



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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



SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE PBO OFFICE OF MINSU MAIN CAMPUS
Name of Project

BAC Resolution Recommending Approval
Resolution No. 055, 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. 2025-047 for the project “Supply and Delivery of ICT Equipment for the PBO Office of MinSU Main Campus” with an Approved Budget for the Contract (ABC) amounting to Sixty Thousand Pesos (Php60,000.00);

WHEREAS, in response to the advertisement of the project, three (3) suppliers/bidders were found in the document request list, and three (3) suppliers/bidders in the name of KRISTWIN CONSUMER GOODS TRADING, PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING and QUIN TRADING submitted price quotation before the deadline;

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

Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
Php60,000.00	Kristwin Consumer Goods Trading	Php55,500.00
	Quin Trading	Php58,500.00
	Papercat Office Supplies And Equipment Trading	Php59,701.00

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 ICT Equipment for the PBO Office of MinSU Main Campus” as follows:

- a. to Kristwin Consumer Goods 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.


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


Engr. MARK LESTER A. MAGPANTAY
BAC Vice-Chairperson


ATTY. SHERLYN A. LAYESA
BAC Member


FRANIE M. AFABLE, DBMHM
BAC Member

MELGAR G. FADRIQUELAN
BAC Member

Approved/Disapproved


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

Date: _____



Mindoro State University
Victoria, Oriental Mindoro 5200 Philippines

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



ABSTRACT OF QUOTATION/S

I. Particulars											
Project Name: SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE PBO OFFICE OF MINSU MAIN CAMPUS											
Lot No.:											
Project Location: <u>MV PBO</u>											
Implementing Office: <u>PBO</u>											
Method of Procurement: <u>PBO</u>											
Approved Budget for the Contract (ABC): <u>60,000</u>											
Deadline of Submission of Quotation:											
II. Abstract of Quotations / for SVP											
Evaluation of Document/s Required to be Submitted within the deadline specified in the RFQ											
TWG Report											
Date:											
No	Participating Bidder/s	Date and Time of Receipt	Eligibility Requirements		Technical Requirements		Financial Requirements		Bid Amount	Rank	Remarks
			Pass	Fail	Pass	Fail	Pass	Fail			
	KRATON CONSUMER GOODS TRADING		✓		✓		✓		55,500	1	LCRQ
	PAPERCAT OFFICE SUPPLIES & EQUIPMENT TRADING		✓		✓		✓		59,701	3	
	QWIN TRADING		✓		✓		✓		58,500	2	
III. Recommendation /Resolution											
Date:											
<input checked="" type="checkbox"/> Recommend to Award Contract											
Contract Price Award (in words & figures):											
Fifty five thousand five hundred pesos 55,500											
Lowest / Single Calculated and Responsive Quotation:											
<input type="checkbox"/> Declaration of Failure under Section 35 of Revised IRR of RA 9184											
<input type="checkbox"/> All prospective bidders are declared ineligible [Sec. 35.1(b)]											
<input type="checkbox"/> All bids failed to comply with all the bid requirements or fail post-qualification [Sec. 35.1(c)]											
Date:											
LINA B. JAVIER TWG Member											
MAY C. BERON TWG Member											
FELIX A. MINESTERIO TWG Member											
MERVIN L. ICALLA TWG Member											
Engr. MARK KEYLORD S. ONAL BAC-TWG Head											

Proceed only if recommended for award of contract

•Main Campus, Alonto, Victoria

•Bangabong Campus, Labanan, Ilog, Iloilo

•Alonto City Campus, Alonto, Iloilo

•Alonto City Campus, Alonto, Iloilo

•Alonto City Campus, Alonto, Iloilo

•Alonto City Campus, Alonto, Iloilo

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REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE PBO OFFICE OF MINSU MAIN CAMPUS

PR No.: PR25-0043

RFQ No. 2025-047

ABC Amount: Php60,000.00

Company Name

Address

Kruspin Consumed Goods Trading
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 PISCARAR, 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
1	unit	All-in-One Personal Computer	1		55,000 ✓
		Core Chipset: Intel SoC Platform or equivalent			
		Processor at least Intel Core i5-12450H (8C(4P+4E)/ 2T, P-core 2.0/ 4.4Hz, E-core 1.5/3.3 GHz, 12MB			
		RAM : 8GB SO-DIMM DDR4-3200 9dual channel capable, expandable up to 16GB)			
		Storage: 1TB SSD M.2 2280 Pcle 4.0x4 NVMe, expandable			
		Display: 23.8" FHD (1920x1080) IPS 250 nits Anti-glare			
		Ports 2x USB 3.2 Gen 2, 2x USB 2.0, 1xHDMI, 1xpower, 1x RJ-45 ethernet			
		Graphics: Integrated Intel UHD Graphics			
		Connectivity: WLAN + Bluetooth Wi-Fi 6, 802.11 ax 2x2 + BT5.2			
		OS: Windows 11 Home			
		Software: Office Home & Student 2021 or later version			
		Power Supply: at least 90W			
		Wireless Keyboard			
		Bluetooth Mouse (BT-Connection not Wi-Fi connection) with mousepad			
XX			TOTAL		55,000 ✓

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

Adrian M. Accorice
Supplier's Signature over Printed Name

138-840-526-0000

TIN No. of Establishment

9908416367

Contact Number

3-24-25

Date

MSU-BAC-FR-05.01



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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.



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REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE PBO OFFICE OF MINSU MAIN CAMPUS

PR No.: PR25-0043

RFO No. 2025-047

ABC Amount: Php60,000.00

Company Name : QUIN TRADING
Address : CALAPAN CITY

Address : CANAL PARK 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.

SEEKLE BIO-SANZAR I.D. Ph.D

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

Note:

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

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	unit	All-in-One Personal Computer	1		58,500
		Core Chipset: Intel SoC Platform or equivalent			
		Processor at least Intel Core i5-12450H (8C(4P+4E)/ 2T, P-core 2.0/ 4.4Hz, E-core 1.5/3.3 GHz, 12MB			
		RAM : 8GB SO-DIMM DDR4-3200 9dual channel capable, expandable up to 16GB)			
		Storage: 1TB SSD M.2 2280 PCIe 4.0x4 NVMe, expandable			
		Display: 23.8" FHD (1920x1080) IPS 250 nits Anti- glare			
		Ports 2x USB 3.2 Gen 2, 2x USB 2.0, 1xHDMI, '1xpower, '1x RJ-45 ethernet			
		Graphics: Integrated Intel UHD Graphics			
		Connectivity: WLAN + Bluetooth Wi-Fi 6, 802.11 ax 2x2 + BT5.2			
		OS: Windows 11 Home			
		Software: Office Home & Student 2021 or later version			
		Power Supply: at least 90W			
		Wireless Keyboard			
		Bluetooth Mouse (BT-Connection not Wi-Fi connection) with mousepad			
XX					58,500
			TOTAL		

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

Supplier's Signature over Printed Name
JOYCE KAREN KING

TIN No. of Establishment

Contact Number

Date _____

MSU-BAC-FR-05.01



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 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
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 - g. TAX Clearance
 - h. DTI Registration/SEC Certificate
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- Price validity shall be 30 calendar days from the deadline of submission of quotation.

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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.

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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.



Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11898734
Procuring Entity MINDORO STATE UNIVERSITY
Title SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE PBO OFFICE OF MINSU MAIN CAMPUS
Area of Delivery Oriental Mindoro

Solicitation Number:	RFQ No. 2025-047	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	3
Category:	Electronic Parts and Components	Date Published	20/03/2025
Approved Budget for the Contract:	PHP 60,000.00	Last Updated / Time	20/03/2025 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	24/03/2025 17:00 PM
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
1 unit All-in-One Personal Computer 1
Core Chipset: Intel SoC Platform or equivalent
Processor at least Intel Core i5-12450H
(8C(4P+4E)/ 2T, P-core 2.0/ 4.4Hz, E-core 1.5/3.3

printableBidNoticeAbstract

Created by	Annabelle Quinto Madrigal
Date Created	19/03/2025

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Location	local	Organization Type	Trading
Business Tax Identification Number	13884052600000	Capitalization	₱ 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: 063FC2023000000191

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. RETAIL SALE OF CONSTRUCTION SUPPLIES, N.E.C.	
Line of Business	Secondary	

REMINDERS:

