



**SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE PREPARATION OF YEARBOOK AND GRADUATION ACTIVITIES OF MINSU CALAPAN CITY CAMPUS**  
**CITY CAMPUS**  
*Name of Project*

**BAC Resolution Recommending Approval**  
**Resolution No. 078, 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. 2025-073 for the project "Supply and Delivery of Semi-Expendable ICT Equipment and Semi-Expendable Furniture & Fixtures for the Preparation of Yearbook and Graduation Activities of MinSU Calapan City Campus" with an Approved Budget for the Contract (ABC) amounting to Two Hundred Fifty-Five Thousand One Hundred Sixty-Five Pesos and 38/100 (Php255,165.38) composed of two (2) lots specifically;

Particulars	Sub-ABC Amount
Lot 1- Semi-Expendable ICT Equipment	Php75,000.00
Lot 2- Semi-Expendable Furniture & Fixtures	Php180,165.38

**WHEREAS**, in response to the advertisement of the project, four (4) suppliers/bidders were found in the document request list, however only one (1) suppliers/bidders in the name of **PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING** submitted price quotation before the deadline;

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

Lot No.	Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
1	Php75,000.00	Papercat Office Supplies and Equipment Trading	Php73,749.00
2	Php180,165.38		Php175,588.00

**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 ICT Equipment and Semi-Expendable Furniture & Fixtures for the Preparation of Yearbook and Graduation Activities of MinSU Calapan City Campus" as follows:

- Lot Nos. 1 and 2 to Papercat Office Supplies and Equipment Trading for being the supplier/bidder with Single Calculated Responsive Bid (SCRB);

**RESOLVED**, this 22<sup>nd</sup> 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: \_\_\_\_\_





# PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11946053

**Procuring Entity** MINDORO STATE UNIVERSITY

**Title** SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE PREPARATION OF YEARBOOK AND GRADUATION ACTIVITIES OF MINSU CALAPAN CITY CAMPUS

**Area of Delivery** Oriental Mindoro

<b>Solicitation Number:</b>	RFQ No. 2025-073	<b>Status</b>	<b>Closed</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	4
<b>Category:</b>	Electronic Parts and Components	<b>Date Published</b>	05/04/2025
<b>Approved Budget for the Contract:</b>	PHP 255,165.38	<b>Last Updated / Time</b>	05/04/2025 00:00 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	08/04/2025 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368  cbapostol21@gmail.com		

#### Description

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

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

BAC Chairperson

Note: 1. All entries must be typewritten.

2. Delivery Period within \_\_\_\_ calendar days.

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

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

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

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

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

Item

No. Unit ITEM AND DESCRIPTION QTY. UNIT

PRICE TOTAL AMOUNT

LOT 1- SEMI-EXPENDABLE ICT EQUIPMENT

1 unit Laptop 1

sub-total LOT 1

LOT 2- SEMI-EXPENDABLE FURNITURE &  
FIXTURES

1 set Sofa Set 1

Style: one (1) (3 seater), two (2) (1 seater); Made: fabric; Size: 3-seater-L60-80" x W 28-32"xH30-35"; 1 seater L30-40"xW28-32"xH30-35"

2 pcs Chairs 50

Style: foldable Chair; Material: Polyethylene (HDPE) Plastic Frame Powder Coated Metal Frame; Size: L45-53cmxW48-50cmH83-88cm; Special features: with rubber-capped feet, with 3 cross-brace construction; Color: White/Grey

3 pcs Folding Table 5

Size: 6 feet; Material: High density Polyethylene (HDPE); Frame Material: Powder-Coated Steel; Color: White/Black

sub-total LOT 2

Sub-total LOT 2  
XX

**Created by** Annabelle Quinto Madrigal

<b>Date Created</b>	04/04/2025
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The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.





**Mindoro State University**  
Victoria, Oriental Mindoro province, Philippines

linah: universiti@mindst.edu.ph  
linah: universiti@mindst.edu.ph  
linah: 0977 846 72 28



### ABSTRACT OF QUOTATION/S

<b>I. Particulars</b>											
Project Name: SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE PREPARATION OF YEARBOOK AND GRADUATION ACTIVITIES OF MINSU CALAPAN CITY CAMPUS											
Project Location: <u>MINSU Calapan City Campuses</u>											
Implementing Office: _____											
Method of Procurement: _____											
Approved Budget for the Contract (ABC): <u>₱ 255,165.38</u>											
Deadline of Submission of Quotation: _____											
Lot No.: <u>1 and 2</u>											
<b>II. Abstract of Quotations / for SVP</b>											
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			
1	PAPERCAT OFFICE SUPPLIES and EQUIPMENT TRADING	/	/		/		/		Lot 1 = 73,749.00 Lot 2 = 175,500.00	1	SCRQ
<b>III. Recommendation /Resolution</b>											
<input type="checkbox"/> Recommend to Award Contract											
Date: _____											
Lowest / Single Calculated and Responsive Quotation:			PAPERCAT OFFICE SUPPLIES and EQUIPMENT TRADING			Contract Price Award (in words & figures): Two hundred forty-nine thousand, three hundred twenty-two. ₱ 249,322.00					
<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, Alcala, Victoria

