

SUPPLY AND DELIVERY OF SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE UNIVERSITY REGISTRAR OF MINSU

BONGABONG CAMPUS

Name of Project

BAC Resolution Recommending Approval
Resolution No. 072, 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. 2025-065 for the project "Supply and Delivery of Semi-Expendable Furniture & Fixtures for the University Registrar of MINSU Bongabong Campus" with an Approved Budget for the Contract (ABC) amounting to One Hundred Twenty-Six Thousand Pesos (Php126,000.00);

WHEREAS, in response to the advertisement of the project, two (2) suppliers/bidders were found in the document request list, however four (4) suppliers/bidders in the name PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING, THIRD DEGREE PHARMA AND MEDICAL SUPPLIES TRADING, IRAYA LIFE ENTERPRISES and ALGERANZ VARIETY STORE submitted price quotation before the deadline;

WHEREAS, the submitted price quotations of PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING, THIRD DEGREE PHARMA AND MEDICAL SUPPLIES TRADING and IRAYA LIFE ENTERPRISES passed the evaluation of technical eligibility requirements for the project;

WHEREAS, upon initial evaluation of the price quotation submitted by ALGERANZ VARIETY SHOP, it was found that the eligibility documents were incomplete, specifically lacking the following mandatory requirements:

1. Latest Income Tax Return (ITR); and
2. Tax Clearance Certificate;

WHEREAS, due to the absence of the aforementioned documents, a detailed evaluation of the submitted price quotation led to the disqualification of ALGERANZ VARIETY SHOP from further consideration;

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

Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
Php126,000.00	Papercat Office Supplies And Equipment Trading	Php121,400.00
	Third Degree Pharma And Medical Supplies Trading	Php123,000.00
	Iraya Life Enterprises	Php124,399.00

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

NOW, THEREFORE, BE IT RESOLVED that the BAC hereby recommends to the Head of Procuring Entity the approval of awarding the contract involving the project, "Supply and Delivery of Semi-Expendable Furniture & Fixtures for the University Registrar of MINSU Bongabong Campus" as follows:

a. to Papercat Office Supplies and Equipment Trading for being the supplier/bidder with the Lowest Calculated Responsive Bid (LCRB);

RESOLVED, this 22nd 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

FRANIE M. APABLE, DBMHM
BAC Member

ATTY. SHERLYN A. LAYESA
BAC Member
MELGAR G. FADRICUELAN
BAC Member

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

Approved/Disapproved

Date: _____



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11945777
Procuring Entity MINDORO STATE UNIVERSITY
Title SUPPLY AND DELIVERY OF SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE UNIVERSITY REGISTRAR OF MINSU BONGABONG CAMPUS
Area of Delivery Oriental Mindoro

Solicitation Number: RFQ No. 2025-065		Trade Agreement: Implementing Rules and Regulations	Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Classification: Goods	Category: Furniture	Approved Budget for the Contract: PHP 126,000.00	Delivery Period: 30 Day/s	Client Agency:	Contact Person: Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368 cbapostol21@gmail.com
Status	Associated Components	Bid Supplements	Document Request List	Date Published	Last Updated / Time	Closing Date / Time			
Closed	1	0	2	05/04/2025	05/04/2025 00:00 AM	08/04/2025 17:00 PM			

Description

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

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

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

No. Unit ITEM AND DESCRIPTION QTY. UNIT
PRICE TOTAL AMOUNT
1 unit Steel Cabinet 7
w/ 4 drawers; dimension: L46cmxW60cmxH138cm; Finish: Powder Coating
, Smooth; Lock: Central Locking, Smooth;

Midback Chair with armrest, adjustable gaslift, mesh black back, fabric seat rest, recline 90-120 degree, Total Depth from wall: 53cm, Lowest Height: 96cm, Highest height: 100cm, chrome starbase with castor wheels, Seat Width: 49cm, Seat Depth: 49cm, Backrest Width: 41cm, Backrest Height from seat: 54cm, Floor to seat (minimum height): 48cm; Base width (diameter): 60cm, Base (center to end): 36cm
3 unit Metal Steel gang chair/ waiting chair 4-seater 1 4-seater gang chair with backrest; in full stainless steel; Color: silver; Dimensions: 238(Wx66(D)x80(H) cm

[illegible]

Date Created 04/04/2025

[Help](#) | [Contact Us](#) | [Sitemap](#)



Mindoro State University
Victoria, Oriental Mindoro, Philippines

Website: www.msu.edu.ph
E-mail: info@msu.edu.ph
Phone: +63 977 846 7735



ABSTRACT OF QUOTATIONS

I. Particulars

Project Name: SUPPLY AND DELIVERY OF SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE UNIVERSITY REGISTRAR OF MINSU BONGABONG CAMPUS

Project Location:

Implementing Office:

Method of Procurement:

Approved Budget for the Contract (ABC): PHP 124,000.00

Deadline of Submission of Quotation:

Lot No.:

II. Abstract of Quotations / for SVP

Evaluation of Documents Required to be Submitted within the deadline specified in the RFQ
TWG Report Date:

