:		
Accounts payable and accrued liabilities	**(29,262,053)**	(10,181,71)
Other current liabilities	**55,928,154**	(48,289,154)
Net cash generated from operations	**74,712,511**	71,880,473
Income taxes paid, including creditable withholding taxes	**(2,903,625)**	(26,083,992)
Interest received	**187,209**	32,144
Net cash from operating activities	**71,996,095**	45,828,625
CASH FLOWS FROM INVESTING ACTIVITIES		
Acquisition of property and equipment (Note 8)	**(5,800,137)**	(165,519)
Acquisitions of investment properties (Note 7)	**(37,790,681)**	(5,409,042)
Proceeds from sale of property and equipment	**332,771**	–
Decrease (increase) in other noncurrent assets	**10,644,599**	(12,010,600)
Net cash used in investing activities	**(32,613,447)**	(17,585,161)
CASH FLOWS FROM FINANCING ACTIVITIES		
Dividends paid	**(16,000,000)**	(23,823,349)
Payment of lease liabilities (Note 10)	**(5,430,672)**	(4,974,706)
Cash used in financing activities (Note 22)	**(21,430,672)**	(28,798,055)
NET INCREASE (DECREASE) IN CASH	**17,951,976**	(554,591)
CASH AT BEGINNING OF YEAR	**44,395,679**	44,950,270
CASH AT END OF YEAR (Note 4)	**₱62,347,655**	₱44,395,679

See accompanying Notes to Financial Statements.

PHILIPPINE DUPLICATORS, INC.

NOTES TO FINANCIAL STATEMENTS

1. Corporate Information and Authorization for Issue of the Financial Statements

Corporate Information

Philippine Duplicators, Inc. (the Company) was incorporated in the Philippines and registered with the Philippine Securities and Exchange Commission (SEC) on October 11, 1962 to engage in the general merchandising business. Its registered office address is at CCC Bldg., Km 14 West Service Road, Edison Avenue, Barangay Merville, Parañaque City.

The Company is an authorized distributor of *Gestetner* products in the Philippines. It markets and services copiers, stencil duplicating machines and other document processing equipment, supplies and spare parts.

Authorization for Issue of the Financial Statements

The financial statements of the Company were approved and authorized for issuance by the Board of Directors (BOD) on July 26, 2024.

2. Summary of Significant Accounting and Financial Reporting Policies

Basis of Preparation

The financial statements of the Company have been prepared on a historical cost basis, except for financial asset at fair value through other comprehensive income (FVOCI) which is carried at fair value, and presented in Philippine Peso (Peso or ₱), which is the Company's functional currency. All amounts were rounded to the nearest Peso, except when otherwise indicated.

Statement of Compliance

The financial statements have been prepared in compliance with the Philippine Financial Reporting Standards (PFRSs).

Changes in Accounting Policies and Disclosures

The accounting policies adopted are consistent with those of the previous financial year, except that the Company has adopted the following new accounting pronouncements starting January 1, 2022 (October 1, 2022 for the Company). The adoption of these pronouncements did not have any significant impact on the Company's financial position or performance.

- Amendments to PFRS 3, *Reference to the Conceptual Framework*
- Amendments to PAS 16, *Property, Plant and Equipment: Proceeds before Intended Use*
- Amendments to PAS 37, *Onerous Contracts – Costs of Fulfilling a Contract*
- *Annual Improvements to PFRSs* 2018-2020 Cycle
    - Amendments to PFRS 1, *First-time Adoption of Philippines Financial Reporting Standards, Subsidiary as a first-time adopter*
    - Amendments to PFRS 9, *Financial Instruments, Fees in the '10 per cent' test for derecognition of financial liabilities*
    - Amendments to PAS 41, *Agriculture, Taxation in fair value measurements*

Standards Issued but not yet Effective

Pronouncements issued but not yet effective are listed below. The Company does not expect that the future adoption of the said pronouncements will have a significant impact on its financial statements. The Company intends to adopt the following pronouncements when they become effective.

