



## LABOR FOR REPRINTING AND BOOKBINDING SERVICES FOR THE PUBLICATION OF RESEARCH 101 A **GUIDE TO EASY RESEARCH WRITING**

Name of Project

**BAC Resolution Recommending Approval** Resolution No. 10, 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. 2025-09 for the project "Labor for Reprinting and Bookbinding Services for the Publication of Research 101 A Guide to Easy Research Writing" with an Approved Budget for the Contract (ABC) amounting to One Hundred Fifty-Three Thousand Pesos (Php153,000.00);

WHEREAS, in response to the advertisement of the project, ten (10) suppliers/bidders were found in the document request list, only one (1) supplier/bidder in the name of CENTRAL BOOK SUPPLY INC. submitted price quotation before the deadline;

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

of price quotation resulted in the loll	owing.
Name of Bidder	Price Quotation
Gentral Book Supply Inc.	Php153;000:00

WHEREAS, the BAC examined and verified the price quotation submitted by the abovementioned supplier and was 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, "Labor for Reprinting and Bookbinding Services for the Publication of Research 101 A Guide to Easy Research Writing" as follows:

a. to Central Book Supply Inc. for being the supplier/bidder with the Single Calculated Responsive Bid (SCRB);

RESOLVED, this 3<sup>rd</sup> day of February, 2025 at MinSU-Main Campus, Alcate, Victoria, Oriental Mindoro,

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

Engr. MA

BAC Vice-C

E DBMHM FRANIE M. BAC Member

MELGAR G. FADRIQUELAN **BAC Member** 

Approved/Disapproved

ENYA MARIE D. APOSTOL, Ph.D.

SUC President III

Date:

MINDORO STATE UI Alcate, Victoria, Orien BIDS AND AWARD COMMI	TTEE (BAC) OF		ding							
Project Name Abor fw Leprish  Gervitel fw har fw Leprish  CHECKLIST  ( ) Award Notice from PhilGEPS ( ) BAC Resolution No  PhilGEPS Posting  Request for Quotation (RFQ) N PhilGEPS Registration/Certificate  Business/Mayor's Permit ( ) Omnibus Sworn Statement	o	ulty of a	yxxivxv)xx	J. J		One Hundred Fifty three Thousand Pesos	All bids failed to comply with all the bid requirements or fail post-qualification [Sec. 35.1(c)]	MERVIN L. ICALA TWG Member		
REMARKS	grigogo de	RFQ	nts Requirements Requirements Fail Pass Fai		01-31-1016	Contract Price Award (in words & figures):	l bids failed to comply with 5.1( c )]	FELIX MINESTERIO	ORD S. ONAL	*Proceed only if recommended for award of contract
wherentyprendent@minu.edu.ph  - ex-wavanina.edu.ph  - ex-yavanina.edu.ph  - ex-yavanina.edu.ph	88 101 701 Carlo	ne specified in the	Technica Requireme Pass	\	'Date: 01-91			I N	Engr. MARK KEYLORD S. ONAL BAC-TWG Head	d only if recommen
TSIY Email: university Weblics www. Mebiles: www.		ithin the deadlir	Eligibilit Requireme Pass	\		Book Supply, Inc.	sed IRR of RA 91 Sec. 35.1(b)]	MAY & BERON TWG Member		*Procee
Windoro State University	ing and Book  a , Oriental M  ABC): \$ (62),  n:	be Submitted <u>w</u> Date:	Date and Time of Receipt			Central	tion 35 of Revis			
	n. Particulars <u>Lobor</u> for Reporting and Bock binding Set Project Name: Project Location: Alcate, victoria, Oriental Mixdon Implementing Office: Implementing Office: Approved Budget for the Contract (ABC): ♦ 169,000.00	II. Abstract of Quotations / for SVP Evaluation of Document's Required to be Submitted within the deadline specified in the RFQ TAME Board	Participating Bidder/s	Central Book Supply, Inc.	III Recommendation /Resolution	Recommend to Award Contract Lowest / Single Calculated and	Responsive Quotation.  Declaration of Failure under Section 35 of Revised IRR of RA 9184  All prospective bidders are declared ineligible [ Sec. 35.1(b)]	Date: LINA B. JAVIER TVVG Member		Maja Campus, Alcate, Victoria
	Meth Neth	Eval	<sup>2</sup>	1						



## **Bid Notice Abstract**

## Request for Quotation (RFQ)

**Reference Number** 

11697267

**Procuring Entity** 

MINDORO STATE UNIVERSITY

Title

Labor for Reprinting and Bookbinding Services for the Publication of Research 101 A Guide to

Easy Research Writing

Area of Delivery

Oriental Mindoro

Solicitation Number:	RFQ No. 2025-09	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:	Printing Services		
Approved Budget for the Contract:	PHP 153,000.00	Document Request List	10
Delivery Period:	30 Day/s		
Client Agency:		Date Published	28/01/2025
Contact Person:	Christian B. Apostol		
	BAC Secretariat Head Alcate Victoria Oriental Mindoro	Last Updated / Time	28/01/2025 00:00 AM
	Philippines 5205 63-43-2862368	Closing Date / Time	31/01/2025 17:00 PM
	cbapotol21@gmail.com		

## 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 \_

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

1 pieces Research 101: a Guide to Easy Research Writing 500

Size: 8.27x11.69

Cover Stock: FC12 Glossy Lamination Cover Specs: 1 slide Full Color Print

Text Stock: BP80 GSM

Text Specs: Black and White Only

No. of Pages: 150 Binding: Paperbound

Created by

Annabelle Quinto Madrigal

**Date Created** 

27/01/2025

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

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Email: universitypresident@minsu.edu.ph Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28



## REQUEST FOR QUOTATION

Labor for Reprinting and Bookbinding Services for the Publication of Research 101 A Guide to Easy Research Writing

JOR No.: 2024-009-027 RFQ No. 2025-09

ABC Amount: Php153,000.00

: Central Book Supply Inc. Company Name

Address: 927 Phoenix Bldg, Quezon Ave., Quezon 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 in the address stated in the last page. delivery and submit your quotation duly signed by your representative not later than \_

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

**BAC Chairperson** 

1. All entries must be typewritten.

Delivery Period within \_\_\_calendar days.
 Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date

of acceptance by the procuring entity.

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
1	pieces	Research 101: a Guide to Easy Research Writing	500	306.00	153,000.00
		Size: 8.27x11.69			
		Cover Stock: FC12 Glossy Lamination			
		Cover Specs: 1 slide Full Color Print			
		Text Stock: BP80 GSM			
		Text Specs: Black and White Only			
		No. of Pages: 150			
		Binding: Paperbound			
XV	XVXVXVXVXV	XVXVXVXVXVXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	VXVXVXVX	XVX	
			TOTAL	11	

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

Jacqueline Rochelle A. Salipande

Supplier's Signature over Printed Name 001-399-724-000

TIN No. of Establishment 8372-3550 to 52 loc 15

Contact Number

January 28,2025

Date

PACONG PILIPINAS

### **General Conditions**

- Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) Office, Mindoro State University
   -Main Campus, Alcate, Victoria, Oriental Mindoro, Philippines on the date and time stated in this RFP.
- 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.
- 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.
- All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
- 4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

## Liquidation Damages

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

## Warranty

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

## Payment

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

MSU-BAC-FR-05.01

# Republic of the Philippines Department of Budget and Management PROCUREMENT SERVICE

## CERTIFICATE OF PHILGEPS REGISTRATION (Platinum Membership)

THIS IS TO CERTIFY THAT

## CENTRAL BOOK SUPPLY INC.

2F PHOENIX BLDG., 927 QUEZON AVENUE, BGY. STA. CRUZ, Quezon City, Metro Manila, NCR, Philippines

is registered in the **Philippine Government Electronic Procurement System (PhilGEPS)** on <u>10-Dec-2004</u> 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 CENTRAL BOOK SUPPLY 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 <u>05-Nov-2025</u>

Issued this <u>05th</u> day of <u>November 2024</u>. This is a system generated certificate. No signature is required.

Documentary Stamp Tax Paid Php 30.00 Certificate Reference No: 200412-5869-333088620



Page 1 of 3

## 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: 200412-5869-333088620

## List of Eligibility Documents

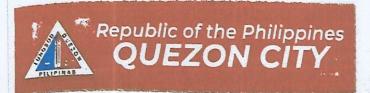
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## CENTRAL BOOK SUPPLY INC.

2F PHOENIX BLDG., 927 QUEZON AVENUE, BGY. STA. CRUZ, Quezon City, Metro Manila, NCR, Philippines

	Registration Date: 04-Jun-1996
SEC Certificate	SEC Certificate Number : A199600114
	Expiration Date: 13-Sep-2025
	Permit Number : 97057131
<b>Mayors Permit</b>	Place of Issue: QUEZON CITY
	Issued By / Signatory: MA. MARGARITA T. SANTOS
	Issuance Date: 13-Sep-2024
	Expiration Date: 08-Oct-2025
	TCC Number: 07A-038-10-08-R2352-2024-M
Tax Clearance	Issued By / Signatory : DR. ALICE S.A. GONZALES, CPA
	Issuance date: 08-Oct-2024
	Date of Filing: 15-Apr-2024
	Current Asset: 10,146,745.00
<b>Audited Financial Statement</b>	Total Asset: 45,982,801.00
	Current Liabilities: 20,295,751.00
	Total Liabilities: 24,007,731.00
	Name of Auditor: ALFONSO G. GARCERA
and planets leave	BIR RDO Code: 038
	Expiration Date : -
	Issued By / Signatory:
PCAB License	Issuance Date : -
	License Number:
	License First Issue Date : -
	Principal Classification:
	Category:

Certificate Reference No: 200412-5869-333088620



## MAYOR'S PERMIT

**Business Permits and Licensing Department** 

GF, Civic Center Bldg A. Quezon City Hall Complex, Elliptical Road, QC bpld@quezoncity.gov.ph 8988.4247 local 8174
https:// qceservices.quezoncity.gov.ph

Date of Payment Mayors Permit No. Official Receipt No. Type of Application 09/13/2024 97-057131 RENEWAL B-2024-016-222-0002965 Date Issued Period Covered Valid Until 219,021.88 1-4 2024 SEPTEMBER 13, 2024 SEPTEMBER 13, 2025

**Business Name** 

CENTRAL BOOK SUPPLY, INC.