No	Participating Bidders	Date and Time of Receipt	Eligibility Requirements		Technical Requirements		Financial Requirements		Bid Amount	Rank	Remarks
			Pass	Fail	Pass	Fail	Pass	Fail			
1.	IRAYA LIFE ENTERPRISES		✓		✓		✓		PHP 124,000.00	3	
2.	THIRD OCEAN PEARL AND MEDICAL SUPPLIES TRADING ALGERIA VARIETY SHOP		✓		✓		✓		PHP 125,000.00	2	
3.	OPPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING		✓		✓		✓		PHP 121,398.00	1	NO TR & TRX CLEARNANCE ATTACHED
4.									121,400.00		

III. Recommendation /Resolution

☐ Recommend to Award Contract

Date: 02-11-2025

Lowest / Single Calculated and Responsive Quotation:	OPPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING	Contract Price Award (in words & figures):	ONE HUNDRED TWENTY ONE THOUSAND THREE HUNDRED NINETY EIGHT PESOS
--	--	--	--

☐ Declaration of Failure under Section 35 of Revised IRR of RA 9184

☐ All prospective bidders are declared ineligible [Sec. 35.1(b)]

☐ All bids failed to comply with all the bid requirements or fail post-qualification [Sec. 35.1(c)]

Date:

LINA BLAVIER
TWG Member

MAY Q. BERON
TWG Member

FELIX A. MINESTERO
TWG Member

MIRVIN L. ICALLA
TWG Member

Engr. MARK KEYLORD S. ONAL
BAC-TWG Head

*Main Campus, Alcala, Victoria

*Bongabong Campus, Jambuan, Bongabong

*Maitum City Campus, Maitum, Cotabato City

Proceed only if recommended for award of contract



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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



REQUEST FOR QUOTATION
SUPPLY AND DELIVERY OF SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE UNIVERSITY REGISTRAR OF MINSU
BONGABONG CAMPUS

PR No.: MBC25-39
RFQ No. 2025-065
ABC Amount: Php126,000.00
Company Name : PAPERCAT OFFICE SUPPLIES & EQUIPMENT TRADING
Address : STO. NINO, CALAPAN CITY, ORIENTAL MINDORO 5200

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

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

Note:

- All entries must be typewritten.
- Delivery Period within _____ calendar days.
- 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.
- Price validity shall be a period of 30 calendar days.
- G-EP5 Registration Certificate shall be attached upon submission of the Quotation.
- Bidders shall submit Original Brochures showing certification of the product being offered (optional).
- Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
----------	------	----------------------	------	------------	--------------

1	unit	Steel Cabinet	7	14,091	98,637
2	unit	Swivel Chair	3	5,383	16,149
3	unit	Metal Steel gang chair/ waiting chair 4-seater	1	6,614	6,614
		Midback Chair with armrest, adjustable gaslift, mesh black back, fabric seat rest, recline 90-120 degree; Total Depth from wall: 53cm, Lowest Height: 96cm, Highest height: 100cm; chrome starbase with castor wheels; Seat Width: 49cm, Seat Depth: 49cm, Backrest Width: 41cm; Backrest Height from seat: 54cm, Floor to seat (minimum height): 48cm; Base width (diameter): 60cm, Base (center to end): 36cm			
		4-seater gang chair with backrest; in full stainless steel; Color: silver; Dimensions: 238(Wx66(D)x80(H) cm			
TOTAL					121,400.00

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

MARY FRANCES DOMINIQUE DG. CASTRO
Supplier's Signature over Printed Name

497-143-353-000

TIN No. of Establishment
0908-874-3789

MSU-BAC-FR-05.01

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



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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



Date _____

MSU-BAC-FR-05.01
• Main Campus, Alcate, Victoria • Bongabong Campus, Labasan, Bongabong • Calapan City Campus, Masipit, Calapan City



General Conditions

- 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.
- Supplier shall submit the following requirements:
 - Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - PhilGEPS Registration
 - Valid Mayor's/Business Permit
 - Omnibus Sworn Statement
 - BIR Certificate of Registration
 - Latest Income/Business Tax Return
 - TAX Clearance
 - DTI Registration/SEC Certificate
 - Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicablePrice validity shall be 30 calendar days from the deadline of submission of quotation.

Award

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.

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 of the basis of the following criteria:

- Completeness of Submission
- Compliance with Item & Description Requirements
- Price

Instructions

- 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.
- 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 against the supplier. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A.
- All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
- 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.



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

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



REQUEST FOR QUOTATION
SUPPLY AND DELIVERY OF SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE UNIVERSITY REGISTRAR OF MINSU
BONGABONG CAMPUS

PR No.: MBC25-39
RFQ No. 2025-065
ABC Amount: Php126,000.00

Company Name : THIRD DEGREE PHARMA AND MEDICAL SUPPLIES TRADING
Address : SITIO PANTALAN, BRGY. POBLACION, MANSALAY, ORIENTAL MINDORO

