



SUPPLY AND DELIVERY OF SEMI-EXPENDABLE OFFICE FURNITURE & FIXTURES, SEMI-EXPENDABLE ICT EQUIPMENT, SEMI-EXPENDABLE OFFICE EQUIPMENT FOR THE ADMINISTRATIVE SERVICE DIVISION OF THE THREE (3) CAMPUSES OF MINSU
Name of Project

BAC Resolution Recommending Approval
Resolution No. 043, 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. 2025-035 for the project "Supply and Delivery of Semi-Expendable Office Furniture & Fixtures, Semi-Expendable ICT Equipment, Semi-Expendable Office Equipment for the Administrative Service Division of the Three (3) Campuses of MinSU" with an Approved Budget for the Contract (ABC) amounting to Three Hundred Forty-Four Thousand Five Hundred Pesos (Php344,500.00) composed of three (3) lots specifically;

Particulars	Sub-ABC Amount
Lot 1- Semi-Expendable Furniture & Fixtures	Php150,000.00
Lot 2- Semi-Expendable ICT Equipment	Php35,000.00
Lot 3- Semi-Expendable Office Equipment	Php159,500.00

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 IRAYA LIFE ENTERPRISES and 2 HARDYMAN HARDWARE INC. submitted price quotation before the deadline;

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

Lot No.	Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
1	Php150,000.00	Iraya Life Enterprises	Php142,800.00
		2 Hardyman Hardware Inc.	Php149,700.00
2	Php35,000.00	Iraya Life Enterprises	Php34,250.00
		2 Hardyman Hardware Inc.	Php34,900.00
3	Php159,500.00	Iraya Life Enterprises	Php150,451.00
		2 Hardyman Hardware Inc.	Php159,100.00

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

NOW, THEREFORE, BE IT RESOLVED that the BAC hereby recommends to the Head of Procuring Entity the approval of awarding the contract involving the project, "Supply and Delivery of Semi-Expendable Office Furniture & Fixtures, Semi-Expendable ICT Equipment, Semi-Expendable Office Equipment for the Administrative Service Division of the Three (3) Campuses of MinSU" as follows:

- a. Lot Nos. 1,2 and 3 to Iraya Life Enterprises for being the supplier/bidder with the Lowest Calculated Responsive Bid (LCRB);

RESOLVED, this 18th 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. FADRIQUELAN
BAC Member

Approved/Disapproved

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

Date: _____

•Main Campus, Alcate, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit Calapan City

BAC Reso No. 043 Page 1 of 1

6VPPA-1905-2025

1025-252



Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11868151
Procuring Entity MINDORO STATE UNIVERSITY
Title SUPPLY AND DELIVERY OF SEMI-EXPENDABLE OFFICE FURNITURE & FIXTURES, SEMI-EXPENDABLE ICT EQUIPMENT, SEMI-EXPENDABLE OFFICE EQUIPMENT FOR THE ADMINISTRATIVE SERVICE DIVISION OF THE THREE (3) CAMPUSES OF
Area of Delivery Oriental Mindoro

Solicitation Number:	RFQ No. 2025-035	Status	Closed
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	6
Category:	Furniture	Date Published	12/03/2025
Approved Budget for the Contract:	PHP 344,500.00	Last Updated / Time	12/03/2025 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	17/03/2025 17:00 PM
Client Agency:			
Contact Person:	Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368 cbapotol21@gmail.com		

Description

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ 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- Semi-Expendable Furniture & Fixtures
1 set Work Station 3
2-seater with mobile cabinet
Material: MDF, 30mm thick partition, 6063
Aluminum frame, 5mm clear glass
Dimension: L100" x W26" x H43"
2 unit Office Table with Drawer 6
Dimension: L120cm x W60 x 75

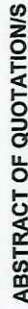
Created by	Annabelle Quinto Madrigal
Date Created	11/03/2025

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



ABSTRACT OF QUOTATION/S

1000

Lot No.:

Project Name: SEVEN and delivery of Semi-Expendable Office Furniture and Fixtures Semi-ICF and Semi-Expendable Office Equipment

Project Location: Administrative Services Division of 3 campuses at MNSU

Implementing Office: _____

Method of Procurement:

Approved Budget for the Contract (ABC): \$ 344,000.00

Value of Submission of Quotation: \$ 344,000.00

II Abstract of Quotations / for SVP

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

Date: _____

[illegible]

III Recommendation /Resolution

☐ **Recommend to Award Contract**

Date:

☐ Recommend to Award Contract

<input type="checkbox"/>	Recommend to Award Contract	18AVA 11EE	Contract Price Award (in words & figures):
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Lowest / Single Calculated and Responsive Quotation:

☐ Declaration of Failure Under Section 35 of Revised RP of RA 9184

☐ Declaration of all bidders under Section 35.1(c) is false.

☐ 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

-*Staph. Cammarii*. Alcala, Victoria

•Hongkong Campus, Tabanan.

Fluenced only if recommended by
n, Bongabong
Calapan City Campus, Masipit, Calapan City



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF SEMI-EXPENDABLE OFFICE FURNITURE & FIXTURES, SEMI-EXPENDABLE ICT EQUIPMENT, SEMI-EXPENDABLE OFFICE EQUIPMENT FOR THE ADMINISTRATIVE SERVICE DIVISION OF THE THREE (3) CAMPUSES OF MINSU

PR No.: PR25-0058
RFQ No. 2025-035
ABC Amount: Php344,500.00
Lot 1: Php150,000.00
Lot 2: Php35,000.00
Lot 3: Php159,500.00

Company Name : IRAYA LIFE ENTERPRISES
Address : BULUSAN CALAPAN CITY

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

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- Semi-Expendable Furniture & Fixtures					
1	set	Work Station	3	35,000	105,000 ✓
		2-seater with mobile cabinet			
		Material: MDF, 30mm thick partition, 6063			
		Aluminum frame, 5mm clear glass			
		Dimension: L100" x W26" x H43"			
2	unit	Office Table with Drawer	6	6,300	37,800 ✓
		Dimension: L120cm x W60 x 75			
		Material: Melamine Finish Boards			
		Color: Wenge /Brown/White			
		Drawer: 3 Drawers with centralized lock, 1 desk drawer			
Sub Total Lot 1					142,800.00 ✓
LOT 2- Semi -Expendable ICT Equipment					
1	unit	Multifunction Printer (All-in-One)	1	39,250	39,250.00 ✓
		Printer Type: Print, Scan, Copy, Fax with ADF			
		Print Method: Printhead			
		Print Direction:Bi-directional Printing			
		Nozzle config: 400 x 1 nozzles (Black),			
		128x1 per color (3-CYM)			
		Max Reso: 4800 x 1200 dpi			
		Automatic 2 sided Printing: Yes (A4 & Letter			
		Print speed: Approx 70s per photo (border), 95s			
		per photo (borderless)			
		ADF specs:Support paper thickness: 64-95gsm,			
		capacity: 35 sheets (min)			
		No. of Paper Tray :2 (Front & Rear)			

MSU-BAC-FR-05.01

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



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

MSU-BAC-FR-05.01

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



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF SEMI-EXPENDABLE OFFICE FURNITURE & FIXTURES, SEMI-EXPENDABLE ICT EQUIPMENT, SEMI-EXPENDABLE OFFICE EQUIPMENT FOR THE ADMINSTRATIVE SERVICE DIVISION OF THE THREE (3) CAMPUSES OF MINSU

PR No.: PR25-0058
RFQ No. 2025-035
ABC Amount: Php344,500.00
Lot 1: Php150,000.00
Lot 2: Php35,000.00
Lot 3: Php159,500.00

Company Name : **2 HARDYMAN HARDWARE INC.**
Address : **Odiong, Roxas, Oriental Mindoro**

