



**SUPPLY AND DELIVERY OF MEALS, SNACKS AND ACCOMMODATION FOR THE 4<sup>TH</sup> ANNIVERSARY CELEBRATION OF MINSU**  
Name of Project

**BAC Resolution Recommending Approval  
Resolution No. 027, 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. 2025-015 for the project "Supply and Delivery of Meals, Snacks and Accommodation for the 4<sup>th</sup> Anniversary Celebration of MinSU" with an Approved Budget for the Contract (ABC) amounting to Five Hundred Twenty-Three Thousand Six Hundred Forty Pesos (Php523,640.00) composed of two (2) lots;

Particulars	Sub-ABC Amount
Lot 1- Meals and Snacks	Php514,640.00
Lot 2- Accommodation	Php9,000.00

**WHEREAS**, in response to the advertisement of the project, one (1) supplier/bidder was found in the document request list, however only one (1) supplier/bidder in the name of INFINITE PRINCE FOOD KIOSK submitted price quotation before the deadline;

**WHEREAS**, INFINITE PRINCE FOOD KIOSK submitted price quotation for Lot No. 1 while no supplier submitted price quotation for Lot No. 2;

**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	Php514,640.00	Infinite Prince Food Kiosk	Php514,640.00

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

**WHEREAS**, the BAC has subsequently recommended the second publication of the project in the PhilGEPS, MinSU Websites and other conspicuous places in the university;

**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 Meals, Snacks and Accommodation for the 4<sup>th</sup> Anniversary Celebration of MinSU" as follows:

- Lot No. 1 to Infinite Prince Food Kiosk for being the supplier/bidder with Single Calculated Responsive Bid (SCRB);
- the approval of the second publication of the project in MinSU, PhilGEPS websites and other conspicuous place of the university;

**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. APABLE, DBMHM**  
BAC Member

  
**MELGAR G. FADRIQUEHAN**  
BAC Member

Approved/Disapproved

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

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



## SERVICE AGREEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

**THIS SERVICE AGREEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025 by and between:

The **MINDORO STATE UNIVERSITY (MinSU)**, an institution of higher learning duly organized under and by virtue of Republic Act No. 10596, as amended by Republic Act No. 11006, with principal office address at Alcate, Victoria, Oriental Mindoro, represented in this act by its *SUC President III*, **ENYA MARIE D. APOSTOL, Ph.D.**, herein referred to as the "**First Party**";

-and-

**ERNIE BOY C. MACAPAÑAS**, doing business under the name of **INFINITE PRINCE FOOD KIOSK**, with principal address at Alcate, Victoria, Oriental Mindoro herein referred to as the "**Second Party**".

### WITNESSETH:

1. That the First Party is in need of the services for the "**Supply and Delivery of Meals, Snacks and Accommodation for the 4th Anniversary Celebration of MinSU for Lot 1 (Meals and Snacks)**";
2. That the Second Party signified intention of providing said services needed by the **First Party**;
3. That the Second Party is capacitated to provide the above cited services after it has been found complying and responsive to the services being required;
4. That the Second Party hereby attests of being not related within the third degree of consanguinity or affinity to the representative of the First Party;
5. That in view of hereof, the Second Party is contracted by the First Party to provide services for "Supply and Delivery of Meals, Snacks and Accommodation for the 4th Anniversary Celebration of MinSU for Lot 1 (Meals and Snacks)";
6. That the total contract price is **Five Hundred Fourteen Thousand Six Hundred Forty Pesos (Php514,640.00)**;
7. That the First Party agreed to pay the Second Party in full, upon completion of the Services for "Supply and Delivery of Meals, Snacks and Accommodation for the 4th Anniversary Celebration of MinSU for Lot 1 (Meals and Snacks)" subject to the applicable budget and accounting procedures;
8. That the services shall be completed within **four (4) working day**;
9. That the amount of one-tenth (1/10) of one percent (1%) of the contract amount per day for liquidated damages is hereby declared and understood to include all losses and cost of whatever nature the Government will sustain because of the failure of the Second Party to complete the contract within the stipulated time;
10. This Agreement shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Agreement, and thus, applicable in implementation. This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.


First Party

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

Second Party

  
**ERNIE BOY C. MACAPAÑAS**  
Proprietor, Infinite Prince Food Kiosk

Witnesses:

  
**CHRISTIAN B. APOSTOL, Ph.D.**  
End-User Unit/Campus Executive Director  
Main Campus

  
**BLESSIE BACAY**

Witness



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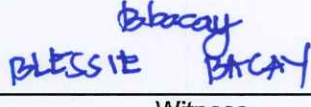
  
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End-User Unit/Campus Executive Director  
Main Campus

  
**BLESSIE BACAY**  
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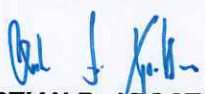
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Witnesses:

  
**CHRISTIAN B. APOSTOL, Ph.D.**  
End-User Unit/Campus Executive Director  
Main Campus

  
**PLESSIE BACAY**  
Witness



IN WITNESS WHEREOF, both parties have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 2025 at \_\_\_\_\_, Philippines.

First Party  
**ENYA MARIE D. APOSTOL, Ph.D.**  
SUC President  
  
Witnesses: **CHRISTIAN B. APOSTOL, Ph.D.**  
End-User Unit/Campus Executive Director  
Main Campus

Second Party  
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Proprietor, Infinite Prince Food Kiosk  
  
**BLESSIE BACAY**  
Witness

ACKNOWLEDGEMENT

Republic of the Philippines )  
Province of **CALAPAN CITY** s.s.  
Municipality of \_\_\_\_\_

BEFORE ME, notary public for and in the above jurisdiction, personally appeared the following:

NAME	ID presented	Date / Place Issued
Dr. Enya Marie D. Apostol	PRC ID No. 0580640	6-20-2024 / PRC Calapan City
Ernie Boy C. Macapañas	_____	_____

Known to me to be the persons who executed the foregoing instrument and acknowledged that the same is their free and voluntary act and deed.

This instrument consisting of two (2) pages including the page wherein this acknowledgement is written had been signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL, this \_\_\_\_\_ day of \_\_\_\_\_, 2025 at **CALAPAN CITY**.

Doc No. **338**  
Page No. **69**  
Book No. **140**  
Series of 2025

NOTARY PUBLIC  
**ATTY. RAYMOND JOEL L. BALBUENA**  
Roll of Attorney's No. 61087  
IBP Lifetime No. 010769  
PR No. 1427926 - Calapan City  
MCLE Compliance No. VII-0005057  
Notarial Commission until December 31, 2026



IN WITNESS WHEREOF, both parties have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 2025 at \_\_\_\_\_, Philippines.

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Witness: **BLESSIE BACAY**

ACKNOWLEDGEMENT

Republic of the Philippines )  
Province of \_\_\_\_\_ ) s.s.  
Municipality of **CALAPAN CITY**

BEFORE ME, notary public for and in the above jurisdiction, personally appeared the following:

NAME	ID presented	Date / Place Issued
Dr. Enya Marie D. Apostol	PRC ID No. 0580640	6-20-2024 / PRC Calapan City
Ernie Boy C. Macapañas	<b>DLE-08-000639</b>	<b>10-11-21 Calapan</b>

Known to me to be the persons who executed the foregoing instrument and acknowledged that the same is their free and voluntary act and deed.

