



SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND FURNITURE AND FIXTURES FOR THE REGISTRAR'S OFFICE AT MINSU MAIN CAMPUS

Name of Project

**BAC Resolution Recommending Approval
Resolution No. 090-A, 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. 2025-081A** for the project **"Supply and Delivery of Office Supplies and Furniture and Fixtures for the Registrar's Office at MinSU Main Campus"** with an Approved Budget for the Contract (ABC) amounting to **One Hundred Six Thousand Three Hundred Fifty-Five Pesos (Php106,355.00)**;

WHEREAS, in response to the advertisement of the project, four (4) suppliers/bidders were found in the document request list, however only one (1) supplier/bidder in the name of **KRISTWIN CONSUMER GOODS TRADING** submitted price quotation before the deadline;

WHEREAS, the detailed evaluation of price quotation resulted to One Hundred Six Thousand Three Hundred One Pesos (Php106,301.00):

WHEREAS, the BAC examined and verified the price quotation submitted by the abovementioned suppliers and were 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 Office Supplies and Furniture and Fixtures for the Registrar's Office at MinSU Main Campus"** to **Kristwin Consumer Goods Trading** for being the Single Calculated and Responsive Bidder (SCRB);

RESOLVED, this 21st day of May, 2025 at MinSU-Main Campus, Alcate, Victoria, Oriental Mindoro,

Engr. MARK LESTER A. MAGPANTAY
BAC Vice Chairperson

CIEDELLE P. SALAZAR, J.D., Ph.D
BAC 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: _____



SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND FURNITURE AND FIXTURES FOR THE REGISTRAR'S OFFICE AT MINSU MAIN CAMPUS
Name of Project

BAC Resolution Recommending Approval
Resolution No. 090, 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. 2025-081 for the project "Supply and Delivery of Office Supplies and Furniture and Fixtures for the Registrar's Office at MinSU Main Campus" with an Approved Budget for the Contract (ABC) amounting to One Hundred Twenty-Six Thousand Three Hundred Fifty-Five Pesos (Php126,355.00) composed of two (2) lots specifically;

Particulars	Sub-ABC Amount
Lot 1- Office Supplies	Php106,355.00
Lot 2- Furniture & Fixtures	Php20,000.00

WHEREAS, in response to the advertisement of the project, two (2) suppliers/bidders were found in the document request list, however only one (1) suppliers/bidders in the name of **IRAYA LIFE ENTERPRISES** submitted price quotation before the deadline;

WHEREAS, **IRAYA LIFE ENTERPRISES** submitted price quotation for Lot 2, while no supplier submitted price quotation for Lot No. 1;

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

Lot No.	Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
2	Php20,000.00	Iraya Life Enterprises	Php19,250.00

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

WHEREAS, the BAC has subsequently recommended the second publication of the project in the PhilGEPS, MinSU Websites and other conspicuous places in the university;

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 Office Supplies and Furniture and Fixtures for the Registrar's Office at MinSU Main Campus" as follows:

- Lot No. 2 to Iraya Life Enterprises for being the supplier/bidder with Single Calculated Responsive Bid (SCRB) and;
- the approval of the second publication of the project in MinSU, PhilGEPS websites and other conspicuous place of the university;

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

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

Engr. MARK LESTER A. MACPANTAY
BAC Vice-Chairperson

ATTY. SHERLYN A. LAYESA
BAC Member

FRANIE M. AFABLE, DBMHM
BAC Member

MELGAR G. FADRIQUEHAN
BAC Member

Approved/Disapproved

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

Date: _____

•Main Campus, Alcate, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit Calapan City