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



Regina P. Reforma
REGINA P. REFORMA
OIC-Assst. 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 - CAVAMIRO (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					
TAX TYPES		FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
INDIVIDUAL INCOME TAX		1701/17 01A	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		KRISTWIN CONSUMER GOODS TRADING			January 17, 2023
(PSIC)		47199-RETAIL SELLING IN NON-SPECIALIZED STORES, N.E.C.		Primary	
Line of Business		RETAIL SELLING IN NON-SPECIALIZED STORES, N.E.C.			
(PSIC)		47733-RETAIL SALE OF OFFICE MACHINES AND EQUIPMENT, EXCLUDING COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT		Secondary	
Line of Business		RETAIL SALE OF OFFICE MACHINES AND EQUIPMENT, EXCLUDING COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT			
(PSIC)		46421-WHOLESALE OF MEDICINAL AND PHARMACEUTICAL PRODUCTS		Secondary	
Line of Business		WHOLESALE OF MEDICINAL AND PHARMACEUTICAL PRODUCTS			
(PSIC)		47721-RETAIL SALE OF DRUGS AND PHARMACEUTICAL GOODS		Secondary	
Line of Business		RETAIL SALE OF DRUGS AND PHARMACEUTICAL GOODS			
(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 (ENC'S) Page 1	Annual Income Tax Return Individuals (including MIXED Income Earner), Estates and Trusts <small>Enter all required information in CAPITAL LETTERS using BLACK ink. Mark all applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Tax Filer.</small>		 1701 01/18ENC'S P1	
1 Month <input checked="" type="checkbox"/> For the Year (YYYY) <u>2023</u> 2 Amended Return? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 3 Short Period Return? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER				
4 Taxpayer Identification Number (TIN) <u>738 - 840 - 836 - 000</u> 5 RDO Code <u>053</u>				
6 Taxpayer Type <input checked="" type="checkbox"/> Single Proprietor <input type="checkbox"/> Professional <input type="checkbox"/> Estate <input type="checkbox"/> Trust <input type="checkbox"/> Compensation Earner				
7 Alphabetic Tax Code (ATC) <input checked="" type="radio"/> 8012 Business Income-Graduated IT Rates <input type="radio"/> 8014 Income from Profession-Graduated IT Rates <input type="radio"/> 8013 Mixed Income-Graduated IT Rates <input type="radio"/> 8011 Compensation Income <input type="radio"/> 8015 Business Income-8% IT Rate <input type="radio"/> 8017 Income from Profession-8% IT Rate <input type="radio"/> 8018 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>ALDANES CATALINA MANONGSUNG</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>ALABANG CITY ORIENTAL MINDORO</u>				
10 Date of Birth (MM/DD/YYYY) <u>03/07/2001</u>		11 Email Address <u>alve.god4@gmail.com</u>		
12 Citizenship <u>FILIPINO</u>		13 Claiming Foreign Tax Credits? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
14 Foreign Tax Number, if applicable _____		15 Contact Number (Landline/Cellphone No.) <u>09</u>		
16 Civil Status (if applicable) <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Legally Separated <input type="checkbox"/> Widower		17 If married, spouse has income? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
18 Filing Status <input type="checkbox"/> Joint Filing <input checked="" type="checkbox"/> Separate Filing		19 Income EXEMPT from Income Tax? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
20 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		21 Tax Rate* (Choose Method of Deduction in item 21A) <input type="radio"/> 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) <input checked="" type="radio"/> Itemized Deduction [Sec. 34(A-J), NIRC] <input type="radio"/> Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees (Sec. 34(L), NIRC)]				
PART II - TOTAL TAX PAYABLE (Do NOT Enter Centavos, 48 Centavos or Less drop down; 50 or more round up)				
Particular	A. Taxpayer/Filer	B. Spouse		
22 Tax Due (From Part VI Item 8)	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 22)	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			
If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable) <input type="checkbox"/> To be refunded <input checked="" type="checkbox"/> To be issued a Tax Credit Certificate (TCC) <input type="checkbox"/> To be carried over as a tax credit for next year/quarter				
I declare under the penalties of perjury that this return, and all its attachments, have been made in good faith, verified by me, and to the best of my knowledge and belief, are true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I give my consent to the processing of my information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes. (If signed by an Authorized Representative, indicate TIN and attach authorization letter)				
Printed Name and Signature of Taxpayer/Authorized Representative			33 Number of Attachments <u>00</u>	
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 2019 (ENCS) Page 2	Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/19/ENCS P2
Taxpayer's Last Name ALCAIDES CATALINA MARIBEL ROSAS		
PART IV - Background Information of Spouse		
1 Spouse's Taxpayer Identification Number (TIN)		2 RDO Code
3 Filer's Spouse Type <input type="checkbox"/> Single Proprietor <input type="checkbox"/> Professional <input type="checkbox"/> Compensation Earner		
4 Alphabetic Tax Code (ATC) <input type="radio"/> 1011 Compensation Income <input type="radio"/> 1012 Business Income-Graduated IT Rates <input type="radio"/> 1014 Income from Profession-Graduated IT Rates <input type="radio"/> 1015 Mixed Income-Graduated IT Rates <input type="radio"/> 1013 Business Income-8% IT Rate <input type="radio"/> 1017 Income from Profession-8% IT Rate <input type="radio"/> 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? <input type="radio"/> Yes <input type="radio"/> No		9 Foreign tax number (if applicable)
10 Income EXEMPT from Income Tax? <input type="radio"/> Yes <input type="radio"/> No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]		11 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="radio"/> Yes <input type="radio"/> 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) <input type="radio"/> Graduated Rates <input type="radio"/> Itemized Deduction <input type="radio"/> Optional Standard Deduction (OSD) (Choose one) [Sec. 34(A-J), NIRC] [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]] <input type="radio"/> 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; 49 Centavos or less drop down; 50 or more round up)		
a. Name of Employer		
1 <input type="radio"/> Taxpayer	b. Employer's TIN	
2 <input type="radio"/> Spouse		
c. Compensation Income d. Tax Withheld		
(Continuation of Table Above)		
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 4A)	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 4B)	0.00	0.00
Schedule 2 - Taxable Compensation Income (DO NOT enter Centavos; 49 Centavos or less drop down; 50 or more round up)		
Particulars	A. Taxpayer/Filer	B. Spouse
4 Gross Compensation Income (From Part V Schedule 1 Item 3A or 3B)	0.00	0.00
5 Less: Non-Taxable / Exempt Compensation	0.00	0.00
6 Taxable Compensation Income (Item 4 Less Item 5)	0.00	0.00
7 Tax Due-Compensation Income (Item 6 x applicable Income Tax Rate)	0.00	0.00
Schedule 3 - Taxable Business Income (If graduated rates, fill in Items 8 to 24; if 8% flat income tax rate, fill in Items 25 to 30)		
3.A - For Graduated Income Tax Rates		
8 Sales/revenues/receipts/fees	2,546,789.00	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 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)	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 6 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 133 840 826 000		Taxpayer/Filer's Last Name ALCANICES CATALINA MANONG-SONG									
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							
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, Attach additional sheet/s, if necessary)											
a Janitorial and Messengenal 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)											

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 132 140 136 100		Taxpayer/Filer's Last Name ALCANICES CATALINA MANONGSONG				
(Continuation of Schedule 6)						
SA.2 - Spouse'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)]
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 15B)						
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 22)	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 2A and 2B)	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 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 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 16F, 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	153,301.00	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)	153,301.00	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)	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

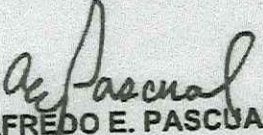
CATALINA MANONGSONG ALCAÑICES

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

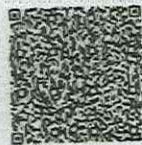
Certificate of Business Name Registration

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.



PBYS334614306344

Documentary Stamp Tax Paid Php 30.00

APPROVED BUDGET FOR THE CONTRACT (ABC)
SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE PRO OFFICE OF MINSU MAIN CAMPUS
Alcate, Victoria, Oriental Mindoro

Project Name and Location

Stations: Mindoro State University

Length:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	Contract Duration:					TOTAL COST	UNIT COST	
									OTHER COST FACTORS			INFLATION, %	INFLATION, %			
									INFLATION, %	VALUE	VALUE					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)				
1	All-in-One Personal Computer	1	unit	60,000.00	60,000.00											
	Core Chipset: Intel SoC Platform or equivalent				-											
	Processor at least Intel Core i5-12450H															
	(8C(4P+4E)/ 2T, P-core 2.0/ 4.4Hz, E-core 1.5/3.3 GHz, 12MB				-											
	RAM : 8GB SO-DIMM DDR4-3200 9dual channel capable, expandable up to 16GB)				-											
	Storage: 1TB SSD M.2 2280 PCIe 4.0x4 NVMe, expandable				-											
	Display: 23.8" FHD (1920x1080) IPS 250 nits Anti-glare				-											
	Ports 2x USB 3.2 Gen 2, 2x USB 2.0, 1xHDMI, '1xpower, '1x RJ-45 ethernet				-											
	Graphics: Integrated Intel UHD Graphics				-											
	Connectivity: WLAN + Bluetooth Wi-Fi 6, 802.11 ax 2x2 + BT5.2				-											
	OS: Windows 11 Home				-											
	Software: Office Home & Student 2021 or later version				-											
	Power Supply: at least 90W				-											
	Wireless Keyboard				-											
	Bluetooth Mouse (BT-Connection not Wi-Fi connection) with mousepad				-											
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX				-											
	GRAND TOTAL				60,000.00											

Prepared by
MARYNEL A. HERMOSA
Member, BAC Secretariat

Submitted by
CHRISTIAN B. APOSTOL, Ph.D.
Head, BAC Secretariat

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

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



GOVERNMENT PROCUREMENT POLICY BOARD-TECHNICAL SUPPORT OFFICE
Alcate, Victoria Oriental Mindoro

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: Production and Business Operations
Charged to: Revolving Funds - Gatepass
Projects, Programs and Activities (PAPS)

CODE	GENERAL DESCRIPTION	Qty	Unit	ESTIMATED BUDGET	MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES											
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	CAPITAL OUTLAY																
	GATEPASS																
	All-in-one Personal Computer	1	unit	60,000.00	Negotiated Procurement- Small Value Procurement (Sec. 53.9)		✓										
	Core Chipset: Intel® SoC Platform or equivalent																
	Processor at least Intel® Core? i5-12450H (8C (4P + 4E) / 12T, P-core 2.0 / 4.4Hz, E-core 1.5/3.3Ghz, 12MB																
	RAM: 8GB SO-DIMM DDR4-3200 (dual channel capablae, expandable up to 16GB)																
	Storage: 1TB SSD M.2 2280 PCIe® 4.0x4																
	NVMe®, expandable																
	Display: 23.8" FHD (1920x1080) IPS 250nits																
	Anti-glare																
	Ports 2x USB 3.2 Gen 2, 2x USB 2.0, 1x HDMI, '1x power, '1x RJ-45 ethernet																
	Graphics: Integrated Intel® UHD Graphics																
	Connectivity: WLAN + Bluetooth Wi-Fi® 6, 802.11 ax 2x2 + BT5.2																
	OS: Windows 11 Home																
	Software: Office Home & Student 2021 or later version																
	Power Supply: at least 90W																
	Wireless keyboard																
	Bluetooth Mouse (BT-connection not Wi-Fi connection) with mousepad																

Total Budget 60,000.00

Note: Technical Specification for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

EDGARDO S. AGONCILLO
Director, Production and Business Operation

Submitted by:

CHRISTIAN B. APOSTOL, Ph.D.
Campus Executive Director - Main Campus

GOVERNMENT PROCUREMENT POLICY BOARD-TECHNICAL SUPPORT OFFICE
Alcalde, Victoria Oriental Mindoro

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: Production and Business Operations
Charged to: Revolving Funds - Gatepass
Projects, Programs and Activities (PAPS)

CODE	GENERAL DESCRIPTION	Qty	Unit	ESTIMATED BUDGET	MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES											
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	CAPITAL OUTLAY																
	GATEPASS																
	All-in-one Personal Computer	1	unit	60,000.00	Negotiated Procurement- Small Value Procurement (Sec. 53.9)		✓										
	Core Chipset: Intel® SoC Platform or equivalent Processor at least Intel® Core™ i5-12450H (8C (4P + 4E) / 12T, P-core 2.0 / 4.4Hz, E-core 1.5/3.3Ghz, 12MB																
	RAM: 8GB SO-DIMM DDR4-3200 (dual channel capable, expandable up to 16GB)																
	Storage: 1TB SSD M.2 2280 PCIe® 4.0x4 NVMe®, expandable																
	Display: 23.8" FHD (1920x1080) IPS 250nits Anti-glare																
	Ports 2x USB 3.2 Gen 2, 2x USB 2.0, 1x HDMI, 1x power, 1x RJ-45 ethernet																
	Graphics: Integrated Intel® UHD Graphics																
	Connectivity: WLAN + Bluetooth Wi-Fi® 6, 802.11 ax 2x2 + BT5.2																
	OS: Windows 11 Home																
	Software: Office Home & Student 2021 or later version																
	Power Supply: at least 90W																
	Wireless keyboard																
	Bluetooth Mouse (BT-connection not Wi-Fi connection) with mousepad																