•Bongabong Campus, Labanan, Romblon

•Calapan City Campus, Romblon

•Calapan City





**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines

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



### REQUEST FOR QUOTATION

**SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE PREPARATION OF YEARBOOK AND GRADUATION ACTIVITIES OF MINSU CALAPAN CITY CAMPUS**

PR No.: 2025-044  
RFQ No. 2025-073  
ABC Amount: Php255,165.38  
Lot 1: Php75,000.00  
Lot 2: Php180,165.38

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:
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
		<b>LOT 1- SEMI-EXPENDABLE ICT EQUIPMENT</b>			
1	unit	<b>Laptop</b>	1	54,050.00	54,050.00
		Processor: Core i5-1035G1 (base speed: 1.0GHz) RAM: 8GB; Storage: 512GB SSD, Operating system: Win 11; software: Office Home & Student, above or equivalent			
2	unit	<b>Multifunction printer (all-in-one)</b>	1	19,699.00	19,699.00
		Printer type: Prnt, Scan, copy, fax with ADF, Print Method: Printhead, Print Direction: Bi-directional printing, Nozzle Config: 400x1 nozzles (Black), 128x1 per color (3-CYM), max Reso: 4800x1200 dpi, Automatic 2-sided Printing: Yes (A4 & Letter) No. of paper tray: 2 (Front Rear), Cntrl panel: 2.7" Color LCD Touch Screen, connetvity: Ethernet: Wi-Fi, Wi-Fi Direct and USB			
		sub-total LOT 1			73,749.00
		<b>LOT 2- SEMI-EXPENDABLE FURNITURE &amp; FIXTURES</b>			
1	set	<b>Sofa Set</b>	1	36,498	36,498
		Style: one (1) (3 seater), two (2) (1 seater); Made: fabric; Size: 3-seater-L60-80" x W 28-32"xH30-35"; 1 seater L30-40"xW28-32"xH30-35"			
2	pcs	<b>Chairs</b>	50	1,832	91,583
		Style: foldable Chair; Material: Polyethylene (HDPE) Plastic Frame Powder Coated Metal Frame; Size: L45-53cmxW48-50cmH83-88cm; Special features: with rubber-capped feet, with 3 cross-brace construction; Color: White/Grey			
3	pcs	<b>Folding Table</b>	5	9,498	47,492

MSU-BAC-FR-05.01





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**Fw: Invitation for Request for Quotation (RFQ) Form Submission**

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From BAC OFFICE <bac.office@minsu.edu.ph>

Date Mon 4/7/2025 10:45 AM

To **Hirams Supplies** <hirsams\_supplies@yahoo.com>

 17 attachments (15 MB)

RFQ 2025-067 SUPPLY AND DELIVERY OF DRUGS AND MEDICINES FOR THE UNIVERSITY CLINIC OF MINSU MAIN CAMPUS 100,000.00.pdf; RFQ 2025-068 SUPPLY AND DELIVERY OF OTHER SUPPLIES AND MATERIALS FOR THE UNIVERSITY LIBRARY OF MINSU BONGABONG CAMPUS 104,650.00.docx.pdf; RFQ 2025-070 SUPPLY AND DELIVERY OF WORKSTATION AND ICT EQUIPMENT FOR THE VPAFCAO FINANCE OFFICE OF MINSU 129,960.0.pdf; RFQ 2025-071 SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT FOR THE EXTENSION OFFICE OF MINSU BONGABONG CAMPUS 69,980.00.pdf; RFQ 2025-072 SUPPLY AND DELIVERY OF VEHICLE COMPONENTS OF MINSU MAIN CAMPUS 77,050.00.pdf; **RFQ 2025-073 SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES 255,165.38.pdf**; RFQ 2025-052 SUPPLY AND DELIVERY OF OTHER SUPPLIES AND MATERIALS FOR THE AVR OF MINSU CALAPAN CITY CAMPUS 99,999.37.pdf; RFQ 2025-057 BANANA AND MUSHROOM 60,150.00.pdf; RFQ 2025-058 SUPPLY AND DELIVERY OF INPUTS FOR RICE PRODUCTION PROJECT (FOR DRY SEASON) OF MINSU 467,951.64.pdf; RFQ 2025-059 SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE REGISTRAR'S OFFICE AT MINSU BONGABONG CAMPUS 126,434.06.pdf; RFQ 2025-060 SUPPLY AND DELIVERY OF OTHER SUPPLIES AND TEMPERED GLASS SWING DOOR FOR THE UNIVERSITY LIBRARY OF MINSU CALAPAN CITY CAMPUS 149,585.00.pdf; RFQ 2025-061 SUPPLY AND DELIVERY OF WORKSTATION FOR MINSU MAIN CAMPUS 855,500.00.pdf; RFQ 2025-062 SUPPLY AND DELIVERY OF TRAINING MATERIALS FOR THE STC4ID PROJECT OF MINSU 58,000.00.pdf; RFQ 2025-063 SUPPLY AND DELIVERY OF OTHER SUPPLIES AND MATERIALS FOR MINSU CALAPAN CITY CAMPUS 200,000.00.pdf; RFQ 2025-064 SUPPLY AND DELIVERY OF INPUTS FOR THE WATER REFILLING STATION OF MINSU MAIN CAMPUS 80,089.80.pdf; RFQ 2025-065 SUPPLY AND DELIVERY OF SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE UNIVERSITY REGISTRAR OF MINSU BONGABONG CAMPUS 126,000.00.pdf; RFQ 2025-066 SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE RESEARCH AND DEVELOPMENT OFFICE OF MINSU MAIN CAMPUS 61,500.00.pdf;