BAC Reso No. 090 Page 1 of 1

Mindoro State University
CERTIFIED COPY

VICTORIA M. CASTILLO
Records Officer II

DATE: **AUG 11 2025**

2025

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

**TAUMBAYAN AND
MASUSUNOD**

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 6,945.00

TAXPAYER'S NAME	BUSINESS I.D.	MODE OF PAYMENT	DATE BILLED	KIND OF BUSINESS	STATUS
ALCANICES CATALINA M	02300000120	Annually	1/6/2025	TRADING	R
NAME OF BUSINESS		LOCATION OF BUSINESS			BUSINESS PLATE NUMBER
KRISTWIN CONSUMER GOODS TRADING		MASIPIT			
KIND OF FEE / TAX	TAX BASE	TAX AMOUNT	SUR/INT	TOTAL	PERIOD
BUSINESS TAX		3,225.00	0.00	3,225.00	
MAYOR'S PERMIT		2,450.00		2,450.00	
MAYORS PERMIT FEE		1,000.00			
EDUC'L SPECIAL PROGR		100.00			
DRAINAGE MAINTENANCE		100.00			
GARBAGE FEE		800.00			
FIRE AND SAFETY INSP		250.00			
SANITARY FEE		200.00			
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	6,945.00		

RECOMMENDING APPROVAL:

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

APPROVED BY:

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.



Mindoro State University
CERTIFIED COPY

VICTORIA M. CASTILLO
Records Officer II

AUG 11 2025



This certifies that

KRISTWIN CONSUMER GOODS TRADING
(REGIONAL)

REGION IV-B (MIMAROPA)

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

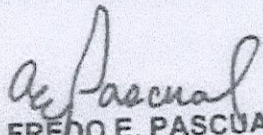
CATALINA MANONGSONG ALCAÑICES

is valid from 12 January 2023 to 12 January 2028 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

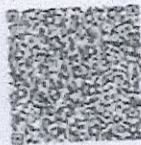
Certificate of Business Name Registration

and issue the same on 12 January 2023 in the Philippines.


ALFREDO E. PASCUAL
Secretary

Business Name No. 4449339


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



PBYS334614306344

Documentary Stamp Tax Paid Php 30.00

Mindoro State University
CERTIFIED COPY


VICTORIA M. CASTILLO
Records Officer II

AUG 11 2025



Bringing In Revenues
for Nation-building

Republic of the Philippines
Department of Finance
BUREAU OF INTERNAL REVENUE
Revenue District Office No. 063
QF-TCC-02-00-2024.01

ANNEX "K"

TCVC No. 09A-063-07-04-R0273-2025-M

TAX COMPLIANCE VERIFICATION CERTIFICATE
(For Tax Clearance-Bidding Purposes)

NAME OF TAXPAYER: CATALINA MANONGSONG ALCANICES
TRADE NAME: KRISTWIN CONSUMER GOODS TRADING
REGISTERED ADDRESS: MASIPIT, CALAPAN CITY, ORIENTAL MINDORO
TIN: 138-840-526 BRANCH CODE: 00000 DATE OF REGISTRATION: JANUARY 17, 2023

This is to certify that the above mentioned taxpayer is eligible for issuance of this Tax Compliance Verification 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 Compliance Verification Certificate.

Issued this 4th day of July, 2025.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL OCTOBER 02, 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 SALE/ TRANSFER OF REAL PROPERTIES. CERTIFICATION FEE OF P100 WAS PAID ON JULY 03, 2025. PAYMENT TRANSACTION NO. 4BYTBFC10X ANY ERASURE MADE ON THIS TCVC SHALL RENDER IT NULL AND VOID.



Regina P. Reforma
REGINA P. REFORMA
Asst. Revenue District Officer
Officer-In-Charge

Documentary Stamp Tax - PAID
Date of Payment: 07/03/2025
Payment Ref: 4BYTBFC10X
Amount: P30.00

Mindoro State University
CERTIFIED COPY

NOTE: This certification was issued as a requirement for the issuance of Tax Clearance for Bidding Purposes.