Total Budget 60,000.00

Note: Technical Specification for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

Submitted by:

EDGARDO S. AGONCILLO
Director, Production and Business Operation

CHRISTIAN B. APOSTOL, Ph.D.
Campus Executive Director - Main Campus

GOVERNMENT PROCUREMENT POLICY BOARD-TECHNICAL SUPPORT OFFICE
Alcate, Victoria Oriental Mindoro

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: Production and Business Operations
Charged to: Revolving Funds - Gatepass
Projects, Programs and Activities (PAPS)

CODE	GENERAL DESCRIPTION	Qty	Unit	ESTIMATED BUDGET	MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES											
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	CAPITAL OUTLAY																
	GATEPASS																
	All-in-one Personal Computer	1	unit	60,000.00	Negotiated Procurement-Small Value Procurement (Sec. 53.9)		✓										
	Core Chipset: Intel® SoC Platform or equivalent Processor at least Intel® Core? I5-12450H (8C (4P + 4E) / 12T, P-core 2.0 / 4.4Hz, E-core 1.5/3.3Ghz, 12MB																
	RAM: 8GB SO-DIMM DDR4-3200 (dual channel capablae, expandable up to 16GB)																
	Storage: 1TB SSD M.2 2280 PCIe® 4.0x4 NVMe®, expandable																
	Display: 23.8" FHD (1920x1080) IPS 250nits Anti-glare																
	Ports 2x USB 3.2 Gen 2, 2x USB 2.0, 1x HDMI, 1x power, 1x RJ-45 ethernet																
	Graphics: Integrated Intel® UHD Graphics																
	Connectivity: WLAN + Bluetooth Wi-Fi® 6, 802.11 ax 2x2 + BT5.2																
	OS: Windows 11 Home																
	Software: Office Home & Student 2021 or later version																
	Power Supply: at least 90W																
	Wireless keyboard																
	Bluetooth Mouse (BT-connection not Wi-Fi connection) with mousepad																

Total Budget 60,000.00

Note: Technical Specification for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

Submitted by:

EDGARDO S. AGONCILLO
Director, Production and Business Operation


CHRISTIAN B. APOSTOL, Ph.D.
Campus Executive Director - Main Campus



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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



PROJECT PROPOSAL

Title : **Procurement of All-in One Personal Computer**

Implementing Agency : **MINDORO STATE UNIVERSITY – Main Campus**
Alcate, Victoria, Oriental Mindoro

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

Contact Person: **EDGARDO S. AGONCILLO**
OIC-Director, Production and Business Operations

Total Project Cost: **₱ 60,000.00**

Duration : _____ years / month(s)

Sources of Fund: **Revolving Funds**

Project Description

This project aims to equip the Production and Business Operations Unit of Mindoro State University with modern all-in-one (AIO) personal computers to enhance its capacity to facilitate the larger files, better cyber security and faster processing speed. The acquisition of these AIO PCs will address the limitations of the Unit's current reliance on a single laptop, streamline operations, improve production and work efficiency, and contribute to the University's mandated functions.

Introduction

In today's rapidly evolving digital landscape, the efficient and effective operation of any organization hinges significantly on its technological infrastructure. Mindoro State University, committed to providing quality education and fostering innovation, recognizes the critical role of technology in supporting its administrative and operational functions. The Production and Business Operations Unit serves as a vital arm of the University, responsible for producing essential stationery and documents that support academic, administrative, and outreach activities. In particular, the Unit will be responsible for printing stationery papers for undergraduate and graduate studies. Currently, the unit only has a laptop, which are not sufficient to meet the targeted level of production efficiency. The Unit's ability to deliver high-quality outputs in a timely manner directly impacts the University's overall efficiency and effectiveness.

Recognizing these challenges, this project proposes the acquisition of modern, all-in-one personal computers (PCs) equipped with the necessary software and peripherals to streamline the Unit's operations, enhance its capacity for high-quality document production, and contribute to the University's strategic goals. This initiative aligns with Mindoro State University's commitment to embracing technological advancements to improve its services and support its mission of providing excellent education and contributing to regional development.

Rationale

The Production and Business Operations Unit plays a crucial role in supporting the daily operations of Mindoro State University. The Unit is responsible for producing a wide range of essential materials, including stationery papers for undergraduate and graduate thesis/ studies manuscripts, I.D for students and employees of the university, administrative documents, forms, reports, and other documents.

The Unit currently relies on a single laptop to handle all of these responsibilities, which is inadequate. This leads to several problems such as; (1) Reduced Productivity, having a single laptop cannot efficiently handle the workload of the entire Unit, leading to delays in document production; (2) Increased Operational Cost, relying on a single device increases the risk of breakdowns and data loss, which can lead to costly repairs and recovery efforts; (3) Compromised





Quality, a laptop may not have the processing power or software capabilities to produce high-quality documents, especially those with complex formatting or graphics; and (4) Limited Capacity, the Unit's current infrastructure cannot handle large or complex printing jobs, forcing the University to outsource certain tasks at a higher cost.

Investing in new all-in-one personal computers will address these issues and significantly improve the Unit's efficiency and effectiveness. The new computers will provide faster processing speeds and modern software that will enable the Unit to produce high-quality documents more quickly and efficiently, and will be able to handle large and complex printing jobs, reducing the need for outsourcing.

This project supports gender and development by ensuring that all employees in the Production and Business Operations Unit, regardless of gender, have equal access to the new computers and training. The project will also ensure that the software used on the computers is gender-neutral and does not perpetuate gender stereotypes.

This investment in technology directly translates to enhanced productivity, cost savings, improved document quality, and a stronger overall operational capacity for the Production and Business Operations Unit.

Objectives

General Objectives

To enhance the productivity and efficiency of the Production and Business Operations Unit through the acquisition and implementation of modern, all-in-one personal computers.

Specific Objectives

- To procure one all-in-one personal computer
- To install and configure the new computers with the necessary software, including operating systems, office productivity suites, and graphic design software.
- To provide training to the Unit's personnel on the effective use of the new computers and software
- To improve the Unit's document production output.

Methodology

The project's objectives will be achieved through the following steps:

1. **Specification Development:** Develop detailed specifications for the all-in-one personal computers, including processor speed, memory, storage capacity, screen size, and other relevant features.
2. **Procurement:** Conduct a transparent and competitive bidding process to select a qualified vendor to supply the computers. Ensure compliance with all relevant procurement regulations and guidelines.
3. **Installation and Configuration:** Install and configure the new computers with the necessary operating systems, software applications, and peripherals. Ensure that the computers are properly networked and connected to the University's network infrastructure.
4. **Training:** Provide comprehensive training to the Unit's personnel on the effective use of the new computers and software. The training will cover basic computer operations, software applications, and troubleshooting techniques.
5. **Maintenance and Support:** Establish a system for ongoing maintenance and support of the new computers, including regular software updates, virus protection, and technical assistance.



Expected Outputs and Outcomes

Expected Outputs

- Procurement and delivery of new all-in-one personal computers.
- Installation and configuration of all necessary software and peripherals.
- Completion of training for the Unit's personnel.

Expected Outcomes

- Increased productivity and efficiency in the Production and Business Operations Unit.
- Improved quality of documents produced by the Unit.
- Reduced equipment maintenance and repair costs.
- A more comfortable and efficient working environment for the Unit's personnel.

Photo and Specification

Core Chipset: Intel® SoC Platform or equivalent
Processor at least Intel® Core™ i5-12450H (8C (4P + 4E) / 12T, P-core 2.0 / 4.4Hz, E-core 1.5/3.3Ghz, 12MB
RAM: 8GB SO-DIMM DDR4-3200 (dual channel capable, expandable up to 16GB)
Storage: 1TB SSD M.2 2280 PCIe® 4.0x4 NVMe®, expandable
Display: 23.8" FHD (1920x1080) IPS 250nits Anti-glare
Ports 2x USB 3.2 Gen 2, 2x USB 2.0, 1x HDMI, 1x power, 1x RJ-45 ethernet
Graphics: Integrated Intel® UHD Graphics
Connectivity: WLAN + Bluetooth Wi-Fi® 6, 802.11 ax 2x2 + BT5.2
OS: Windows 11 Home
Software: Office Home & Student 2021 or later version
Power Supply: at least 90W
Wireless keyboard
Bluetooth Mouse (BT-connection not Wi-Fi connection) with mousepad



Alignment with SDGs/RDP/PDP/University Mandate

This project aligns with the following Sustainable Development Goals (SDGs):

SDG 4: Quality Education: By improving the efficiency and effectiveness of the Production and Business Operations Unit, this project will contribute to the University's ability to provide quality education.

SDG 9: Industry, Innovation, and Infrastructure: This project promotes innovation by introducing new technology to the University's operations.

This project also aligns with the Philippine Development Plan (PDP) by supporting the government's efforts to promote technological innovation and improve the efficiency of government services. It supports the Regional Development Plan (RDP) by contributing to the economic development of the region through improved educational services. Furthermore, it supports the University's mandate to provide quality education and contribute to regional development.



Potential Impacts

The long-term impacts of this project include:

Improved Educational Quality: By supporting the University's administrative and operational functions, this project will contribute to improved educational quality.

Stronger Community Engagement: High-quality promotional materials will help the University to better engage with the community and promote its programs and services.

Target Beneficiaries

The primary beneficiaries of this project are:

- The Production and Business Operations Unit personnel, who will benefit from improved working conditions and increased efficiency.
- Students and faculty of Mindoro State University, who will benefit from higher-quality academic and administrative documents.
- The University as a whole, which will benefit from improved operational efficiency, enhanced image, and reduced costs.

Sustainability Plan

To ensure the long-term sustainability of this project, the following measures will be implemented:

- Regular preventive maintenance will be performed on the new computers to prevent breakdowns and extend their lifespan.
- The software on the computers will be regularly updated to ensure compatibility and security.
- Ongoing training will be provided to the Unit's personnel to ensure that they are able to use the computers effectively.
- The University's IT department will provide ongoing technical support to the Unit.

Work plan/ Ways Forward

After the purchase and integration of the all-in-one computer, the next step will involve expanding the scope of services offered by the PBO. This could include additional services such as document binding or digital document services. Moreover, the university will continue to evaluate the PBO's performance to identify new opportunities for enhancing student support services.