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **APRIL 8, 2025** 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 30 calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
4. Price validity shall be a period of 30 calendar days.
5. G-EP5 Registration Certificate shall be attached upon submission of the Quotation.
6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
7. Mode of delivery: [] Pick-up (Schedule) [X] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	unit	Steel Cabinet w/ 4 drawers; dimension: 146cmxW60cmxH138cm; Finish: Powder Coating, Smooth; Lock: Central Locking, Smooth; Thickness: 0.6mm; Accessories: Galvanized Ballbearing slides/ Divider hanger	7	12,000.00	87,500.00
2	unit	Swivel Chair Midback Chair with armrest, adjustable gaslift, mesh black back, fabric seat rest; recline 90-120 degree; Total Depth from wall: 53cm, Lowest Height: 96cm, Highest height: 100cm; chrome starbase with castor wheels; Seat Width: 49cm, Seat Depth: 49cm, Backrest Width: 41cm; Backrest Height from seat: 54cm, Floor to seat (minimum height): 48cm; Base width (diameter): 60cm, Base (center to end): 36cm	3	8,500.00	25,500.00
3	unit	Metal Steel gang chair/ waiting chair 4-seater 4-seater gang chair with backrest; in full stainless steel; Color: silver; Dimensions: 238(Wx66(D)x80(H) cm	1	10,000.00	10,000.00
TOTAL					123,000.00

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

JENNIBETH R. GREGORIO
Supplier's Signature over Printed Name
TIN No. of Establishment
279-702-171-0000
Contact Number
0917-163-1640
Date
April, 08, 2025

General Conditions
MSU-BAC-FR-05.01
Main Campus, Alcate, Victoria • Bongabong Campus, Labasan, Bongabong • Calapan City Campus, Masipit, Calapan City



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 of the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements
3. Price

Instructions

1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in MinSU or any of MinSU campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
3. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

Warranty

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

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. MSU-BAC-FR-05.01

MSU-BAC-FR-05.01

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



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

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



REQUEST FOR QUOTATION SUPPLY AND DELIVERY OF SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE UNIVERSITY REGISTRAR OF MINSU BONGABONG CAMPUS

PR No.: MBC25-39
RFQ No. 2025-065
ABC Amount: Php126,000.00

Company Name : IKAYA LIFE ENTERPRISES
Address : BULSAN 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.
CIEDELE PIOL-SALAZAR, J.D., Ph.D.
BAC Chairperson

- Note:
- All entries must be typewritten.
 - Delivery Period within _____ calendar days.
 - 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.
 - Price validity shall be a period of 30 calendar days.
 - G-EPs Registration Certificate shall be attached upon submission of the Quotation.
 - Bidders shall submit Original Brochures showing certification of the product being offered (optional).
 - Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	unit	Steel Cabinet w/ 4 drawers; dimension: 146cmxW60cmxH138cm; Finish: Powder Coating , Smooth; Lock: Central Locking, Smooth; Thickness: 0.6mm; Accessories: Galvanized Ball-Bearing slides/ Divider hanger	7	14,407-	100,849-
2	unit	Swivel Chair	3	4,600-	13,800-
3	unit	Metal Steel gang chair/ waiting chair 4-seater Midback Chair with armrest, adjustable gaslift, mesh black back, fabric seat rest; recline 90-120 degree; Total Depth from wall: 53cm, Lowest height: 96cm, Highest height: 100cm; chrome starbase with castor wheels; Seat Width: 49cm, Seat Depth: 49cm, Backrest Width: 41cm; Backrest height from seat: 54cm, Floor to seat (minimum height): 48cm; Base width (diameter): 60cm, Base (center to end): 36cm	1	9,750-	9,750-
TOTAL					124,399.40

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: Maria Soledad
TIN No. of Establishment: 09778041925
Contact Number: 09778041925
Date: 04.08.2025

MSU-BAC-FR-05.01
Main Campus, Alcala, Victoria • Bongabong Campus, Labasan, Bongabong • Calapan City Campus, Masipit, Calapan City



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



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

REQUEST FOR QUOTATION
SUPPLY AND DELIVERY OF SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE UNIVERSITY REGISTRAR OF MINSU
BONGABONG CAMPUS

PR No.: MBC25-39
RFQ No. 2025-065
ABC Amount: Php126,000.00

Company Name : ALBARRAN VARIETY SHOP
Address : Bbl, Bongabong, District Mindoro

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

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

- Note:
1. All entries must be typewritten.
 2. Delivery Period within _____ calendar days.
 3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
 4. Price validity shall be a period of 30 calendar days.
 5. C-CTO 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	Steel Cabinet	7	13,300	93,100
2	unit	w/ 4 drawers; dimension: 146cmxW60cmxH138cm; Finish: Powder Coating, Smooth; Lock: Central Locking, Smooth; Thickness: 0.6mm; Accessories: Galvanized Ball-Bearing slides/ Divider hanger Swivel Chair	3	4750	14,250
3	unit	Midback Chair with armrest, adjustable gaslift, mesh black back, fabric seat rest; recline 90-120 degree; Total Depth from wall: 53cm, Lowest height: 96cm, Highest height: 100cm; chrome starbase with castor wheels; Seat Width: 49cm, Seat Depth: 49cm, Backrest Width: 41cm; Backrest Height from seat: 54cm, Floor to seat (minimum height): 48cm; Base width (diameter): 60cm, Base (center to end): 36cm	1	18,500	18,500
		4-seater gang chair with backrest, in full stainless steel; Color: silver; Dimensions: 238(Wx66(D)x80(H) cm			
TOTAL					125,850

