



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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SUPPLY AND DELIVERY OF OFFICE SUPPLIES, SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE MAMI PROJECT OF MINSU MAIN CAMPUS
Name of Project

BAC Resolution Recommending Approval
Resolution No. 053, 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. 2025-045 for the project "Supply and Delivery of Office Supplies, Semi-Expendable ICT Equipment and Semi-Expendable Furniture & Fixtures for the MAMI Project of MinSU Main Campus" with an Approved Budget for the Contract (ABC) amounting to Two Hundred Seventy-Two Thousand Nine Hundred Twenty-Three Pesos and 67/100 (Php272,923.67) composed of three (3) lots specifically;

Particulars	Sub-ABC Amount
Lot 1- Office Supplies	Php104,255.67
Lot 2- Semi-Expendable ICT Equipment	Php43,200.00
Lot 3- Semi-Expendable Furniture & Fixtures	Php125,468.00

WHEREAS, in response to the advertisement of the project, two (2) suppliers/bidders were found in the document request list, however two (2) suppliers/bidders in the name KRISTWIN CONSUMER GOODS TRADING and PAPERCAT OFFICE SUPPLIES & EQUIPMENT TRADING submitted price quotation before the deadline;

WHEREAS, both suppliers submitted price quotation for Lot Nos. 1, 2 and 3 of the project;

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	Php104,255.67	Kristwin Consumer Goods Trading	Php97,406.0000
		Papercat Office Supplies & Equipment Trading	Php104,250.60
2	Php43,200.00	Kristwin Consumer Goods Trading	Php36,800.00
		Papercat Office Supplies & Equipment Trading	Php41,193.52
3	Php125,468.00	Papercat Office Supplies & Equipment Trading	Php118,852.60
		Kristwin Consumer Goods Trading	Php120,500.00

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

NOW, THEREFORE, BE IT RESOLVED that the BAC hereby recommends to the Head of Procuring Entity the approval of awarding the contract involving the project, "Supply and Delivery of Office Supplies, Semi-Expendable ICT Equipment and Semi-Expendable Furniture & Fixtures for the MAMI Project of MinSU Main Campus" as follows:

- Lot Nos. 1 and 2 to Kristwin Consumer Goods Trading for being the supplier/bidder with the Lowest Calculated Responsive Bid (LCRB) and;
- Lot No. 3 to Papercat Office Supplies & Equipment Trading for being the supplier/bidder with the Lowest Calculated Responsive Bid (LCRB);

RESOLVED, this 25th day of March, 2025 at MinSU-Main Campus, Alcate, Victoria, Oriental Mindoro.

Engr. MARK LESTER A. MAGPANTAY
BAC Vice Chairperson

FRANIE M. AFABLE, DBMHM
BAC Member

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

ATTY. SHERLYN A. LAYESA
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



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11898600
Procuring Entity MINDORO STATE UNIVERSITY
Title SUPPLY AND DELIVERY OF OFFICE SUPPLIES, SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE MAMI PROJECT OF MINSU MAIN CAMPUS
Area of Delivery Oriental Mindoro

Solicitation Number:	RFQ No. 2025-045	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	2
Category:	Office Supplies and Devices	Date Published	20/03/2025
Approved Budget for the Contract:	PHP 272,923.67	Last Updated / Time	20/03/2025 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	24/03/2025 01:00 AM
Client Agency:			
Contact Person:	Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368 cbapotel21@gmail.com		

Description

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

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

Note: 1. All entries must be typewritten.

2. Delivery Period within ____ calendar days.

3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.

4. Price validity shall be a period of 30 calendar days.

5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.

6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).

7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item

No. Unit ITEM AND DESCRIPTION QTY. UNIT

PRICE TOTAL AMOUNT

LOT 1 - OFFICE SUPPLIES

1 pcs Binding Element 1 1/2 Flat 10

2 pcs Biding Element 1 1/4 Flat 10

3 pcs Binding Element 1" Flat 10

4/2/25, 9:05 AM

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4 pcs Bidning Element 3/4" Flat 10
5 box Binder clip 1" (12pcs per box) 31
6 box Binder clip 2" (12pcs per box) 30
7 pcs Clear Folder (Legal) 75
8 pcs Desk File Organizer 15
single Sections, Size: 87*263*310mm, Made of
new PP/ PVC material
9 pcs Long Expanding Envelope with garter 51
10 set 0.5 Gel Pen (Black) 20
11 set 0.5 Gel Pen (Blue) 20
12 set Ink Bottle Set (BT 5000, BT D60) 6
13 set Ink Bottle Set 9001) (C,M,Y,B) 6
14 pcs Paper Cutter 1
Base: Metal; For paper, postcard and photo sizes;
paper guide to ensure you get the right angle; use
to cut card, photo paper, foil paper and stc., with
secured sliding paper size marker
15 set Rechargeable Dry Cell Battery (AA) 1.2 volts 8
16 set AA battery case storage 8
17 box Battery (AAA) 40s 8
18 pcs Heavy Duty Scissors 8" 10
19 pack Sticky Flag (Arrow Head) 60
20 bottle White Glue 240g 6
21 box Wyteboard marker (black) 12s 5
MSU-BAC-FR-05.01
22 box Wyteboard marker (red) 12s 5
23 box Wyteboard marker (blue) 12s 5
24 bottle Wyteboard marker refill ink (black) 30mL 10
25 bottle Wyteboard marker refill ink (blue) 30mL 10
26 bottle Wyteboard marker refill ink (red) 30mL 10
27 pcs Dry Cell Battery Cahrger (AA) 4 slot battery 10
28 pcs Drafting Tube 5
29 pcs Stapler with staple remover #35 5
30 box Staple Wire No. 35 10
31 pcs Heavy duty 2-hole office paper puncher 3
32 PCS Storage box organizer with handle and cover 5
Material; PVC hard plastic; color: cream; size:
34cmx25cmx18cm(LxWxD)
33 pcs Scientific Calculator- Non Programmable 2
Non-graphing
Number of Functions: 417, 10+2 digits;
161.5x77x13.8mm (DxWxH)
sub-total LOT 1
LOT 2- SEMI EXPENDABLE ICT EQUIPMENT
1 pcs 2TB external hard drive 4
2 pcs
SD Card 256GB 200m/b/s-read speed, 140mb/swrite speed 8
sub-total LOT 2
LOT 3- SEMI EXPENDABLE FURNITURE &
FIXTURES
1 unit Full Glass Sliding Door Cabinet 3
90cmx180cmx40cm (LxWxH)
Filing cabinet with sliding glass doors
Adjustable shelves storage
high cabinet with lock
2 unit Office Chairs 5
Glossy Black Nylon Base, Twin Casters,
leatherette
L665xW675xH1198-1298mm
25 kgs
3 unit
Layer Steel rack Shelf Adjustable Heavy Duty
Display 2
6 layer steel rack
6ft x 4ft x18" (HxLxW)
Heavy duty slotted angle rack 2.00 mm slotted
anglebars
Capacity: 100kg/layer
4 unit Steel Cabinet 1
62cmx46cmx13cm (LxWxH)
Filing cabinet with 4-layer drawers
with keys, 4 drawers lock with keys
Material: cold rolled steel plate
sub-total LOT 3
MSU-BAC-FR-05.01

LOT 1 - OFFICE SUPPLIES

- 1 pcs Binding Element 1 1/2 Flat 10
- 2 pcs Biding Element 1 1/4 Flat 10
- 3 pcs Binding Element 1" Flat 10
- 4 pcs Bidning Element 3/4" Flat 10
- 5 box Binder clip 1" (12pcs per box) 31
- 6 box Binder clip 2" (12pcs per box) 30
- 7 pcs Clear Folder (Legal) 75
- 8 pcs Desk File Organizer 15
- single Sections, Size: 87*263*310mm, Made of new PP/ PVC material
- 9 pcs Long Expanding Envelope with garter 51
- 10 set 0.5 Gel Pen (Black) 20
- 11 set 0.5 Gel Pen (Blue) 20
- 12 set Ink Bottle Set (BT 5000, BT D60) 6
- 13 set Ink Bottle Set 9001) (C,M,Y,B) 6
- 14 pcs Paper Cutter 1
- Base: Metal; For paper, postcard and photo sizes; paper guide to ensure you get the right angle; use to cut card, photo paper, foil paper and stc., with secured sliding paper size marker
- 15 set Rechargeable Dry Cell Battery (AA) 1.2 volts 8
- 16 set AA battery case storage 8
- 17 box Battery (AAA) 40s 8
- 18 pcs Heavy Duty Scissors 8" 10
- 19 pack Sticky Flag (Arrow Head) 60
- 20 bottle White Glue 240g 6
- 21 box Wyteboard marker (black) 12s 5
- 22 box Wyteboard marker (red) 12s 5
- 23 box Wyteboard marker (blue) 12s 5
- 24 bottle Wyteboard marker refill ink (black) 30mL 10
- 25 bottle Wyteboard marker refill ink (blue) 30mL 10
- 26 bottle Wyteboard marker refill ink (red) 30mL 10
- 27 pcs Dry Cell Battery Cahrger (AA) 4 slot battery 10
- 28 pcs Drafting Tube 5
- 29 pcs Stapler with staple remover #35 5
- 30 box Staple Wire No. 35 10
- 31 pcs Heavy duty 2-hole office paper puncher 3
- 32 PCS Storage box organizer with handle and cover 5
- Material; PVC hard plastic; color: cream; size: 34cmx25cmx18cm(LxWxD)
- 33 pcs Scientific Calculator- Non Programmable 2
- Non-graphing
- Number of Functions: 417, 10+2 digits;
- 161.5x77x13.8mm (DxWxH)

sub-total LOT 1

LOT 2- SEMI EXPENDABLE ICT EQUIPMENT

- 1 pcs 2TB external hard drive 4
- 2 pcs
- SD Card 256GB 200m/b/s-read speed, 140mb/swrite speed 8

sub-total LOT 2

LOT 3- SEMI EXPENDABLE FURNITURE & FIXTURES

- 1 unit Full Glass Sliding Door Cabinet 3
- 90cmx180cmx40cm (LxWxH)
- Filing cabinet with sliding glass doors
- Adjustable shelves storage
- high cabinet with lock
- 2 unit Office Chairs 5
- Glossy Black Nylon Base, Twin Casters, leatherette
- L665xW675xH1198-1298mm
- 25 kgs
- 3 unit
- Layer Steel rack Shelf Adjustable Heavy Duty
- Display 2
- 6 layer steel rack
- 6ft x 4ft x18" (HxLxW)
- Heavy duty slotted angle rack 2.00 mm slotted anglebars
- Capacity: 100kg/layer
- 4 unit Steel Cabinet 1
- 62cmx46cmx13cm (LxWxH)
- Filing cabinet with 4-layer drawers
- with keys, 4 drawers lock with keys

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sub-total LOT 3

Date Created 19/03/2025

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ABSTRACT OF QUOTATION/S

I. Particulars										Lot No.:	
Project Name: SUPPLY AND DELIVERY OF OFFICE SUPPLIES, SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE MAMI PROJECT OF MINSU MAIN CAMPUS											
Project Location: MNC											
Implementing Office: MNC											
Method of Procurement: BAC											
Approved Budget for the Contract (ABC): 104,255.67											
Deadline of Submission of Quotation:											
II. Abstract of Quotations / for SVP											
Evaluation of Document/s Required to be Submitted within the deadline specified in the RFQ											
TWG Report											
No	Participating Bidder/s	Date and Time of Receipt	Eligibility Requirements		Technical Requirements		Financial Requirements		Bid Amount	Rank	Remarks
			Pass	Fail	Pass	Fail	Pass	Fail			
	PERSTON IN CONSUMER GOODS TRADING		✓		✓	/	✓		97,406	1	LCRD
	PAPERLOT OFFICE SUPPLIES & EQUIPMENT TRADING		✓		✓		✓		104,250.60	2	
III. Recommendation /Resolution											
☒ Recommend to Award Contract											
Date: _____											
Lowest / Single Calculated and Responsive Quotation:			PERSTON IN CONSUMER GOODS TRADING			Contract Price Award (in words & figures):			Ninety seven thousand four hundred six pesos and 40/100		
☐ Declaration of Failure under Section 35 of Revised IRR of RA 9184											
☐ All prospective bidders are declared ineligible [Sec. 35.1(b)] ☐ All bids failed to comply with all the bid requirements or fail post-qualification [Sec. 35.1(c)]											
Date: _____											
LINA B. JAVIER TWG Member			MAY C. BERON TWG Member			FELIX A. MINESTERIO TWG Member			MERVIN L. ICALLA TWG Member		
Engr. MARK KEYLORD S. ONAL BAC-TWG Head											