References

The following references were used in this proposal:

- C. Bravo, S. Komanduri (2019). "The Importance of Updated Technology in Enhancing Workplace Productivity" Journal of Business Technology.
- L.F. Crane, (2017). "Choosing the Right Personal Computers for Office Use." Technology Solutions for Workplaces.
- Alderson, H. (2020). Learner-centered testing through Computers, Clevedon, England.
- J.M.Traab, (2017), "Computer based Complexity"

Prepared by:

EDGARDO S. AGONCILLO
OIC-Director, Production and Business Operations





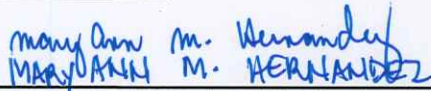
Noted:


JOHN EMMANUEL M. MERHAN

Women, Gender and Development, Coordinator–Victoria (Main) Campus

Comment:

*the proposal has promising GAD prospects w/ "conditional pos". refer
checklist for details. 6-66*


MARY ANN M. HERNANDEZ

Director for Planning, Monitoring & Evaluation

Comment:

The project aligns with the university's mandate and developmental goals.

Reviewed by:

☐ Passed

☐ For Revision

☐ Failed due to: _____


EDGARDO S. AGONCILLO

Director for Production & Business Operation

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

For DEPARTMENT use only		
Recommending Approval:		
<input checked="" type="checkbox"/> Approved		
<input type="checkbox"/> Not Approved due to: _____		
JOELENE C. LEYNES VP for Admin and Finance		
For endorsement to Academic/Admin Council	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approved:		
ENYA MARIE D. APOSTOL, Ph.D. SUC President III/ Chair, Academic & Administrative Council		

PROGRAM TITLE (if any): N/A

PROJECT TITLE: PROCUREMENT OF ALL-IN-ONE PC

DEPARTMENT/COLLEGE/UNIT/OFFICE

PROPOSER(S): EDGARDO S. AGONCILLO

POSITION/DESIGNATION: OIC-Director, PBO

Box P1. Summary checklist for the assessment of proposed projects

Element and item or guide question (col. 1)		Response (col. 2)			Score for the element/ item (col. 3)	Result or comment (col. 4)
		No (2a)	Partly yes* (2b)	Yes (2c)		
From Box 5 or department/sector-specific checklist						
1.0	Involvement of women and men in project conceptualization and design (possible scores: 0,1.0, 2.0) Has the project conceptualization and design process included consultation with partners, including women's groups, on the problems or issues that the project needs to solve and on the development of the solution?		1		1	The project involve man (office head) and woman (staff) but no clear stated role of the two
2.0	Collection of sex-disaggregated data and gender-related information at the planning stage (possible scores: 0,1.0, 2.0)		1		1	Though the project was prepared by a woman staff, there's no sex-disaggregated data and gender-related information in the project.
3.0	Conduct of gender analysis and identification of gender issues at the project identification stage	0	0	0	0	
3.1	Is there an analysis of gender gaps or inequalities ? (possible scores: 0, 0.5,1.0)	0				No analysis of gender gaps or inequalities in the project statements
3.2	Does the analysis of the development problem recognize gender-based opportunities or constraints to women's access to or participation in the Project it will support? (possible scores: 0, 0.5, 1.0)	0				No analysis of the development problem recognize gender-based opportunities or constraints to women's access to or participation in the Project
From box 6 or department/sector-specific checklist						
4.0	Presence of Gender equality goals, Outcomes, and outputs (max. score: 2.0; for each item or question, 1.0)	0	0	0	0	
4.1	Do Project objectives address issues and concerns of women and men? (possible scores: 0, 0.5,1.0)	0				The project objectives do not include issues and concerns for women and men
4.2	Do the Project outcomes and outputs promote gender sensitivity or responsiveness among its contents/components (possible scores: 0, 0.5, 1.0)	0				No stated outcomes and outputs that may promote gender sensitivity or responsiveness among its content/component
5.0	Presence of activities and interventions that match the gender issues identified to produce gender equality outputs and outcomes (possible scores: 0, 0.5, 1.0)		1		1	
6.0	Gender analysis of the likely impact of the designed project (max score: 2; each item or question, 0.67)	0	0.66	0	0.66	
6.1	Are women and girls among the direct or indirect beneficiaries? (possible scores: 0,0.33,0,0.67)		0.33			
6.2	Has the project considered its long-term impact on women's socio-economic status and empowerment? (possible scores: 0,0.33,0,0.67)	0				
6.3	Has the project included strategies for avoiding or minimizing negative impact on women's status and welfare? (possible scores: 0,0.33,0,0.67)		0.33			
7.0	Presence of monitoring targets and indicators (possible scores: 0,1.0, 2.0) Does the project include gender equality targets and indicators to measure gender equality outputs and outcomes?	0			0	
8.0	Collection of sex-disaggregated data in the Monitoring and Evaluation plan (possible scores: 0,1.0, 2.0)	0			0	
9.0	Commitment of resources to address gender issues (max score: 2; each item or question, 1)	0	0	2	2	
9.1	Is the project's budget allotment sufficient for gender equality promotion or integration? OR, will the project tap counterpart funds from other partners/cooperators/collaborators for its GAD efforts? (possible scores: 0,0.5, 1.0)			1		
9.2	Does the project have the expertise in promoting gender equality and women's empowerment? OR, does the project commit itself to investing project staff time in building capacities within the project to integrate GAD or promote gender equality? (possible scores: 0,0.5,1.0)			1		
10.0	Connection of the project to the University's GAD efforts (max score: 2; for each item or question, 0.67)	0	0.33	0.67	1	
10.1	Will the Project build on or strengthen the University's commitment to the advancement of women? (possible scores: 0, 0.33,0.67)			0.67		
10.2	Will the Project build on the initiatives or actions of other organizations nearby the University? (possible scores: 0, 0.33,0.67)	0				The project does not involved other organization
10.3	Does the Project have an exit plan that will ensure the sustainability of GAD efforts and benefits? (possible scores: 0, 0.33,0.67)		0.33			No clear exit plan that will ensure the sustainability of GAD efforts and benefits
TOTAL GAD SCORE FOR THE PROJECT PROPOSAL (Add the scores for each of the eight elements.)					6.66	the proposal has promising GAD prospect with "conditional pass"
*As evident from the scores in Boxes 5 and 6 and the department/sector-specific checklist, the summary score for partly yes to an element or requirement may be any positive number lower than						

*As evident from the scores in Boxes 5 and 6 and the department/sector-specific checklist, the summary score for partly yes to an element or requirement may be any positive number lower than 1.0.

[Signature]
[Signature above printed name of WGAD evaluator]

Gender-responsive Projects are those that substantively address gender issues identified through a gender analysis of sex-disaggregated data and gender-related information, or that successfully promote gender responsiveness among their funded projects.

Gender-sensitive Projects are those that recognize and acknowledge differences in roles, needs, and perspectives of women and men, possible asymmetries in their relationship, and the possibility that actions or interventions will have different effects on and results for women and men based on their gender, but do not actively seek to address these issues.

Interpretation of the GAD score

0-3.9 GAD is invisible in the project (needs GAD technical assistance).

4.0-7.9 Proposed Project has promising GAD prospects (proposal earning a "conditional pass," pending identification of gender issue/s and strategies and activities to address these, and inclusion of the collection of sex-disaggregated data in the monitoring and evaluation plan).

8.0-14.9 Proposed project is gender-sensitive (Project passes the GAD test).

15.0-20.0 Proposed Project is gender-responsive (the Proponent to be commended).



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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Mobile: +63 977 846 72 28



PROJECT PROPOSAL

Title : **Procurement of All-in One Personal Computer**

Implementing Agency : **MINDORO STATE UNIVERSITY – Main Campus**
Alcate, Victoria, Oriental Mindoro

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

Contact Person: **EDGARDO S. AGONCILLO**
OIC-Director, Production and Business Operations

Total Project Cost: **₱ 60,000.00**

Duration : _____ years / month(s)

Sources of Fund: **Revolving Funds**

Project Description

This project aims to equip the Production and Business Operations Unit of Mindoro State University with modern all-in-one (AIO) personal computers to enhance its capacity to facilitate the larger files, better cyber security and faster processing speed. The acquisition of these AIO PCs will address the limitations of the Unit's current reliance on a single laptop, streamline operations, improve production and work efficiency, and contribute to the University's mandated functions.

Introduction

In today's rapidly evolving digital landscape, the efficient and effective operation of any organization hinges significantly on its technological infrastructure. Mindoro State University, committed to providing quality education and fostering innovation, recognizes the critical role of technology in supporting its administrative and operational functions. The Production and Business Operations Unit serves as a vital arm of the University, responsible for producing essential stationery and documents that support academic, administrative, and outreach activities. In particular, the Unit will be responsible for printing stationery papers for undergraduate and graduate studies. Currently, the unit only has a laptop, which are not sufficient to meet the targeted level of production efficiency. The Unit's ability to deliver high-quality outputs in a timely manner directly impacts the University's overall efficiency and effectiveness.

Recognizing these challenges, this project proposes the acquisition of modern, all-in-one personal computers (PCs) equipped with the necessary software and peripherals to streamline the Unit's operations, enhance its capacity for high-quality document production, and contribute to the University's strategic goals. This initiative aligns with Mindoro State University's commitment to embracing technological advancements to improve its services and support its mission of providing excellent education and contributing to regional development.

Rationale

The Production and Business Operations Unit plays a crucial role in supporting the daily operations of Mindoro State University. The Unit is responsible for producing a wide range of essential materials, including stationery papers for undergraduate and graduate thesis/ studies manuscripts, I.D for students and employees of the university, administrative documents, forms, reports, and other documents.

The Unit currently relies on a single laptop to handle all of these responsibilities, which is inadequate. This leads to several problems such as; (1) Reduced Productivity, having a single laptop cannot efficiently handle the workload of the entire Unit, leading to delays in document production; (2) Increased Operational Cost, relying on a single device increases the risk of breakdowns and data loss, which can lead to costly repairs and recovery efforts; (3) Compromised





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Quality, a laptop may not have the processing power or software capabilities to produce high-quality documents, especially those with complex formatting or graphics; and (4) Limited Capacity, the Unit's current infrastructure cannot handle large or complex printing jobs, forcing the University to outsource certain tasks at a higher cost.

Investing in new all-in-one personal computers will address these issues and significantly improve the Unit's efficiency and effectiveness. The new computers will provide faster processing speeds and modern software that will enable the Unit to produce high-quality documents more quickly and efficiently, and will be able to handle large and complex printing jobs, reducing the need for outsourcing.

This project supports gender and development by ensuring that all employees in the Production and Business Operations Unit, regardless of gender, have equal access to the new computers and training. The project will also ensure that the software used on the computers is gender-neutral and does not perpetuate gender stereotypes.

This investment in technology directly translates to enhanced productivity, cost savings, improved document quality, and a stronger overall operational capacity for the Production and Business Operations Unit.

Objectives

General Objectives

To enhance the productivity and efficiency of the Production and Business Operations Unit through the acquisition and implementation of modern, all-in-one personal computers.

Specific Objectives

- To procure one all-in-one personal computer
- To install and configure the new computers with the necessary software, including operating systems, office productivity suites, and graphic design software.
- To provide training to the Unit's personnel on the effective use of the new computers and software
- To improve the Unit's document production output.