V
VICTORIA M. CASTILLO
Records Officer II

DATE:

AUG 11 2025



Bringing In Revenues
for Nation-building

Republic of the Philippines
Department of Finance
BUREAU OF INTERNAL REVENUE
Revenue District Office No. 063
QF-TCC-02-00-2024.01

ANNEX "K"

TCVC No. 09A-063-04-15-R0143-2025-M

TAX COMPLIANCE VERIFICATION CERTIFICATE

(For Tax Clearance-Bidding Purposes)

NAME OF TAXPAYER: CATALINA MANONGSONG ALCANICES
TRADE NAME: KRISTWIN CONSUMER GOODS TRADING
REGISTERED ADDRESS: MASIPIT, CALAPAN CITY, ORIENTAL MINDORO 5200
TIN: 138-840-526 BRANCH CODE: 00000 DATE OF REGISTRATION: January 17, 2023

This is to certify that the above mentioned taxpayer is eligible for issuance of this Tax Compliance Verification 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 Compliance Verification Certificate.

Issued this 15th day of April, 2025.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL JULY 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 SALE/ TRANSFER OF REAL PROPERTIES. CERTIFICATION FEE OF P100 WAS PAID ON APRIL 14, 2025 PAYMENT TRANSACTION NO. Z020250414105338420201. ANY ERASURE MADE ON THIS TCVC SHALL RENDER IT NULL AND VOID.



REGINA P. REFORMA
Asst. Revenue District Officer
Officer-In-Charge

JOJO M. BARRIENTOS
Chief - Collection Section

Documentary Stamp Tax - PAID
Date of Payment: 04/14/2025
Payment Ref: Z020250414105727420415
Amount: P30.00

NOTE: This certification was issued as a requirement for the issuance of a Tax Clearance for Bidding Purposes.

Mindoro State University
CERTIFIED COPY

VICTORIA M. CASTILLO
Records Officer II
AUG 11 2025

DATE: _____

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: 063FC20230000000191

Date OCN Generated: January 17, 2023

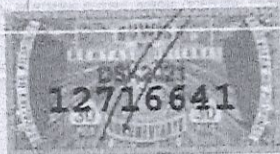
CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 138-840-526-00000	NAME OF TAXPAYER ALCANICES, CATALINA MANONGSONG	TIN ISSUANCE DATE July 10, 2015
REGISTERING OFFICE	X Head Office	Branch
REGISTERED ADDRESS MASIPIT 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES		
Line of Business	MISCELLANEOUS CONSUMER GOODS, N.E.C.	
(Psic)	WHOLESALE OF MISCELLANEOUS CONSUMER GOODS, N.E.C.	
Line of Business	47529-RETAIL SALE OF CONSTRUCTION SUPPLIES, N.E.C.	
Line of Business	RETAIL SALE OF CONSTRUCTION SUPPLIES, N.E.C.	Secondary

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 return/s to conform with the above tax types whether with or without business operation, to avoid penalties.
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-Assst. Revenue District Officer

EMELITA R. ABO
REVENUE DISTRICT OFFICER
(Signature over Printed Name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

Mindoro State University
CERTIFIED COPY

lv
VICTORIA M. CASTILLO
Records Officer II

DATE: **AUG 11 2025**

BIR FORM
2303

REVISED APRIL 2019

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAP!
KAWANIHAN NG RENTAS INTERNAS

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

OCN: 063RC20230000000191

Date OCN Generated: January 17, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 138-840-526-00000	NAME OF TAXPAYER ALCANICES, CATALINA MANONGSONG	TIN ISSUANCE DATE July 10, 2015
REGISTERING OFFICE	X Head Office	Branch
REGISTERED ADDRESS MASIPIT 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES		

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
INDIVIDUAL INCOME TAX	1701/17 01A	January 1, 2024	ANNUALLY	On or before April 15 of each year covering income for the preceding taxable year
INDIVIDUAL INCOME TAX	1701Q	January 16, 2023	QUARTERLY	1st Quarter-on or before MAY 15 2nd Quarter-on or before AUGUST 15 3rd Quarter-on or before November 15
PERCENTAGE TAX - QUARTERLY	2551Q	January 16, 2023	QUARTERLY	Within twenty five (25) days after the end of each taxable quarter
REGISTRATION FEE	0605	January 1, 2024	ANNUALLY	On or before the last day of January

TAXPAYER TYPE/S SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)