After having carefully read and accepted your general condition, I / we quote you on the item at prices noted above

Albarran C. Salazar Jr.
Supplier's Signature over Printed Name
103-384-984-0000
TIN No. of Establishment
0966021178
Contact Number

Date _____



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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



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. Fully 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 creditable Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

Warranty

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

Payment

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

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
CERTIFICATE OF PhilGEPs REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING

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

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

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

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

By submitting this Certificate, the Bidder certifies:

1. the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;
 2. the veracity of the statements and information contained therein;
 3. that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it an evidence that the Bidder has passed the post-qualification stage; and
 4. that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.
- This Certificate is valid until 16-Sep-2025*

Issued this 16th day of September 2024.
This is a system generated certificate. No signature is required.



REMINDE¹RS

• The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.

• A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.

• The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.

Certificate Reference No: 201910-18033-617822776

List of Eligibility Documents

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

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

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

Pursuant to the provision of City Tax Ordinance Number 18, Series of 2011 as amended, otherwise known as the 2012 REVENUE CODE OF THE CITY OF CALAPAN, after payment of taxes and charges, etc. and compliance with existing requirements, permit is granted to herein taxpayer.

p 11,445.00

2025

TAXPAYER'S NAME		BUSINESS I.D.	MODE OF PAYMENT	DATE BILLED	KIND OF BUSINESS	STATUS
CASTRO, MARY FRANCES		01900000465	Annually	1/8/2025		R
NAMES OF BUSINESSES		LOCATION OF BUSINESS		BUSINESS PLATE NUMBER		

KIND OF FEE / TAX		TAX BASE	TAX AMOUNT	SUR/INT	TOTAL	PERIOD
Papercat Office Supplies And Equipment Trading		STO. NINO				

BUSINESS TAX	7,525.00	0.00	7,525.00	2,650.00	
MAYOR'S PERMIT				2,650.00	
Notes: 1. This Permit will expire on _____ Payment for 14 _____					

MAYORS PERMIT FEE	1,000.00		
EDUC'L SPECIAL PROG	100.00		
DRAINAGE MAINTENANCE	100.00		
CARBONAT FEE	100.00		
	1,000.00		

MEDICAL FEE		200.00
SANITARY FEE		250.00
FIRE AND SAFETY INSP		200.00
GARBAGE FEE		1,000.00
		2,000.00

	200.00	200.00	50.00	SITE INSPECTION FEE
	200.00	200.00	50.00	BUSINESS STICKER
	200.00	200.00	50.00	ANNUAL INSPECTION FEE
	200.00	200.00	50.00	MEDICAL FEE
	200.00	200.00	50.00	CHECK
	200.00	200.00	50.00	of business or undertaking.
	200.00	200.00	50.00	in a conspicuous place within the place

[illegible]

Case#	O.R. Number	Date
1444976	1/8/2025	

Payment received by:						
----------------------	--	--	--	--	--	--

ENCODER		TOTALS		←		11,445.00	
---------	--	--------	--	---	--	-----------	--

RECOMMENDING APPROVAL: _____

APPROVED BY: _____

MARIA BENELYN JOY D. GARDOCE
Licensing Officer IV

Business Permits and Licensing Office

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	
---	---

ordinances shall be valid grounds for the immediate and automatic cancellation/revocation

OF THIS PERMIT.

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



OMNIBUS SWORN STATEMENT

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

AFFIDAVIT

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

1. I am the sole proprietor or authorized representative of **Papercat Office Supplies and Equipment Trading** with office address at 80 Mahogany, Brgy. Suqui, Calapan City, Oriental Mindoro;

2. As the owner and sole proprietor of **Papercat Office Supplies and Equipment Trading**, I have the full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **SUPPLY AND DELIVERY OF SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE UNIVERSITY REGISTRAR OF MINSU BONGABONG CAMPUS with PR No.: MBC25-39 and RFQ No. 2025-065.**

3. **Papercat Office Supplies and Equipment Trading** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, office, corporations, or Local Government Units, foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. **Papercat Office Supplies and Equipment Trading** is authorizing the Head of Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. **Papercat Office Supplies and Equipment Trading** complies with existing labour laws and standards; and

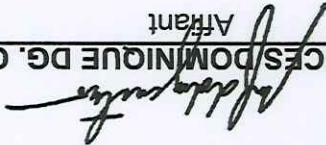
8. **Papercat Office Supplies and Equipment Trading** is aware of and has undertaken the following responsibilities as a Bidder:

- a. Carefully examine all of the Bidding Documents;
- b. Acknowledge all conditions, local or otherwise, affecting the implementation of the contract;
- c. Made an estimate of the facilities available and needed for the contract of the bid, if any, and
- d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the **SUPPLY AND DELIVERY OF SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE UNIVERSITY REGISTRAR OF MINSU BONGABONG CAMPUS with PR No.:** MBC25-39 and RFQ No. 2025-065.