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

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

- Note:
1. All entries must be typewritten.
 2. Delivery Period within ____ calendar days.
 3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
 4. Price validity shall be a period of 30 calendar days.
 5. G-EP5 Registration Certificate shall be attached upon submission of the Quotation.
 6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
 7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
LOT 1- Semi-Expendable Furniture & Fixtures					
1	set	Work Station	3	36,900.00	110,700.00
		2-seater with mobile cabinet			
		Material: MDF, 30mm thick partition, 6063			
		Aluminum frame, 5mm clear glass			
		Dimension: L100" x W26" x H43"			
2	unit	Office Table with Drawer	6	6,500.00	39,000.00
		Dimension: L120cm x W60 x 75			
		Material: Melamine Finish Boards			
		Color: Wenge /Brown/White			
		Drawer: 3 Drawers with centralized lock, 1 desk drawer			
		<i>Sub Total Lot 1</i>			149,700.00
LOT 2- Semi -Expendable ICT Equipment					
1	unit	Multifunction Printer (All-in-One)	1	34,900.00	34,900.00
		Printer Type: Print, Scan, Copy, Fax with ADF			
		Print Method: Printhead			
		Print Direction:Bi-directional Printing			
		Nozzle config: 400 x 1 nozzles (Black),			
		128x1 per color (3-CYM)			
		Max Reso: 4800 x 1200 dpi			
		Automatic 2 sided Printing: Yes (A4 & Letter			



		Print speed: Approx 70s per photo (border), 95s per photo (borderless)			
		ADF specs:Support paper thickness: 64-95gsm, capacity: 35 sheets (min)			
		No. of Paper Tray :2 (Front & Rear)			
		Standard Paper input:up to 250 sheets (plain 80 gsm),up to 20 sheets (premium glossy photo paper)			
		Output capacity:30 sheets (plain paper), up to 20 sheets premium glossy)			
		Max. paper size: A3,A3+,Super B, US B			
		Control Panel: 2.7" Color LCD Touch Screen			
		Consumables:1bottle Black, 3 bottles of Cyan,Yellow & Magenta)			
		Connectivity: Ethernet: Wi-Fi, Wi-Fi Direct,USB			
		Power:AC 220-240V, 50-60Hz,12.0W			
		<i>Sub Total Lot 2</i>			34,900.00
		LOT 3- Semi -Expendable Office Equipment			
2	Unit	Home and Office Paper Shredder	1	56,200.00	56,200.00
		Feed: 100-sheet auto feed and 10-sheet manual feed (70gsm paper), Auto Reverse			
		Maximum Run Time (minutes): Up to 15			
		Bin capacity: 20L or above			
		Can Shred: Staples,Credit Cards, Paper Clips			
		Basket Type: Pull out bin			
		DIN Level - Paper: P-4			
		Cut size (mm): 4x10, Cut Type: Mini Cut			
		Noise Reduction: Silent Shred Technology			
		Advance safety: Yes			
		Shreds per Page:1559			
		Average Shred Spped (mpm) 2.4, Throat width (mm): 220			
2	Unit	Swivel Chair	20	2,200	44,000.00
3	Unit	Industrial-grade Stand Fan 18" 3wing metal blade	2	20,000.00	40,000.00
		Adjustable height, Oscillation Control			
		3 speed push button or dial switch			
		round stable plastic base			
4	Unit	Electric Fan (Wall Fan)	9	2,100.00	18,900.00
		Fan:16" 3-wing ABS plastic blade			
		Durable AS blade			
		Adjustable stand height, Oscillation control			
		Thermal fuse protected motor			



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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



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

Payment

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

Omnibus Sworn Statement (Revised)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF CALAPAN C.I.B.

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

1. I am the sole proprietor of Iraya Life Enterprises & Iraya Life Events Catering Services with office address at Proper 3, Bulusan Calapan City & Calero Calapan City (Branch);
2. As the owner and sole proprietor, of Iraya Life Enterprises & Iraya Life Events Catering Services I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for SUPPLY + DELIVERY of SEMI-EXPENDABLE OFFICE FURNITURE + FIXTURES, SEMI-EXPENDABLE ICT EQUIPMENT, SEMI-EXPENDABLE OFFICE EQUIPMENT for the ADMINISTRATIVE SERVICE DIVISION of the THREE (3) CAMPUSES of MINSU
3. Iraya Life Enterprises & Iraya Life Events Catering Services, is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting.
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. Iraya Life Enterprises & Iraya Life Events Catering Services is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. Iraya Life Enterprises & Iraya Life Events Catering Services complies with existing labor laws and standards; and
8. Iraya Life Enterprises & Iraya Life Events Catering Services is aware of and has undertaken the following responsibilities as a Bidder in compliance with the Philippines Bidding Documents, which includes:
 - a. Carefully examine all of the Bidding Documents.
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract.


3.17.2025

- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquire or secure Supplemental Bid Bulletin(s) issued for the SUPPLY + DELIVERY of SEMI-EXPENDABLE OFFICE EQUIPMENT IN THE ADMINISTRATIVE SERVICE DIVISION of THE THREE (3) CAMPUSES of MINSU
9. Inava Life Enterprises & Inava Life Events Catering Services did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission or fraud with faithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended or the Revised Penal Code

IN WITNESS WHEREOF, I have hereunto set my hand this 12th MARCH 2025 at Calapan City, Or. Mindoro, Philippines.

WANG SORIANO C. MENDOZA
Name of Bidder or It's Authorized Representative
Legal Capacity
Affiant

Witness my hand and seal this 17th day of MARCH 2025.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

Doc. No. 57
Page No. 13
Book No. 137
Series of 2025

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



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



BUSINESS PERMIT

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 11,025.00

TAXPAYER'S NAME	BUSINESS I.D.	MODE OF PAYMENT	DATE BILLED	KIND OF BUSINESS	STATUS
MENDOZA, MA.SOCORRO	0170000049	Annually	1/9/2025	ENTERPRISES	R
NAME OF BUSINESS		LOCATION OF BUSINESS		BUSINESS PLATE NUMBER	
IRAYA LIFE ENTERPRISES		BULUSAN			
KIND OF FEE / TAX	TAX BASE	TAX AMOUNT	SUR/INT	TOTAL	PERIOD
BUSINESS TAX		6,925.00	0.00	6,925.00	
MAYOR'S PERMIT		3,150.00		3,150.00	
MEDICAL FEE		100.00		100.00	
ANNUAL INSPECTION FEE		200.00		200.00	
BUSINESS STICKER		300.00		300.00	
SITE INSPECTION FEE		50.00		50.00	
OCCUPATIONAL FEE		220.00		220.00	
TAX CLEARANCE		30.00		30.00	
AAP.&RENEWAL OF BUS.FEE		50.00		50.00	
ENCODER		TOTALS		11,025.00	

Payment for 14

Notes:

1. This Permit will expire on

Dec. 31, 2025

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

Check
Check number
Bank

Cash
O.R. Number 1444495
Date 1/9/2025

Payment received by:

RECOMMENDING APPROVAL:

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

APPROVED BY:

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.





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

CERTIFICATE OF REGISTRATION

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

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

CERTIFICATE OF REGISTRATION

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

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



CERTIFICATE OF REGISTRATION

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

REMINDERS: <div>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.</div> <div>2. Filing of required tax return/s to conform with the above tax types, whether with or without business operation, to avoid penalties.</div> <div>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.</div> <div>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.</div> <div>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.</div>	
RDO DRY SEAL	<div>I hereby certify that the above named person is registered as indicated above, under the provision of the National Internal Revenue Code, as amended.</div> <div>EMELITA R. ABO</div> <div>REVENUE DISTRICT OFFICER</div> <div>(Signature over Printed Name)</div>

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

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Receipt

BUREAU OF INTERNAL REVENUE ORUS DOCUMENTARY STAMP TAX

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

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


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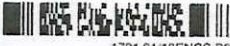


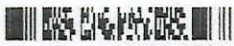
Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

For BIR Use Only
BCS/Item:

