

SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT FOR VARIOUS OFFICES AT MINSU MAIN CAMPUS

BACONG PILIPINAS



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

Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines



Name of Project

BAC Resolution Recommending Approval
Resolution No. 084, 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. 2025-074 for the project "Supply and Delivery of Semi-Expendable ICT Equipment for Various Offices of Minsu Main Campus" with an Approved Budget for the Contract (ABC) amounting to One Hundred Twenty Thousand Pesos (Php120,000.00);

WHEREAS, in response to the advertisement of the project, six (6) suppliers/bidders were found in the document request list, however two (2) suppliers/bidders in the name of PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING and BETH REYES MARKETING submitted price quotation before the deadline;

WHEREAS, the submitted price quotations of PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING passed the evaluation of technical eligibility requirements for the project;

WHEREAS, upon initial evaluation of the price quotation submitted by BETH REYES MARKETING, it was determined that the supplier submitted an expired PhilGEPs Platinum Registration Certificate; WHEREAS, due to the absence of a valid PhilGEPs Certificate of Registration, a comprehensive review of the submitted quotation was conducted, which resulted in the disqualification of BETH REYES MARKETING 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
Php120,000.00	Papercat Office Supplies And Equipment Trading	Php118,408.00

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 for Various Offices of Minsu Main Campus" as follows:

a. to Papercat Office Supplies And Equipment Trading for being the supplier/bidder with Single Calculated Responsive Bid (SCRB);

RESOLVED, this 22nd day of April, 2025 at Minsu-Main Campus, Alcate, Victoria, Oriental Mindoro.

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

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

Engr. MARK LESTER A. MAGPANTAY
BAC Vice Chairperson

FRANIE M. AFABLE, DBMM
BAC Member

Approved/Disapproved

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

Date:



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11959353
Procuring Entity MINDORO STATE UNIVERSITY
Title SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT FOR VARIOUS OFFICES AT MINSU MAIN CAMPUS
Area of Delivery Oriental Mindoro

Solicitation Number: RFQ No. 2025-074		Trade Agreement: Implementing Rules and Regulations		Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)		Classification: Goods		Category: Electronic Parts and Components		Approved Budget for the Contract: PHP 120,000.00		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		6		11/04/2025		11/04/2025 00:00 AM		14/04/2025 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 3-IN-1 Printer 8
print, scan and copy, print speeds : up to 25ipm
(Simplex scanner type: Flatbed color image

XX

Annabelle Quinto Madrigal

10/04/2025

contact person/s of the concerned party.

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



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



ABSTRACT OF QUOTATION/S

Particulars

Project Name: SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT FOR VARIOUS OFFICES AT MINSU MAIN CAMPUS

Project Location:

Implementing Office:

Method of Procurement:

Approved Budget for the Contract (ABC): PHP 120,000.00

Deadline of Submission of Quotation:

II. Abstract of Quotations / for SVP

Evaluation of Documents Required to be Submitted within the deadline specified in the RFQ

TWG Report No.: **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 & EQUIPMENT TRADING		✓		✓		✓		PHP 118,408.00		SCRA
2	BETH REYES MARKETING			✓	✓		✓		PHP 116,000.00		EXPIRED PHILGEK REGISTRATION ATTACHED

III. Recommendation /Resolution

☒ Recommend to Award Contract **Date:** 04-28-2025

Lowest / Single Calculated and Responsive Quotation:

	PAPERCAT OFFICE SUPPLIES & EQUIPMENT TRADING	Contract Price Award (in words & figures):	ONE HUNDRED EIGHTEEN THOUSAND NINE HUNDRED 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 B. JAVIER
TWG Member

MARY C. BERON
TWG Member

FELIX A. MINESTERIO
TWG Member

MERVIN L. ICALLA
TWG Member

Engr. MARK KEYLORD S. ONAL
BAC-TWG Head



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT FOR VARIOUS OFFICES AT MINSU MAIN CAMPUS

PR No.: PR25-0120
RFQ No.: 2025-074
ABC Amount: Php120,000.00

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-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	3-IN-1 Printer	8	14,801.00	118,408.00
		print, scan and copy, print speeds : up to 25ipm			
		(Simplex scanner type: Flatbed color image			
		scanner; sensor type: CIS, Ultra-high page			
		yield of up to 7,500 pages ADF capability			
		(50sheets)			
		Wi-Fi, Wi-Fi Direct, Ethernet Paper capacity			
		30pages, standard paper input: up to 100pages			
		XX			
		TOTAL			118,408.00