9. **Papercat Office Supplies and Equipment Trading** did not give or pay directly, any commission, amount fee or any form of consideration, pecuniary or otherwise to any person of official, personnel or representative of the government in relation to any procurement project or activity;

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

IN WITNESS WHEREOF, I have hereunto set my hand this 8th day of April, 2025 at Calapan City, Oriental Mindoro, Philippines.



MARY FRANCES DOMINIQUE DG. CASTRO
Affiant

SUBSCRIBED AND SWORN to before me, this 8th day of April, 2025 at Calapan City, Oriental Mindoro, Philippines.

NAME OF NOTARIAL PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorney's No. _____
PTR No. _____
IBP No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

REVENUE REGION NO. 09A - CABA MIRO (GAYTE-BATANGAS-MINDORO-ROMBLON)
KAWANIHAN NG RENTAS INTERNAS
KAGAWARAN NG PANANALAPI

OCN: 063RC2023000003862

Date OCN Generated: September 27, 2023

UPDATED ON SEP 27 2023

CERTIFICATE OF REGISTRATION

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

Line of Business	46699-WHOLESALE OF OTHER GOODS IN SPECIALIZED STORES
(PSIC)	46699-WHOLESALE OF OTHER WASTE AND SCRAP AND PRODUCTS, N.E.C.
Line of Business	47191-RETAIL SELLING IN DEPARTMENT STORES
(PSIC)	RETAIL SALE IN NON-SPECIALIZED STORES
Line of Business	46592-WHOLESALE OF INDUSTRIAL MACHINERY AND EQUIPMENT
(PSIC)	46592-WHOLESALE OF INDUSTRIAL MACHINERY AND EQUIPMENT
Line of Business	46594-WHOLESALE OF PROFESSIONAL AND SCIENTIFIC AND MEASURING AND CONTROLLING EQUIPMENT
(PSIC)	46594-WHOLESALE OF PROFESSIONAL AND SCIENTIFIC AND MEASURING AND CONTROLLING EQUIPMENT
Line of Business	4639-WHOLESALE OF CONSTRUCTION MATERIALS AND SUPPLIES, N.E.C.
(PSIC)	4639-WHOLESALE OF CONSTRUCTION MATERIALS AND SUPPLIES, N.E.C.
Line of Business	4629-WHOLESALE OF MISCELLANEOUS CONSUMER GOODS, N.E.C.
(PSIC)	4629-WHOLESALE OF MISCELLANEOUS CONSUMER GOODS, N.E.C.
Line of Business	46492-WHOLESALE OF HOUSEHOLD MISCELLANEOUS CONSUMER GOODS, N.E.C.
(PSIC)	46492-WHOLESALE OF HOUSEHOLD MISCELLANEOUS CONSUMER GOODS, N.E.C.
Secondary	Secondary

CHANGE IN TRADE NAME

BIR FORM
2303

REVISED: APRIL 2019

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

OCN: 063RC2023000003862

Date OCN Generated: September 27, 2023

UPDATED ON: SEP 27 2023

CERTIFICATE OF REGISTRATION

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

Line of Business	4692 - WHOLESALE OF HOUSEHOLD FURNITURE, FURNISHING AND FIXTURES
(PSIC)	4692 - WHOLESALE OF HOUSEHOLD FURNITURE, FURNISHING AND FIXTURES
Line of Business	4693 - WHOLESALE OF RECORDED AUDIO AND VIDEO TAPES, CDS, DVDS
(PSIC)	4693 - WHOLESALE OF RECORDED AUDIO AND VIDEO TAPES, CDS, DVDS
Line of Business	4694 - WHOLESALE OF RECORDED AUDIO AND VIDEO TAPES, CDS, DVDS
(PSIC)	4694 - WHOLESALE OF RECORDED AUDIO AND VIDEO TAPES, CDS, DVDS
Line of Business	4650 - WHOLESALE OF COMPUTERS AND SOFTWARE
(PSIC)	4650 - WHOLESALE OF COMPUTERS AND SOFTWARE
Line of Business	4651 - WHOLESALE OF COMPUTER PERIPHERAL EQUIPMENT
(PSIC)	4651 - WHOLESALE OF COMPUTER PERIPHERAL EQUIPMENT
Line of Business	4652 - WHOLESALE OF BLANK AUDIO AND VIDEO TAPES AND DISKETTES
(PSIC)	4652 - WHOLESALE OF BLANK AUDIO AND VIDEO TAPES AND DISKETTES
Line of Business	4659 - WHOLESALE OF OTHER MACHINERY AND EQUIPMENT, N.E.C.
(PSIC)	4659 - WHOLESALE OF OTHER MACHINERY AND EQUIPMENT, N.E.C.
Line of Business	4690 - NON-SPECIALIZED WHOLESALE TRADE
(PSIC)	4690 - NON-SPECIALIZED WHOLESALE TRADE
Line of Business	4691 - WHOLESALE OF INDUSTRIAL CHEMICAL PRODUCTS
(PSIC)	4691 - WHOLESALE OF INDUSTRIAL CHEMICAL PRODUCTS
Line of Business	4691 - WHOLESALE OF INDUSTRIAL CHEMICAL PRODUCTS
(PSIC)	4691 - WHOLESALE OF INDUSTRIAL CHEMICAL PRODUCTS

- REMARKS**
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 returns to conform with the above tax types, whether with or without business operation, to avoid penalties.