Trade Name

BOOK SUPPLY, INC.

President

SIBAL , JOSE

Address

927 QUEZON AVE. STA. CRUZ DISTRICT 1, QUEZON CITY 1104

Type of Business Organization **Proof of Business Registration** TIN 555 000-000-000 CORPORATION 000-000-000 SEC

CONTRACTOR

PUBLISHER OF BOOKS & OTHER MAGAZINES

Area of Establishment	Total No. of Employees		
100.00 SQM	Male: 0	Female: 0	
Ancillary Clearance	Clearance No.	Validity	
Locational Certificate (ZAU)	C20-N-JRCSA6AX	2020-02-25 to 2025-02-25	
Sanitary Permit (QCHD)	NOT REQUIRED	NOT REQUIRED	
Fire Safety Inspection Certificate (BFP-QC)	FOR COMPLIANCE	FOR COMPLIANCE	
Barangay Clearance (BARANGAY STA, CRUZ )		And the second of the second o	
Traffic Clearance (TTMD)	NOT REQUIRED	NOT REQUIRED	
Environmental Cléarance (DSQC)	FOR COMPLIANCE	FOR COMPLIANCE	
Veterinary Clearance (CVO)	NOT REQUIRED	NOT REQUIRED	
Market Clearance (MDAD)	NOT REQUIRED	NOT REQUIRED	
Liquor Clearance (BPLD)	NOT REQUIRED	NOT REQUIRED	
Security Clearance (DPOS)	NOT REQUIRED	NOT REQUIRED	
QC Tourism Certificate (QCTD)	FOR COMPLIANCE	FOR COMPLIANCE	
Occupational Permit of employees (BPLD): 0	The second secon		

Subject to: COND. 1,2,3,4 & 5 \*\* TO COMPLY WITH ANCILLARY REMARKS AND FINDINGS AS SENT VIA EMAIL DURING EVALUATION OF PERMIT APPLICATION BY REGULATORY DEPARTMENTS/OFFICES WITHIN 45 DAYS, TO SUBMIT NBDB CERT. W/IN 45 DAYS, THIS PERMIT IS VALID ONE (1) YEAR FROM DATE OF ISSUE PURSUANT TO CITY ORDINANCE NO. SP-3013, S-2021, SUBJECT TO PROVISIONS OF APPLICABLE LAWS, ORDINANCES, RULES AND REGULATIONS PERTINENT TO THE CONDUCT OF BUSINESS. FAILURE TO COMPLY SHALL REVOKE/CANCEL THIS PERMIT.

> For and By Authority of the City Mayor: HON, MA. JOSEFINA G. BELMONTE



Remaris:

\* NON-TRANSFERABLE AND VALID ONLY WITH CORRESPONDING OFFICIAL RECEIPTS SHOWING PAYMENT OF PERMIT FEES AND CITY TAXES. ERASURE/ALTERATIONS WILL-MIVALIDATE THIS PERMIT.

\* FAILURE TO RENEW THIS BUSINESS PERMIT/LICENSE WITHIN THE PRESCRIBED PERIOD SHALL SUBJECT THE TAXPAYER TO A TWENTY-FIVE PERCENT (25%) SURCHARGE OF THE PERMIT FEE.

\* THIS PERMIT SHALL BE POSTED CONSPICUOUSLY AT THE PLACE OF BUSINESS AND SHALL BE PRESENTED AND/OR SURRENDERED TO CONCERNED AUTHORITIES UPON DEMAND.

\* SURRENDER THIS PERMIT WITHIN 20 DAYS UPON CLOSURE OF BUSINESS TO AVOID PENALTY.

MA. MARGARITA MEJIA, DPA

City Government Department Head III

PRINTED BY: JOYCE ESPINO

REPUBLIKA NG PILIPINAS KAGAWARAN NG PANANALAPI KAWANIHAN NG RENTAS INTERNAS REVENUE REGION NO. 007 REVENUE DISTRICT NO.

Form No. 2303 Revised July 1997

3RC0000285214

## CERTIFICATE OF REGISTRATION

TIN

NAME

REGISTRATION DATE

001-399-724-000

CENTRAL BOOK SUPPLY, INC.

01/15/1996

REGISTERED ADDRESS

927 QUEZON AVENUE QUEZON CITY

REGISTERED ACTIVITY(IES)

- TAX TYPE

INCOME T'AX

WITHHOLDING TAX - COMPENSATION

REGISTRATION FEE

WITHHOLDING TAX - EXPANDED/OTH

TRADE NAME

LINE OF BUSINESS / INDUSTRY

CENTRAL BOOK SUPPLY, INC.

2211 PUBLISHING OF BOOKS, BROCHURES, MUSICAL BOOKS

CERTIFIED TRUE COPY:

MAXIMO T. CEBRECUS JR. Asst. Revenue District Officer

Bv:

VERONICA'S, CARPIO Chief. Taxpayer Assistance Section



RDO DRY SEAL

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

> AMORA HARRY CHARLE REVERYADISTRIC COPTIQUE isignature any printed name)

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



Reference No: 462400059147971 Date Filed : April 12, 2024 08:15 PM Batch Number: 0



## Republic of the Philippines Department of Finance Bureau of Internal Revenue

For BIR Use Only:

BIR Form No.

Annual Income Tax Return For Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate Enter all required information in CAPITAL LETTERS. Mark epplicable boxes with an "X". Two Copies MUST be filed with the BIR and one held by the taxpayer.



1702-RT January 2018(ENCS) Page 1 1702-RT 01/18ENCS P1 5 Alphanumeric Tax Code (ATC) 4 Short Period Return? 3 Amended Return? Calendar Fiscal IC055 Minimum Corporate Income Tax (MCIT) Yes No IC010 V DOMESTIC CORPORATION IN GENERAL Yes No 2 Year Ended (MM/20YY) 12/2023 Part I - Background Information 7 RDO Code 038 6 Taxpayer Identification Number (TIN) 001 - 399 - 724 - 000 8 Registered Name (Enter only 1 letter per box using CAPITAL LETTERS) CENTRAL BOOK SUPPLY, INC. 9A Registered Address (Indicate complete registered address) 927 QUEZON AVENUE SANTA CRUZ QUEZON CITY, NCR, SECOND DISTR 9B Zipcode 1104 06/04/1996 10 Date of Incorporation/Organization (MM/DD/YYYY) 12 Email Address 11 Contact Number celsopinon@yahoo.com 3613585 Iternized Deductions [Section 34 Optional Standard Deduction (OSD) - 40% of Gross Income [Section 34(L), NIRC] NIRC as amended by RA No. 9504] 13 Method of Deductions (A-J), NIRCI (Do NOT enter Centavos) Part II - Total Tax Payable 1,025,019 14 Total Income Tax Due (Overpayment) (From Part IV Item 43) 1,139,862 15 Less: Total Tax Credits/Payments (From Part IV Item 55) 16 Net Tax Payable (Overpayment) (Item 14 Less Item 15) (From Part IV Ite n 56 2074 Add Penalties 17 Surcharge 0 18 Interest C.J.M. LARIOSA 19 Compromise 20 Total Penalties (Sum of Items 17 to 19) (114,843) 21 TOTAL AMOUNT PAYABLE (Overpayment) Sum of Item 16 and 20) If Overpayment, mark "X" one box only (Ongo the choice is made, the same is irrevocable) To be carried over as tax credit next year/quart ed a Tax Credit Certificate (TCC) but knowledge and feelfall is truly and confect pursuant to the provisions of the Nebon lythographic first includes (TN) To be refunded ROGERIA 22 Number of AGOTON SIBM JOSE PAOLO SIBAL Title of Signatory 4 TIN TIN Signatory Part III - Details of Payment
Number Date (MM/DD/YYYY) Amount Number Drawee Bank/Agency Particulars 0 23 Cash/Bank Debit Memo 0 24 Check 0 25 Tax Debit Memo 26 Others (Specify Below) Stamp of receiving Office/AAB and Date of Receipt (RO's Signature/Bank Teller's Initial) Machine Validation/Revenue Official Receipts Details (if not filed with an Authorized Agent Bank)

BIR Form No. 1702-RT January 2018(ENCS) Page 2

## **Annual Income Tax Return**

Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate



Registered Name Taxpayer Identification Number (TIN) CENTRAL BOOK SUPPLY, INC. - 399 - 724 001 Part IV - Computation of Tax (Do NOT enter Centavos) 91,783,101 27 Sales/Receipts/Revenues/Fees 28 Less: Sales Returns, Allowances and Discounts 91,783,101 29 Net Sales/Receipts/Revenues/Fees (Item 27 Less Item 28) 62,080,466 30 Less: Cost of Sales/Services 29.702.635 31 Gross Income from Operation (Item 29 Less Item 30) 21,548,298 32 Add: Other Taxable Income Not Subjected to Final Tax 51 250 933 33 Total Taxable Income (Sum of Items 31 and 32) Less: Deductions Allowable under Existing Law 34 Ordinary Allowable Itemized Deductions (From Part VI 50,899,814 Schedule 1 Item 18)