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ABSTRACT OF QUOTATION/S

I. Particulars											
Project Name: <u>Supply and Delivery of meats, stocks and accessories for the 4th Annual</u>											
Project Location: <u>Victoria, Division Office</u>											
Implementing Office: <u>CEB of MSU</u>											
Method of Procurement: <u>RFQ</u>											
Approved Budget for the Contract (ABC): <u>P 523,640</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			
	Infinite Prime Food Markt		✓		✓		✓		499,930	1	SCP 2
III. Recommendation /Resolution											
Date: _____											
Recommend to Award Contract											
Lowest / Single Calculated and Responsive Quotation:		Infinite Prime Food Markt		Contract Price Award (in words & figures):		Two hundred ninety nine and nine hundred thirty pesos only \$ 499,930					
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: <u>03-05-25</u>											
LINA BLAVIER 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\*

• Main Campus, Alabete, Victoria

• Bangabang Campus, Lubusan, Bangabang

• Calapan City Campus, Calapan, Calapan City





Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number

11810432

Procuring Entity

MINDORO STATE UNIVERSITY

Title

SUPPLY AND DELIVERY OF MEALS, SNACKS AND ACCOMMODATION FOR THE 4TH ANNIVERSARY CELEBRATION OF MINSU

Area of Delivery

Oriental Mindoro

Solicitation Number:	RFQ No. 2025-015	Status	Closed
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Travel, Food, Lodging and Entertainment Services		
Approved Budget for the Contract:	PHP 523,640.00	Document Request List	1
Delivery Period:	30 Day/s		
Client Agency:		Date Published	26/02/2025
Contact Person:	Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 03-43-2862368  cbapotol21@gmail.com	Last Updated / Time	26/02/2025 00:00 AM
		Closing Date / Time	03/03/2025 17:00 PM

Description

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

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

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

Item

No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT
PRICE TOTAL AMOUNT				
LOT 1 MEALS AND SNACKS				
March 7, 2025				
Snacks (MinSU Teaching and Non-Teaching Personnel)				
Pansit/Spaghetti, Softdrinks, Sandwich				
1 pax MMC 280				
2 pax MCC 240				
3 pax MBC 180				
March 10, 2025				



**Created by** Annabelle Quinto Madrigal  
**Date Created** 25/02/2025

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





REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF MEALS, SNACKS AND ACCOMMODATION FOR THE 4TH ANNIVERSARY CELEBRATION OF MINSU

JOR No.: JO25-018

RFQ No. 2025-015

ABC Amount: Php523,640.00

Lot 1: Php514,640.00

Lot 2: Php9,000.00

Company Name : INFINITE PRINCE FOOD KIOSK  
Address : ALCATÉ VICTORIA

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.

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BAC Chairperson

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Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		LOT 1 MEALS AND SNACKS			
		March 7, 2025			
		Snacks (MinSU Teaching and Non-Teaching Personnel)			
		Pansit/Spaghetti, Softdrinks, Sandwich			
1	pax	MMC	280	80	22,400
2	pax	MCC	240	80	19,200
3	pax	MBC	180	80	14,400
		March 10, 2025			
		Snacks (PNP, TMO, MDRRM, ROTC, Brass Band)			
		Bottled Water, Carbonara/Spaghetti, Siopao			
4	pax	MMC	75	80	6000
5	pax	MCC	75	80	6000
6	pax	MBC	75	80	6000
		March 13, 2025			
		Snacks (MinSU Teaching and Non-Teaching Personnel)			
		Bottled Water, Carbonara/Spagetti, Siopao			
7	pax	MMC	280	80	22,400
8	pax	MCC	240	80	19,200
9	pax	MBC	180	80	14,400
		Lunch			
		Culideta, Rice, Bottled Water			
9	pax	Basketball team + Coach + Sports Coordinator + Medical Team	45	160	7200
10	pax	Volleyball Girls + Coach	45	160	7200
11	pax	Volleyball Boys + Coach	45	160	7200
12	pax	Basketball Visitor Players + Coach	39	160	6240
		Snacks and Dinner			

MSU-BAC-FR-05.01





13	pax	PM snacks (Pansit, Juice)	50	80	4000
14	pax	Dinner (Adobo, Rice, Bottled Water)	50	160	8000
		March 14, 2025			
		AM Snacks (Seminar, Recognition Program and MinSU Grandball)			
		Sandwich, Puto, Softdrinks, Pansit/Spaghetti			
15	pax	MMC	300	80	24000
16	pax	MCC	250	80	20,000
17	pax	MBC	150	80	12,000
		PM Snacks (Seminar, Recognition Program and MinSU Grandball)			
		Sandwich, Puto, Softdrinks, Pansit/Spaghetti			
18	pax	MMC	300	80	24000
19	pax	MCC	250	80	20000
20	pax	MBC	150	80	12 000
		Lunch (Seminar, Recognition Program and MinSU Grandball)			
		Chopsuey, Fish, Rice, Bottled Water, Fruit Salad			
21	pax	MMC	300	160	48000
22	pax	MCC	250	160	40000
23	pax	MBC	150	160	24000
		Lunch (Ecumenical Service)			
		Chopsuey, Fish, Rice, Bottled Water, Fruit Salad			
24	pax	MMC	15	160	2400
25	pax	MCC	15	160	2400
26	pax	MBC	15	160	2400
		Dinner (Seminar, Recognition Program and MinSU Grandball)			
		Caldereta, Rice, Bottled Water, Choco Mucho			
27	pax	MMC	300	160	48000
28	pax	MCC	250	160	40000
29	pax	MBC	150	160	24000
30	pax	Food for the Guests (Chopsuey, Fish, Rice, Bottled Water, Fruit Salad)	2	800	1600
		sub-total LOT 1			514,640
		LOT 2- ACCOMMODATION			
1	pax	Accommodation	2		
		sub-total LOT 2			
XX			TOTAL		

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

EMILIE BOY MACAPAGAS  
Supplier's Signature over Printed Name  
303-699-553-00061  
TIN No. of Establishment  
09084706808  
Contact Number

Date

MSU-BAC-FR-05.01





#### 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



# View Red Registration

[Back \(https://philgeps.gov.ph/SupDashboards/dashboard\)](https://philgeps.gov.ph/SupDashboards/dashboard)

## My Contact Details

Salutation	Mr	First Name	ERNIE BOY
Middle Name	CADAYONG	Last Name	MACAPANAS
Gender	Male	Position	OWNER
Landline Area Code	043	Landline Number	4419283
Landline Extension Number			
Fax Area Code		Fax Number	
Fax Extension Number			
Country Code	63	Mobile Number	09354953014
Email Address	infiniteprince10252006@gmail.com		

## Organization Details

Organization Id	383315	Registration Date	19-Mar-2024 02:29 PM
Registration Status	active		
Organization Name	INFINITE PRINCE FOOD KIOSK	Form Of Organization	Single Proprietorship
Business Category	Industrial food and beverage equipment,Institutional food services equipment,Seafood,Prepared and preserved foods,Food and beverage industries,Food and nutrition services		
Location	local	Organization Type	Services
Business Tax Identification Number	303699553	Capitalization	₱ 300,000.00

## Single Proprietorship Details

DTI Certificate Number	1917846	DTI Registration Date	03-Jul-2020
Expiration Date	03-Jul-2025	DTI Business Scope	regional
Signatory	RAMON M LOPEZ		



Local Organization Address

Country Name	Philippines	Region	Region IV-B
Province	Oriental Mindoro	City/Municipality	Calapan City
Street Address	MASIPIT	Zip Code	5200