Proceed only if recommended for award of contract



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ABSTRACT OF QUOTATION/S

I. Particulars
Project Name: SUPPLY AND DELIVERY OF OFFICE SUPPLIES, SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE MAMI PROJECT OF MINSU MAIN CAMPUS Lot No.: 2

Project Location: MVC
Implementing Office: MAPE
Method of Procurement: ABC
Approved Budget for the Contract (ABC): 43,200
Deadline of Submission of Quotation: _____

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

No	Participating Bidder/s	Date and Time of Receipt	Eligibility Requirements		Technical Requirements		Financial Requirements		Bid Amount	Rank	Remarks
			Pass	Fail	Pass	Fail	Pass	Fail			
	KASWIN CONSUMER GOODS TRADING		✓		✓		✓		36,800	1	LCKQ
	PAPERAR OFFICE SUPPLIES & EQUIPMENT TRADING		✓		✓		✓		41,193.52	2	

III. Recommendation / Resolution
☒ Recommend to Award Contract Date: _____

Lowest / Single Calculated and Responsive Quotation:	KASWIN CONSUMER GOODS TRADING	Contract Price Award (in words & figures):	Thirty six thousand eight hundred and 800
--	-------------------------------	--	---

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

Date: _____
LINA B. JAVIER
TWG Member
FELIX A. MINESTERIO
TWG Member
MERVIN L. ICALLA
TWG Member
ENGR. MARK KEYLORD S. ONAL
BAC-TWG Head

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REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF OFFICE SUPPLIES, SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE
MAMI PROJECT OF MINSU MAIN CAMPUS

PR No.: PR25-0016
RFQ No. 2025-045
ABC Amount: Php272,923.67
Lot 1: Php104,255.67
Lot 2: Php43,200.00
Lot 3: Php125,468.00

Company Name : KRISTIN CONSUMER GROUP TRADING
Address : Cal 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 PIOLE-SALAZAR, J.D., Ph.D.
BAC Chairperson

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
LOT 1 - OFFICE SUPPLIES					
1	pcs	Binding Element 1 1/2 Flat	10	58	580
2	pcs	Biding Element 1 1/4 Flat	10	54	540
3	pcs	Binding Element 1" Flat	10	48	480
4	pcs	Bidning Element 3/4" Flat	10	25	250
5	box	Binder clip 1" (12pcs per box)	31	32	992
6	box	Binder clip 2" (12pcs per box)	30	75	2250
7	pcs	Clear Folder (Legal)	75	19	1425
8	pcs	Desk File Organizer	15	550	8250
		single Sections, Size: 87*263*310mm, Made of new PP/ PVC material			
9	pcs	Long Expanding Envelope with garter	51	16	816
10	set	0.5 Gel Pen (Black)	20	250	5000
11	set	0.5 Gel Pen (Blue)	20	250	5000
12	set	Ink Bottle Set (BT 5000, BT D60)	6	1540	9240
13	set	Ink Bottle Set 9001) (C,M,Y,B)	6	1800	10800
14	pcs	Paper Cutter	1	900	900
		Base: Metal; For paper, postcard and photo sizes; paper guide to ensure you get the right angle; use to cut card, photo paper, foil paper and stc., with secured sliding paper size marker			
15	set	Rechargeable Dry Cell Battery (AA) 1.2 volts	8	720	5760
16	set	AA battery case storage	8	520	4160
17	box	Battery (AAA) 40s	8	600	4800
18	pcs	Heavy Duty Scissors 8"	10	96	960
19	pack	Sticky Flag (Arrow Head)	60	48	2880
20	bottle	White Glue 240g	6	128	768
21	box	Wyteboard marker (black) 12s	5	725	3625

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22	box	Wyteboard marker (red) 12s	5	725	3625	✓
23	box	Wyteboard marker (blue) 12s	5	725	3625	✓
24	bottle	Wyteboard marker refill ink (black) 30mL	10	120	1200	✓
25	bottle	Wyteboard marker refill ink (blue) 30mL	10	120	1200	✓
26	bottle	Wyteboard marker refill ink (red) 30mL	10	120	1200	✓
27	pcs	Dry Cell Battery Cahrger (AA) 4 slot battery	10	550	5500	✓
28	pcs	Drafting Tube	5	480	2400	✓
29	pcs	Stapler with staple remover #35	5	170	850	✓
30	box	Staple Wire No. 35	10	58	580	✓
31	pcs	Heavy duty 2-hole office paper puncher	3	170	510	✓
32	PCS	Storage box organizer with handle and cover Material; PVC hard plastic; color: cream; size: 34cmx25cmx18cm(LxWxD)	5	980	4900	✓
33	pcs	Scientific Calculator- Non Programmable Non-graphing Number of Functions: 417, 10+2 digits; 161.5x77x13.8mm (DxWxH)	2	1200	2400	✓
		sub-total LOT 1			97,400	✓
		LOT 2- SEMI EXPENDABLE ICT EQUIPMENT				
1	pcs	2TB external hard drive	4	4200	16800	✓
2	pcs	SD Card 256GB 200m/b/s-read speed, 140mb/s- write speed	8	2500	20000	✓
		sub-total LOT 2			36,800	✓
		LOT 3- SEMI EXPENDABLE FURNITURE & FIXTURES				
1	unit	Full Glass Sliding Door Cabinet 90cmx180cmx40cm (LxWxH) Filing cabinet with sliding glass doors Adjustable shelves storage high cabinet with lock	3	15,000	45000	✓
2	unit	Office Chairs Glossy Black Nylon Base, Twin Casters, leatherette L665xW675xH1198-1298mm 25 kgs	5	5500	27,500	✓
3	unit	Layer Steel rack Shelf Adjustable Heavy Duty Display 6 layer steel rack 6ft x 4ft x18" (HxLxW) Heavy duty slotted angle rack 2.00 mm slotted anglebars Capacity: 100kg/layer	2	18000	36,000	✓
4	unit	Steel Cabinet 62cmx46cmx13cm (LxWxH) Filing cabinet with 4-layer drawers with keys, 4 drawers lock with keys Material: cold rolled steel plate	1	12,000	12,000	✓
		sub-total LOT 3			120,500	✓

MSU-BAC-FR-05.01

1. Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Oriental Mindoro, Philippines on the date and time stated in this RFP.

2. Supplier shall submit the following requirements:

- a. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
- b. PhilGEPS Registration
- c. Valid Mayor's/Business Permit
- d. Omnibus Sworn Statement
- e. BIR Certificate of Registration
- f. Latest Income/Business Tax Return
- g. TAX Clearance
- h. DTI Registration/SEC Certificate
- i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

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

Ocular Inspection

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

Award

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

Evaluation of Quotations

Quotations shall be compared and evaluated 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.

CATALINA ALCANICE
138-840-524-0000
09084116367
3-24-21

MSU-BAC-FR-05.01

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

Location	local	Organization Type	Trading
Business Tax Identification Number	13884052600000	Capitalization	P 1,000,000.00

Single Proprietorship Details

DTI Certificate Number	4449339	DTI Registration Date	12-Jan-2023
Expiration Date	12-Jan-2028	DTI Business Scope	regional
Signatory	PBYS334614306344		

Local Organization Address

Country Name	Philippines	Region	Region IV-B
Province	Oriental Mindoro	City/Municipality	Calapan City
Street Address	Churchsite, Barangay Masipit	Zip Code	5200

Bank Account Details

Bank Name	Landbank	Branch Code	
Bank Branch	Calapan	Account Name	Catalina M Alcanices
Account Number	05011636782		

Uploaded Supporting Document

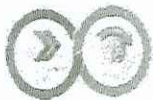
Uploaded 1675415981_dti, bir, bank account.pdf
Supporting Document (https://www.philgeps.gov.ph/portal_documents/merchant_reg_documents/user_332795/documents/1675415981_dti, bir, bank account.pdf)

Status

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

List of Active Users of the Merchant Organization

Last Name	First Name	Middle Name	Position	Status
No Records Found				



View Red Registration

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

My Contact Details

Salutation	Ms	First Name	Catalina
Middle Name	Manongsong	Last Name	Alcañices
Gender	Female	Position	Owner
Landline Area Code	043	Landline Number	3980932
Landline Extension Number			
Fax Area Code		Fax Number	
Fax Extension Number			
Country Code	63	Mobile Number	09084116367
Email Address	catalinaalcanices3@gmail.com		

Organization Details

Organization Id	332795	Registration Date	03-Feb-2023 05:19 PM
Registration Status	active		
Organization Name	KRISTWIN CONSUMER GOODS TRADING	Form Of Organization	Single Proprietorship
Business Category	Pharmaceutical drug precursors, Paper materials, Paper products, Office machines and their supplies and accessories, Office and desk accessories, Office supplies, Printing and publishing equipment, Audio and visual presentation and composing equipment, Photographic or filming or video equipment, Photographic and recording media, Photographic filmmaking supplies, Fire protection, Industrial laundry and dry cleaning equipment, Janitorial equipment, Cleaning and janitorial supplies, Field and court sports equipment, Antibacterials, Floor coverings, Bedclothes and table and kitchen linen and towels, Domestic appliances, Consumer electronics, Clothing, Accommodation furniture, Toys and games, Fibers and textiles and fabric industries, Utilities		

2025



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

TAUMBAYAN AND
MASUNOD

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= 6,945.00

TAXPAYER'S NAME	BUSINESS I.D.	MODE OF PAYMENT	DATE BILLED	KIND OF BUSINESS	STATUS
ALCANICES CATALINA M	02300000120	Annually	1/6/2025	TRADING	R
NAME OF BUSINESS		LOCATION OF BUSINESS			BUSINESS PLATE NUMBER
KRISTWIN CONSUMER GOODS TRADING		MASIPIT			
KIND OF FEE / TAX	TAX BASE	TAX AMOUNT	SUR/INT	TOTAL	PERIOD
BUSINESS TAX		3,225.00	0.00	3,225.00	
MAYOR'S PERMIT		2,450.00		2,450.00	
MAYORS PERMIT FEE		1,000.00			
EDUC'L SPECIAL PROGR		100.00			
DRAINAGE MAINTENANCE		100.00			
GARBAGE FEE		800.00			
FIRE AND SAFETY INSP		250.00			
SANITARY FEE		200.00			
MEDICAL FEE		200.00		200.00	
ANNUAL INSPECTION FEE		200.00		200.00	
BUSINESS STICKER		300.00		300.00	
SITE INSPECTION FEE		50.00		50.00	
OCCUPATIONAL FEE		440.00		440.00	
TAX CLEARANCE		30.00		30.00	
AAP.&RENEWAL OF BUS.FEE		50.00		50.00	
ENCODER		TOTALS		6,945.00	

Payment for 1-4

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 1429057
Date 1/6/2025

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.



BIR FORM

2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS

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

REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC2023000000191

Date OCN Generated: January 17, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 138-840-526-00000	NAME OF TAXPAYER ALCANICES, CATALINA MANONGSONG	TIN ISSUANCE DATE July 10, 2015
REGISTERING OFFICE X Head Office	Branch	
REGISTERED ADDRESS MASIPIT 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES		
Line of Business (PSIC)	MISCELLANEOUS CONSUMER GOODS, N.E.C. WHOLESALE OF MISCELLANEOUS CONSUMER GOODS, N.E.C. 47529-RETAIL SALE OF CONSTRUCTION SUPPLIES, N.E.C.	Secondary
Line of Business	RETAIL SALE OF CONSTRUCTION SUPPLIES, N.E.C.	