35 Special Allowable Itemized Deductions (From Part VI 0 Schedule II (tem 5)
36 NOLCO (only for those taxable under Sec. 27(A to C);
Sec. 28(A)(1) & (A)(6)(b) of the tax Code) (From Part VI 0 Schedule III Item 8) 50,899,814 37 Total Deductions (Sum of Items 34 to 36) OR [in case taxable under Sec 27(A) & 28(A)(1)] 0 38 Optional Standard Deduction (40% of Item 33) 39 Net Taxable Income/(Loss) (If Itemized: Item 33 Less Item 37; If OSD: Item 33 Less Item 38) 351,119 20 % 40 Applicable Income Tax Rate 41 Income Tax Due other than Minimum Corporate Income Tax (MCIT) (Item 39 x Item 40) 70 224 1,025,019 42 MCIT Due (2% of Item 33) 43 Tax Due (Normal Income Tax Due in Item 41 OR the MCIT Due in Item 42, whichever is higher) (To Part II Item 14) 1,025,019 Less: Tax Credits/Payments (attach proof)
44 Prior Year's Excess Credits Other Than MCIT 0 0 45 Income Tax Payment under MCIT from Previous Quarter/s 316,151 46 Income Tax Payment under Regular/Normal Rate from Previous Quarter/s 0 47 Excess MCIT Applied this Current Taxable Year (From Part VI Schedule IV Item 4) 453,126 48 Creditable Tax Withheld from Previous Quarter/s per BIR Form No. 2307 370,585 49 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter 0 50 Foreign Tax Credits, if applicable 0 51 Tax Paid in Return Previously Filed, if this is an Amended Return 0 52 Special Tax Credits (To Part V Item 58) Other Credits/Payments (Specify) 0 53 0 54 0 ents (Sum of Items 44 to 54) (To Part II Item 15) 1.139.862

55 Total Tax Credits/Payments (Sum of Items 44 to 54) (To Part II Item 15)	
56 Net Tax Payable / (Overpayment) (Item 43 Less Item 55) ) (To Part II Item 16)	(114,843)
Part V - Tax Relief Availme	nt
57 Special Allowable Itemized Deductions (Item 35 of Part IV x Applicable Income Tax Rate)	0
58 Add: Special Tax Credits (From Part IV Item 52)	0
59 Total Tax Relief Availment (Sum of Items 57 and 58)	0

BIR Form No. **1702-RT** January 2018(ENCS) Page 3

Annual Income Tax Return
Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to
REGULAR Income Tax Rate



1702-RT 01/18ENCS P3

Taxpayer Identification Number (TIN)		er (TIN)	Registered Name		
001	- 399	-724	- 000	CENTRAL BOOK SUPPLY, INC.	

	nized Deductions (Attach additional sheet	0
1 Amortizations		0
2 Bad Debts		0
3 Charitable Contributions		0
4 Depletion		3,083,446
5 Depreciation		
6 Entertainment, Amusement and Recreation		
7 Fringe Benefits		
8 Interest		20,050
9 Losses		0
10 Pension Trust		0
11 Rental		2,491,781
12 Research and Development		
13 Salaries, Wages and Allowances		14,723,321
14 SSS, GSIS, Philhealth, HDMF and Other Contributions		1,318,343
15 Taxes and Licenses		623,52
16 Transportation and Travel		293,216
17 Others (Deductions Subject to Withholding Tax and Other Expe sheet(s), if necessary)	enses) [Specify below; Add additional	
a Janitorial and Messengerial Services		
b Professional Fees	24,000	
c Security Services	347,508	
d ROYALTIES	26,582,60	
e COMMUNICATION, LIGHT AND WATER		512,569
STATIONARY, JANITORIAL AND OFFICE SUPPLIES		329,76
g REPAIRS AND MAINTENANCE		355,320
h INSURANCE		173,39
I MEMBERSHIP AND ASSOCIATION DUES	Land the second	20,974
0		
18 Total Ordinary Allowable Itemized Deductions (Sum of Item	ms 1 to 17i) (To Part IV Item 34)	50,899,814
Schedule II - Special Allowable Iter	mized Deductions (Attach additional shee	
Description	Legal Basis	Amount
1		
2		
3		
4		
0		

BIR Form No. 1702-RT January 2018(ENCS) Page 4

## Annual Income Tax Return

Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate



Taxpayer Identification Number (TIN) Registered Name

001 - 399 - 724 - 000 CENTRAL BOOK SUPPLY, INC.

Schedule III - Computation of Net Operating Loss Carry Over (NOLCO)					
1 Gross Income (From Part IV Item 33)	0				
2 Less: Ordinary Allowable Itemized Deductions (From Part VI Schedule I Item 18)	0				
3 Net Operating Loss(Item 1 Less Item 2) (To Schedule ITIA, Item 7A)	0				

Schedule IIIA - Computation of Available Net Operating Loss Carry Over (NOLCO) (DO NOT enter Centavos; 49 Centavos or Less drop down; 50 or more round up)

Net Operating Loss			B) NOLCO Applied Previous Year	
Year	Incurred	A) Amount	b) NOLCO Applied Previous rear	
4		0	0	
5		0	0	
6		0.	0	
7		0	0	

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

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

Schedule IV - Computation of Minimum Corporate Income Tax (MCIT)

Year	A) Normal Income Tax as adjusted	B) MCIT	C) Excess MCIT over Normal Income Tax
1	0	0	0
2	0	0	0
3	0)	0	0

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

	T Applied/Used in ous Years	E) Expired Portion of Excess MCIT	F) Excess MCIT Applied this Current Taxable Year	G) Balance of Excess MCIT Allowable as Tax Credit for Succeeding Year/s { G = C Less (D + E + F) }
1	0	0	0	0
2	0	0	0	0
3	0	0	0	0
Total Excess MC	IT Applied (Sum of Item	is 1F to 3F) (To Part IV Item 47)	0	

1 Net Income/(Loss) per books	351,119
Add: Non-deductible Expenses/Taxable Other Income	
2	
3 100 1	
4 Total (Sum of Items 1 to 3)	351,119
Less: A) Non-Taxable Income and Income Subjected to Final Tax	
5	
6	
0	
B) Special Deductions	
7	
8	
9 Total (Sum of Items 5 to 8)	
10 Net Taxable Income/(Loss) (Item 4 Less Item 9)	351,119

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

## FILING REFERENCE NO.

TIN : 001-399-724-000

Name : CENTRAL BOOK SUPPLY, INC.

RDO : 038 Form Type : 1702

Reference No. : 462400059147971

Amount Payable (Over Remittance) : -114,843.00

Accounting Type : C - Calendar

For Tax Period : 12/31/2023

Date Filed : 04/12/2024

Tax Type : IT

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



## REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FINANCE

## **BUREAU OF INTERNAL REVENUE**

REVENUE REGION 7A - QUEZON CITY QF-TCC-01-01-2024.01

TCBP NO. 07A-038-10-08-R2352-2024-M

## TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

## CENTRAL BOOK SUPPLY, INC.

Name of Taxpayer

927 QUEZON AVENUE SANTA CRUZ QUEZON CITY

Address

001-399-724-00000

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 8th day of October 2024.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL October 08, 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 October 7, 2024 UNDER EFPS PAYMENT TRANSACTION NO. 244335078 ANY ERASURE MADE ON THIS TAX CLEARANCE CERTIFICATE SHALL RENDER IT NULL AND VOID.

NOT VALID WITHOUT BIR DRY SEAL DR. ALICE S.A. GONZALES, CPA Chief, Collection Division



WARNING: Counterfeiting is punishable by law. For authenticity, please visit BIR website <a href="https://www.bir.gov.ph/Tax-Clearance-List-Issued-TCC">https://www.bir.gov.ph/Tax-Clearance-List-Issued-TCC</a>. Tax Clearance Certificate (for bidding purposes) not listed/posted herein will be deemed to have originated from an illegal source.



## Republic of the Philippines

## Securities and Exchange Commission

EDSA, Greenhills, Mandaluyong Metro-Manila

S.E.C. Reg. No. A1996 00114

TO ALL TO WHOM THESE PRESENTS MAY COME, GREETINGS:

WHEREAS, Articles of Incorporation and By-Laws duly signed and acknowledged for the organization of the

CENTRAL BOOK SUPPLY, INC. /

and in accordance with the provisions of the Corporation Code of the Philippines, Pembansa Big. 68, approved on May 1, 1980, were presented for filing in this sion on <u>November 23, 1995</u>, and a copy of said Articles and are hereto attached;

THEREFORE, by virtue of the powers and duties vested in me by law, I certify that the said Articles of Incorporation and By-Laws were, after due to determine whether they are in accordance with law, duly tegistered in this in the \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_, Anno Domini, and \_\_\_\_\_\_ and \_\_\_\_\_\_, Anno Domini, and \_\_\_\_\_\_\_ and \_\_\_\_\_\_, Ninety-Six\_\_\_\_\_\_.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed at Mandaluyong, Metro-Manila, Philippines, this day of June in the

year of our Lord nineteen hundred and <u>ninety-six.</u>

veritied, Compared

ELNORA E. ADVIENTO

Director corporate and Legal Department

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

APPROVED BUDGET FOR THE CONTRACT (ABC)

Labor for Reprinting and Bookbinding Services for the Publication of "Research 101: A Guide to Easy Research Writing

Alcate, Victoria, Oriental Mindoro

Project Name and Location

Stations:	Stations: Mindoro State University								Contract Duration:	ration:			
Length:									OTHER COST FACTORS	FACTORS			
						1	1	OTHER	INFLATION, CURRRENCY	URRRENCY			
				CURRENT MARKET	TOOLINTOT	VAT, OTHER TAXES AND/OR DITTES APPLICABLE	INSURANCE	COSTS	%	VALUE	TOTAL COST	UNIT COST	
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	IOIAL COST				INFLATION, CURRRENCY	URRRENCY			_
									%	VALUE			_
										(11)	(12)	(13)	_
				į	(9)	(2)	(8)	(6)	(10)	(6)X(5)	(10%[(5)+(10)]	(11) / (3)	_
Ξ	(2)	(3)	(4)	(c)	(6)								_
	Pulling Mysical Control of the Contr	200	pieces	306.00	153,000.00								
Н	Research 101: a Guide to Easy nesearch within												_
	Size: 8.27x11.69												_
	Cover Stock: FC12 Glossy Lamination				•								_
	Cover Specs: 1 slide Full Color Print												_
-	Text Stock: BP80 GSM				-								
	Text Specs: Black and White Only												
	No of Pages: 150				•								
	Rindina: Paperbound				•								
	XVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXVXV				•								
	CRAND TOTAL				153,000.00				Annroyo	7			1
		Cubmittod	hy A	,		Recommending Approva	ova		Approved	1	000	1	
Prepared by MARYNEC, Member, BA	Prepared by  MAKINECA: HERMOSA  Member, BAC Secretariat	CHR	CHRISTI	CHRISTIAN B. APOSTOL, Ph.D. Head, BAC Secretariat	<b>h.D.</b> t	CIEDELLE PIOL-SALAZAR, J.D., Ph.D. Chairperson, BAC	viol-Salazar, J.D., Chairperson, BAC	Ph.D.	Ä	YA MARIE SUC	ENYA MARIE D. A OSTOL, Ph.D. SUC President III	₩.ö.	