Bank Account Details

Bank Name	Branch Code
Bank Branch	Account Name
Account Number	

Uploaded Supporting Document

Uploaded	1710829786_MACAPANAS, ERNIE - 000 - DTI CERTIFICATION.pdf
Supporting Document	( <a href="https://philgeps.gov.ph/portal_documents/merchant_reg_documents/user_383315/documents/1710829786_MACAPANAS, ERNIE - 000 - DTI CERTIFICATION.pdf">https://philgeps.gov.ph/portal_documents/merchant_reg_documents/user_383315/documents/1710829786_MACAPANAS, ERNIE - 000 - DTI CERTIFICATION.pdf</a> )

Status

Status	Red Approved
--------	--------------

List of Active Users of the Merchant Organization

Last Name	First Name	Middle Name	Position	Status
No Records Found				

## Omnibus Sworn Statement

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

### AFFIDAVIT

I, Ernie Boy Macapanas, of legal age, Married, Filipino and residing at Blk. 22 lot 4 Neo Calapan Realty Barangay Bulusan 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 Infinite Prince Food Kiosk with office address at Masipit Calapan City Oriental Mindoro];
2. As the owner and sole proprietor, or authorized representative of Infinite Prince Food Kiosk, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for 4<sup>th</sup> ANNIVERSARY CELEBRATION of the MINDORO STATE UNIVERSITY, as shown in the attached duly notarized Special Power of Attorney;
3. Infinite Prince Food Kiosk is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. Infinite Prince Food Kiosk is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. Infinite Prince Food Kiosk complies with existing labor laws and standards; and



8. Infinite Prince Food Kiosk is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the 4<sup>th</sup> Anniversary Celebration

9. Infinite Prince Food Kiosk did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

IN WITNESS WHEREOF, I have hereunto set my hand this 10<sup>th</sup> day of March, 2025 at CALAPAN CITY, Philippines.

ERNIE BOY CADAYONG MACAPANAS  
Affiant

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_ 20 \_\_\_\_ at  
Calapan City, Philippines. The affiant exhibiting to me his/her  
\_\_\_\_ issued by the

ATTY. RAYMOND JOEL L. BALBUENA  
Roll of Attorney's No. 61087  
IBP Lifetime No. 010769  
PTA No. 1427926 - Calapan City  
MCLE Compliance No. VII-0005057  
Notarial Commission until December 31, 2026

Doc. No. 370  
Page No. 75  
Book No. 139  
Series of 20 25







For BIR Use Only

BCS/Item:

Republic of the Philippines

Department of Finance

Bureau of Internal Revenue

BIR Form No.

1701Q


January 2018 (ENCS)

Page 1

Quarterly Income Tax Return

for Individuals, Estates and Trusts

Enter all required information in CAPITAL LETTERS using BLACK ink. Mark all applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Tax Filer.



1701Q 01/18 ENCS P1

1 For the Year 2024

2 Quarter

3 Amended Return? Yes No

4 Number of Sheets Attached 0

5 Taxpayer Identification Number (TIN) 000 - 999 - 999 - 999

6 RDO Code 063

7 Taxpayer/Filer Type Single Proprietor Professional Estate Trust

8 Alphabetic Tax Code (ATC) 1012 Business Income-Graduated IT Rates 1014 Income from Profession-Graduated IT Rates 1013 Mixed Income-Graduated IT Rates 1015 Business Income-5% IT Rate 1017 Income from Profession-5% IT Rate 1016 Mixed Income-5% IT Rate

9 Taxpayer/Filer's Name (Last Name, First Name, Middle Name for Individual/ESTATE or First Name, Middle Name, Last Name/TRUST FBO (First Name, Middle Name, Last Name) MACAPANAS, ERNIE BOY, CADAYON

10 Registered Address (Indicate complete address. If branch, indicate the branch address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1905) MASIPIT, CALAPAN CITY

10A Zip Code 8200

11 Date of Birth (MM/DD/YYYY) 10/11/1984

12 Email Address jinfintprince10252000@gmail.com

13 Citizenship FILIPINO

14 Foreign Tax Number (if applicable)

15 Claiming Foreign Tax Credits? Yes No

16 Tax Rate (choose one, for income from business) Graduated Rates per Tax Table -page 2 (Choose Method of Deduction in Item 16A) 8% on gross sales/receipts & other non-operating income in lieu of Graduated Rates under Sec. 24(A)(2)(a) & Percentage Tax under Sec. 116 of the NIRC, as profession) amended [available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]

16A Method of Deduction Itemized Deduction [Sec. 34(A-J), NIRC] Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]

17 Spouse's TIN

18 RDO Code

19 Filer's Spouse Type Single Proprietor Professional Compensation Earner

20 ATC 1012 Business Income-Graduated IT Rates 1014 Income from Profession-Graduated IT Rates 1013 Mixed Income-Graduated IT Rates 1015 Business Income-5% IT Rate 1017 Income from Profession-5% IT Rate 1016 Mixed Income-5% IT Rate 1011 Compensation Income

21 Spouse's Name (Last Name, First Name, Middle Name)

22 Citizenship

23 Foreign Tax Number, if applicable

24 Claiming Foreign Tax Credits? Yes No

25 Tax Rate (choose one, for income from business) Graduated Rates per Tax Table -page 2 (Choose Method of Deduction in Item 25A) 8% on gross sales/receipts & other non-operating income in lieu of Graduated Rates under Sec. 24(A)(2)(a) & Percentage Tax under Sec. 116 of the NIRC, as profession) amended [available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]

25A Method of Deduction Itemized Deduction [Sec. 34(A-J), NIRC] Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]

26 Tax Due 22,989.00

27 Less: Tax Credits/Payments 20,761.00

28 Tax Payable/(Overpayment) (Item 26 Less Item 27) 2,228.00

29 Add: Total Penalties 0.00

30 Total Amount Payable/(Overpayment) (Sum of Items 28 and 29) 2,228.00

31 Aggregate Amount Payable/(Overpayment) (Sum of Items 30A and 30B) 2,228.00

26A Taxpayer/Filer 22,989.00

26B Spouse 0.00

27A 20,761.00

27B 0.00

28A 2,228.00

28B 0.00

29A 0.00

29B 0.00

30A 2,228.00

30B 0.00

I declare under the penalties of perjury that this remittance 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 Authorized Representative, attach authorization letter and indicate TIN)

Signature and Printed Name of Taxpayer/Authorized Representative/Tax Agent (Indicate Title/Designation and TIN)

32 Cash/Bank Debit Memo

33 Check

34 Tax Debit Memo

35 Others (specify)

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)

I understand that this choice is irrevocable for this taxable year. However, the 8% Income Tax (IT) Rate option if initially selected shall automatically be changed to graduated IT rates when taxpayer's gross sales/receipts and other non-operating income exceed Three million pesos (P3M).



