



**SUPPLY AND DELIVERY OF MACHINERY EQUIPMENT, TECHNICAL AND SCIENTIFIC EQUIPMENT  
AND ICT EQUIPMENT LABORATORY FOR THE DEVELOPMENT OF THERMALLY PROCESSED  
RICE-BASED PRODUCTS OF MINSU CALAPAN CITY CAMPUS**

*Name of Project*

**BAC Resolution Recommending Approval  
Resolution No. 026, 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. 2025-014** for the project **"Supply and Delivery of Machinery Equipment, Technical and Scientific Equipment, and ICT Equipment Laboratory for the Development of Thermally Processed Rice-Based Products of MinSU Calapan City Campus"** with an Approved Budget for the Contract (ABC) amounting to **Six Hundred Ninety-Seven Thousand Four Hundred Forty-Five Pesos and 06/100 (Php697,445.06)** composed of seven (7) lots;

Particulars	Sub-ABC Amount
Lot 1- Machinery Equipment	Php105,000.00
Lot 2- Technical & Scientific Equipment	Php292,300.00
Lot 3- Semi-Machinery Equipment	Php39,500.00
Lot 4- ICT Equipment	Php187,000.00
Lot 5- Semi-Medical Equipment	Php40,816.56
Lot 6- Semi-Office Equipment	Php16,740.00
Lot 7- Other Machinery Equipment	Php16,088.50

**WHEREAS**, in response to the advertisement of the project, six (6) suppliers/bidders were found in the document request list, however two (2) suppliers/bidders in the name of **XPRT VENTURES INC.** and **PAPERCAT OFFICE SUPPLIES & EQUIPMENT TRADING** submitted price quotation before the deadline;

**WHEREAS**, **XPRT VENTURES INC.** submitted price quotation for Lot Nos. 1,2 and 3; while **PAPERCAT OFFICE SUPPLIES & EQUIPMENT TRADING** submitted price quotation for Lot Nos. 1,2,3,4,5,6 and 7;

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

Lot No.	Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
1	Php105,000.00	XPRT Ventures Inc.	<b>Php100,000.00</b>
		Papercat Office Supplies & Equipment Trading	Php102,401.00
2	Php292,300.00	Papercat Office Supplies & Equipment Trading	<b>Php288,515.00</b>
		XPRT Ventures Inc.	Php289,500.00
3	Php39,500.00	Papercat Office Supplies & Equipment Trading	<b>Php38,699.00</b>
		XPRT Ventures Inc.	Php39,000.00
4	Php187,000.00	Papercat Office Supplies & Equipment Trading	<b>Php183,400.00</b>
5	Php40,816.56	Papercat Office Supplies & Equipment Trading	<b>Php38,626.00</b>
6	Php16,740.00	Papercat Office Supplies & Equipment Trading	<b>Php15,975.00</b>
7	Php16,088.50	Papercat Office Supplies & Equipment Trading	<b>Php16,050.00</b>





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

**NOW, THEREFORE, BE IT RESOLVED** that the BAC hereby recommends to the Head of Procuring Entity the approval of awarding the contract involving the project, **"Supply and Delivery of Machinery Equipment, Technical and Scientific Equipment, and ICT Equipment Laboratory for the Development of Thermally Processed Rice-Based Products of MinSU Calapan City Campus"** as follows:

- a. Lot No. 1 to XPRT Ventures Inc. for being the Lowest Calculated Responsive Bid (LCRB);
- b. Lot Nos. 2 and 3 to Papercat Office Supplies & Equipment Trading for being the supplier/bidder with the Lowest Calculated Responsive Bid (LCRB);
- c. Lot No. 4,5,6 and 7 to Papercat Office Supplies & Equipment Trading for being the supplier/bidder with Single Calculated Responsive Bid (SCRB);

**RESOLVED**, this 4<sup>th</sup> day of March, 2025 at MinSU-Main Campus, Alcate, Victoria, Oriental Mindoro.

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

  
**Engr. MARK LESTER A. MAGPANTAY**  
BAC Vice-Chairperson

  
**ATTY. SHERLYN A. LAYESA**  
BAC Member

  
**FRANIE M. AFABLE, DBMHM**  
BAC Member

  
**MELGAR G. FADRIQUEHAN**  
BAC Member

Approved/Disapproved

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

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





**PhilGEPS**  
Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

**Reference Number** 11810380  
**Procuring Entity** MINDORO STATE UNIVERSITY  
**Title** SUPPLY AND DELIVERY OF MACHINERY EQUIPMENT, TECHNICAL AND SCIENTIFIC EQUIPMENT, AND ICT EQUIPMENT LABORATORY FOR THE DEVELOPMENT OF THERMALLY PROCESSED RICE-BASED PRODUCTS OF MINSU CALAPAN CITY CAMPUS  
**Area of Delivery** Oriental Mindoro

<b>Solicitation Number:</b>	RFQ No. 2025-014	<b>Status</b>	Closed
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	2
<b>Classification:</b>	Goods	<b>Document Request List</b>	6
<b>Category:</b>	Food Processing Equipment	<b>Date Published</b>	26/02/2025
<b>Approved Budget for the Contract:</b>	PHP 697,445.06	<b>Last Updated / Time</b>	27/02/2025 14:29 PM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	03/03/2025 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368  cbapotel21@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 \_\_\_\_\_ in the address stated in the last page.  
CIEDELLE PIOL-SALAZAR, J.D., Ph.D.  
BAC Chairperson  
Note: 1. All entries must be typewritten.  
2. Delivery Period within \_\_\_\_ calendar days.  
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.  
4. Price validity shall be a period of 30 calendar days.  
5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.  
6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).  
7. Mode of delivery: [ ] Pick-up (Schedule) [ ] Door to Door Delivery  
Item  
No. Unit ITEM AND DESCRIPTION QTY. UNIT  
PRICE TOTAL AMOUNT  
Lot 1- Machinery Equipment  
1 unit Nitrogen Flushing Band Sealer (Vertical) 1  
Power: 0.6kw, Volts: 220v/60hz: Working Speed:  
up to 12m/min Sealing width: 6-  
12mm;Temperature range: 0-30 degree with  
nitrogen tank and regulator hose  
sub-total Lot1  
Lot 2- Technical & Scientific Equipment  
1 unit Analytical Balance 1  
Readability: 0.1 mg; Pan Size: min 3.5in (90mm);  
Display: LCD with Backlight; Calibrated and with  
calibration Certificate  
2 unit Water Activity Meter 1  
Display:6 bit backlight LCD digital display; Range:  
0-1.0 aw; resolution: ±0.01aw; Accuracy:  
±0.02aw; Operating conditions- Temp: 0-50°C;  
Humidity: below 95% RH; power Supply:  
2x1.5vAAA (UM-4) Battery  
3 unit pH Meter 1  
accuracy: ±0.003; Resolution: 0.1Mv with  
electrode stand and buffer solution (pH 1.63,  
4.00, 7.00, 10.00) Calibrated with calibration



<b>Created by</b>	Annabelle Quinto Madrigal
<b>Date Created</b>	25/02/2025

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# ABSTRACT OF QUOTATION/S

**I. Particulars**

Project Name: Supply and delivery of books, new equipment, technical and scientific equipment

Project Location: MSU

Implementing Office: MSU

Method of Procurement: RFQ

Approved Budget for the Contract (ABC): Up to P 105,000

Deadline of Submission of Quotation: \_\_\_\_\_

**II. Abstract of Quotations / for SVP**

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

TWG Report

No	Participating Bidder/s	Date and Time of Receipt	Eligibility Requirements		Technical Requirements		Financial Requirements		Bid Amount	Rank	Remarks
			Pass	Fail	Pass	Fail	Pass	Fail			
	<u>PAPERCAT OFFICE</u>		<u>✓</u>		<u>✓</u>		<u>✓</u>		<u>102,401</u>	<u>2</u>	
	<u>SCIENTIFIC EQUIPMENT TRAINING</u>										
	<u>XPRV Ventures Inc</u>		<u>✓</u>		<u>✓</u>		<u>✓</u>		<u>100,000</u>	<u>1</u>	<u>LCPO</u>

**III. Recommendation /Resolution**

☐ Recommend to Award Contract

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

Lowest / Single Calculated and Responsive Quotation:

XPRV Ventures Inc

Contract Price Award (in words & figures): One hundred thousand pesos

P 100,000

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

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

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

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

LINA B. JAVIER  
TWG Member

MAY C. BERON  
TWG Member

FELIX A. MINESTERIO  
TWG Member

Engr. MARK KEYLORD S. ONAL  
BAC-TWG Head

MERVIN L. ICALLA  
TWG Member

\*Proceed only if recommended for award of contract\*

•Main Campus, Alcala, Victoria

•Hongkong Campus, Labasan, Hongkong

•Alcala City Campus, Alcala, Alcala City

•Alcala City Campus, Alcala, Alcala City





# Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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



## REQUEST FOR QUOTATION

**SUPPLY AND DELIVERY OF MACHINERY EQUIPMENT, TECHNICAL AND SCIENTIFIC EQUIPMENT, AND ICT EQUIPMENT LABORATORY FOR THE DEVELOPMENT OF THERMALLY PROCESSED RICE-BASED PRODUCTS OF MINSU CALAPAN CITY CAMPUS**

PR No.: 2024-008

RFQ No.: 2025-014

ABC Amount: Php697,445.06

Lot 1: Php105,000.00

Lot 2: Php292,300.00

Lot 3: Php39,500.00

Lot 4: Php187,000.00

Lot 5: Php40,816.56

Lot 6: Php16,740.00

Lot 7: Php16,088.50

Company Name : XPRT Ventures Inc  
Address : San Rafael, Sto Tomas, Batangas

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

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

BAC Chairperson

- Note:**
1. All entries must be typewritten.
  2. Delivery Period within 60 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) [X] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		<b>Lot 1- Machinery Equipment</b> Brand: HIPAC Model: SF150G			100,000
1	unit	Nitrogen Flushing Band Sealer (Vertical)	1		
		Power: 0.6kw, Volts: 220v/60hz: Working Speed: up to 12m/min Sealing width: 6-12mm; Temperature range: 0-30 degree with nitrogen tank and regulator hose	"comply"		
		sub-total Lot1			100,000
		<b>Lot 2- Technical &amp; Scientific Equipment</b>			
1	unit	Analytical Balance Brand: Ohaus Model: PR224/E	1		83,000.00
		Readability: 0.1 mg; Pan Size: min 3.5in (90mm); Display: LCD with Backlight; Calibrated and with calibration Certificate	"comply"		
2	unit	Water Activity Meter Brand: Biobase Model: BWA-3A	1		97,000.00
		Display: 6 bit backlight LCD digital display; Range: 0-1.0 aw; resolution: ±0.01aw; Accuracy: ±0.02aw; Operating conditions- Temp: 0-50°C; Humidity: below 95% RH; power Supply: 2x1.5vAAA (UM-4) Battery	"comply"		
3	unit	pH Meter Brand: Horiba Model: Laqua PH2000	1		63,000.00
		accuracy: ±0.003; Resolution: 0.1Mv with electrode stand and buffer solution (pH 1.63, 4.00, 7.00, 10.00) Calibrated with calibration Certificate			
4	unit	Viscometer Brand: Biobase Model: BDV-9S	1		46,500.00

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		Measured range: 9mPa.s) 1-6M; Rotation Speed (rpm) 0.1,0.3,0.6,1.5,3,6,12,30,60 Number of spindle 4 types (L1-L4); Measurement Accuracy $\pm 3\%$ (Newtonian Fluid), Repeatability $\pm 0.5\%$ (FSO Newtonian Fluid) power Supply AC 220V-240V, 50/60hz	"comply"		
		sub-total Lot2			289,500.00
		<b>Lot 3- Semi Machinery Equipment</b> Brand: Fujidenzo Model: IF C-110GDF			
1	unit	Temperature Controlled -storage Bin	1		39,000.00
		Temperature range: -14°C to 25°C; Dual Function: freezer/ chiller;HD inverter Compressor: Digital temperature control with LCD Display with LED light; min. Dimension: 85x112x70cm	"comply"		
		sub-total Lot3			39,000.00
		<b>Lot 4- ICT Equipment</b>			"NO BID"
1	unit	Laptop	2		
		Windows 11 Home; up to 16.5" QHD 165Hz 100% DCI-P3 Display; Arc Flow Fans; 19.95mm Thin chassis; All-day Battery Life & 100W Type-C Charging; RTX 3050 Ti 4GDDR6/ 15" FHD/ 144Hz/ i7-12650H/ 8GB x 2/ 512GB PCIe3			
		sub-total Lot4			
		<b>lot 5- Semi Medical Equipment</b>			"NO BID"
1	unit	pH Meter (with Calibration Certificate)	1		
	set	Volumetric Pipette	3		
		Light weight, ergonomic, low force design; digital display; Volume range of 0.1 $\mu$ to 10ml; 8 and 12 channel pipettes are available for standard 96-well plate; Rotating dispensing head with individual piston/tips			
2	unit	Digital Thermometer	3		
		Range: -50.0 to 250.0 °C; Resolution: 0.1°C, Accuracy ( @20-90°C),Typical EMC Deviation: $\pm 0.3^\circ\text{C}$ ; Probe: Stainless steel; Switch ON/OFF: yes; Calibration Check: yes, Environment: 0 to 50°C; max RH 95%; Battery Type: 1x1.5V; Battery Life: approximately 3000 hours of continuous use			
		sub-total Lot5			
		<b>Lot 6-Semi Office Equipment</b>			"NO BID"
1	unit	Microwave Oven	1		
		28 Liter Capacity; Mechanical Control; Mechanical Knob;30-minute timer;			
2	unit	Digital Weighing Scale	1		
		sub-total Lot6			
		<b>lot 7- Other Machinery Equipment</b>			"NO BID"
1	unit	High Pressure washer	1		
		Voltage: 220-240v-50/60Hz; Input power: 1400w; Max pressure : 90Br (1300PSI)			
2	set	Repair Tool Set	1		

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

Date \_\_\_\_\_

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





#### General Conditions

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

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

#### Ocular Inspection

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

#### Award

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

#### Evaluation of Quotations

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

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

#### Instructions

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

#### Liquidation Damages

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

#### Warranty

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

#### Payment

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

MSU-BAC-FR-05.01



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

THIS IS TO CERTIFY THAT

**XPRT VENTURES INCORPORATED**  
UNIT A LOT 3 BLK 7 PONTE VERDE SUBD SAN RAFAEL ,  
Sto. Tomas , Batangas , Region IV-A , Philippines

is registered in the **Philippine Government Electronic Procurement System (PhilGEPS)** on 24-May-2017 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 **XPRT VENTURES INCORPORATED** 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 14-Mar-2025

Issued this 17th day of February 2024.  
This is a system generated certificate. No signature is required.





## REMINDERS <sup>1</sup>

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

Certificate Reference No: 201705-160741-1240045430

Amended Date as of January 27, 2025 01:58 pm

Page 2 of 3

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



# List of Eligibility Documents

of

## XPRT VENTURES INCORPORATED

UNIT A LOT 3 BLK 7 PONTE VERDE SUBD SAN RAFAEL ,

Sto. Tomas , Batangas , Region IV-A , Philippines

<b>SEC Certificate</b>	Registration Date : 09-Nov-2016 SEC Certificate Number : CS201625988
<b>Mayors Permit</b>	Expiration Date : 30-Apr-2025 Permit Number : 202501675 Place of Issue : CITY HALL OF SANTO TOMAS Issued By / Signatory : ATTY. ARTH JHUN AGUILAR MARASIGAN Issuance Date : 14-Jan-2025
<b>Tax Clearance</b>	Expiration Date : 27-Jan-2026 TCC Number : RR9A-059-01-27-R0156-2025-M Issued By / Signatory : BIR SANTO TOMAS / ROSALINDA D. CABIDOG Issuance date : 27-Jan-2025
<b>Audited Financial Statement</b>	Date of Filing : 24-Apr-2024 Current Asset : 28,154,324.00 Total Asset : 29,552,815.00 Current Liabilities : 3,213,184.00 Total Liabilities : 3,213,184.00 Name of Auditor : ANTONIO B. BURGOS BIR RDO Code : 059
<b>PCAB License</b>	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :





REPUBLIC OF THE PHILIPPINES  
**SECURITIES AND EXCHANGE COMMISSION**  
SEC Building, EDSA, Greenhills  
City of Mandaluyong, Metro Manila

COMPANY REG. NO. CS201625988  
COMPANY TIN 009-454-991

## CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By-Laws of

**XPRT VENTURES INC.**

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation in accordance with the Corporation Code of the Philippines (Batas Pambansa Blg.68), and copies of said Articles and By-Laws are hereto attached.

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

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed at Mandaluyong City, Metro Manila, Philippines, this 17<sup>th</sup> day of November, Twenty Sixteen.



  
**FERDINAND B. SALES**  
Director

Company Registration and Monitoring Department



PHOTO

REPUBLIC OF THE PHILIPPINES  
PROVINCE OF BATANGAS  
CITY OF STO. TOMAS  
OFFICE OF THE CITY MAYOR

Permit No.:  
2025-01675  
024-26-2020-0000726

# MAYOR'S PERMIT

HEREBY GRANTED TO:

**XPRT VENTURES INC.**

*Business Name or Trade Name*

**XPRT VENTURES INC.**

*Name of Owner, Proprietor or Manager*

*Citizenship*

**UNIT A G/F BLK7 L3 PONTE VERDE SUBD. SAN RAFAEL  
CITY OF STO TOMAS BATANGAS**

**UNIT A G/F BLK7 L3 PONTE VERDE SUBD. SAN RAFAEL  
CITY OF SANTO TOMAS BATANGAS**

TO ENGAGE IN OR OPERATE THE ABOVE MENTIONED BUSINESS  
OR TRADE ACTIVITY IN THIS CITY SUBJECT TO EXISTING PERTINENT  
LAWS, ORDINANCE, RULES AND REGULATIONS ON THIS MATTER.

SPECIFIC BUSINESS OR TRADE ACTIVITY BEING PERMITTED.

**RETAILER (NON-ESSENTIAL)**

GEN. MALVAR

THIS PERMIT WILL EXPIRE ON **April 30, 2025** AND MAY BE  
RENEWED THEREAFTER IN ACCORDANCE WITH THE PROVISION OF THE RE-  
VISED REVENUE CODE OF THE CITY OF STO. TOMAS, BATANGAS.

O.R. NO. : **00313003**  
DATE : **2025-01-14**  
NOTE : **Temporary / ReNew | 1st Q - 1st Q**

*Signature of Payor*

■ THIS PERMIT MAY BE REVOKED AT ANYTIME WHEN NECESSARY TO PROTECT THE PUBLIC  
INTEREST OR OF VIOLATION OF ANY OF THE PROVISIONS OF OUR EXISTING LAWS,  
ORDINANCES RULES AND REGULATIONS. IN RELATION THERETO, AN IN INSPECTION MAYBE  
CONDUCTED BY THE LGU WITHOUT PRIOR NOTICE AT ANY REASONABLE TIME OF THE DAY.

■ GOVERNING THE OPERATIONS AND MAINTENANCE OF THE SAME VALID ONLY AT THE  
BUSINESS ADDRESS INDICATED HEREIN

■ POST THIS PERMIT WITHIN A CONSPICUOUS PLACE IN YOUR ESTABLISHMENT.  
NON-DISPLAY IS SUBJECT TO FINE.

■ SURRENDER THIS PERMIT WITHIN THIRTY (30) DAYS UPON TERMINATION,  
CLOSURE OR RETIREMENT OF THE BUSINESS. ANY TAX DUE SHALL  
FIRST BE PAID BEFORE ANY BUSINESS OR UNDERTAKING IS FULLY TERMINATED.