REMINDERS:

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

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



Regina P. Reforma
REGINA P. REFORMA
OIC-Ass't. Revenue District Officer

EMELITA R. ABO

REVENUE DISTRICT OFFICER
(Signature over Printed Name)

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

BIR FORM

2303

REVISED: APRIL 2019

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

OCN: 063RC20230000000191

Date OCN Generated: January 17, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 138-840-526-00000	NAME OF TAXPAYER ALCANICES, CATALINA MANONGSONG	TIN ISSUANCE DATE July 10, 2015
REGISTERING OFFICE X	Head Office	Branch
REGISTERED ADDRESS MASIPIT 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES		

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
INDIVIDUAL INCOME TAX	1701/1701A	January 1, 2024	ANNUALLY	On or before April 15 of each year covering income for the preceding taxable year.
INDIVIDUAL INCOME TAX	1701Q	January 16, 2023	QUARTERLY	1st Quarter-on or before MAY 15 2nd Quarter-on or before AUGUST 15 3rd Quarter-on or before November 15
PERCENTAGE TAX - QUARTERLY	2551Q	January 16, 2023	QUARTERLY	Within twenty five (25) days after the end of each taxable quarter.
REGISTRATION FEE	0605	January 1, 2024	ANNUALLY	On or before the last day of January
TAXPAYER TYPE/S SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)				

BUSINESS INFORMATION DETAILS		CATEGORY	REGISTRATION DATE
TRADE NAME 1 (PSIC)	KRISTWIN CONSUMER GOODS TRADING		January 17, 2023
Line of Business (PSIC)	47199-RETAIL SELLING IN NON-SPECIALIZED STORES, N.E.C.	Primary	
Line of Business (PSIC)	47733-RETAIL SALE OF OFFICE MACHINES AND EQUIPMENT, EXCLUDING COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT	Secondary	
Line of Business (PSIC)	46421-WHOLESALE OF MEDICINAL AND PHARMACEUTICAL PRODUCTS	Secondary	
Line of Business (PSIC)	47721-RETAIL SALE OF DRUGS AND PHARMACEUTICAL GOODS	Secondary	
Line of Business (PSIC)	46429-WHOLESALE OF	Secondary	

For BIR BCS
Use Only Item

Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No.
1701
January 2018 (ENCS)
Page 1

Annual Income Tax Return
Individuals (including MIXED Income Earner), Estates and Trusts
Enter all required information in CAPITAL LETTERS using BLACK ink. Mark all applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Tax Filer.

1701 01/18ENCS P1

1 Month ☒ For the Year (YYYY) **2023** 2 Amended Return? ☒ Yes ☐ No 3 Short Period Return? ☐ Yes ☒ No

PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER

4 Taxpayer Identification Number (TIN) **735 - 840 - 826 - 000** 5 RDO Code **1063**

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

7 Alphabetic Tax Code (ATC) ☒ 8012 Business Income-Graduated IT Rates ☐ 8014 Income from Profession-Graduated IT Rates ☐ 8013 Mixed Income-Graduated IT Rates
☐ 8011 Compensation Income ☐ 8015 Business Income-8% IT Rate ☐ 8017 Income from Profession-8% IT Rate ☐ 8016 Mixed Income-8% IT Rate

8 Taxpayer's Name (Last Name, First Name, Middle Name) ESTATE OF (First Name, Middle Name, Last Name) TRUST FAO (First Name, Middle Name, Last Name)
ALCANCES CATALINA MANONGSONG

9 Registered Address (Indicate complete address. If the registered address is different from the current address, get to the RDO to update registered address by using BIR Form No. 1905)
KALAPAN CITY ORIENTAL MINDORO 9A ZIP Code **5500**

10 Date of Birth (MM/DD/YYYY) **03/15/1981** 11 Email Address **jeve.gg@icloud.com**

12 Citizenship **FILIPINO** 13 Claiming Foreign Tax Credits? ☐ Yes ☒ No 14 Foreign Tax Number, if applicable

15 Contact Number (Landline/Cellphone No.) **00** 16 Civil Status (if applicable) ☒ Single ☐ Married ☐ Legally Separated ☐ Widower

17 If married, spouse has income? ☐ Yes ☒ No 18 Filing Status ☐ Joint Filing ☒ Separate Filing

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

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

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

Particular	A. Taxpayer/Filer	B. Spouse
22 Tax Due (From Part VII Item 2)	0.00	0.00
23 Less: Total Tax Credits/Payments (From Part VII Item 12)	-56,900.00	0.00
24 Tax Payable (Overpayment) (Item 22 Less Item 23)	-56,900.00	0.00
25 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before October 15 (50% or less of Item 24)	0.00	0.00
26 Amount of Tax payable (Overpayment) (Item 24 Less Item 25)	-56,900.00	0.00
Add Penalties 27 Interest	0.00	0.00
28 Surcharge	0.00	0.00
29 Compromise	0.00	0.00
30 Total Penalties (Sum of Items 27 to 29)	0.00	0.00
31 Total Amount Payable (Overpayment) (Sum of Items 26 and 30)	-56,900.00	0.00
32 Aggregate Amount Payable (Overpayment) (Sum of Items 26 and 30)	-56,900.00	0.00

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

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

33 Number of Attachments **00**

Printed Name and Signature of Taxpayer/Authorized Representative

PART III - DETAILS OF PAYMENT

Particulars	Drawee Bank/Agency	Number	Date (MM/DD/YYYY)	Amount
34 Cash/Bank Debit Memo				
35 Check				
36 Tax Debit Memo				
37 Others (specify below)				

Machine Validation/Revenue Official Receipt Details (If not filed with an Authorized Agent Bank)

Stamp of Receiving Office/AAB and Date of Receipt (RO's Signature/Bank Teller's Initial)

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

BIR Form No. 1701 January 2018 (ENCS) Page 2	Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18/ENCS P2
Taxpayer's Last Name ALCAÑEZ CATALINA MARIE SORIANO		
PART IV - Background Information of Spouse		
1 Spouse's Taxpayer Identification Number (TIN)		2 HHO Code
3 Filer's Spouse Type ☐ Single Proprietor ☐ Professional ☐ Compensation Earner		
4 Alphabetic Tax Code (ATC) ☐ 1012 Business Income-Graduated IT Rates ☐ 1014 Income from Profession-Graduated IT Rates ☐ 1015 Mixed Income-Graduated IT Rates ☐ 1011 Compensation Income ☐ 1013 Business Income-8% IT Rate ☐ 1017 Income from Profession-8% IT Rate ☐ 1016 Mixed Income-8% IT Rate		
5 Spouse's Name (Last Name, First Name, Middle Name)		
6 Contact Number		7 Citizenship
8 Claiming Foreign Tax Credits? ☐ Yes ☐ No		9 Foreign tax number (if applicable)
10 Income EXEMPT from Income Tax? ☐ Yes ☐ No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]		11 Income subject to SPECIAL/PREFERENTIAL RATE? ☐ Yes ☐ No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]
12 Tax Rate* (Choose Method of Deduction in Item 12A) ☐ Graduated Rates ☐ Itemized Deduction ☐ Optional Standard Deduction (OSD) (Choose Method of Deduction in Item 12A) [Sec. 34(A-J), NIRC] [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]] ☐ 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC [available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]		
PART V - Computation of Tax		
Schedule 1 - Gross Compensation Income and tax Withheld (Attach Additional Sheet/s, if necessary) On Items 1 and 2, enter the required information for each of your employer/s and mark (X) whether the information is for the Taxpayer or the Spouse. On Item 3A, enter the Total Gross Compensation and Total tax Withheld for the Taxpayer and on Item 3B, for the Spouse. (DO NOT enter Centavos; 48 Centavos or less drop down; 50 or more round up)		
a. Name of Employer		
1 ☐ Taxpayer ☐ Spouse b. Employer's TIN		
2 ☐ Taxpayer ☐ Spouse b. Employer's TIN		
(Continuation of Table Above)		
	c. Compensation Income	d. Tax Withheld
1	0.00	0.00
2	0.00	0.00
3A Gross Compensation Income and Total Tax Withheld for TAXPAYER (To Part V Schedule 2 Item 4A and Part VII Item 5A)	0.00	0.00
3B Gross Compensation Income and Total Tax Withheld for SPOUSE (To Part V Schedule 2 Item 4B and Part VII Item 5B)	0.00	0.00
Schedule 2 - Taxable Compensation Income (round up)		
Particulars	A. Taxpayer/Filer	B. Spouse
4 Gross Compensation Income (From Part V Schedule 1 Item 3A/3B/c)	0.00	0.00
5 Less: Non-Taxable / Exempt Compensation	0.00	0.00
6 Taxable Compensation Income (Item 4 Less Item 5)	0.00	0.00
7 Tax Due-Compensation Income (Item 6 x applicable Income Tax Rate)	0.00	0.00
Schedule 3 - Taxable Business Income (If graduated rates, fill in items 8 to 24; if 8% flat Income tax rate, fill in items 25 to 30)		
3.A - For Graduated Income Tax Rates		
8 Sales/revenues/receipts/Fees	2,546,769.00	0.00
9 Less: Sales Returns, Allowances and Discounts	2,393,468.00	0.00
10 Net Sales/Revenues/Receipts/Fees (Item 8 Less Item 9)	153,301.00	0.00
11 Less: Cost of Sales/Services (applicable only if availing Itemized Deductions)	0.00	0.00
12 Gross Income/(Loss) from Operation (Item 10 less Item 11)	153,301.00	0.00
Less: Deductions Allowable under Existing Laws		
13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4 Item 18)	0.00	0.00
14 Special Allowable Itemized Deductions (From Part V Schedule 5 Item 3 and/or Item 2)	0.00	0.00
15 Allowable for Net Operating Loss Carry Over (NOLCO) (From Part V Schedule 6 Item 8 and/or Item 12)	0.00	0.00
16 Total Allowable Itemized Deductions (Sum of Items 13 to 15)	0.00	0.00
OR		
17 Optional Standard Deduction (OSD) (40% of Item 10)	0.00	0.00
18 Net Income/(Loss) (If Itemized: Item 12 Less Item 16; If OSD: Item 10 Less Item 17)	153,301.00	0.00
Add: Other Non-Operating Income (specify below)		
19	0.00	0.00
20	0.00	0.00
21 Amount Received/Share in Income by a Partner from General Professional Partnership (GPP)	0.00	0.00
22 Total Other Non-Operating Income (Sum of Items 19 to 21)	0.00	0.00
23 Taxable Income - Business (Sum of Items 18 and 22)	153,301.00	0.00
24 Total Taxable Income - Compensation & Business (Sum of Items 8 and 23)	153,301.00	0.00
25 Total Tax Due-Compensation and Business Income (under graduated rates) (Item 24 x applicable income tax rate) [To Part VI Item 1]	0.00	0.00

BIR Form No. 1701 January 2018 (ENCS) Page 3		Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts		 1701 01/18ENCS P3							
TIN 135 842 836 000		Taxpayer/Filer's Last Name ALCANICES CATALINA MANONGSONG									
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)		0.00		0.00							
Add Other Non-Operating Income (specify below)											
27		0.00		0.00							
28 Total Income (Sum of Items 26 and 27)		0.00		0.00							
Less: Allowable reduction from gross sales/receipts and other non-operating income of purely self-employed individuals and/or professionals in the amount of P250,000 (not applicable if with compensation income)		0.00		0.00							
29		0.00		0.00							
30 Taxable Income/(Loss) (Item 28 Less Item 29)		0.00		0.00							
31 Tax Due-Business Income (Item 30 x 8% Flat Income Tax Rate)		0.00		0.00							
32 Total Tax Due-Compensation & Business Income (under flat rate)(Sum of Items 7 and 31) (To Part VII Item 1)		0.00		0.00							
Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheet/s, if necessary)											
1 Amortizations		0.00		0.00							
2 Bad Debts		0.00		0.00							
3 Charitable and Other Contributions		0.00		0.00							
4 Depletion		0.00		0.00							
5 Depreciation		0.00		0.00							
6 Entertainment, Amusement and Recreation		0.00		0.00							
7 Fringe Benefits		0.00		0.00							
8 Interest		0.00		0.00							
9 Losses		0.00		0.00							
10 Pension Trusts		0.00		0.00							
11 Rental		0.00		0.00							
12 Research and Development		0.00		0.00							
13 Salaries, Wages and Allowances		0.00		0.00							
14 SSS, GSIS, Philhealth, HDMF and Other Contributions		0.00		0.00							
15 Taxes and Licenses		0.00		0.00							
16 Transportation and Travel		0.00		0.00							
17 Others (Deductions Subject to Withholding Tax and Other Expenses) (specify below, Add additional sheet/s, if necessary)											
a Janitorial and Messengerial Services		0.00		0.00							
b Professional Fees		0.00		0.00							
c Security Services		0.00		0.00							
d		0.00		0.00							
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) (To part V Schedule 3 A Item 13)		0.00		0.00							
Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)											
5.A - Taxpayer/Filer		Description		Legal Basis		Amount					
1						0.00					
2						0.00					
3 Total Special Allowable Itemized Deductions-Taxpayer/Filer (Sum of Items 1 and 2) (To part V Schedule 3 A Item 14A)						0.00					
5.B - Spouse						0.00					
4						0.00					
5						0.00					
6 Total Special Allowable Itemized Deductions-Spouse (Sum of Items 4 and 5) (To part V Schedule 3 A Item 14E)						0.00					
Schedule 6 - Computation of Net Operating Loss carry Over (NOLCO)											
6.A - Computation of NOLCO		Description		A. Taxpayer/Filer		B. Spouse					
1 Gross Income				0.00		0.00					
2 Less: Ordinary Allowable Itemized Deductions				0.00		0.00					
3 Net Operating Loss (Item 1 Less Item 2) (To Schedule 6 A 1 Item 7A and/or Schedule 6 A 2 Item 12A)				0.00		0.00					
6.A.1 - Taxpayer/Filer's Detailed Computation of Available NOLCO											
Net Operating Loss Year Incurred		A. Amount		B. NOLCO Applied Previous Year/s		C. NOLCO Expired		D. NOLCO Applied Current Year		E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]	
4		0.00		0.00		0.00		0.00		0.00	
5		0.00		0.00		0.00		0.00		0.00	
6		0.00		0.00		0.00		0.00		0.00	
7		0.00		0.00		0.00		0.00		0.00	
8 Total NOLCO - taxpayer/Filer (Sum of Items 4D to 7D) (To Part V Schedule 3 A Item 15A)											