Dear Sir/Madam,

Greetings!

Please find attached the Request for Quotation (RFQ) forms, which have been posted on the PhilGEPS website of our university.

If you are interested, kindly complete and submit the form. If you are not interested, we kindly request that you respond to this email or submit an RFQ form with "Not Interested" written on it.

The deadline for submission is tomorrow, April 8, 2025, no later than 5:00 PM.

Thank you for your attention to this matter.

-BAC



Statement of Confidentiality and Data Privacy

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From BAC OFFICE <bac.office@minsu.edu.ph>

Date Mon 4/7/2025 10:43 AM

To **de guzman maria socorro** <dmariasocorro@yahoo.com>

 17 attachments (15 MB)

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-BAC



Mindoro State University

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The information or attachment(s) in this e-mail is (are) strictly confidential and is (are) for the intended recipient only. Any unauthorized use, dissemination or copying of this message or the information it contains is prohibited. The recipient has the responsibility to ensure the protection of any Personal Data included in this email and its attachments. If you are not the intended recipient or you received this by mistake, please notify the sender immediately, and delete the original message and attachments. Further, the views and opinions expressed in this message are those of the sender's and do not necessarily reflect the views of the Mindoro State University



Republic of the Philippines  
Department of Budget and Management  
**PROCUREMENT SERVICE**

**CERTIFICATE OF PHILGEPS REGISTRATION**  
**(Platinum Membership)**

*THIS IS TO CERTIFY THAT*

**PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING**

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

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

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

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

*By submitting this Certificate, the Bidder certifies:*

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

*This Certificate is valid until 16-Sep-2025*

Issued this 16th day of September 2024.

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





## REMINDERS <sup>1</sup>

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



"Annex A"

## List of Eligibility Documents

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

<b>DTI Certificate</b>	DTI Certificate Number : 1035025 Issued By / Signatory : Alfredo E. Pascual Registration Date : 28-Feb-2024 Expiration Date : 20-Jun-2029
<b>Mayors Permit</b>	Expiration Date : 31-Dec-2024 Permit Number : 01900000465 Place of Issue : Calapan City Issued By / Signatory : Eduard L. Reyes Marilou F. Morillo Issuance Date : 08-Jan-2024
<b>Tax Clearance</b>	Expiration Date : 14-May-2025 TCC Number : RR9A0630514R08682024E Issued By / Signatory : Rosalinda D. Cabidog Issuance date : 14-May-2024
<b>Audited Financial Statement</b>	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
<b>PCAB License</b>	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :





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

TAUMBAYAN ANG

# BUSINESS PERMIT

# 2025

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

**P** 11,445.00

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

Payment for 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 1444976

Date 1/8/2025

Payment received by:

RECOMMENDING APPROVAL:

APPROVED BY:

MARIA BENELYN JOY D. GARDOCE

Licensing Officer IV

Business Permits and Licensing Office

MARILOU F. MORILLO

City Mayor

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

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







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

TAUMBAYAN AND

2025

# BUSINESS PERMIT

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

P 11,445.00

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

Payment for 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 1444976

Date 1/8/2025

Payment received by:

RECOMMENDING APPROVAL:

APPROVED BY:

MARIA BENELYN JOY D. GARDOCE

Licensing Officer IV

Business Permits and Licensing Office

MARILOU F. MORILLO

City Mayor

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

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





## OMNIBUS SWORN STATEMENT

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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 ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE PREPARATION OF YEARBOOK AND GRADUATION ACTIVITIES OF MINSU CALAPAN CITY CAMPUS with PR No.: 2025-044 and RFQ No. 2025-073.**
3. **Papercat Office Supplies and Equipment Trading** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, office, corporations, or Local Government Units, foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. **Papercat Office Supplies and Equipment Trading** is authorizing the Head of Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. **Papercat Office Supplies and Equipment Trading** complies with existing labour laws and standards; and