TRADE NAME

MANAGER AND IN LINE OF BUSINESS

Page 3 of 4

2303

REVISED: APRIL 2019

REVENUE REGION NO. 09A - CAVAMIRO (CAVITE-BATANGAS-MINDORO-ROMBLOM)
KAWAWARAN NG RENTAS INTERNAS
KAGAWARAN NG PANANALAP

REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC2030000003862

UPDATER: 27-09-2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE	NAME OF TAXPAYER	February 21, 2017	Branch
497-143-353-00000	CASTRO, MARY FRANCES DOMINIQUE		
	DE GUZMAN		

REGISTERED ADDRESS
SANTO NINO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES

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

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



REGINA P. REFORMA

REVENUE DISTRICT OFFICER
(Signature over Printed Name)

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

CHANGE IN TRADE NAME

Fw: Tax Return Receipt Confirmation

Jayael Lopez <jayael17@yahoo.com>

Mon, Jun 10, 2024 at 11:43 AM

To: "axie.gg94@gmail.com" <axie.gg94@gmail.com>

----- Forwarded Message -----
From: "ebiforms-noreply@btr.gov.ph" <ebiforms-noreply@btr.gov.ph>
To: "jayael17@yahoo.com" <jayael17@yahoo.com>
Sent: Friday, April 12, 2024 at 05:13:07 PM GMT+8
Subject: Tax Return Receipt Confirmation

This confirms receipt of your submission with the following details subject to validation by BIR:
File name: 497143353000-1701v2018-122023.xml
Date received by BIR: 12 April 2024
Time received by BIR: 04:54 PM
Penalties may be imposed for any violation of the provisions of the NIRC and issuances thereof.

FOR RETURNS WITH TAX PAYABLE:
Please pay through any of the following ePayment Channels:
Land Bank of the Philippines Link.BizPortal

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

DBP PayTax Online

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

Unionbank of the Philippines

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

Taxpayer Agent/ Tax Software Provider-TSP

- (Gcash/PayMaya/MyEG)

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

Bureau of Internal Revenue

Annual Income Tax Return

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

Page 1

January 2018 (ENCS)

1701

BIR Form No.

For BIR Use Only

For Only BIR Use

1 Month **12** For the Year (YYYY) **2023**

2 Amended Return? ☐ Yes ☒ No

3 Short Period Return? ☐ Yes ☒ No

PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER

4 Taxpayer Identification Number (TIN) **887 - 143 - 853 - 100**

5 RDO Code **1003**

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

7 Applicable Tax Code (ATC) ☐ 8012 Business Income or Graduated IT Rates ☐ 8013 Business Income 8% IT Rate ☐ 8014 Income from Professional or Related IT Rates ☐ 8015 Income from Professional or Related IT Rates ☐ 8016 Mixed Income-9% IT Rate ☐ 8017 Mixed Income-9% IT Rate

8 Taxpayer's Name (Last Name, First Name, Middle Name) / TRUST FBO: (First Name, Middle Name, Last Name)

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)

10 Date of Birth (MM/DD/YYYY) **12/25/1984**

11 Email Address **joyal17@yahoo.com**

12 Citizenship **14** Foreign Tax Number, if applicable

13 Claiming Foreign Tax Credit? ☐ Yes ☒ No

14 Filing Status ☐ Single ☐ Married ☐ Legally Separated ☐ Widower

15 Contact Number (Landline/Cellphone No.) **960**

16 CRR Status (if applicable)

17 If married, spouse has income? ☐ Yes ☒ No

18 Filing Status ☐ Joint Filing ☐ Separate Filing

19 Income EXEMPT from Income Tax? ☐ Yes ☒ No

20 Income subject to SPECIAL/REFERENTIAL RATE? ☐ Yes ☒ No

21 Tax Rate ☐ Graduated Rates ☐ 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC [Sec. 34(A), NIRC] ☐ Limited Deduction ☐ Optional Standard Deduction (OSD) ☐ 40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]

22 Tax Due (From Part VI item 5) **123,668.00**

23 Less: Total Tax Credit/Payments (From Part VII item 10) **165,762.00**

24 Tax Payable (Overpayment) (Item 22 Less Item 23) **-42,074.00**

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**

26 Amount of Tax payable (Overpayment) (Item 24 Less Item 25) **-42,074.00**

27 Interest **0.00**

28 Surcharge **0.00**

29 Compromise **0.00**

30 Total Penalties (Sum of Items 27 to 29) **0.00**

31 Total Amount Payable (Overpayment) (Sum of Items 26 and 30) **-42,074.00**

32 Aggregate Amount Payable (Overpayment) (Sum of Items 26 and 30) **-42,074.00**

33 To be refunded ☐ To be issued a Tax Credit Certificate (TCC) ☐ To be carried over as a tax credit for next year/quarter

34 Cash/Bank Debit Memo **35** Check **36** Tax Debit Memo **37** Others (Specify below)

Particulars

Draws Bank/Agency

Number

Date (MM/DD/YYYY)