For BIR BCS/ Use Only Item:		Republic of the Philippines Department of Finance Bureau of Internal Revenue		1701Q 01/18ENC5 P2	
BIR Form No. <b>1701Q</b> January 2018 (ENC5) Page 2		<b>Quarterly Income Tax Return for Individuals, Estates and Trusts</b>			
TIN _____		Taxpayer/Filer's Last Name _____			
P03 P99 P63 P00		MACAPANAS			
<b>PART V - COMPUTATION OF TAX DUE</b> (DO NOT enter Centavos; 49 Centavos or less drop down; 50 or more round up)					
<b>Declaration this Quarter</b>					
If graduated rate, fill in items 36 to 46; if 8%, fill in items 47 to 54					
<b>Schedule I - For Graduated IT Rate</b>					
36 Sales/Revenues/Receipts/Fees (net of sales returns, allowances and discounts)		36A	748,720.00	36B	0.00
37 Less: Cost of Sales/Services (applicable only if availing Itemized Deductions)		37A	630,850.00	37B	0.00
38 Gross Income/(Loss) from Operation (Item 36 Less Item 37)		38A	117,870.00	38B	0.00
Less: Allowable Deductions					
39 Total Allowable Itemized Deductions		39A	0.00	39B	0.00
OR					
40 Optional Standard Deduction (OSD) (40% of Item 38)		40A	0.00	40B	0.00
41 Net Income/(Loss) This Quarter (Item 38 Less Either Item 39 OR 40)		41A	117,870.00	41B	0.00
Add: 42 Taxable Income/(Loss) Previous Quarter/s		42A	284,575.00	42B	0.00
43 Non-Operating Income (specify) _____		43A	0.00	43B	0.00
44 Amount Received/Share in Income by a Partner from General Professional Partnership (GPP) _____		44A	0.00	44B	0.00
45 Total Taxable Income/(Loss) To Date (Sum of Items 41 to 44)		45A	402,445.00	45B	0.00
46 Tax Due (Item 45 x Applicable Tax Rate based on Tax Table below)		46A	22,369.00	46B	0.00
<b>Schedule II - For 8% IT Rate</b>					
47 Sales/Revenues/Receipts/Fees (net of sales returns, allowances and discounts)		47A	0.00	47B	0.00
48 Add: Non-Operating Income (specify) _____		48A	0.00	48B	0.00
49 Total Income for the quarter (Sum of Items 47 and 48)		49A	0.00	49B	0.00
50 Add: Total Taxable Income/(Loss) Previous Quarter (Item 51 of previous quarter)		50A	0.00	50B	0.00
51 Cumulative Taxable Income/(Loss) as of This Quarter (Sum of Items 49 and 50)		51A	0.00	51B	0.00
52 Less: Allowable reduction from gross sales/receipts and other non-operating income of jointly self-employed individuals and/or professionals in the amount of P200,000		52A	0.00	52B	0.00
53 Taxable Income/(Loss) To Date (Items 51 Less Item 52)		53A	0.00	53B	0.00
54 Tax Due (Item 53 x 8% Tax Rate)		54A	0.00	54B	0.00
<b>Schedule III - Tax Credits/Payments</b>					
55 Prior Year's Excess Credits		55A	1,723.00	55B	0.00
56 Tax Payment/s for the Previous Quarter/s		56A	0.00	56B	0.00
57 Creditable Tax Withheld for the Previous Quarter/s		57A	3,491.95	57B	0.00
58 Creditable Tax Withheld per BIR Form No. 2307 for this Quarter		58A	10,365.36	58B	0.00
59 Tax Paid in Return Previously Filed, if this is an Amended Return		59A	0.00	59B	0.00
60 Foreign Tax Credits, if applicable		60A	0.00	60B	0.00
61 Other Tax Credits/Payments (specify) _____		61A	0.00	61B	0.00
62 Total Tax Credits/Payments (Sum of Items 55 to 61)		62A	20,781.00	62B	0.00
63 Tax Payable/(Overpayment) (Item 46 or 54, Less Item 62)		63A	2,208.00	63B	0.00
<b>Schedule IV - Penalties</b>					
64 Surcharge		64A	0.00	64B	0.00
65 Interest		65A	0.00	65B	0.00
66 Compromise		66A	0.00	66B	0.00
67 Total Penalties (Sum of Items 64 to 66)		67A	0.00	67B	0.00
68 Total Amount Payable/(Overpayment) (Sum of Items 63 and 67)		68A	2,208.00	68B	0.00

TABLE 1 - Tax Rates (effective January 1, 2018 to December 31, 2022)		TABLE 2 - Tax Rates (effective January 1, 2023 and onwards)	
If Taxable Income is:	Tax Due is:	If Taxable Income is:	Tax Due is:
Not over P250,000	0%	Not over P250,000	0%
Over P250,000 but not over P400,000	20% of the excess over P250,000	Over P250,000 but not over P400,000	10% of the excess over P250,000
Over P400,000 but not over P800,000	P80,000 + 25% of the excess over P400,000	Over P400,000 but not over P800,000	22,500 + 20% of the excess over P400,000
Over P800,000 but not over P2,000,000	P130,000 + 30% of the excess over P800,000	Over P800,000 but not over P2,000,000	102,500 + 25% of the excess over P800,000
Over P2,000,000 but not over P8,000,000	P400,000 + 32% of the excess over P2,000,000	Over P2,000,000 but not over P8,000,000	402,500 + 30% of the excess over P2,000,000
Over P8,000,000	P2,410,000 + 35% of the excess over P8,000,000	Over P8,000,000	P2,202,500 + 35% of the excess over P8,000,000





Ernie Boy Macapanas <infiniteprince10252006@gmail.com>

## Tax Return Receipt Confirmation

1 message

ebirforms-noreply@bir.gov.ph <ebirforms-noreply@bir.gov.ph>  
To: infiniteprince10252006@gmail.com

Tue, Nov 5, 2024 at 12:02 PM

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

File name: 303699553000-1701Qv2018-2024Q3.xml

Date received by BIR: 5 November 2024

Time received by BIR: 11:44 AM

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  
Province of Oriental Mindoro  
**MUNICIPALITY OF VICTORIA**

**KNOW ALL MEN BY THESE PRESENT**

Pursuant to the provision of Tax Ordinance Number 06-2012, otherwise known as the revised Revenue Code of Victoria, Oriental Mindoro, after the taxes and Charges, etc., and compliance with the existing requirements permit is hereby granted to herein taxpayer.

## Mayor's Permit of Business

Status: Renew	Permit Number: 888-0570	Date of Issuance: 15 Jan 2025 A	Date of Expiration: December 31, 2025
O.R. Number: 4337649	O.R. Date: 1/15/2025	Amount Paid: 5,645.00	Capital Gross Sales: 360,000.00
Taxpayer's Name: MACAPANAS, ERNIE BOY C.			
Business Name: INFINITE PRINCE FOOD KIOSK			
Nature of Business: CANTEEN AND SCHOOL SUPPLIES			
Address: ALCATE, Victoria, Oriental Mindoro			

PERMIT SHALL BE SUBJECT TO IMMEDIATE CANCELLATION IF THERE IS FAILURE ON PART OF THE GRANTEE TO CONTINUOUSLY COMPLY WITH THE PROVISION OF THE BUILDING CODE OF THE PHILIPPINES AND OTHER PERTINENT LAWS AND REGULATION RELATIVE TO ISSUANCE OF PERMIT AND LICENSE

Approved by:

  
JOSELITO C. MALABANAN  
Municipal Mayor

This Franchise Permit and Official Receipt shall be displayed or posted for public view in a conspicuous place within the place of business of undertaking.

Emergency Hotline: PNP(09190937530/09063526303), BFP(09557700007, 09156031500), MDRMO(09770127197/09109183097), MHO(09176348666)





This certifies that

**INFINITE PRINCE FOOD KIOSK**  
(REGIONAL)

REGION IV-B (MIMAROPA)

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

This certificate issued to

**ERNIE BOY CADAYONG MACAPAÑAS**

is valid from 03 July 2020 to 03 July 2025 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

**Certificate of Business Name Registration**

  
**RAMON M. LOPEZ**  
Secretary

**Business Name No. 1917846**

and issue the same on 03 July 2020 in the Philippines.