8. **Papercat Office Supplies and Equipment Trading** is aware of and has undertaken the following responsibilities as a Bidder:
- Carefully examine all of the Bidding Documents;
  - Acknowledge all conditions, local or otherwise, affecting the implementation of the contract;
  - Made an estimate of the facilities available and needed for the contract of the bid, if any, and
  - Inquire or secure Supplemental/Bid Bulletin(s) issued for the **SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES FOR THE PREPARATION OF YEARBOOK AND GRADUATION ACTIVITIES OF MINSU CALAPAN CITY CAMPUS with PR No.: 2025-044 and RFQ No. 2025-073;**
9. **Papercat Office Supplies and Equipment Trading** did not give or pay directly, any commission, amount fee or any form of consideration, pecuniary or otherwise to any person of official, personnel or representative of the government in relation to any procurement project or activity;
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

  
**MARY FRANCES DOMINIQUE DG. CASTRO**  
Affiant

**SUBSCRIBED AND SWORN** to before me, this 8<sup>th</sup> 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. \_\_\_\_\_



BIR FORM

2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS

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

OCN: 063RC20230000003862

Date OCN Generated: September 27, 2023

UPDATED ON SEP 27 2023

# CERTIFICATE OF REGISTRATION

<b>TIN &amp; BRANCH CODE</b> 497-143-353-00000		<b>NAME OF TAXPAYER</b> CASTRO, MARY FRANCES DOMINIQUE DE GUZMAN		<b>TIN ISSUANCE DATE</b> February 21, 2017	
<b>REGISTERING OFFICE</b>		<b>X</b> Head Office		Branch	
<b>REGISTERED ADDRESS</b> SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES					
<b>TAX TYPES</b>		<b>FORM TYPES</b>		<b>FILING FREQUENCY</b>	
<b>VALUE ADDED TAX</b>		<b>2550Q</b>		<b>QUARTERLY</b>	
<b>WITHHOLDING TAX-EXPANDED/OTHERS</b>		<b>1604E</b>		<b>ANNUALLY</b>	
<b>WITHHOLDING TAX-EXPANDED/OTHERS</b>		<b>1601EQ</b>		<b>QUARTERLY</b>	
<b>WITHHOLDING TAX-EXPANDED/OTHERS</b>		<b>0619E</b>		<b>MONTHLY</b>	
<b>INDIVIDUAL INCOME TAX</b>		<b>1701</b>		<b>ANNUALLY</b>	
<b>INDIVIDUAL INCOME TAX</b>		<b>1701Q</b>		<b>QUARTERLY</b>	
<b>REGISTRATION FEE</b>		<b>0605</b>		<b>ANNUALLY</b>	
<b>TAXPAYER TYPE/S</b>		<b>A SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)</b>			
<b>BUSINESS INFORMATION DETAILS</b>					
<b>TRADE NAME 1:</b>		<b>DIGICAT PRINTING SERVICES</b>			
<b>TRADE NAME 2:</b>		<b>PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING</b>			
<b>TRADE NAME 3:</b>		<b>47610-RETAIL SALE OF BOOKS, NEWSPAPERS AND STATIONERY IN</b>			
<b>TRADE NAME 4:</b>		<b>18110-PRINTING</b>			
<b>TRADE NAME 5:</b>		<b>PRINTING</b>			
<b>TRADE NAME 6:</b>		<b>Primary</b>			
<b>TRADE NAME 7:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 8:</b>		<b>Primary</b>			
<b>TRADE NAME 9:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 10:</b>		<b>Primary</b>			
<b>TRADE NAME 11:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 12:</b>		<b>Primary</b>			
<b>TRADE NAME 13:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 14:</b>		<b>Primary</b>			
<b>TRADE NAME 15:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 16:</b>		<b>Primary</b>			
<b>TRADE NAME 17:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 18:</b>		<b>Primary</b>			
<b>TRADE NAME 19:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 20:</b>		<b>Primary</b>			
<b>TRADE NAME 21:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 22:</b>		<b>Primary</b>			
<b>TRADE NAME 23:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 24:</b>		<b>Primary</b>			
<b>TRADE NAME 25:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 26:</b>		<b>Primary</b>			
<b>TRADE NAME 27:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 28:</b>		<b>Primary</b>			
<b>TRADE NAME 29:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 30:</b>		<b>Primary</b>			
<b>TRADE NAME 31:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 32:</b>		<b>Primary</b>			
<b>TRADE NAME 33:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 34:</b>		<b>Primary</b>			
<b>TRADE NAME 35:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 36:</b>		<b>Primary</b>			
<b>TRADE NAME 37:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 38:</b>		<b>Primary</b>			
<b>TRADE NAME 39:</b>		<b>August 30, 2019</b>			
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<b>TRADE NAME 41:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 42:</b>		<b>Primary</b>			
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<b>TRADE NAME 48:</b>		<b>Primary</b>			
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<b>TRADE NAME 63:</b>		<b>August 30, 2019</b>			
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<b>TRADE NAME 65:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 66:</b>		<b>Primary</b>			
<b>TRADE NAME 67:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 68:</b>		<b>Primary</b>			
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<b>TRADE NAME 93:</b>		<b>August 30, 2019</b>			
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<b>TRADE NAME 95:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 96:</b>		<b>Primary</b>			
<b>TRADE NAME 97:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 98:</b>		<b>Primary</b>			
<b>TRADE NAME 99:</b>		<b>August 30, 2019</b>			
<b>TRADE NAME 100:</b>		<b>Primary</b>			