*Approved by:*

**ATTY. ARTH JHUN AGUILAR MARASIGAN**  
*Public Servant / City Mayor*





BIR FORM  
**2303**

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS

REVENUE REGION NO. 09A - CABAMIRO (CAVITE-BATANGAS-MINDORO-ROMBLON)  
REVENUE DISTRICT OFFICE NO. 059 - LIPA CITY, EAST BATANGAS

OCN: 059RC2024000007788  
Date OCN Generated: April 26, 2024

**CERTIFICATE OF REGISTRATION**

<b>TIN &amp; BRANCH CODE</b> 009-454-991-00000	<b>NAME OF TAXPAYER</b> XPRT VENTURES INC.	<b>TIN ISSUANCE DATE</b> November 17, 2016
<b>REGISTERING OFFICE</b>	X   Head Office	Branch
<b>REGISTERED ADDRESS</b> UNIT A G/F LOT 3 BLOCK 7 PONTE VERDE SUBD. SAN RAFAEL 4234 CITY OF STO. TOMAS BATANGAS PHILIPPINES		
<b>TAXPAYER TYPE/S</b>	DOMESTIC CORPORATION	
<b>BUSINESS INFORMATION DETAILS</b>		
<b>TRADE NAME 1</b>	<b>XPRT VENTURES INC.</b>	<b>REGISTRATION DATE</b> November 17, 2016
<b>(PSIC)</b>	63990-OTHER INFORMATION SERVICE ACTIVITIES, N.E.C.	Secondary
<b>Line of Business</b>	OTHER INFORMATION SERVICE ACTIVITIES	
<b>(PSIC)</b>	47739-OTHER RETAIL SALE OF NEW GOODS IN SPECIALIZED STORES, N.E.C.	Primary
<b>Line of Business</b>	RETAIL SALE OF OTHER GOODS IN SPECIALIZED STORES	
<b>(PSIC)</b>	96109-OTHER PERSONAL SERVICES FOR WELLNESS ACTIVITIES, N.E.C.	Secondary
<b>Line of Business</b>	PERSONAL SERVICES FOR WELLNESS, EXCEPT SPORTS ACTIVITIES	

**REMINDERS:**

1. An annual registration fee shall be paid upon registration and every year thereafter on or before the last day of January, using BIR Form No. 0605.
2. Filing of required tax return/s to conform with the above tax types, whether with or without business operation, to avoid penalties.
3. For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/As shall be before its use.
4. Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.
5. For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P3,000,000 and who opted to avail of the 8% Income tax rate, the tax type Percentage Tax (PT) shall not be reflected in the Certificate of Registration (COR). However, at the start of each taxable year, such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect "PT", unless qualified and opted to avail of the 8% Income tax rate annually.



BIR FORM  
**2303**

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS

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

REVENUE DISTRICT OFFICE NO. 059 - LIPA CITY, EAST BATANGAS

OCN: 059RC2024000007788

Date OCN Generated: April 26, 2024

**CERTIFICATE OF REGISTRATION**

<b>TIN &amp; BRANCH CODE</b> 009-454-991-00000	<b>NAME OF TAXPAYER</b> XPRT VENTURES INC.	<b>TIN ISSUANCE DATE</b> November 17, 2016
<b>REGISTERING OFFICE</b>	<input checked="" type="checkbox"/> Head Office	<input type="checkbox"/> Branch
<b>REGISTERED ADDRESS</b> UNIT A G/F LOT 3 BLOCK 7 PONTE VERDE SUBD. SAN RAFAEL 4234 CITY OF STO. TOMAS BATANGAS PHILIPPINES		

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
WITHHOLDING TAX - EXPANDED/OTHERS	1604E	January 19, 2017	ANNUALLY	On or before March 1 of the year following the calendar year in which the income payments subject to expanded withholding taxes or exempt from withholding tax were paid or accrued.
WITHHOLDING TAX - EXPANDED/OTHERS	1601EQ	January 1, 2018	QUARTERLY	Not later than the last day of the month following the close of the quarter during which withholding was made.
WITHHOLDING TAX - EXPANDED/OTHERS	0619E	January 1, 2018	MONTHLY	On or before the 10th day of the month following the month in which withholding was made.
VALUE ADDED TAX	2550Q	January 19, 2017	QUARTERLY	Not later than the 25th day following the close of each taxable quarter.
VALUE ADDED TAX	2550M	January 19, 2017	MONTHLY	Not later than the 20th day following the close of the month.
WITHHOLDING TAX - COMPENSATION	1604CF	January 19, 2017	ANNUALLY	On or before January 31 of the year following the calendar year in which compensation payment and other income payments subject to ginal withholding taxes were paid or accrued.
WITHHOLDING TAX - COMPENSATION	1601C	January 19, 2017	MONTHLY	On or before the 10th day of the month following the month when the withholding was made except for taxes withheld for December which shall be filed and paid/remitted on or before January 15 of the succeeding year.
CORPORATE INCOME TAX	1702	January 19, 2017	ANNUALLY	On or before the 15th day of the 4th month following the close of the taxpayer's taxable year.
CORPORATE INCOME TAX	1702Q	January 19, 2017	QUARTERLY	Within sixty (60) days following the close of each of the first three (3) quarters of the taxable year.



BIR FORM

2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS  
REVENUE REGION NO. 09A - CABAMIRO (CAVITE-BATANGAS-MINDORO-ROMBLON)  
REVENUE DISTRICT OFFICE NO. 059 - LIPA CITY, EAST BATANGAS

OCN: 059RC2024000007788

Date OCN Generated: April 26, 2024

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE  
009-454-991-00000

NAME OF TAXPAYER  
XPRT VENTURES INC.

TIN ISSUANCE DATE  
November 17, 2016

REGISTERING OFFICE

x Head Office

Branch

REGISTERED ADDRESS

UNIT A G/F LOT 3 BLOCK 7 PONTE VERDE SUBD. SAN RAFAEL 4234 CITY OF STO. TOMAS BATANGAS  
PHILIPPINES



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

JOHN CHEN  
OIC-Chief of Support Section  
STIMSON P. CUREG

REVENUE DISTRICT OFFICER  
(Signature over Printed Name)

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





Bringing in Revenues  
for Nation-building

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF INTERNAL REVENUE**  
REVENUE REGION NO. 9A - CaBaMiRo

QF-TCC-01-01-2024.01

TCBP NO. RR9A-059-01-27-R0156-2025-M

# TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

## XPRT VENTURES INC.

Name of Taxpayer

UNIT A G/F LOT 3 BLOCK 7 PONTE VERDE SUBD., SAN RAFAEL, CITY OF  
STO. TOMAS, BATANGAS

Address

**009-454-991-00000**

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 27th day of January, 2025.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL JANUARY 27, 2026 ONLY OR UNTIL REVOKED FOR VIOLATION OF THE CRITERIA SPECIFIED UNDER REVENUE REGULATIONS NO. 8-2016, AS AMENDED AND REVENUE MEMORANDUM ORDER NO. 46-2018, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES. CERTIFICATION FEE OF P100 WAS PAID ON JANUARY 21, 2025 UNDER EFPS PAYMENT TRANSACTION NO. 256260952. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.



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



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





**ABSTRACT OF QUOTATION/S**

<b>I. Particulars</b>											
Project Name: <u>Supply and delivery of procuring unit, February 17, 2017</u> Lot No.: _____											
Project Location: <u>MSU</u>											
Implementing Office: _____											
Method of Procurement: <u>RFQ</u>											
Approved Budget for the Contract (ABC): <u>Lot 2 ₱ 292,300</u>											
Deadline of Submission of Quotation: _____											
<b>II. Abstract of Quotations / for SVP</b>											
Evaluation of Document/s Required to be Submitted within the deadline specified in the RFQ											
TWG Report											
Date: _____											
No	Participating Bidder/s	Date and Time of Receipt	Eligibility Requirements		Technical Requirements		Financial Requirements		Bid Amount	Rank	Remarks
			Pass	Fail	Pass	Fail	Pass	Fail			
	<u>PAPERAT OFFICE SUPPLIES &amp; EQUIPMENT TRADING</u>		<u>✓</u>		<u>✓</u>		<u>✓</u>		<u>288,575</u>	<u>1</u>	<u>LCRQ</u>
	<u>XPRT Ventures Inc</u>		<u>✓</u>		<u>✓</u>		<u>✓</u>		<u>289,500</u>	<u>2</u>	
<b>III. Recommendation /Resolution</b>											
<input checked="" type="checkbox"/> Recommend to Award Contract											
Date: _____											
Lowest / Single Calculated and Responsive Quotation:			Contract Price Award (in words & figures):								
<u>PAPERAT OFFICE SUPPLIES &amp; EQUIPMENT TRADING</u>			<u>TWO hundred eighty eight thousand five hundred fifteen pesos ₱ 288,575</u>								
<input type="checkbox"/> Declaration of Failure under Section 35 of Revised IRR of RA 9184											
<input type="checkbox"/> All prospective bidders are declared ineligible [ Sec. 35.1(b) ] <input type="checkbox"/> All bids failed to comply with all the bid requirements or fail post-qualification [Sec. 35.1(c) ]											
Date: _____											
<u>LINA B. JAVIER</u> TWG Member			<u>MAX C. BERON</u> TWG Member			<u>FELIX A. MINESTERIO</u> TWG Member			<u>MERVIN L. ICALLA</u> TWG Member		
<u>Engr. MARK KEYLORD S. ONAL</u> BAC-TWG Head											

*\*Proceed only if recommended for award of contract\**





ABSTRACT OF QUOTATION/S

**I. Particulars**  
Project Name: Supply and Delivery of Machinery by, Technical & Scientific Equip Lot No.:  
Project Location: \_\_\_\_\_  
Implementing Office: \_\_\_\_\_  
Method of Procurement: PTQ  
Approved Budget for the Contract (ABC): Lot 3 P 39,500  
Deadline of Submission of Quotation: \_\_\_\_\_

**II. Abstract of Quotations / for SVP**  
Evaluation of Document/s Required to be Submitted within the deadline specified in the RFQ  
TWG Report  
Date: \_\_\_\_\_

No	Participating Bidder/s	Date and Time of Receipt	Eligibility Requirements		Technical Requirements		Financial Requirements		Bid Amount	Rank	Remarks
			Pass	Fail	Pass	Fail	Pass	Fail			
	<u>PAPER CAT OFFICE SUPPLIES &amp; EQUIPMENT TRADING</u>		<u>/</u>		<u>/</u>		<u>/</u>		<u>38,699</u>	<u>1</u>	<u>LCRA</u>
	<u>SPPT Ventures Inc</u>		<u>/</u>		<u>/</u>		<u>/</u>		<u>39,000</u>	<u>2</u>	

**III. Recommendation /Resolution**  
☒ Recommend to Award Contract  
Date: \_\_\_\_\_

Lowest / Single Calculated and Responsive Quotation: PAPER CAT OFFICE SUPPLIES & EQUIPMENT TRADING  
Contract Price Award (in words & figures): Thirty eight thousand six hundred ninety nine pesos P 38,699

☐ Declaration of Failure under Section 35 of Revised IRR of RA 9184  
☐ All prospective bidders are declared ineligible [ Sec. 35.1(b) ]  
☐ All bids failed to comply with all the bid requirements or fail post-qualification [Sec. 35.1(c) ]

Date: \_\_\_\_\_  
LINA B. JAVIER TWG Member  
MAY C. BERON TWG Member  
FELIX A. MINESTERIO TWG Member  
MERVIN L. ICALLA TWG Member  
Engr. MARK KEYLORD S. ONAL BAC-TWG Head

\*Proceed only if recommended for award of contract\*





## ABSTRACT OF QUOTATION/S

**I. Particulars**

Project Name: Supply and Delivery of Painting and Lot No.: \_\_\_\_\_

Project Location: PALE

Implementing Office: \_\_\_\_\_

Method of Procurement: RFQ

Approved Budget for the Contract (ABC): ₱ 187,000

Deadline of Submission of Quotation: \_\_\_\_\_

**II. Abstract of Quotations / for SVP**

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

TWG Report \_\_\_\_\_ Date: \_\_\_\_\_

No	Participating Bidder/s	Date and Time of Receipt	Eligibility Requirements		Technical Requirements		Financial Requirements		Bid Amount	Rank	Remarks
			Pass	Fail	Pass	Fail	Pass	Fail			
	<u>PAPERCAT OFFICE SUPPLIES &amp; EQUIPMENT TRADING</u>		<u>✓</u>		<u>✓</u>		<u>✓</u>		<u>183,400</u>	<u>✓</u>	<u>SCPD</u>

**III. Recommendation /Resolution**

☐ Recommend to Award Contract \_\_\_\_\_ Date: \_\_\_\_\_

Lowest / Single Calculated and Responsive Quotation:	Contract Price Award (in words & figures):
<u>PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING</u>	<u>One hundred eighty three thousand four hundred ₱ 183,400</u>

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

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

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

LINA B. JAVIER  
TWG Member

MAY C. BERON  
TWG Member

FELIX A. MINESTERIO  
TWG Member

ENGR. MARK KEYLORD S. ONAL  
BAC-TWG Head

MERVIN L. ICALLA  
TWG Member





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



## ABSTRACT OF QUOTATION/S

I. Particulars											
Project Name: <u>Supply of various equipment</u> Lot No.: _____											
Project Location: _____											
Implementing Office: _____											
Method of Procurement: <u>DDP</u>											
Approved Budget for the Contract (ABC): <u>Lot 5 P 40 816.50</u>											
Deadline of Submission of Quotation: _____											
II. Abstract of Quotations / for SVP											
Evaluation of Document/s Required to be Submitted within the deadline specified in the RFQ											
TWG Report Date: _____											
No	Participating Bidder/s	Date and Time of Receipt	Eligibility Requirements		Technical Requirements		Financial Requirements		Bid Amount	Rank	Remarks
			Pass	Fail	Pass	Fail	Pass	Fail			
	PAPERMAT OFFICE SUPPLIES AND EQUIPMENT TRADING		✓		✓		✓		38,626	1	SCPD
III. Recommendation /Resolution											
<input checked="" type="checkbox"/> Recommend to Award Contract											
Date: _____											
Lowest / Single Calculated and Responsive Quotation:			PAPERMAT OFFICE SUPPLIES AND EQUIPMENT TRADING				Contract Price Award (in words & figures):			Thirty eight thousand six hundred twenty six pesos P 38,626	
<input type="checkbox"/> Declaration of Failure under Section 35 of Revised IRR of RA 9184											
<input type="checkbox"/> All prospective bidders are declared ineligible [Sec. 35.1(b)]											
<input type="checkbox"/> All bids failed to comply with all the bid requirements or fail post-qualification [Sec. 35.1(c)]											
Date: _____											
LINA B. JAVIER TWG Member											
MAY C. BERON TWG Member											
FELIX A. MINESTERIO TWG Member											
MERVIN L. ICALLA TWG Member											
Engr. MARK KEYLORD S. ONAL BAC-TWG Head											

**\*Proceed only if recommended for award of contract\***





**ABSTRACT OF QUOTATION/S**

**I. Particulars**

Project Name: Supply and Delivery of various eqt Lot No.: \_\_\_\_\_

Project Location: MSU

Implementing Office: \_\_\_\_\_

Method of Procurement: PTB

Approved Budget for the Contract (ABC): Lot 6 ₱ 16,740

Deadline of Submission of Quotation: \_\_\_\_\_

**II. Abstract of Quotations / for SVP**

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

TWG Report Date: \_\_\_\_\_

No	Participating Bidder/s	Date and Time of Receipt	Eligibility Requirements		Technical Requirements		Financial Requirements		Bid Amount	Rank	Remarks
			Pass	Fail	Pass	Fail	Pass	Fail			
	PHILCRAFT OFFICE SUPPLIES AND EQUIPMENT TRADING		✓		✓		✓		15,975	2	
	TECHNOICRAT CONSULTING		✓		✓		✓		15,291	1	WRQ

**III. Recommendation /Resolution**

☒ Recommend to Award Contract Date: \_\_\_\_\_

Lowest / Single Calculated and Responsive Quotation:	Contract Price Award (in words & figures):
TECHNOICRAT CONSULTING	Fifteen thousand two hundred ninety one pesos ₱ 15,291

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

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

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

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

LINA B. JAVIER  
TWG Member

MAY C. BERON  
TWG Member

FELIX A. MINESTERIO  
TWG Member

MERVIN L. ICALLA  
TWG Member

Engr. MARK KEYLORD S. ONAL  
BAC-TWG Head





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



## ABSTRACT OF QUOTATION/S

I. Particulars											
Project Name: <u>Supply and Delivery of Printing Equipment</u> Lot No.: _____											
Project Location: <u>MLE</u>											
Implementing Office: _____											
Method of Procurement: <u>RFQ</u>											
Approved Budget for the Contract (ABC): <u>Lot 7 ₱ 16,088.50</u>											
Deadline of Submission of Quotation: _____											
II. Abstract of Quotations / for SVP											
Evaluation of Document/s Required to be Submitted within the deadline specified in the RFQ											
TWG Report											
No	Participating Bidder/s	Date and Time of Receipt	Eligibility Requirements		Technical Requirements		Financial Requirements		Bid Amount	Rank	Remarks
			Pass	Fail	Pass	Fail	Pass	Fail			
	PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING		✓		✓		✓		16,050	1	SCPQ
III. Recommendation /Resolution											
<input checked="" type="checkbox"/> Recommend to Award Contract											
Date: _____											
Lowest / Single Calculated and Responsive Quotation:			PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING								
Contract Price Award (in words & figures):			Sixteen thousand fifty pesos ₱ 16,050								
Declaration of Failure under Section 35 of Revised IRR of RA 9184											
<input type="checkbox"/> All prospective bidders are declared ineligible [ Sec. 35.1(b)]											
<input type="checkbox"/> All bids failed to comply with all the bid requirements or fail post-qualification [Sec. 35.1(c)]											

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

Lina B. Javier  
LINA B. JAVIER  
TWG Member

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

Felix R. Minesterio  
FELIX R. MINESTERIO  
TWG Member

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

Engr. Mark Keylord S. Onal  
Engr. MARK KEYLORD S. ONAL  
BAC-TWG Head

**\*Proceed only if recommended for award of contract\***





### REQUEST FOR QUOTATION

**SUPPLY AND DELIVERY OF MACHINERY EQUIPMENT, TECHNICAL AND SCIENTIFIC EQUIPMENT, AND ICT EQUIPMENT LABORATORY FOR THE DEVELOPMENT OF THERMALLY PROCESSED RICE-BASED PRODUCTS OF MINSU CALAPAN CITY CAMPUS**

PR No.: 2024-008

RFQ No. 2025-014

ABC Amount: Php697,445.06

Lot 1: Php105,000.00

Lot 2: Php292,300.00

Lot 3: Php39,500.00

Lot 4: Php187,000.00

Lot 5: Php40,816.56

Lot 6: Php16,740.00

Lot 7: Php16,088.50

Company Name : **PAPERCAT OFFICE SUPPLIES & EQUIPMENT TRADING**  
Address : **STO. NINO, CALAPAN CITY, ORIENTAL MINDORO 5200**