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



SPJP649111193189

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



OCN: 063RC20240000004644  
Date OCN Generated: September 17, 2024

UPDATED ON SEP 17 2024

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 303-699-553-00001	NAME OF TAXPAYER MACAPANAS, ERNIE BOY CADAYONG	TIN ISSUANCE DATE June 9, 2022
REGISTERING OFFICE	Head Office	X Branch
REGISTERED ADDRESS ALCATE 5205 VICTORIA ORIENTAL MINDORO PHILIPPINES		

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
TAXPAYER TYPE/S	SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)			
BUSINESS INFORMATION DETAILS				
			CATEGORY	REGISTRATION DATE
TRADE NAME 1	INFINITE PRINCE FOOD KIOSK			June 9, 2022
(PSIC)	47610-RETAIL SALE OF BOOKS, NEWSPAPERS AND STATIONERY IN SPECIALIZED STORES		Secondary	
Line of Business	RETAIL SALE OF BOOKS, NEWSPAPERS AND STATIONERY IN SPECIALIZED STORES			
(PSIC)	56109-OTHER RESTAURANTS AND MOBILE FOODS SERVICE ACTIVITIES, N.E.C.		Primary	
Line of Business	OTHER RESTAURANTS AND MOBILE FOODS SERVICE ACTIVITIES, N.E.C.			

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 return/s to conform with the above tax types, whether with or without business operation, to avoid penalties.
- 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.
- Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.
- 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.



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

CERTIFICATE OF REGISTRATION

OCN: 063RC20240000004644  
Date OCN Generated: September 17, 2024  
UPDATED ON SEP 17 20

TIN & BRANCH CODE 303-699-553-00001	NAME OF TAXPAYER MACAPANAS, ERNIE BOY CADAYONG	TIN ISSUANCE DATE June 9, 2022
REGISTERING OFFICE	Head Office	<input checked="" type="checkbox"/> Branch

REGISTERED ADDRESS

ALCATE 5205 VICTORIA ORIENTAL MINDORO 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.



*Regina P. Reforma* CHRISTINE M. CARDONA  
REGINA P. REFORMA REVENUE DISTRICT OFFICER  
OIC-Assl. Revenue District Officer (Signature over Printed Name)

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





REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF MEALS, SNACKS AND ACCOMMODATION FOR THE 4TH ANNIVERSARY CELEBRATION OF MINSU

JOR No.: JO25-018

RFQ No. 2025-015

ABC Amount: Php523,640.00

Lot 1; Php514,640.00

Lot 2: Php9,000.00

Company Name : JEN'S EATERY  
Address : SURMI CALAPAN

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

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- MEALS AND SNACKS</b>			
		<b>March 7, 2025</b>			
		<b>Snacks (MinSU Teaching and Non-Teaching Personnel)</b>			
		<i>Pansit/Spaghetti, Softdrinks, Sandwich</i>			
1	pax	MMC	280		
2	pax	MCC	240		
3	pax	MBC	180		
		<b>March 10, 2025</b>			
		<b>Snacks (PNP, TMO, MDRRM, ROTC, Brass Band)</b>			
		<i>Bottled Water, Carbonara/Spaghetti, Siopao</i>			
4	pax	MMC	75		
5	pax	MCC	75		
6	pax	MBC	75		
		<b>March 13, 2025</b>			
		<b>Snacks (MinSU Teaching and Non-Teaching Personnel)</b>			
		<i>Bottled Water, Carbonara/Spagetti, Siopao</i>			
7	pax	MMC	280		
8	pax	MCC	240		
9	pax	MBC	180		
		<b>Lunch</b>			
		<i>Caldereta, Rice, Bottled Water</i>			
9	pax	Basketball team + Coach + Sports Coordinator + Medical Team	45		
10	pax	Volleyball Girls + Coach	45		
11	pax	Volleyball Boys + Coach	45		
12	pax	Basketball Visitor Players + Coach	39		
		<b>Snacks and Dinner</b>			

MSU-BAC-FR-05.01





NOT INTERESTED

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

es noted above

TEWAHA

Supplier's Signature over Printed Name

412-382-2540

TIN No. of Establishment

0938-1479801

Contact Number

Date \_\_\_\_\_

MSU-BAC-FR-05.01

•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





REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF MEALS, SNACKS AND ACCOMMODATION FOR THE 4TH ANNIVERSARY CELEBRATION OF MINSU

JOR No.: JO25-018

RFQ No. 2025-015

ABC Amount: Php523,640.00

Lot 1; Php514,640.00

Lot 2: Php9,000.00

Company Name : KING & TINAS CATERING  
Address : LAUND CAMPAN

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

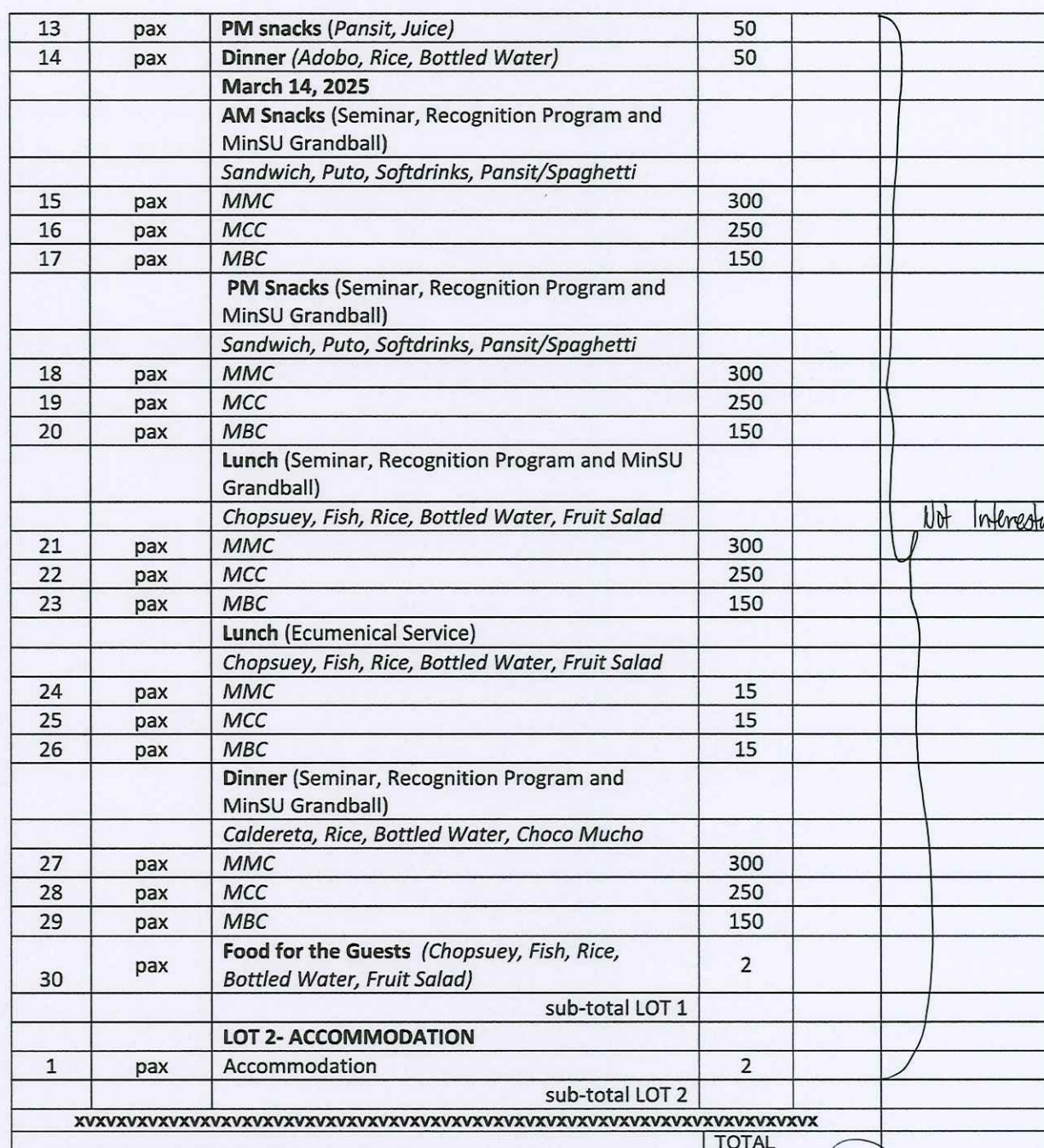
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		Snacks and Dinner			