Amount

PART III - DETAILS OF PAYMENT

Printed Name and Signature of Taxpayer/Authorized Representative

33 Number of Attachments **00**

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

RDO's Signature/Bank Tellers Initial

Stamp of Receiving Office/AB and Date of Receipt

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

Part I - Taxpayer's Information	
1. Name (Last, first, middle initial)	2. Social Security Number
_____	_____
3. Home address (street, apartment, etc.)	4. Mailing address (if different from home address)
_____	_____
5. Telephone number (home)	6. Telephone number (office)
_____	_____
7. Date of birth	8. Date of death (if applicable)
_____	_____
9. Marital status	10. Name of spouse
_____	_____
11. Name of child	12. Name of child
_____	_____
13. Name of child	14. Name of child
_____	_____
15. Name of child	16. Name of child
_____	_____
17. Name of child	18. Name of child
_____	_____
19. Name of child	20. Name of child
_____	_____
21. Name of child	22. Name of child
_____	_____
23. Name of child	24. Name of child
_____	_____
25. Name of child	26. Name of child
_____	_____
27. Name of child	28. Name of child
_____	_____
29. Name of child	30. Name of child
_____	_____
31. Name of child	32. Name of child
_____	_____
33. Name of child	34. Name of child
_____	_____
35. Name of child	36. Name of child
_____	_____
37. Name of child	38. Name of child
_____	_____
39. Name of child	40. Name of child
_____	_____
41. Name of child	42. Name of child
_____	_____
43. Name of child	44. Name of child
_____	_____
45. Name of child	46. Name of child
_____	_____
47. Name of child	48. Name of child
_____	_____
49. Name of child	50. Name of child
_____	_____
51. Name of child	52. Name of child
_____	_____
53. Name of child	54. Name of child
_____	_____
55. Name of child	56. Name of child
_____	_____
57. Name of child	58. Name of child
_____	_____
59. Name of child	60. Name of child
_____	_____
61. Name of child	62. Name of child
_____	_____
63. Name of child	64. Name of child
_____	_____
65. Name of child	66. Name of child
_____	_____
67. Name of child	68. Name of child
_____	_____
69. Name of child	70. Name of child
_____	_____
71. Name of child	72. Name of child
_____	_____
73. Name of child	74. Name of child
_____	_____
75. Name of child	76. Name of child
_____	_____
77. Name of child	78. Name of child
_____	_____
79. Name of child	80. Name of child
_____	_____
81. Name of child	82. Name of child
_____	_____
83. Name of child	84. Name of child
_____	_____
85. Name of child	86. Name of child
_____	_____
87. Name of child	88. Name of child
_____	_____
89. Name of child	90. Name of child
_____	_____
91. Name of child	92. Name of child
_____	_____
93. Name of child	94. Name of child
_____	_____
95. Name of child	96. Name of child
_____	_____
97. Name of child	98. Name of child
_____	_____
99. Name of child	100. Name of child
_____	_____

BIR Form No. 1701 January 2018 (ENCS) Page 4		Individuals (Including MIXED Income Earner), Estates and Trusts		1701 01/18/ENCS P4	
Taxpayer's Last Name CASTINO MARY FINANCES DOMINIQUE DO					
(Continuation of Schedule 6)					
8.A.2 - Spouse's Detailed Computation of Available NOLCO					
PART VI - Summary of Income Tax Due					
13 Total NOLCO - Spouse (Sum of Items 8D to 12D) (To Part V Schedule 3A Item 15B)					
12					
11					
10					
09					
Year Incurred					
A. Amount					
B. NOLCO Applied					
C. NOLCO Expired					
D. NOLCO Applied					
E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]					
PART VII - Tax Credits/Refundable Credits (Attach proof)					
1 Prior Year's Excess Credits					
2 Tax Payments for the First Three (3) Quarters					
3 Creditable Tax Withheld for the First Three (3) Quarters					
4 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter					
5 Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 3A)(B)(9)					
6 Tax Paid in Return Previously Filed, if this is an Amended Return					
7 Foreign Tax Credits, if applicable					
8 Special Tax Credits, if applicable (To Part VIII Item 6)					
9 Other Tax Credits/Payments (Specify)					
10 Total Tax Credits/Payments (Sum of Items 1 to 9) (To Part II Item 23)					
PART VIII - Tax Relief Allowance					
1 Regular Income Tax Due (Part X Item 16B and/or Item 16F X applicable regular income tax rate)					
2 Tax Refund on Special Allowable Itemized Deductions (Part X Item 7B and/or Item 7F X applicable regular income tax rate)					
3 Sub-Total - Tax Refund (Sum of Items 1 and 2)					
4 Less: Income Tax Due (From Part X Item 17B and/or Item 17F)					
5 Tax Refund Available Before Special Tax Credit (Item 3 Less Item 4)					
6 Add: Special Tax Credit, if any (From Part VII Item 8)					
7 Total Tax Refund Available-SPECIAL (Sum of Items 5 and 6)					
VIII B - Exempt					
8 Regular Income Tax Otherwise Due (Part X Item 16A and/or Item 16E X applicable regular income tax rate)					
9 Tax Refund on Special Allowable Itemized Deductions (Part X Item 7A and/or Item 7F X applicable regular income tax rate)					
10 Total Tax Refund Available-EXEMPT (Sum of Items 8 and 9)					
PART IX - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheets, if necessary)					
Particulars					
A. Taxpayer/Spouse					
B. Spouse					
1 Net Income/(Loss) per Books					
Add: Non-Deductible Expenses/Taxable Other Income					
2					
3					
4					
5 Total (Sum of Items 1 to 4)					
Less: A) Non-Taxable Income and Income Subjected to Final Tax					
6					
7					
B) Special/Other Allowable Deductions					
8					
9					
10 Total (Sum of Items 6 to 9)					
11 Net Taxable Income/(Loss) (Item 6 Less Item 10)					



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

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

TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

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

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

497-143-353-00000
Taxpayer Identification Number

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

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

Issued this 14th day of May, 2024.