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

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

BAC Chairperson

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
<b>Lot 1- Machinery Equipment</b>					
1	unit	Nitrogen Flushing Band Sealer (Vertical)	1	102,401.00	102,401.00
		Power: 0.6kw, Volts: 220v/60hz: Working Speed: up to 12m/min Sealing width: 6-12mm; Temperature range: 0-30 degree with nitrogen tank and regulator hose			
		sub-total Lot1			<b>102,401.00</b>
<b>Lot 2- Technical &amp; Scientific Equipment</b>					
1	unit	Analytical Balance	1	25,626.00	25,626.00
		Readability: 0.1 mg; Pan Size: min 3.5in (90mm); Display: LCD with Backlight; Calibrated and with calibration Certificate			
2	unit	Water Activity Meter	1	77,723.00	77,723.00
		Display: 6 bit backlight LCD digital display; Range: 0-1.0 aw; resolution: $\pm 0.01$ aw; Accuracy: $\pm 0.02$ aw; Operating conditions- Temp: 0-50°C; Humidity: below 95% RH; power Supply: 2x1.5vAAA (UM-4) Battery			
3	unit	pH Meter	1	20,954.00	20,954.00
		accuracy: $\pm 0.003$ ; Resolution: 0.1Mv with electrode stand and buffer solution (pH 1.63, 4.00, 7.00, 10.00) Calibrated with calibration Certificate			
4	unit	Viscometer	1	164,212.00	164,212.00

MSU-BAC-FR-05.01





# Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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



		Measured range: 9mPa.s) 1-6M; Rotation Speed (rpm) 0.1,0.3,0.6,1.5,3,6,12,30,60 Number of spindle 4 types (L1-L4); Measurement Accuracy $\pm 3\%$ (Newtonian Fluid), Repeatability $\pm 0.5\%$ (FS0 Newtonian Fluid) power Supply AC 220V-240V, 50/60hz			
		sub-total Lot2			288,515.00
		<b>Lot 3- Semi Machinery Equipment</b>			
1	unit	Temperature Controlled -storage Bin	1	38,699.00	38,699.00
		Temperature range: -14°C to 25°C; Dual Function: freezer/ chiller;HD inverter Compressor: Digital temperature control with LCD Display with LED light; min. Dimension: 85x112x70cm			
		sub-total Lot3			38,699.00
		<b>Lot 4- ICT Equipment</b>			
1	unit	Laptop	2	91,700.00	183,400.00
		Windows 11 Home; up to 16.5" QHD 165Hz 100% DCI-P3 Display; Arc Flow Fans; 19.95mm Thin chassis; All-day Battery Life & 100W Type-C Charging; RTX 3050 Ti 4GDDR6/ 15" FHD/ 144Hz/ i7-12650H/ 8GB x 2/ 512GB PCIe3			
		sub-total Lot4			183,400.00
		<b>lot 5- Semi Medical Equipment</b>			
1	unit	pH Meter (with Calibration Certificate)	1	11,254.00	11,254.00
2	set	Volumetric Pipette	3	4,138.00	12,414.00
		Light weight, ergonomic, low force design; digital display; Volume range of 0.1 $\mu$ to 10ml; 8 and 12 channel pipettes are available for standard 96-well plate; Rotating dispensing head with individual piston/tips			
3	unit	Digital Thermometer	3	4,986.00	14,958.00
		Range: -50.0 to 250.0 °C; Resolution: 0.1°C, Accuracy ( @20-90°C),Typical EMC Deviation: $\pm 0.3^\circ\text{C}$ ; Probe: Stainless steel; Switch ON/OFF: yes; Calibration Check: yes, Environment: 0 to 50°C; max RH 95%; Battery Type: 1x1.5V; Battery Life: approximately 3000 hours of continuous use			
		sub-total Lot5			38,626.00
		<b>Lot 6-Semi Office Equipment</b>			
1	unit	Microwave Oven	1	13,260.00	13,260.00
		28 Liter Capacity; Mechanical Control; Mechanical Knob;30-minute timer;			
2	unit	Digital Weighing Scale	1	2,715.00	2,715.00
		sub-total Lot6			15,975.00
		<b>lot 7- Other Machinery Equipment</b>			
1	unit	High Pressure washer	1	3,300.00	3,300.00
		Voltage: 220-240v-50/60Hz; Input power: 1400w; Max pressure : 90Br (1300PSI)			
2	set	Repair Tool Set	1	12,750.00	12,750.00

MSU-BAC-FR-05.01





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

Date \_\_\_\_\_

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





#### General Conditions

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

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

#### Ocular Inspection

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

#### Award

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

#### Evaluation of Quotations

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

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

#### Instructions

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

#### Liquidation Damages

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

#### Warranty

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

#### Payment

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

MSU-BAC-FR-05.01



## OMNIBUS SWORN STATEMENT

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

### AFFIDAVIT

I, **Mary Frances Dominique DG. Castro**, of legal age, filipino, and residing at 80 Mahogany St., Brgy. Suqui, Calapan City, Oriental Mindoro, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of **Papercat Office Supplies and Equipment Trading** with office address at 80 Mahogany, Brgy. Suqui, Calapan City, Oriental Mindoro;
2. As the owner and sole proprietor of **Papercat Office Supplies and Equipment Trading**, I have the full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **SUPPLY AND DELIVERY OF MACHINERY EQUIPMENT, TECHNICAL AND SCIENTIFIC EQUIPMENT, AND ICT EQUIPMENT LABORATORY FOR THE DEVELOPMENT OF THERMALLY PROCESSED RICE-BASED PRODUCTS OF MINSU CALAPAN CITY CAMPUS with PR No.: 2024-008 and RFQ No. 2025-014.**
3. **Papercat Office Supplies and Equipment Trading** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, office, corporations, or Local Government Units, foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. **Papercat Office Supplies and Equipment Trading** is authorizing the Head of Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. **Papercat Office Supplies and Equipment Trading** complies with existing labour laws and standards; and



8. **Papercat Office Supplies and Equipment Trading** is aware of and has undertaken the following responsibilities as a Bidder:
- Carefully examine all of the Bidding Documents;
  - Acknowledge all conditions, local or otherwise, affecting the implementation of the contract;
  - Made an estimate of the facilities available and needed for the contract of the bid, if any, and
  - Inquire or secure Supplemental/Bid Bulletin(s) issued for the **SUPPLY AND DELIVERY OF MACHINERY EQUIPMENT, TECHNICAL AND SCIENTIFIC EQUIPMENT, AND ICT EQUIPMENT LABORATORY FOR THE DEVELOPMENT OF THERMALLY PROCESSED RICE-BASED PRODUCTS OF MINSU CALAPAN CITY CAMPUS with PR No.: 2024-008 and RFQ No. 2025-014;**
9. **Papercat Office Supplies and Equipment Trading** did not give or pay directly, any commission, amount fee or any form of consideration, pecuniary or otherwise to any person of official, personnel or representative of the government in relation to any procurement project or activity;
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this 3<sup>rd</sup> day of March, 2025 at Calapan City, Oriental Mindoro, Philippines.

  
**MARY FRANCES DOMINIQUE DG. CASTRO**

Affiant

**SUBSCRIBED AND SWORN** to before me, this 3<sup>rd</sup> day of March, 2025 at Calapan City, Oriental Mindoro, Philippines.

**NAME OF NOTARIAL PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorney's No. \_\_\_\_\_

PTR No. \_\_\_\_\_

IBP No. \_\_\_\_\_

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_



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

THIS IS TO CERTIFY THAT

**PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING**

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

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

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

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

By submitting this Certificate, the Bidder certifies:

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

This Certificate is valid until 16-Sep-2025

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





## REMINDERS <sup>1</sup>

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



# List of Eligibility Documents

## of PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING

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

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





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

TAUMBAYAN ANG

# BUSINESS PERMIT

# 2025

Pursuant to the provision of City Tax Ordinance Number 18, Series of 2011 as amended, otherwise known as the 2012 REVENUE CODE OF THE CITY OF CALAPAN, after payment of taxes and charges, etc. and compliance with existing requirements, permit is granted to herein taxpayer.

**P=** 11,445.00

TAXPAYER'S NAME	BUSINESS I.D.	MODE OF PAYMENT	DATE BILLED	KIND OF BUSINESS	STATUS
CASTRO, MARY FRANCES	01900000465	Annually	1/8/2025		R
NAME OF BUSINESS		LOCATION OF BUSINESS		BUSINESS PLATE NUMBER	
Papercat Office Supplies And Equipment Trading		STO. NINO			
KIND OF FEE / TAX	TAX BASE	TAX AMOUNT	SUR/INT	TOTAL	PERIOD
BUSINESS TAX		7,525.00	0.00	7,525.00	
MAYOR'S PERMIT		2,650.00		2,650.00	
MAYORS PERMIT FEE		1,000.00			
EDUC'L SPECIAL PROGR		100.00			
DRAINAGE MAINTENANCE		100.00			
GARBAGE FEE		1,000.00			
FIRE AND SAFETY INSP		200.00			
SANITARY FEE		250.00			
MEDICAL FEE		200.00		200.00	
ANNUAL INSPECTION FEE		200.00		200.00	
BUSINESS STICKER		300.00		300.00	
SITE INSPECTION FEE		50.00		50.00	
OCCUPATIONAL FEE		440.00		440.00	
TAX CLEARANCE		30.00		30.00	
AAP.&RENEWAL OF BUS.FEE		50.00		50.00	
ENCODER		TOTALS		11,445.00	

Payment for 14

Notes:

- This Permit will expire on  
**Dec. 31, 2025**
- This Mayor's Permit, together with the official receipt, shall at all times be displayed or posted for public view in a conspicuous place within the place of business or undertaking.

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

Cash  
O.R. Number 1444976  
Date 1/8/2025

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

RECOMMENDING APPROVAL:

APPROVED BY:

**MARIA BENELYN JOY D. GARDOCE**  
Licensing Officer IV  
Business Permits and Licensing Office

**MARILOU F. MORILLO**  
City Mayor

Non-compliance with the applicable provisions of National Building Code of the Philippines (P.D. No. 1096), Code on Sanitation of the Philippines (P.D. No. 856), Revised Fire Code of the Philippines of 2008 (R.A. No. 9514), and other existing laws, issuances, regulations and ordinances shall be valid grounds for the immediate and automatic cancellation/revocation of this PERMIT.

ANY ERASURE AND/OR ALTERATION WILL AUTOMATICALLY INVALIDATE THIS PERMIT.





REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS

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

REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC20230000003862

Date OCN Generated: September 27, 2023

UPDATED ON SEP 27 2023

# CERTIFICATE OF REGISTRATION

<b>TIN &amp; BRANCH CODE</b> 497-143-353-00000		<b>NAME OF TAXPAYER</b> CASTRO, MARY FRANCES DOMINIQUE DE GUZMAN		<b>TIN ISSUANCE DATE</b> February 21, 2017	
<b>REGISTERING OFFICE</b> X Head Office		Branch			
<b>REGISTERED ADDRESS</b> SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES					
<b>TAX TYPES</b>		<b>FORM TYPES</b>		<b>FILING FREQUENCY</b>	
<b>VALUE ADDED TAX</b>		<b>2550Q</b>		<b>August 30, 2019</b>	
<b>WITHHOLDING TAX-EXPANDED/OTHERS</b>		<b>1604E</b>		<b>August 30, 2019</b>	
<b>WITHHOLDING TAX-EXPANDED/OTHERS</b>		<b>1601EQ</b>		<b>August 30, 2019</b>	
<b>WITHHOLDING TAX-EXPANDED/OTHERS</b>		<b>0619E</b>		<b>August 30, 2019</b>	
<b>INDIVIDUAL INCOME TAX</b>		<b>1701</b>		<b>October 23, 2018</b>	
<b>INDIVIDUAL INCOME TAX</b>		<b>1701Q</b>		<b>October 23, 2018</b>	
<b>REGISTRATION FEE</b>		<b>0605</b>		<b>October 23, 2018</b>	
<b>TAXPAYER TYPE/S</b> A SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)					
<b>BUSINESS INFORMATION DETAILS</b>					
<b>TRADE NAME 1</b>		<b>DIGICAT PRINTING SERVICES</b>		<b>REGISTRATION DATE</b>	
<b>(PSIC)</b>		<b>18110-PRINTING</b>		<b>September 27, 2023</b>	
<b>Line of Business</b>		<b>PRINTING</b>		<b>Primary</b>	
<b>TRADE NAME 2</b>		<b>PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING</b>		<b>August 30, 2019</b>	
<b>(PSIC)</b>		<b>47610-RETAIL SALE OF BOOKS, NEWSPAPERS AND STATIONERY IN</b>		<b>Primary</b>	

CHANGE IN TRADE NAME  
CHANGE/ADD IN LINE OF BUSINESS



REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS

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

OCN: 063RC20230000003862

Date OCN Generated: September 27, 2023

UPDATED ON SEP 27 2023

# CERTIFICATE OF REGISTRATION

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

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

CHANGE IN TRADE NAME

Page 2 of 4

CHANGE/ ADD IN LINE OF BUSINESS



BIR FORM

2303

REVISED: APRIL 2019

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

OCN: 063RC20230000003862

Date OCN Generated: September 27, 2023

UPDATED ON SEP 27 2023

# CERTIFICATE OF REGISTRATION

<b>TIN &amp; BRANCH CODE</b> 497-143-353-00000		<b>NAME OF TAXPAYER</b> CASTRO, MARY FRANCES DOMINIQUE DE GUZMAN		<b>TIN ISSUANCE DATE</b> February 21, 2017	
<b>REGISTERING OFFICE</b> X		<b>Head Office</b>		<b>Branch</b>	
<b>REGISTERED ADDRESS</b> SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES					
<b>Line of Business</b> (PSIC)		46492 - WHOLESALE OF HOUSEHOLD FURNITURE, FURNISHING AND FIXTURES		Secondary	
<b>Line of Business</b> (PSIC)		46493 - WHOLESALE OF RECORDED AUDIO AND VIDEO TAPES, CDS, DVDS		Secondary	
<b>Line of Business</b> (PSIC)		46510 - WHOLESALE OF COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT AND SOFTWARE		Secondary	
<b>Line of Business</b> (PSIC)		46527 - WHOLESALE OF BLANK AUDIO AND VIDEO TAPES AND DISKETTES, MAGNETIC AND OPTICAL DISKS (CDS, DVDS)		Secondary	
<b>Line of Business</b> (PSIC)		46599 - WHOLESALE OF OTHER MACHINERY AND EQUIPMENT, N.E.C.		Secondary	
<b>Line of Business</b> (PSIC)		46900 - NON-SPECIALIZED WHOLESALE TRADE		Secondary	
<b>Line of Business</b> (PSIC)		46691 - WHOLESALE OF INDUSTRIAL CHEMICAL PRODUCTS		Secondary	
<b>Line of Business</b> (PSIC)		46691 - WHOLESALE OF INDUSTRIAL CHEMICAL PRODUCTS		Secondary	

## REMINDERS:

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

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



BIR FORM  
2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI

KAWANIHAN NG RENTAS INTERNAS

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

REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC20230000003862

Date OCN Generated: September 27, 2023

UPDATED ON SEP 27 2023

CERTIFICATE OF REGISTRATION

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

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

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



*Regina P. Reforma*  
REGINA P. REFORMA

OIC-Asst. Revenue District Officer

EMELITA R. ABO

REVENUE DISTRICT OFFICER

(Signature over Printed Name)

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

CHANGE IN TRADE NAME  
CHANGE/ADD IN LINE OF BUSINESS



---

**Fw: Tax Return Receipt Confirmation**

---

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

Mon, Jun 10, 2024 at 11:43 AM

— Forwarded Message —

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

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

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

**FOR RETURNS WITH TAX PAYABLE:**

**Please pay through any of the following ePayment Channels:**

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

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

**DBP PayTax Online**

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

**Unionbank of the Philippines**

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

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

- (Gcash/PayMaya/MyEG)


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

**Bureau of Internal Revenue**




Republic of the Philippines Department of Finance Bureau of Internal Revenue				
For BIR BCS/ Use Only Item:	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 30%;">           BIR Form No.  <b>1701</b>            January 2018 (ENCS)            Page 1         </div> <div style="width: 40%; text-align: center;"> <b>Annual Income Tax Return</b>  <b>Individuals (Including MIXED Income Earner), Estates and Trusts</b>  <small>Enter all required information in CAPITAL LETTERS using BLACK Ink. Mark all applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Tax Filer.</small> </div> <div style="width: 30%; text-align: right;">   <small>1701 01/18/ENCS P1</small> </div> </div>			
1 Month <input checked="" type="checkbox"/> 12 For the Year (YYYY) <u>2023</u> 2 Amended Return? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 3 Short Period Return? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
<b>PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER</b>				
4 Taxpayer Identification Number (TIN) <u>109 - 143 - 333 - 300</u> 5 RDO Code <u>1003</u>				
6 Taxpayer Type <input checked="" type="checkbox"/> Single Proprietor <input type="checkbox"/> Professional <input type="checkbox"/> Estate <input type="checkbox"/> Trust <input type="checkbox"/> Compensation Earner				
7 Alphabetic Tax Code (ATC) <input checked="" type="radio"/> 0012 Business Income-Graduated IT Rates <input type="radio"/> 0014 Income from Profession-Graduated IT Rates <input type="radio"/> 0013 Mixed Income-Graduated IT Rates <input type="radio"/> 0011 Compensation Income <input type="radio"/> 0018 Business Income-6% IT Rate <input type="radio"/> 0017 Income from Profession-6% IT Rate <input type="radio"/> 0016 Mixed Income-6% IT Rate				
8 Taxpayer's Name (Last Name, First Name, Middle Name)/ESTATE OF (First Name, Middle Name, Last Name)/TRUST FBO: (First Name, Middle Name, Last Name) <u>CASTRO MARY FRANCES DOMINIQUE DO</u>				
9 Registered Address (Indicate complete address. If the registered address is different from the current address, get to the RDO to update registered address by using BIR Form No. 1905) <u>CALAPAN CITY ORIENTAL MINDORO</u>				
10 Date of Birth (MM/DD/YYYY) <u>03/23/1984</u> 11 Email Address <u>joyal17@yahoo.com</u>				
12 Citizenship <u>FLUPINO</u> 13 Claiming Foreign Tax Credits? <input type="radio"/> Yes <input checked="" type="radio"/> No 14 Foreign Tax Number, if applicable _____				
15 Contact Number (Landline/Cellphone No.) <u>90</u> 16 Civil Status (if applicable) <input checked="" type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Legally Separated <input type="radio"/> Widower				
17 If married, spouse has income? <input type="radio"/> Yes <input checked="" type="radio"/> No 18 Filing Status <input type="radio"/> Joint Filing <input checked="" type="radio"/> Separate Filing				
19 Income EXEMPT from Income Tax? <input type="radio"/> Yes <input checked="" type="radio"/> No 20 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="radio"/> Yes <input checked="" type="radio"/> No <small>[If yes, fill out also consolidation of ALL activities per Tax Regime (Part XI)]</small>				
21 Tax Rate* (Choose Method of Deduction in Item 21A) <input checked="" type="radio"/> Graduated Rates <input type="radio"/> 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC <small>[available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]</small>				
21A Method of Deduction (choose one) <input checked="" type="radio"/> Itemized Deduction <input type="radio"/> Optional Standard Deduction (OSD) <small>[Sec. 34(A-J), NIRC] [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]</small>				
<b>PART II - TOTAL TAX PAYABLE (Do NOT Enter Centavos; 40 Centavos or Less drop down; 50 or more round up)</b>				
Particular	A. Taxpayer/Filer	B. Spouse		
22 Tax Due (From Part VI Item 5)	123,688.00	0.00		
23 Less: Total Tax Credits/Payments (From Part VII Item 10)	165,762.00	0.00		
24 Tax Payable/(Overpayment) (Item 22 Less Item 23)	-42,074.00	0.00		
25 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before October 15 (50% or less of Item 22)	0.00	0.00		
26 Amount of Tax payable/(Overpayment) (Item 24 Less Item 25)	-42,074.00	0.00		
Add: Penalties				
27 Interest	0.00	0.00		
28 Surcharge	0.00	0.00		
29 Compromise	0.00	0.00		
30 Total Penalties (Sum of Items 27 to 29)	0.00	0.00		
31 Total Amount Payable/(Overpayment) (Sum of Items 26 and 30)	-42,074.00	0.00		
32 Aggregate Amount Payable/(Overpayment) (Sum of Items 26 and 30)	-42,074.00	0.00		
If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable) <input type="radio"/> To be refunded <input checked="" type="radio"/> To be issued a Tax Credit Certificate (TCC) <input type="radio"/> To be carried over as a tax credit for next year/quarter				
I declare under the penalties of perjury that this return, and all its attachments, have been made in good faith, verified by me, and to the best of my knowledge and belief, are true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I give my consent to the processing of my information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes. (If signed by an Authorized Representative, indicate TIN and attach authorization letter)				
Printed Name and Signature of Taxpayer/Authorized Representative _____		33 Number of Attachments <u>00</u>		
<b>PART III - DETAILS OF PAYMENT</b>				
Particulars	Drawee Bank/Agency	Number	Date (MM/DD/YYYY)	Amount
34 Cash/Bank Debit Memo				
35 Check				
36 Tax Debit Memo				
37 Others (specify below)				
Machine Validation/Revenue Official Receipt Details (If not filed with an Authorized Agent Bank)			Stamp of Receiving Office/AAB and Date of Receipt (RO's Signature/Bank Teller's Initial)	
NOTE: *The BIR Data Privacy Policy is in the BIR website (www.bir.gov.ph)				