MSU-BAC-FR-05.01



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



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

Supplier's Signature over Printed Name  
495-836-397-000

TIN No. of Establishment

Contact Number

Date \_\_\_\_\_

MSU-BAC-FR-05.01

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





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  - c. Valid Mayor's/Business Permit
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  - g. TAX Clearance
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MSU-BAC-FR-05.01



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

APPROVED BUDGET FOR THE CONTRACT (ABC)  
SUPPLY AND DELIVERY OF MEALS, SNACKS AND ACCOMMODATION FOR THE 4TH ANNIVERSARY CELEBRATION OF MINSU  
Alcate, Victoria, Oriental Mindoro

Project Name and location

Stations: Mindoro State University  
Length:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	Contract Duration:					TOTAL COST	UNIT COST		
									OTHER COST FACTORS								
									%	INFLATION,	VALUE	INFLATION,					
													%			INFLATION,	VALUE
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)			















**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines

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



February 20, 2025

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

MINDORO STATE UNIVERSITY Victoria, Oriental Mindoro, 5205 Philippines	
<b>RECEIVED</b>	
<b>RECORDS OFFICE</b>	
BY: <i>[Signature]</i>	
DATE: 2/24/25	
TIME: 12:26	
CONTROL # 408	

**Dear Ma'am President,**

Greetings of peace and solidarity!

I am pleased to submit a copy of our university's **Draft Proposal** for the celebration of **University 4th Anniversary**, scheduled to take place from **March 10 to 14, 2025**. This document is provided for your reference and evaluation.

We appreciate your time in reviewing our proposal, and we look forward to your valuable feedback.

Thank you very much and God bless.

Very truly yours,

*[Signature]*

**CHRISTIAN B. APOSTOL, Ph.D.**  
Campus Executive Director  
Mindoro State University - Main Campus

Recommending Approval:

*[Signature]*

**JOELENE C. LEYNES**  
Vice President for Administration and Finance

Approved:

*[Signature]*

**ENYA MARIE D. APOSTOL, Ph.D.**  
SUC President III  
Mindoro State University





## PROPOSAL

### 4<sup>th</sup> University Anniversary Mindoro State University

Title: **Celebration of the 4<sup>th</sup> University Anniversary with the theme ESPECIALLY 4U (Elevating Success, Progress and ExCellence thru Innovation, and Active Leadership for a Legacy BeYond Borders: MinSU @ 4)**

Implementing Agency : **MINDORO STATE UNIVERSITY**

Head of Agency: **ENYA MARIE D. APOSTOL, Ph.D.**  
SUC President III

Contact Person: **CHRISTIAN B. APOSTOL, Ph.D.**  
CED- Main Campus

Total Project Cost: **₱ 1,281,695.00**

Duration : **5days**

Sources of Fund: **GAA 2025**

## PROJECT DESCRIPTION

### Introduction

Mindoro State University (MinSU) has continuously strived for excellence in education, research, and community engagement, shaping generations of learners and leaders. Its journey began with the establishment of the Mindoro Agricultural School (MINAS) through Republic Act No. 506, signed into law on June 17, 1950. This legislation laid the foundation for agricultural education and development in Mindoro, paving the way for the institution's continuous growth and transformation.

Over the years, MINAS evolved into the Mindoro College of Agriculture and Technology (MCAT), followed by the establishment of two Commission on Higher Education-Supervised Institutions (CHED CSIs): the Polytechnic College of Calapan (PCC) in Calapan City and the Bongabong School of Fisheries (BSF), later renamed the Bongabong College of Fisheries (BCF). This remarkable journey culminated in the formation of the Mindoro State College of Agriculture and Technology (MinSCAT), which ultimately achieved university status as Mindoro State University through Commission en banc Resolution No. 110-2021 and BOR Resolution No. 1, s. 2021 on March 16, 2021.

### Rationale/Significance

The 4<sup>th</sup> anniversary of Mindoro State University (MinSU) marks a significant milestone in its rich history and continuous pursuit of excellence. Established through Republic Act No. 506 on June 17, 1950, the Mindoro Agricultural School (MINAS) was founded to advance agricultural education and rural development in the province. From these beginnings, the institution underwent numerous transformations—first becoming the Mindoro College of Agriculture and Technology (MCAT), followed by the creation of two Commission on Higher Education-Supervised Institutions (CHED CSIs): the Polytechnic College of Calapan (PCC) in Calapan City and the Bongabong School of Fisheries (BSF), later renamed the Bongabong College of Fisheries (BCF). This progressive journey led to the establishment of the Mindoro State College of Agriculture and Technology (MinSCAT), which ultimately achieved university status as Mindoro State University through Commission en banc Resolution No. 110-2021 and BOR Resolution No. 1, s. 2021 on March 16, 2021.

Guided by this year's theme: "ESPECIALLY 4U: Elevating Success, Progress, and Excellence through Innovation, and Active Leadership for a Legacy Beyond Borders – MinSU @ 4," this celebration is a testament to the institution's commitment to academic excellence, transformative leadership, and global impact. It serves as an opportunity to honor the dedication and invaluable contributions of the faculty, staff,







and stakeholders, whose unwavering commitment to the university's four core functions—instruction, research, extension, and production—has played a pivotal role in its continued growth and success.

Furthermore, this occasion highlights the visionary leadership and strategic initiatives that have propelled MinSU forward. The administration's relentless efforts in strengthening academic programs, expanding research opportunities, fostering industry partnerships, and embracing innovation have positioned the university as a center of excellence, shaping the future of education and societal development.

More than a commemoration of past achievements, this anniversary serves as a call to action—inspiring the entire university community to embrace continuous improvement, adaptability, and excellence. It is a moment to reflect on our journey, express profound gratitude to those who have contributed to our success, and reaffirm our collective commitment to building a legacy that extends beyond borders.

## Objectives:

**General Objectives:** To commemorate the 4<sup>th</sup> University Anniversary of Mindoro State University.

## Specific Objectives:

1. To recognize and express gratitude to the Faculty Members and Staff for their steadfast support and dedicated service to the University, acknowledging their pivotal roles in fulfilling the institution's mandated functions.
2. To highlight and showcase the administrative efforts and initiatives that have propelled Mindoro State University towards excellence, fostering a sense of pride and motivation within the university community.
3. Conduct a historical retrospective through multimedia presentations, exhibitions, and storytelling sessions, showcasing the journey of the institution from MINAS, PCC and BSF to Mindoro State University.
4. Organize a special ceremony or program to recognize and appreciate Faculty Members and Staff who have demonstrated exceptional dedication and contribution to the university, possibly through awards or commendations.
5. Showcase the achievements and initiatives of the administration through presentations, panel discussions, or publications, emphasizing how these efforts have contributed to the university's growth and commitment to excellence.
6. Foster community engagement by involving alumni, local communities, and stakeholders in anniversary events, creating a sense of unity and shared pride in the achievements of Mindoro State University.
7. Develop a gender sensitive workforce in MinSU Community and to promote equality and equity among the employees and students that support the University's Vision, Mission and Core Values.