BIR Form No. 1701 January 2019 (ENCS) Page 1		Annual Income Tax Return Individuals (including MIXED Income Earner), Estates and Trusts <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 Taxpayer.</small>		 1701 01/18ENCS P1	
1 For the year 12 / 20 24		2 Amended Return? Yes No		3 Short Period Return? Yes No	
PART I - Background Information on Taxpayer/Filer					
4 Taxpayer Identification Number (TIN) 160 - 221 - 678 - 000		5 RDO Code 063			
6 Taxpayer Type Single Proprietor Professional Estate Trust Compensation Earner					
7 Alphanumeric Tax Code (ATC) 11012 Business Income - Graduated IT Rates 11014 Income from Profession - Graduated IT Rates 11013 Mixed Income - Graduated IT Rates 11011 Compensation Income - 8% IT Rate 11015 Business Income - 8% IT Rate 11017 Income from Profession - 8% IT Rate 11016 Mixed Income - 8% IT Rate					
8 Taxpayer's Name (Last Name, First Name, Middle Name for Individual) / ESTATE OF (First Name, Middle Name, Last Name) / TRUST FAO (First Name, Middle Name, Last Name) MENDOZA, MARIA SOCORRO CASALLA					
9 Registered Address (Indicate complete address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form 1905) SITIO PROPER 3, BULUSAN CITY OF CALAPAN CAPITAL, ORI					
				9A Zip Code	5200
10 Date of Birth (MM/DD/YYYY) 09/25/1971		11 Email Address irayalife.fc@yahoo.com			
12 Citizenship FILIPINO		13 Claiming Foreign Tax Credits? Yes No		14 Foreign Tax Number (if applicable)	
15 Contact Number 15 (Landline/Cellphone No.) 09103271405		16 Civil Status: (if applicable) Single Married Legally Separated Widower			
17 If married, spouse has income? Yes No		18 Filing Status Joint Filing Separate Filing			
19 Income EXEMPT from Income Tax? Yes No <small>(If yes, fill out also consolidation of ALL activities per Tax Regime (Part XI))</small>		20 Income subject to SPECIAL/PREFERENTIAL RATE? Yes No <small>(If yes, fill out also consolidation of ALL activities per Tax Regime (Part XI))</small>			
21 Tax Rate (choose one) Graduated Rates (Choose Method of Deduction in Item 21A) 8% in lieu of Graduated Rates under Sec. 24(A) and Percentage Tax under Sec. 115 of NIRC (available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M))					
21A Method of Deduction (choose one) Itemized Deduction [Sec. 34(A-J), NIRC] Optional Standard Deduction (OSD) (40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC])					
PART II - Total Tax Payable					
Particulars		A. Taxpayer/Filer		B. Spouse	
22 Tax Due (From Part VI Item 5)		112,428		0	
23 Less: Total Tax Credits / Payments (From Part VII Item 10)		95,551		0	
24 Tax Payable/(Overpayment) (Item 22 Less Item 23)		16,877		0	
25 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before October 15 (50% or less of Item 22)		0		0	
26 Amount of Tax Payable/(Overpayment) (Item 24 Less Item 25)		16,877		0	
Add: Penalties 27 Interest		0		0	
28 Surcharge		0		0	
29 Compromise		0		0	
30 Total Penalties (Sum of Items 27 to 29)		0		0	
31 Total Amount Payable/(Overpayment) (Sum of Items 26 & 30)		16,877		0	
32 Aggregate Amount Payable/(Overpayment) (Sum of Items 31A & 31B)				16,877	
If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable) To be refunded To be issued a Tax Credit Certificate (TCC) To be carried over as 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) MARIA SOCORRO C. MENDOZA Printed Name and Signature of Taxpayer/Authorized Representative					
				33 Number of Attachments 0	
PART III - Details of Payment					
Particulars		Drawee Bank/Agency	Number	Date (MM/DD/YYYY)	Amount
34 Cash/Bank Debit Memo					
35 Check					
36 Tax Debit Memo					
37 Others (Specify Below)					
Machine Validation / Revenue Official Receipt Details (if not filed with an Authorized Agent Bank)				Stamp of Receiving Office/AAB and Date of Receipt (RO's Signature/Bank Teller's Initial)	

BIR Form No. 1701 January 2018 (ENCS) Page 2		Annual Income Tax Return Individuals (including MIXED Income Earner), Estates and Trusts		 170106/18ENCSP5				
TIN 180 - 221 - 678 - 000		Tax Filer's Last Name MENDOZA						
PART IV - Background Information of Spouse								
1 Spouse's Taxpayer Identification Number			2 RDO Code					
3 Filer's Spouse Type			Single Proprietor Professional Compensation Earner					
4 Alphabetic Tax Code (ATC)		II012 Business Income-Graduated IT Rates	II014 Income from Profession-Graduated IT Rates	II013 Mixed Income-Graduated IT Rates	II011 Compensation Income	II015 Business Income - 8% IT Rate	II017 Income from Profession - 8% IT Rate	II016 Mixed Income - 8% IT Rate
5 Spouse's Name (Last Name, First Name, Middle Name)								
6 Contact Number			7 Citizenship					
8 Claiming Foreign Tax Credits? Yes No			9 Foreign Tax Number (if applicable)					
10 Income EXEMPT from Income Tax? Yes No			11 Income subject to SPECIAL/PREFERENTIAL RATE? Yes No					
(If yes, fill out also consolidation of ALL Activities per Tax Regime (Part X))								
12 Tax Rate* (choose one) Graduated Rates (Choose Method of Deduction in Item 12A) 8% in lieu of Graduated Rates under Sec. 24(A) and Percentage Tax under Sec. 116 of NIRC (available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M))								
12A Method of Deduction (choose one) Itemized Deduction (Sec. 34(A-J), NIRC) Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees (Sec. 34(L), NIRC)]								
PART V - Computation of Tax								
Schedule 1 - Gross Compensation Income and Tax Withheld (Attach Additional Sheets, if necessary)								
On Items 1 and 2, enter the required information for each of your employers and mark (X) whether the information is for the taxpayer or the Spouse. On item 3A, enter the Total Gross Compensation and Total Tax Withheld for the Taxpayer and on item 3B, for the Spouse. (DO NOT enter Centavos; 49 Centavos or Less drop down; 50 or more round up)								
a. Name of Employer								
1 Taxpayer				b. Employer's TIN				
Spouse								
2 Taxpayer				b. Employer's TIN				
Spouse								
(Continuation of Table Above)				c. Compensation Income		d. Tax Withheld		
1				0		0		
2				0		0		
3A Gross Compensation Income and Total Tax Withheld for TAXPAYER (To Part V Schedule 2 Item 4A and Part VII Item 5A)				0		0		
3B Gross Compensation Income and Total Tax Withheld for SPOUSE (To Part V Schedule 2 Item 4B and Part VII Item 5B)				0		0		
Schedule 2 - Taxable Compensation Income (DO NOT enter Centavos; 49 Centavos or Less drop down; 50 or more round up)								
Particulars			A. Taxpayer/Filer		B. Spouse			
4 Gross Compensation Income (From Part V Schedule 1 Item 3A/3Bc)			0		0			
5 Less: Non-Taxable / Exempt Compensation			0		0			
6 Taxable Compensation Income (Item 4 Less Item 5)			0		0			
7 Tax Due-Compensation Income (Item 6 x applicable income Tax Rate)			0		0			
Schedule 3 - Taxable Business Income (If graduated rates, fill in items 8 to 24; if 8% flat income tax rate, fill in items 25 to 30)								
3A - For Graduated Income Tax Rates			8,694,838		0			
8 Sales/Revenues/Receipts/Fees			0		0			
9 Less: Sales Returns, Allowances and Discounts			0		0			
10 Net Sales/Revenues/Receipts/Fees (Item 8 Less Item 9)			8,694,838		0			
11 Less: Cost of Sales/Services (applicable only if availing Itemized Deductions)			7,263,058		0			
12 Gross Income/(Loss) from Operation (Item 10 Less Item 11)			1,431,780		0			
Less: Deductions Allowable under Existing Laws								
13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4 Item 18)			592,070		0			
14 Special Allowable Itemized Deductions (From Part V Schedule 5 Item 3 and/or Item 6)			0		0			
15 Allowance for Net Operating Loss Carry Over (NOLCO) (From Part V Schedule 6 Item 8 and/or Item 13)			0		0			
16 Total Allowable Itemized Deductions (Sum of Items 13 to 15)			592,070		0			
OR								
17 Optional Standard Deduction (OSD) (40% of Item 10)			0		0			
18 Net Income/(Loss) (If Itemized: Item 12 Less Item 16; If OSD: Item 10 Less Item 17)			839,710		0			
Add: Other Non-Operating Income (specify below)			0		0			
19			0		0			
20			0		0			
21 Amount Received/Share in Income by a Partner from General Professional Partnership (GPP)			0		0			
22 Total Other Non-Operating Income (Sum of Items 19 to 21)			0		0			
23 Taxable Income-Business (Sum of Items 18 and 22)			839,710		0			
24 Total Taxable Income - Compensation and Business (Sum of Items 6 and 23)			839,710		0			
25 Total Tax Due-Compensation and Business Income (under graduated rates) (Item 24 x applicable income tax rate) (To Part VI Item 1)			112,428		0			