Effective beginning on or after January 1, 2023
- Amendments to PAS 1 and PFRS Practice Statement 2, *Disclosure of Accounting Policies*
- Amendments to PAS 8, *Definition of Accounting Estimates*
- Amendments to PAS 12, *Deferred Tax related to Assets and Liabilities arising from a Single Transaction*

Effective beginning on or after January 1, 2024
- Amendments to PAS 1, Classification of Liabilities as Current or Non-current
- Amendments to PFRS 16, Lease Liability in a Sale and Leaseback
- Amendments to PAS 7 and PFRS 7, Disclosures: Supplier Finance Arrangements

Effective beginning on or after January 1, 2025
- PFRS 17, Insurance Contracts
- Amendments to PAS 21, Lack of exchangeability

Deferred effectivity
- Amendments to PFRS 10, Consolidated Financial Statements, and PAS 28, Sale or Contribution of Assets between an Investor and its Associate or Joint Venture

Material Accounting Policy Information

The material accounting policy that has been used in the preparation of the Company's financial statements are summarized below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Cash

Cash includes cash on hand and in banks.

Financial Instruments

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity.

Financial assets - Initial recognition and measurement

Financial assets are classified, at initial recognition, and subsequently measured at amortized cost, FVOCI and fair value through profit or loss (FVTPL).

The classification of financial assets at initial recognition depends on the financial asset's contractual cash flow characteristics and the Company's business model for managing them. The Company initially measures a financial asset at its fair value plus, in the case of a financial asset not at fair value through profit or loss, transaction costs.

In order for a financial asset to be classified and measured at amortized cost or FVOCI, it needs to give rise to cash flow that are 'solely payments of principal and interest' (SPPI) on the principal amount outstanding. This assessment is referred to as the SPPI test and is performed at an instrument level.

The Company's business model for managing financial assets refers to how it manages its financial assets in order to generate cash flows. The business model determines whether cash flows will result from collecting contractual cash flows, selling the financial assets, or both.

Subsequent measurement
For purposes of subsequent measurement, financial assets are classified in four categories:

- Financial assets at amortized cost (debt instruments)
- Financial assets at FVOCI with recycling of cumulative gains and losses (debt instruments)
- Financial assets designated at FVOCI with no recycling of cumulative gains and losses upon derecognition (equity instruments)
- Financial assets at FVTPL

The Company has no financial assets at FVTPL.

Financial assets at amortized cost (debt instruments)
The Company measures financial assets at amortized cost if both of the following conditions are met:

- The financial asset is held within a business model with the objective to hold financial assets in order to collect contractual cash flows; and
- The contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

Financial assets at amortized cost are subsequently measured using the effective interest (EIR) method and are subject to impairment. Gains and losses are recognized in profit or loss when the asset is derecognized, modified or impaired.

The Company's financial assets at amortized cost include cash in banks, trade and other receivables and refundable deposits.

Financial asset at FVOCI (equity instrument)
Upon initial recognition, the Company can elect to classify irrevocably its equity investments as equity instruments designated at FVOCI when they meet the definition of equity under PAS 32, *Financial Instruments: Presentation* and are not held for trading. The classification is determined on an instrument-by-instrument basis.

Gains and losses on these financial assets are never recycled to profit or loss. Dividends are recognized as other income in the statement of comprehensive income when the right of payment has been established, except when the Company benefits from such proceeds as a recovery of part of the cost of the financial asset, in which case, such gains are recorded in other comprehensive income (OCI). Equity instruments designated at FVOCI are not subject to impairment assessment.

The Company's financial asset at FVOCI include the non-listed equity investment.

Impairment of financial assets
The Company recognizes an allowance for expected credit losses (ECLs) for all debt instruments not held at fair value. ECLs are based on the difference between the contractual cash flows due in accordance with the contract and all the cash flows that the Company expects to receive, discounted at an approximation of the original effective interest rate. The expected cash flows will include cash flows from the sale of collateral held or other credit enhancements that are integral to the contractual terms.

An impairment analysis is performed at each reporting date. The mechanics of the ECL calculations and the key elements are, as follows:

a. *Probability of default (PD)* is an estimate of the likelihood of default over a given time horizon.

b. *Exposure at default (EAD)* is an estimate of the exposure at a future default date taking into account expected changes in the exposure after the reporting date.
c. *Loss given default (LGD)* is an estimate of the loss arising in the case where a default occurs at a given time.