## Methodology

To ensure the successful commemoration of the 4<sup>th</sup> University Anniversary of Mindoro State University (MinSU), a structured approach will be implemented, beginning with careful planning and coordination. A core organizing committee, composed of faculty, staff, students, and key stakeholders, will be established to oversee the preparation and execution of activities. Roles and responsibilities will be clearly defined, and a detailed timeline will be developed to ensure the smooth implementation of events.

A key component of the celebration will be the recognition and appreciation of faculty and staff. A formal ceremony will be organized to acknowledge their dedication and contributions to the university. Awards and commendations will be given to individuals who have demonstrated exceptional service, and presentations will highlight administrative initiatives that have propelled MinSU toward excellence. Additionally, a historical retrospective will be conducted through multimedia presentations, exhibitions, and storytelling sessions, showcasing the institution's journey from its establishment as the Mindoro Agricultural School (MINAS) to its present status as a university. Archival materials such as photographs, videos, and documents will be compiled to create an engaging and informative digital exhibit.







To strengthen community engagement and stakeholder involvement, alumni, local government officials, and industry partners will be invited to participate in various anniversary events. Special networking sessions, outreach programs, and panel discussions will be organized to foster collaboration and reaffirm MinSU's commitment to societal development. A key focus of the celebration will also be the promotion of gender sensitivity and inclusion within the university. Workshops and seminars will be conducted to raise awareness on gender equality, while policies and initiatives aimed at fostering a gender-sensitive workforce will be introduced.

To maximize participation and outreach, a comprehensive promotional and media campaign will be launched. The university's website, social media platforms, and local media outlets will be utilized to share updates, announcements, and event highlights. Promotional materials such as banners, posters, and videos will be developed to enhance visibility, and significant moments from the celebration will be documented through live streaming and publications.

Finally, to assess the overall impact of the anniversary celebration, a monitoring and evaluation process will be conducted. Feedback from participants and stakeholders will be collected through surveys and interviews, allowing organizers to measure the effectiveness of the activities and identify areas for improvement. A comprehensive report summarizing key outcomes, challenges, and recommendations will be prepared, serving as a valuable reference for future university celebrations. Through this systematic approach, the 4th University Anniversary of MinSU will not only celebrate past achievements but also inspire a renewed commitment to excellence, innovation, and community engagement.

## Expected Outputs & Outcomes

The 4th University Anniversary of Mindoro State University (MinSU) aligns with the **Sustainable Development Goals (SDGs)**, the **Philippine Development Plan (PDP)**, the **Regional Development Plan (RDP)**, and the **University Mandate** by promoting excellence in education, research, community engagement, and inclusivity.

### Expected Outputs:

- A well-executed anniversary celebration recognizing the contributions of faculty, staff, and stakeholders.
- Multimedia presentations and exhibitions highlighting MinSU's historical growth and achievements.
- Strengthened industry, government, and community partnerships through networking and outreach events.
- Gender sensitivity and inclusivity programs fostering a more equitable academic environment.
- Documentation of key insights, best practices, and event outcomes for future reference.

### Expected Outcomes:

- **Contribution to SDGs:** Supports **SDG 4 (Quality Education)** by celebrating academic excellence and MinSU's role in education, **SDG 5 (Gender Equality)** through gender-sensitivity programs, and **SDG 17 (Partnerships for the Goals)** by strengthening collaborations with stakeholders.
- **Alignment with PDP & RDP:** Advances national and regional development by enhancing higher education, research, and community outreach initiatives, fostering economic and social progress.
- **University Mandate Fulfillment:** Highlights MinSU's commitment to **instruction, research, extension, and production**, ensuring its continued role in regional and national development.
- **Institutional Growth:** Encourages pride and motivation within the MinSU community, fostering a culture of continuous improvement and innovation.

This initiative not only honors MinSU's achievements but also strengthens its impact on education, community development, and sustainability.

### Potential Outcomes:

- Improved university reputation and visibility at regional and national levels.
- Growth in student and faculty engagement in university programs.







- Establishment of new traditions for future university anniversaries.

## Potential Impacts (PIs):

The 4th University Anniversary of Mindoro State University (MinSU) is expected to create lasting positive effects on the university community and its stakeholders, reinforcing its role in education, research, and societal development.

### 1. Institutional Growth and Recognition

- Strengthened university reputation at regional, national, and international levels.
- Increased support from government agencies, private institutions, and industry partners.
- Enhanced visibility of MinSU's contributions to education, research, and innovation.

### 2. Academic and Community Engagement

- Greater motivation among faculty, staff, and students to uphold academic excellence.
- Strengthened relationships with alumni, local communities, and stakeholders.
- Increased student and faculty participation in research, outreach, and university initiatives.

### 3. Socioeconomic and Regional Development

- Enhanced collaboration with local industries, promoting workforce development.
- Strengthened community-based projects that address local and regional needs.
- Increased opportunities for students and graduates through industry linkages.

### 4. Contribution to Sustainable Development Goals (SDGs)

- Improved access to quality education (SDG 4) through institutional development.
- Promotion of gender equality (SDG 5) via inclusivity and gender-sensitive policies.
- Strengthened partnerships for sustainable development (SDG 17) by fostering collaborations with various sectors.

### 5. Cultural and Institutional Legacy

- Creation of new traditions and practices that strengthen MinSU's identity.
- Preservation of the university's rich history through documentation and multimedia presentations.
- Continuous improvement in university policies and programs inspired by past achievements.

## Target Beneficiaries:

The 4th University Anniversary of MinSU will benefit faculty, staff, students, alumni, and stakeholders. Faculty and staff will be recognized for their contributions, fostering appreciation and motivation. Students will gain a deeper connection to MinSU's history, while alumni will strengthen their ties with the university. Local communities, industry partners, and government agencies will also benefit through enhanced collaborations, outreach programs, and networking opportunities. This celebration will promote unity, pride, and continued commitment to academic excellence and community development.

## BUDGETARY REQUIREMENTS

### DAY 0

#### 1. CAMPUS CLEAN-UP DRIVE "Alay Linis" of Students and Tree Growing of Faculty and Staff (March 7, 2025)

PARTICULARS	No. of PARTICIPANTS			TOTAL
	MMC	MCC	MBC	
Snacks- MinSU Teaching and Non-Teaching Personnel (P80 x 700)	280pax	240pax	180pax	56,000.00
<b>Sub-Total</b>				<b>56,000.00</b>

### DAY 1

#### 2. MOTORCADE - Simultaneous per Campus (March 10, 2025)







	MMC	MCC	MBC	
TARPAULIN (4X11) ₱1,500 X 3	1	1	1	4,500.00
SNACKS (₱80 x 225pax) For PNP, TMO, MDRRM, ROTC, Brass Band	75pax	75pax	75pax	18,000.00
<b>Sub-Total</b>				<b>22,500.00</b>

**DAY 2**

**3. International Women's Month Celebration (c/o WGAD Unit) (March 11, 2025)**

**DAY 3**

**4. Mr. and Ms. MinSU (Sports and Cultural) (March 12, 2025)**

**DAY 4**

**5. ZUMBA, FRIENDSHIP GAMES & TEAM BUILDING GAMES (C/O Faculty and Employees Association) (March 13, 2024)**

PARTICULARS	No. of PARTICIPANTS			TOTAL
	MMC	MCC	MBC	
A. ZUMBA - Simultaneous per Campus				
Snacks- MinSU Teaching and Non-Teaching Personnel (₱80 x 700)	280pax	240pax	180pax	56,000.00
<b>Sub-Total</b>				<b>56,000.00</b>
B. FRIENDSHIP GAMES				
Basketball Team + Coach + Sports Coordinator+Medical Team	15	15	15	
Volleyball Girls + Coach	15	15	15	
Volleyball Boys + Coach	15	15	15	
Basketball Visitor Players + Coach	13	13	13	
Transportation (MBC) - (₱460 x 58)				26,680.00
Transportation (MCC) - (₱200 x 58)				11,600.00
Lunch (₱160 x 174)				27,840.00
<b>Sub-Total</b>				<b>66,120.00</b>