BIR Form No.		1701		Annual Income Tax Return					
January 2018 (ENCS)		Page 3		Individuals (including MIXED Income Earner), Estates and Trusts		1701 01/18ENCS P3			
TIN		Taxpayer/Filer's Last Name							
160 - 221 - 678 - 000		MENDOZA							
3.B - For 8% Flat Income Tax Rate				(DO NOT enter Centavos: 48 Centavos or Less drop down 50 or more round up)					
Particulars				A) Taxpayer/Filer		B) Spouse			
26 Sales/Revenues/Receipts/Fees (net of sales returns, allowances and discounts)				0		0			
Add: Other Non-Operating Income (specify below)									
27				0		0			
28 Total Income (Sum of Items 26 and 27)				0		0			
29 Less: Allowable reduction from gross sales/receipts and other non-operating income of purely self-employed individuals and/or professionals in the amount of P250,000 (not applicable if with compensation income)				0		0			
30 Taxable Income/(Loss) (Item 28 Less Item 29)				0		0			
31 Tax Due-Business Income (Item 30 x 8% Flat Income Tax Rate)				0		0			
32 Total Tax Due-Compensation and Business Income (under flat rate) (Sum of Items 7 and 31) (To Part VI Item 1)				0		0			
Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheet/s, if necessary)									
1 Amortizations				0		0			
2 Bad Debts				0		0			
3 Charitable and Other Contributions				0		0			
4 Depletion				0		0			
5 Depreciation				21,850		0			
6 Entertainment, Amusement and Recreation				0		0			
7 Fringe Benefits				0		0			
8 Interest				0		0			
9 Losses				0		0			
10 Pension Trusts				0		0			
11 Rental				0		0			
12 Research and Development				0		0			
13 Salaries, Wages and Allowances				104,000		0			
14 SSS, GSIS, Philhealth, HDMF and Other Contributions				0		0			
15 Taxes and Licenses				31,361		0			
16 Transportation and Travel				53,761		0			
17 Others (Deductions Subject to Withholding Tax and Other Expenses) (specify below. Add additional sheet/s, if necessary)									
a Janitorial and Messengerial Services				0		0			
b Professional Fees				12,000		0			
c Security Services				0		0			
d SEE FINANCIAL STATEMENT				369,098		0			
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) (To Part V, Schedule 3.A Item 13)				592,070		0			
Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)									
5.A - Taxpayer/Filer				Description		Legal Basis			
1						Amount			
2						0			
3 Total Special Allowable Itemized Deductions-Taxpayer/Filer (Sum of Items 1 and 2) (To Part V Schedule 3.A Item 14A)						0			
5.B - Spouse				Legal Basis		Amount			
4						0			
5						0			
6 Total Special Allowable Itemized Deductions-Spouse (Sum of Items 4 and 5) (To Part V Schedule 3.A Item 14B)						0			
Schedule 6 - Computation of Net Operating Loss Carry Over NOLCO									
6.A - Computation of NOLCO				A. Taxpayer/Filer		B. Spouse			
Description									
1 Gross Income				0		0			
2 Less: Ordinary Allowable Itemized Deductions				0		0			
3 Net Operating Loss (Item 1 Less Item 2) (To Schedule 6.A.1 Item 7A &/or Schedule 6.A.2 Item 12A)				0		0			
6.A.1 - Taxpayer/Filer's Detailed Computation of Available NOLCO									
Net Operating Loss		B. NOLCO Applied Previous Years		C. NOLCO Expired		D. NOLCO Applied Current Year		E. Net Operating Loss (Unapplied) [(E)= A - (B+C+D)]	
Year Incurred	A. Amount								
4	0	0	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0
8 Total NOLCO - Taxpayer/Filer (Sum of Items 4D to 7D) (To Part V Schedule 3.A Item 15A)								0	

BIR Form No. 1701 January 2018 (ENCS) Page 4		Annual Income Tax Return Individuals (including MIXED Income Earner), Estates and Trusts		 1701 01/18ENCS P4	
TIN 160 - 221 - 678 - 000		Taxpayer/Filer's Last Name MENDOZA			
(Continuation of Schedule 6)					
6.A.2 – Spouse's Detailed Computation of Available NOLCO					
Year Incurred	Net Operating Loss A. Amount	B. NOLCO Applied Previous Year/s	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E)= A – (B+C+D)]
9					
10					
11					
12	0	0	0	0	0
13	Total NOLCO Spouse (Sum of items 9D to 12D) (To Part V Schedule 3.A Item 15B)				0
PART VI – Summary of Income Tax Due					
1	Regular Rate–Income Tax Due (From Part V, Either Item 25 or Item 32)			112,428	0
2	Special Rate–Income Tax Due (From Part X Item 17B/17F)			0	0
3	Less: Share of Other Government Agency, if remitted directly to the Agency			0	0
4	Net Special Rate–Income Tax Due/Share of National Govt. (Item 2 Less Item 3)			0	0
5	Total Income Tax Due (Sum of Items 1 & 4) (To Part II Item 22)			112,428	0
PART VII – Tax Credits/Payments (attach proof)					
1	Prior Year's Excess Credits			0	0
2	Tax Payments for the First Three (3) Quarters			2,840	0
3	Creditable Tax Withheld for the First Three (3) Quarters			72,778	0
4	Creditable Tax Withheld per BIR Form No. 2307 for the 4 th Quarter			19,933	0
5	Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 3Ad/3Adi)			0	0
6	Tax Paid in Return Previously Filed, if this is an Amended Return			0	0
7	Foreign Tax Credits, if applicable			0	0
8	Special Tax Credits, if applicable (To Part VIII Item 6)			0	0
Other Tax Credits/Payments (specify)					
9				0	0
10	Total Tax Credits/Payments (Sum of Items 1 to 9) (To Part II Item 23)			95,551	0
PART VIII – Tax Relief Availment					
VIII.A – Special Rate					
1	Regular Income Tax Otherwise Due (Part X Item 16B &/or Item 16F X applicable regular income tax rate)			0	0
2	Tax Relief on Special Allowable Itemized Deductions (Part X Item 7B and/or Item 7F X applicable regular income tax rate)			0	0
3	Sub-Total – Tax Relief (Sum of Items 1 and 2)			0	0
4	Less: Income Tax Due (From Part X Item 17B and/or Item 17F)			0	0
5	Tax Relief Availment Before Special Tax Credit (Item 3 Less Item 4)			0	0
6	Add: Special Tax Credit, if any (From Part VII Item 8)			0	0
7	Total Tax Relief Availment- SPECIAL (Sum of Items 5 and 6)			0	0
VIII.B – Exempt					
8	Regular Income Tax Otherwise Due (Part X Item 16A &/or Item 16E X applicable regular income tax rate)			0	0
9	Tax Relief on Special Allowable Itemized Deductions (Part X Item 7A and/or Item 7E X applicable regular income tax rate)			0	0
10	Total Tax Relief Availment- EXEMPT (Sum of Items 8 and 9)			0	0
PART IX – Reconciliation of Net Income per Books Against taxable Income (Attach additional sheet/s, if necessary)					
Particulars		A) Taxpayer/Filer		B) Spouse	
1	Net Income/(Loss) per Books	839,710		0	
Add: Non-Deductible Expenses/Taxable Other Income					
2					
3					
4					
5	Total (Sum of Items 1 to 4)	839,710		0	
Less: A) Non-Taxable Income and Income Subjected to Final Tax:					
6					
7					
B) Special/Other Allowable Deductions					
8					
9					
10	Total (Sum of Items 6 to 9)	0		0	
11	Net Taxable Income/(Loss) (Item 5 Less Item 10)		839,710		0
TABLE 1 – Tax Rates (effective January 1, 2018 to December 31, 2022)					
If Taxable Income is:		Tax Due is:			
Not over P 250,000		0%			
Over P 250,000 but not over P 400,000	20% of the excess over P 250,000				
Over P 400,000 but not over P 800,000	P 30,000 + 25% of the excess over P 400,000				
Over P 800,000 but not over P 2,000,000	P 130,000 + 30% of the excess over P 800,000				
Over P 2,000,000 but not over P 8,000,000	P 490,000 + 32% of the excess over P 2,000,000				
Over P 8,000,000	P 2,410,000 + 35% of the excess over P 8,000,000				
TABLE 2 – Tax Rates (effective January 1, 2023 and onwards)					
If Taxable Income is:		Tax Due is:			
Not over P 250,000		0%			
Over P 250,000 but not over P 400,000	15% of the excess over P 250,000				
Over P 400,000 but not over P 800,000	P 22,500 + 20% of the excess over P 400,000				
Over P 800,000 but not over P 2,000,000	P 102,500 + 25% of the excess over P 800,000				
Over P 2,000,000 but not over P 8,000,000	P 402,500 + 30% of the excess over P 2,000,000				
Over P 8,000,000	P 2,202,500 + 35% of the excess over P 8,000,000				

Annual Income Return



Taxpayer Identification Number (TIN)	Tax Filer's Last Name
100 221 076 000	MENDOZA

Part X - CONSOLIDATED COMPUTATION
BY TAX REGIME

Instructions (mark appropriate box)

A. Only one activity/project under EXEMPT and/or SPECIAL Tax Regimes, fill-out the applicable columns below.
B. Two or more activities/projects under EXEMPT and/or SPECIAL Tax Regimes, accomplish part XI-Mandatory Attachments per activity and reflect consolidated amounts from Part XI on the corresponding columns below.