# Republic of the Philippines MINDORO STATE UNIVERSITY Main Campus



Alcate, Victoria, Oriental Mindoro

## JOB ORDER REQUEST

Job Order No.:

2024-009-027

Date:

September 24, 2024

	WORK REQUESTED/	QTY	AMOUNT	REMARKS
Unit	WORK REQUESTED!		OF LABOR	(TOTAL)
	DESCRIPTION OF WORK	500	306.00	153,000.00
ieces	Research 101: A Guide to Easy Research Writing	1		
	Size: 8.27 x 11.69			
	Cover Stock: FC12 Glossy Lamination		143	-
	Cover Specs: 1 slide Full Color Print		15 70 10 10 10 10 10 10 10 10 10 10 10 10 10	-
	Text Stock: BP80GSM			*
	Text Specs: Black and White Only	1		
	No. of Pages: 150			
	Binding: Paperbound			
				1
				N. H. H. H. H. H. S.
				-
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				-
			STF - 1071 164 - 200 - 09-	and the
			164-200 -09	and thought
				153,000
	TOTAL:		1 C :1- tr E P	
Purpos	e: reprinting and bookbinding services for "F	Reseach 101:	A Guide to Easy Kes	earch willing.

Requested by:

Recommending Approval:

Approved:

KATHY P. MAGLALANG

Instructor I

FRANIE M. AFABLE, DBMHM

Campus Executive Director

ENYA MARIE D'APOSTOL, Ph.D

SUC President III

page 1 of 1

ALLOIMENT AVAILABLE CHARGEABLE AGAINST

MACHERMIE R. LANDICHO
Acting Budget Officer
MinSCAT Calapan

1984





August 30, 2023

DR. LEVY B. ARAGO, JR. University President This University

Dear Dr. Arago,

Greetings!

RECEIVED

RECORDS OFFICE

BY:

DATE: 9 11

CONTROL # 1000

I am writing to respectfully seek your approval for an innovative and impactful project proposal titled "Project CRAFTED: Creating a Resourceful Approach for Future-Ready Technical Empowerment and Development through 'Research 101: A Guide to Easy Research Writing" that has the potential to enrich the academic experience of our university's students and contribute to the university's financial sustainability.

The project proposal, focuses on the book titled "Research 101: A Guide to Easy Research Writing," stems from a collective recognition of the challenges that college students often encounter when navigating the intricacies of research writing. The ability to conduct rigorous research, effectively communicate findings, and adhere to scholarly standards is crucial not only for academic success but also for the future professional endeavors of our students.

The primary objective of the proposed project is to develop and sell a comprehensive book that serves as a workbook and guide for research writing. This book will provide students with a practical and interactive resource that empowers them to confidently engage in the research process. By offering a step-by-step approach, interactive exercises, and supplementary teaching materials for professors, the book aims to transform the way research writing is taught and learned at our institution.

We believe that this project aligns seamlessly with the university's mission to provide our students with a holistic and transformative education. By equipping them with strong research writing skills, we are contributing to their academic success and preparing them for the demands of their future careers. Additionally, the income generated through book sales will further support our commitment to educational excellence.

I kindly request your valuable consideration and approval of this project proposal. Your endorsement will not only pave the way for the realization of this impactful initiative but also strengthen our university's standing as a hub of innovative educational practices.

Thank you for your time and attention to this matter. I am more than willing to provide any additional information or address any questions you may have regarding the project proposal. I eagerly await your favorable response.

Sincerely,

ENYA MARIE D. APOSTOL, Ph. D.

Proponent

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





#### PROJECT PROPOSAL

#### BASIC INFORMATION I.

A Title

Project CRAFTED: Creating a Resourceful **Technical** 

Approach for Future-Ready Empowerment Development through 'Research 101: A Guide to Easy Research

Writing'

**B.** Proponents:

Dr. Enya Marie D. Apostol Dr. Polemer C. Cuarto Dr. Harieth Cawagdan-Cuarto

Ms. Kathy P. Maglalang

C. Contact Numbers/s:

09178529396 **Email Address:** enya.apostol@minsu.edu.ph Academic Year 2023-2024 **Duration:** 

P 305, 065.64

**Budget Allocation** G. Fund Source:

PRE 2023 College of Business and Management Production Services - Merchandising Fund

Mindoro State University - Calapan City Campus

## **TECHNICAL INFORMATION**

#### A. Rationale

H. Venue:

E.

In today's academic landscape, research writing stands as a cornerstone skill for college students across disciplines. The ability to conduct thorough research, critically analyze information, and effectively communicate findings is not only essential for academic success but also for preparing students for future professional endeavors. However, the journey from novice to adept research writer is often fraught with challenges, as students navigate the intricacies of research methodologies, citation styles, and structuring coherent arguments. Recognizing this need for comprehensive guidance, we propose an innovative project: the creation and sale of the book "Research 101: A Guide to Easy Research Writing."

This project stems from the collective recognition of the gaps in research writing education and the desire to empower students and professors alike with a comprehensive and accessible resource. The proposed book serves as an answer to the pressing question: How can we provide students with practical tools to confidently navigate the research writing process and produce well-crafted, academically sound research papers? By offering a dynamic blend of theoretical knowledge and interactive application, this book aims to revolutionize the way research writing is taught and learned.

The complexities of research writing often lead to students feeling overwhelmed and uncertain about where to begin and how to progress effectively. Traditional textbooks, while informative, may lack the interactivity required to solidify understanding and skills. This project addresses this gap by introducing a workbook-style book, where each unit combines clear explanations with exercises that encourage students to immediately apply what they've learned. From defining research questions to conducting literature reviews, developing methodologies, and composing conclusions, every aspect of research writing will be covered in a manner that encourages active engagement.

Furthermore, the proposed book recognizes the pivotal role that educators play in shaping students' research capabilities. For this reason, the book also equips professors with structured lesson plans, exercises, and supplementary materials that align with each unit. By providing professors with a ready-made resource, the project aims to enhance their teaching effectiveness and ultimately elevate the overall research writing learning experience.

The anticipated outcomes of this project are far-reaching. As students interact with the book's content and exercises, they will not only build practical research skills but also develop confidence in their ability to tackle research assignments. Professors, armed with well-designed lesson plans and teaching tools, will experience a renewed sense of engagement from their students.

·Main Campus, Alcate, Victoria \*Bongabong Campus, Labasan, Bongabong \*Calapan City Campus, Masipit, Calapan City Page 1 of 4 Project CRAFTED





Ultimately, the project aims to cultivate a culture of excellence in research writing, resulting in higher quality research papers that demonstrate thorough research, compelling

arguments, and adherence to rigorous academic standards. In addition to its educational impact, the project holds the promise of generating income through the sale of the book to college students and professors. This income can

subsequently be reinvested to support further educational initiatives, thus creating a selfsustaining cycle of educational empowerment.

## **B.** Objectives

The Project CRAFTED: Creating a Resourceful Approach for Future-Ready Technical Empowerment Development through 'Research 101: A Guide to Easy Research Writing' aims to:

- create a well-structured book that covers the essential elements of research writing, from selecting a topic to finalizing a research paper.
- 2. design each unit of the book with interactive activities that encourage students to apply concepts learned, thereby enhancing their research skills.
- 3. provide faculty and educators with a supplementary teaching tool that offers structured lesson plans and exercises to enhance their teaching effectiveness.
- enable students to produce well-researched and well-written papers, resulting in improved academic outcomes and learning experiences.

## C. Expected Outcomes

In the culmination of the Project CRAFTED: Creating a Resourceful Approach for Future-Ready Technical Empowerment Development through 'Research 101: A Guide to Easy Research Writing', it is expected that the:

- 1. Students developed a deeper understanding of research writing, enabling them to produce more effective and comprehensive research papers.
- The interactive nature of the book boosted the students' confidence in their ability to approach and complete research assignments.
- 3. Faculty and educators were benefitted from a structured teaching aid, leading to more engaged students and improved teaching experiences.
- 4. Authors goal of an improved guidance and practice resulted in research papers that exhibit better organization, argumentation, and adherence to citation standards.
- 5. The book's sale to college students, faculty, educators and other individuals or groups generated income, which can be reinvested in further educational initiatives.