ECLs are recognized in two stages. For credit exposures where there have not been significant increases in credit risk since initial recognition and that are not credit-impaired upon origination, ECLs are provided for credit losses that result from default events that are possible within the next 12 months (a 12-month ECL). For those credit exposures for which there have been significant increases in credit risk since initial recognition, a loss allowance is required for credit losses expected over the remaining life of the exposure, irrespective of the timing of the default (a lifetime ECL).

The Company's debt instruments at amortized cost comprise of cash in banks, other receivables and refundable deposits that are considered to have low credit risk. Hence, it is the Company's policy to measure ECL on such instrument on a 12-month basis applying the low credit risk simplification and based on the PD which are publicly available. However, when there has been a significant increase in credit risk since origination, the allowance will be based on the lifetime ECL. The Company uses external credit ratings both to determine whether the debt instrument has significantly increased in credit risk and to estimate ECL.

For trade receivables, the Company estimates ECLs based on the above key elements after considering the historical observed default rates and directly relevant forward-looking information. At every reporting date, the historical observed default rates are updated and changes in the forward-looking estimates are considered.
The Company may consider a financial asset to be in default when internal or external information indicates that the Company is unlikely to receive the outstanding contractual amounts in full before taking into account any credit enhancements held by the Company. A financial asset is written off when there is no reasonable expectation of recovering the contractual cash flows.

Financial liabilities - Initial recognition and measurement
Financial liabilities are classified, at initial recognition, as financial liabilities at FVTPL, loans and borrowings, payables, or as derivatives designated as hedging instruments in an effective hedge, as appropriate.

All financial liabilities are recognized initially at fair value and, in the case of loans and borrowings and payables, net of directly attributable transaction costs. The Company does not have financial liabilities at FVTPL.

The Company's financial liabilities include loans and borrowings.

Subsequent measurement of loans and borrowings
After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortized cost using the EIR method. Gains and losses are recognized in profit or loss when the liabilities are derecognized as well as through the EIR amortization process.

Amortized cost is calculated by taking into account any discount or premium on acquisition and fees or costs that are an integral part of the EIR. The EIR amortization is included as finance costs in profit or loss.

The Company's financial liabilities include accounts payable and other liabilities, dividends payable, other current liabilities, and lease liabilities.

Derecognition of Financial Assets and Financial Liabilities
Financial asset
A financial asset (or where applicable, a part of a financial asset or part of a group of similar financial assets) is derecognized when:

- the Company's rights to receive cash flows from the asset have expired;
- the Company retains the rights to receive cash flows from the asset, but has assumed an obligation to pay them in full without material delay to a third party under a "pass–through" arrangement; or
- the Company has transferred its right to receive cash flows from the asset and either (a) has transferred substantially all the risks and rewards of the asset, or (b) has neither transferred nor retained substantially all the risks and rewards of the asset, but has transferred control of the asset.

Financial liability
A financial liability is derecognized when the obligation under the liability is discharged or cancelled or has expired.

Merchandise Inventories
Merchandise inventories are carried at the lower of cost and net realizable value (NRV). Cost incurred in bringing the inventory item to its present location and condition are accounted for at purchase cost on a first-in, first-out basis. NRV is the estimated selling price in the ordinary course of business, less estimated costs necessary to make the sale.

Investment Properties
Investment properties consist of land purchased with undetermined future use and condominium building leased out to tenants. Investment properties are stated at cost, including transaction costs, less depreciation and any impairment in value.

Investment properties are derecognized when either they have been disposed of or when the investment properties are permanently withdrawn from use and no future economic benefit is expected from its disposal. Any gains or losses on the retirement or disposal of investment properties are recognized in profit or loss in the year of the retirement or disposal.

Transfers are made to investment property when, and only when, there is a change in use, evidenced by the end of owner occupation, commencement of an operating lease to another party or completion of construction or development. Transfers are made from investment property to owner–occupied property when and only when, there is a change in use, evidenced by commencement of owner occupation or commencement of development with a view to sell.

Property and Equipment
Property and equipment are carried at cost less accumulated depreciation and amortization and any impairment in value.

The initial cost of property and equipment comprises its purchase price, including import duties, taxes and any directly attributable costs of bringing the asset to its working condition and location for its intended use. Expenditures incurred after the property and equipment have been put into operation, such as repairs and maintenance costs, are normally charged to expense in the period when the costs are incurred. In situations where it can be clearly demonstrated that the expenditures have resulted in an increase in the future economic benefits expected to be obtained from the use of an item of property and equipment beyond its originally assessed standard of performance, the expenditures are capitalized as an additional cost of property and equipment.