BIR Form No. <b>1701</b> January 2018 (ENCS) Page 2	<b>Annual Income Tax Return</b> Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18/ENCS P2
TIN <span style="float: right;">Taxpayer/Spouse's Last Name</span> 497 143 553 000 <span style="float: right;">CASTRO MARY FRANCES DOMINIQUE DO</span>		
<b>PART IV - Background Information of Spouse</b>		
1 Spouse's Taxpayer Identification Number (TIN) _____		2 RDO Code _____
3 Filer's Spouse Type <input type="checkbox"/> Single Proprietor <input type="checkbox"/> Professional <input type="checkbox"/> Compensation Earner		
4 Alphabetic Tax Code (ATC) <input type="radio"/> 0011 Compensation Income <input type="radio"/> 0012 Business Income-Graduated IT Rate <input type="radio"/> 0013 Business Income-8% IT Rate <input type="radio"/> 0014 Income from Profession-Graduated IT Rates <input type="radio"/> 0015 Mixed Income-Graduated IT Rates <input type="radio"/> 0016 Mixed Income-8% IT Rate <input type="radio"/> 0017 Income from Profession-8% IT Rate <input type="radio"/> 0018 Mixed Income-8% IT Rate		
5 Spouse's Name (Last Name, First Name, Middle Name) _____		
6 Contact Number _____		7 Citizenship _____
8 Claiming Foreign Tax Credits? <input type="radio"/> Yes <input type="radio"/> No <span style="float: right;">9 Foreign tax number (if applicable) _____</span>		
10 Income EXEMPT from Income Tax? <input type="radio"/> Yes <input type="radio"/> No <span style="float: right;">11 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="radio"/> Yes <input type="radio"/> No</span>		
(If yes, fill out also consolidation of ALL activities per Tax Regime (Part XI))		
12 Tax Rate* (Choose Method of Deduction in Item 12A) <input type="radio"/> Graduated Rates <input type="radio"/> 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC		
12A Method of Deduction (choose one) <input type="radio"/> Itemized Deduction [Sec. 34(A-J), NIRC] <input type="radio"/> Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]		
<b>PART V - Computation of Tax</b>		
Schedule 1 - Gross Compensation Income and tax Withheld (Attach Additional Sheet/s, if necessary)		
On Items 1 and 2, enter the required information for each of your employer/s and mark (X) whether the information is for the Taxpayer or the Spouse. On Item 3A, enter the Total Gross Compensation and Total tax Withheld for the Taxpayer and on Item 3B, for the Spouse. (DO NOT enter Centavos; 48 Centavos or less drop down; 88 or more round up)		
a. Name of Employer		
1 <input type="radio"/> Taxpayer _____ b. Employer's TIN _____		
2 <input type="radio"/> Spouse _____ b. Employer's TIN _____		
(Continuation of Table Above)		
	c. Compensation Income	d. Tax Withheld
1	0.00	0.00
2	0.00	0.00
3A Gross Compensation Income and Total Tax Withheld for TAXPAYER (To Part V Schedule 2 Item 4A and Part VII Item 5A)	0.00	0.00
3B Gross Compensation Income and Total Tax Withheld for SPOUSE (To Part V Schedule 2 Item 4B and Part VII Item 5B)	0.00	0.00
Schedule 2 - Taxable Compensation Income (DO NOT enter Centavos; 48 Centavos or less drop down; 88 or more round up)		
Particulars	A. Taxpayer/Filer	B. Spouse
4 Gross Compensation Income (From Part V Schedule 1 Item 3A and 3B)	0.00	0.00
5 Less: Non-Taxable / Exempt Compensation	0.00	0.00
6 Taxable Compensation Income (Item 4 Less Item 5)	0.00	0.00
7 Tax Due-Compensation Income (Item 6 x applicable Income Tax Rate)	0.00	0.00
Schedule 3 - Taxable Business Income (If graduated rates, fill in Items 8 to 24; if 8% flat income tax rate, fill in Items 25 to 30)		
3A - For Graduated Income Tax Rates		
8 Sales/revenues/receipts/fees	2,928,311.50	0.00
9 Less: Sales Returns, Allowances and Discounts	2,043,508.39	0.00
10 Net Sales/Revenues/Receipts/fees (Item 8 Less Item 9)	884,743.00	0.00
11 Less: Cost of Sales/Services (applicable only if availing Itemized Deductions)	0.00	0.00
12 Gross Income/(Loss) from Operation (Item 10 Less Item 11)	884,743.00	0.00
Less: Deductions Allowable under Existing Laws		
13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4 Item 18)	0.00	0.00
14 Special Allowable Itemized Deductions (From Part V Schedule 5 Item 3 and/or Item 5)	0.00	0.00
15 Allowable for Net Operating Loss Carry Over (NOLCO) (From Part V Schedule 6 Item 8 and/or Item 13)	0.00	0.00
16 Total Allowable Itemized Deductions (Sum of Items 13 to 15)	0.00	0.00
OR		
17 Optional Standard Deduction (OSD) (40% of Item 10)	0.00	0.00
18 Net Income/(Loss) (If Itemized, Item 12 Less Item 16, If OSD, Item 10 Less Item 17)	884,743.00	0.00
Add: Other Non-Operating Income (specify below)		
19 _____	0.00	0.00
20 _____	0.00	0.00
21 Amount Received/Share in Income by a Partner from General Professional Partnership (GPP)	0.00	0.00
22 Total Other Non-Operating Income (Sum of Items 19 to 21)	0.00	0.00
23 Taxable Income-Business (Sum of Items 18 and 22)	884,743.00	0.00
24 Total Taxable Income - Compensation & Business (Sum of Items 6 and 23)	884,743.00	0.00
25 Total Tax Due-Compensation and Business Income (under graduated rates) (Item 24 x applicable income tax rate) (To Part VI Item 1)	123,686.00	0.00



DIR Form No. <b>1701</b> January 2018 (ENCS) Page 3	<b>Annual Income Tax Return</b> Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18/ENCS P3			
TIN 497 143 333 333		Taxpayer/Filer's Last Name CASTRO MARYFRANCES DOMINIQUE DO			
<b>3.B - For 8% Flat Income Tax Rate</b> (DO NOT enter Composites; 00 Composite or less drop down; 00 or more round up)					
Particulars	A. Taxpayer/Filer	B. Spouse			
26 Sales/Revenues/Receipts/Fees (net of sales returns, allowances and discounts)	0.00	0.00			
Add: Other Non-Operating Income (specify below)					
27	0.00	0.00			
28 Total Income (Sum of Items 26 and 27)	0.00	0.00			
Less: Allowable reduction from gross sales/receipts and other non operating income of purely self-employed individuals and/or professionals in the amount of P250,000 (not applicable if with compensation income)	0.00	0.00			
29 of purely self-employed individuals and/or professionals in the amount of P250,000 (not applicable if with compensation income)	0.00	0.00			
30 Taxable Income/(Loss) (Item 28 Less Item 29)	0.00	0.00			
31 Tax Due-Business Income (Item 30 x 8% Flat Income Tax Rate)	0.00	0.00			
32 Total Tax Due-Compensation & Business Income (under flat rate)(Sum of Items 7 and 31) (To Part V, Item 1)	0.00	0.00			
<b>Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheet/s, if necessary)</b>					
1 Amortizations	0.00	0.00			
2 Bad Debts	0.00	0.00			
3 Charitable and Other Contributions	0.00	0.00			
4 Depletion	0.00	0.00			
5 Depreciation	0.00	0.00			
6 Entertainment, Amusement and Recreation	0.00	0.00			
7 Fringe Benefits	0.00	0.00			
8 Interest	0.00	0.00			
9 Losses	0.00	0.00			
10 Pension Trusts	0.00	0.00			
11 Rental	0.00	0.00			
12 Research and Development	0.00	0.00			
13 Salaries, Wages and Allowances	0.00	0.00			
14 SSS, GSIS, Philhealth, HDMF and Other Contributions	0.00	0.00			
15 Taxes and Licenses	0.00	0.00			
16 Transportation and Travel	0.00	0.00			
17 Others (Deductions Subject to Withholding Tax and Other Expenses) (specify below, Attach additional sheet/s, if necessary)					
a Janitorial and Messengerial Services	0.00	0.00			
b Professional Fees	0.00	0.00			
c Security Services	0.00	0.00			
d	0.00	0.00			
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) (To part V Schedule 3 A Item 13)	0.00	0.00			
<b>Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)</b>					
5.A - Taxpayer/Filer	Description	Legal Basis	Amount		
1			0.00		
2			0.00		
3	Total Special Allowable Itemized Deductions-Taxpayer/Filer (Sum of Items 1 and 2) (To part V Schedule 3 A Item 14A)		0.00		
5.B - Spouse					
4			0.00		
5			0.00		
6	Total Special Allowable Itemized Deductions-Spouse (Sum of Items 4 and 5) (To part V Schedule 3 A Item 14B)		0.00		
<b>Schedule 6 - Computation of Net Operating Loss carry Over (NOLCO)</b>					
6.A - Computation of NOLCO					
Description		A. Taxpayer/Filer	B. Spouse		
1 Gross Income		0.00	0.00		
2 Less: Ordinary Allowable Itemized Deductions		0.00	0.00		
3 Net Operating Loss (Item 1 Less Item 2) (To Schedule 6 A 1 Item 7A and/or Schedule 6 A 2 Item 12A)		0.00	0.00		
6.A.1 - Taxpayer/Filer's Detailed Computation of Available NOLCO					
Net Operating Loss Year Incurred	A. Amount	B. NOLCO Applied Previous Years	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]
4	0.00	0.00	0.00	0.00	0.00
5	0.00	0.00	0.00	0.00	0.00
6	0.00	0.00	0.00	0.00	0.00
7	0.00	0.00	0.00	0.00	0.00
8	Total NOLCO - taxpayer/filer (Sum of Items 4D to 7D) (To Part V Schedule 3 A Item 15A)				0.00



BIR Form No. <b>1701</b> January 2018 (ENCS) Page 4		<b>Annual Income Tax Return</b> Individuals (Including MIXED Income Earner), Estates and Trusts		 1701 01/18/ENCS P4	
TIN 497 143 553 000		Taxpayer's Last Name CASTRO MARY FRANCES DOMINIQUE DO			
(Continuation of Schedule 6)					
6.A.2 - Spouse's Detailed Computation of Available NOLCO					
Net Operating Loss Year Incurred	A. Amount	B. NOLCO Applied Previous Years	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) $(E) = A - (B + C + D)$
09	0.00	0.00	0.00	0.00	0.00
10	0.00	0.00	0.00	0.00	0.00
11	0.00	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00	0.00
13 Total NOLCO - Spouse (Sum of Items 9D to 12D) (To Part V Schedule 3 A Item 15D)					
<b>PART VI - Summary of Income Tax Due</b>					
1 Regular Rate-Income Tax Due (From Part V, Either Item 25 or Item 32)		123,000.00	0.00		
2 Special Rate-Income Tax Due (From Part X Item 17E/17F)		0.00	0.00		
3 Less: Share of Other Government Agency, if remitted directly to the Agency		0.00	0.00		
4 Net Special Rate-Income Tax Due/Share of National Govt. (Item 2 Less Item 3)		0.00	0.00		
5 Total Income Tax Due (Sum of Items 1 & 4) (To Part II Item 22)		123,000.00	0.00		
<b>PART VII - Tax Credits/Payments (attach proof)</b>					
1 Prior Year's Excess Credits		0.00	0.00		
2 Tax Payments for the First Three (3) Quarters		0.00	0.00		
3 Creditable Tax Withheld for the First Three (3) Quarters		165,761.77	0.00		
4 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter		0.00	0.00		
5 Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 3Aa/3Bd)		0.00	0.00		
6 Tax Paid in Return Previously Filed, if this is an Amended Return		0.00	0.00		
7 Foreign Tax Credits, if applicable		0.00	0.00		
8 Special Tax Credits, if applicable (To Part VIII Item 6)		0.00	0.00		
9 Other Tax Credits/Payments (specify)		0.00	0.00		
10 Total Tax Credits/Payments (Sum of Items 1 to 9) (To Part II Item 23)		165,762.00	0.00		
<b>PART VIII - Tax Relief Availment</b>					
<b>VIIIA - Special Rate</b>					
1 Regular Income Tax Otherwise Due (Part X Item 16B and/or Item 16F X applicable regular income tax rate)		0.00	0.00		
2 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7B and/or Item 7F X applicable regular income tax rate)		0.00	0.00		
3 Sub-Total - Tax Relief (Sum of Items 1 and 2)		0.00	0.00		
4 Less: Income Tax Due (From Part X Item 17B and/or Item 17F)		0.00	0.00		
5 Tax Relief Availment Before Special Tax Credit (Item 3 Less Item 4)		0.00	0.00		
6 Add: Special Tax Credit, if any (From Part VII Item 8)		0.00	0.00		
7 Total Tax Relief Availment-SPECIAL (Sum of Items 5 and 6)		0.00	0.00		
<b>VIIIB - Exempt</b>					
8 Regular Income Tax Otherwise Due (Part X Item 16A and/or Item 16E X applicable regular income tax rate)		0.00	0.00		
9 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7A and/or Item 7E X applicable regular income tax rate)		0.00	0.00		
10 Total Tax Relief Availment-EXEMPT (Sum of Items 8 and 9)		0.00	0.00		
<b>PART IX - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheets, if necessary)</b>					
Particulars		A. Taxpayer/Filer	B. Spouse		
1 Net Income/(Loss) per Books		884,743.00	0.00		
Add: Non-Deductible Expenses/Taxable Other Income					
2		0.00	0.00		
3		0.00	0.00		
4		0.00	0.00		
5 Total (Sum of Items 1 to 4)		884,743.00	0.00		
Less: A) Non-Taxable Income and Income Subjected to Final Tax					
6		0.00	0.00		
7		0.00	0.00		
B) Special/Other Allowable Deductions					
8		0.00	0.00		
9		0.00	0.00		
10 Total (Sum of Items 6 to 9)		0.00	0.00		
11 Net Taxable Income/(Loss) (Item 5 Less Item 10)		884,743.00	0.00		





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

Annex "M"

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

# TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

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

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

**497-143-353-00000**  
Taxpayer Identification Number

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

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

Issued this 14th day of May, 2024.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL MAY 14, 2025 ONLY OR UNTIL REVOKED FOR VIOLATION OF THE CRITERIA SPECIFIED UNDER REVENUE REGULATIONS NO. 8-2016, AS AMENDED AND REVENUE MEMORANDUM ORDER NO. 46-2018, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES.  
CERTIFICATION FEE OF P100 WAS PAID ON APRIL 25, 2024 UNDER PAYMENT TRANSACTION NO. Zc20240425134830968005. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.



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

DOCUMENTARY STAMP TAX  
DATE OF PAYMENT: 04/16/2024  
PAYMENT CONFIRMATION:  
7c20240416154215741363  
AMOUNT: P30.00

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





This certifies that

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

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

This certificate issued to

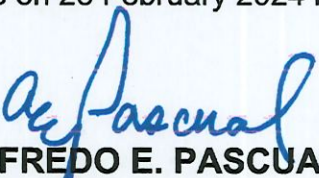
**MARY FRANCES DOMINIQUE DE GUZMAN CASTRO**

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

In testimony whereof, I hereby sign this

**Certificate of Business Name Registration**

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

  
**ALFREDO E. PASCUAL**  
Secretary

**Business Name No. 1035025**

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



TWCO145715983637





## REQUEST FOR QUOTATION

**SUPPLY AND DELIVERY OF MACHINERY EQUIPMENT, TECHNICAL AND SCIENTIFIC EQUIPMENT, AND ICT EQUIPMENT LABORATORY FOR THE DEVELOPMENT OF THERMALLY PROCESSED RICE-BASED PRODUCTS OF MINSU CALAPAN CITY CAMPUS**

PR No.: 2024-008

RFQ No. 2025-014

ABC Amount: Php697,445.06

Lot 1: Php105,000.00

Lot 2: Php292,300.00

Lot 3: Php39,500.00

Lot 4: Php187,000.00

Lot 5: Php40,816.56

Lot 6: Php16,740.00

Lot 7: Php16,088.50

Company Name : TEKNOKRAT CONSULTING

Address : Barcenaga, Naujan, Or. Mdo.

