



**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND PHOTOCOPIER TONER FOR THE PBO
OFFICE AT MINSU BONGABONG CAMPUS**

Name of Project

**BAC Resolution Recommending Approval
Resolution No. 057, s. 2025**

WHEREAS, the Mindoro State University (MinSU), through its Bids and Awards Committee (BAC), intends to undertake the procurement for the **"Supply and Delivery of Office Supplies and Photocopier Toner for the PBO Office at MinSU Bongabong Campus"**, with an Approved Budget for the Contract (ABC) in the amount of **Eighty Thousand Pesos (Php80,000.00)**, which is allocated to as follows:

Particulars	Sub-ABC Amount
Lot 1 – Office Supplies	Php37,150.00
Lot 2- Photocopier Toner	Php42,850.00

WHEREAS, upon detailed evaluation of the two (2) lots, it has been determined that it was governed by different procurement modalities under the Implementing Rules and Regulations (IRR) of Republic Act No. 9184;

WHEREAS, Lot 1 pertains to Office Supplies with a value less than Php 50,000.00, which does not mandate posting on the Philippine Government Electronic Procurement System (PhilGEPS) and falls under Section 52.1(b) of the IRR of RA 9184 (Negotiated Procurement – Shopping – Ordinary/Regular Office Supplies & Equipment);

WHEREAS, Lot 2 involves the procurement of photocopier toner, classified under Section 50 of the IRR of RA 9184, which pertains to Direct Contracting (single-source procurement), a procurement method for Goods that does not require the submission of elaborate Bidding Documents;

WHEREAS, Section 50 of the Revised IRR of Republic Act No. 9184 (Government Procurement Reform Act of 2003) stipulates that Direct Contracting is a procurement method where the procuring entity solicits a price quotation or pro-forma invoice along with the conditions of sale, typically without requiring a detailed competitive bidding process. Direct Contracting may be invoked under the following conditions:

- Procurement of Goods of proprietary nature which can be obtained only from the proprietary source, i.e. when patents, trade secrets, and copyrights prohibit others from manufacturing the same item;*
- When the procurement of critical components from a specific supplier is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provisions of its contract; or*
- Those sold by an exclusive dealer or manufacturer which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the GoP.*

WHEREAS, based on certification issued by RICOH Asia Pacific Operations Ltd., it has been confirmed that Philippine Duplicators is the exclusive distributor in the Philippines for all IMC2510 Branded copying/printing machines and their consumables and spare parts (refer to attached certification);



WHEREAS, the validation for processing the two (2) procurement lots separately is substantiated by the aforementioned certification and justification, which clarifies that such a distinction does not amount to contract splitting, in compliance with the legal framework governing procurement activities;

NOW, THEREFORE, BE IT RESOLVED, that the BAC hereby recommends to the Head of the Procuring Entity the approval of the following actions related to the project "**Supply and Delivery of Office Supplies and Photocopier Toner for the PBO Office at MinSU Bongabong Campus**":

1. Lot 1 shall be classified under Section 52.1(b) of the IRR of RA 9184 (Negotiated Procurement – Shopping – Ordinary/Regular Office Supplies & Equipment);
2. Lot 2 shall be classified under Section 50 of the IRR of RA 9184 (Direct Contracting – Single Source Procurement for Goods, which does not require elaborate Bidding Documents).

RESOLVED, this 3rd day of April, 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

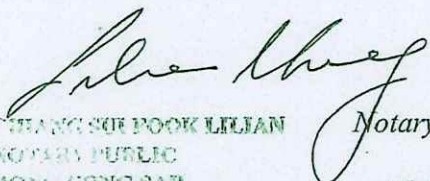

ENYA MARIE D. APOSTOL, Ph.D.
SUC President III

Date: _____

~~To all to whom~~ these presents shall come, I, CHIANG SUI FOOK, LILIAN

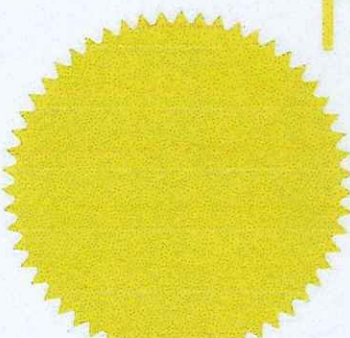
 of 5th Floor, Alexandra House, 18 Chater Road, Central, Hong Kong SAR, Notary Public, duly authorised and qualified to practise in the Hong Kong Special Administrative Region of the People's Republic of China do hereby Certify that the signature subscribed to the hereto annexed CERTIFICATION dated 24th February 2025 of RICOH ASIA PACIFIC OPERATIONS LIMITED is the signature of TANG, YUEN LING JENNIFER which I have compared with her specimen signature filed in my records (without my responsibility for the contents, legal formality and effect of the said Certification).

In Testimony whereof I have hereunto subscribed my name and affixed my Seal of Office this
..... 26th day of February in the
year of our Lord Two thousand and Twenty Five


CHIANG SUI FOOK LILIAN
NOTARY PUBLIC
HONG KONG SAR

Notary Public,



5th Floor, Alexandra House
18 Chater Road, Central
Hong Kong SAR


DEACONS
5TH FLOOR
ALEXANDRA HOUSE
18 CHATER ROAD
CENTRAL, HONG KONG SAR

This Apostille only certifies the authenticity of the signature and the capacity of the person who has signed the public document, and, where appropriate, the identity of the seal or stamp which the public document bears. This Apostille does not certify the content of the document for which it was issued. To verify the issuance of this Apostille, see

"https://www.judiciary.hk/en/court_services_facilities/apostille_verification.html"