## III. Methodology

The following are the steps that will be embarked with for the attainment of the expected outcomes of the Project CRAFTED: Creating a Resourceful Approach for Future-Ready Technical Empowerment Development through 'Research 101: A Guide to Easy Research Writing':

- 1. Collaborate with experienced researchers, educators, and writers to develop comprehensive content that covers research fundamentals, methods, citation styles, and writing techniques.
- 2. Design engaging and relevant exercises at the end of each unit, encouraging students to apply theoretical knowledge to practical scenarios.
- 3. Seek input from college professors and educators to ensure that the book addresses common challenges faced by students and aligns with the curriculum.
- Thoroughly review and edit the content to ensure clarity, accuracy, and coherence. Format the book for easy navigation and readability.
- 5. Collaborate with the production office to make the book easily accessible to students and professors.
- 6. Establish a team responsible for managing the book's production, sales, and distribution.
- Pilot the book with a diverse group of students and professors, collecting feedback to make necessary improvements before finalization.
- 8. Offer free research enhancement capability training to encourage higher sales.
- 9. Collaborate with academic institutions to offer bulk purchasing options at reduced rates.

-Main Campus, Aleate, Victoria -Bongabong Campus, Labasan, Bongabong -Calapan City Campus, Masipit, Calapan City Page 2 of 4 Project CRAFTED





Email: universitypresident@minsu.edu.ph Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28



10. Track sales, revenue, and expenditures through the production office.

IV. Budgetary Requirements

There is a presumption that all Colleges of the University has a requirement for the conduct of research both for students and faculty, thus, there is a wide range of market that will make the Project sustainable for the succeeding Academic Years.

Particulars	Unit Price	Quantity	Amount
Expenses		254	LINGSTON
Estimated number of copies of book	P 500.00	600	₽ 300,000.00
Miscellaneous			₽ 5, 065.64
Copyediting and Shipping Fee			
TOTAL CAPITAL			DOOF OFF CA
TOTAL CAPITAL	and the second second second second second		₽ 305, 065.64
Sales		data s	and the same of th
Sales	₽ 550.00	600	₽ 330,00.00
TOTAL CAPITAL Sales Cost of Book for Sale (Markup price at 10%)	₽ 550.00	600	and the same of th

Projected Sales and Revenue for Succeeding Procurement (approx. 1-3 consecutive AYs):

Particulars

Unit Price
Quantity
Amou YEAR 1 Expenses Expenses
Estimated number of copies of book
Miscellaneous
Copyediting and Shipping Fee
TOTAL CAPITAL
Sales
Cost of Book for Sale
(Markup price at 10%)
Estimated Profit (Sales-Expenses)
VEAR 2 ₽ 500.00 600 P 305, 065.64 ₽ 550.00 600 ₽ 330, 000.00 P 24,934.36 YEAR 2 Expenses ₽ 500.00 600 Estimated number of copies of book Estimated number of copies of book
Miscellaneous
Copyediting and Shipping Fee
TOTAL CAPITAL
Sales
Cost of Book for Sale
(Markup price at 10%)
Estimated Profit (Sales-Expenses)
YEAP 3: P 305, 065.64 P 330, 000.00 P 550.00 600 ₽ 24,934.36 YEAR 3 Expenses
Estimated number of copies of book
Miscellaneous 600 P 5. 065.64 ₽ 500.00 Copyediting and Shipping Fee TOTAL CAPITAL P 305, 065.64 Sales
Cost of Book for Sale
(Markup price at 10%)
Estimated Profit (Sales-Expenses) P 550.00 600 P 24,934.36

TOTAL CASH SALES	¥ 990, 000.00	
TOTAL PRODUCTION EXPENSES	P 900, 000.00	
TOTAL MISCELLANEOUS EXPENSES ON	P 15, 196.92	
TOTAL RETURN OF INVESTMENT (ROI)	P 74, 803.08	
70		

	AY 2023-	-2024					
Activities	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Content Development and Consultation with Educators					1484 A		-
Production and Printing							-
Marketing and Distribution	Manage San						
Promotions and Discounts							-
Feedback Collection							
Income Generation Tracking	S. Contract						

STF - 1071 164 - 200 09-664

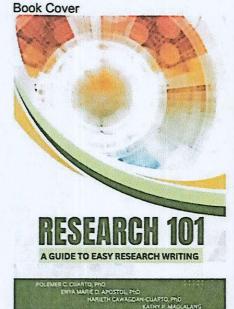
Main Campus, Alcate, Victoria Page 3 of 4 Project CRAFTED

\*Bongabong Campus, Labasan, Bongabong Calapan City Campus, Masipit, Calapan City

CS CamScanner









Prepared by:

ENYA MARIE D. APOSTOL, Ph. D.

Proponent

Noted:

JOHNNALEA H. MARVINEZ, MBA

Coordinator, MCC-PBO

FRANIE M. AFABLE, DBMHM
Dean, College of Business and Management

certified allutment available:

ROVE YN P. ROXAS Budget Officer III

Recommending Approval:

JOELENE C. LEYNES, MAEd VP – Administration and Finance

Approved:

LEVY B. ARAGO, JR., Ph. D. University President

DANILO N. REYES, Ph. D. Director, PBO

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

•Main Campus, Alcate, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City
Page 4 of 4 Project CRAFTED





## Central Book Supply, Inc.

Ground Floor, Phoenix Bldg., 927 Quezon Avenue, Quezon City

Tel no. (632) 374-4064/ 372-3550 loc. 134 \* Fax no. (632) 372-4732

#### QUOTATION

July 25,2024

Ms Kathy Maglalang

REPRINT

Job Name:

## RESEARCH 101: GUIDE TO EARY RESEARCH WRITING

CATEGORY	Specifications	Other Information
SIZE	8.27 X 11.69	
COVER STOCK	FC12	Glossy Lamination
COVER SPECS	1 Side Full Color Print	
QUANTITY	500 cps	
TEXT STOCK	BP80GSM	
TEXT SPECS	Black and white only	
NO OF PAGES	150 pp	
FILE TYPE	pdf	
BINDING	Paperbound	
PROOF	2	
Quantity	Cost per Copy	Total Cost
500	Php306.00	153,000.00
	Glossy Lamination	1,500.00
	Reprint	0.00
	Total Cost	154,500.00
	50% of Total Cost	77,250.00

## TERMS AND CONDITIONS

Validi 15 days from date of quote

50% Downpayment upon approval of quote

Full Payment of Remaining Balance upon completion of job before partial or full release.

Printi 3-4 working days for proof copy

7-10 working days upon the Approval of Final Proof

Note: Any modification after the approval of final proof will result to changes in price and job scheduling.

Revisions to be made will also be subject to additional charges.

- 1. Delivery of advance/partial copies is allowed upon full payment of the remaining balance based on the approved quote.
- The holding period of the printed books is 30 days. If not picked up after 60 days, the books/products will be shredded regardless if full payment has been made. Storage fee per month will be charged upon mutual agreement.
- 3. Upon acceptance of the terms and pricing, please sign the conforme below and email to publish@central.com.ph to initially process the job.
- 4. This quotation will serve as a Contract to Print upon signing below and acceptance of the terms stated.
- 5. Payment can be either cash, card, check, or bank deposit, with the following details below:

Payable to: CENTRAL BOOK SUPPLY, INC.

BDO Acct. number: 008548011576

BPI Acct. number: 3041140541

6. I agree and understand that prior to mass production, I will send a signed final book proof copy and Clearance for Mass Production Form, to serve as reference guide of the books to ensure correctness of the file used and quality assurance and control.

We appreciate the opportunity to be of service to your organization, and we look forward to help you on your printing needs.

Prepared by:

Approved by:

Central Books

Conforme:

Jacqueline A. Salipande
Publish on Demand
Central Books

Mr. Juan Carlos Sibal
Vice President for Operations

Ms Kathy Maglalang Author/Client

# Republic of the Philippines Department of Budget and Management PROCUREMENT SERVICE

## CERTIFICATE OF PHILGEPS REGISTRATION (Platinum Membership)

THIS IS TO CERTIFY THAT

## CENTRAL BOOK SUPPLY INC.

2F PHOENIX BLDG., 927 QUEZON AVENUE, BGY. STA. CRUZ, Quezon City, Metro Manila, NCR, Philippines

is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on 10-Dec-2004 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 CENTRAL BOOK SUPPLY 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 24-Aug-2024

Issued this <u>24th</u> day of <u>August 2023</u>. This is a system generated certificate. No signature is required.

Documentary Stamp Tax Paid Php 30.00 Certificate Reference No: 2004125869124205801



Page 1 of 3

## 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: 2004125869124205801

Page 2 of 3

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

## **List of Eligibility Documents**

## CENTRAL BOOK SUPPLY INC.

2F PHOENIX BLDG., 927 QUEZON AVENUE, BGY. STA. CRUZ, Quezon City, Metro Manila, NCR, Philippines

The second secon	
	Registration Date: 04-Jun-1996
SEC Certificate	SEC Certificate Number: A199600114
	Expiration Date: 08-Jun-2024
	Permit Number: 97057131
<b>Mayors Permit</b>	Place of Issue: QUEZON CITY
	Issued By / Signatory: MA. MARGARITA T. SANTOS
	Issuance Date: 08-Jun-2023
and the second control of	Expiration Date: 11-Aug-2024
	TCC Number: 07A-038-08-11-R1738-2023-M
Tax Clearance	Issued By / Signatory: DR. ALICE S.A. GONZALES, CPA
	Issuance date: 11-Aug-2023
	Date of Filing: 13-Apr-2023
	Current Asset: 9,976,141.00
Audited Financial Statement	Total Asset: 51,116,483.00
	Current Liabilities: 22,907,533.00
	Total Liabilities: 28,467,513.00
	Name of Auditor: ALFONSO G. GARCERA
- Contribution	BIR RDO Code: 038
	Expiration Date: -
	Issued By / Signatory:
PCAB License	Issuance Date: -
	License Number:
	License First Issue Date: -
	Principal Classification:
	Category:

Certificate Reference No: 2004125869124205801





August 30, 2023

DR. LEVY B. ARAGO, JR. University President This University

Dear Dr. Arago,

Greetings!