BIR Form No. 1701 January 2018 (ENCS) Page 4		Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts		 1701 01/18ENCS P4	
TIN		Taxpayer/Filer's Last Name			
133 140 126 100		ALCANICES CATALINA MANONGSONG			
Continuation of Schedule 6					
6 A.2 - Spouse's Detailed Computation of Available NOLCO					
Year Incurred	A. Amount	B. NOLCO Applied Previous Years	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]
09	0.00	0.00	0.00	0.00	0.00
10	0.00	0.00	0.00	0.00	0.00
11	0.00	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00	0.00
13 Total NOLCO - Spouse (Sum of Items 9D to 12D) (To Part V Schedule 3 A Item 15E)					
PART VI - Summary of Income Tax Due					
1 Regular Rate-Income Tax Due (From Part V, Either Item 25 or Item 32)		0.00		0.00	
2 Special Rate-Income Tax Due (From Part X Item 17B(17F))		0.00		0.00	
3 Less: Share of Other Government Agency, if remitted directly to the Agency		0.00		0.00	
4 Net Special Rate-Income Tax Due/Share of National Govt. (Item 2 Less Item 3)		0.00		0.00	
5 Total Income Tax Due (Sum of Items 1 & 4) (To Part II Item 23)		0.00		0.00	
PART VII - Tax Credits/Payments (attach proof)					
1 Prior Year's Excess Credits		0.00		0.00	
2 Tax Payments for the First Three (3) Quarters		0.00		0.00	
3 Creditable Tax Withheld for the First Three (3) Quarters		56,900.00		0.00	
4 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter		0.00		0.00	
5 Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 24)(GSD)		0.00		0.00	
6 Tax Paid in Return Previously Filed, if this is an Amended Return		0.00		0.00	
7 Foreign Tax Credits, if applicable		0.00		0.00	
8 Special Tax Credits, if applicable (To Part VIII Item 6)		0.00		0.00	
9 Other Tax Credits/Payments (specify)		0.00		0.00	
10 Total Tax Credits/Payments (Sum of Items 1 to 9) (To Part II Item 23)		56,900.00		0.00	
PART VIII - Tax Relief Availment					
VIII.A - Special Rate					
1 Regular Income Tax Otherwise Due (Part X Item 16B and/or Item 16E X applicable regular income tax rate)		0.00		0.00	
2 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7B and/or Item 7E X applicable regular income tax rate)		0.00		0.00	
3 Sub-Total - Tax Relief (Sum of Items 1 and 2)		0.00		0.00	
4 Less: Income Tax Due (From Part X Item 17B and/or Item 17F)		0.00		0.00	
5 Tax Relief Availment Before Special Tax Credit (Item 3 Less Item 4)		0.00		0.00	
6 Add: Special Tax Credit, if any (From Part VII Item 6)		0.00		0.00	
7 Total Tax Relief Availment-SPECIAL (Sum of Items 5 and 6)		0.00		0.00	
VIII.B - Exempt					
8 Regular Income Tax Otherwise Due (Part X Item 16A and/or Item 16E X applicable regular income tax rate)		0.00		0.00	
9 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7A and/or Item 7E X applicable regular income tax rate)		0.00		0.00	
10 Total Tax Relief Availment-EXEMPT (Sum of Items 8 and 9)		0.00		0.00	
PART IX - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheet/s, if necessary)					
Particulars		A. Taxpayer/Filer		B. Spouse	
1 Net Income/(Loss) per Books		153,301.00		0.00	
Add: Non-Deductible Expenses/Taxable Other Income		0.00		0.00	
2		0.00		0.00	
3		0.00		0.00	
4		0.00		0.00	
5 Total (Sum of Items 1 to 4)		153,301.00		0.00	
Less: A) Non-Taxable Income and Income Subjected to Final Tax		0.00		0.00	
6		0.00		0.00	
7		0.00		0.00	
B) Special/Other Allowable Deductions		0.00		0.00	
8		0.00		0.00	
9		0.00		0.00	
10 Total (Sum of Items 6 to 9)		0.00		0.00	
11 Net Taxable Income/(Loss) (Item 5 Less Item 10)		153,301.00		0.00	



This certifies that

KRISTWIN CONSUMER GOODS TRADING
(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

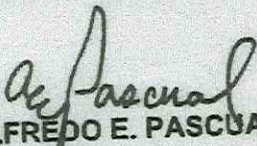
CATALINA MANONGSONG ALCAÑICES

is valid from 12 January 2023 to 12 January 2028 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

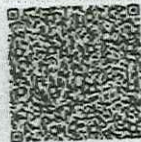
Certificate of Business Name Registration

and issue the same on 12 January 2023 in the Philippines.


ALFREDO E. PASCUAL
Secretary

Business Name No. 4449339

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



PBY334614306344

Documentary Stamp Tax Paid Php 30.00



Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 8467228

Mindoro State University
Victoria, Oriental Mindoro, 5203 Philippines



ABSTRACT OF QUOTATION/S

I. Particulars											
Project Name: <u>SUPPLY AND DELIVERY OF OFFICE SUPPLIES, SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE MAMI PROJECT OF MINSU MAIN CAMPUS</u>											
Project Location: <u>MAMI</u>											
Implementing Office: <u>APC</u>											
Method of Procurement: <u>ABC</u>											
Approved Budget for the Contract (ABC): <u>125,468</u>											
Deadline of Submission of Quotation: _____											
Lot No.: <u>7</u>											
II. Abstract of Quotations / for SVP											
Evaluation of Document/s Required to be Submitted <u>within the deadline specified in the RFQ</u>											
Date: _____											
TWG Report											
No	Participating Bidder/s	Date and Time of Receipt	Eligibility Requirements		Technical Requirements		Financial Requirements		Bid Amount	Rank	Remarks
			Pass	Fail	Pass	Fail	Pass	Fail			
	<u>PRISM IN CONSUMABLE GOODS TRADING</u>		<u>/</u>		<u>/</u>		<u>/</u>		<u>120,500</u>	<u>2</u>	
	<u>PAPERCAT OFFICE SUPPLIES & EQUIPMENT TRADING</u>		<u>/</u>		<u>/</u>		<u>/</u>		<u>118,852.60</u>	<u>1</u>	<u>LCRQ</u>
III. Recommendation /Resolution											
☒ Recommend to Award Contract											
Date: _____											
Lowest / Single Calculated and Responsive Quotation:			<u>PAPERCAT OFFICE SUPPLIES & EQUIPMENT TRADING</u>		Contract Price Award (in words & figures):		<u>One hundred eighteen thousand eight hundred fifty two pesos and 60/100 118,852.60</u>				
☐ Declaration of Failure under Section 35 of Revised IRR of RA 9184											
☐ All prospective bidders are declared ineligible [Sec. 35.1(b)]											
All bids failed to comply with all the bid requirements or fail post-qualification [Sec. 35.1(c)]											
Date: _____											
<u>LINA B. JAVIER</u> TWG Member			<u>MAY C. BERON</u> TWG Member			<u>FELIX A. MINESTERIO</u> TWG Member			<u>MERVIN L. ICALLA</u> TWG Member		
<u>Engr. MARK KEYLORD S. ONAL</u> BAC-TWG Head											
Proceed only if recommended for award of contract											



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF OFFICE SUPPLIES, SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE MAMI PROJECT OF MINSU MAIN CAMPUS

PR No.: PR25-0016
RFQ No. 2025-045
ABC Amount: Php272,923.67
Lot 1: Php104,255.67
Lot 2: Php43,200.00
Lot 3: Php125,468.00

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

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

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

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
LOT 1 - OFFICE SUPPLIES					
1	pcs	Binding Element 1 1/2 Flat	10	54.00	540.00
2	pcs	Biding Element 1 1/4 Flat	10	52.94	529.40
3	pcs	Binding Element 1" Flat	10	42.35	423.50
4	pcs	Bidning Element 3/4" Flat	10	28.82	288.20
5	box	Binder clip 1" (12pcs per box)	31	21.76	674.56
6	box	Binder clip 2" (12pcs per box)	30	76.47	2,294.10
7	pcs	Clear Folder (Legal)	75	19.41	1,455.75
8	pcs	Desk File Organizer	15	469.41	7,041.15
		<i>single Sections, Size: 87*263*310mm, Made of new PP/ PVC material</i>			
9	pcs	Long Expanding Envelope with garter	51	17.06	870.06
10	set	0.5 Gel Pen (Black)	20	300.00	6,000.00
11	set	0.5 Gel Pen (Blue)	20	300.00	6,000.00
12	set	Ink Bottle Set (BT 5000, BT D60)	6	1,597.65	9,585.90
13	set	Ink Bottle Set 9001) (C,M,Y,B)	6	1,575.29	9,451.74
14	pcs	Paper Cutter	1	1,341.00	1,341.00
		<i>Base: Metal; For paper, postcard and photo sizes; paper guide to ensure you get the right angle; use to cut card, photo paper, foil paper and stc., with secured sliding paper size marker</i>			
15	set	Rechargeable Dry Cell Battery (AA) 1.2 volts	8	621.18	4,969.44
16	set	AA battery case storage	8	87.06	696.48
17	box	Battery (AAA) 40s	8	1,470.59	11,764.72
18	pcs	Heavy Duty Scissors 8"	10	52.94	529.40
19	pack	Sticky Flag (Arrow Head)	60	25.88	1,552.80
20	bottle	White Glue 240g	6	141.18	847.08
21	box	Wyteboard marker (black) 12s	5	735.29	3,676.45

MSU-BAC-FR-05.01



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Victoria, Oriental Mindoro 5205 Philippines