BIR FORM

2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS

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

OCN: 063RC20230000003862

Date OCN Generated: September 27, 2023

UPDATED ON SEP 27 2023

# CERTIFICATE OF REGISTRATION

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

CHANGE IN TRADE NAME

Page 2 of 4

CHANGE/ADD IN LINE OF BUSINESS



BIR FORM

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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

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## CERTIFICATE OF REGISTRATION

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

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

CHANGE/ADD IN TRADE NAME

CHANGE/ADD IN LINE OF BUSINESS



BIR FORM

2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS

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

REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC20230000003862

Date OCN Generated: September 27, 2023  
UPDATED ON SEP 27 2023

## CERTIFICATE OF REGISTRATION

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

3. For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/As shall be before its use.

4. Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.

5. For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P3,000,000 and who opted to avail of the 8% Income tax rate, the tax type Percentage Tax (PT) shall not be reflected in the Certificate of Registration (COR). However, at the start of each taxable year, such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect "PT" unless qualified and opted to avail of the 8% Income tax rate annually.

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



*Regina P. Reforma*  
REGINA P. REFORMA

OIC-Assl. Revenue District Officer

EMELITA R. ABO

REVENUE DISTRICT OFFICER  
(Signature over Printed Name)

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

CHANGE IN TRADE NAME  
CHANGE/ADD IN LINE OF BUSINESS





Limuel Lopez <axie.gg94@gmail.com>

---

**Fw: Tax Return Receipt Confirmation**

---

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

Mon, Jun 10, 2024 at 11:43 AM

— Forwarded Message —

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

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

File name: 497143353000-1701v2018-122023.xml

Date received by BIR: 12 April 2024

Time received by BIR: 04:54 PM

Penalties may be imposed for any violation of the provisions of the NIRC and issuances thereof.

**FOR RETURNS WITH TAX PAYABLE:**

Please pay through any of the following ePayment Channels:

**Land Bank of the Philippines Link.BizPortal**

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

**DBP PayTax Online**

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

**Unionbank of the Philippines**

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

**Taxpayer Agent/ Tax Software Provider-TSP**

- (Gcash/PayMaya/MyEG)