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

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

BAC Chairperson

**Note:**

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		<b>Lot 1- Machinery Equipment</b>			
1	unit	Nitrogen Flushing Band Sealer (Vertical)	1		N/A
		Power: 0.6kw, Volts: 220v/60hz: Working Speed: up to 12m/min Sealing width: 6-12mm; Temperature range: 0-30 degree with nitrogen tank and regulator hose			
		sub-total Lot1			N/A
		<b>Lot 2- Technical &amp; Scientific Equipment</b>			
1	unit	Analytical Balance	1		N/A
		Readability: 0.1 mg; Pan Size: min 3.5in (90mm); Display: LCD with Backlight; Calibrated and with calibration Certificate			
2	unit	Water Activity Meter	1		N/A
		Display: 6 bit backlight LCD digital display; Range: 0-1.0 aw; resolution: $\pm 0.01$ aw; Accuracy: $\pm 0.02$ aw; Operating conditions- Temp: 0-50°C; Humidity: below 95% RH; power Supply: 2x1.5vAAA (UM-4) Battery			
3	unit	pH Meter	1		N/A
		accuracy: $\pm 0.003$ ; Resolution: 0.1Mv with electrode stand and buffer solution (pH 1.63, 4.00, 7.00, 10.00) Calibrated with calibration Certificate			
4	unit	Viscometer	1		N/A





		Measured range: 9mPa.s) 1-6M; Rotation Speed (rpm) 0.1,0.3,0.6,1.5,3,6,12,30,60 Number of spindle 4 types (L1-L4); Measurement Accuracy $\pm 3\%$ (Newtonian Fluid), Repeatability $\pm 0.5\%$ (FSO Newtonian Fluid) power Supply AC 220V-240V, 50/60hz			
		sub-total Lot2			N/A
		<b>Lot 3- Semi Machinery Equipment</b>			
1	unit	Temperature Controlled -storage Bin	1		N/A
		Temperature range: -14°C to 25°C; Dual Function: freezer/ chiller;HD inverter Compressor: Digital temperature control with LCD Display with LED light; min. Dimension: 85x112x70cm			
		sub-total Lot3			N/A
		<b>Lot 4- ICT Equipment</b>			
1	unit	Laptop	2		N/A
		Windows 11 Home; up to 16.5" QHD 165Hz 100% DCI-P3 Display; Arc Flow Fans; 19.95mm Thin chassis; All-day Battery Life & 100W Type-C Charging; RTX 3050 Ti 4GDDR6/ 15" FHD/ 144Hz/ i7-12650H/ 8GB x 2/ 512GB PCIe3			
		sub-total Lot4			
		<b>lot 5- Semi Medical Equipment</b>			
1	unit	pH Meter (with Calibration Certificate)	1		N/A
	set	Volumetric Pipette	3		N/A
		Light weight, ergonomic, low force design; digital display; Volume range of 0.1 $\mu$ to 10ml; 8 and 12 channel pipettes are available for standard 96-well plate; Rotating dispensing head with individual piston/tips			
2	unit	Digital Thermometer	3		N/A
		Range: -50.0 to 250.0 °C; Resolution: 0.1°C, Accuracy ( @20-90°C), Typical EMC Deviation: $\pm 0.3^\circ\text{C}$ ; Probe: Stainless steel; Switch ON/OFF: yes; Calibration Check: yes, Environment: 0 to 50°C; max RH 95%; Battery Type: 1x1.5V; Battery Life: approximately 3000 hours of continuous use			
		sub-total Lot5			
		<b>Lot 6-Semi Office Equipment</b>			
1	unit	Microwave Oven <i>Fujiden20 mwa mm 300L 20L</i>	1	8,991.00	8,991.00
		28 Liter Capacity; Mechanical Control; Mechanical Knob;30-minute timer;			
2	unit	Digital Weighing Scale <i>homstar HE 305</i>	1	6,300.00	6,300.00
		sub-total Lot6			15,291.00
		<b>lot 7- Other Machinery Equipment</b>			
1	unit	High Pressure washer	1		N/A
		Voltage: 220-240v-50/60Hz; Input power: 1400w; Max pressure : 90Br (1300PSI)			
2	set	Repair Tool Set	1		N/A









# Mindoro State University

Victoria, Oriental Mindoro 5205, Philippines

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



## General Conditions

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

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

## Ocular Inspection

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

## Award

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

## Evaluation of Quotations

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

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

## Instructions

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

## Liquidation Damages

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

## Warranty

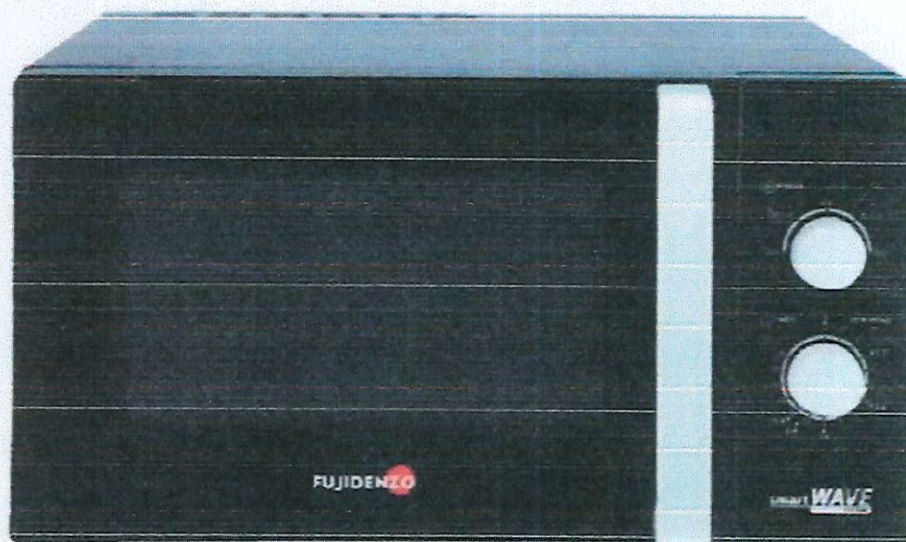
Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

## Payment

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



## 1. MICROWAVE OVEN



**FUJIDENZO  
MWO MM 30BL**

- 28 Liter Capacity
- Mechanical Control
- Modern and elegant design
- Dark Gray Cavity
- Mechanical Knob
- 30-minute Timer
- 5 Power Levels
- Defrost Function
- Smart Wave System
- 900 watts
- Dimension (h:w:d) 30.5 : 51 : 43 cm

## 2. DIGITAL WEIGHING SCALE



**HOMSTAR  
HE-30S**

**PRICE COMPUTING  
DIGITAL SCALE**



**APPROVED BUDGET FOR THE CONTRACT (ABC)**  
**SUPPLY AND DELIVERY OF MACHINERY EQUIPMENT, TECHNICAL AND SCIENTIFIC EQUIPMENT, AND ICT EQUIPMENT**  
**FOR THE DEVELOPMENT OF THERMALLY PROCESSED RICE-BASED PRODUCTS OF MINSU CALAPAN CITY CAMPUS**  
**Masipit, Calapan City, Oriental Mindoro**

Project Name and Location

Stations: Mindoro State University  
Length:

Contract Duration:

Contract Duration:															
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS					TOTAL COST	UNIT COST
									INFLATION, CURRENCY		INFLATION, CURRENCY		VALUE		
									%	VALUE	%	VALUE			
									%	VALUE	%	VALUE			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(5)X(9)	(11)	(12)	(13)		



<b>Lot 3- Semi Machinery Equipment</b>									
1	Temperature Controlled -storage Bin	1	unit	39,500.00	-				
	Temperature range: -14 °C to 25°C; Dual Function: freezer/ chiller;HD inverter Compressor: Digital temperature control with LCD Display with LED light; min. Dimension: 85x112x70cm								
	sub-total Lot3				39,500.00				
<b>Lot 4- ICT Equipment</b>									
1	Laptop	2	unit	93,500.00	-				
	Windows 11 Home; up to 16.5" QHD 165Hz 100% DCI-P3 Display; Arc Flow Fans; 19.95mm Thin chassis; All-day Battery Life & 100W Type-C Charging; RTX 3050 Ti 4GDDR6/ 15" FHD/ 144Hz/ 17-12650H/ 8GB x 2/ 512GB PCIe3								
	sub-total Lot4				187,000.00				
<b>Lot 5- Semi Medical Equipment</b>									
1	pH Meter (with Calibration Certificate)	1	unit	16,800.00	-				
	Volumetric Pipette	3	set	3,450.00	10,350.00				
	Light weight, ergonomic, low force design; digital display; Volume range of 0.1 µ to 10ml; 8 and 12 channel pipettes are available for standard 96-well plate; Rotating dispensing head with individual piston/tips								
2	Digital Thermometer	3	unit	4,555.52	13,666.56				
	Range: -50.0 to 250.0 °C; Resolution: 0.1 °C; Accuracy ( @20-90 °C), Typical EMC Deviation: ±0.3°C; Probe: Stainless steel; Switch ON/OFF: yes; Calibration Check: yes; Environment: 0 to 50°C; max RH 95%; Battery Type: 1x1.5V; Battery Life: approximately 3000 hours of continuous use								
	sub-total Lot5				40,816.56				
<b>Lot 6- Semi Office Equipment</b>									
1	Microwave Oven	1	unit	6,440.00	-				
	28 Liter Capacity; Mechanical Control; Mechanical Knob; 30-minute timer;								
2	Digital Weighing Scale	1	unit	10,300.00	-				
	sub-total Lot6				10,300.00				
<b>Lot 7- Other Machinery Equipment</b>									
1	High Pressure washer	1	unit	8,613.50	-				
	Voltage: 220-240V-50/60Hz; Input power: 1400W; Max pressure : 90Br (1300PSI)								
2	Repair Tool Set	1	set	7,475.00	-				







## PURCHASE REQUEST

**Fund Cluster:**

Office/Section :		PR No.: 2024 - 008		Date:	
Research, Development and Extension		Responsibility Center Code :		February 05, 2025	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		<b>Lot 1 Machinery</b>			-
L1	Unit	<b>Nitrogen Flushing Band Sealer (Vertical)</b> Power: 0.6kw; Volts: 220v/60hz; Working speed: up to 12m/min Sealing width: 6-12mm; Temperature range: 0-300 degree with nitrogen tank and regulator hose	1	105,000.00	105,000.00
					-
					-
					-
					-
✓	Unit	<b>Temperature Controlled-storage bin</b> Temperature range: -14°C to -25°C; Dual function: freezer/ chiller HD Inverter Compressor; Digital Temperature control with LCD Display With LED light; Min. Dimension: 85x112x70cm	1	39,500.00	39,500.00
					-
					-
					-
					-
		<b>Lot 2 Technical and Scientific Equipment</b>			-
①	Unit	<b>Analytical Balance</b> Readability: 0.1 mg; Pan Size: min 3.5 in (90 mm); Display: LCD with backlight Calibrated and with calibration certificate	1	89,200.00	89,200.00
					-
					-
					-
②	Unit	<b>Water Activity Meter</b> Display: 6 bit backlight LCD digital display; Range: 0~1.0aw Resolution: ±0.01aw; Accuracy: ±0.02aw Operating Conditions- Temp : 0-50 °C; Humidity: below 95% RH Power Supply: 2x1.5vAAA (UM-4) Battery	1	79,100.00	79,100.00
					-
					-
					-
					-
					-
③	Unit	<b>pH meter</b> accuracy: ±0.003; Resolution: 0.1Mv with electrode stand and buffer solution (Ph 1.63,4.00, 7.00, 10.00) Calibrated with calibration certificate	1	63,000.00	63,000.00
					-
					-
					-
					-
		<b>SUBTOTAL 01</b>			<b>375,800.00</b>

**Purpose:**

To fund the equipment needed for the conduct of Development of Thermally Processed Rice-Based Products for the Mobile Modular Food Processing Facility - Retort Module

Requested by:		Recommending Approval:		Certified:	Approved by:
Allotment Available					
Signature :					
Printed Name :	LEONEL C. MENDOZA	FRANIE M. AFABLE, DBMHM	ROVELYN P. ROXAS	ENYA MARIE D. APOSTOL, Ph. D.	
Designation :	OIC-Vice President for Research, Development and Extension	Campus Executive Director	Budget Officer III	SUC President III	

WT1 Machinery Eq

LOT 4 - 1CT E9

TF-1054  
401-200  
D2-096

## Lot 2 - Technical & Sci

Lot 5 - Semi-med

Lot 3 - Semi-machinery

Page 1 of 4

WT7 - Other Machinery E.g.





## PURCHASE REQUEST

Fund Cluster:

Office/Section : Research, Development and Extension		PR No.: 2024 - 008 Responsibility Center Code :		Date: February 05, 2025	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
(4)	Unit	<b>Viscometer</b> Measured Range (mPa.s) 1-6M Rotation Speed(rpm)0.1, 0.3, 0.6,1.5, 3, 6,12,30, 60Number of Spindle 4 types(L1-L4); Measurement Accuracy ±3%(Newtonian Fluid) Repeatability ±0.5% (FS)(Newtonian Fluid) Power Supply AC 220V-240V, 50/60HZ, LOT 3 Information and Communication Technology Equipment	1	61,000.00	61,000.00
	Unit	<b>Laptop</b> Windows 11 Home Up to 15.6" QHD 165Hz 100% DCI- P3 Display Arc Flow Fans™; 19.95mm Thin Chassis All-day Battery Life & 100W Type-C ChargingRTX 3050 Ti 4GDDR6 / 15" FHD / 144Hz / i7-12650H / 8GB x 2 / 512GB PCIE3 LOT 4 Semi Expendable Office Supplies and Materials	2	93,500.00	187,000.00
	Unit	pH meter (with calibration certificate)	1	16,800.00	16,800.00
	Unit	Digital weighing scale	1	10,300.00	10,300.00
	Set	<b>Volumetric Pipette</b> Light weight, ergonomic, low force design Digital display Volume range of 0.1µl to 10ml 8 and 12 channel pipettes are available for standard 96-well plate Rotating Dispensing head with Individual piston/tips	3	3,450.00	10,350.00
		<b>SUBTOTAL 02</b>			<b>285,450.00</b>

**Purpose:**

To fund the equipment needed for the conduct of Development of Thermally Processed Rice-Based Products for the Mobile Modular Food Processing Facility - Retort Module

Requested by:		Recommending Approval:		Certified:	Approved by:
Signature :		Signature :		Allotment Available	
Printed Name : <b>LEONEL C. MENDOZA</b>		Printed Name : <b>FRANIE M. AFABLE, DBMHM</b>		<b>ROVELYN P. ROXAS</b>	<b>ENYA MARIE D. APOSTOL, Ph. D.</b>
Designation : <b>OIC-Vice President for Research, Development and Extension</b>		Designation : <b>Campus Executive Director</b>		<b>Budget Officer III</b>	<b>SUC President III</b>

TF-1054  
401-200  
02-006





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



## PURCHASE REQUEST

**Fund Cluster:**[illegible]

TF-1054  
401-200  
02-006





## PURCHASE REQUEST

Fund Cluster:

Office/Section :		PR No.: 2024 - 008		Date:	
Research, Development and Extension		Responsibility Center Code :		February 05, 2025	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
	Set	<b>Repair Tool Set</b>	1	7,475.00	7,475.00
		(Box wrench, socket, wrench)			-
		1 Pcs 1/2" ratchet wrench,72T			-
		18Pcs 1/2" Hexagonal Socket: 10-11-12-13-14-			-
		15-16-17-18-19-20-21-22-23-24-27-30MM			-
		2Pcs 1/2" Extension bar:125mm (5") /			-
		250mm(10")			-
		1 Pcs 1/2" Dr. Universal joint			-
		2 Pcs Spark plug socket 1/2"Dr.16MM&21MM			-
		1 Pcs 1/2"*3/8" three way adaptor			-
		1 Pcs 1/4" ratchet wrench,72T			-
		13Pcs 1/4" Hexagonal Socket:4-4.5-5-5.5-6-7-8-			-
		9-10-11-12-13-14			-
		2 Pcs 1/4" Extension bar:50mm (2") /			-
		100mm(4")			-
		1 Pcs 1/4" sliding "T" bar			-
		1 Pcs 1/4" Dr. Universal joint			-
		8 Pcs Combination spanner:6-8-10-12-14-15-17			-
		1 Pcs 6" Diagonal Cutting Pliers			-
		1 Pcs 6" Long nose pliers			-
		1 Pcs SL5.5*100 Screwdriver			-
		1 Pcs PH1*100 Screwdriver			-
		14Pcs Bit socket:T10-T15-T20-T25-T27-T30-			-
		T35-SL4-SL5.5-SL6.5-PH1-PH2-PZ1-PZ2			-
		9 Pcs Hex key 1.5-2-2.5-3-4-5-6-8-10MM			-
		20 Pcs 1/4" Screwdriver bits			-
		SL3,SL4,SL5,SL6,PH0,PH1,PH2,PH3,PZ0,PZ1,			-
		PZ2,PZ3,T10,T15,T20,T30,H3,H4,H5,H6			-
		1Pcs Screwdriver Bits holder			-
		1Pcs 1/4"*150mm Spinner handle			-
					-
					-
		<b>SUBTOTAL 04</b>			7,475.00
		<b>SUBTOTAL 01</b>			375,800.00
		<b>SUBTOTAL 02</b>			285,450.00
		<b>SUBTOTAL 03</b>			28,720.06
		<b>SUBTOTAL 04</b>			7,475.00
		<b>GRAND TOTAL</b>			<b>697,445.06</b>

Purpose:

To fund the equipment needed for the conduct of Development of Thermally Processed Rice-Based Products for the Mobile Modular Food Processing Facility - Retort Module

Requested by:		Recommending Approval:		Certified:	Approved by:
Allotment Available		Budget Officer III		SUC President III	
Signature :		Signature :		Signature :	
Printed Name :	<b>LEONEL C. MENDOZA</b>	Printed Name :	<b>FRANIE M. AFABLE, DBMHM</b>	Printed Name :	<b>ROVELYN P. ROXAS</b>
Designation :	OIC-Vice President for Research, Development and Extension	Designation :	Campus Executive Director	Designation :	Budget Officer III
					ENYA MARIE D. APOSTOL, Ph. D.



DEPARTMENT OF SCIENCE AND TECHNOLOGY  
Project Line-Item Budget  
CY2024

Program Title : Grants-in-Aid  
Project Title : Development of Thermally Processed Rice-Based Products for the Mobile Modular Food Processing Facility - Retort Module  
Implementing Agency : Mindoro State University  
Total Duration : 1 year  
Current Duration : December 2024 - November 2025  
Cooperating Agency : DOST-MIMAROPA/PSTO-Oriental Mindoro  
Program Leader : Dr. Ma. Josefina P. Abilay  
Project Leader : Leonel C. Mendoza  
Monitoring Agency : DOST-MIMAROPA/PSTO-Oriental Mindoro

Mindoro State University

DOST-MIMAROPA

## I. Personal Services

Direct CostSalaries

FIC-Manager (@Php 24,000.00/month x 12 months)	288,000.00
FIC Administrative Aide (@Php 15,000.00/ month x 12 months)	180,000.00
FIC Staff - Utility (@Php 7,000.00/ month x 12 months)	84,000.00
<b>Sub-Total for Personal Services</b>	<b>552,000.00</b>

## II. Maintenance and Other Operating Expenses

Direct CostTraveling Expenses

Local 102,716.00

Communication Expenses

Postage and Courier Expenses 20,000.00

Mobile Expenses 25,200.00

Internet Subscription Expenses 26,382.00

Supplies and Materials Expenses

Office Supplies Expenses 35,705.00

Semi-Expendables Equipment Expenses 160,782.65

Medical, Dental &amp; Laboratory Supplies 27,289.50

Other Supplies and Materials 531,870.77

Other Professional Services

Utilities 400,000.00

Sub-Total for MOOE 60,000.00 P 1,329,945.92

## III. Equipment Outlay

Information and Communication Technology Equipment

Laptop (2 units) P 187,000.00

Windows 11 Home

Up to GeForce RTX™ 3070 Laptop GPU

Intel® Core™ i7-12650H Processor; MIL-STD-810H Standards

Up to 15.6" QHD 165Hz 100% DCI-P3 Display

Arc Flow Fans™; 19.95mm Thin Chassis

All-day Battery Life &amp; 100W Type-C Charging RTX 3050 Ti 4GDDR6 / 15"

FHD / 144Hz / i7-12650H / 8GB x 2 / 512GB PCIe3 SSD

MachineryNitrogen Flushing Band Sealer (Vertical)

Power: 0.6kw; Volts: 220v/60hz; Working speed: up to 12m/min 105,800.00

Sealing width: 6-12mm; Temperature range: 0-300 degree

with nitrogen tank and regulator hose

Temperature Controlled-storage bin

Temperature range: -14°C to -25°C; Dual function: freezer/ chiller 40,000.00

HD Inverter Compressor; Digital Temperature control with LCD Display

With LED light; Min. Dimension: 85x112x70 cm (hwd)

Technical and Scientific EquipmentAnalytical Balance

Readability: 0.1 mg; Pan Size: min 3.5 in (90 mm); 89,470.00

Display: LCD with backlight

Calibrated and with calibration certificate

Water Activity Meter

Display: 6 bit backlight LCD digital display; Range: 0-1.0aw 79,350.00

Resolution: ±0.01aw; Accuracy: ±0.02aw

Operating Conditions- Temp : 0-50 °C; Humidity: below 95% RH

Power Supply: 2x1.5vAAA (UM-4) Battery

pH meter

accuracy: ±0.003; Resolution: 0.1mV 63,250.00

with electrode stand and buffer solution (Ph 1.63,4.00, 7.00, 10.00)

Calibrated with calibration certificate

Viscometer

Measured Range (mPa.s) 1-6M 61,000.00

Rotation Speed(rpm) 0.1, 0.3, 0.6,1.5, 3, 6,12,30, 60Number of

Spindle 4 types(L1-L4); Measurement Accuracy ±3%(Newtonian

Fluid)

Repeatability ±0.5% (FS)(Newtonian Fluid)

Power Supply AC 220V-240V, 50/60HZ

Sub-Total for EO - P 625,870.00

GRAND TOTAL 612,000.00 P 1,955,815.92

Note: With mark-up for possible increase at the time of procurement.