Methodology

The project's objectives will be achieved through the following steps:

1. Specification Development: Develop detailed specifications for the all-in-one personal computers, including processor speed, memory, storage capacity, screen size, and other relevant features.
2. Procurement: Conduct a transparent and competitive bidding process to select a qualified vendor to supply the computers. Ensure compliance with all relevant procurement regulations and guidelines.
3. Installation and Configuration: Install and configure the new computers with the necessary operating systems, software applications, and peripherals. Ensure that the computers are properly networked and connected to the University's network infrastructure.
4. Training: Provide comprehensive training to the Unit's personnel on the effective use of the new computers and software. The training will cover basic computer operations, software applications, and troubleshooting techniques.
5. Maintenance and Support: Establish a system for ongoing maintenance and support of the new computers, including regular software updates, virus protection, and technical assistance.





Expected Outputs and Outcomes

Expected Outputs

- Procurement and delivery of new all-in-one personal computers.
- Installation and configuration of all necessary software and peripherals.
- Completion of training for the Unit's personnel.

Expected Outcomes

- Increased productivity and efficiency in the Production and Business Operations Unit.
- Improved quality of documents produced by the Unit.
- Reduced equipment maintenance and repair costs.
- A more comfortable and efficient working environment for the Unit's personnel.

Photo and Specification

Core Chipset: Intel® SoC Platform or equivalent
Processor at least Intel® Core™ I5-12450H (8C (4P + 4E) / 12T, P-core 2.0 / 4.4Hz, E-core 1.5/3.3Ghz, 12MB
RAM: 8GB SO-DIMM DDR4-3200 (dual channel capable, expandable up to 16GB)
Storage: 1TB SSD M.2 2280 PCIe® 4.0x4 NVMe®, expandable
Display: 23.8" FHD (1920x1080) IPS 250nits Anti-glare
Ports 2x USB 3.2 Gen 2, 2x USB 2.0, 1x HDMI, 1x power, 1x RJ-45 ethernet
Graphics: Integrated Intel® UHD Graphics
Connectivity: WLAN + Bluetooth Wi-Fi® 6, 802.11 ax 2x2 + BT5.2
OS: Windows 11 Home
Software: Office Home & Student 2021 or later version
Power Supply: at least 90W
Wireless keyboard
Bluetooth Mouse (BT-connection not Wi-Fi connection) with mousepad



Alignment with SDGs/RDP/PDP/University Mandate

This project aligns with the following Sustainable Development Goals (SDGs):

SDG 4: Quality Education: By improving the efficiency and effectiveness of the Production and Business Operations Unit, this project will contribute to the University's ability to provide quality education.

SDG 9: Industry, Innovation, and Infrastructure: This project promotes innovation by introducing new technology to the University's operations.

This project also aligns with the Philippine Development Plan (PDP) by supporting the government's efforts to promote technological innovation and improve the efficiency of government services. It supports the Regional Development Plan (RDP) by contributing to the economic development of the region through improved educational services. Furthermore, it supports the University's mandate to provide quality education and contribute to regional development.



Potential Impacts

The long-term impacts of this project include:

Improved Educational Quality: By supporting the University's administrative and operational functions, this project will contribute to improved educational quality.

Stronger Community Engagement: High-quality promotional materials will help the University to better engage with the community and promote its programs and services.

Target Beneficiaries

The primary beneficiaries of this project are:

- The Production and Business Operations Unit personnel, who will benefit from improved working conditions and increased efficiency.
- Students and faculty of Mindoro State University, who will benefit from higher-quality academic and administrative documents.
- The University as a whole, which will benefit from improved operational efficiency, enhanced image, and reduced costs.

Sustainability Plan

To ensure the long-term sustainability of this project, the following measures will be implemented:

- Regular preventive maintenance will be performed on the new computers to prevent breakdowns and extend their lifespan.
- The software on the computers will be regularly updated to ensure compatibility and security.
- Ongoing training will be provided to the Unit's personnel to ensure that they are able to use the computers effectively.
- The University's IT department will provide ongoing technical support to the Unit.

Work plan/ Ways Forward

After the purchase and integration of the all-in-one computer, the next step will involve expanding the scope of services offered by the PBO. This could include additional services such as document binding or digital document services. Moreover, the university will continue to evaluate the PBO's performance to identify new opportunities for enhancing student support services.

References

The following references were used in this proposal:

- C. Bravo, S. Komanduri (2019). "The Importance of Updated Technology in Enhancing Workplace Productivity" Journal of Business Technology.
- L.F. Crane, (2017). "Choosing the Right Personal Computers for Office Use." Technology Solutions for Workplaces.
- Alderson, H. (2020). Learner-centered testing through Computers, Clevedon, England.
- J.M.Traab, (2017), "Computer based Complexity"

Prepared by:

EDGARDO S. AGONCILLO
OIC-Director, Production and Business Operations





Noted:

JOHN EMMANUEL M. MERHAN
Women, Gender and Development, Coordinator–Victoria (Main) Campus

Comment:
The proposal has promising GAD prospect w/ "conditional pass". Refer to the checklist for details. score: 6.66

MARY ANN M. HERNANDEZ
Director for Planning, Monitoring & Evaluation

Comment:
The project aligns with the university's mandate and developmental goals.

Reviewed by:
☐ Passed
☐ For Revision
☐ Failed due to: _____

EDGARDO S. AGONCILLO
Director for Production & Business Operation

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

For DEPARTMENT use only		
Recommending Approval:		
<input checked="" type="checkbox"/> Approved		
<input type="checkbox"/> Not Approved due to: _____		
JOELENE C. LEYNES VP for Admin and Finance		
For endorsement to Academic/Admin Council	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approved:		
ENYA MARIE D. APOSTOL, Ph.D. SUC President III/ Chair, Academic & Administrative Council		

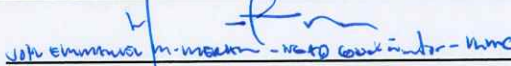
PROGRAM TITLE (if any): N/A
PROJECT TITLE: PROCUREMENT OF ALL-IN-ONE PC
PROPOSER(S): EDGARDO S. AGONCILLO

DEPARTMENT/COLLEGE/UNIT/OFFICE
POSITION/DESIGNATION: OIC-Director, PBO

Box P1. Summary checklist for the assessment of proposed projects

Element and item or guide question (col. 1)		Response (col. 2)			Score for the element/ item (col. 3)	Result or comment (col. 4)
		No (2a)	Partly yes* (2b)	Yes (2c)		
From Box 5 or department/sector-specific checklist						
1.0	Involvement of women and men in project conceptualization and design (possible scores: 0,1.0, 2.0) <i>Has the project conceptualization and design process included consultation with partners, including women's groups, on the problems or issues that the project needs to solve and on the development of the solution?</i>		1		1	The project involve man (office head) and woman (staff) but no clear stated role of the two
2.0	Collection of sex-disaggregated data and gender-related information at the planning stage (possible scores: 0,1.0, 2.0)		1		1	Though the project was prepared by a woman staff, there's no sex-disaggregated data and gender-related information in the project.
3.0	Conduct of gender analysis and identification of gender issues at the project identification stage	0	0	0	0	
3.1	<i>Is there an analysis of gender gaps or inequalities ? (possible scores: 0, 0.5,1.0)</i>	0				No analysis of gender gaps or inequalities in the project statements
3.2	Does the analysis of the development problem recognize gender--based opportunities or constraints to women's access to or participation in the Project it will support? (possible scores: 0, 0.5, 1.0)	0				No analysis of the development problem recognize gender-based opportunities or constraints to women's access to or participation in the Project
From box 6 or department/sector-specific checklist						
4.0	Presence of Gender equality goals, Outcomes, and outputs (max. score: 2.0; for each item or question, 1.0)	0	0	0	0	
4.1	Do Project objectives address issues and concerns of women and men? (possible scores: 0, 0.5,1.0)	0				The project objectives do not include issues and concerns for women and men
4.2	Do the Project outcomes and outputs promote gender sensitivity or responsiveness among its contents/components (possible scores: 0, 0.5, 1.0)	0				No stated outcomes and outputs that may promote gender sensitivity or responsiveness among its content/component
5.0	Presence of activities and interventions that match the gender issues identified to produce gender equality outputs and outcomes (possible		1		1	
6.0	Gender analysis of the likely impact of the designed project (max score: 2; each item or question, 0.67)	0	0.66	0	0.66	
6.1	Are women and girls among the direct or indirect beneficiaries? (possible scores: 0,0.33,0,0.67)		0.33			
6.2	Has the project considered its long-term impact on women's socio-economic status and empowerment? (possible scores: 0,0.33,0,0.67)	0				
6.3	Has the project included strategies for avoiding or minimizing negative impact on women's status and welfare? (possible scores: 0,0.33,0,0.67)		0.33			
7.0	Presence of monitoring targets and indicators (possible scores: 0,1.0, 2.0) <i>Does the project include gender equality targets and indicators to measure gender equality outputs and outcomes?</i>	0			0	
8.0	Collection of sex-disaggregated data in the Monitoring and Evaluation plan (possible scores: 0,1.0, 2.0)	0			0	
9.0	Commitment of resources to address gender issues (max score: 2; each item or question, 1)	0	0	2	2	
9.1	Is the project's budget allotment sufficient for gender equality promotion or integration? OR, will the project tap counterpart funds from other partners/cooperators/collaborators for its GAD efforts? (possible scores: 0,0.5, 1.0)			1		
9.2	Does the project have the expertise in promoting gender equality and women's empowerment? OR, does the project commit itself to investing project staff time in building capacities within the project to integrate GAD or promote gender equality? (possible scores: 0,0.5,1.0)			1		
10.0	Connection of the project to the University's GAD efforts (max score: 2; for each item or question, 0.67)	0	0.33	0.67	1	
10.1	Will the Project build on or strengthen the University's commitment to the advancement of women? (possible scores: 0, 0.33,0.67)			0.67		
10.2	Will the Project build on the initiatives or actions of other organizations <i>nearby the University?</i> (possible scores: 0, 0.33,0.67)	0				The project does not involved other organization
10.3	Does the Project have an exit plan that will ensure the sustainability of GAD efforts and benefits? (possible scores: 0, 0.33,0.67)		0.33			No clear exit plan that will ensure the sustainability of GAD efforts and benefits
TOTAL GAD SCORE FOR THE PROJECT PROPOSAL (Add the scores for each of the eight elements.)					6.66	the proposal has promising GAD prospect with "conditional pass"
*As evident from the scores in Boxes 5 and 6 and the department/sector-specific checklist, the summary score for partly yes to an element or requirement may be any positive number lower than						

*As evident from the scores in Boxes 5 and 6 and the department/sector-specific checklist, the summary score for partly yes to an element or requirement may be any positive number lower than 1.0.