Depreciation commences when the asset is ready for its intended use. It is computed using the straight-line method based on the estimated useful lives as follows:

	Number of Years
Buildings and improvements	3 to 15
Furniture, fixtures and equipment	3 to 5
Delivery and transportation equipment	5

Leasehold improvements are amortized over the term of the lease or the estimated useful lives of the improvements, whichever is shorter.

The assets' estimated useful lives and depreciation method are reviewed periodically to ensure that the periods and method of depreciation are consistent with the expected pattern of economic benefits from items of property and equipment.

When property and equipment are sold or retired or otherwise disposed of, their cost and related accumulated depreciation and amortization, and any impairment in value are removed from the accounts, and any gain or loss resulting from their disposal is included in the profit or loss.

Fully depreciated assets are retained in the accounts until they are no longer in use and no further depreciation or credited or charged to current operations.

Capital Stock
Common shares are classified as equity. The proceeds from the issuance of common shares are presented in equity as capital stock to the extent of the par value of the issued and outstanding shares and any excess of the proceeds over the par value of shares issued, less any incremental costs directly attributable to the issuance, net of tax, is presented in equity as additional paid-in capital.

Retained Earnings
Retained earnings represent the cumulative balance of net income or loss, effects of changes in accounting policy and other adjustments affecting the account, net of any dividend declaration.

Unappropriated Retained Earnings
Unappropriated retained earnings represent the portion of retained earnings that is free and can be declared as dividends to stockholders.

Appropriated Retained Earnings
Appropriated retained earnings represent the portion of retained earnings which has been restricted and therefore is not available for dividend declaration.

Dividend Distributions
Dividends are recognized as a liability and deducted from equity when approved by the BOD of the Company. Dividends that are approved after the balance sheet date are dealt with as an event after the balance sheet date.

Revenue Recognition
As disclosed in Note 1, the Company sells copiers, stencil duplicating machines and other document processing equipment, supplies and spare parts.

Revenue from contracts with customers, primarily sale of goods, is recognized when control of goods is transferred to the customers at an amount that reflects the consideration which the Company expect to be entitled to in exchange for those goods. The Company has generally concluded that it is acting as principal in its revenue arrangements because it typically controls the goods before transferring them to the customer.

Sale of goods
Revenue from sale of goods, shown as "Net Sales", is recognized at a point in time, when the Company transfers control over the product to the customer, which is normally upon delivery; control of an asset refers to the ability to direct the use of, and obtain substantially all of the remaining benefits from that asset. Revenue from sale of goods are recorded net of discounts, returns and value-added tax (VAT). Payment terms are generally 30 days from the date of sale.

Contract liabilities
A contract liability is the obligation to transfer goods or services to a customer for which the Company has received consideration (or an amount of consideration is due) from the customer. If a customer pays consideration before the Company transfers goods or services to the customer, a contract liability is recognized when the payment is made or the payment is due (whichever is earlier). Contract liabilities are recognized as revenue when the Company performs under the contract.

Leases (Company as Lessor)
Rent income under operating lease agreements where the Company is the lessor is accounted for on a straight-line basis over the lease term.

Interest Income
Interest income is recognized as the income accrues.

Cost and Expenses
Cost and expenses are recognized in profit or loss when decease in future economic benefits related to a decrease in an asset or an increase of a liability has arisen that can be measured reliably.

Cost of sales
Cost of sales is recognized when the goods are delivered to and accepted by the customers.

Selling and general and administrative expenses
Selling expenses are costs incurred to sell or distribute merchandise and include commissions, personnel costs, transportation and travel, and promotions and advertising, among others. General and administrative expenses constitute costs of administering the business. Selling and general and administrative expenses are expensed as incurred.

Interest expense
Interest expense is recognized in profit or loss as it accrues.

Retirement Benefits Costs
The Company has a defined benefit plan, which defines an amount of retirement benefit that an employee will receive on retirement, dependent on one or more factors such as age, year of service and compensation.

Retirement benefits cost is actuarially determined using the projected unit credit method. This method considers each period of service as giving rise to an additional unit of benefit entitlement and measures each unit separately to build up the final obligation.