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22	box	Wyteboard marker (red) 12s	5	735.29	3,676.45	✓
23	box	Wyteboard marker (blue) 12s	5	735.29	3,676.45	✓
24	bottle	Wyteboard marker refill ink (black) 30mL	10	147.06	1,470.60	✓
25	bottle	Wyteboard marker refill ink (blue) 30mL	10	147.06	1,470.60	✓
26	bottle	Wyteboard marker refill ink (red) 30mL	10	147.06	1,470.60	✓
27	pcs	Dry Cell Battery Cahrger (AA) 4 slot battery	10	1,174.12	11,741.20	✓
28	pcs	Drafting Tube	5	657.65	3,288.25	✓
29	pcs	Stapler with staple remover #35	5	111.76	558.80	✓
30	box	Staple Wire No. 35	10	67.06	670.60	✓
31	pcs	Heavy duty 2-hole office paper puncher	3	188.24	564.72	✓
32	PCS	Storage box organizer with handle and cover	5	481.18	2,405.90	✓
		<i>Material: PVC hard plastic; color: cream; size: 34cmx25cmx18cm(LxWxD)</i>				
33	pcs	Scientific Calculator- Non Programmable	2	1,362.35	2,724.70	✓
		Non-graphing				
		<i>Number of Functions: 417, 10+2 digits; 161.5x77x13.8mm (DxWxH)</i>				
		sub-total LOT 1			104,250.60	✓
		LOT 2- SEMI EXPENDABLE ICT EQUIPMENT				
1	pcs	2TB external hard drive	4	5,482.26	21,929.04	✓
2	pcs	SD Card 256GB 200m/b/s-read speed, 140mb/s-write speed	8	2,408.06	19,264.48	✓
		sub-total LOT 2			41,193.52	✓
		LOT 3- SEMI EXPENDABLE FURNITURE & FIXTURES				
1	unit	Full Glass Sliding Door Cabinet	3	14,661.29	43,983.87	✓
		<i>90cmx180cmx40cm (LxWxH)</i>				
		<i>Filing cabinet with sliding glass doors</i>				
		<i>Adjustable shelves storage</i>				
		<i>high cabinet with lock</i>				
2	unit	Office Chairs	5	7,741.94	38,707.45	✓
		<i>Glossy Black Nylon Base, Twin Casters, leatherette</i>				
		<i>L665xW675xH1198-1298mm</i>				
		<i>25 kgs</i>				
3	unit	Layer Steel rack Shelf Adjustable Heavy Duty Display	2	11,419.35	22,838.70	✓
		<i>6 layer steel rack</i>				
		<i>6ft x 4ft x18" (HxLxW)</i>				
		<i>Heavy duty slotted angle rack 2.00 mm slotted anglebars</i>				
		<i>Capacity: 100kg/layer</i>				
4	unit	Steel Cabinet	1	13,322.58	13,322.58	✓
		<i>62cmx46cmx13cm (LxWxH)</i>				
		<i>Filing cabinet with 4-layer drawers</i>				
		<i>with keys, 4 drawers lock with keys</i>				
		<i>Material: cold rolled steel plate</i>				

MSU-BAC-FR-05.01



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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Website: www.minsu.edu.ph
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General Conditions

1. Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Oriental Mindoro, Philippines on the date and time stated in this RFP.
 2. Supplier shall submit the following requirements:
 - a. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - b. PhilGEPS Registration
 - c. Valid Mayor's/Business Permit
 - d. Omnibus Sworn Statement
 - e. BIR Certificate of Registration
 - f. Latest Income/Business Tax Return
 - g. TAX Clearance
 - h. DTI Registration/SEC Certificate
 - i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable
- Price validity shall be 30 calendar days from the deadline of submission of quotation.

Ocular Inspection

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

Award

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

Evaluation of Quotations

Quotations shall be compared and evaluated 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.

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING

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

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

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

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

By submitting this Certificate, the Bidder certifies:

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

This Certificate is valid until 16-Sep-2025

Issued this 16th day of September 2024.

This is a system generated certificate. No signature is required.



REMINDERS ¹

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

"Annex A"

List of Eligibility Documents

of
PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING
Guiho Street ,
Calapan City , Oriental Mindoro , Region IV-B , Philippines

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



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

TAUMBAYAN AND

2025

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 11,445.00

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

Payment for 14

Notes:

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 1444976
Date 1/8/2025

Payment received by:

RECOMMENDING APPROVAL:

APPROVED BY:

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

MARILOU F. MORILLO
City Mayor

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

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



OMNIBUS SWORN STATEMENT

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

AFFIDAVIT

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

1. I am the sole proprietor or authorized representative of **Papercat Office Supplies and Equipment Trading** with office address at 80 Mahogany, Brgy. Suqui, Calapan City, Oriental Mindoro;
2. As the owner and sole proprietor of **Papercat Office Supplies and Equipment Trading**, I have the full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **SUPPLY AND DELIVERY OF OFFICE SUPPLIES, SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE MAMI PROJECT OF MINSU MAIN CAMPUS with PR No.: PR25-0016 and RFQ No. 2025-045.**
3. **Papercat Office Supplies and Equipment Trading** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, office, corporations, or Local Government Units, foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. **Papercat Office Supplies and Equipment Trading** is authorizing the Head of Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. **Papercat Office Supplies and Equipment Trading** complies with existing labour laws and standards; and

8. **Papercat Office Supplies and Equipment Trading** is aware of and has undertaken the following responsibilities as a Bidder:
- Carefully examine all of the Bidding Documents;
 - Acknowledge all conditions, local or otherwise, affecting the implementation of the contract;
 - Made an estimate of the facilities available and needed for the contract of the bid, if any, and
 - Inquire or secure Supplemental/Bid Bulletin(s) issued for the **SUPPLY AND DELIVERY OF OFFICE SUPPLIES, SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE MAMI PROJECT OF MINSU MAIN CAMPUS with PR No.: PR25-0016 and RFQ No. 2025-045.**
9. **Papercat Office Supplies and Equipment Trading** did not give or pay directly, any commission, amount fee or any form of consideration, pecuniary or otherwise to any person of official, personnel or representative of the government in relation to any procurement project or activity;
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this 24th day of March, 2025 at Calapan City, Oriental Mindoro, Philippines.


MARY FRANCES DOMINIQUE DG. CASTRO
Affiant

SUBSCRIBED AND SWORN to before me, this 24th day of March, 2025 at Calapan City, Oriental Mindoro, Philippines.

NAME OF NOTARIAL PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorney's No. _____

PTR No. _____

IBP No. _____

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

BIR FORM

2303

REVISED: APRIL 2019

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

OCN: 063RC20230000003862

Date OCN Generated: September 27, 2023

UPDATED ON SEP 27 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 497-143-353-00000		NAME OF TAXPAYER CASTRO, MARY FRANCES DOMINIQUE DE GUZMAN		TIN ISSUANCE DATE February 21, 2017	
REGISTERING OFFICE		X Head Office		Branch	
REGISTERED ADDRESS SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES					
TAX TYPES		FORM TYPES		FILING FREQUENCY	
VALUE ADDED TAX		2550Q		QUARTERLY	
WITHHOLDING TAX EXPANDED/OTHERS		1604E		ANNUALLY	
WITHHOLDING TAX EXPANDED/OTHERS		1601EQ		QUARTERLY	
WITHHOLDING TAX EXPANDED/OTHERS		0619E		MONTHLY	
INDIVIDUAL INCOME TAX		4701		ANNUALLY	
INDIVIDUAL INCOME TAX		1701Q		QUARTERLY	
REGISTRATION FEE		0605		ANNUALLY	
TAXPAYER TYPE/S SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)					
BUSINESS INFORMATION DETAILS					
TRADE NAME 1		DIGICAT PRINTING SERVICES		CATEGORY	
(PSIC)		18110-PRINTING		Primary	
Line of Business		PRINTING		REGISTRATION DATE	
TRADE NAME 2		PAPERCAT OFFICE SUPPLIES AND EQUIPMENT		August 30, 2019	
(PSIC)		TRADING			
TRADE NAME 3		47610-RETAIL SALE OF BOOKS			
(PSIC)		NEWSPAPERS AND STATIONERY IN			
Page 1 of 4					
CHANGE IN TRADE NAME					
CHANGE/ADD IN LINE OF BUSINESS					

BIR FORM

2303

REVISED: APRIL 2019

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

OCN: 063RC20230000003862

Date OCN Generated: September 27, 2023

UPDATED ON SEP 27 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 497-143-353-00000	NAME OF TAXPAYER CASTRO, MARY FRANCES DOMINIQUE DE GUZMAN	TIN ISSUANCE DATE February 21, 2017
REGISTERING OFFICE	☒ Head Office	☐ Branch
REGISTERED ADDRESS SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES		
Line of Business	SPECIALIZED STORES	
(PSIC)	47733-RETAIL SALE OF OFFICE MACHINES AND EQUIPMENT EXCLUDING COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT	
Line of Business	RETAIL SALE OF OTHER GOODS IN SPECIALIZED STORES	
(PSIC)	46699-WHOLESALE OF OTHER WASTE AND SCRAP AND PRODUCTS, N.E.C.	
Line of Business	OTHER SPECIALIZED WHOLESALE	
(PSIC)	47191-RETAIL SELLING IN DEPARTMENT STORES	
Line of Business	RETAIL SALE IN NON-SPECIALIZED STORES	
(PSIC)	46592-WHOLESALE OF INDUSTRIAL MACHINERY AND EQUIPMENT	
Line of Business	46592 - WHOLESALE OF INDUSTRIAL MACHINERY AND EQUIPMENT	
(PSIC)	46594-WHOLESALE OF PROFESSIONAL AND SCIENTIFIC AND MEASURING AND CONTROLLING EQUIPMENT	
Line of Business	46594 - WHOLESALE OF PROFESSIONAL AND SCIENTIFIC AND MEASURING AND CONTROLLING EQUIPMENT	
(PSIC)	46639-WHOLESALE OF CONSTRUCTION MATERIALS AND SUPPLIES, N.E.C.	
Line of Business	46639 - WHOLESALE OF CONSTRUCTION MATERIALS AND SUPPLIES, N.E.C.	
(PSIC)	46429-WHOLESALE OF MISCELLANEOUS CONSUMER GOODS, N.E.C.	
Line of Business	46429 - WHOLESALE OF MISCELLANEOUS CONSUMER GOODS, N.E.C.	
(PSIC)	46492-WHOLESALE OF HOUSEHOLD	

CHANGE IN TRADE NAME

CHANGE/ ADD IN LINE OF BUSINESS

Page 2 of 4

BIR FORM
2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS

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

OCN: 063RC20230000003862

Date OCN Generated: September 27, 2023

UPDATED ON SEP 27 2023

CERTIFICATE OF REGISTRATION

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

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

BIR FORM

2303

REVISED APRIL 2019

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

OCN: 063RC20230000003862

Date OCN Generated: September 27, 2023
UPDATED: Sep 27, 2023

CERTIFICATE OF REGISTRATION

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

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

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



Regina P. Reforma
REGINA P. REFORMA
OIC-Assst. Revenue District Officer

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

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

CHANGE IN TRADE NAME
CHANGE/ADD IN LINE OF BUSINESS



Limuel Lopez <axie.gg94@gmail.com>

Fw: Tax Return Receipt Confirmation

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

Mon, Jun 10, 2024 at 11:43 AM

— Forwarded Message —

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

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

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

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

Land Bank of the Philippines Link.BizPortal

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

DBP PayTax Online

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

Unionbank of the Philippines

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

Taxpayer Agent/ Tax Software Provider-TSP

- (Gcash/PayMaya/MyEG)