[Signature above printed name of WGAD evaluator]

Gender-responsive Projects are those that substantively address gender issues identified through a gender analysis of sex-disaggregated data and gender-related information, or that successfully promote gender responsiveness among their funded projects.

Gender-sensitive Projects are those that recognize and acknowledge differences in roles, needs, and perspectives of women and men, possible asymmetries in their relationship, and the possibility that actions or interventions will have different effects on and results for women and men based on their gender, but do not actively seek to address these issues.

Interpretation of the GAD score	
0-3.9	GAD is invisible in the project (needs GAD technical assistance).
4.0-7.9	Proposed Project has promising GAD prospects (proposal earning a "conditional pass," pending identification of gender issue/s and strategies and activities to address these, and inclusion of the collection of sex-disaggregated data in the monitoring and evaluation plan).
8.0-14.9	Proposed project is gender-sensitive (Project passes the GAD test).
15.0-20.0	Proposed Project is gender-responsive (the Proponent to be commended).



PROJECT PROPOSAL

Title : **Procurement of All-in One Personal Computer**

Implementing Agency : **MINDORO STATE UNIVERSITY – Main Campus**
Alcate, Victoria, Oriental Mindoro

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

Contact Person: **EDGARDO S. AGONCILLO**
OIC-Director, Production and Business Operations

Total Project Cost: **₱ 60,000.00**

Duration : _____ years / month(s)

Sources of Fund: **Revolving Funds**

Project Description

This project aims to equip the Production and Business Operations Unit of Mindoro State University with modern all-in-one (AIO) personal computers to enhance its capacity to facilitate the larger files, better cyber security and faster processing speed. The acquisition of these AIO PCs will address the limitations of the Unit's current reliance on a single laptop, streamline operations, improve production and work efficiency, and contribute to the University's mandated functions.

Introduction

In today's rapidly evolving digital landscape, the efficient and effective operation of any organization hinges significantly on its technological infrastructure. Mindoro State University, committed to providing quality education and fostering innovation, recognizes the critical role of technology in supporting its administrative and operational functions. The Production and Business Operations Unit serves as a vital arm of the University, responsible for producing essential stationery and documents that support academic, administrative, and outreach activities. In particular, the Unit will be responsible for printing stationery papers for undergraduate and graduate studies. Currently, the unit only has a laptop, which are not sufficient to meet the targeted level of production efficiency. The Unit's ability to deliver high-quality outputs in a timely manner directly impacts the University's overall efficiency and effectiveness.

Recognizing these challenges, this project proposes the acquisition of modern, all-in-one personal computers (PCs) equipped with the necessary software and peripherals to streamline the Unit's operations, enhance its capacity for high-quality document production, and contribute to the University's strategic goals. This initiative aligns with Mindoro State University's commitment to embracing technological advancements to improve its services and support its mission of providing excellent education and contributing to regional development.

Rationale

The Production and Business Operations Unit plays a crucial role in supporting the daily operations of Mindoro State University. The Unit is responsible for producing a wide range of essential materials, including stationery papers for undergraduate and graduate thesis/ studies manuscripts, I.D for students and employees of the university, administrative documents, forms, reports, and other documents.

The Unit currently relies on a single laptop to handle all of these responsibilities, which is inadequate. This leads to several problems such as; (1) Reduced Productivity, having a single laptop cannot efficiently handle the workload of the entire Unit, leading to delays in document production; (2) Increased Operational Cost, relying on a single device increases the risk of breakdowns and data loss, which can lead to costly repairs and recovery efforts; (3) Compromised



Quality, a laptop may not have the processing power or software capabilities to produce high-quality documents, especially those with complex formatting or graphics; and (4) Limited Capacity, the Unit's current infrastructure cannot handle large or complex printing jobs, forcing the University to outsource certain tasks at a higher cost.

Investing in new all-in-one personal computers will address these issues and significantly improve the Unit's efficiency and effectiveness. The new computers will provide faster processing speeds and modern software that will enable the Unit to produce high-quality documents more quickly and efficiently, and will be able to handle large and complex printing jobs, reducing the need for outsourcing.

This project supports gender and development by ensuring that all employees in the Production and Business Operations Unit, regardless of gender, have equal access to the new computers and training. The project will also ensure that the software used on the computers is gender-neutral and does not perpetuate gender stereotypes.

This investment in technology directly translates to enhanced productivity, cost savings, improved document quality, and a stronger overall operational capacity for the Production and Business Operations Unit.

Objectives

General Objectives

To enhance the productivity and efficiency of the Production and Business Operations Unit through the acquisition and implementation of modern, all-in-one personal computers.

Specific Objectives

- To procure one all-in-one personal computer
- To install and configure the new computers with the necessary software, including operating systems, office productivity suites, and graphic design software.
- To provide training to the Unit's personnel on the effective use of the new computers and software
- To improve the Unit's document production output.

Methodology

The project's objectives will be achieved through the following steps:

1. **Specification Development:** Develop detailed specifications for the all-in-one personal computers, including processor speed, memory, storage capacity, screen size, and other relevant features.
2. **Procurement:** Conduct a transparent and competitive bidding process to select a qualified vendor to supply the computers. Ensure compliance with all relevant procurement regulations and guidelines.
3. **Installation and Configuration:** Install and configure the new computers with the necessary operating systems, software applications, and peripherals. Ensure that the computers are properly networked and connected to the University's network infrastructure.
4. **Training:** Provide comprehensive training to the Unit's personnel on the effective use of the new computers and software. The training will cover basic computer operations, software applications, and troubleshooting techniques.
5. **Maintenance and Support:** Establish a system for ongoing maintenance and support of the new computers, including regular software updates, virus protection, and technical assistance.



Expected Outputs and Outcomes

Expected Outputs

- Procurement and delivery of new all-in-one personal computers.
- Installation and configuration of all necessary software and peripherals.
- Completion of training for the Unit's personnel.

Expected Outcomes

- Increased productivity and efficiency in the Production and Business Operations Unit.
- Improved quality of documents produced by the Unit.
- Reduced equipment maintenance and repair costs.
- A more comfortable and efficient working environment for the Unit's personnel.

Photo and Specification

Core Chipset: Intel® SoC Platform or equivalent
Processor at least Intel® Core™ i5-12450H (8C (4P + 4E) / 12T, P-core 2.0 / 4.4Hz, E-core 1.5/3.3Ghz, 12MB
RAM: 8GB SO-DIMM DDR4-3200 (dual channel capable, expandable up to 16GB)
Storage: 1TB SSD M.2 2280 PCIe® 4.0x4 NVMe®, expandable
Display: 23.8" FHD (1920x1080) IPS 250nits Anti-glare
Ports 2x USB 3.2 Gen 2, 2x USB 2.0, 1x HDMI, 1x power, 1x RJ-45 ethernet
Graphics: Integrated Intel® UHD Graphics
Connectivity: WLAN + Bluetooth Wi-Fi® 6, 802.11 ax 2x2 + BT5.2
OS: Windows 11 Home
Software: Office Home & Student 2021 or later version
Power Supply: at least 90W
Wireless keyboard
Bluetooth Mouse (BT-connection not Wi-Fi connection) with mousepad



Alignment with SDGs/RDP/PDP/University Mandate

This project aligns with the following Sustainable Development Goals (SDGs):

SDG 4: Quality Education: By improving the efficiency and effectiveness of the Production and Business Operations Unit, this project will contribute to the University's ability to provide quality education.

SDG 9: Industry, Innovation, and Infrastructure: This project promotes innovation by introducing new technology to the University's operations.

This project also aligns with the Philippine Development Plan (PDP) by supporting the government's efforts to promote technological innovation and improve the efficiency of government services. It supports the Regional Development Plan (RDP) by contributing to the economic development of the region through improved educational services. Furthermore, it supports the University's mandate to provide quality education and contribute to regional development.



Potential Impacts

The long-term impacts of this project include:

Improved Educational Quality: By supporting the University's administrative and operational functions, this project will contribute to improved educational quality.

Stronger Community Engagement: High-quality promotional materials will help the University to better engage with the community and promote its programs and services.

Target Beneficiaries

The primary beneficiaries of this project are:

- The Production and Business Operations Unit personnel, who will benefit from improved working conditions and increased efficiency.
- Students and faculty of Mindoro State University, who will benefit from higher-quality academic and administrative documents.
- The University as a whole, which will benefit from improved operational efficiency, enhanced image, and reduced costs.

Sustainability Plan

To ensure the long-term sustainability of this project, the following measures will be implemented:

- Regular preventive maintenance will be performed on the new computers to prevent breakdowns and extend their lifespan.
- The software on the computers will be regularly updated to ensure compatibility and security.
- Ongoing training will be provided to the Unit's personnel to ensure that they are able to use the computers effectively.
- The University's IT department will provide ongoing technical support to the Unit.

Work plan/ Ways Forward


After the purchase and integration of the all-in-one computer, the next step will involve expanding the scope of services offered by the PBO. This could include additional services such as document binding or digital document services. Moreover, the university will continue to evaluate the PBO's performance to identify new opportunities for enhancing student support services.

References

The following references were used in this proposal:

- C. Bravo, S. Komanduri (2019). "The Importance of Updated Technology in Enhancing Workplace Productivity" Journal of Business Technology.
- L.F. Crane, (2017). "Choosing the Right Personal Computers for Office Use." Technology Solutions for Workplaces.
- Alderson, H. (2020). Learner-centered testing through Computers, Clevedon, England.
- J.M.Traab, (2017), "Computer based Complexity"

Prepared by:


EDGARDO S. AGONCILLO
OIC-Director, Production and Business Operations



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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



Noted:

if
JOHN EMMANUEL M. MERHAN
Women, Gender and Development, Coordinator–Victoria (Main) Campus

Comment:

The proposal has promising CAO prospect w/ conditional pass. Refer to the checklist for detail. Score: 4.64

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

Comment:

The project aligns with the university's mandate and developmental goals.