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

SCHEDULE B – Computation of Income Tax

DO NOT enter Credits or Credits or Less than 0.00. Do not make a refund.

Description	TAXPAYER/FILER			SPOUSE			Total	
	A Total Exempt	B Total Special	C Regular	D Total (D = A + B + C)	E Total Exempt	F Total Special	G Regular	H Total (H = E + F + G)
1 Sales Revenues/Receipts/Fees (EXEMPT/SPECIAL: If letter B or instructions above is marked from all of Part XI Schedule B item 1A/B) (REGULAR: From Part V Schedule 3 A Item BA(B))	0	0	8,604,838	8,604,838	0	0	0	0
2 Less: Sales Returns, Allowances and Discounts (EXEMPT/SPECIAL: If letter B or instructions above is marked from all of Part VI Schedule B item 2A(2B) (REGULAR: From Part V Schedule 3 A Item BA(B)))	0	0	0	0	0	0	0	0
3 Net Sales Revenues/Receipts/Fees (Item 1 Less Item 2)	0	0	8,604,838	8,604,838	0	0	0	0
4 Less: Cost of Sales/Services (EXEMPT/SPECIAL: If letter B or instructions above is marked from all of Part XI Schedule B item 4A/BA(B)) (REGULAR: From Part V Schedule 3 A Item BA(B))	0	0	7,263,058	7,263,058	0	0	0	0
5 Gross Income/(Loss) from Operation (Item 3 Less Item 4)	0	0	1,431,780	1,431,780	0	0	0	0
6 Less: Deductions Allowable under Existing Laws (EXEMPT/SPECIAL: On any allowable removed deductions (EXEMPT/SPECIAL: From Schedule C item 1B) and/or if letter B of instruction above is marked from all of Part XI Schedule B item 6A(D)) (REGULAR: From Part V Schedule 3 A Item 13A(13S))	0	0	592,070	592,070	0	0	0	0
7 Special Allowable Deductions (EXEMPT/SPECIAL: From Schedule D item 2 and/or if letter B of instruction above is marked from all of Part XI Schedule B item 7A(F)) (REGULAR: From Part V Schedule 3 A Item 14A(14S))	0	0	0	0	0	0	0	0
8 Allowance for Net Operating Loss Carry Over (NOLCO) From Part V Sched. 3 A Item 15A(15B)	0	0	592,070	592,070	0	0	0	0
9 Total Allowable Removed Deductions (Sum of Items 6 to 8) OR	0	0	0	0	0	0	0	0
10 Optional Standard Deduction (OSD) 40% of item 3)	0	0	0	0	0	0	0	0
11 Net Income/(Loss) (Unlimited: From Item 5 Less Item 9) (Limited: From Item 5 Less Item 9)	0	0	836,710	836,710	0	0	0	0
12 Add: Other Non-Operating Income (Specify below) (EXEMPT/SPECIAL: If letter B or instructions above is marked from all of Part XI Schedule B items 10A/10B and 11A/11B) (REGULAR: From Part V Schedule 3 A Items 10A/10B and 11A/11B))	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0
14 Ancient Retained Share in Income by a Partner from a GFP From Part V Schedule 3 A Item 21A(21B))	0	0	0	0	0	0	0	0
15 Total Other Non-Operating Income (Sum of Items 12 to 14)	0	0	0	0	0	0	0	0
16 Total Taxable Income/(Loss) (Sum of Items 11 to 15)	0	0	836,710	836,710	0	0	0	0
17 TAX DUE - (Exempt/Due: 16A/16E x .0%) and/or if from all of Part XI Schedule B item 15J) (Special: Item 56d; X applicable income tax rate) and/or if from all of Part XI schedule B item 15K) (Regular: From Part V Item 31)	0	0	112,428	112,428	0	0	0	0

Taxpayer Identification Number (TIN)		Tax Filer's Last Name	
160	221 576 000	MENDOZA	

Schedule C - Ordinary Allowable Itemized Deductions (attach additional sheet/s, if necessary)					(DO NOT enter Centavos; 49 Centavos or Less drop down; 50 or more round up)	
Description	TAXPAYER/FILER		SPOUSE			
	A. Exempt	B. Special	C. Exempt	D. Special		
1 Amortizations	0	0	0	0		
2 Bad Debts	0	0	0	0		
3 Charitable and Other Contributions	0	0	0	0		
4 Depletion	0	0	0	0		
5 Depreciation	0	0	0	0		
6 Entertainment, Amusement and Recreation	0	0	0	0		
7 Fringe Benefits	0	0	0	0		
8 Interest	0	0	0	0		
9 Losses	0	0	0	0		
10 Pension Trusts	0	0	0	0		
11 Rental	0	0	0	0		
12 Research and Development	0	0	0	0		
13 Salaries, Wages and Allowances	0	0	0	0		
14 SSS, GSIS, Philhealth, HDMF and Other Contributions	0	0	0	0		
15 Taxes and Licenses	0	0	0	0		
16 Transportation and Travel	0	0	0	0		
17 Others (Deductions Subject to Withholding Tax and Other Expenses) (Specify below; Add additional sheet/s if necessary)						
a Janitorial and Messenger Services	0	0	0	0		
b Professional Fees	0	0	0	0		
c Security Services	0	0	0	0		
d	0	0	0	0		
18 Total Ordinary Allowable Itemized Deductions (Sum of items 1 to 17d) (To Part X Schedule B Item 6)	0	0	0	0		

Schedule D - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)					(DO NOT enter Centavos; 49 Centavos or Less drop down; 50 or more round up)	
Description	Legal Basis	Taxpayer/Filer		Spouse		
		A. Exempt	B. Special	C. Exempt	D. Special	
1		0	0	0	0	0
2		0	0	0	0	0
3		0	0	0	0	0
4		0	0	0	0	0
5 Total Special Allowable Itemized Deductions (Sum of items 1 to 4) (To Part X Schedule B Item 7)		0	0	0	0	0

Tax Direct Payment Details

Reference Number	BIR-031125-081459-07789014		
Account	1087108006664 (PHP) • CHECKING		
	Current Balance		PHP 307,508.73
	Available Balance		PHP 307,508.73
Amount Due	PHP 16,877.00		
Actual Amount Paid	PHP 16,877.00		
Filing Reference Number	672500064778222		
Payment Transaction Number	257597995		
TIN	160221678000		
Branch Number	0		
RDO Code	063		
Taxpayer's Name	MENDOZA MARIA SOCORRO CASALLA		
Tax Type	IT		
Tax Return Period	12312024		
Quarter	0		
Payment Schedule	Pay Now		
Remarks			

Tax Direct Detail - Share

1 message

Metrobank Business Online Solutions <mbos@metrobank.com.ph>
Reply-To: ibs.customercare@metrobank.com.ph
To: msjvisaya.fc2019@gmail.com

Tue, Mar 11, 2025 at 8:32 AM

Hello Ms. MARIA SOCORRO CASALLA MENDOZA

Tax direct details were created. Transaction Details are as follows:

Role: Authorizer
Source Account: *****6664
Currency: PHP
Amount: 16,877.00
Status: Successful
Optional Remarks: PAYMENT FOR INCOME TAX RETURN YEAR 2024
Transaction Date: 03/11/2025 08:16 AM
TIN: 160221678000
Filing Reference Number: 672500064778222
Payment Transaction Number: 257597995
Tax Return Period: 12312024

If you have concerns/inquiries about Metrobank B.O.S. or any of our products or services, you may contact our Customer Care Desk from 8:30AM to 7:00PM, Mondays to Fridays except during bank holidays through any of the following:

During Banking Hours

Call (632) 898-8000 press 2 then 2 (domestic toll-free 1-800-1888-5775) or send an e-mail to transactionbankingservices@metrobank.com.ph

During Non-Banking Hours

Call (632) 8700-700 (domestic toll-free 1-800-1888-5775)

Metrobank B.O.S.