BUSINESS INFORMATION DETAILS

		CATEGORY	REGISTRATION DATE
TRADE NAME 1	KRISTWIN CONSUMER GOODS TRADING		January 17, 2023
(PSIC)	47199-RETAIL SELLING IN NON-SPECIALIZED STORES, N.E.C.	Primary	
Line of Business	RETAIL SELLING IN NON-SPECIALIZED STORES, N.E.C.		
(PSIC)	47733-RETAIL SALE OF OFFICE MACHINES AND EQUIPMENT, EXCLUDING COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT	Secondary	
Line of Business	RETAIL SALE OF OFFICE MACHINES AND EQUIPMENT, EXCLUDING COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT		
(PSIC)	46421-WHOLESALE OF MEDICINAL AND PHARMACEUTICAL PRODUCTS	Secondary	
Line of Business	WHOLESALE OF MEDICINAL AND PHARMACEUTICAL PRODUCTS		
(PSIC)	47721-RETAIL SALE OF DRUGS AND PHARMACEUTICAL GOODS	Secondary	
Line of Business	RETAIL SALE OF DRUGS AND PHARMACEUTICAL GOODS		
(PSIC)	46429-WHOLESALE OF	Secondary	

Page 1 of 2

Mindoro State University
CERTIFIED COPY

VICTORIA M. CASTILLO

Records Officer II

AUG 11 2025

DATE:

Tax Return Receipt Confirmation

ebirforms-noreply@bir.gov.ph <ebirforms-noreply@bir.gov.ph>
To: axie.gg94@gmail.com

Thu, Feb 13, 2025 at 4:25 PM

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

File name: 138840526000-1701v2018-122024.xml

Date received by BIR: 13 February 2025

Time received by BIR: 04:12 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

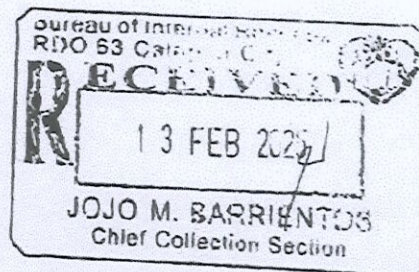
- Unionbank Online (for Unionbank Individual and Corporate Account Holders)
- UPAY via InstaPay (For Individual Non-Unionbank Account Holders)

Taxpayer Agent/ Tax Software Provider-TSP

- (Gcash/PayMaya/MyEG)

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

Bureau of Internal Revenue



Mindoro State University
CERTIFIED COPY

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VICTORIA M. CASTILLO

Records Officer II

AUG 11 2025

DATE: _____



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

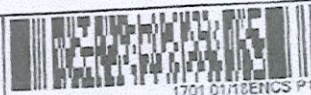
For BIR BCS/
Use Only Item:

BIR Form No.
1701

January 2018 (ENCS)
Page 1

Annual Income Tax Return

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 Taxpayer.



1701 0118ENCS P1

1 Month ☒ For the Year (YYYY) 2024 2 Amended Return? ☐ Yes ☒ No 3 Short Period Return? ☐ Yes ☒ No

PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER

4 Taxpayer Identification Number (TIN) 138 - 840 - 828 - 000 5 RDO Code 083

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

7 Alphabetic Tax Code (ATC) ☒ 1012 Business Income-Graded IT Rates ☐ 1014 Income from Profession-Graded IT Rates ☐ 1015 Mixed Income-Graded IT Rates
☐ 1011 Compensation Income ☐ 1015 Business Income-8% IT Rate ☐ 1017 Income from Profession-8% IT Rate ☐ 1016 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)
ALCANICES CATALINA MANONGSONG

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. 1605)
CAJAPAN CITY ORIENTAL MINDORO 9A ZIP Code 5200

10 Date of Birth (MM/DD/YYYY) 03/12/1981 11 Email Address axie.gg94@gmail.com

12 Citizenship PHILIPINO 13 Claiming Foreign Tax Credits? ☐ Yes ☒ No 14 Foreign Tax Number, if applicable

15 Contact Number (Landline/Cellphone No.) 09 16 Civil Status (if applicable) ☒ Single ☐ Married ☐ Legally Separated ☐ Widower