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

MARY FRANCIS DOMINIQUE DG. CASTRO

Supplier's Signature over Printed Name

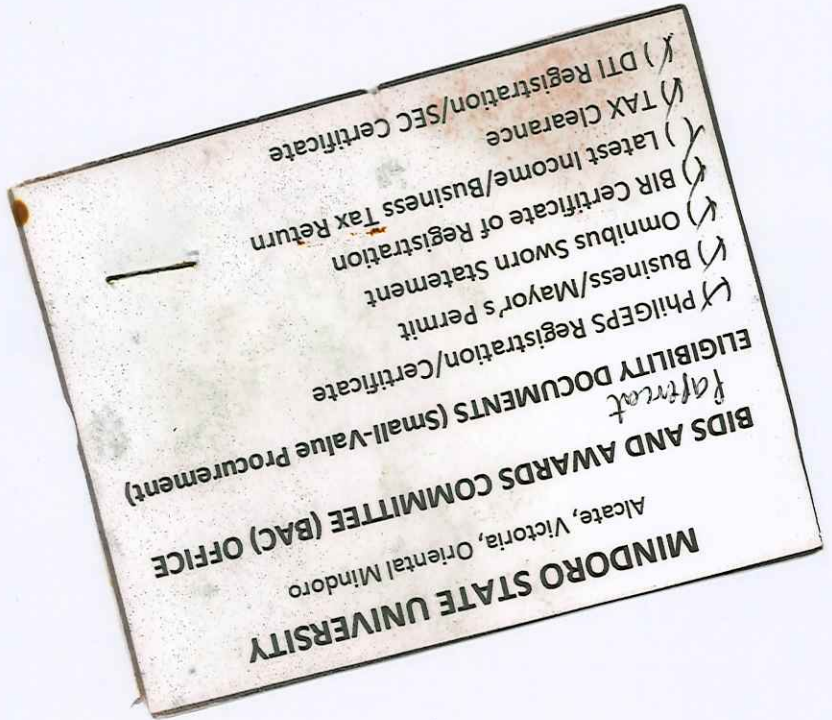
497-143-353-000

TIN No. of Establishment

0908-874-3789

Contact Number

Date





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 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:

- 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 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.
- 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.

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

MSU-BAC-FR-05.01



Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
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Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



REQUEST FOR QUOTATION
SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT FOR VARIOUS OFFICES AT MINSU MAIN CAMPUS

PR No.: PR25-0120
RFQ No. 2025-074
ABC Amount: Php120,000.00

Company Name: Ren's Rentz Mktg
Address: POB-1, Victoria OR. MOO

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
1	unit	3-IN-1 Printer	8	14,500	116,000
		print, scan and copy, print speeds : up to 25ipm			
		(Simplex scanner type: Flatbed color image			
		scanner; sensor type: CIS, Ultra-high page			
		yield of up to 7,500 pages ADF capability			
		(50sheets)			
		Wi-Fi, Wi-Fi Direct, Ethernet Paper capacity			
		30pages, standard paper input: up to 100pages			
		TOTAL			116,000

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
MARK KRISTO REYES
TIN No. of Establishment
0927 997 1032
Contact Number
04-141-2025
Date

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

MSU-BAC-FR-05.01



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. 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 shall be disqualified from participating in MinSU or any of MinSU campuses 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.
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.

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

MSU-BAC-FR-05.01

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

Guño 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.



Documentary Stamp Tax Paid Php 30.00
Certificate Reference No: 201910-18033-617822776

REMINDEES¹

- 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

PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING
of
Guibo 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	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
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
TAMBAYAN AND

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.

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	7,525.00	0.00	7,525.00	
MAYOR'S PERMIT FEE		2,650.00	2,650.00		2,650.00	
EDUC'L SPECIAL PROGR		100.00	100.00		100.00	
DRAINAGE MAINTENANCE		100.00	100.00		100.00	
GARBAGE FEE		1,000.00	1,000.00		1,000.00	
FIRE AND SAFETY INSP		200.00	200.00		200.00	
SANITARY FEE		250.00	250.00		250.00	
MEDICAL FEE		200.00	200.00		200.00	
ANNUAL INSPECTION FEE		200.00	200.00		200.00	
BUSINESS STICKER		300.00	300.00		300.00	
SITE INSPECTION FEE		50.00	50.00		50.00	
OCCUPATIONAL FEE		440.00	440.00		440.00	
TAX CLEARANCE		30.00	30.00		30.00	
AAP & RENEWAL OF BUS. FEE		50.00	50.00		50.00	
TOTALS					11,445.00	

ENCODER

RECOMMENDING APPROVAL:

MARIA BENELYN JOY D. GARDOCE
Licensing Officer IV
Business Permits and Licensing Office

MARILYN F. MORILLO
City Mayor

APPROVED BY:

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.



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.

Payment received by:
Cash
O.R. Number 1444976
Date 1/8/2025
Check
Check number
Bank
Payment for 14

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. Sugui, 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. Sugui, 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 FOR VARIOUS OFFICES AT MINSU MAIN CAMPUS with PR No.: PR25-0120 and RFQ No. 2025-074.**

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 ICT EQUIPMENT FOR VARIOUS OFFICES AT MINSU MAIN CAMPUS with PR No.: PR25-0120 and RFQ No. 2025-074.**

9. **Papercat Office Supplies and Equipment Trading** did not give or pay directly, any commission, amount fee or any form of consideration, pecuniary of 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 (Estate) 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 14th day of April, 2025 at Calapan City, Oriental Mindoro, Philippines.