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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-063-06-06-R1069-2024-E

TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

MENDOZA, MARIA SOCORRO

CASALLA

(IRAYA LIFE ENTERPRISES)

Name of Taxpayer

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

Address

160-221-678-00000

Taxpayer Identification Number

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

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

Issued this 6th day of June, 2024.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL JUNE 06, 2025 ONLY OR UNTIL REVOKED FOR VIOLATION OF THE CRITERIA SPECIFIED UNDER REVENUE REGULATIONS NO. 8-2016, AS AMENDED AND REVENUE MEMORANDUM ORDER NO. 46-2018, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES. CERTIFICATION FEE OF P100 WAS PAID ON JUNE 04, 2024 UNDER EFPS PAYMENT TRANSACTION NO. 241978982. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.




ROSALINDA D. CABIDOG
Chief, Collection Division

DOCUMENTARY STAMP TAX
DATE OF PAYMENT: 06/04/2024
PAYMENT CONFIRMATION:
241979442
AMOUNT: P30.00

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



This certifies that

IRAYA LIFE ENTERPRISES
(BARANGAY)

BULUSAN, CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO - REGION IV-B (MIMAROPA)

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

This certificate issued to

MARIA SOCORRO CASALLA MENDOZA

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

In testimony whereof, I hereby sign this

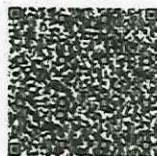
Certificate of Business Name Registration

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


RAMON M. LOPEZ
Secretary

Business Name No. 3394982

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



CGYH873612971616

Documentary Stamp Tax Paid Php 30.00

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

APPROVED BUDGET FOR THE CONTRACT (ABC)
**SUPPLY AND DELIVERY OF SEMI-EXPENDABLE OFFICE FURNITURE & FIXTURES, SEMI-EXPENDABLE ICT EQUIPMENT,
SEMI-EXPENDABLE OFFICE EQUIPMENT FOR THE ADMINISTRATIVE SERVICE DIVISION OF THE THREE (3) CAMPUSES OF MINSU**

Alcate, Victoria, Oriental Mindoro

Project Name and Location	Project Description	Project Status	Project Manager	Project Budget	Project Timeline	Project Risks	Project Deliverables	Project Metrics	Project Feedback
Project A: New Product Development	Develop a new product line for the company.	In Progress	John Doe	\$500,000	12 months	Market competition, Resource availability	Product prototype, Marketing plan	Customer satisfaction, Sales volume	Customer surveys, Sales data
Project B: Infrastructure Upgrade	Upgrade the company's IT infrastructure.	Completed	Jane Smith	\$200,000	6 months	System downtime, Data loss	Updated hardware, New software	System uptime, Data security	System logs, Security audits
Project C: Market Expansion	Expand the company's market reach into new regions.	On Hold	Michael Brown	\$750,000	18 months	Regulatory compliance, Cultural differences	Market research, Legal consultation	Market share, Revenue growth	Market analysis, Revenue reports
Project D: Customer Retention	Implement a customer retention program.	In Progress	Sarah Johnson	\$150,000	9 months	Program adoption, Customer engagement	Retention strategy, Incentive program	Customer loyalty, Repeat purchases	Customer feedback, Sales data
Project E: Employee Training	Provide training for new employees.	Completed	David Wilson	\$50,000	3 months	Training materials, Employee participation	Training modules, Onboarding process	Employee satisfaction, Skill acquisition	Employee surveys, Performance reviews

Stations: Mindoro State University

Length:

[illegible]

2015-143



PURCHASE REQUEST

Fund Cluster:

Office/Section : Admin		PR No.: <u>PR24-0058</u> Responsibility Center Code :		Date: <u>02/24/2024</u>	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		Semi -Expendable Office Furniture and Fixture			
	set	Work Station	3	35,000.00	105,000.00
		2-seater with mobile cabinet			-
		Material: MDF, 30mm thick partition, 6063			-
		Aluminum frame, 5mm clear glass			-
		Dimension: L100" x W26" x H43"			-
	unit	Office Table with Drawer	6	7,500.00	45,000.00
		Dimension: L120cm x W60 x 75			
		Material: Melamine Finish Boards			
		Color: Wenge /Brown/White			
		Drawer: 3 Drawers with centralized lock, 1 desk drawer			
		Sub Total 1			
	unit	Semi -Expendable ICT Equipment			
		Multifunction Printer (All-in-One)	1		35,000.00
		Printer Type: Print, Scan, Copy, Fax with ADF			
		Print Method: Printhead			
		Print Direction:Bi-directional Printing			
		Nozzle config: 400 x 1 nozzles (Black), 128x1 per color (3-CYM)			
		Max Reso: 4800 x 1200 dpi			
		Automatic 2 sided Printing: Yes (A4 & Letter			
		Print speed: Approx 70s per photo (border), 95s per photo (borderless)			
		ADF specs:Support paper thickness: 64-95gsm, capacity: 35 sheets (min)			
		Sub Total 1			185,000.00

Purpose:

For use in the Administrative Service Division of the 3 campuses.

MDS -14- 7
101-200 -02-0002

Requested by:		Recommending Approval:		Certified:		Approved by:	
Signature :				Allotment Available			
Printed Name :		Printed Name :		Printed Name :		Printed Name :	
Designation :		Designation :		Designation :		Designation :	
FILOMENA P. REYES		JOELENE C. LEYNES		ROVELYN P. ROXAS		ENYA MARIE D. APOSTOL, Ph.D.	
Chief Administrative Officer		VPAF		SAO/Acting Budget Officer III		University President	

Lot 1 - SE FHF

Lot 2 - SE LG

Lot 3 - SE OE



PURCHASE REQUEST

Fund Cluster:

Office/Section : Admin		PR No.: <u>PR25-0058</u>		Date: <u>02/24/2025</u>	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		Semi -Expendable Office Furniture and Fixture			
		No. of Paper Tray :2 (Front & Rear)			
		Standard Paper input:up to 250 sheets			
		Output capacity:30 sheets (plain paper), up to 20 sheets premium glossy)			
		Max. paper size: A3,A3+,Super B, US B			
		Control Panel: 2.7" Color LCD Touch Screen			
		Consumables:1bottle Black, 3 bottles of Cyan,Yellow & Magenta)			
		Connectivity: Ethernet: Wi-Fi, Wi-Fi Direct,USB			
		Power:AC 220-240V, 50-60Hz,12.0W			
		Semi -Expendable Office Equipment			
	Unit	Home and Office Paper Shredder	1	30,000.00	30,000.00
		Feed: 100-sheet auto feed and 10-sheet manual feed (70gsm paper), Auto Reverse			
		Maximum Run Time (minutes): Up to 15			
		Bin capacity: 20L or above			
		Can Shred: Staples,Credit Cards, Paper Clips			
		Basket Type: Pull out bin			
		DIN Level - Paper: P-4			
		Cut size (mm): 4x10, Cut Type: Mini Cut			
		Noise Reduction: Silent Shred Technology			
		Advance safety: Yes			
		Shreds per Page:1559			
		Average Shred Sped (mpm) 2.4, Throat width (mm): 220			
		Office Furniture and Fixture			
	Unit	Swivel Chair	20	5,000.00	100,000.00
		Sub Total 2			130,000.00

Purpose:

For use in the Administrative Service Division of the 3 campuses.