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

Bureau of Internal Revenue




For BIR DCS/ Use Only Item:		Republic of the Philippines Department of Finance Bureau of Internal Revenue	
BIR Form No. <b>1701</b> January 2018 (ENCS) Page 1	<b>Annual Income Tax Return</b> Individuals (including MIXED Income Earner), Estates and Trusts Enter all required information in CAPITAL LETTERS using BLACK Ink. Mark all applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Tax Filer.		 1701 0110ENCS P1
1 Month <input checked="" type="checkbox"/> 12	For the Year (YYYY) <input checked="" type="checkbox"/> 2023	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
<b>PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER</b>			
4 Taxpayer Identification Number (TIN) <input checked="" type="checkbox"/> 123 - <input checked="" type="checkbox"/> 456 - <input checked="" type="checkbox"/> 789 - <input checked="" type="checkbox"/> 101		5 RDO Code <input checked="" type="checkbox"/> 1055	
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 type="checkbox"/> 0012 Business Income-Graduated IT Rates <input type="checkbox"/> 0014 Income from Profession-Graduated IT Rates <input type="checkbox"/> 0013 Mixed Income-Graduated IT Rates <input type="checkbox"/> 0011 Compensation Income <input type="checkbox"/> 0016 Business Income-8% IT Rate <input type="checkbox"/> 0017 Income from Profession-8% IT Rate <input type="checkbox"/> 0018 Mixed Income-8% IT Rate			
8 Taxpayer's Name (Last Name, First Name, Middle Name)/ESTATE OF (First Name, Middle Name, Last Name)/TRUST FBO: (First Name, Middle Name, Last Name) CASTRO MARY FRANCES DOMINIQUE DO			
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. 1005) CALAPAN CITY ORIENTAL MINDORO			
10 Date of Birth (MM/DD/YYYY) 03/23/1984		11 Email Address joyal17@yahoo.com	
12 Citizenship FILIPINO		13 Claiming Foreign Tax Credits? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15 Contact Number (Landline/Cellphone No.) 00		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 [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]		20 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]	
21 Tax Rate* (Choose Method of Deduction in Item 21A) <input checked="" type="checkbox"/> Graduated Rates <input type="checkbox"/> 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="checkbox"/> Itemized Deduction [Sec. 34(A-J), NIRC] <input type="checkbox"/> Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]	
<b>PART II - TOTAL TAX PAYABLE (Do NOT Enter Centavos; 49 Centavos or Less drop down; 50 or more round up)</b>			
Particular	A. Taxpayer/Filer	B. Spouse	
22 Tax Due (From Part VI Item 5)	123,688.00	0.00	
23 Less: Total Tax Credits/Payments (From Part VII Item 10)	165,762.00	0.00	
24 Tax Payable (Overpayment) (Item 22 Less Item 23)	-42,078.00	0.00	
25 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before October 15 (50% or less of Item 22)	0.00	0.00	
26 Amount of Tax payable (Overpayment) (Item 24 Less Item 25)	-42,078.00	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)	-42,078.00	0.00	
32 Aggregate Amount Payable (Overpayment) (Sum of Items 26 and 30)	-42,078.00	0.00	
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 <input checked="" type="checkbox"/> 00	
<b>PART III - DETAILS OF PAYMENT</b>			
Particulars	Drawee Bank/Agency	Number	Date (MM/DD/YYYY)
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/AAS and Date of Receipt (RO's Signature/Bank Teller's Initial)	








<p>BIR Form No. <b>1701</b> January 2018 (ENCS) Page 3</p>	<p><b>Annual Income Tax Return</b> Individuals (Including MIXED Income Earner), Estates and Trusts</p>	 1701 01/18/ENCS P3			
<p>TIN: 497 143 883 000</p>		<p>Taxpayer/Filer's Last Name: CASTRO MARYTHANES DOMINQUE DO</p>			
<p><b>3.B - For 8% Flat Income Tax Rate</b> (DO NOT enter Continues; 48 Continues or less drop down; 50 or more round up)</p>					
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 ₱250,000 (not applicable if with compensation income)	0.00	0.00			
29 Taxable Income/(Loss) (Item 28 Less Item 29)	0.00	0.00			
30 Tax Due-Business Income (Item 30 x 8% Flat Income Tax Rate)	0.00	0.00			
31 Total Tax Due-Compensation & Business Income (under flat rate)(Sum of Items 7 and 31) (To Part V Item 1)	0.00	0.00			
<p><b>Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheet/s, if necessary)</b></p>					
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 Messengerial Services	0.00	0.00			
b Professional Fees	0.00	0.00			
c Security Services	0.00	0.00			
d	0.00	0.00			
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) (To part V Schedule 3 A Item 13)	0.00	0.00			
<p><b>Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)</b></p>					
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)				
5.B - Spouse					
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)				
<p><b>Schedule 6 - Computation of Net Operating Loss carry Over (NOLCO)</b></p>					
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					
Year Incurred	A. Amount	B. NOLCO Applied Previous Years	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]
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. <b>1701</b> January 2018 (ENCS) Page 4	<b>Annual Income Tax Return</b> Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01/18EIKS P4			
TIN <u>497 143 353 000</u>		Taxpayer's Last Name <u>CASTRO MARY FRANCES DOMINIQUE DO</u>			
(Continuation of Schedule 6)					
<b>8.A.2 - Spouse's Detailed Computation of Available NOLCO</b>					
Year Incurred	A. Amount	B. NOLCO Applied Previous Years	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E) = A - (B + C + D)]
09	0.00	0.00	0.00	0.00	0.00
10	0.00	0.00	0.00	0.00	0.00
11	0.00	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00	0.00
<b>13 Total NOLCO - Spouse (Sum of Items 9D to 12D) (To Part V Schedule 3 A Item 15B)</b>					0.00
<b>PART VI - Summary of Income Tax Due</b>					
1 Regular Rate-Income Tax Due (From Part V, Either Item 25 or Item 32)	123,600.00	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			
<b>5 Total Income Tax Due (Sum of Items 1 &amp; 4) (To Part II Item 22)</b>	<b>123,600.00</b>	<b>0.00</b>			
<b>PART VII - Tax Credits/Payments (attach proof)</b>					
1 Prior Year's Excess Credits	0.00	0.00			
2 Tax Payments for the First Three (3) Quarters	0.00	0.00			
3 Creditable Tax Withheld for the First Three (3) Quarters	165,761.77	0.00			
4 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter	0.00	0.00			
5 Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 3A/3B/3C)	0.00	0.00			
6 Tax Paid in Return Previously Filed, if this is an Amended Return	0.00	0.00			
7 Foreign Tax Credits, if applicable	0.00	0.00			
8 Special Tax Credits, if applicable (To Part VIII Item 5)	0.00	0.00			
9 Other Tax Credits/Payments (specify)	0.00	0.00			
<b>10 Total Tax Credits/Payments (Sum of Items 1 to 9) (To Part II Item 23)</b>	<b>165,762.00</b>	<b>0.00</b>			
<b>PART VIII - Tax Relief Availment</b>					
<b>VIIIA - Special Rate</b>					
1 Regular Income Tax Otherwise Due (Part X Item 16B and/or Item 16F X applicable regular income tax rate)	0.00	0.00			
2 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7B and/or Item 7F X applicable regular income tax rate)	0.00	0.00			
3 Sub-Total - Tax Relief (Sum of Items 1 and 2)	0.00	0.00			
4 Less: Income Tax Due (From Part X Item 17B and/or Item 17F)	0.00	0.00			
5 Tax Relief Availment Before Special Tax Credit (Item 3 Less Item 4)	0.00	0.00			
6 Add: Special Tax Credit, if any (From Part VII Item 8)	0.00	0.00			
<b>7 Total Tax Relief Availment-SPECIAL (Sum of Items 5 and 6)</b>	<b>0.00</b>	<b>0.00</b>			
<b>VIIIB - Exempt</b>					
8 Regular Income Tax Otherwise Due (Part X Item 16A and/or Item 16E X applicable regular income tax rate)	0.00	0.00			
9 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7A and/or Item 7E X applicable regular income tax rate)	0.00	0.00			
<b>10 Total Tax Relief Availment-EXEMPT (Sum of Items 8 and 9)</b>	<b>0.00</b>	<b>0.00</b>			
<b>PART IX - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheet/s, if necessary)</b>					
Particulars	A. Taxpayer/Filer	B. Spouse			
1 Net Income/(Loss) per Books	864,743.00	0.00			
Add: Non-Deductible Expenses/Taxable Other Income					
2	0.00	0.00			
3	0.00	0.00			
4	0.00	0.00			
<b>5 Total (Sum of Items 1 to 4)</b>	<b>864,743.00</b>	<b>0.00</b>			
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			
<b>10 Total (Sum of Items 6 to 9)</b>	<b>0.00</b>	<b>0.00</b>			
<b>11 Net Taxable Income/(Loss) (Item 5 Less Item 10)</b>	<b>864,743.00</b>	<b>0.00</b>			





