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



SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND PHOTOCOPIER TONER FOR LHS OF MINSU MAIN CAMPUS

Name of Project

BAC Resolution Recommending Approval Resolution No. <u>081</u>, s. 2025

WHEREAS, the Mindoro State University (MinSU), through its Bids and Awards Committee (BAC), intends to undertake the procurement for the "Supply and Delivery of Office Supplies and Photocopier Toner for LHS of MinSU Main Campus", with an Approved Budget for the Contract (ABC) in the amount of Seventy-Five Thousand Nine Hundred Seventy-Five Pesos (Php75,975.00), which is allocated to as follows:

Particulars	Sub-ABC Amount
Lot 1 – Office Supplies	Php38,500.00
Lot 2- Photocopier Toner	Php37,475.00

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

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

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

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

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

WHEREAS, based on certification issued by RICOH Asia Pacific Operations Ltd., it has been confirmed that Philippine Duplicators is the exclusive distributor in the Philippines for all IMC2000 Branded copying/printing machines and their consumables and spare parts (refer to attached certification);



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

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

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

RESOLVED, this 23rd day of April, 2025 at MinSU-Main Campus, Alcate, Victoria, Oriental Mindoro.

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

BAC Chairperso

Engr. MARK LESTER A MAGPANTAY
BAC Vice Chairperson

FRANIE M. AFABLE, DBMHM BAC Member ATTY. SHERLYN A. LAYESA

BAC Member

MELGAR G. FADRIQUELAN

[] Approved / [] Disapproved

ENYA MARIE D. APOSTOL. Ph.D.

SUC President III

Date:



Republic of the Philippines MINDORO STATE UNIVERSITY Main Campus

Alcate, Victoria, Oriental Mindoro



PURCHASE REQUEST

Fund Cluster: TRUST FUND/CUSTODIAL SCHOOL FEES

Office/Section:		PR No.: PR25-0107		Date: April 4, 202	3
LHS Office		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		Office Supply			
	box	Bond Paper, A4/ 70gsm (5 reams / box)	8	1,400.00	11,200.0
	box	Bond Paper, Long, 70gsm	9	1,450.00	13,050.0
	box	Blue Gel Pen, 0.5mm	5	300.00	1,500.0
	рс	Refillable White Board Marker, Black	5	750.00	3,750.0
	bottles	Whiteboard Marker Ink Refill	7	150.00	1,050.0
	bottles	Universal Ink Black (1 Liter)	3	600.00	1,800.0
	bottles	Universal Ink Magenta (1 Liter)	3	600.00	1,800.0
	bottles	Universal Ink Cyan (1 Liter)	3	600.00	1,800.0
	box	Universal Ink Yellow (1 Liter)	3	600.00	1800.0
	рс	Parchment Paper, 80gsm, A4	150	5.00	750.0
		Toner gestetner IM C2000 Cyan	1	10,675.00	10,675.0
		Toner gestetner IM C2000 Magenta	1	10,675.00	10,675.0
		Toner gestetner IM C2000 Yellow	1	10,675.00	10,675.0
	catridge	Toner gestetner IM C2000 black	1	5,450.00	5,450.0
	-				
				A CONTRACTOR	
				11	

					TF -1054
					401-200
					CO4-019
					1010-600
				Total	75,975.0

Requested by:

Recommending Approval:

Certified:

Signature :

LANNIE L. ENRIQUEZ

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

ROVELYN P. ROXAS

ENYA MARIE D. APOSTOL,

Printed Name : Designation:

Principal

VP for Academic Affairs

Budget Officer III

Ph.D. Office of the University President



E-mail: mnsctmainop@gmail.com Website: www.minscat.edu.ph Phone: +63 977 846 72 28

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: LABORATORY HIGH SCHOOL Charged to: TRUST FUND/CUSTODIAL SCHOOL FEES

Projects, Programs and Activities (PAPS)

Bond Paper, A4/ 70gsm (5 re Bond Paper, Long, 70gsm Blue Gel Pen, 0.5mm Refillable White Board Marke Whiteboard Marker Ink Refill Universal Ink Black (1 Liter) Universal Ink Magenta (1 Liter) Universal Ink Magenta (1 Liter) Universal Ink Magenta (1 Liter)		راي	ODIE	Unit Cost	Total Cost			S	CHED	SCHEDULE/MILESTONE OF ACTIVITIES	STON	E OF A	CTIVITO	ES		
Bond Paper, Lo Blue Gel Pen, C Refillable White Whiteboard Ma Universal Ink B Universal Ink C Universal Ink C	Bond Paper, A4/ 70gsm (5 reams / box)	8	xoq	1,400.00	11,200.00	Jan Fe	Feb Mar		Apr May	y Jun	Jul	Aug	Sep	Oct	Nov	Dec
Blue Gel Pen, C Refillable White Whiteboard Ma Universal Ink B Universal Ink C Universal Ink M	ong, 70gsm	6	xoq	1,450.00	13050.00		/									
Refilable White White White White Duiversal Ink B Universal Ink C Universal Ink C Universal Ink M Universal Ink M Universal Ink M	0.5mm	2	xoq	300.00	1500.00		/									
Whiteboard Ma Universal Ink B Universal Ink C Universal Ink M Universal Ink M	Refillable White Board Marker, Black	2	xoq	750.00	3750.00		/	1								
Universal Ink B Universal Ink C Universal Ink M Universal Ink Y	irker Ink Refill	7	bc	150.00	1050.00		/	,								
Universal Ink C Universal Ink M Universal Ink Y	lack (1 Liter)	3	bottles	00.009	1,800.00											
Universal Ink M Universal Ink Y	yan (1 Liter)	3	bottles	00'009	1,800.00		/									
Universal Ink Y	Universal Ink Magenta (1 Liter)	3	bottles	00'009	1,800.00		/									
	ellow (1 Liter)	3	bottles	00'009	1,800.00		/									
Parchment Pap	Parchment Paper, 80gsm, A4	150	bc	2.00	750.00		/									
Toner gestetne	Toner gestetner IM C2000 Cyan		catridge	10,675.00	10,675.00		/									
Toner gestetne	Toner gestetner IM C2000 Magenta	1	catridge	10,675.00	10,675.00		/									
Toner gestetne	Toner gestetner IM C2000 Yellow	-	catridge	10,675.00	10,675.00		/									
Toner gestetne	Toner gestetner IM C2000 black	1	catridge	5,450.00	5,450.00		1									
The state of the s															300	
			TOTAL		75,975.00											

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

Submitted by:

Principal-Laboratory High School

Bongabong Campus, Labasan, Bongabong

·Main Campus, Alcate, Victoria

·Calapan City Campus, Masipit Calapan City

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

Approved:

VP for Academic Affairs