MDS-14-7
101-200-02-0002

Requested by:		Recommending Approval:		Certified:		Approved by:	
Signature :				Allotment Available			
Printed Name : <u>FILomena P. REYES</u>		<u>JOELENE C. LEYNES</u>		<u>ROVELYN P. ROXAS</u>		<u>ENYA MARIE D. APOSTOL, Ph.D.</u>	
Designation : Chief Administrative Officer		VPAF		SAO/Acting Budget Officer III		University President	

Semi-Expendable Office Furniture & Fixtures		Unit	Qty		
Workstation	3	set	35,000.00	105,000.00	
2-seater with mobile cabinet					
Material: MDF, 30mm thick partition, 6063 Aluminum frame, 5mm clear glass					
Dimension: L100" x W26" x H43"					
Office Table with drawers	6	unit	7,500.00	45,000.00	810-12 Office Table (B612)
Dimension: L120cm x W60 x H75					
Material: Melamine Finish Boards					
Color: Wenge/Brown/White					
Drawer: 3 drawers with centralized lock, 1 desk drawer					
Sub Total 1				150,000.00	
Semi-Expendable ICT Equipment					
Multifunction Printer (All-in-One)	1	unit	35,000.00	35,000.00	L14150 A3+ Wi-Fi Duplex Format All-in-One
Printer Type: Print, Scan, Copy, Fax with ADF					
Print Method: Printhead					
Print Direction: Bi-directional printing					
Nozzle Config: 400 x 1 nozzles (Black), 128 x 1 per color (3-CYM)					
Max Reso: 4800 x 1200 dpi					
Automatic 2-sided Printing: Yes (A4 & Letter)					
Print Speed: Approx 70s per photo (border), 95s per photo (borderless)					
ADF Specs: Support paper thickness: 64-95gsm, capacity: 35 sheets (min)					
No. of Paper Tray: 2 (Front & Rear)					
Standard Paper Input: up to 250 sheets (plain 80gsm), up to 20 sheets (premium glossy photo paper)					
Output Capacity: 30 sheets (plain paper), up to 20 sheets premium glossy)					
Max. Paper Size: A3, A3+, Super B, US B					
Control Panel: 2.7" Color LCD Touch Screen					
Consumables: 1bottle Black, 3 bottles of Cyan, Yellow, & Magenta)					
Connectivity: Ethernet: Wi-Fi, Wi-Fi Direct, USB					
Power: AC 220-240V, 50-60Hz, 12.0W					
Sub Total 2				35,000.00	
Semi-Expendable Office Equipment					
Home & Office Paper Shredder	1	unit	30,000.00	30,000.00	Fellowes AutoMax™ 100M Micro Cut Shredder
Feed: 100-sheet auto feed and 10-sheet manual feed (70gsm paper), Auto Reverse					
Maximum Run Time (minutes): Up to 15					
Bin Capacity: 20L or above					
Can Shred: Staples, Credit Cards, Paper Clips					
Basket Type: Pull-out bin					
Cut Size (mm): 4 x 10, Cut Type: Mini Cut					
DIN Level - Paper: P-4					
Noise Reduction: SilentShred Technology					
Advanced Safety: Yes					
Shreds Per Page: 1559					
Average Shred Speed (mpm): 2.4, Throat width (mm): 220					
Sub Total 3				30,000.00	
Office Furniture & Fixture					
Swivel Chair	20	unit	5,000.00	100,000.00	
Sub Total 4				100,000.00	
Office Equipment					
Industrial-grade Stand Fan 18" 3-wing metal blade	2	unit	3,500.00	7,000.00	Hanabishi Industrial Floor Fan HIFF108
Adjustable height, Oscillation control					
3-speed push button or dial switch					
round stable plastic base					
Electric Fan (Wall Fan)	9	unit	2,500.00	22,500.00	Hanabishi Wall Fan Windmill WM16WF- WM18WF
Fan: 16" 3-wing ABS plastic blade					
Durable AS blade					
Adjustable stand height, Oscillation control					
Thermal fuse protected motor					
3-speed push-button switch					
Sub Total 5				29,500.00	
Semi-Expendable Office Furniture & Fixtures Sub Total 1				150,000.00	
Semi-Expendable ICT Equipment Sub Total 2				35,000.00	
Semi-Expendable Office Equipment Sub Total 3				30,000.00	
Office Furniture & Fixture Sub Total 4				100,000.00	
Office Equipment Sub Total 5				29,500.00	
Grand Total				344,500.00	



- I. Project Title : **PURCHASING OF THE ADMINISTRATIVE SERVICE SEMI EXPENDABLE EQUIPMENT, AND OFFICE FURNITURE OF THE THREE (3) CAMPUSES OF MINDORO STATE UNIVERSITY**
- II. Proponent : **MINDORO STATE UNIVERSITY**
- III. Head of the Agency: **CHRISTIAN ANTHONY C. AGUTAYA, PhD**
OIC-Office of the University President
- IV. Total Project Cost: **Php 1, 660, 998.00**
- V. Source of Fund: **MDS**

Rationale/Background

Mindoro State University (MinSU) is the only state university in the province of Mindoro. It has been converted from Mindoro State College of Agriculture and Technology (MinSCAT) into MinSU last March 16, 2021, by virtue of R.A 10596.

Presently, MinSU has three (3) campuses. First is in the City of Calapan, second is in the Municipality of Victoria which is the main campus, and lastly is in the Municipality of Bongabong. The administrative Services play a critical role in ensuring the quality of teaching and learning experiences. They provide secretarial and administrative services to students, faculty and other customers of the institution. They likewise provide assistance in policies, finance, supply chain, human resources, research administration, student affairs and digital technologies.

With the implementation of Revised Organizational Structure and Staffing Standards for SUC's (ROSSS) at MinSU's three campuses it necessitates improvement. There is an outdated or malfunctioning equipment that might hinder to expedite delivery of administrative service transactions, on time submission of reports and increase efficiency and cost-effectiveness.

Project Brief Description

The proposed project entitled **PURCHASING OF THE ADMINISTRATIVE SERVICE SEMI - EXPENDABLE EQUIPMENT, AND OFFICE FURNITURE OF THE THREE (3) CAMPUSES OF MINDORO STATE UNIVERSITY** the only state university in Oriental Mindoro with three campuses, strives to deliver a world-class education in a safe and well-maintained environment. However, current limitations hinder this goal. Outdated equipment disrupts on time submission of reports and delivery of basic services to it's clientele.

To address these issues, MinSU proposes to purchase semi-expendable and office furniture for the administrative services. Upgraded Office equipment and furnitures are crucial for the accurate and speedy performance of office work. Moreover, better quality equipment not only improves the general efficiency of the office employees but also increases the goodwill of the organization among its stakeholders.

General Objectives

This proposal aims to *"Purchase semi-expendable equipment, and office furnitures of Mindoro State University-Administrative Services"*

Specific Objectives

At the end of the implementation and completion of this proposal, it is expected to:

Page 1 Of 7 - Purchasing of the Administrative Service Semi Expendable Equipment, and Office Furniture of the three (3) campuses of Mindoro State University

Received :

Signature of the President
4/1/24



- Expedite delivery of administrative service transactions
- On time submission of reports
- increase efficiency and cost-effectiveness

Project Components:

- **Proposing**
- **Granting**
- **Procurement**
- **Distribution**
- **Utilization**

Major Activities:

For the successful implementation of the project, the following activities will be undertaken:

Program Activities														
Activities	Year 2024									Year 2025				
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Submission of proposal.														
Approval and funding of the proposal.														
Planning, estimation, & preparation of the specifications and purchase request.														
Bidding of the project.														
Awarding of the contracts to the winner.														
Implementation of the project.														

Required Inputs:

1. Manpower and Human Resources

- University President
- Vice President for Administration and Finance
- Director for Administrative Service
- Supervising Administrative Officer
- Unit Heads of the 3 campuses (HR, SO and RO)
- Personnel

2. Physical Input

- Area/Location of the project
- Office furniture and semi-expendible equipment

3. Financial Input

- A total amount of one million six hundred sixty thousand nine hundred ninety eight pesos (Php 1,660,998.00) is the proposed amount for the **"PURCHASING OF THE ADMINISTRATIVE SERVICE SEMI -EXPENDIBLE EQUIPMENT, AND OFFICE FURNITURE OF THE THREE (3) CAMPUSES OF MINDORO STATE UNIVERSITY"**



Expected Outputs

1. Newly purchased semi-expendable equipment and office furnitures of Administrative Service of Mindoro State University.

Summary of Budgetary Requirements

The total budgetary requirement of the proposed project is one million five hundred sixteen thousand eight hundred fifty pesos (Php 1,660,998.00).