17 If married, spouse has income? ☐ Yes ☒ No 18 Filing Status ☐ Joint Filing ☒ Separate Filing

19 Income EXEMPT from Income Tax? ☐ Yes ☒ No 20 Income subject to SPECIAL/PREFERENTIAL RATE? ☐ Yes ☒ No
(If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)) (If yes, fill out also consolidation of ALL activities per Tax Regime (Part X))

21 Tax Rate* (Choose Method of Deduction in Item 21A)
☒ Graduated Rates
☐ 6% 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)
☒ Itemized Deduction [Sec. 34(A)-J, NIRC] ☐ Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]

PART II - TOTAL TAX PAYABLE (Do NOT Enter Centavos, 48 Centavos or Less drop down; 50 or more round up)

Particular	A. Taxpayer/Filer	B. Spouse
22 Tax Due (From Part VI Item 5)	0.00	0.00
23 Less: Total Tax Credits/Payments (From Part VII Item 10)	0.00	0.00
24 Tax Payable/(Overpayment) (Item 22 Less Item 23)	0.00	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 24)	0.00	0.00
26 Amount of Tax payable/(Overpayment) (Item 24 Less Item 25)	0.00	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)	0.00	0.00
32 Aggregate Amount Payable/(Overpayment) (Sum of Items 26 and 30)		0.00

If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable)

☐ To be refunded ☐ To be issued a Tax Credit Certificate (TCC) ☐ 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)

33 Number of Attachments 00

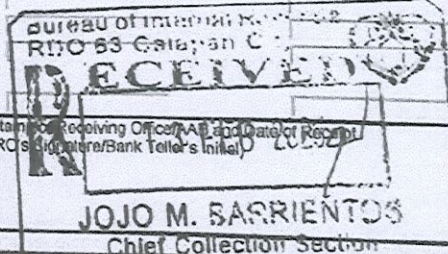
Printed Name and Signature of Taxpayer/Authorized Representative

PART III - DETAILS OF PAYMENT

Particulars	Drawee Bank/Agency	Number	Date (MM/DD/YYYY)	Amount
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/VA and Date of Receipt (RC) and Signature/Bank Teller's Initial



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

Mindoro State University
CERTIFIED COPY

VICTORIA M. CASTILLO
Records Officer II

DATE: AUG 11 2025

BIR Form No.
1701January 2018 (ENCS)
Page 2**Annual Income Tax Return**
Individuals (Including MIXED Income Earner), Estates and Trusts

1701 01/18/ENCS P2

20

TIN 138 840 820 800 Taxpayer/Filer's Last Name
ALCANICES CATALINA MANONGSONG**PART IV - Background Information of Spouse**

1 Spouse's Taxpayer Identification Number (TIN) _____ 2 RDO Code _____

3 Filer's Spouse Type ☐ Single Proprietor ☐ Professional ☐ Compensation Earner

4 Alphabetic Tax Code (ATC) ☐ 1012 Business Income-Graduated IT Rates ☐ 1014 Income from Profession-Graduated IT Rates ☐ 1013 Mixed Income-Graduated IT Rates
☐ 1011 Compensation Income ☐ 1015 Business Income-8% IT Rate ☐ 1017 Income from Profession-8% IT Rate ☐ 1016 Mixed Income-8% IT Rate

5 Spouse's Name (Last Name, First Name, Middle Name) _____

6 Contact Number _____ 7 Citizenship _____

8 Claiming Foreign Tax Credits? ☐ Yes ☐ No 9 Foreign tax number (if applicable) _____

10 Income EXEMPT from Income Tax? ☐ Yes ☐ No 11 Income subject to SPECIAL/PREFERENTIAL RATE? ☐ Yes ☐ No
(If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)) (If yes, fill out also consolidation of ALL activities per Tax Regime (Part X))

12 Tax Rate* (Choose Method of Deduction in Item 12A)
☐ Graduated Rates ☐ Itemized Deduction ☐ Optional Standard Deduction (OSD)
(Choose Method of Deduction in Item 12A) [Sec. 34(A-J), NIRC] [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]
☐ 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 110 of NIRC
(Available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M))