Reviewed by:

☐ Passed

☐ For Revision

☐ Failed due to: _____

Edgardo S. Agoncillo
EDGARDO S. AGONCILLO
Director for Production & Business Operation

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

For DEPARTMENT use only		
Recommending Approval:		
<input checked="" type="checkbox"/> Approved		
<input type="checkbox"/> Not Approved due to: _____		
JOELENE C. LEYNES VP for Admin and Finance		
For endorsement to Academic/Admin Council	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approved:		
ENYA MARIE D. APOSTOL, Ph.D. SUC President III/ Chair, Academic & Administrative Council		

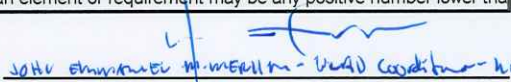


PROGRAM TITLE (if any): N/A
PROJECT TITLE: PROCUREMENT OF ALL-IN-ONE PC
PROPOSER(S): EDGARDO S. AGONCILLO

DEPARTMENT/COLLEGE/UNIT/OFFICE
POSITION/DESIGNATION: OIC-Director, PBO

Box P1. Summary checklist for the assessment of proposed projects

Element and item or guide question (col. 1)		Response (col. 2)			Score for the element/ item (col. 3)	Result or comment (col. 4)
		No (2a)	Partly yes* (2b)	Yes (2c)		
From Box 5 or department/sector-specific checklist						
1.0	Involvement of women and men in project conceptualization and design (possible scores: 0,1.0, 2.0) <i>Has the project conceptualization and design process included consultation with partners, including women's groups, on the problems or issues that the project needs to solve and on the development of the solution?</i>		1		1	The project involve man (office head) and woman (staff) but no clear stated role of the two
2.0	Collection of sex-disaggregated data and gender-related information at the planning stage (possible scores: 0,1.0, 2.0)		1		1	Though the project was prepared by a woman staff, there's no sex-disaggregated data and gender-related information in the project.
3.0	Conduct of gender analysis and identification of gender issues at the project identification stage	0	0	0	0	
3.1	<i>Is there an analysis of gender gaps or inequalities ? (possible scores: 0, 0.5,1.0)</i>	0				No analysis of gender gaps or inequalities in the project statements
3.2	<i>Does the analysis of the development problem recognize gender--based opportunities or constraints to women's access to or participation in the Project it will support? (possible scores: 0, 0.5, 1.0)</i>	0				No analysis of the development problem recognize gender-based opportunities or constraints to women's access to or participation in the Project
From box 6 or department/sector-specific checklist						
4.0	Presence of Gender equality goals, Outcomes, and outputs (max. score: 2.0; for each item or question, 1.0)	0	0	0	0	
4.1	<i>Do Project objectives address issues and concerns of women and men? (possible scores: 0, 0.5,1.0)</i>	0				The project objectives do not include issues and concerns for women and men
4.2	<i>Do the Project outcomes and outputs promote gender sensitivity or responsiveness among its contents/components (possible scores: 0, 0.5, 1.0)</i>	0				No stated outcomes and outputs that may promote gender sensitivity or responsiveness among its content/component
5.0	Presence of activities and interventions that match the gender issues identified to produce gender equality outputs and outcomes (possible		1		1	
6.0	Gender analysis of the likely impact of the designed project (max score: 2; each item or question, 0.67)	0	0.66	0	0.66	
6.1	<i>Are women and girls among the direct or indirect beneficiaries? (possible scores: 0,0.33,0,0.67)</i>		0.33			
6.2	<i>Has the project considered its long-term impact on women's socio-economic status and empowerment? (possible scores: 0,0.33,0,0.67)</i>	0				
6.3	<i>Has the project included strategies for avoiding or minimizing negative impact on women's status and welfare? (possible scores: 0,0.33,0,0.67)</i>		0.33			
7.0	Presence of monitoring targets and indicators (possible scores: 0,1.0, 2.0) <i>Does the project include gender equality targets and indicators to measure gender equality outputs and outcomes?</i>	0			0	
8.0	Collection of sex-disaggregated data in the Monitoring and Evaluation plan (possible scores: 0,1.0, 2.0)	0			0	
9.0	Commitment of resources to address gender issues (max score: 2; each item or question, 1)	0	0	2	2	
9.1	<i>Is the project's budget allotment sufficient for gender equality promotion or integration? OR, will the project tap counterpart funds from other partners/cooperators/collaborators for its GAD efforts? (possible scores: 0,0.5, 1.0)</i>			1		
9.2	<i>Does the project have the expertise in promoting gender equality and women's empowerment? OR, does the project commit itself to investing project staff time in building capacities within the project to integrate GAD or promote gender equality? (possible scores: 0,0.5,1.0)</i>			1		
10.0	Connection of the project to the University's GAD efforts (max score: 2; for each item or question, 0.67)	0	0.33	0.67	1	
10.1	<i>Will the Project build on or strengthen the University's commitment to the advancement of women? (possible scores: 0, 0.33,0.67)</i>			0.67		
10.2	<i>Will the Project build on the initiatives or actions of other organizations nearby the University? (possible scores: 0, 0.33,0.67)</i>	0				The project does not involved other organization
10.3	<i>Does the Project have an exit plan that will ensure the sustainability of GAD efforts and benefits? (possible scores: 0, 0.33,0.67)</i>		0.33			No clear exit plan that will ensure the sustainability of GAD efforts and benefits
TOTAL GAD SCORE FOR THE PROJECT PROPOSAL (Add the scores for each of the eight elements.)					6.66	the proposal has promising GAD prospect with "conditional pass"
*As evident from the scores in Boxes 5 and 6 and the department/sector-specific checklist, the summary score for partly yes to an element or requirement may be any positive number lower than						

*As evident from the scores in Boxes 5 and 6 and the department/sector-specific checklist, the summary score for partly yes to an element or requirement may be any positive number lower than 1.0.

[Signature above printed name of WGAD evaluator]

Gender-responsive Projects are those that substantively address gender issues identified through a gender analysis of sex-disaggregated data and gender-related information, or that successfully promote gender responsiveness among their funded projects.

Gender-sensitive Projects are those that recognize and acknowledge differences in roles, needs, and perspectives of women and men, possible asymmetries in their relationship, and the possibility that actions or interventions will have different effects on and results for women and men based on their gender, but do not actively seek to address these issues.

Interpretation of the GAD score	
0-3.9	GAD is invisible in the project (needs GAD technical assistance).
4.0-7.9	Proposed Project has promising GAD prospects (proposal earning a "conditional pass," pending identification of gender issue/s and strategies and activities to address these, and inclusion of the collection of sex-disaggregated data in the monitoring and evaluation plan).
8.0-14.9	Proposed project is gender-sensitive (Project passes the GAD test).
15.0-20.0	Proposed Project is gender-responsive (the Proponent to be commended).



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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Mobile: +63 977 846 72 28



PROJECT PROPOSAL

Title : **Procurement of All-in One Personal Computer**

Implementing Agency : **MINDORO STATE UNIVERSITY – Main Campus**
Alcate, Victoria, Oriental Mindoro

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

Contact Person: **EDGARDO S. AGONCILLO**
OIC-Director, Production and Business Operations

Total Project Cost: **₱ 60,000.00**

Duration : _____ years / month(s)

Sources of Fund: **Revolving Funds**

Project Description

This project aims to equip the Production and Business Operations Unit of Mindoro State University with modern all-in-one (AIO) personal computers to enhance its capacity to facilitate the larger files, better cyber security and faster processing speed. The acquisition of these AIO PCs will address the limitations of the Unit's current reliance on a single laptop, streamline operations, improve production and work efficiency, and contribute to the University's mandated functions.

Introduction

In today's rapidly evolving digital landscape, the efficient and effective operation of any organization hinges significantly on its technological infrastructure. Mindoro State University, committed to providing quality education and fostering innovation, recognizes the critical role of technology in supporting its administrative and operational functions. The Production and Business Operations Unit serves as a vital arm of the University, responsible for producing essential stationery and documents that support academic, administrative, and outreach activities. In particular, the Unit will be responsible for printing stationery papers for undergraduate and graduate studies. Currently, the unit only has a laptop, which are not sufficient to meet the targeted level of production efficiency. The Unit's ability to deliver high-quality outputs in a timely manner directly impacts the University's overall efficiency and effectiveness.

Recognizing these challenges, this project proposes the acquisition of modern, all-in-one personal computers (PCs) equipped with the necessary software and peripherals to streamline the Unit's operations, enhance its capacity for high-quality document production, and contribute to the University's strategic goals. This initiative aligns with Mindoro State University's commitment to embracing technological advancements to improve its services and support its mission of providing excellent education and contributing to regional development.

Rationale

The Production and Business Operations Unit plays a crucial role in supporting the daily operations of Mindoro State University. The Unit is responsible for producing a wide range of essential materials, including stationery papers for undergraduate and graduate thesis/ studies manuscripts, I.D for students and employees of the university, administrative documents, forms, reports, and other documents.

The Unit currently relies on a single laptop to handle all of these responsibilities, which is inadequate. This leads to several problems such as; (1) Reduced Productivity, having a single laptop cannot efficiently handle the workload of the entire Unit, leading to delays in document production; (2) Increased Operational Cost, relying on a single device increases the risk of breakdowns and data loss, which can lead to costly repairs and recovery efforts; (3) Compromised





Quality, a laptop may not have the processing power or software capabilities to produce high-quality documents, especially those with complex formatting or graphics; and (4) Limited Capacity, the Unit's current infrastructure cannot handle large or complex printing jobs, forcing the University to outsource certain tasks at a higher cost.

Investing in new all-in-one personal computers will address these issues and significantly improve the Unit's efficiency and effectiveness. The new computers will provide faster processing speeds and modern software that will enable the Unit to produce high-quality documents more quickly and efficiently, and will be able to handle large and complex printing jobs, reducing the need for outsourcing.

This project supports gender and development by ensuring that all employees in the Production and Business Operations Unit, regardless of gender, have equal access to the new computers and training. The project will also ensure that the software used on the computers is gender-neutral and does not perpetuate gender stereotypes.

This investment in technology directly translates to enhanced productivity, cost savings, improved document quality, and a stronger overall operational capacity for the Production and Business Operations Unit.

Objectives

General Objectives

To enhance the productivity and efficiency of the Production and Business Operations Unit through the acquisition and implementation of modern, all-in-one personal computers.

Specific Objectives

- To procure one all-in-one personal computer
- To install and configure the new computers with the necessary software, including operating systems, office productivity suites, and graphic design software.
- To provide training to the Unit's personnel on the effective use of the new computers and software
- To improve the Unit's document production output.

Methodology

The project's objectives will be achieved through the following steps:

1. **Specification Development:** Develop detailed specifications for the all-in-one personal computers, including processor speed, memory, storage capacity, screen size, and other relevant features.
2. **Procurement:** Conduct a transparent and competitive bidding process to select a qualified vendor to supply the computers. Ensure compliance with all relevant procurement regulations and guidelines.
3. **Installation and Configuration:** Install and configure the new computers with the necessary operating systems, software applications, and peripherals. Ensure that the computers are properly networked and connected to the University's network infrastructure.
4. **Training:** Provide comprehensive training to the Unit's personnel on the effective use of the new computers and software. The training will cover basic computer operations, software applications, and troubleshooting techniques.
5. **Maintenance and Support:** Establish a system for ongoing maintenance and support of the new computers, including regular software updates, virus protection, and technical assistance.



Expected Outputs and Outcomes

Expected Outputs

- Procurement and delivery of new all-in-one personal computers.
- Installation and configuration of all necessary software and peripherals.
- Completion of training for the Unit's personnel.