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

Bureau of Internal Revenue

For BIR Use Only		BIR Form No. 1701 January 2018 (ENCS) Page 1		Annual Income Tax Return Individuals (Including MIXED income Earner), Estates and Trusts Enter all required information in CAPITAL LETTERS using BLACK Ink. Mark all applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Tax Filer.		1701 01/18 ENCS P1	
1 Month ☒ 12 For the Year (YYYY) ☒ 2023		2 Amended Return? ☐ Yes ☒ No		3 Short Period Return? ☐ Yes ☒ No			
PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER							
4 Taxpayer Identification Number (TIN) ☒ 897 - ☒ 143 - ☒ 553 - ☒ 500		5 RDO Code ☒ 093					
6 Taxpayer Type ☒ Single Proprietor ☐ Professional ☐ Estate ☐ Trust ☐ Compensation Earner							
7 Alphabetic Tax Code (ATC) ☒ 0012 Business Income-Graduated IT Rates ☐ 0014 Income from Profession-Graduated IT Rates ☐ 0013 Mixed Income-Graduated IT Rates ☐ 0011 Compensation Income ☐ 0016 Business Income-8% IT Rate ☐ 0017 Income from Profession-8% IT Rate ☐ 0018 Mixed Income-8% IT Rate							
8 Taxpayer's Name (Last Name, First Name, Middle Name)/ESTATE OF (First Name, Middle Name, Last Name)/TRUST FAO: (First Name, Middle Name, Last Name) <u>CASTRO MARY FRANCES DOMINIQUE DO</u>							
9 Registered Address (Indicate complete address. If the registered address is different from the current address, get to the RDO to update registered address by using BIR Form No. 1905) <u>CALAPAN CITY ORIENTAL MINDORO</u>							
10 Date of Birth (MM/DD/YYYY) <u>03/23/1984</u>		11 Email Address <u>joyal17@yahoo.com</u>					
12 Citizenship <u>PHILIPINO</u>		13 Claiming Foreign Tax Credits? ☐ Yes ☒ No		14 Foreign Tax Number, if applicable			
15 Contact Number (Landline/Cellphone No.) <u>00</u>		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 (If yes, fill out also consolidation of ALL activities per Tax Regime (Part X))		20 Income subject to SPECIAL/PREFERENTIAL RATE? ☐ Yes ☒ No (If yes, fill out also consolidation of ALL activities per Tax Regime (Part X))					
21 Tax Rate* (choose one) ☒ Graduated Rates (Choose Method of Deduction in Item 21A) ☐ 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC (Available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M))		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 (Do NOT Enter Centavos; 49 Centavos or Less drop down; 50 or more round up)							
Particular		A. Taxpayer/Filer		B. Spouse			
22 Tax Due (From Part VI Item 5)		123,680.00		0.00			
23 Less: Total Tax Credits/Payments (From Part VII Item 10)		165,762.00		0.00			
24 Tax Payable/(Overpayment) (Item 22 Less Item 23)		-42,076.00		0.00			
25 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before October 15 (50% or less of Item 22)		0.00		0.00			
26 Amount of Tax payable/(Overpayment) (Item 24 Less Item 25)		-42,076.00		0.00			
Add: Penalties		0.00		0.00			
27 Interest		0.00		0.00			
28 Surcharge		0.00		0.00			
29 Compromise		0.00		0.00			
30 Total Penalties (Sum of Items 27 to 29)		0.00		0.00			
31 Total Amount Payable/(Overpayment) (Sum of Items 26 and 30)		-42,076.00		0.00			
32 Aggregate Amount Payable/(Overpayment) (Sum of Items 26 and 30)				-42,076.00			
If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable) ☐ To be refunded ☒ To be issued a Tax Credit Certificate (TCC) ☐ To be carried over as a tax credit for next year/quarter							
I declare under the penalties of perjury that this return, and all its attachments, have been made in good faith, verified by me, and to the best of my knowledge and belief, are true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I give my consent to the processing of my information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes. (If signed by an Authorized Representative, indicate TIN and attach authorization letter)							
Printed Name and Signature of Taxpayer/Authorized Representative						33 Number of Attachments ☒ 00	
PART III - DETAILS OF PAYMENT							
Particulars	Drawee Bank/Agency	Number	Date (MM/DD/YYYY)	Amount			
34 Cash/Bank Debit Memo							
35 Check							
36 Tax Debit Memo							
37 Others (specify below)							
Machine Validation/Revenue Official Receipt Details (If not filed with an Authorized Agent Bank)				Stamp of Receiving Office/AAB and Date of Receipt (RO's Signature/Bank Teller's Initial)			
NOTE: *The BIR Data Privacy Policy is in the BIR website (www.bir.gov.ph)							

BIR Form No. 1701 January 2018 (ENCS) Page 2	Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18/ENCS P2
TIN Taxpayer's Last Name 497 143 553 000 CASTROMARYFRANCES DOMINIQUE Ed		
PART IV - Background Information of Spouse		
1 Spouse's Taxpayer Identification Number (TIN) _____		2 RDO Code _____
3 Filer's Spouse Type ☐ Single Proprietor ☐ Professional ☐ Compensation Earner		
4 Alphabetic Tax Code (ATC) ☐ 1012 Business Income-Graduated IT Rates ☐ 1014 Income from Profession-Graduated IT Rates ☐ 1013 Mixed Income-Graduated IT Rates ☐ 1011 Compensation Income ☐ 1015 Business Income-8% IT Rate ☐ 1017 Income from Profession-8% IT Rate ☐ 1018 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		
10 Income EXEMPT from Income Tax? ☐ Yes ☐ No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]		9 Foreign tax number (if applicable) _____ 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 Method of Deduction in Item 12A) ☐ Graduated Rates ☐ Itemized Deduction [Sec. 34(A-J), NIRC] ☐ Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]] ☐ 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC [available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]		
PART V - Computation of Tax		
Schedule 1 - Gross Compensation Income and tax Withheld (Attach Additional Sheet/s, if necessary) On Items 1 and 2, enter the required information for each of your employer/s and mark (X) whether the information is for the Taxpayer or the Spouse. On Item 3A, enter the Total Gross Compensation and Total Tax Withheld for the Taxpayer and on Item 3B, for the Spouse. (DO NOT enter Centavos; 48 Centavos or less drop down; 88 or more round up)		
a. Name of Employer		
1 ☐ Taxpayer ☐ Spouse _____ b. Employer's TIN _____		
2 ☐ Taxpayer ☐ Spouse _____ b. Employer's TIN _____		
(Continuation of Table Above)		
	c. Compensation Income	d. Tax Withheld
1	0.00	0.00
2	0.00	0.00
3A Gross Compensation Income and Total Tax Withheld for TAXPAYER (To Part V Schedule 2 Item 4A and Part VII Item 5A)	0.00	0.00
3B Gross Compensation Income and Total Tax Withheld for SPOUSE (To Part V Schedule 2 Item 4B and Part VII Item 5B)	0.00	0.00
(DO NOT enter Centavos; 48 Centavos or less drop down; 88 or more round up)		
Schedule 2 - Taxable Compensation Income		
round up		
Particulars	A. Taxpayer/Filer	B. Spouse
4 Gross Compensation Income (From Part V Schedule 1 Item 3Ac/3Bc)	0.00	0.00
5 Less: Non-Taxable / Exempt Compensation	0.00	0.00
6 Taxable Compensation Income (Item 4 Less Item 5)	0.00	0.00
7 Tax Due-Compensation Income (Item 6 x applicable income tax rate)	0.00	0.00
Schedule 3 - Taxable Business Income (If graduated rates, fill in Items 8 to 24; if 8% flat income tax rate, fill in Items 25 to 30)		
3.A - For Graduated Income Tax Rates		
8 Sales/revenues/receipts/fees	2,026,311.50	0.00
9 Less: Sales Returns, Allowances and Discounts	2,043,566.39	0.00
10 Net Sales/Revenues/Receipts/Fees (Item 8 Less Item 9)	884,743.00	0.00
11 Less: Cost of Sales/Services (applicable only if availing Itemized Deductions)	0.00	0.00
12 Gross Income/(Loss) from Operation (Item 10 less Item 11)	884,743.00	0.00
Less: Deductions Allowable under Existing Laws		
13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4 Item 18)	0.00	0.00
14 Special Allowable Itemized Deductions (From Part V Schedule 5 Item 3 and/or Item 5)	0.00	0.00
15 Allowable for Net Operating Loss Carry Over (NOLCO) (From Part V Schedule 6 Item 8 and/or Item 13)	0.00	0.00
16 Total Allowable Itemized Deductions (Sum of Items 13 to 15)	0.00	0.00
OR		
17 Optional Standard Deduction (OSD) (40% of Item 10)	0.00	0.00
18 Net Income/(Loss) (If Itemized, Item 12 Less Item 16; If OSD, Item 10 Less Item 17)	884,743.00	0.00
Add: Other Non-Operating Income (specify below)		
19 _____	0.00	0.00
20 _____	0.00	0.00
21 Amount Received/Share in Income by a Partner from General Professional Partnership (GPP)	0.00	0.00
22 Total Other Non-Operating Income (Sum of Items 19 to 21)	0.00	0.00
23 Taxable Income-Business (Sum of Items 18 and 22)	884,743.00	0.00
24 Total Taxable Income - Compensation & Business (Sum of Items 6 and 23)	884,743.00	0.00
25 Total Tax Due-Compensation and Business Income (under graduated rates) (Item 24 x applicable income tax rate) (To Part VI Item 1)	123,686.00	0.00

DIR Form No. 1701 January 2018 (ENCS) Page 3	Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18/ENCS P3			
TIN <u>497 143 563 000</u> Taxpayer/Filer's Last Name <u>CASTRO MARYFRANCES DOMINIQUE DO</u>					
3.B - For 8% Flat Income Tax Rate [DO NOT enter Centimes; 00 Centimes or less drop down; 00 or more round up]					
Particulars	A. Taxpayer/Filer	B. Spouse			
26 Sales/Revenues/Receipts/Fees (net of sales returns, allowances and discounts)	0.00	0.00			
Add: Other Non-Operating Income (specify below)	0.00	0.00			
27	0.00	0.00			
28 Total Income (Sum of Items 26 and 27)	0.00	0.00			
Less: Allowable reduction from gross sales/receipts and other non operating income of purely self-employed individuals and/or professionals in the amount of P250,000 (not applicable if with compensation income)	0.00	0.00			
29	0.00	0.00			
30 Taxable Income/(Loss) (Item 28 Less Item 29)	0.00	0.00			
31 Tax Due-Business Income (Item 30 x 8% Flat Income Tax Rate)	0.00	0.00			
Total Tax Due-Compensation & Business Income (under flat rate)(Sum of Items 7 and 31) (To Part V Item 1)	0.00	0.00			
Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheet/s, if necessary)					
1 Amortizations	0.00	0.00			
2 Bad Debts	0.00	0.00			
3 Charitable and Other Contributions	0.00	0.00			
4 Depletion	0.00	0.00			
5 Depreciation	0.00	0.00			
6 Entertainment, Amusement and Recreation	0.00	0.00			
7 Fringe Benefits	0.00	0.00			
8 Interest	0.00	0.00			
9 Losses	0.00	0.00			
10 Pension Trusts	0.00	0.00			
11 Rental	0.00	0.00			
12 Research and Development	0.00	0.00			
13 Salaries, Wages and Allowances	0.00	0.00			
14 SSS, GSIS, Philhealth, HDMF and Other Contributions	0.00	0.00			
15 Taxes and Licenses	0.00	0.00			
16 Transportation and Travel	0.00	0.00			
17 Others (Deductions Subject to Withholding Tax and Other Expenses) (specify below; Attach additional sheet/s, if necessary)	0.00	0.00			
a Janitorial and Messengerial Services	0.00	0.00			
b Professional Fees	0.00	0.00			
c Security Services	0.00	0.00			
d	0.00	0.00			
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) (To part V Schedule 3 A Item 13)	0.00	0.00			
Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)					
5.A - Taxpayer/Filer	Description	Legal Basis	Amount		
1			0.00		
2			0.00		
3 Total Special Allowable Itemized Deductions-Taxpayer/Filer (Sum of Items 1 and 2) (To part V Schedule 3 A Item 14A)			0.00		
5.B - Spouse			0.00		
4			0.00		
5			0.00		
6 Total Special Allowable Itemized Deductions-Spouse (Sum of Items 4 and 5) (To part V Schedule 3 A Item 14B)			0.00		
Schedule 6 - Computation of Net Operating Loss carry Over (NOLCO)					
6.A - Computation of NOLCO					
Description	A. Taxpayer/Filer	B. Spouse			
1 Gross Income	0.00	0.00			
2 Less: Ordinary Allowable Itemized Deductions	0.00	0.00			
3 Net Operating Loss (Item 1 Less Item 2) (To Schedule 6 A 1 Item 7A and/or Schedule 6 A 2 Item 12A)	0.00	0.00			
6.A.1 - Taxpayer/Filer's Detailed Computation of Available NOLCO					
Net Operating Loss Year Incurred	A. Amount	B. NOLCO Applied Previous Year/s	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]
4	0.00	0.00	0.00	0.00	0.00
5	0.00	0.00	0.00	0.00	0.00
6	0.00	0.00	0.00	0.00	0.00
7	0.00	0.00	0.00	0.00	0.00
8 Total NOLCO - taxpayer/filer (Sum of Items 4D to 7D) (To Part V Schedule 3 A Item 15A)				0.00	