PART V - Computation of Tax

Schedule 1 - Gross Compensation Income and tax Withheld (Attach Additional Sheet/s if necessary)
On Items 1 and 2, enter the required information for each of your employer/s and mark (X) whether the information is for the Taxpayer or the Spouse. On Item 3A, enter the Total Gross Compensation and Total tax Withheld for the Taxpayer and on Item 3B, for the Spouse. (DO NOT enter Centavos; 49 Centavos or less drop down; 50 or more round up)

a. Name of Employer

1 ☐ Taxpayer ☐ Spouse b. Employer's TIN _____

2 ☐ Taxpayer ☐ Spouse b. Employer's TIN _____

(Continuation of Table Above)

	c. Compensation Income	d. Tax Withheld
1	0.00	0.00
2	0.00	0.00
3A Gross Compensation Income and Total Tax Withheld for TAXPAYER (To Part V Schedule 2 Item 4A and Part VII Item 5A)	0.00	0.00
3B Gross Compensation Income and Total Tax Withheld for SPOUSE (To Part V Schedule 2 Item 4B and Part VII Item 5B)	0.00	0.00

(DO NOT enter Centavos; 49 Centavos or less drop down; 50 or more round up)

Schedule 2 - Taxable Compensation Income

Particulars	A. Taxpayer/Filer	B. Spouse
4 Gross Compensation Income (From Part V Schedule 1 Item 3A/3B)	0.00	0.00
5 Less: Non-Taxable / Exempt Compensation	0.00	0.00
6 Taxable Compensation Income (Item 4 Less Item 5)	0.00	0.00
7 Tax Due-Compensation Income (Item 6 x applicable Income Tax Rate)	0.00	0.00

Schedule 3 - Taxable Business Income (If graduated rates, fill in items 8 to 24; if 8% flat income tax rate, fill in items 25 to 30)

3.A - For Graduated Income Tax Rates

8 Sales/revenues/receipts/fees	2,426,343.27	0.00
9 Less: Sales Returns, Allowances and Discounts	2,669,956.00	0.00
10 Net Sales/Revenues/Receipts/Fees (Item 8 Less Item 9)	-243,613.00	0.00
11 Less: Cost of Sales/Services (applicable only if availing Itemized Deductions)	0.00	0.00
12 Gross Income/(Loss) from Operation (Item 10 less Item 11)	-243,613.00	0.00
Less: Deductions Allowable under Existing Laws		
13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4 Item 18)	15,600.00	0.00
14 Special Allowable Itemized Deductions (From Part V Schedule 5 Item 3 and/or Item 6)	0.00	0.00
15 Allowable for Net Operating Loss Carry Over (NOLCO) (From Part V Schedule 6 Item 8 and/or Item 13)	0.00	0.00
16 Total Allowable Itemized Deductions (Sum of Items 13 to 15)	15,600.00	0.00
OR		
17 Optional Standard Deduction (OSD) (40% of Item 10)	0.00	0.00
18 Net Income/(Loss) (If Itemized: Item 12 Less Item 16; If OSD: Item 10 Less Item 17)	-259,213.00	0.00
Add: Other Non-Operating Income (specify below)		
19	0.00	0.00
20	0.00	0.00
21 Amount Received/Share in Income by a Partner from General Professional Partnership (GPP)	0.00	0.00
22 Total Other Non-Operating Income (Sum of Items 19 to 21)	0.00	0.00
23 Taxable Income-Business (Sum of Items 18 and 22)	-259,213.00	0.00
24 Total Taxable Income - Compensation & Business (Sum of Items 6 and 23)	-259,213.00	0.00
25 Total Tax Due-Compensation and Business Income (under graduated rates) (Item 24 x applicable income tax rate) (To Part VI Item 1)	0.00	0.00

Mindoro State University
CERTIFIED COPYVICTORIA M. CASTILLO
Records Officer II

DATE: AUG 11 2025

BIR Form No.