RECEIVED
RECORDS OFFICE
BY:
DATE:
9 U
CONTROL # | QUA

I am writing to respectfully seek your approval for an innovative and impactful project proposal titled "Project CRAFTED: Creating a Resourceful Approach for Future-Ready Technical Empowerment and Development through 'Research 101: A Guide to Easy Research Writing'" that has the potential to enrich the academic experience of our university's students and contribute to the university's financial sustainability.

The project proposal, focuses on the book titled "Research 101: A Guide to Easy Research Writing," stems from a collective recognition of the challenges that college students often encounter when navigating the intricacies of research writing. The ability to conduct rigorous research, effectively communicate findings, and adhere to scholarly standards is crucial not only for academic success but also for the future professional endeavors of our students.

The primary objective of the proposed project is to develop and sell a comprehensive book that serves as a workbook and guide for research writing. This book will provide students with a practical and interactive resource that empowers them to confidently engage in the research process. By offering a step-by-step approach, interactive exercises, and supplementary teaching materials for professors, the book aims to transform the way research writing is taught and learned at our institution.

We believe that this project aligns seamlessly with the university's mission to provide our students with a holistic and transformative education. By equipping them with strong research writing skills, we are contributing to their academic success and preparing them for the demands of their future careers. Additionally, the income generated through book sales will further support our commitment to educational excellence.

I kindly request your valuable consideration and approval of this project proposal. Your endorsement will not only pave the way for the realization of this impactful initiative but also strengthen our university's standing as a hub of innovative educational practices.

Thank you for your time and attention to this matter. I am more than willing to provide any additional information or address any questions you may have regarding the project proposal. I eagerly await your favorable response.

Sincerely,

ENYA MARÍE D. APOSTOL, Ph. D.

Proponent

#### PROJECT PROPOSAL

### . BASIC INFORMATION

A. Title:

Project CRAFTED: Creating a Resourceful Approach for Future-Ready Technical Empowerment Development through

'Research 101: A Guide to Easy Research

B. Proponents:

Writing'
Dr. Enya Marie D. Apostol
Dr. Polemer C. Cuarto
Dr. Harieth Cawagdan-Cuarto
Ms. Kathy P. Maglalang

09178529396

C. Contact Numbers/s:

D. Email Address: E. Duration:

enya.apostol@minsu.edu.ph Academic Year 2023-2024

tion **P** 305, 065.64

F. Budget Allocation
G. Fund Source:

PRE 2023 College of Business and Management Production Services - Merchandising Fund

H. Venue:

Mindoro State University – Calapan City Campus

## II. TECHNICAL INFORMATION

### A. Rationale

In today's academic landscape, research writing stands as a cornerstone skill for college students across disciplines. The ability to conduct thorough research, critically analyze information, and effectively communicate findings is not only essential for academic success but also for preparing students for future professional endeavors. However, the journey from novice to adept research writer is often fraught with challenges, as students navigate the intricacies of research methodologies, citation styles, and structuring coherent arguments. Recognizing this need for comprehensive guidance, we propose an innovative project: the creation and sale of the book "Research 101: A Guide to Easy Research Writing."

This project stems from the collective recognition of the gaps in research writing education and the desire to empower students and professors alike with a comprehensive and accessible resource. The proposed book serves as an answer to the pressing question: How can we provide students with practical tools to confidently navigate the research writing process and produce well-crafted, academically sound research papers? By offering a dynamic blend of theoretical knowledge and interactive application, this book aims to revolutionize the way research writing is taught and learned.

The complexities of research writing often lead to students feeling overwhelmed and uncertain about where to begin and how to progress effectively. Traditional textbooks, while informative, may lack the interactivity required to solidify understanding and skills. This project addresses this gap by introducing a workbook-style book, where each unit combines clear explanations with exercises that encourage students to immediately apply what they've learned. From defining research questions to conducting literature reviews, developing methodologies, and composing conclusions, every aspect of research writing will be covered in a manner that encourages active engagement.

Furthermore, the proposed book recognizes the pivotal role that educators play in shaping students' research capabilities. For this reason, the book also equips professors with structured lesson plans, exercises, and supplementary materials that align with each unit. By providing professors with a ready-made resource, the project aims to enhance their teaching effectiveness and ultimately elevate the overall research writing learning experience.

The anticipated outcomes of this project are far-reaching. As students interact with the book's content and exercises, they will not only build practical research skills but also develop confidence in their ability to tackle research assignments. Professors, armed with well-designed lesson plans and teaching tools, will experience a renewed sense of engagement from their students.

•Main Campus, Alcate, Victoria •Bongabong Campus, Labasan, Bongabong •Calapan City Campus, Masipit, Calapan City Page 1 of 4 Project CRAFTED



arguments, and adherence to rigorous academic standards.

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

Victoria, Oriental Mindoro 5205 Philippines Mobile: +63 977 846 72 28

Ultimately, the project aims to cultivate a culture of excellence in research writing, resulting in higher quality research papers that demonstrate thorough research, compelling

In addition to its educational impact, the project holds the promise of generating income through the sale of the book to college students and professors. This income can subsequently be reinvested to support further educational initiatives, thus creating a self-sustaining cycle of educational empowerment.

### **B.** Objectives

The Project CRAFTED: Creating a Resourceful Approach for Future-Ready Technical Empowerment Development through 'Research 101: A Guide to Easy Research Writing' aims to:

- create a well-structured book that covers the essential elements of research writing, from selecting a topic to finalizing a research paper.
- design each unit of the book with interactive activities that encourage students to apply concepts learned, thereby enhancing their research skills.
- provide faculty and educators with a supplementary teaching tool that offers structured lesson plans and exercises to enhance their teaching effectiveness.
- enable students to produce well-researched and well-written papers, resulting in improved academic outcomes and learning experiences.

### C. Expected Outcomes

In the culmination of the Project CRAFTED: Creating a Resourceful Approach for Future-Ready Technical Empowerment Development through 'Research 101: A Guide to Easy Research Writing', it is expected that the:

- Students developed a deeper understanding of research writing, enabling them to produce more effective and comprehensive research papers.
- The interactive nature of the book boosted the students' confidence in their ability to approach and complete research assignments.
- Faculty and educators were benefitted from a structured teaching aid, leading to more engaged students and improved teaching experiences.
- Authors goal of an improved guidance and practice resulted in research papers that exhibit better organization, argumentation, and adherence to citation standards.
- The book's sale to college students, faculty, educators and other individuals or groups generated income, which can be reinvested in further educational initiatives.

## III. Methodology

The following are the steps that will be embarked with for the attainment of the expected outcomes of the Project CRAFTED: Creating a Resourceful Approach for Future-Ready Technical Empowerment Development through 'Research 101: A Guide to Easy Research Writing':

- Collaborate with experienced researchers, educators, and writers to develop comprehensive content that covers research fundamentals, methods, citation styles, and writing techniques.
- Design engaging and relevant exercises at the end of each unit, encouraging students to apply theoretical knowledge to practical scenarios.
- Seek input from college professors and educators to ensure that the book addresses common challenges faced by students and aligns with the curriculum.
- Thoroughly review and edit the content to ensure clarity, accuracy, and coherence.
   Format the book for easy navigation and readability.
- Collaborate with the production office to make the book easily accessible to students and professors.
- Establish a team responsible for managing the book's production, sales, and distribution.
- Pilot the book with a diverse group of students and professors, collecting feedback to make necessary improvements before finalization.
- Offer free research enhancement capability training to encourage higher sales.
- Collaborate with academic institutions to offer bulk purchasing options at reduced rates.





10. Track sales, revenue, and expenditures through the production office.

IV. Budgetary Requirements

There is a presumption that all Colleges of the University has a requirement for the conduct of research both for students and faculty, thus, there is a wide range of market that will make the Project sustainable for the succeeding Academic Years.

For Initial Procurement:

Particulars	Unit Price	Quantity	Amount
Expenses Estimated number of copies of book	P 500.00	600	₽ 300,000.00
Miscellaneous Copyediting and Shipping Fee			P 5, 065.64
TOTAL CAPITAL			P 305, 065.64
Sales Cost of Book for Sale (Markup price at 10%)	₽ 550.00	600	₽ 330,00.00
Estimated Profit (Sales-Expenses)			P 24,934.36

Particulars	Unit Price	Quantity	Amount
YEAR 1			
Expenses Estimated number of copies of book	₽ 500.00	600	₽ 300,000.00
Miscellaneous Copyediting and Shipping Fee			P 5, 065.64
TOTAL CAPITAL			P 305, 065.64
Sales Cost of Book for Sale (Markup price at 10%)	₽ 550.00	600	₽ 330, 000.00
Estimated Profit (Sales-Expenses)			P 24,934.36
YEAR 2			
Expenses Estimated number of copies of book	₽ 500.00	600	₽ 300,000.00
Miscellaneous Copyediting and Shipping Fee			P 5, 065.64
TOTAL CAPITAL			P 305, 065.64
Sales Cost of Book for Sale (Markup price at 10%)	₽ 550.00	600	P 330, 000.00
Estimated Profit (Sales-Expenses)			₽ 24,934.36
YEAR 3			
Expenses Estimated number of copies of book	₽ 500.00	600	₽ 300,000.00
Miscellaneous Copyediting and Shipping Fee			P 5, 065.64
TOTAL CAPITAL			P 305, 065.64
Sales Cost of Book for Sale (Markup price at 10%)	P 550.00	600	P 330, 000.00
Estimated Profit (Sales-Expenses)			P 24,934.36

TOTAL CASH SALES	P 990, 000.00
TOTAL PRODUCTION EXPENSES	₽ 900, 000.00
TOTAL MISCELLANEOUS EXPENSES	P 15, 196.92
TOTAL RETURN OF INVESTMENT (ROI)	P 74, 803.08

	AY 2023-	2024					
Activities	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Content Development and Consultation with Educators			The state of the s				-
Production and Printing							-
Marketing and Distribution	S Managar						
Promotions and Discounts							-
Feedback Collection							
Income Generation Tracking							

164 -200 09-664

Main Campus, Alcate, Victoria
Page 3 of 4 Project CRAFTED

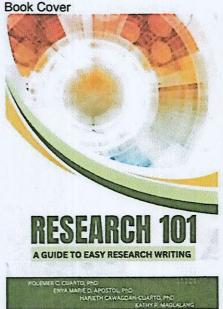
\*Bongabong Campus, Labasan, Bongabong

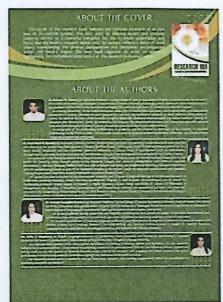
\*Calapan City Campus, Masipit, Calapan City











Prepared by:

ENYA MARIE D. APOSTOL, Ph. D.