<b>Medical, Dental &amp; Laboratory Supplies (for direct release)</b>			
Hairnet			1,322.50
Gloves			1,322.50
Mask			661.25
Nitrogen Tank with regulator	1 unit		13,800.00
Heat resistant gloves			3,570.75
Lab Gown			6,612.50
<b>Other Supplies and Materials (for direct release)</b>			
Packaging Materials (Retortable pouches)			428,370.77
			Pet/NY/AL/RCPP (boilable) 120 microns Stand Up Pouch (w/o Zip) - Boilable up to 121°C size: 11" x 18" x 6 cm
Raw Materials			103,500.00
<b>Semi-Expendable Office Supplies and Materials (for direct release)</b>			
pH meter (with calibration certificate)	1 unit		16,928.00
Food thermometer; bimetal; stainless	2 units		9,200.00
			Range: -50.0 to 150.0°C Resolution: 0.1°C Accuracy (@20°C): ±0.5°C (-20 to 90°C) Typical EMC Deviation: ±0.3°C Probe: Stainless steel Switch ON/OFF: yes Calibration Check: yes Environment: 0 to 50°C; max RH 95% Battery Type: 1 x 1.5V Battery Life: approximately 3000 hours of continuous use Packaging dimensions: 254 x 67 x 47 mm Packaging weight: 100
Digital weighing scale	1 unit		10,580.00
High Pressure Washer	1 unit		8,613.50
			Voltage: 220-240V~50/60Hz Input power:1400W Max Pressure:90Bar (1300PSI)
Pipe Wrench			2,875.00
			Size:36" Max clamping diameter:85mm
Repair Tool Set (Box wrench, socket, wrench)	1 set		7,475.00
			100 Pcs Tools Set Include: 1 Pcs 1/2" ratchet wrench,72T 18Pcs 1/2" Hexagonal Socket: 10-11-12-13-14-15-16-17-18-19-20-21-22-23-24-27-30-32MM 2 Pcs 1/2" Extension bar:125mm (5") / 250mm(10") 1 Pcs 1/2" Dr. Universal joint 2 Pcs Spark plug socket 1/2"Dr.16MM&21MM 1 Pcs 1/2" three way adaptor 1 Pcs 1/4" ratchet wrench,72T 13Pcs 1/4" Hexagonal Socket:4-4.5-5-5.5-6-7-8-9-10-11-12-13-14 2 Pcs 1/4" Extension bar:50mm (2") / 100mm(4") 1 Pcs 1/4" sliding "T" bar 1 Pcs 1/4" Dr. Universal joint 8 Pcs Combination spanner:6-8-10-12-14-15-17-19MM 1 Pcs 6" Diagonal Cutting Pliers 1 Pcs 6" Long nose pliers 1 Pcs SL5.5*100 Screwdriver 1 Pcs PH1*100 Screwdriver 14Pcs Bit socket:T10-T15-T20-T25-T27-T30-T35-SL4-SL5.5-SL6.5-PH1-PH2-PZ1-PZ2 9 Pcs Hex key 1.5-2-2.5-3-4-5-6-8-10MM 20 Pcs 1/4" Screwdriver bits SL3,SL4,SL5,SL6,PH0,PH1,PH2,PH3,PZ0,PZ1,PZ2,PZ3,T10,T15,T20,T30,H3,H4,H5,H6 25mm 1Pcs Screwdriver Bits holder 1Pcs 1/4"150mm Spinner handle
Smart Multitester	1 unit		2,047.00
			BS plug, LCD Display Voltage Range : AC 90-250v Frequency: 45-65Hz Leakage voltage: AC 0-90v RCD test: >30mA
Plier Tool set	1 set		954.50
			Includes - 8" combination pliers 7" diagonal cutting pliers 6" long nose pliers
Rubber mallet	1 pc		264.50
			Weight: 16oz/450g Rubber hammerhead
Digital Thermometer	3 pc		13,800.00
Volumetric Pipette	3 pc		10,350.00
			Light weight, ergonomic, low force design Digital display Volume range of 0.1µl to 10ml 8 and 12 channel pipettes are available for standard 96-well plate Rotating Dispensing head with individual piston/tips
Microwave Oven	1 unit		6,440.00
			28 Liter Capacity Mechanical Control Mechanical Knob 30-minute Timer
Digital Refractometer	1 unit		33,884.75
			Range: 0 to 50% Brix   0 to 25% v/v Potential Alcohol   0 to 80°C / 32 to 176°F Resolution: 0.1% Brix   0.1% v/v Potential Alcohol   0.1°C / 0.1°F Accuracy: ±0.2% Brix   ±0.2% v/v Potential Alcohol   ±0.3°C / ±0.5°F Light Source: Yellow LED Measurement Time: Approximately 1.5 seconds Minimum Sample: Volume 100 µL or 2 metrics drops (cover prism totally) Sample Cell: Stainless steel ring and flint glass prism Temperature Compensation: Automatic
Food processor	2 units		6,900.00
**Filing Cabinet, lateral, 4 layers	1 unit		19,723.65
			**For PSTO use (not for direct release)
<b>Other Professional Services (for direct release)</b>			
Commercial sterility	10 samples		56,000.00
Shelf life test	3 samples		130,000.00
Nutritional analysis	3 samples		94,000.00
Calibration (thermal validations eq.)			120,000.00



## MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF AGREEMENT is entered into and executed by and between:

The DEPARTMENT OF SCIENCE AND TECHNOLOGY-MIMAROPA, hereinafter referred to as DOST-MIMAROPA with principal office at 4/F DOST-PTRI Building, General Santos Avenue, Bicutan, Taguig City and represented in this Agreement by its Regional Director, DR. MA. JOSEFINA P. ABILAY;

-and-

The MINDORO STATE UNIVERSITY, hereinafter referred to as MinSU with principal address at Brgy. Alcate, Victoria, Oriental Mindoro represented in this Agreement by its University President, DR. ENYA MARIE D. APOSTOL

### WITNESSETH THAT:

WHEREAS, DOST-MIMAROPA is primarily tasked to effectively respond to the social, economic, and ecological development challenges of the region through appropriate Science and Technology interventions and quality S & T Services to uplift the socio-economic well-being of the Filipino people and ensure sustainability for future generations by extending innovation system for the implementation of the project of the proponent.

WHEREAS, DOST-MIMAROPA has identified the project Development of Thermally-Processed Ready-to-Eat Arroz Caldo in Three Variants as a project under the DOST-MIMAROPA LOCAL GIA and has provided funds therefore;

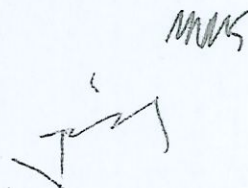
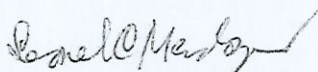
WHEREAS, DOST-MIMAROPA has identified MinSU as the beneficiary of the project and has sought support and assistance from DOST-MIMAROPA to implement the same;

WHEREAS, DOST-MIMAROPA and MinSU pledge to extend their full cooperation for the effective and efficient implementation of the aforesaid project;

NOW, THEREFORE, for and in consideration of the above premises, and of the mutual covenants and stipulations hereinafter set forth, the parties hereto agree to enter into this Memorandum of Agreement under the following terms and conditions:

1. DOST-MIMAROPA shall:

- 1.1 Provide funds amounting to One Million Nine Hundred Fifty Five Thousand Eight Hundred Fifteen Pesos and Ninety Two cents (PhP1,955,815.92) for the implementation of the project as described in the Line-Item Budget of the proposal marked as DOST Form 4 which is made an integral part of this Agreement;
- 1.2 Implement the above project in accordance with the attached Workplan in the proposal marked as DOST Form 5 and which is also attached and made an integral part of this Agreement;





1.3 Facilitate the pull out of all materials, tools and/or equipment procured out of project funds in the event that Minsu fails to implement the project as stipulated in the project proposal made as (DOST Form 2) hereof;

1.4 Monitor, evaluate, and document project activities and identify alternative courses of action to address technical problems met, if any, during the implementation of the project;

2. Minsu shall:

2.1 Ensure that funds received from DOST-MIMAROPA are used according to the provisions stipulated in this Agreement unless otherwise revoked with acknowledgement from all parties involved;

2.2 Implement the project in accordance with the methodology stated in the proposal and seek permission/clearance from DOST-MIMAROPA regarding any major decision or action in the implementation of the project;

2.3 Provide technical personnel to be part of the technical working group and conduct of product development and testing;

2.4 Allow DOST-MIMAROPA Representatives access to the premises and facilities of the identified cooperators of Minsu for activities relevant to the implementation of the project;

2.5 Provide counterparts necessary for the effective implementation of this project as specified in the project proposal and attached Line-Item Budget (DOST Form 4);

2.6 Submit the following progress reports:

2.6.1 Monthly report on the volume of production, employment, and productivity improvement not later than one (1) week after the end of each month

2.6.2 Semi-annual progress reports marked as DOST Form 6 hereof not later than 15 days after the end of the semester

2.6.3 Annual progress report marked as DOST Form 7 hereof together with the List of Equipment Purchased marked as DOST Form 12 hereof not later than 30 days after the end of the year

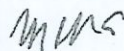
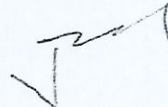
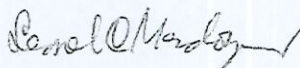
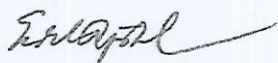
2.7 Submit the completion report two months after the project duration or after the achievement of the objectives as stated in the proposal;

2.8 Allow DOST-MIMAROPA to monitor and collect necessary data/information when required;

2.9 Allow DOST-MIMAROPA to place inventory tag stickers on the individual equipment acquired out of project funds;

2.10 Be responsible and accountable for the maintenance, repair, and safekeeping of the tools and equipment assigned to the cooperators. Ownership of the equipment shall remain with DOST-MIMAROPA until after full ownership have been requested and transferred;

2.11 Authorize/allow DOST-MIMAROPA to pull-out all the materials, tools and equipment and other assets procured out of projects funds in case of failure of project implementation or for





any violation of the contract or agreement that may be entered into by DOST-MIMAROPA with the beneficiary;

2.12 Procure items on the LIB in accordance to the provisions of RA 9184; liquidate the funds received and submit an Audited Financial Report, including official receipts of expenditures and Property Acknowledgement Receipt (PAR) to DOST-MIMAROPA not later than twelve (12) months after the release of funds;

2.13 Put up at the project site a signboard (4 ft x 6 ft), two weeks after receipt of project funds following the recommended billboard format (Annex A);

2.14 Assist DOST-MIMAROPA in baseline data gathering for the project and in final data gathering for assessment of project outcomes and impacts.

### 3. OTHER CONDITIONS

3.1 That this Agreement shall take effect upon signing hereof and shall remain in force for a period of one (1) year, unless otherwise extended or sooner terminated upon mutual consultation and written agreement of both parties;

3.2 That this Agreement shall not prohibit both parties to publish technical papers that may be derived from the above activities given their mandate of developing and promoting science, technology, and innovation;

3.3 That any changes, modifications and alterations on the foregoing provisions of this agreement shall only be made upon mutual consultation and agreement of all parties concerned.

### 4. PUBLICATION

Any publication arising from this contract and other related activities undertaken shall identify DOST-MIMAROPA as the source of assistance.

### 5. EFFECTIVITY:

This Memorandum of Agreement shall take effect immediately upon signing of the parties hereto and shall remain in the force for the duration of the project unless sooner terminated by DOST-MIMAROPA for any, but not limited to the following:

- Failure of MinSU to submit the required financial and progress reports within the prescribed period; and
- Any violation of the condition that, as determined by DOST-MIMAROPA, will prejudice the successful completion of the project.

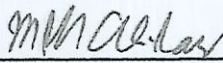
### 6. PROGRAM DURATION

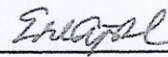
The project shall be completed within a period of One (1) Year, from December 2024 to November 2025. The project shall be implemented during the said period or immediately after the release of funds.

IN WITNESS WHEREOF, the parties hereto have signed this Memorandum of Agreement this \_\_\_\_ day of \_\_\_\_, 2024 at Bicutan, Taguig City.

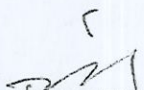
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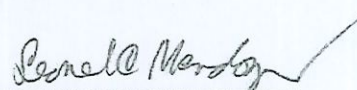


  
DR. MA. JOSEFINA P. ABILAY  
Regional Director  
DOST-MIMAROPA


  
DR. ENYA MARIE D. APOSTOL  
University President  
Mindoro State University

SIGNED IN THE PRESENCE OF:

  
JESSE M. PINE  
Provincial S&T Director  
DOST-PSTO-Oriental Mindoro

  
LEONEL C. MENDOZA  
OIC-Vice President for RDE  
Mindoro State University

CERTIFIED FUNDS AVAILABLE:

  
JAY RALPH C. CABIAO  
Accountant III  
DOST-MIMAROPA

  
MARIA CRISTINA D. SISCAR, CPA  
Accountant III  
Mindoro State University



ACKNOWLEDGEMENT  
REPUBLIC OF THE PHILIPPINES)  
TAGUIG CITY ) S.S

IN WITNESS WHEREOF, the parties hereto have signed this Memorandum of Agreement this \_\_\_\_ day of \_\_\_\_, 2024 at Bicutan, Taguig City.

Before me, a Notary Public for and in the TAGUIG CITY this DEC 23 2024 day of \_\_\_\_ 2024, personally appeared

NAME	RES. CERT. NO. /PASSPORT NO.	Place/Date Issued
MA. JOSEFINA P. ABILAY	<u>PO255592B</u>	<u>DFA Manila/ 1-15-19</u>
ENYA MARIE D. APOSTOL	<u></u>	<u></u>

All known to me be the same person who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed as well as the voluntary act of the institution agencies they represent.

This instrument consists of five (5) pages including this page wherein the acknowledgement is written, duly signed by the parties and their witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, on the date and the place first above written.

NOTARY PUBLIC  
DOC No.: 101  
Page No.: 21  
Book No.: XU  
Series of 2024

**RACHEL G. MAYA W. COPANUT-PANGWI**  
NOTARY PUBLIC UNTIL Dec. 31, 2025/TAGUIG CITY  
Not. Com. Appt. No. 29 (2024-2025)  
2/F, Pacura Bldg. 427 MLQ. St., Lower Bicutan, Taguig City  
PTR No. A-6089421/1-3-2024, Taguig City  
IBP O.R. No. 327805-12/13/2023, RSM  
MCLE Comp. No. VII-0007104/11-22-2021  
ROLL No. 61627





## DOST Form 4

DEPARTMENT OF SCIENCE AND TECHNOLOGY  
Project Line-Item Budget  
CY2024

Program Title : Grants-in-Aid  
Project Title : Development of Thermally Processed Ready-to-Eat Arroz Caldo in Three Variants  
Implementing Agency : Mindoro State University  
Total Duration : 1 year  
Current Duration : December 2024 - November 2025  
Cooperating Agency : DOST-MIMAROPA/PSTO-Oriental Mindoro  
Program Leader : Dr. Ma. Josefina P. Abilay  
Project Leader : Leonel C. Mendoza  
Monitoring Agency : DOST-MIMAROPA/PSTO-Oriental Mindoro

Mindoro State University

DOST-MIMAROPA

## I. Personal Services

Direct CostSalaries

FIC-Manager (@Php 24,000.00/month x 12 months)	288,000.00
FIC Administrative Aide (@Php 15,000.00/ month x 12 months)	180,000.00
FIC Staff - Utility (@Php 7,000.00/ month x 12 months)	84,000.00
<b>Sub-Total for Personal Services</b>	<b>P 552,000.00</b>

## II. Maintenance and Other Operating Expenses

Direct CostTraveling Expenses

Local	102,716.00
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Communication Expenses

Postage and Courier Expenses	20,000.00
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Mobile Expenses

Internet Subscription Expenses	26,382.00
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Supplies and Materials Expenses

Office Supplies Expenses	35,705.00
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Semi-Expendables Equipment Expenses	160,782.65
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Medical, Dental & Laboratory Supplies	27,289.50
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Other Supplies and Materials	531,870.77
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Other Professional Services

Utilities	400,000.00
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**Sub-Total for MOOE**

P 60,000.00	P 1,329,945.92
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## III. Equipment Outlay

Information and Communication Technology Equipment

Laptop (2 units) Windows 11 Home Up to GeForce RTX™ 3070 Laptop GPU Intel® Core™ i7-12650H Processor: MIL-STD-810H Standards Up to 15.6" QHD 165Hz 100% DCI-P3 Display Arc Flow Fans™; 19.95mm Thin Chassis All-day Battery Life & 100W Type-C Charging RTX 3050 Ti 4GDDR6 / 15" FHD / 144Hz / i7-12650H / 8GB x 2 / 512GB PCIe3 SSD	P 187,000.00
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Machinery

Nitrogen Flushing Band Sealer (Vertical) Power: 0.6kw; Volls: 220v/60hz; Working speed: up to 12m/min Sealing width: 6-12mm; Temperature range: 0-300 degree with nitrogen tank and regulator hose	105,800.00
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Temperature Controlled-storage bin Temperature range: -14°C to -25°C; Dual function: freezer/ chiller HD Inverter Compressor; Digital Temperature control with LCD Display With LED light; Min. Dimension: 85x112x70 cm (hwd)	40,000.00
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Technical and Scientific Equipment

Analytical Balance Readability: 0.1 mg; Pan Size: min 3.5 in (90 mm); Display: LCD with backlight Calibrated and with calibration certificate	89,470.00
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Water Activity Meter Display: 6 bit backlight LCD digital display; Range: 0-1.0aw Resolution: ±0.01aw; Accuracy: ±0.02aw Operating Conditions- Temp : 0-50 °C; Humidity: below 95% RH Power Supply: 2x1.5vAAA (UM-4) Battery	79,350.00
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pH meter accuracy: ±0.003; Resolution: 0.1Mv with electrode stand and buffer solution (Ph 1.63,4.00, 7.00, 10.00) Calibrated with calibration certificate	63,250.00
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Viscometer Measured Range (mPa.s) 1-6M Rotation Speed(rpm)0.1, 0.3, 0.6,1.5, 3, 6,12,30, 60Number of Spindle 4 types(L1-L4): Measurement Accuracy ±3%(Newtonian Fluid) Repeatability ±0.5% (FS)(Newtonian Fluid) Power Supply AC 220V-240V, 50/60HZ	61,000.00
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**Sub-Total for EO**

P -	P 625,870.00
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**GRAND TOTAL**

P 612,000.00	P 1,955,815.92
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Note: With mark-up for possible increase at the time of procurement.



Certified Funds Available:

JAY RALPH A. CABIAO  
Accountant III

Approved by:

DR. MA. JOSEFINA P. ABILAY  
Regional Director, DOST-MIMAROPA

DOST Form 4  
PROJECT LINE-ITEM BUDGET

I. General Instruction: Submit through the DOST Project Management Information System (DPMIS), <http://dpmis.dost.gov.ph>, the project line-item budget (LIB) for the component project. Also, submit four (4) copies of the LIB. Use Arial font, 11 font size.