Expected Outcomes

- Increased productivity and efficiency in the Production and Business Operations Unit.
- Improved quality of documents produced by the Unit.
- Reduced equipment maintenance and repair costs.
- A more comfortable and efficient working environment for the Unit's personnel.

Photo and Specification

Core Chipset: Intel® SoC Platform or equivalent
Processor at least Intel® Core™ i5-12450H (8C (4P + 4E) / 12T, P-core 2.0 / 4.4Hz, E-core 1.5/3.3Ghz, 12MB
RAM: 8GB SO-DIMM DDR4-3200 (dual channel capable, expandable up to 16GB)
Storage: 1TB SSD M.2 2280 PCIe® 4.0x4 NVMe®, expandable
Display: 23.8" FHD (1920x1080) IPS 250nits Anti-glare
Ports 2x USB 3.2 Gen 2, 2x USB 2.0, 1x HDMI, 1x power, 1x RJ-45 ethernet
Graphics: Integrated Intel® UHD Graphics
Connectivity: WLAN + Bluetooth Wi-Fi® 6, 802.11 ax 2x2 + BT5.2
OS: Windows 11 Home
Software: Office Home & Student 2021 or later version
Power Supply: at least 90W
Wireless keyboard
Bluetooth Mouse (BT-connection not Wi-Fi connection) with mousepad



Alignment with SDGs/RDP/PDP/University Mandate

This project aligns with the following Sustainable Development Goals (SDGs):

SDG 4: Quality Education: By improving the efficiency and effectiveness of the Production and Business Operations Unit, this project will contribute to the University's ability to provide quality education.

SDG 9: Industry, Innovation, and Infrastructure: This project promotes innovation by introducing new technology to the University's operations.

This project also aligns with the Philippine Development Plan (PDP) by supporting the government's efforts to promote technological innovation and improve the efficiency of government services. It supports the Regional Development Plan (RDP) by contributing to the economic development of the region through improved educational services. Furthermore, it supports the University's mandate to provide quality education and contribute to regional development.



Potential Impacts

The long-term impacts of this project include:

Improved Educational Quality: By supporting the University's administrative and operational functions, this project will contribute to improved educational quality.

Stronger Community Engagement: High-quality promotional materials will help the University to better engage with the community and promote its programs and services.

Target Beneficiaries

The primary beneficiaries of this project are:

- The Production and Business Operations Unit personnel, who will benefit from improved working conditions and increased efficiency.
- Students and faculty of Mindoro State University, who will benefit from higher-quality academic and administrative documents.
- The University as a whole, which will benefit from improved operational efficiency, enhanced image, and reduced costs.

Sustainability Plan

To ensure the long-term sustainability of this project, the following measures will be implemented:

- Regular preventive maintenance will be performed on the new computers to prevent breakdowns and extend their lifespan.
- The software on the computers will be regularly updated to ensure compatibility and security.
- Ongoing training will be provided to the Unit's personnel to ensure that they are able to use the computers effectively.
- The University's IT department will provide ongoing technical support to the Unit.

GAD

Work plan/ Ways Forward

After the purchase and integration of the all-in-one computer, the next step will involve expanding the scope of services offered by the PBO. This could include additional services such as document binding or digital document services. Moreover, the university will continue to evaluate the PBO's performance to identify new opportunities for enhancing student support services.

References

The following references were used in this proposal:

- C. Bravo, S. Komanduri (2019). "The Importance of Updated Technology in Enhancing Workplace Productivity" Journal of Business Technology.
- L.F. Crane, (2017). "Choosing the Right Personal Computers for Office Use." Technology Solutions for Workplaces.
- Alderson, H. (2020). Learner-centered testing through Computers, Clevedon, England.
- J.M.Traab, (2017), "Computer based Complexity"

Prepared by:

EDGARDO S. AGONCILLO
OIC-Director, Production and Business Operations





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Noted:

JOHN EMMANUEL M. MERHAN

Women, Gender and Development, Coordinator-Victoria (Main) Campus

Comment:

The proposal has promising GAD project w/ "conditional pass". Refer to the sheet for details, score: 6.66

MARY ANN M. HERNANDEZ

Director for Planning, Monitoring & Evaluation

Comment:

The project aligns with the university's mandate and developmental goals.

Reviewed by:

☐ Passed

☐ For Revision

☐ Failed due to:

EDGARDO S. AGONCILLO

Director for Production & Business Operation

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

For DEPARTMENT use only		
Recommending Approval:		
<input checked="" type="checkbox"/> Approved		
<input type="checkbox"/> Not Approved due to:		
JOELENE C. LEYNES VP for Admin and Finance		
For endorsement to Academic/Admin Council	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approved:		
ENYA MARIE D. APOSTOL, Ph.D. SUC President III/ Chair, Academic & Administrative Council		



PROGRAM TITLE (if any): N/A
PROJECT TITLE: PROCUREMENT OF ALL-IN-ONE PC
PROPOSER(S): EDGARDO S. AGONCILLO

DEPARTMENT/COLLEGE/UNIT/OFFICE
POSITION/DESIGNATION: OIC-Director, PBO

Box P1. Summary checklist for the assessment of proposed projects

Element and item or guide question (col. 1)		Response (col. 2)			Score for the element/ item (col. 3)	Result or comment (col. 4)
		No (2a)	Partly yes* (2b)	Yes (2c)		
From Box 5 or department/sector-specific checklist						
1.0	Involvement of women and men in project conceptualization and design (possible scores: 0,1,0, 2,0) <i>Has the project conceptualization and design process included consultation with partners, including women's groups, on the problems or issues that the project needs to solve and on the development of the solution?</i>		1		1	The project involve man (office head) and woman (staff) but no clear stated role of the two
2.0	Collection of sex-disaggregated data and gender-related information at the planning stage (possible scores: 0,1,0, 2,0)		1		1	Though the project was prepared by a woman staff, there's no sex-disaggregated data and gender-related information in the project.
3.0	Conduct of gender analysis and identification of gender issues at the project identification stage	0	0	0	0	
3.1	<i>Is there an analysis of gender gaps or inequalities ?</i> (possible scores: 0, 0.5,1,0)	0				No analysis of gender gaps or inequalities in the project statements
3.2	<i>Does the analysis of the development problem recognize gender--based opportunities or constraints to women's access to or participation in the Project it will support?</i> (possible scores: 0, 0.5, 1,0)	0				No analysis of the development problem recognize gender-based opportunities or constraints to women's access to or participation in the Project
From box 6 or department/sector-specific checklist						
4.0	Presence of Gender equality goals, Outcomes, and outputs (max. score: 2.0; for each item or question, 1,0)	0	0	0	0	
4.1	<i>Do Project objectives address issues and concerns of women and men?</i> (possible scores: 0, 0.5,1,0)	0				The project objectives do not include issues and concerns for women and men
4.2	<i>Do the Project outcomes and outputs promote gender sensitivity or responsiveness among its contents/components</i> (possible scores: 0, 0.5, 1,0)	0				No stated outcomes and outputs that may promote gender sensitivity or responsiveness among its content/component
5.0	Presence of activities and interventions that match the gender issues identified to produce gender equality outputs and outcomes (possible		1		1	
6.0	Gender analysis of the likely impact of the designed project (max score: 2; each item or question, 0.67)	0	0.66	0	0.66	
6.1	<i>Are women and girls among the direct or indirect beneficiaries?</i> (possible scores: 0,0.33,0,0.67)		0.33			
6.2	<i>Has the project considered its long-term impact on women's socio-economic status and empowerment?</i> (possible scores: 0,0.33,0,0.67)	0				
6.3	<i>Has the project included strategies for avoiding or minimizing negative impact on women's status and welfare?</i> (possible scores: 0,0.33,0,0.67)		0.33			
7.0	Presence of monitoring targets and indicators (possible scores: 0,1,0, 2,0) <i>Does the project include gender equality targets and indicators to measure gender equality outputs and outcomes?</i>	0			0	
8.0	Collection of sex-disaggregated data in the Monitoring and Evaluation plan (possible scores: 0,1,0, 2,0)	0			0	
9.0	Commitment of resources to address gender issues (max score: 2; each item or question, 1)	0	0	2	2	
9.1	<i>Is the project's budget allotment sufficient for gender equality promotion or integration? OR, will the project tap counterpart funds from other partners/cooperators/collaborators for its GAD efforts?</i> (possible scores: 0,0.5, 1,0)			1		
9.2	<i>Does the project have the expertise in promoting gender equality and women's empowerment? OR, does the project commit itself to investing project staff time in building capacities within the project to integrate GAD or promote gender equality?</i> (possible scores: 0,0.5,1,0)			1		
10.0	Connection of the project to the University's GAD efforts (max score: 2; for each item or question, 0.67)	0	0.33	0.67	1	
10.1	<i>Will the Project build on or strengthen the University's commitment to the advancement of women?</i> (possible scores: 0, 0.33,0,0.67)			0.67		
10.2	<i>Will the Project build on the initiatives or actions of other organizations nearby the University?</i> (possible scores: 0, 0.33,0,0.67)	0				The project does not involved other organization
10.3	<i>Does the Project have an exit plan that will ensure the sustainability of GAD efforts and benefits?</i> (possible scores: 0, 0.33,0,0.67)		0.33			No clear exit plan that will ensure the sustainability of GAD efforts and benefits
TOTAL GAD SCORE FOR THE PROJECT PROPOSAL (Add the scores for each of the eight elements.)					6.66	the proposal has promising GAD prospect with "conditional pass"
*As evident from the scores in Boxes 5 and 6 and the department/sector-specific checklist, the summary score for partly yes to an element or requirement may be any positive number lower than						

*As evident from the scores in Boxes 5 and 6 and the department/sector-specific checklist, the summary score for partly yes to an element or requirement may be any positive number lower than

Jolly Emmanuel M. Martin - WGAD Coordinator
[Signature above printed name of WGAD evaluator]

Gender-responsive Projects are those that substantively address gender issues identified through a gender analysis of sex-disaggregated data and gender-related information, or that successfully promote gender responsiveness among their funded projects.

Gender-sensitive Projects are those that recognize and acknowledge differences in roles, needs, and perspectives of women and men, possible asymmetries in their relationship, and the possibility that actions or interventions will have different effects on and results for women and men based on their gender, but do not actively seek to address these issues.

Interpretation of the GAD score	
0-3.9	GAD is invisible in the project (needs GAD technical assistance).
4.0-7.9	Proposed Project has promising GAD prospects (proposal earning a "conditional pass," pending identification of gender issue/s and strategies and activities to address these, and inclusion of the collection of sex-disaggregated data in the monitoring and evaluation plan).
8.0-14.9	Proposed project is gender-sensitive (Project passes the GAD test).
15.0-20.0	Proposed Project is gender-responsive (the Proponent to be commended).