1701

January 2018 (ENCS)
Page 3

Annual Income Tax Return

Individuals (Including MIXED Income Earner), Estates and Trusts

1701 01/18 ENCS P3

TIN: 138 340 526 000

Taxpayer/Filer's Last Name: ALCANICES CATALINA MANONGSONG

(DO NOT enter Centavos; 49 Centavos or less drop down; 50 or more round up)

3.B - For 8% Flat Income Tax Rate

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)

0.00

0.00

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 P250,000 (not applicable if with compensation income)

0.00

0.00

30 Taxable Income (Loss) (Item 28 Less Item 29)

0.00

0.00

31 Tax Due-Business Income (Item 30 x 8% Flat Income Tax Rate)

0.00

0.00

32 Total Tax Due-Compensation & Business Income (under flat rate)(Sum of Items 7 and 31) (To Part V Item 11)

0.00

0.00

Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheet/s, if necessary)

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

15,000.00

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)

0.00

0.00

a Janitorial and Messengerial Services

0.00

0.00

b Professional Fees

0.00

0.00

c Security Services

0.00

0.00

d

15,000.00

0.00

18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) (To part V Schedule 3.A Item 13)

15,000.00

0.00

Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)

5.A - Taxpayer/Filer

Description

Legal Basis

Amount

1

0.00

0.00

2

0.00

0.00

3 Total Special Allowable Itemized Deductions-Taxpayer/Filer (Sum of Items 1 and 2) (To part V Schedule 3.A Item 14A)

0.00

0.00

5.B - Spouse

0.00

0.00

4

0.00

0.00

5

0.00

0.00

6 Total Special Allowable Itemized Deductions-Spouse (Sum of Items 4 and 5) (To part V Schedule 3.A Item 14B)

0.00

0.00

Schedule 6 - Computation of Net Operating Loss carry Over (NOLCO)

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

Net Operating Loss

Year Incurred

A. Amount

B. NOLCO Applied Previous Year/s

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)

0.00

0.00

Mindoro State University

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VICTORIA M. CASTILLO

Records Officer II

DATE:

AUG 11 2025



View Red Registration

Back (<https://www.philgeps.gov.ph/SupDashboards/dashboard>)

My Contact Details

Salutation	Ms.	First Name	Catalina
Middle Name	Manongsong	Last Name	Alcarices
Gender	Female	Position	Owner
Landline Area Code	043	Landline Number	3980902
Landline Extension Number			
Fax Area Code		Fax Number	
Fax Extension Number			
Country Code	93	Mobile Number	09084116367
Email Address	catalinaalcarices3@gmail.com		

Organization Details

Organization Id	332795	Registration Date	03-Feb-2023 05:19 PM
Registration Status	active		
Organization Name	KRISTWIN CONSUMER GOODS TRADING	Form Of Organization	Single Proprietorship
Business Category	Pharmaceutical drug precursors, Paper materials, Paper products, Office machines and their supplies and accessories, Office and desk accessories, Office supplies, Printing and publishing equipment, Audio and visual presentation and composing equipment, Photographic or filming or video equipment, Photographic and recording media, Photographic filmmaking supplies, Fire protection, Industrial laundry and dry cleaning equipment, Janitorial equipment, Cleaning and janitorial supplies, Field and court sports equipment, Antibacterials, Floor coverings, Bedclothes and table and kitchen linen and towels, Domestic appliances, Consumer electronics, Clothing, Accommodation furniture, Toys and games, Fibers and textiles and fabric industries, Utilities		

Mindoro State University
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VICTORIA M. CASTILLO
Records Officer II

DATE: AUG 11 2025

Location	local	Organization Type	Trading
Business Tax Identification Number	13864052600000	Capitalization	₱ 1,000,000.00

Single Proprietorship Details

DTI Certificate Number	4449339	DTI Registration Date	12-Jan-2023
Expiration Date	12-Jan-2028	DTI Business Scope	regional
Signatory	PBYS334614306344		

Local Organization Address

Country Name	Philippines	Region	Region IV-B
Province	Oriental Mindoro	City/Municipality	Calapan City
Street Address	Churchsite, Barangay Masipit	Zip Code	5200