II. Specific Instructions: 1. Itemize MOOE expense items above P100,000.00. Expense items under the GAM may be allowed.  
2. For Equipment, attach quotations and justification.

III. Definitions of Major Expense Items

1. Personnel Services (PS)- includes salaries and wages, honoraria, fees, and other compensation to consultants and specialists
2. Maintenance and Other Operating Expenses (MOOE)- shall be in accordance with the Government Accounting Manual (GAM) and shall be broken down/itemized as follows:
  - i. Traveling Expenses- costs of: (1) movement of persons locally and abroad, such as transportation, travel insurance for researchers exposed to hazard/risks, subsistence, lodging and travel allowances, fees for guides or patrol; (2) transportation of personal baggage or household effects; (3) bus, railroad, airline, and ship fares, trips, transfers, etc. of persons while traveling; (4) charter of boats, launches, automobiles, etc. non-commutable transportation allowances, road tolls; and (5) parking fees and similar reasonable expenses.  
For foreign travel, include the name(s), designation of program/project personnel who will travel, possible country of destination, purpose and duration of the travel.
  - ii. Communication Expenses- include costs of telephone, telegraph, mobile/wireless and tolls, fax transmission, postage and delivery charges, data communication services, internet expenses, cable, satellite, radio and telegraph messenger services, among others;
  - iii. Repair and Maintenance of Facilities- include costs of repair and maintenance of office equipment, furniture and fixtures, machinery and equipment, IT equipment and software, building, office and laboratory facilities, and other S&T structures directly needed by the project;
  - iv. Repair and Maintenance of Vehicles- include costs of repair and maintenance of vehicles directly needed by the project except for cost of spare parts, gasoline and oil that shall fall under Supplies and Materials;
  - v. Transportation and Delivery Services- include the costs of commercial transportation of mail, hauling of equipment or materials, including portage, if any. Not included in this account are: costs of transportation of equipment, supplies and materials purchased for operation. Instead, these costs shall be included as part of the cost of the equipment/supplies and materials;
  - vi. Supplies and Materials- include costs of items to be used in specialized S&T work (e.g. office supplies, accountable forms, zoological supplies, food supplies, drugs and medicine, laboratory supplies, gasoline, oil and lubricants, agricultural supplies, textbooks/instructional materials, and other supplies). It also includes all expendable commodities (delivery cost included as needed/required) acquired or ordered for use in connection with project implementation such as spare parts, fuel, and oil;
  - vii. Utilities- include costs of water, electricity or cooking fuel consumed by the implementing agency directly related to the project;
  - viii. Training and Scholarship Expenses- include training fees and other expenses, and scholarship expenses such as tuition fees, stipends, book allowance, and other benefits;
  - ix. Advertising Expenses- include costs of authorized advertising and publication of notices in newspapers and magazines of general circulation, television, radio, and other forms of media necessary for the implementation of the project;
  - x. Printing and Publication Expenses- include costs of producing, printing, and binding materials such as books, reports, catalogues, documents, and other reading materials necessary for the implementation of the project;
  - xi. Rent Expenses- rental fees for the use of facilities, equipment, and vehicles directly used in the implementation of the project;
  - xii. Representation Expenses- include costs of meal/food for the conduct of workshops/meetings, conferences, and other official functions related to the project;
  - xiii. Subscription Expenses- include costs of subscription to library materials, such as magazines, periodicals, other reading materials and software (including online software) necessary for the implementation of the project;
  - xiv. Survey Expenses- include costs incurred in the conduct of survey related to the project;
  - xv. Professional Services- as defined in GAM, but only those items that are relevant and appropriate to the proposed program/project;
  - xvi. Taxes, Insurance Premiums and other Fees- include costs of accident insurance of the project personnel for the performance of duties that involve hazardous activities during project duration, taxes, duties and licenses, fidelity bond premiums, and insurance expenses of equipment acquired under the project; and
  - xvii. Other Maintenance and Operating Expenses- additional items not included above such as cost of submission of scientific paper for peer reviewed journals.

3. Capital Outlay (CO)- includes all equipment necessary for the implementation of the project, which shall be enumerated in the proposed LIB. This also includes infrastructure that are integral part of the R&D, which are crucial in the attainment of the project objectives.

IV. Counterpart Funding

1. A counterpart fund, in kind and/or in cash, shall be required from the Implementing Agency. Projects must have a minimum of 15% counterpart contribution (except for projects involving public good).
2. Indicate the detailed breakdown of the required fund assistance to indicate the counterpart of the Implementing Agency and other agencies cooperating in the project.





**DOST Form 2 (for Basic/Applied Research)**  
**DETAILED RESEARCH & DEVELOPMENT PROJECT PROPOSAL**

**(1) PROJECT PROFILE**

Program Title: Grants-in-Aid  
Project Title: Development of Thermally-Processed Ready-to-Eat Arroz Caldo in Three Variants  
Project Leader/Sex: Leonel C. Mendoza/ M  
Project Duration (number of months): 12 months  
Project Start Date: January 2025  
Project End Date: December 2025  
Implementing Agency (Name of University-College-Institute, Department/Organization or Company):  
Mindoro State University  
Address/Telephone/Fax/Email (Barangay, Municipality, District, Province, Region): Brgy. Masipit, Calapan City,  
Oriental Mindoro, MIMAROPA

**(2) COOPERATING AGENCY/IES (Name/s and Address/es)**

DOST-PSTO-Oriental Mindoro, Brgy. Sta Isabel, Calapan City, Oriental Mindoro

**(3) SITE(S) OF IMPLEMENTATION**

IMPLEMENTATION SITES NO.	COUNTRY	REGION	PROVINCE	DISTRICT	MUNICIPALITY	BARANGAY
1.	Philippines	MIMAROPA	Oriental Mindoro	1 <sup>st</sup>	Calapan City	Masipit
2.	Philippines	MIMAROPA	Oriental Mindoro	1 <sup>st</sup>	Victoria	Merit

**(4) TYPE OF RESEARCH**

☐ Basic  
☒ Applied

**(5) R&D PRIORITY AREA & PROGRAM (based on HNRDA 2017-2022)**

☐ Agriculture, Aquatic and Natural Resources  
Commodity: \_\_\_\_\_  
☐ Health  
Priority Topic: \_\_\_\_\_  
☒ Industry, Energy and Emerging Technology  
Sector: Food and Nutrition Security  
☐ Disaster Risk Reduction and Climate  
Change Adaptation  
☐ Basic Research  
Sector: \_\_\_\_\_

**Sustainable Development Goal (SDG)  
Addressed**

SDG 2 – Zero Hunger;  
SDG 3 – Good health and Well-being;  
SDG 12 – Responsible Consumption and Production

**(6) EXECUTIVE SUMMARY (not to exceed 200 words)**

The development of RTE rice-based products aims to provide value-addition services for the local farmers in the region, particularly in the province of Oriental Mindoro, while simultaneously providing consumers with nutritious, convenient, and locally sourced food options.

Rice is one of the top commodities in the province, the project will prioritize its processing into ready-to-eat products. RTE arroz caldo – squid, beef with mushroom, mussels variant will be developed. This research and development project will take place in the Food Innovation Center-MIMAROPA. Once RTE arroz caldo is standardized and tested, mass production will follow in the MMFPF-Water Retort Module.

RTE arroz caldo will be integrated into the market as an emergency food reserve and distributed by the LGUs during calamities or by other NGAs and CSOs in their respective feeding programs.

**(7) INTRODUCTION**

The agricultural sector in the region faces a recurrent challenge—periodic surpluses of raw materials resulting from the overproduction of fresh produce and fluctuating prices. These surpluses necessitate additional processing steps to cut back food wastage and address the decline in prices.

In response to these challenges, the Mobile Modular Food Processing Facility-Retort Module (MMFPF-Retort Module) was established. This initiative will be beneficial in mitigating food wastage while facilitating the conversion of surplus into innovative products.



Rice is one of the region's abundant staples. The application of the retort technology can transform ordinary rice into shelf-stable, ready-to-eat products such as porridge. Such products prove invaluable as emergency food during calamities or in supplementary feeding programs conducted by Local Government Units (LGUs), National Government Agencies (NGAs), and Civil Society Organizations (CSOs).

The presence of water retort equipment in the regional FIC provides a competitive advantage. Harnessing this equipment for product development and mass production is economically favorable for farmers, allowing them to circumvent post-harvest losses and secure a stable income. Moreover, the extended shelf-life of retorted products allows them to get integrated into a broader value chain.

Given the goals of the MMFPF, it is imperative to undertake research and development (R&D) activities. These activities will culminate in the creation of food products specifically tailored for mass production, optimizing resource utilization, and reinforcing the facility's capacity to offer secure, sustainable, and accessible food solutions to the MIMAROPA region.

The theoretical framework underpinning this endeavor draws strength from the region's abundant raw materials, existing food processing technologies, and facilities. These elements form the bedrock for conducting R&D activities encompassing product formulation, process standardization, and rigorous laboratory analyses.

These measures ensure the quality, safety, and adherence to regulatory standards of the developed product. The anticipated outcome of the project is the region's enhanced capacity to undertake mass production of RTE arroz caldo, protected by a Utility Model application.

The R&D will be undertaken by PSTO-Oriental Mindoro personnel who are trained and competent to handle product development activities through thermal processing techniques as required by the project.

#### **(7.1) RATIONALE/SIGNIFICANCE** (not to exceed 300 words)

MIMAROPA region is shifting towards sustainable and adaptable processing through cutting-edge technologies. This is significant given the abundant agricultural commodities in the region. Oriental Mindoro, for example, is recognized as the "Food Basket of the Region," the "Rice Granary," and the "Banana King" of MIMAROPA, and even gained the title of "Calamansi King" of the Philippines.

However, the agricultural sector experienced a surplus of raw materials from time to time due to the overproduction of fresh produce thus resulting in low prices which redound to farmers' persistent woes. This requires additional processing steps to mitigate food wastage, given the susceptibility of these materials to spoilage.

To address these challenges, the MMFPF-Retort Module was established. This pioneering approach promises numerous advantages, including efficient sterilization and extended shelf-life for food products, thus mitigating spoilage and food waste. Additionally, it empowers the conversion of surplus agricultural resources into innovative and value-added food products.

Rice, being abundant in the province, and a staple food among Filipinos, could undergo processing. The application of the water retort technology (thermal processing) could turn the usual rice menu into a product with a longer and stable shelf-life like ready-to-eat porridge which could be used as emergency food during calamities, or in supplementary feeding programs conducted by LGUs, NGOs, and CSOs.

The water retort in the region offers a competitive advantage. Utilizing the equipment through product development and mass production is advantageous for the farmers to avoid post-harvest losses, ensuring a stable income. The shelf-life of retorted products renders them stable and ready for integration into the value chain for broader distribution.

While there are existing products with similar concepts, such as the DOST-ITDI-developed RTE Chicken Arroz caldo, the proposal differs in that it aims to develop other variants utilizing locally available resources in the region such as rice, squid, beef, and mushroom. On the other hand, there are commercially available arroz caldo in the market but not in ready-to-eat form, it is either ready to cook or requires hot water for preparation. The project aims to create a product in RTE form which is easier, and no preparations are needed making it a recommendable food during calamities or emergencies.

The emphasis on research and development activities is a key aspect of ensuring the long-term success of the MMFPF-Retort Module. By continuously optimizing resource utilization and creating food products specifically designed for mass production, the facility can strengthen its capacity to provide secure, sustainable, and accessible food solutions to the MIMAROPA region. This aligns with the regional goals and reflects a commitment to address immediate challenges while building a resilient and thriving



agricultural ecosystem.

## (7.2) SCIENTIFIC BASIS/THEORETICAL FRAMEWORK

### Input Variables

- Availability of processing facility
- Abundant raw materials
- Food processing technologies

### Mediating Variables

- Conduct of R&D
- Process standardization
- Laboratory analyses
- Product costing

### Outcome Variables

- Developed RTE arroz caldo - squid, beef with mushroom, mussels
- 1 draft Utility Model Application
- Mass production capability

The theoretical framework is rooted in the abundant raw materials, existing food processing technologies, and facilities. These serve as the foundation for the conduct of R&D for product formulation, and process standardization followed by laboratory analyses to ensure the quality, safety, and adherence to set regulatory standards of the developed product. At the end of the project, it is expected that the region will be capable of conducting mass production of RTE arroz caldo with a Utility Model application.

## (7.3) OBJECTIVES

General: This project aims to develop thermally-processed RTE Arroz Caldo in three variants including squid, beef with mushroom, and mussels.

Specific:

1. To determine the optimal process settings in the production of RTE Arroz Caldo in three formulations;
2. To conduct sensory evaluation, commercial sterility, nutritional analysis, and shelf-life tests necessary to ensure product safety and quality; and
3. To introduce nutritious and accessible food as disaster relief goods for rationing/feeding programs.

## (8) REVIEW OF LITERATURE

### Agricultural Surplus and Food Waste

Agricultural surpluses and food waste constitute pressing global issues with significant economic and environmental implications. These challenges occur in regions characterized by seasonal variations in crop production. The surplus crops often go unharvested or unsold, resulting in significant financial losses for the farmers (Gustavsson et al., 2011). This issue not only affects individual livelihood but also impacts the broader agricultural sector, making agriculture less economically sustainable.

The environmental consequences of agricultural surplus and food waste are substantial. The resources invested in cultivating surplus crops will be wasted, and the decomposition of organic food waste in landfills produces greenhouse gases contributing to climate change. Therefore, addressing food waste is tantamount to reducing the environmental footprint of agriculture.

### Technological Advances in Mobile Food Processing

The development of the Mobile Modular Food Processing Facility with a Retort Module represents a substantial technological advancement in food processing (Balasubramaniam et al., 2018). Mobile processing units offer the advantage of bringing processing capabilities closer to agricultural areas,



reducing post-harvest losses, and enhancing the overall efficiency of the food supply chain (Mazhar and Mistry, 2016). This innovation holds great promise for optimizing resource utilization and reinforcing the capacity to offer secure, sustainable, and accessible food solutions.

#### Mobile Processing Facilities

Mobile processing facilities are recognized tools to aid in food loss reduction and income generation. Countries like India and Kenya studied the potential of these units to bring food processing capabilities closer to agricultural areas (FAO, 2019). These facilities offer adaptability and cost-effectiveness, making them suitable for regions with limited infrastructure.

#### Ready-to-Eat Meals and Consumer Trends

The global demand for ready-to-eat meals is growing rapidly with consumers prioritizing nutrition, flavor, and convenience (Mintel, 2021). This presents significant opportunities for the development of ready-to-eat meals, particularly those inspired by local and traditional cuisines like "arroz caldo." Such meals resonate with consumers seeking authentic cuisines and reflect the growing interest in diverse food options from around the world.

Developing ready-to-eat meals that cater to these consumer preferences not only satisfies market demand but also contributes to economic growth, especially when utilizing locally sourced ingredients and traditional recipes.

#### Food Product Development and Innovation

Food product development encompasses various stages, including concept development, formulation, sensory analysis, and quality assurance (Heldman & Hartel, 2019). Innovation in food processing such as water retort technologies is significant in leveraging food safety, extending shelf-life, and preserving nutritional quality (Zhou et al., 2018). This innovation is crucial for reducing food losses and ensuring the availability of safe and nutritious food products.

Incorporating innovative food processing technologies not only reduces waste but also supports the creation of high-quality food products that meet consumer expectations for safety, flavor, and nutrition. These innovations are indispensable in the battle against food loss.

#### Water Retort Processing

Water retort processing is a well-established thermal preservation method to produce shelf-stable, ready-to-eat (RTE) products (Smith et al., 2018). The technique involves sealing food products in airtight containers and subjecting them to high-temperature steam treatment, effectively eliminating harmful microorganisms and enzymes (Balasubramaniam et al., 2018). The resulting RTE products have an extended shelf-life, making them convenient and safe for consumers.

The equipment applies principles of heat sterilization to achieve the preservation of food products (Heldman & Hartel, 2019). The process involves several key steps: container sealing, and application of heat to destroy bacteria, yeasts, molds, and enzymes that could cause spoilage; cooling to prevent overcooking and maintain product quality; and shelf stability so the product can be stored at room temperature for an extended period (Balasubramaniam et al., 2018).

Water retort processing is widely applicable in the development of RTE products, spanning various categories such as soups and stews, and sauces, complete RTE meals, baby food, and emergency and military rations (Smith et al., 2018). These products offer consumers convenience, extended shelf-life, and maintained nutritional quality, satisfying preferences for safe, flavorful, and easy-to-prepare meals.

#### Cultural Preservation through Food Processing

The preservation of traditional cuisines is essential for cultural heritage. UNESCO recognizes the cultural significance of traditional meals and their roles in preserving cultural identity (UNESCO, 2021). Local food products that showcase cultural heritage can attract tourists and support efforts to safeguard culinary traditions. This not only enriches the local cultural experience but also promotes cultural exchange and understanding.

#### Advantages and Positive Impact of Value Addition in Agriculture

There are numerous advantages and positive impacts of value addition that extend beyond individual farmers to benefit entire communities and economies. One of the primary benefits of value addition is the potential for increased income generation for farmers by fetching higher prices of goods (Swinnen et al., 2019).



Value addition encourages farmers to diversify their product range (Reardon et al., 2019). Instead of relying solely on raw commodity production, it reduces income volatility, providing a more stable profit for farmers. Additionally, it opens opportunities for farmers to cater to diverse consumer preferences. According to Jayne et al. (2019), value-added products, such as fortified foods or processed goods with extended shelf-life, can be stored and distributed more effectively. This ensures a more stable food supply, even during periods of scarcity, contributing to overall food security.

The incorporation of surplus rice into this project aligns with sustainable agricultural practices, as it transforms excess raw materials into value-added food products. The potential of this project is to address various challenges, including the development of convenient RTE meals, reducing food wastage, and contributing to local food security and emergency preparedness in the region. The synthesis of historical knowledge, technological innovations, and consumer preferences provides a robust foundation for the proposed research and development activities.

## **(9) METHODOLOGY**

Upon project approval, the Mindoro State University, with the support of PSTO-Oriental Mindoro, will facilitate the procurement of raw and packaging materials, equipment, and analytical tools necessary for effective project implementation. MinSU will provide technical assistance and make its food processing facility (FIC) available throughout the study.

The Management Team (PMT), composed of representatives from PSTO-Oriental Mindoro and MinSU will oversee the project's successful implementation. MinSU will lead product development activities and facilitate both the analysis and heat penetration studies.

Raw materials will be sourced out in the province, while packaging materials and analytical devices will be procured from a reputable supplier based in Manila. Calibration of the thermal validation equipment will occur prior to the start of the research.

Product development will begin with small batches during the initial formulation stage. Three types of rice—dinorado, sinandomeng, and brown rice—will be used to create three variants of Ready-to-Eat (RTE) Arroz Caldo. For each variant, three samples will undergo sensory analysis conducted by trained panels from the Technical Working Group (TWG), MinSU, and industry food experts to identify the most acceptable formulations.

The final formulations for each variant will proceed to process standardization using the water retort. This phase will include heat distribution tests (HDT), heat penetration tests (HPT), and commercial sterility tests. If the samples pass these evaluations, a shelf-life test will follow, targeting a minimum shelf-life of one year. Once a product meets this standard for one year, a nutritional analysis will be conducted, along with a repeat analysis of commercial sterility. This nutritional analysis is also a requirement under the FDA Labeling Guidelines.

The MMFPF-MIMAROPA Retort Module will be utilized for process optimization and toll processing of the developed RTE products. A new set of HDT and HPT will be performed for this module. The resulting products will undergo laboratory analyses essential to ensure safety and product stability, including tests for commercial sterility, as well as physical, chemical, and microbial assessments.