BIR Form No. 1701 January 2018 (ENCS) Page 4	Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18/ENCS P4			
TIN <u>497 143 553 500</u>		Taxpayer's Last Name <u>CASTRO MARY FRANCES DOMINIQUE DO</u>			
(Continuation of Schedule 8)					
6.A.2 - Spouse's Detailed Computation of Available NOLCO					
Year Incurred	Net Operating Loss A. Amount	B. NOLCO Applied Previous Years	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]
09	0.00	0.00	0.00	0.00	0.00
10	0.00	0.00	0.00	0.00	0.00
11	0.00	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00	0.00
13 Total NOLCO - Spouse (Sum of Items 9D to 12D) (To Part V Schedule 3 A Item 15D)					
PART VI - Summary of Income Tax Due					
1 Regular Rate-Income Tax Due (From Part V, Either Item 25 or Item 32)	123,686.00	0.00			
2 Special Rate-Income Tax Due (From Part X Item 17B/17F)	0.00	0.00			
3 Less: Share of Other Government Agency, if remitted directly to the Agency	0.00	0.00			
4 Net Special Rate-Income Tax Due/Share of National Govt. (Item 2 Less Item 3)	0.00	0.00			
5 Total Income Tax Due (Sum of Items 1 & 4) (To Part II Item 22)	123,686.00	0.00			
PART VII - Tax Credits/Payments (attach proof)					
1 Prior Year's Excess Credits	0.00	0.00			
2 Tax Payments for the First Three (3) Quarters	0.00	0.00			
3 Creditable Tax Withheld for the First Three (3) Quarters	165,761.77	0.00			
4 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter	0.00	0.00			
5 Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 3A/3B/3C)	0.00	0.00			
6 Tax Paid in Return Previously Filed, if this is an Amended Return	0.00	0.00			
7 Foreign Tax Credits, if applicable	0.00	0.00			
8 Special Tax Credits, if applicable (To Part VIII Item 6)	0.00	0.00			
9 Other Tax Credits/Payments (specify)	0.00	0.00			
10 Total Tax Credits/Payments (Sum of Items 1 to 9) (To Part II Item 23)	165,762.00	0.00			
PART VIII - Tax Relief Availment					
VIIIA - Special Rate					
1 Regular Income Tax Otherwise Due (Part X Item 16B and/or Item 16F X applicable regular income tax rate)	0.00	0.00			
2 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7B and/or Item 7F X applicable regular income tax rate)	0.00	0.00			
3 Sub-Total - Tax Relief (Sum of Items 1 and 2)	0.00	0.00			
4 Less: Income Tax Due (From Part X Item 17B and/or Item 17F)	0.00	0.00			
5 Tax Relief Availment Before Special Tax Credit (Item 3 Less Item 4)	0.00	0.00			
6 Add: Special Tax Credit, if any (From Part VII Item 8)	0.00	0.00			
7 Total Tax Relief Availment-SPECIAL (Sum of Items 5 and 6)	0.00	0.00			
VIIIB - Exempt					
8 Regular Income Tax Otherwise Due (Part X Item 16A and/or Item 16E X applicable regular income tax rate)	0.00	0.00			
9 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7A and/or Item 7E X applicable regular income tax rate)	0.00	0.00			
10 Total Tax Relief Availment-EXEMPT (Sum of Items 8 and 9)	0.00	0.00			
PART IX - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheets, if necessary)					
Particulars	A. Taxpayer/ filer	B. Spouse			
1 Net Income/(Loss) per Books	664,743.00	0.00			
Add: Non-Deductible Expenses/Taxable Other Income					
2	0.00	0.00			
3	0.00	0.00			
4	0.00	0.00			
5 Total (Sum of Items 1 to 4)	664,743.00	0.00			
Less: A) Non-Taxable Income and Income Subjected to Final Tax					
6	0.00	0.00			
7	0.00	0.00			
B) Special/Other Allowable Deductions					
8	0.00	0.00			
9	0.00	0.00			
10 Total (Sum of Items 6 to 9)	0.00	0.00			
11 Net Taxable Income/(Loss) (Item 5 Less Item 10)	664,743.00	0.00			



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

Annex "M"

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

TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

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

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

497-143-353-00000
Taxpayer Identification Number

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

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

Issued this 14th day of May, 2024.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL MAY 14, 2025 ONLY OR UNTIL REVOKED FOR VIOLATION OF THE CRITERIA SPECIFIED UNDER REVENUE REGULATIONS NO. 8-2016, AS AMENDED AND REVENUE MEMORANDUM ORDER NO. 46-2018, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES.
CERTIFICATION FEE OF P100 WAS PAID ON APRIL 25, 2024 UNDER PAYMENT TRANSACTION NO. 7020240416154215741363
2020240425134830968005. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.




ROSALINDA D. CABIDOG
Chief, Collection Division

DOCUMENTARY STAMP TAX
DATE OF PAYMENT: 04/16/2024
PAYMENT CONFIRMATION:
7020240416154215741363
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

PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING
(NATIONAL)

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

This certificate issued to

MARY FRANCES DOMINIQUE DE GUZMAN CASTRO

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

In testimony whereof, I hereby sign this

Certificate of Business Name Registration

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


ALFREDO E. PASCUAL
Secretary

Business Name No. 1035025

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



TWCO145715983637



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 OFFICE SUPPLIES, SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE MAMI PROJECT OF MINSU MAIN CAMPUS

PR No.: PR25-0016
RFQ No. 2025-045
ABC Amount: Php272,923.67
Lot 1: Php104,255.67
Lot 2: Php43,200.00
Lot 3: Php125,468.00

Company Name : QUIN TRADING
Address : CALAPAN CITY

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

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

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
LOT 1 - OFFICE SUPPLIES					
1	pcs	Binding Element 1 1/2 Flat	10		
2	pcs	Biding Element 1 1/4 Flat	10		
3	pcs	Binding Element 1" Flat	10		
4	pcs	Bidning Element 3/4" Flat	10		
5	box	Binder clip 1" (12pcs per box)	31		
6	box	Binder clip 2" (12pcs per box)	30		
7	pcs	Clear Folder (Legal)	75		
8	pcs	Desk File Organizer	15		
		<i>single Sections, Size: 87*263*310mm, Made of new PP/ PVC material</i>			
9	pcs	Long Expanding Envelope with garter	51		
10	set	0.5 Gel Pen (Black)	20		
11	set	0.5 Gel Pen (Blue)	20		
12	set	Ink Bottle Set (BT 5000, BT D60)	6		
13	set	Ink Bottle Set 9001) (C,M,Y,B)	6		
14	pcs	Paper Cutter	1		
		<i>Base: Metal; For paper, postcard and photo sizes; paper guide to ensure you get the right angle; use to cut card, photo paper, foil paper and stc., with secured sliding paper size marker</i>			
15	set	Rechargeable Dry Cell Battery (AA) 1.2 volts	8		
16	set	AA battery case storage	8		
17	box	Battery (AAA) 40s	8		
18	pcs	Heavy Duty Scissors 8"	10		
19	pack	Sticky Flag (Arrow Head)	60		
20	bottle	White Glue 240g	6		
21	box	Wyteboard marker (black) 12s	5		
22	box	Wyteboard marker (red) 12s	5		
23	box	Wyteboard marker (blue) 12s	5		
24	bottle	Wyteboard marker refill ink (black) 30mL	10		
25	bottle	Wyteboard marker refill ink (blue) 30mL	10		
26	bottle	Wyteboard marker refill ink (red) 30mL	10		

MSU-BAC-FR-05.01



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

Date _____

APPROVED BUDGET FOR THE CONTRACT (ABC)
SUPPLY AND DELIVERY OF OFFICE SUPPLIES, SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE MAMI PROJECT OF MINSU MAIN CAMPUS
Alcate, Victoria, Oriental Mindoro

Project Name and Location

Stations: Mindoro State University

Length:

Length:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS				TOTAL COST	UNIT COST
									INFLATION,		VALUE			
									%					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(5)X(9)	(11)	(12)	(10%[(5)+(10)]	(11) / (3)
LOT 1 - OFFICE SUPPLIES														
1	Binding Element 1 1/2 Flat	10	pcs	55.00	550.00									
2	Biding Element 1 1/4 Flat	10	pcs	50.00	500.00									
3	Binding Element 1" Flat	10	pcs	40.00	400.00									
4	Bidning Element 3/4" Flat	10	pcs	30.00	300.00									
5	Binder clip 1" (12pcs per box)	31	box	30.00	930.00									
6	Binder clip 2" (12pcs per box)	30	box	85.00	2,550.00									
7	Clear Folder (Legal)	75	pcs	35.00	2,625.00									
8	Desk File Organizer	15	pcs	320.00	4,800.00									
single Sections, Size: 87*263*310mm, Made of new PP/ PVC material														
9	Long Expanding Envelope with garter	51	pcs	35.00	1,785.00									
10	0.5 Gel Pen (Black)	20	set	350.00	7,000.00									
11	0.5 Gel Pen (Blue)	20	set	360.00	7,200.00									
12	Ink Bottle Set (BT 5000, BT D60)	6	set	2,500.00	15,000.00									
13	Ink Bottle Set 9001) (C,M,Y,B)	6	set	2,000.00	12,000.00									
14	Paper Cutter	1	pcs	1,315.67	1,315.67									
Base: Metal; For paper, postcard and photo sizes; paper guide to ensure you get the right angle; use to cut card, photo paper, foil paper and stc., with secured sliding paper size marker														
15	Rechargeable Dry Cell Battery (AA) 1.2 volts	8	set	425.00	3,400.00									
16	AA battery case storage	8	set	50.00	400.00									
17	Battery (AAA) 40s	8	box	250.00	2,000.00									
18	Heavy Duty Scissors 8"	10	pcs	155.00	1,550.00									
19	Sticky Flag (Arrow Head)	60	pack	70.00	4,200.00									
20	White Glue 240g	6	bottle	150.00	900.00									
21	Wyteboard marker (black) 12s	5	box	830.00	4,150.00									
22	Wyteboard marker (red) 12s	5	box	840.00	4,200.00									
23	Wyteboard marker (blue) 12s	5	box	840.00	4,200.00									

Page 1 of 1



MINDORO STATE UNIVERSITY
Main Campus
Alcate, Victoria, Oriental Mindoro



PURCHASE REQUEST

Fund Cluster:

Office/Section : Accounting		PR No.: PR25-0016 Responsibility Center Code :		Date:	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		LOT 1 - Office Supplies			
1	pcs	Binding Element 1 1/2 Flat	10	55.00	✓ 550.00
2	pcs	Binding Element 1 1/4 Flat	10	50.00	✓ 500.00
3	pcs	Binding Element 1" Flat	10	40.00	✓ 400.00
4	pcs	Binding Element 3/4" Flat	10	30.00	✓ 300.00
5	box	Binder clip 1" (12pcs per box)	31	30.00	✓ 930.00
6	box	Binder clip 2" (12pcs per box)	30	85.00	✓ 2,550.00
7	pcs	Clear Folder (Legal)	75	35.00	✓ 2,625.00
8	pcs	Desk File Organizer - Single Sections - Size: 87 * 263 * 310mm - Made of new PP / PVC material	15	320.00	✓ 4,800.00
9	pcs	Long Expanding Envelope with garter	51	35.00	✓ 1,785.00
10	set	0.5 Gel Pen (Black)	20	350.00	✓ 7,000.00
11	set	0.5 Gel Pen (Blue)	20	360.00	✓ 7,200.00
12	set	Ink Bottle Set (BT 5000, BT D60)	6	2,500.00	✓ 15,000.00
13	set	Ink Bottle Set (001) (C,M,Y,B)	6	2,000.00	✓ 12,000.00
14	pcs	Paper Cutter (A4) - Base: Metal - For paper, postcard and photo sizes - Paper guide to ensure you get the right angle - Use to cut card, photo paper, foil paper and etc. - With secured sliding paper size marker	1	1,315.67	✓ 1,315.67
15	set	Rechargeable Dry Cell Battery (AA) 1.2 volts	8	425.00	✓ 3,400.00
16	set	AA battery case storage	8	50.00	✓ 400.00
17	box	Battery (AAA) 40s	8	250.00	✓ 2,000.00
18	pcs	heavy duty scissors 8"	10	155.00	✓ 1,550.00
19	pack	Sticky Flag (Arrow Head)	60	70.00	✓ 4,200.00
		Sub-Total 1			68,505.67

Purpose: Office Supplies, ICT equipment, Furniture and Fixtures for the project entitled "Level of Mechanization in Oriental Mindoro, Philippines using Modified Agricultural Mechanization Index (MAMI)." MDS-14-7
101-200 - 03-113
6020702000

Requested by:	Recommending Approval:	Certified:	Approved by:
Signature :		Allotment Available	
Printed Name : ENGR. MARK KEYLORD S. ONAL	LEONEL C. MENDOZA	ROVELYN P. ROXAS	ENYA MARIE D. APOSTOL, Ph. D.
Designation : Project Leader	VPRDE	Acting Budget Officer III/SAO-Finance Division	SUC - President III