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



[Signature]
ROSALINDA D. CABIDOG
Chief, Collection Division

DOCUMENTARY STAMP TAX
DATE OF PAYMENT: 04/16/2024
PAYMENT CONFIRMATION:
7020240416154215741363
AMOUNT: P30.00

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

This certifies that

PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING
(NATIONAL)

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

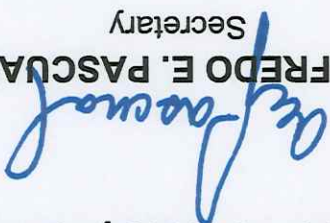
MARY FRANCES DOMINIQUE DE GUZMAN CASTRO

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

In testimony whereof, I hereby sign this

Certificate of Business Name Registration

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


ALFREDO E. PASCUAL
Secretary

Business Name No. 1035025

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



TWCO145715983637

APPROVED BUDGET FOR THE CONTRACT (ABC)
SUPPLY AND DELIVERY OF SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE UNIVERSITY REGISTRAR OF MINSU BONGABONG CAMPUS
Labasan, Bongabong, Oriental Mindoro
Project Name and Location

Stations: Mindoro State University

Length:

Contract Duration:

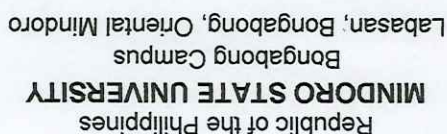
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS			TOTAL COST	UNIT COST	
									INFLATION,		TOTAL COST			UNIT COST
									%	VALUE				
									%	VALUE				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)		
1	Steel Cabinet	7	unit	15,000.00	105,000.00					(5)X(9)	(10%[(5)+(10)]	(11) / (3)		
	w/ 4 drawers				-									
	Dimension: L46cmxW60cmxH138cm				-									
	Finish: Powder Coating, Smooth				-									
	Lock: Central Locking System				-									
	Thickness: 0.6mm				-									
	Accessories: Galvanized Ball-Bearing slides/ Divider hanger				-									
2	Swivel Chair	3	unit	4,000.00	12,000.00									
	Midback Chair with armrest, adjustable gaslift, mesh black back, fabric seat rest,				-									
	Recline 90-120 degree				-									
	Total depth from wall: 53cm, Lowest height: 96cm, highest Height: 100cm				-									
	chrome starbase with castor wheels				-									
	seat width: 49cm, seat depth: 49cm, backrest width: 41cm				-									
	Backrest height from seat: 54cm, floor to seat (Minimum Height): 48cm				-									
	Base width (Diameter): 60cm, Base (center to End): 36cm				-									
3	Metal steel gang chair/ waiting chair 4-seater	1	unit	9,000.00	9,000.00									
	4-seater gang chair with backrest				-									
	In full stainless steel				-									
	color: silver				-									
	Dimensions: 238(W) x 66(D) x 80 (H) cm				-									
	XXXXXXXXXXXXXXXXXXXX				-									
	GRAND TOTAL				126,000.00									

Prepared by: MARKYNNE 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



Fund Cluster:

۱۴۴

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER UNIT : Other Service Income
Charged to STF
Project, Programs and Activities

CODE	GENERAL DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	SCHEDULE/ MILESTONE OF ACTIVITIES											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Semi-Expendable Furniture and Fixtures					Negotiated Procurement - Small Value Procurement (Sec. 53.9)												
•	Steel Cabinet	pc	3	15,000.00	45,000.00				/									
•	Metal steel gang chair/ waiting chair 4-seater	pcs	1	9,000.00	9,000.00				/									
	TOTAL				54,000.00													

TOTAL BUDGET:

54,000.00

Prepared By:


RACHEL MARIE N DELA CRUZ- ATILANO
Registrar I

Recommending Approval:


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

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER UNIT : Other Service Income
Charged to SYF
Project, Programs and Activities

CODE	GENERAL DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	SCHEDULE/ MILESTONE OF ACTIVITIES											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	Semi-Expendable Furniture and Fixtures					Negotiated Procurement - Small Value Procurement (Sec. 53.9)												
•	Steel Cabinet	pc	4	15,000.00	60,000.00				/									
•	Swivel Chair	pcs	3	4,000.00	12,000.00				/									
	TOTAL				72,000.00													

TOTAL BUDGET:

72,000.00

Prepared By:


RACHEL MARIE N DELA CRUZ- ATILANO
Registrar I

Recommending Approval:


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