Cost analysis will be conducted during product standardization and formulation, considering both direct and variable costs. Production components, including electric consumption, workforce expenses, and other related costs, will be factored into the overall production costs.

Once finalized, intellectual property registration will be filed for the developed products before marketing.

## **(10) TECHNOLOGY ROADMAP** (if applicable) (use the attached sheet)

## **(11) EXPECTED OUTPUTS (6Ps)**

### **Publication:**

One (1) draft article highlighting the success stories and outcomes of R&D initiatives in the MIMAROPA region; One (1) AVP

### **Patent/Intellectual Property:**

One (1) utility model application drafted for RTE arroz Caldo

### **Product:**

One (1) optimized and standardized RTE Arroz Caldo



People Service:  
n/a

Place and Partnership:

This project will be a collaborative undertaking between DOST-MIMAROPA and Mindoro State University. The anticipated development of the product will provide rice farmers with a steady market for their products.

Policy:  
n/a

**(12) POTENTIAL OUTCOMES**

The proposed Research and Development project is anticipated to yield innovative and high-value products from rice, determine and compare the profitability of processing rice vis-à-vis commercially available products, and provide farmers access to stable markets through the technologies to be generated.

**(13) POTENTIAL IMPACTS (2Is)**

Social Impact

With this project, it is envisioned that the developed technology will be adopted by local food processors. This will also encourage clients to continue patronizing and promoting locally-made products and support rice farmers in the region.

Economic impact

This research aims to develop value-adding technology for rice. Processed rice will potentially generate an increase in the profit of farmers.

**(14) TARGET BENEFICIARIES**

Local farmers, particularly in Oriental Mindoro and nearby provinces will gain significantly from the project. Processing agricultural resources will provide a stable market which in turn enhances income despite the soaring prices of agricultural inputs and low prices of output in times of overproduction.

LGUs, NGOs, and CSOs will also benefit from the project since the products could be used in various feeding programs and even as emergency food during calamities.

Potential adaptors, such as private companies and institutions like the SETUP-assisted clients involved in food processing will benefit as well since it will be an additional product line for them and the MMFPF-MIMAROPA will likewise gain a prospective client to sustain its operation.

**(15) SUSTAINABILITY PLAN** (if applicable)

The output of the project would enable farmers to gain a steady income despite the possible occurrence of a surplus in the region. The project team could forge partnerships with the LGUs to comply with their need for emergency food production and distribution. There could also be a forged collaboration between NGAs and CSOs for community-driven feeding programs.

**(16) GENDER AND DEVELOPMENT (GAD) SCORE** (refer to the attached GAD checklist)

**(17) LIMITATIONS OF THE PROJECT**

While the proposed project holds significant promise and potential for addressing critical food processing and food security challenges in the MIMAROPA region, it is essential to acknowledge certain limitations that may impact its scope and outcomes.

The project will focus mainly on product development – standardization of formulation, process optimization utilizing the installed water retort in FIC-MIMAROPA and MMFPF-MIMAROPA, and laboratory analyses.



**(18) LIST OF RISKS AND ASSUMPTIONS RISK MANAGEMENT PLAN** (List possible risks and assumptions in attaining target outputs or objectives.)

Risks	Assumptions
Delayed procurement of materials	Timely procurement and installation
Product development may encounter technical challenges, such as difficulties in achieving the desired taste, texture, or shelf stability.	Smooth conduct of product development activities.
Interruption of the conduct of R&D due to technical issues in the water retort system.	Water retort is properly installed, calibrated, and maintained.

**(19) LITERATURE CITED**

Appert, N. (1810). The Art of Preserving Animal and Vegetable Substances for Several Years. Cadell and Davies.

Balasubramaniam, V. M., Barbosa-Cánovas, G. V., & Lelieveld, H. L. M. (Eds.). (2018). Food Engineering: Integrated Approaches. Springer.

Food and Agriculture Organization (FAO). (2019). Mobile Processing Units in Action: Bringing the Processing Plant to the Crop. Retrieved from <http://www.fao.org/3/ca6200en/ca6200en.pdf>

Gustavsson, J., Cederberg, C., Sonesson, U., Van Otterdijk, R., & Meybeck, A. (2011). Global food losses and food waste: Extent, causes and prevention. FAO.

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Mazhar, H., & Mistry, V. V. (2016). Mobile food processing—a review. Journal of Food Science and Technology, 53(1), 34-46.

Mintel. (2021). The Future of Ready Meals 2021. Mintel Group Ltd.

Reardon, T., Bellemare, M. F., & Zilberman, D. (2019). Policy evolution in times of globalization: A conceptual framework with reference to food value chains and implications for food security. World Development, 120, 1-14.

Smith, A., Johnson, D., & Jones, E. (2018). Advances in Retort Processing: A Review. Food and Bioprocess Technology, 11(5), 951-971. <https://doi.org/10.1007/s11947-017-2027-y>

Swinnen, J., Vandeplas, A., Maertens, M., & Mathijs, E. (2019). Political economy, structural change, and economic policy in Africa: Sources of agricultural and rural development policies. World Development, 122, 1-1.

United Nations Educational, Scientific and Cultural Organization (UNESCO). (2021). Traditional Cuisine of Mexico's ancestral, ongoing community culture, the Michoacán paradigm. Retrieved from <https://ich.unesco.org/en/RL/traditional-cuisine-of-mexicos-ancestral-ongoing-community-culture-the-michoacan-paradigm-01616>

Zhou, C., Yang, J., & Zhu, Z. (2018). Recent Advances in High-pressure Processing of Foods for Improving Quality and Shelf Life. Comprehensive Reviews in Food Science and Food Safety, 17(3), 857-877.

**(20) PERSONNEL REQUIREMENT**

Position	Percent Time Devoted to the Project	Responsibilities
Project Leader	10%	Responsible for the overall technical and administrative management of the project to attain its objectives
Project Staff	10%	Assist the project leader in overseeing project deliverables
Project Technical Specialist	70%	Responsible for the conduct of research and development
Project Technical Specialist	70%	Responsible for the equipment operation, maintenance, and troubleshooting during the conduct of R&D



(21) BUDGET BY DOST-MIMAROPA				
	PS	MOOE	EO	Total
Year 1		1,329,945.92	625,870.00	1,955,815.92
<b>TOTAL</b>		1,329,945.92	625,870.00	1,955,815.92

BUDGET BY MINDORO STATE UNIVERSITY				
IMPLEMENTING AGENCY	PS	MOOE	EO	Total
Year 1	552,000.00	60,000.00		612,000.00
<b>TOTAL</b>	552,000.00	60,000.00		612,000.00

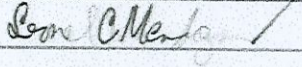
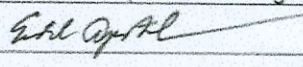
  

(22) OTHER ONGOING PROJECTS BEING HANDLED BY THE PROJECT LEADER: (number)		
Title of the Project	Funding Agency	Involvement in the Project
n/a	n/a	n/a

(23) OTHER SUPPORTING DOCUMENTS (Please refer to page 2 for the additional necessary documents.)

I hereby certify the truth of the foregoing and have no pending financial and/or technical obligations from the DOST and its attached Agencies. I further certify that the programs/projects being handled is within the prescribed number as stipulated in the DOST-GIA Guidelines. Any willful omission/false statement shall be a basis of disapproval and cancellation of the project.

	SUBMITTED BY (Project Leader)	ENDORSED BY (Head of the Agency)
Signature		
Printed Name	LEONEL C. MENDOZA	DR. ENYA MARIE D. APOSTOL
Designation/Title	OIC-Vice President for RDE	University President
Date	November 19, 2024	

Note: See guidelines/definitions at the back.



**DOST Form 2 (for Basic/Applied Research)  
DETAILED R & D PROJECT PROPOSAL**

**I. General Instruction:** Submit through the DOST Project Management Information System (DPMIS), <http://dpmis.dost.gov.ph>, the detailed R&D proposal for the component project together with the detailed proposal of the whole Program, project workplan, line-item budget (LIB), 1-page curriculum vitae of the Project Leader, and Certificate of Incorporation or DTI Registration (if applicable) and other applicable supporting documents required under item II.23 below. Also, submit four (4) copies of the proposal together with its supporting documents. Use Arial font, 11 font size.

**II. Operational Definition of Terms:**

**1. Title-** the identification of the Program and the component projects.

**Project-** refers to the basic unit in the investigation of specific S&T problem/s with predetermined objective/s to be accomplished within a specific time frame.

**Project Leader-** refers to a project's principal researcher/implementer.

**Project Duration-** refers to the grant period or timeframe that covers the approved start and completion dates of the project, and the number of months the project will be implemented.

**Implementing Agency-** the primary organization involved in the execution of a program/project which can be a public or private entity

**2. Cooperating Agency/ies-** refers to the agency/ies that support/s the project by participating in its implementation as collaborator, co-grantor, committed adopter of resulting technology, or potential investor in technology development or through other similar means.

**3. Site/s of Implementation-** location/s where the project will be conducted. Indicate the barangay, municipality, district, province, region, and country.

**4. Type of Research-** indicates whether the project is basic or applied.

**Basic research-** is an experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular or specific application or use in view.

**Applied research-** is an investigation undertaken in order to utilize data/information gathered from fundamental/basic researches or to acquire new knowledge directed primarily towards a specific practical aim or objective with direct benefit to society.

**5. R&D Priority Area and Program-** based on the Harmonized National R&D Agenda 2017-2022, indicates which R&D agenda the project can be categorized in: Agriculture, Aquaculture and Natural Resources; Health; Industry, Energy, and Emerging Technology; Disaster Risk Reduction and Climate Change Adaptation; and Basic Research. Indicate also the specific Commodity/Sector, whether crops, livestock, forestry, agricultural resources or socio-economics; fisheries or aquatic resources; biotechnical, pharmaceutical, or health services; biotechnology, information technology, material science, photonics or space technology; industry, energy, utilities or infrastructure.

**Sustainable Development Goal (SDG) Addressed-** indicates which among the 17 SDGs adopted by the United Nations Members States are addressed by the project

**6. Executive Summary-** briefly discusses what the whole proposal is about

**7. Introduction-** a formally written declaration of the project and its idea and context to explain the goals and objectives to be reached and other relevant information that explains the need for the project and aims to describe the amount of work planned for implementation; refers to a simple explanation or depiction of the project that can be used as communication material.

**7.1. Rationale-** brief analysis of the problems identified related to the project

**Significance-** refers to the alignment to national S&T priorities, strategic relevance to national development and sensitivity to Philippine political context, culture, tradition and gender and development.

**7.2. Scientific Basis-** other scientific findings, conclusions or assumptions used as justification for the research

**Theoretical Framework-** the structure that summarizes concepts and theories that serve as basis for the data analysis and interpretation of the research data.



**7.3. Objectives-** statements of the general and specific purposes to address the problem areas of the project.

**8. Review of Literature-** refers to the following: (a) related researches that have been conducted, state-of-the-art or current technologies from which the project will take off; (b) scientific/technical merit; (c) results of related research conducted by the same Project Leader, if any; (d) Prior Art Search, and; (e) other relevant materials.

**9. Methodology-** discusses the following: (a) variables or parameters to be measured and evaluated or analyzed; (b) treatments to be used and their layout; (c) experimental procedures and design; (d) statistical analysis; (e) evaluation method and observations to be made, strategies for implementation (Conceptual/Analytical framework).

**10. Technology Roadmap** (if applicable)- a visual document that communicates the plan for technology. It is a flexible planning technique to support strategic and long-range planning by matching short- and long-term goals to specific technology solutions.

**11. Expected Outputs (6Ps)-** deliverables of the project based on the 6Ps metrics (Publication, Patent/Intellectual Property, Product, People Service, Place and Partnership, and Policy).

*Publication-* published aspect of the research, or the whole of it, in a scientific journal or conference proceeding for peer review, or in a popular form.

*Patent/Intellectual Property-* proprietary invention or scientific process for potential future profit.

*Product-* invention with a potential for commercialization.

*People Service-* people or groups of people, who receive technical knowledge and training.

*Place and Partnership-* linkage forged because of the study.

*Policy-* science-based policy crafted and adopted by the government or academe as a result of the study.

**12. Potential Outcomes-** refer to the result that the proponent hopes to deliver three (3) years after the successful completion of the project.

**13. Potential Impacts**

*Social Impact-* refers to the effect or influence of the project to the reinforcement of social ties and building of local communities.

*Economic Impact-* refers to the effect or influence of the project to the commercialization of its products and services, improvement of the competitiveness of the private sector, and local, regional, and national economic development.

**14. Target Beneficiaries-** refers to groups/persons who will be positively affected by the conduct of the project.

**15. Sustainability plan-** refers to the continuity of the project or how it shall be operated amidst financial, social, and environmental risks.

**16. Gender and Development (GAD) Score-** refers to the result of accomplishing GAD checklists (for project monitoring and evaluation/project management and implementation) to highlight the contribution of the project in the achievement of the objectives of Republic Act 7192, "Women in Development and Nation Building Act," interpreted as gender-responsive, gender-sensitive, has promising GAD concepts, or GAD is invisible.

**17. Limitations of the Project-** refer to restrictions or constraints in the conduct of the project.

**18. Risk-** refers to an uncertain event or condition that its occurrence has a negative effect on the project.

**Assumption-** refers to an event or circumstance that its occurrence will lead to the success of the project.

**19. Literature Cited-** an alphabetical list of reference materials (books, journals and others) reviewed. Use standard system for citation.

**20. Personnel Requirement-** details on the position of personnel to be involved in the project, percent time devoted to the project, and responsibilities.

**21. Budget By Implementing Agency-** personnel services (PS), maintenance and other operating expenses (MOOE), and equipment outlay (EO) requirement of the project by implementing agency for



Year 1 and for the whole duration of the project. Please refer to the DOST-GIA Guidelines for the details (Section IX.B of DOST Administrative Order (A.O.) 011, s. 2020).

a. **PS-** total requirement for wages, salaries, honoraria, additional hire and other personnel benefits.

b. **MOOE-** total requirement for supplies and materials, travel expenses, communication, and other services.

c. **EO-** total requirement for facilities and equipment needed by the Program.

**22. Other Ongoing Projects Being Handled By the Project Leader-** list of ongoing projects being handled by the Project Leader funded by the DOST-GIA Program and other sources, and the accompanying responsibilities relevant to the project.

**23. Other supporting documents required-** as stated in Section VII of DOST A.O. No. 011, Series of 2020 – Revised Guidelines for the Grants-in-Aid Program:

- a. Detailed breakdown of the required fund assistance to indicate the counterpart of the proponent and other fund sources including letter/s of commitment from the implementing, collaborating and coordinating agency/entity/ies;<sup>1</sup>
- b. A counterpart fund, in kind and/or in cash, shall be required from the implementing agency/entity as one of the application requirements. All projects must have a minimum of 15% counterpart contribution except for projects involving public good;<sup>1</sup>
- c. Curriculum Vitae or Personal Data Sheet (PDS) of Project Leader and other co-researchers/implementers. The service record may be requested if needed;<sup>1</sup>
- d. Clearance from the DOST or the Funding Agency (e.g., DOST Councils) on previously funded completed projects handled by the Project Leader;<sup>1</sup>
- e. Approval from the institution's ethics review board for research involving human subjects or in the case of animal subjects, approval from the Bureau of Animal Industry (BAI) (for PCAARRD- and PCHRD-monitored projects);
- f. Clearance from the DOST Biosafety Committee (DOST-BC) shall be required for research proposals involving the use of GMOs under contained use (i.e., experiments done in laboratories, screen house, green house). For projects other than contained use, they shall be referred to the appropriate agency. The DOST Sectoral Councils, after determination as to whether or not the proposal has biosafety implications, shall endorse the same to the DOST-BC in accordance with the prescribed format under Annex 3 of the Philippine Biosafety Guidelines for Contained Use of Genetically Modified Organisms (series of 2014) (if applicable); and
- g. For the private non-profit/non-government/people's organizations and startups:
  - i. Up-to-date Securities and Exchange Commission (SEC) registration, or Department of Trade and Industry (DTI) registration, or Cooperative Development Authority (CDA) registration certificate, or other authenticated copy of latest Articles of Cooperation and other related legal documents;
  - ii. Co-signers Statement (if applicable);
  - iii. Copy of latest Income Tax Return;
  - iv. Mayor's permit where the business is located;
  - v. Audited Financial Statements for the past three (3) years preceding the date of project implementation or in case of those with operation of less than 3 years, for the years in operation and proof of previous implementation of similar projects (or in the case of startups, at least for one (1) year);
  - vi. Document showing that NGO/PO has equity to 20 percent of the total project cost, which shall be in the form of labor, land for the project site, facilities, equipment and the like, to be used in the project;
  - vii. Disclosure of other related business, if any;
  - viii. List and/or photographs of similar projects previously completed, if any, indicating the source of funds for implementation;
  - ix. Sworn affidavit of secretary of the NGO/PO that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to the fourth civil degree to the official of the agency authorized to process and/or approved the proposed MOA, and release of funds;
- h. For CSOs, compliance to regulations as required by the General Appropriations Act (GAA) pertaining to fund transfers to Civil Society Organizations (CSOs); and
- i. For foundations, DOST certification as accredited by the Science and Technology Foundation Unit

<sup>1</sup> required of all proposals



### III. Criteria for Evaluation:

#### A. Criteria for Evaluating Proposals

Criterion	Definition
Relevance or Significance	Aligned to national S&T priorities, strategic relevance to national development and sensitivity to Philippine political context, culture, tradition and gender and development
Technical / Scientific Merit	Sound scientific basis to generate new knowledge or apply existing knowledge in an innovative manner
Budget Appropriateness	The proposed budget is commensurate to the proposed work plan and deliverables.
Competence of Proponent	Proponent's expertise is relevant to the proposal and with proven competence to implement, manage and complete R&D programs/projects within the approved duration and budget.

#### B. Governing Council / Board and EXECOM's Evaluation Criteria

Criteria	Indicators	Raw Score
A. Soundness of Proposal (20%)	R&D addresses relevant sectoral need (applicable to pressing concern)	5
	Solution provided is most effective (compared to other proposed solutions)	5
	Proposed budget is reasonable (project is not expensive vis-a-vis output)	5
	Work plan is doable in a given timeframe	5
B. Suitability of Output (30%)	R&D output is cost-effective (cost is competitive in relation to new or existing products or process)	5
	Has identified partners to adopt the technology (with letter of support from the head of the company)	5
	Output can be commercialized (through an existing manufacturer, spin-off or start-up company)	5
	R&D utilization is timely (output should not be overtaken by other solutions)	5
C. Significance of Outcome (30%)	Economic: increase in productivity, increase in income, new jobs generated, high return of investment (ROI)	5
	Social: working partnerships established, training opportunities provided, policies adopted, increased access to basic services (i.e., food, health, education); political, cultural, gender sensitivity and inclusivity	5
	Environment: enhanced environmental health standards, no adverse effect to the environment	5
	Sustainability: sustainability mechanisms established in terms of institutional, financial and human resources capability (submission of a new proposal to sustain a completed or ongoing proposal does not constitute sustainability of the project)	5
D. Competence of Proponent (20%)	Proponent's expertise aligned with the proposal	5
	Collaboration with relevant agencies and/or industry partners	5
	Thorough understanding of the proposal's deliverables	5
	DOST has good experience with the proponent	5



### C. Additional Criteria on Gender and Development (GAD)

## TECHNOLOGY ROADMAP

### Annex A

Project Title: Development of Thermally Processed Rice-Based Products for the Mobile Modular Food Processing Facility - Retort Module