此項文件加簽僅就公共文件上簽署的真確性、簽署人的身分及，如適用的話，文件上的蓋章蓋印予以證明。此項文件加簽並不就文件的內容作出證明。就發出此文件加簽之查證，見 "https://www.judiciary.hk/zh/court_services_facilities/apostille_verification.html"

APOSTILLE (Convention de La Haye du 5 octobre 1961)			
1. Country: 國家/地區		Hong Kong, China 中國香港	
This public document 此公共文件			
2. has been signed by 簽署人為		Chiang Sui Fook Lilian	
3. acting in the capacity of 其行事的身分為		Notary Public 公證人	
4. bears the seal / stamp of 蓋有的蓋章/蓋印		Chiang Sui Fook Lilian	
Certified 加簽證明			
5. at 在	High Court 高等法院	6. the 於	27 FEB 2025 2025 年 02 月 27 日
7. by 由	Simon KWANG Registrar, High Court 鄺卓宏 高等法院司法常務官		
8. No 編號	24460 / 2025		
9. Seal / stamp: 蓋章/蓋印		10. Signature: 簽署	

Reference Code 參考編號: 89DBF8D8

24th February 2025

CERTIFICATION

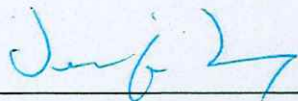
To Whom It May Concern

This is to certify that **PHILIPPINE DUPLICATORS INC.**, a corporation duly organized and existing under and by virtue of the laws of the Philippines, with principal office at CCC Bldg., Km 14, West Service Road, Edison Avenue, Barangay Merville, Parangue City, 1700, Philippines, is the authorized distributor and concessionaire for all **Gestetner** and **Ricoh** products, with responsibility for sales and service in the Philippines.

The certification is valid for (1) year, from 1st April 2025 to 31st March 2026, unless the Distributorship Agreement is early terminated.

Yours faithfully

RICOH ASIA PACIFIC OPERATIONS LIMITED



Tang, Yuen Ling Jennifer
Accounting Manager



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

APPROVED BUDGET FOR THE CONTRACT (ABC)
SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND PHOTOCOPIER TONER FOR THE PBO OFFICE AT MINSU BONGABONG CAMPUS
Alcate, Victoria, Oriental Mindoro

Project Name and Location

Stations: Mindoro State University

Length:

Contract Duration:														
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS				TOTAL COST	UNIT COST
									INFLATION,		VALUE			
									%					
									INFLATION,					
									%					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(11) / (3)	
	LOT 1- OFFICE SUPPLIES				-									
1	Ink #003 (Black)	9	btls	350.00	3,150.00									
2	Ink #003 (Yellow)	5	btls	350.00	1,750.00									
3	Ink #003 (Magenta)	5	btls	350.00	1,750.00									
4	Ink #003 (Cyan)	5	btls	350.00	1,750.00									
5	Coupon Bond A4 subs 20	40	reams	260.00	10,400.00									
6	Coupon Bond Long subs 20	40	reams	280.00	11,200.00									
7	Coupon Bond Short subs 20	25	reams	230.00	5,750.00									
8	Sticker Paper (Glossy, Water Proof)	7	packs	200.00	1,400.00									
	sub-total LOT 1				37,150.00									
	LOT 2- PHOTOCOPIER				-									
1	Toner Cartridge, IMC2510, Blk	2	cartridge	5,421.16	10,842.32									
2	Toner Cartridge, IMC2510, Yellow	1	cartridge	10,669.23	10,669.23									
3	Toner Cartridge, IMC2510, Magenta	1	cartridge	10,669.23	10,669.23									
4	Toner Cartridge, IMC2510, Cyan	1	cartridge	10,669.22	10,669.22									
	sub-total LOT 2				42,850.00									
	XVXXXXXXXXXXXXXXXXXXXXX				-									
	GRAND TOTAL				80,000.00									

Prepared by

Submitted by

Recommending Approval

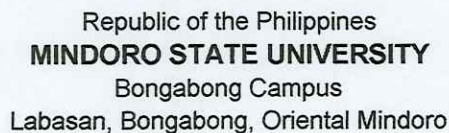
Approved

MARYNEA. HERMOSA
Member, BAC Secretariat

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

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

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



Republic of the Philippines
MINDORO STATE UNIVERSITY
Labasan, Bongabong, Oriental Mindoro

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: Business Center
Charged to: Revolving Fund
Projects, Programs and Activities (PAPS)

CODE	GENERAL DESCRIPTION	Qty	Unit	Unit Cost	ESTIMATED BUDGET	MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES												
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Office Supplies																			
	Ink #003 (Black)	9	Btls	350.00	3,150.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)		/											
	Ink #003 Yellow	5	Btls	350.00	1,750.00														
	Ink #003 Magenta	5	Btls	350.00	1,750.00														
	Ink #003 Cyan	5	Btls	350.00	1,750.00														
	Coupon Bond A4 Subs 20	40	reams	260.00	10,400.00														
	Coupon Bond Long Subs 20	40	reams	280.00	11,200.00														
	Coupon Bond Short Subs 20	25	reams	230.00	5,750.00														
	Sticker Paper (Glossy, Water Proof)	7	packs	200.00	1,400.00														
	Toner Cartridge, IMC2510, Blk	2	cartridge	5,421.16	10,842.32														
	Toner Cartridge, IMC2510, Yellow	1	cartridge	10,669.23	10,669.23														
	Toner Cartridge, IMC2510, Magenta	1	cartridge	10,669.23	10,669.23														
	Toner Cartridge, IMC2510, Cyan	1	cartridge	10,669.22	10,669.22														

Total Budget

80,000.00

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

Prepared By:

Submitted by:


REGAL R. IGON
Coordinator, Production and Business Operation


CIEDELLE P. SALAZAR, JD, PhD
Acting Campus Executive Director