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST
(1)	(2)	(3)	(4)	(5)	(6)
1	Wall Fan (heavy-duty)	9	PC	3,000.00	27,000.00
	18 Inch, 3 blades				
	High performance motor				
0	with thermal fuse protection				
	3-speed push button switch				
	easy height adjustment				
	color green				
2	Desktop	10	units	49,990.00	499,000.00
	Specifications:				
	Memory 8GB DDR4-2666 SDRAM (1 x 8GB)				
	Memory & Storage 8 GB memory, 1 TB HDD storage: 256 GB				
	SSD storage				
	Internal storage 256 GB PCIe NVMe M.2 SSD				
	Hard drive (2nd) 1 TB 7200 rpm SATA HDD				
	Processor Type Intel Core i5				
	Processor Intel Core i5-10400F (2.9GHz base frequency, up to 4.3 GHz with Intel Turbo Boost Technology, 12MB L3 cache , 6 cores				
	Processor Family 10th Generation Intel Core i5 processor , Processor Speed 2.9 GHz				
	Graphics Discrete				
	Graphics Card NVIDIA GeForce GT 1030 (2GB GDDR5 dedicated)				
	Ports 1 Super speed USB Type-C 5Gbps signaling rate; 4 Superspeed USB Type-A 5Gbps signaling rate:1 headphone/microphone combo)				
	Expansion slots 1 PCIe1: 1 PCIe 16; 2 M.2				
	Network Interface Integrated 10/100/1000 GbE LAN				



	Wireless Realtek 802.11a/b/g/n/ac (1x1) wi-fi and bluetooth 4.2 combo				
	Optical Drive DVD-Writer				
	Memory Card Device HP 3-in-1 Media Card Reader				
	Dimensions 15.54 x 30.3 x 33.74cm				
	Weight 5.96kg				
	Power supply Type 180W Gold efficiency power supply				
	keyboard USB black keyboard, mouse combo, and 21" monitor				
3	Steel Cabinet w/ 4 drawers	15	unit	15,000.00	225,000.00
	* 4 drawer lateral file cabinet (H-54"/ W-35")				
	* w/ adjustable hanging bar for each drawer				
4	Swivel Chair	6	unit	5,500.00	33,000.00
	High Back Man Made faux leather chair tilt				
	lock mechanism 360° Swivel Function				
	pneumatic height adjustment chromed steel				
	5 prong 350mm with nylon caster				
5	ID laminating Machine	1	unit	45,000.00	45,000.00
6	Uninterruptible Power Supply (UPS)	8	unit	30,000.00	240,000.00
	Model: GH11-1kVA				
	Input: Nominal Voltage 220/230/240Va				
	Voltage Range 110/300Vac (160-300				
	Vac at 100% load: 110-300Vac at 50% Load				
	Frequency Range 50/60Hz (auto-sensing)				
	40-70Hz range				
	Power Factor 0.99				
	Output nominal: Voltage 220/230/240Vac				
	Voltage Regulation: +/- 1%				
	Frequency 50Hz or 60Hz +/-0.1Hz				
	Transfer Time Zero				
	Output Socket 3x Universal Type				
	(Surge protection)				
	waveform Pure Sinewave				
	True double-conversion; microprocessor				
	control optimizes reliability				
	Adjustable charging current via LCD or				
	software (1A-6A only available for 6K/10K				
	models				
	Smart SNMP works well with either USB or RS				
	- 232 together				
	Comprehensive display allows easy monitoring				
	and access of UPS status				



7	Widescreen LCD Monitor	2	unit	12,000.00	24,000.00
	Size: 24" Model				
	No. V247Y				
	Version: V247Y bi				
	Power Rating : 100-240V 50/60Hz 0.7A				
	Part Number :UM.QV7SS.003				
8	Binding Machine	1	pc	45,000.00	45,000.00
	No. of Holes: 24 Holes				
	Maximum Punching Capacity: 22 sheets				
	Maximum Binding Thickness: 450 sheets				
	Heavy Duty Binding Machine				
	Can Bind short, A4 and long size				
	with adjustable holes				
9	Printer 3 N 1	6	PC	15,000.00	90,000.00
	Printer Type: Print, Scan, Copy				
	print Method: On-demand inkjet				
	(Piezoelectric)				
	Printer language: ESC/P-R, ESC/P				
	Raster				
	Nozzle Configuration: 180x 1 nozzles				
	Black, 59 x 1 nozzles per color (Cyan, Magenta, Yellow)				
	maximum Resolution: 5760x1440 dpi				
10	Office Table with 4 drawers and lock	6	PC	13,000.00	78,000.00
	Dimension: L46"xW22.4"xH28.4" inches made from MDF laminated wood				
	Swatch: gray				
11	Workstation	3	pc	35,000.00	105,000.00
	Specification: Dimensio: 2ft x 4ft				
	Low office partition/cubicles/workstation				
	Fabric with glass				
	Wodden mobile pedestal, cpu rack				
	Panel thickness: 4.68cm				
12	Full HD, SMART TV 43"	3	unit	30,000.00	90,000.00
	Height: 56.1cm				
	Width: 96.4 cm				
	Length: 8.1 cm				
	Gross weight: 9.2kg				
	Net weight: 6.3kg				
	TV Resolution: Full HD 1920 x 108				
	Connectivity: USB, HDMI, LAN, Wifi				



	HDMI ports: 2				
	USB Ports: 2				
	Volatge: 100-240V 50/60Hz AC				
	Wattage: 74 watts				
	Warranty : 1 year				
13	Laptop	2	unit	49,999.00	99,998.00
	PROCESSOR- Core 15-1135G7				
	(up to 4.2 GHz with Turbo Boost Technology, 8 MB L3 cache, 4 cores)				
	CHIPSET				
	Memory- 8GB DDR4-3200 Mhz				
	Operating System: windows 11				
	Hard drive- 256GB PCIe NVMe				
	M.2 SSD + 500 GB HDD				
	Display: 15.6" diagonal, FHD (1920x 1080), micro-edge, anti-glare, 250 nits,				
	45% NTSC				
	Network Interface- integrated				
	10/100/1000 GbE LAN				
	Wireless connectivlty- realtek				
	RTL8822CE 802.11a/b/g/n/ac (2x2)				
	Wi-Fi and Bluetooth5 combo				
	Battery Type: 3-cell, 41 Wh Li-ion				
14	CROSS-CUT SHREDDER	3	unit	20,000.00	60,000.00
	Shreds 16 sheets per pass into 4 x 38mm cross-cut particles (Security Level P-4)				
	100% Jam Proof System eliminate paper jams and powers through tough jobs				
	SilentShred® Technology minimises disruption in shared work spaces				
	Patented SafeSense® Technology stops shredding when hands touch the paper opening				
	Energy savings system reduces in-use energy consumption and powers down after periods of inactivity.				
	Shreds continuously for up to 20 minutes				
	Sleek, modern design with easy-empty 23 litre pull-out bin				
	am Prevention Features: 100% Jam Proof System				
	Feed Type: Traditional				
	Auto Start/Stop: Yes - Electronic				
	Basket Type: Pull-out Bin				
	Bin Full Light: Yes				
	Can Shred: Staples, Credit Cards, Paper Clips, CDs/DVDs				





	Cut Size (inches): 5/32" x 1-1/2"				
	Cut Type: Cross-Cut				
	DIN Level - Paper: P-4				
	Maximum Run Time (minutes): 20 min on / 30 min off				
	Energy Efficient Features: Energy Savings System				
	Material Type: Plastic				
	Model Number: 79CI				
	Noise Features: Silent Shredding				
	Paper Entry Width (inches): 9				
	Speed (Feet Per Minute): 10				
	Usage: Personal				
	Strength: SOHO				
	Bin Capacity (gallons): 6				
	Run Time (minutes): Up to 20				
	Sheet Capacity: 16				
	Shreds Per Sheet: 397				
	TOTAL				1,660,998.00

Prepared by:

MELGAR G. FADRIQUELAN
Supervising Administrative Officer

Noted:

FILOMENA P. REYES
Director for Administrative Services

Recommending Approval:

JOELENE C. LEYNES
Vice President for Administration and Finance

Approved:

DR. CHRISTIAN ANTHONY C. AGUTAYA
OIC-Office of the University President