



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

Name of Project

BAC Resolution Recommending Approval

Resolution No. 081, 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);



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"**:

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

RESOLVED, this 23rd 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: _____



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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)

CODE	GENERAL DESCRIPTION	Qty	Unit	Unit Cost	Total Cost	SCHEDULE/MILESTONE OF ACTIVITIES											
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Bond Paper, A4/ 70gsm (5 reams / box)	8	box	1,400.00	11,200.00												
	Bond Paper, Long, 70gsm	9	box	1,450.00	13,050.00												
	Blue Gel Pen, 0.5mm	5	box	300.00	1,500.00												
	Refillable White Board Marker, Black	5	box	750.00	3,750.00												
	Whiteboard Marker Ink Refill	7	pc	150.00	1,050.00												
	Universal Ink Black (1 Liter)	3	bottles	600.00	1,800.00												
	Universal Ink Cyan (1 Liter)	3	bottles	600.00	1,800.00												
	Universal Ink Magenta (1 Liter)	3	bottles	600.00	1,800.00												
	Universal Ink Yellow (1 Liter)	3	bottles	600.00	1,800.00												
	Parchment Paper, 80gsm, A4	150	pc	5.00	750.00												
	Toner gestetner IM C2000 Cyan	1	cartridge	10,675.00	10,675.00												
	Toner gestetner IM C2000 Magenta	1	cartridge	10,675.00	10,675.00												
	Toner gestetner IM C2000 Yellow	1	cartridge	10,675.00	10,675.00												
	Toner gestetner IM C2000 black	1	cartridge	5,450.00	5,450.00												
	TOTAL				75,975.00												

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

Submitted by:

LANNIE L. ENRIQUEZ
Principal-Laboratory High School

Approved:

CIEDELLE PIOL-SALAZAR, JD., Ph.D.
VP for Academic Affairs

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