Proponent

Noted:

JOHNNALEA H. MARVINEZ, MBA

Coordinator, MCC-PBO

FRANIE M. AFABLE, DBMHM
Dean, College of Business and Management

Certified allument available:

ROVE YN P. ROXAS Budget Officer III

Recommending Approval:

JOELENE C. LEYNES, MAEd VP – Administration and Finance

Approved:

LEVY B. ARAGO, JR., Ph. D. University President

DANILO N. REYES, Ph. D. Director, PBO

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

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

Page 4 of 4 Project CRAFTED





### Central Book Supply, Inc.

Ground Floor, Phoenix Bldg., 927 Quezon Avenue, Quezon City

Tel no. (632) 374-4064/ 372-3550 loc. 134 \* Fax no. (632) 372-4732

## QUOTATION

July 25,2024

Ms Kathy Maglalang

REPRINT

Job Name:

## RESEARCH 101: GUIDE TO EARY RESEARCH WRITING

CATEGORY	Specifications	Other Information
SIZE	8.27 X 11.69	
COVER STOCK	FC12	Glossy Lamination
COVER SPECS	1 Side Full Color Print	
QUANTITY	500 cps	
TEXT STOCK	BP80GSM	Hing Street Avenue and the control of the second of the se
TEXT SPECS	Black and white only	
NO OF PAGES	150 pp	
FILE TYPE	pdf	
BINDING	Paperbound	
PROOF	2	
Quantity	Cost per Copy	Total Cost
500	Php306.00	153,000.00
	Glossy Lamination	1,500.00
	Reprint	0.00
	Total Cost	154,500.00
	50% of Total Cost	77,250.00

## TERMS AND CONDITIONS

Validi 15 days from date of quote

50% Downpayment upon approval of quote

Full Payment of Remaining Balance upon completion of job before partial or full release.

Printi 3-4 working days for proof copy

7-10 working days upon the Approval of Final Proof

Note: Any modification after the approval of final proof will result to changes in price and job scheduling.

Revisions to be made will also be subject to additional charges.

- 1. Delivery of advance/partial copies is allowed upon full payment of the remaining balance based on the approved quote.
- The holding period of the printed books is 30 days. If not picked up after 60 days, the books/products will be shredded regardless if full payment has been made. Storage fee per month will be charged upon mutual agreement.
- 3. Upon acceptance of the terms and pricing, please sign the conforme below and email to publish@central.com.ph to initially process the job.
- 4. This quotation will serve as a Contract to Print upon signing below and acceptance of the terms stated.
- 5. Payment can be either cash, card, check, or bank deposit, with the following details below:

Payable to: CENTRAL BOOK SUPPLY, INC.

BDO Acct. number: 008548011576

BPI Acct. number: 3041140541

6. I agree and understand that prior to mass production, I will send a signed final book proof copy and Clearance for Mass Production Form, to serve as reference guide of the books to ensure correctness of the file used and quality assurance and control.

We appreciate the opportunity to be of service to your organization, and we look forward to help you on your printing needs.

Prepared by:

Approved by:

Conforme:

Jacqueline A. Salipande
Publish on Demand

Mr. Juan Carlos Sibal
Vice President for Operations

Ms Kathy Maglalang Author/Client

Central Books Central Books

# Republic of the Philippines Department of Budget and Management PROCUREMENT SERVICE

## CERTIFICATE OF PHILGEPS REGISTRATION (Platinum Membership)

THIS IS TO CERTIFY THAT

## CENTRAL BOOK SUPPLY INC.

2F PHOENIX BLDG., 927 QUEZON AVENUE, BGY. STA. CRUZ, Quezon City, Metro Manila, NCR, Philippines

is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on 10-Dec-2004 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 CENTRAL BOOK SUPPLY 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 24-Aug-2024

Issued this <u>24th</u> day of <u>August 2023</u>. This is a system generated certificate. No signature is required.

Documentary Stamp Tax Paid Php 30.00 Certificate Reference No: 2004125869124205801

Page 1 of 3

## 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.
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Certificate Reference No: 2004125869124205801

Page 2 of 3

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## CENTRAL BOOK SUPPLY INC.

2F PHOENIX BLDG., 927 QUEZON AVENUE, BGY. STA. CRUZ, Quezon City, Metro Manila, NCR, Philippines

The second of th	Registration Date: 04-Jun-1996
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	Expiration Date: 08-Jun-2024
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<b>Mayors Permit</b>	Place of Issue : QUEZON CITY
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	Issuance Date: 08-Jun-2023
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	TCC Number: 07A-038-08-11-R1738-2023-M
Tax Clearance	Issued By / Signatory: DR. ALICE S.A. GONZALES, CPA
	Issuance date: 11-Aug-2023
	Date of Filing: 13-Apr-2023
	Current Asset: 9,976,141.00
Audited Financial Statement	Total Asset: 51,116,483.00
	Current Liabilities: 22,907,533.00
	Total Liabilities: 28,467,513.00
	Name of Auditor: ALFONSO G. GARCERA
n alifera	BIR RDO Code: 038
	Expiration Date: -
	Issued By / Signatory:
PCAB License	Issuance Date: -
	License Number:
	License First Issue Date: -
	Principal Classification:
	Category:

Certificate Reference No: 2004125869124205801





August 30, 2023

DR. LEVY B. ARAGO, JR. University President This University

Dear Dr. Arago,

Greetings!

RECEIVED
RECORDS OFFICE
BY:
DATE: 9 11
CONTROL # 100

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Thank you for your time and attention to this matter. I am more than willing to provide any additional information or address any questions you may have regarding the project proposal. I eagerly await your favorable response.

Sincerely,

ENYA MARIE D. APOSTOL, Ph. D.

Proponent

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







#### PROJECT PROPOSAL

#### BASIC INFORMATION I.

A. Title:

Project CRAFTED: Creating a Resourceful Future-Ready **Technical** 

Approach for Development through Empowerment 'Research 101: A Guide to Easy Research

Writing'

**B.** Proponents:

Dr. Enya Marie D. Apostol Dr. Polemer C. Cuarto Dr. Harieth Cawagdan-Cuarto Ms. Kathy P. Maglalang

09178529396

C. Contact Numbers/s:

**Email Address: Duration:** 

enya.apostol@minsu.edu.ph Academic Year 2023-2024

**Budget Allocation** 

P 305, 065.64

G. Fund Source:

PRE 2023 College of Business and Management Production Services - Merchandising Fund

H. Venue:

Mindoro State University - Calapan City Campus

#### II. **TECHNICAL INFORMATION**

#### A. Rationale

In today's academic landscape, research writing stands as a cornerstone skill for college students across disciplines. The ability to conduct thorough research, critically analyze information, and effectively communicate findings is not only essential for academic success but also for preparing students for future professional endeavors. However, the journey from novice to adept research writer is often fraught with challenges, as students navigate the intricacies of research methodologies, citation styles, and structuring coherent arguments. Recognizing this need for comprehensive guidance, we propose an innovative project: the creation and sale of the book "Research 101: A Guide to Easy Research Writing."

This project stems from the collective recognition of the gaps in research writing education and the desire to empower students and professors alike with a comprehensive and accessible resource. The proposed book serves as an answer to the pressing question: How can we provide students with practical tools to confidently navigate the research writing process and produce well-crafted, academically sound research papers? By offering a dynamic blend of theoretical knowledge and interactive application, this book aims to revolutionize the way research writing is taught and learned.

The complexities of research writing often lead to students feeling overwhelmed and uncertain about where to begin and how to progress effectively. Traditional textbooks, while informative, may lack the interactivity required to solidify understanding and skills. This project addresses this gap by introducing a workbook-style book, where each unit combines clear explanations with exercises that encourage students to immediately apply what they've learned. From defining research questions to conducting literature reviews, developing methodologies, and composing conclusions, every aspect of research writing will be covered in a manner that encourages active engagement.

Furthermore, the proposed book recognizes the pivotal role that educators play in shaping students' research capabilities. For this reason, the book also equips professors with structured lesson plans, exercises, and supplementary materials that align with each unit. By providing professors with a ready-made resource, the project aims to enhance their teaching effectiveness and ultimately elevate the overall research writing learning

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Main Campus, Alcate, Victoria Bongabong Campus, Labasan, Bongabong Calapan City Campus, Masipit, Calapan City Page 1 of 4 Project CRAFTED





Email: universitypresident@minsu.edu.ph Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28

Ultimately, the project aims to cultivate a culture of excellence in research writing, resulting in higher quality research papers that demonstrate thorough research, compelling arguments, and adherence to rigorous academic standards.