**6. Mr. and Ms. MinSUFEA 2025**

<b>FLOWER BOUQUET:</b>				
Top 2 Male (₱1,000 x 2)	2			2,000.00
Top 2 Female (₱1,000 x 2)	2			2,000.00
Mr. & Ms. MinSU (₱2,000 x 2)	2			4,000.00
<b>CROWN:</b>				
Top 2 Male (₱1,500 x 2)	2			3,000.00
Top 2 Female (₱2,000 x 2)	2			4,000.00
Mr. & Ms. MinSU (₱2,500 x 2)	2			5,000.00
<b>SASH AND ACRYLIC TROPHY</b>				







Top 2 Male Trophy (₱350 x 2)	2			700.00
Top 2 Female Trophy (₱500 x 2)	2			1,000.00
Mr. & Ms. MinSU Trophy (₱2,000 x 2)	2			4,000.00
Sash (₱30 x 50)	50			1,500.00
<b>TOKEN AND PLAQUES</b>				
Plaques for the Judges (₱2,000 x 5)	5			10,000.00
<b>SNACKS and DINNER:</b>				
PM Snacks (₱80 x 50pax)	50			4,000.00
Dinner (₱160 x 50pax)	50			8,000.00
<b>Sub-Total</b>				<b>49,200.00</b>
<b>DAY 5</b>				

## 6. ECUMENICAL SERVICE (March 14, 2025)

PARTICULARS	No. of PARTICIPANTS			TOTAL
	MMC	MCC	MBC	
FLOWERS (₱1,000 X 3)	1	1	1	3,000.00
LUNCH (₱160 x 45 pax)	15pax	15pax	15pax	7,200.00
<b>Sub-Total</b>				<b>10,200.00</b>

## 8. SEMINAR, RECOGNITION PROGRAM AND MINSU GRAND BALL (March 14, 2025)

PARTICULARS	No. of PARTICIPANTS			TOTAL
	MMC	MCC	MBC	
PLAQUE OF RECOGNITION:				
Small (₱2,000.00 x 40pcs)	15	13	12	80,000.00
Medium (₱2,200.00 x 30pcs)	14	9	7	66,000.00
Large (₱2,500.00 x 34pcs)	14	12	8	85,000.00
Ramit Sablay (customized) (1,500x40pcs)	40			60,000.00
MEDALS (Customized MinSU Logo):				
Bronze (₱100.00 x 40pcs)	15	13	12	4,000.00
Silver (₱100.00 x 30pcs)	14	9	7	3,000.00
Gold (₱100.00 x 34pcs)	14	12	8	3,400.00
FRAME for Certificates				1,000.00
DECORATIONS:				
Artificial Flowers (₱150 x 50)	50			7,500.00
styro sheet, styro slab 1/2"inch thick x 2'ft x 4'ft (₱100 x 50)	50			5,000.00
Acrylic Spray Paint - 300g/400ml (₱120 x 20)	20			2,400.00







Glitters Metallic Fine Dust 250 grams (P85 x 20)	20			1,700.00
AM Snacks (P80 x 700pax)	300pax	250pax	150pax	56,000.00
PM Snacks (P80 x 700pax)	300pax	250pax	150pax	56,000.00
LUNCH (P160 x 700pax)	300pax	250pax	150pax	112,000.00
DINNER (P160 x 700pax)	300pax	250pax	150pax	112,000.00
Tables, Chairs, utensils and hall design				120,000.00
<b>Sub-Total</b>				<b>775,000.00</b>

## 9. SUPPLIES AND MATERIALS (Documentation, Invitations & Programs)

PARTICULARS	MMC	MCC	MBC	TOTAL
Vellum Board (P60 x 10packs)	10			600.00
Ribbon (P100 x 5rolls)	5			500.00
Bond Paper (P250 x 2reams)	2			500.00
Lei (P200 x 40 pcs)	40			8,000.00
Thumbtacks (P165 x 3boxes)	3			495.00
Pin (P160 x 3boxes)	3			480.00
Ink (P1,500 x 1 set)	1			1,500.00
<b>Sub-Total</b>				<b>12,075.00</b>

## 10. HONORARIA/ACCOMMODATION AND FOOD/TRANSPORTATION OF THE GUESTS

PARTICULARS	TOTAL
Honoraria for the Guest Speakers and Resource Speaker (P20,000 x 2)	40,000.00
Accommodation (P4,500 x 2)	9,000.00
Food for the Guests (P800 x 2)	1,600.00
Transportation	15,000.00
<b>Sub-Total</b>	<b>65,600.00</b>

## 11. TRANSPORTATION OF THE TWO (2) CAMPUSES

PARTICULARS	TOTAL
MinSU Bongabong Campus (P460 x 150)	69,000.00
MinSU Calapan City Campus (P200 x 250)	50,000.00
<b>Sub-Total</b>	<b>119,000.00</b>

## 12. CONTINGENCY FUND

PARTICULARS	TOTAL
Contingency Fund	50,000.00
<b>Sub-Total</b>	<b>50,000.00</b>

<b>GRAND TOTAL</b>	
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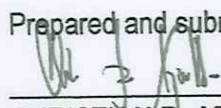




**\*References (legal basis, or literature):**

- Congress of the Philippines. (1950, June 13). *Republic Act No. 506: An act to establish a national agricultural school in the Province of Mindoro*. Official Gazette of the Republic of the Philippines. <https://elibrary.judiciary.gov.ph/thebookshelf/showdocs/2/12567>
- Philippine Commission on Women. (2021). *Gender and Development (GAD) Plan and Budget Guidelines*. PCW Official Gazette. <https://www.pcw.gov.ph>
- Commission on Higher Education. (2021). *Commission en banc Resolution No. 110-2021*. CHED Official Gazette.

Prepared and submitted by:

  
**CHRISTIAN B. APOSTOL, Ph.D.**

Campus Executive Director – Main Campus





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Noted:

*[Signature]*  
for *SAW* *environmental* *monitoring*  
Director for Women, Gender and Development

Comment:

*project / activity is gender-responsive. Please submit sex-disaggregated data after implementation*

*Mary Ann M. Hernandez*  
*MARY ANN M. HERNANDEZ*  
Director for Planning, Monitoring & Evaluation

Comment:

Reviewed by:

☐ Passed

☐ For Revision

☐ Failed due to: \_\_\_\_\_

\_\_\_\_\_  
Unit Head/Director/Dean/Institute Head


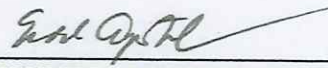


*[Signature]*





**OTHER SUPPORTING DOCUMENTS REQUIRED** (Please refer to General Guidelines for Program/Activity/Project Proposal for the additional necessary documents.)

For DEPARTMENT use only	
Recommending Approval:	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Not Approved due to: _____	
<div style="text-align: center;"> <b>CIEDELLE P. SALAZAR, Ph.D., J.D.</b> VP for Academic Affairs</div>	
For endorsement to Academic/Admin Council <input type="checkbox"/> Yes <input type="checkbox"/> No	
Approved:	
<div style="text-align: center;"> <b>ENYA MARIE D. APOSTOL, Ph.D.</b> University President/ Chair, Academic &amp; Administrative Council</div>	