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

Annex "M"

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

# TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

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

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

**497-143-353-00000**  
Taxpayer Identification Number

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

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

Issued this 14th day of May, 2024.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL MAY 14, 2025 ONLY OR UNTIL REVOKED FOR VIOLATION OF THE CRITERIA SPECIFIED UNDER REVENUE REGULATIONS NO. 8-2016, AS AMENDED AND REVENUE MEMORANDUM ORDER NO. 46-2018, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES.  
CERTIFICATION FEE OF P100 WAS PAID ON APRIL 25, 2024 UNDER PAYMENT TRANSACTION NO. 7620240425134830968005. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.



  
**ROSALINDA D. CABIDOG**  
Chief, Collection Division

DOCUMENTARY STAMP TAX  
DATE OF PAYMENT: 04/16/2024  
PAYMENT CONFIRMATION:  
7620240425134215741363  
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](http://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



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

**APPROVED BUDGET FOR THE CONTRACT (ABC)**  
**SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT AND SEMI-EXPENDABLE FURNITURE & FIXTURES**  
**FOR THE PREPARATION OF YEARBOOK AND GRADUATION ACTIVITIES OF MINSU CALAPAN CITY CAMPUS**  
**Masipit, Calapan City, Oriental Mindoro**

Project Name and Location

Stations: Mindoro State University

Length:

Contract Duration:

Contract Breakdown															
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,			
									%	(10)		%			(11)
									INFLATION,			%			(12)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(5)X(9)	(11)	(12)	(13)		