In addition to its educational impact, the project holds the promise of generating income through the sale of the book to college students and professors. This income can subsequently be reinvested to support further educational initiatives, thus creating a selfsustaining cycle of educational empowerment.

## **B.** Objectives

The Project CRAFTED: Creating a Resourceful Approach for Future-Ready Technical Empowerment Development through 'Research 101: A Guide to Easy Research Writing' aims to:

- create a well-structured book that covers the essential elements of research writing, from selecting a topic to finalizing a research paper.
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- 3. provide faculty and educators with a supplementary teaching tool that offers structured lesson plans and exercises to enhance their teaching effectiveness.
- enable students to produce well-researched and well-written papers, resulting in improved academic outcomes and learning experiences.

## C. Expected Outcomes

In the culmination of the Project CRAFTED: Creating a Resourceful Approach for Future-Ready Technical Empowerment Development through 'Research 101: A Guide to Easy Research Writing', it is expected that the:

- 1. Students developed a deeper understanding of research writing, enabling them to produce more effective and comprehensive research papers.
- The interactive nature of the book boosted the students' confidence in their ability to approach and complete research assignments.
- 3. Faculty and educators were benefitted from a structured teaching aid, leading to more engaged students and improved teaching experiences.
- 4. Authors goal of an improved guidance and practice resulted in research papers that exhibit better organization, argumentation, and adherence to citation standards.
- 5. The book's sale to college students, faculty, educators and other individuals or groups generated income, which can be reinvested in further educational initiatives.

## III. Methodology

The following are the steps that will be embarked with for the attainment of the expected outcomes of the Project CRAFTED: Creating a Resourceful Approach for Future-Ready Technical Empowerment Development through 'Research 101: A Guide to Easy Research Writing':

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- 6. Establish a team responsible for managing the book's production, sales, and distribution.
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Estimated Profit (Sales-Expenses)			P 24,934.36

Projected Sales and Revenue for Succeeding Procurement (approx. 1-3 consecutive AYs):

Particulars	Unit Price	Quantity	Amount	
YEAR 1				
Expenses Estimated number of copies of book	₽ 300,000.00			
Miscellaneous Copyediting and Shipping Fee	P 5, 065.64			
TOTAL CAPITAL			P 305, 065.64	
Sales Cost of Book for Sale (Markup price at 10%)	₽ 550.00	600 P 330		
Estimated Profit (Sales-Expenses)			P 24,934.36	
YEAR 2				
Expenses Estimated number of copies of book	₽ 500.00	600	₽ 300,000.00	
Miscellaneous Copyediting and Shipping Fee			P 5, 065.64	
TOTAL CAPITAL	P 305, 065.64			
Sales Cost of Book for Sale (Markup price at 10%)	₽ 550.00	600	P 330, 000.00	
Estimated Profit (Sales-Expenses)			P 24,934.36	
YEAR 3				
Expenses Estimated number of copies of book	₽ 500.00	600	₽ 300,000.00	
Miscellaneous Copyediting and Shipping Fee		***	P 5, 065.64	
TOTAL CAPITAL			P 305, 065.64	
Sales Cost of Book for Sale (Markup price at 10%)	₽ 550.00	600	P 330, 000.00	
Estimated Profit (Sales-Expenses)	A STATE OF THE STA		₽ 24,934.36	

TOTAL CASH SALES	P 990, 000.00
TOTAL PRODUCTION EXPENSES	P 900, 000.00
TOTAL MISCELLANEOUS EXPENSES ON	A 15, 196.92
TOTAL RETURN OF INVESTMENT (ROI)	P 74, 803.08

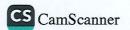
V. Gantt Chart

	AY 2023	-2024	Program was a				
Activities	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Content Development and Consultation with Educators							
Production and Printing							
Marketing and Distribution	National State of the last						
Promotions and Discounts							1000
Feedback Collection			and the same		or year the following		
Income Generation Tracking							

STF - 1071 164 -200 09-664

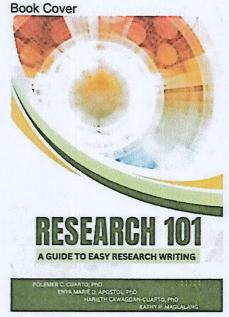
Main Campus, Alcate, Victoria
Page 3 of 4 Project CRAFTED

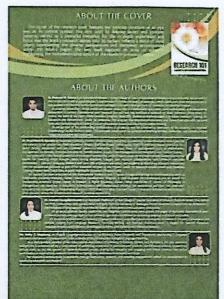
-Bongabong Campus, Labasan, Bongabong
-Calapan City Campus, Masipit, Calapan City











Prepared by:

ENYA MARIE D. APOSTOL, Ph. D.

Proponent

Noted:

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Coordinator, MCC-PBO

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Dean, College of Business and Management

Certified allutment Quaitable:

ROVE YN P. ROXAS Budget Officer III

Recommending Approval:

JOELENE C. LEYNES, MAEd VP – Administration and Finance

Approved:

LEVY B. ARAGO, JR., Ph. D. University President

DANILO N. REYES, Ph. D. Director, PBO

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

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

Page 4 of 4 Project CRAFTED





### Central Book Supply, Inc.

Ground Floor, Phoenix Bldg., 927 Quezon Avenue, Quezon City

Tel no. (632) 374-4064/ 372-3550 loc. 134 \* Fax no. (632) 372-4732

### QUOTATION

July 25,2024

Ms Kathy Maglalang

REPRINT

Job Name:

### RESEARCH 101: GUIDE TO EARY RESEARCH WRITING

CATEGORY	Specifications	Other Information
SIZE	8.27 X 11.69	
COVER STOCK	FC12	Glossy Lamination
COVER SPECS	1 Side Full Color Print	
QUANTITY	500 cps	
TEXT STOCK	BP80GSM	
TEXT SPECS	Black and white only	
NO OF PAGES	150 pp	
FILE TYPE	pdf	
BINDING	Paperbound	
PROOF	2	
Quantity	Cost per Copy	Total Cost
500	Php306.00	153,000.00
	Glossy Lamination	1,500.00
	Reprint	0.00
	Total Cost	154,500.00
	50% of Total Cost	77,250.00

#### TERMS AND CONDITIONS

Validi 15 days from date of quote

50% Downpayment upon approval of quote

Full Payment of Remaining Balance upon completion of job before partial or full release.

Printi 3-4 working days for proof copy

7-10 working days upon the Approval of Final Proof

Note: Any modification after the approval of final proof will result to changes in price and job scheduling.

Revisions to be made will also be subject to additional charges.

- 1. Delivery of advance/partial copies is allowed upon full payment of the remaining balance based on the approved quote.
- 2. The holding period of the printed books is 30 days. If not picked up after 60 days, the books/products will be shredded regardless if full payment has been made. Storage fee per month will be charged upon mutual agreement.
- 3. Upon acceptance of the terms and pricing, please sign the conforme below and email to publish@central.com.ph to initially process the job.
- 4. This quotation will serve as a Contract to Print upon signing below and acceptance of the terms stated.
- 5. Payment can be either cash, card, check, or bank deposit, with the following details below:

Payable to: CENTRAL BOOK SUPPLY, INC.

BDO Acct. number: 008548011576 BPI Acct. number: 3041140541

6. I agree and understand that prior to mass production, I will send a signed final book proof copy and Clearance for Mass Production Form, to erve as reference guide of the books to ensure correctness of the file used and quality assurance and control.

We appreciate the opportunity to be of service to your organization, and we look forward to help you on your printing needs.

Prepared by:

Approved by:

Conforme:

Jacqueline A. Salipande Publish on Demand Central Books

Mr. Juan Carlos Sibal Vice President for Operations Central Books

Ms Kathy Maglalang Author/Client

# Republic of the Philippines Department of Budget and Management

## PROCUREMENT SERVICE

## CERTIFICATE OF PHILGEPS REGISTRATION (Platinum Membership)

THIS IS TO CERTIFY THAT

## CENTRAL BOOK SUPPLY INC.

2F PHOENIX BLDG., 927 QUEZON AVENUE, BGY. STA. CRUZ, Quezon City, Metro Manila, NCR, Philippines

is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on 10-Dec-2004 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 CENTRAL BOOK SUPPLY 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 24-Aug-2024

Issued this <u>24th</u> day of <u>August 2023</u>. This is a system generated certificate. No signature is required.

Documentary Stamp Tax Paid Php 30.00 Certificate Reference No: 2004125869124205801



Page 1 of 3

## 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: 2004125869124205801

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## **List of Eligibility Documents**

## CENTRAL BOOK SUPPLY INC.

2F PHOENIX BLDG., 927 QUEZON AVENUE, BGY. STA. CRUZ,

Quezon City , Metro Manila , NCR , Philippines

	Registration Date: 04-Jun-1996
SEC Certificate	SEC Certificate Number: A199600114
	Expiration Date: 08-Jun-2024
	Permit Number: 97057131
<b>Mayors Permit</b>	Place of Issue: QUEZON CITY
	Issued By / Signatory: MA. MARGARITA T. SANTOS
	Issuance Date: 08-Jun-2023
	Expiration Date: 11-Aug-2024
	TCC Number: 07A-038-08-11-R1738-2023-M
Tax Clearance	Issued By / Signatory: DR. ALICE S.A. GONZALES, CPA
	Issuance date: 11-Aug-2023
	Date of Filing: 13-Apr-2023
	Current Asset: 9,976,141.00
Audited Financial Statement	Total Asset: 51,116,483.00
	Current Liabilities: 22,907,533.00
	Total Liabilities: 28,467,513.00
	Name of Auditor: ALFONSO G. GARCERA
	BIR RDO Code: 038
	Expiration Date: -
	Issued By / Signatory:
PCAB License	Issuance Date: -
	License Number:
	License First Issue Date: -
	Principal Classification:
	Category:

Certificate Reference No: 2004125869124205801