MARY FRANCES/DOMINIQUE DG. CASTRO
Affiant

SUBSCRIBED AND SWORN to before me, this 14th 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 _____

BIR FORM
2303

REVISED: APRIL 2019

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

CERTIFICATE OF REGISTRATION

OCN: 063RC2023000003862
Date OCN Generated: September 27, 2023
UPDATED ON SEP 27 2023

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

Page 2 of 4

CHANGE/ADD IN LINE OF BUSINESS

2303

REVISED: APRIL 2019

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

OCN: 063RC2030000003862

Date Generated: September 27, 2023

CERTIFICATE OF REGISTRATION

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

- For new business registrants, application for registration of manual Books of Accounts (B/A's) 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/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

EMELITA R. ABO

REVENUE DISTRICT OFFICER

(Signature over Printed Name)



CHANGE IN TRADE NAME
CHANGE/ADD IN LINE OF BUSINESS



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: "ebirtforms-noreply@btr.gov.ph" <ebirtforms-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

Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

A barcode with the date stamp "1701 01/12/ICS P2" printed above it.

DIR Form No. 1701		January 2018 (ENCS)		Page 5	
Individuals (including MIXED Income Earner), Estates and Trusts					
Annual Income Tax Return					
Taxpayer's Last Name: CASTRO MARY TRUCES DOMINGUEZ DO					
Taxpayer's First Name: MARY TRUCES DOMINGUEZ DO					
1701 01/18/ENCS PJ					
100 NOT an IRS form; see instructions for details. Do not mail return with this form.					
Partners					
26 Sales/Revenue/Receipts/Net of sales returns, allowances and discounts (specify below)					
27 Add: Other Non-Operating Income (specify below)					
28 Total Income (Sum of items 26 and 27)					
29 of purely self-employed individuals and/or professionals in the amount of P250,000 (not applicable if with compensation income)					
30 Taxable Income (Less: Item 29)					
31 Tax Due-Compensation & Business Income (Under flat rate)(Sum of items 7 and 31) (LCR 11 item 1)					
32 Total Tax Due-Compensation & Business Income (Under flat rate)(Sum of items 7 and 31) (LCR 11 item 1)					
Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheets, if necessary)					
1 Amortizations					
2 Bad Debts					
3 Charitable and Other Contributions					
4 Depreciation					
5 Entertainment, Amusement and Recreation					
6 Fringe Benefits					
7 Interest					
8 Losses					
9 Pension Trusts					
10 Rental					
11 Research and Development					
12 Salaries, Wages and Allowances					
13 SSS, GSIS, PhilHealth, HDMF and Other Contributions					
14 Taxes and Licenses					
15 Transportation and Travel					
16 Others (Deductions subject to Withholding Tax and Other Expenses) (specify below, attach additional sheets, if necessary)					
17					
a. Janitorial and Messengerial Services					
b. Professional Fees					
c. Security Services					
d. Total Ordinary Allowable Itemized Deductions (Sum of items 1 to 17d) (To Part V Schedule 3, item 13)					
Schedule 5 - Special Allowable Itemized Deductions (attach additional sheets, if necessary)					
18					
a. A. Taxpayer/Spouse					
b. Spouse					
19 Total Special Allowable Itemized Deductions-Spouse (Sum of items 4 and 5) (To Part V Schedule 3, item 14B)					
Schedule 6 - Computation of Net Operating Loss carry over (NOLCO)					
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1701 01/18/ICS P4



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

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. 2020425134830968005. 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:
7020425134830968005
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
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 ICT EQUIPMENT FOR VARIOUS OFFICES AT MINSU MAIN CAMPUS
Alcate, Victoria, Oriental Mindoro
Project Name and Location

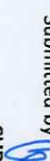
Stations: Mindoro State University

Length:

Contract Duration:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS		TOTAL COST	UNIT COST
									% INFLATION	VALUE		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1	3-IN-1 Printer	8	unit	15,000.00	120,000.00					(5X9)	(10%((5)+(10))	(11)/(3)
	print, scan and copy, print speeds : up to 25ipm				-							
	(Simplex scanner type: Flatbed color image				-							
	scanner; sensor type: CIS, Ultra-high page				-							
	yield of up to 7,500 pages A4f capability				-							
	(50sheets)				-							
	Wi-Fi, Wi-Fi Direct, Ethernet Paper capacity				-							
	30pages, standard paper input: up to 100pages				-							
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX				-							
	GRAND TOTAL				120,000.00							

Prepared by  MAKYUK 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



Part

Office /Section:

Responsibility Center Code:

Date:

[illegible]