## PURCHASE REQUEST

Fund Cluster: TF - YEARBOOK BEGINNING

Office/Section : MCC		PR No.: 2025 - 044		Date: FEBRUARY 26, 2025	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		<b>Lot 1 - Semi-Expendable: ICT</b>			
1	Unit	LAPTOP - Processor: Core i5 - 1035G1 (base speed: 1.0GHz), RAM: 8gb, Storage: 512GB SSD, Operating System: Win11, software: Office Home & Student, above or equivalent	1	40,000.00	40,000.00
2	Unit	Multifunction printer (all-in-one) - Printer Type: Print, Scan, Copy, Fax with ADF, Print Method: Printhead, Print Direction: Bi-directional printing, Nozzle Config: 400 x 1 nozzles (Black), 128 x 1 per color (3-CYM), Max Reso: 4800 x 1200 dpi, Automatic 2 - sided Printing: Yes (A4 & Letter) No. of Paper Tray: 2 (Front & Rear), Control Panel: 2.7" Color LCD Touch Screen, Connectivity: Ethernet: Wi-Fi, Wi-Fi Direct and USB	1	35,000.00	35,000.00
				TOTAL OF LOT 1	75,000.00
		<b>Lot 2 - Semi-Expendable: Furniture and Fixtures</b>			
1	set	Sofa set - 3-1-1 sofa set, fabric made	1	32,015.38	32,015.38
2	pcs	Chairs, Foldable	50	2,463.00	123,150.00
3	pcs	Folding Table, 6ft, High-Density Polyethylene	5	5,000.00	25,000.00
				TOTAL OF LOT 2	180,165.38
		<b>TOTAL</b>			<b>255,165.38</b>

Purpose:

to be used in preparation of yearbook and graduation activities in MINSU - Calapan City Campus.

Requested by:		Recommending Approval:		Certified:		Approved by:	
Signature :		Signature :		Signature :		Signature :	
Printed Name : FRANIE M. AFABLE, DBMHH		JOELENE C. LEYNES		ROVELYN P. ROXAS		ENYA MARIE D. APOSTOL, Ph.D.	
Designation : Campus Executive Director		VP for Admin and Finance		Budget Officer III		SUC President III	

TF-1054  
401-200  
CO1-007

Sci-19  
Sci-faf





**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines

Email: [universitypresident@minsu.edu.ph](mailto:universitypresident@minsu.edu.ph)  
Website: [www.minsu.edu.ph](http://www.minsu.edu.ph)  
Mobile: +63 977 846 72 28



Annex A

### Additional Technical Specifications

#### 1. Sofa Set

Style: one (1) (3 seater), two (2) (1 seater)

Made: Fabric

Size: 3-seater – L – 60-80" x W – 28-32" x H – 30-35"

1-seater – L – 30-40" x W – 28-32" x H – 30-35"

#### 2. Chairs

Style: Foldable Chair

Material: Polyethylene (HDPE) Plastic Frame

Powder Coated Metal Frame

Size: L – 45-53cm x W – 48-50cm x H – 83-88cm

Special features: with rubber-capped feet, with 2 cross-brace construction

Color: White/Grey

#### 3. Folding Table

Size: 6 feet

Material: High-Density Polyethylene (HDPE)

Frame Material: Powder – Coated Steel

Color: White/Black

Prepared by:

  
**DERICK JOHN M. PEÑAFIEL**  
Admin Assist I





## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Charged to: TRUST FUND  
Projects, Programs and Activities (PAPS)

Total Budget

**220,165.38**

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

Prepared By:

Submitted by:

**FRANIE M. AFABLE, DBMHM**  
Campus Executive Director

**CIEDELLE P. SALAZAR, JD, Ph.D.**  
Vice President for Academic Affairs



Republic of the Philippines  
**MINDORO STATE UNIVERSITY**  
 Alcate, Victoria Oriental Mindoro

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

END-USER/UNIT: YEARBOOK - CALAPAN CITY CAMPUS  
 Charged to: TRUST FUND  
 Projects, Programs and Activities (PAPS)

CODE	GENERAL DESCRIPTION	Qty	Unit	Unit Price	ESTIMATED BUDGET	MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	<b>Semi-Expendable: ICT Equipment</b>				75,000.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)												
	Laptop - Processor: CORE I5-1035G1 (base speed: 1.0GHz), RAM: 8GB, Storage: 512GB SSD, Storage: 512GB SSD, Operating System: WIN 11, Software: Office Home & Student, above or equivalent	1	unit	40,000.00	40,000.00					✓								
	Multifunction Printer (All-in-One) - Printer Type: Print, Scan, Copy, Fax with ADF, Print Method: Printhead, Print Direction: Bi-directional printing, Nozzle Config: 400 x 1 nozzles (Black), 128 x 1 per color (3-CYM), Max Reso: 4800 x 1200 dpi, Automatic 2-sided Printing: Yes (A4 & Letter), No. of Paper Tray: 2 (Front & Rear), Control Panel: 2.7" Color LCD Touch Screen, Connectivity: Ethernet: Wi-Fi, Wi-Fi Direct, USB, Connectivity: Ethernet: Wi-Fi, Wi-Fi Direct, USB	1	unit	35,000.00	35,000.00					✓								

**Total Budget** 75,000.00

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

Prepared By:

Submitted by:

**FRANIE M. LABALE, DBMHM**  
 Campus Executive Director

  
**CIELO P. SALAZAR, JD, Ph.D.**  
 Vice President for Academic Affairs