MINDORO STATE UNIVERSITY
Main Campus
Alcate, Victoria, Oriental Mindoro



PURCHASE REQUEST

Fund Cluster:

Office/Section : Accounting		PR No.: <u>PR25-0610</u> Responsibility Center Code :		Date:	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
<u>30</u>	bottle	White glue 240g	6	150.00	✓ 900.00
<u>31</u>	box	Wyteboard marker (black) 12s	5	830.00	✓ 4,150.00
<u>32</u>	box	Wyteboard marker (red) 12s	5	840.00	✓ 4,200.00
<u>33</u>	box	Wyteboard marker (blue) 12s	5	840.00	✓ 4,200.00
<u>34</u>	bottle	Wyteboard marker refill ink (black) 30mL	10	200.00	✓ 2,000.00
<u>35</u>	bottle	Wyteboard marker refill ink (blue) 30mL	10	220.00	✓ 2,200.00
<u>36</u>	bottle	Wyteboard marker refill ink (red) 30mL	10	220.00	✓ 2,200.00
<u>37</u>	pcs	Dry Cell Battery Charger (AA) 4 slot battery	10	550.00	✓ 5,500.00
<u>38</u>	pcs	Drafting Tube	5	300.00	✓ 1,500.00
<u>39</u>	pcs	Stapler with staple remover #35	5	360.00	✓ 1,800.00
<u>40</u>	box	Staple Wire No.35	10	70.00	✓ 700.00
<u>41</u>	pcs	Heavy duty 2-hole office paper puncher	3	400.00	✓ 1,200.00
<u>42</u>	pcs	storage box organizer with handle and cover Material : pvc hard plastic Color: cream, size:34cmx25cmx18cm(LxWxD)	5	320.00	✓ 1,600.00
<u>43</u>	pcs	Scientific Calculator - Non Programmable - Non Graphing - Number of Functions : 417 - 10 + 2 digits 161.5 × 77 × 13.8 mm (DxWxH)	2	1,800.00	✓ 3,600.00
		LOT 2 - Semi-Expandable ICT Equipment			
<u>1</u>	pcs	2TB external hard drive	4	6,800.00	✓ 27,200.00
<u>2</u>	pcs	SD Card 256gb 200mb/s-read speed,140mb/s-write speed	8	2,000.00	✓ 16,000.00
		Sub-Total 2			78,950.00

MDS-14-7
101-200
103-113
61207064

Purpose: Office Supplies, ICT equipment, Furniture and Fixtures for the project entitled "Level of Mechanization in Oriental Mindoro, Philippines using Modified Agricultural Mechanization Index (MAMI)".

Requested by:		Recommending Approval:		Certified:		Approved by:	
Signature :							
Printed Name :	ENGR. MARK KEYLORD S. ONAL		LEONEL C. MENDOZA		ROVELYN P. ROXAS		ENYA MARIE D. APOSTOL, Ph. D.
Designation :	Project Leader		VPRDE		Acting Budget Officer III/SAO-Finance Division		SUC - President III



MINDORO STATE UNIVERSITY
Main Campus
Alcate, Victoria, Oriental Mindoro



PURCHASE REQUEST

Fund Cluster:

Office/Section : Accounting		PR No.: <u>PRDS - 0000</u> Responsibility Center Code :		Date:	
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		LOT 3 - Semi-Expandable Furnitures and Fixtures			
1	unit	Full Glass Sliding Door Cabinet 90 cm x 180 cm x 40 cm (LxWxH) - Filing cabinet with sliding glass doors - Adjustable Shelves Storage - High Cabinet with lock	3	16,800.00	50,400.00
2	unit	Office Chairs - Glossy Black Nylon Base, Twin Casters Leatherette, L665xW675xH1198-1298mm 25kgs	5	9,000.00	45,000.00
3	unit	Layer Steel Rack Shelf Adjustable Heavy Duty Display - 6 layer steel rack - 6 ft x 4ft x 18" (HxLxW) - Heavy Duty Slotted Angle Rack 2.0mm Slotted angle bars - Capacity: 100 kg/layer	2	8,000.00	16,000.00
4	unit	Steel Cabinet 62 cm x 46 cm x 133 cm (LxWxH) - Filing Cabinet with 4-layer drawers - With keys - 4 drawers lock with keys - Material : Cold rolled steel plate	1	14,068.00	14,068.00
		Sub-Total 3			125,468.00
		SUB-TOTAL 1			68,505.67
		SUB-TOTAL 2			78,950.00
		SUB-TOTAL 3			125,468.00
		GRAND TOTAL			272,923.67

MDS-14-7

101-200

03-113

Purpose: Office Supplies, ICT equipment, Furniture and Fixtures for the project entitled "Level of Mechanization in Oriental Mindoro, Philippines using Modified Agricultural Mechanization Index (MAMI)".

Requested by:		Recommending Approval:		Certified: Allotment Available		Approved by:	
Signature :							
Printed Name : ENGR. MARK KEYLORD S. ONAL		LEONEL C. MENDOZA		ROVELYN P. ROXAS		ENYA MARIE D. APOSTOL, Ph. D.	
Designation : Project Leader		VPRDE		Acting Budget Officer III/SAO-Finance Division		SUC - President III	



BUDGETARY REALIGNMENT
 "Level of Mechanization in Oriental Mindoro, Philippines Using Modified Agricultural Mechanization Index (MAMI_{loc})"

MAINTENANCE AND OTHER OPERATING EXPENSES	ALLOTMENT	EXPENSES	BALANCE AS OF DECEMBER 2024	DEFICIT AMOUNT	FOR REALIGNMENT	BALANCE FOR JANUARY ONWARDS (after realignment)	REVISED ALLOTMENT
Professional Services - Science Research Assistant	2,313,447.17	2,019,845.05	293,602.12	589,359.88		882,962.00	2,902,807.05
Travelling Expenses	1,721,480.00	916,552.80	804,927.20		649,981.20	154,946.00	1,071,498.80
Communication Expenses	70,000.00	70,000.00	-			-	70,000.00
Office Supplies Expenses	364,330.83	246,160.00	118,170.83		13,915.16	104,255.67	350,415.67
Semi-Expendable ICT Equipment	417,699.00	417,699.00	-	43,200.00		43,200.00	460,899.00
Semi-Expendable Furniture and Fixtures	755,373.00	755,373.00	-	125,468.00		125,468.00	880,841.00
Fuel and Oil Expenses	285,000.00	91,196.48	193,803.52		98,803.52	95,000.00	186,196.48
Representation Expenses	334,500.00	334,500.00	-			-	334,500.00
Consultation Fee	21,690.00	12,690.00	9,000.00			9,000.00	21,690.00
Consultation Travel Expenses	87,248.00	-	87,248.00	-4,672.00		91,920.00	91,920.00
GRAND TOTAL	6,370,768.00	4,864,016.33	1,506,751.67	-762,699.88	762,699.88	1,506,751.67	6,370,768.00

Prepared by:

MARLYN C. HERNANDEZ
 Science Research Assistant

Verified true and correct by:

ENGR. MARK KEYLORD S. ONAL, M.Sc.
 Project Leader

MDS-14-7
 101-200
 12-1467
 03272024



“Level of Mechanization in Oriental Mindoro, Philippines Using the Modified Agricultural Mechanization Index (*MAMI_{RICE}*)”

Budgetary Requirements January 2025 to May 2025

Professional Services	
Salary 9 Science Research Assistants SG 8 (Php 20,534 wages/month) Breakdown: 7 SRA from January 2025 to May 2025 (5 months) 2 SRA from February 2025 to May 2025 (4 months)	882,962.00
Travelling Expenses	
22 trips Site Validation of <i>MAMI_{RICE}</i> Mapping Team Personnel Involved (4) 3 Science Research Assistants - Driver Per diem Php 594/day for trips within 50 kilometers	52,272.00
15 trips (1 City and 14 Municipalities) Travels for Follow-up visit in City and Municipal Agriculture Offices to present the output of <i>MAMI_{RICE} Survey</i> Personnel Involved (13) - Project Leader 2 Study Leaders 9 Science Research Assistants - Driver *Per diem @ Php 198/day for trips within 50 kilometers (Puerto Galera, San Teodoro, Baco, Calapan City, Naujan, Victoria, Socorro, Pola, Pinamalayan Bansud and Gloria) $(13 \times 198.00 = 2,574 \times 11 = 28,314.00)$ *Per diem @ Php 440/day for trips beyond 50 kilometers (Bansud, Bongabong, Roxas, Mansalay and Bulalacao) $(13 \times 440.00 = 5,720 \times 4 = 22,880)$ $28,314 + 22,880 = 51,194.00$	51,194.00
<i>MAMI_{RICE}</i> Writeshop	
Personnel Involved (13) @ Php 3,960 - Project Leader 2 Study Leaders 9 Science Research Assistants - Driver Breakdown: Day 1 - per diem (Php 1,760) Day 2 - per diem (Php 1,760) Day 3 - per diem (Php 440)	51,480.00
Total	154,946.00



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



IABE



IABE

INSTITUTE OF AGRICULTURAL & BIOSYSTEMS ENGINEERING



BAGONG PILIPINAS

Office Supplies Expenses				
Unit	Item Description	Qty	Unit Cost	Total Cost
pcs	Binding Element 1 1/2 Flat	10	55.00	550.00
pcs	Binding Element 1 1/4 Flat	10	50.00	500.00
pcs	Binding Element 1" Flat	10	40.00	400.00
pcs	Binding Element 3/4" Flat	10	30.00	300.00
box	Binder clip 1" (12pcs per box)	31	30.00	930.00
box	Binder clip 2" (12pcs per box)	30	85.00	2,550.00
pcs	Clear Folder (Legal)	75	35.00	2,625.00
pcs	Desk File Organizer - Single Sections - Size: 87 * 263 * 310mm - Made of new PP / PVC material	15	320.00	4,800.00
pcs	Long Expanding Envelope with garter	51	35.00	1,785.00
set	0.5 Gel Pen (Black)	20	350.00	7,000.00
set	0.5 Gel Pen (Blue)	20	360.00	7,200.00
set	Ink Bottle Set (BT 5000, BT D60)	6	2,500.00	15,000.00
set	Ink Bottle Set (001) (C,M,Y,B)	6	2,000.00	12,000.00
pcs	Paper Cutter (A4) - Base: Metal - For paper, postcard and photo sizes - Paper guide to ensure you get the right angle - Use to cut card, photo paper, foil paper and etc. - With secured sliding paper size marker	1	1,315.67	1,315.67



Mindoro State University
Victoria, Oriental Mindoro 5200, Philippines



IABE

INSTITUTE OF AGRICULTURAL & BIOSYSTEMS ENGINEERING



BACONG PHILIPPINES

January 31, 2024

CHRISTIAN ANTHONY C. AGUTAYA, PhD
Officer-in-Charge
Office of the University President

RECEIVED
BY: _____
DATE: <u>1/31/24</u>
TIME: <u>3:19</u>
CONTROL # <u>283</u>

Dear Dr. Agutaya,

Greetings from IABE!

The Institute of Agricultural and Biosystems Engineering (IABE) of Mindoro State University Main Campus proposed a research project entitled "**Level of Mechanization in Oriental Mindoro, Philippines using the Modified Agricultural Mechanization Index (MAMI)**" wherein the primary goal is to establish the level of agricultural mechanization in the province which intends to provide decision makers to have a basis in making well-informed decisions for the acquisition, distribution and utilization/adaption of agricultural mechanization technologies.

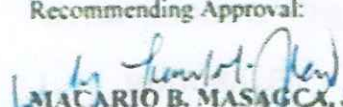
In line with this, the project team is requesting to start the project this **February 1, 2024** until **December 31, 2024**. The project has a total budget of **Php 6,370,768** as reflected in the attached project proposal.

May this request merit your kind consideration/approval. Thank you for your continual support to all activities of the Institute of Agricultural and Biosystems Engineering.

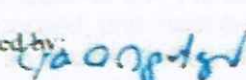
Very truly yours,


ENGR. MARK KEYLORD S. ONAL, MSc
OIC-Head, IABE
Project Leader

Recommending Approval:


MACARIO B. MASAGCA, JR., MSc
Director for Research and Development Office

Approved by:


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