Bank Account Details

Bank Name	Landbank	Branch Code	
Bank Branch	Calapan	Account Name	Catalina M Alcanices
Account Number	05011638782		

Uploaded Supporting Document

Uploaded	1675415981_dti, br, bank account.pdf
Supporting Document	(https://www.philgeps.gov.ph/portal_documents/merchant_reg_documents/user_332795/documents/1675415981_dti, br, bank account.pdf)


Status

Status	Red Approved
--------	--------------

List of Active Users of the Merchant Organization

Last Name	First Name	Middle Name	Position	Status
No Records Found				

Mindoro State University
CERTIFIED COPY


VICTORIA M. CASTILLO
Records Officer II

DATE: AUG 11 2025



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

[illegible]

I. Particulars

RECEIVED BY OFFICE	STORIES	AND FURNITURE	AND FIXTURES FOR THE REGISTRAR'S OFFICE	LOT NO.:

PR
Project Location: _____

Project Location: _____
Implementing Office: _____

Implementing Once: _____
Method of Procurement: A 10 25 10

Method of Procurement: Approved Budget for the Contract (ABC): \$ 106,355.00

Approved Budget for the Contract (ABC): _____

Deadline of Submission of Quotation: _____

|| Abstract of Quotations / for SVP

II. Abstract or Quotation is Not Sufficient

TWG Report

Evaluation of Document/s Required to be Submitted within the deadline specified in the NRO

Date: _____

Date: _____

[illegible]

Date: _____

Contract Price Award
words & figures):

.....

All bids failed to comp

to stimulate the post-quantum communication

5/20/25 - 6/25/25

MAY C. BERON
TWG Member

FELIX A. MINISTERIO
TWG Member

Engr. MARK KEYLORD S. ONAL
BAC-TWG Head

on teacher's leave
MERVIN L. ICALIA
TWG Member

Proceed only if recommended for award of contract



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph

Website: www.minsu.edu.ph

Mobile: +63 977 846 72 28



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND FURNITURE AND FIXTURES FOR THE REGISTRAR'S OFFICE AT MINSU MAIN CAMPUS

PR No.: PR25-0109

RFQ No. 2025-081 A

ABC Amount: Php106,355.00

Lot 1: Php106,355.00

Company Name : Krestoni Consumer Goods Trading
Address : Masipit Calapan City

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

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- OFFICE SUPPLIES					
1	bundles	OSLO paper (250 sheets) (9x12")	20	275	5500
2	reams	Vellum, white, A4	10	300	3000
3	pcs	Puncher	2	220	440
4	boxes	Staple Wire (#35)	10	65	650
5	pcs	Double Sided tape (1inch)	10	32	320
6	reams	Folder , White, long	15	600	9000
7	reams	Folder, white, short	10	520	5200
8	packs	Clear folder, long green	10	500	5000
9	packs	Gold Seal, sticker #24	20	100	2000
10	pcs	Certificate Holder 9A\$)	40	40	1600
11	boxes	Permanent Marker (Black)	1	420	420
12	bottle	Permanent Marker Ink (Black)	1	85	85
13	pcs	Scotch tape (1")	10	22	220
14	packs	Photo Paper 9A4, Thin Black)	10	72	720
15	packs	Sticky Flags	10	52	520
16	packs	Sticky Notepad (3x3) (Asst. Pastel Color)	20	28	560
17	boxes	Paper clip, small	10	20	200
18	boxes	Paper Clip, big	10	26	260
19	boxes	Binder clips (0.75")	10	25	250
20	boxes	Binder Clips (1")	10	32	320
21	boxes	Binder Clips (1.25")	10	38	380
22	packs	Sticker Paper, A4	20	60	1200
23	boxes	Push Pin	3	45	135
24	boxes	Thumb Tucks	3	262	786
25	boxes	Paper fastener, 37	20	42	840
26	pcs	Glue, 240g	10	140	1400
27	pcs	Correction Tape	10	34	340
28	bundles	Folder, brown, long	30	700	21,000
29	bundles	Brown envelope, long	60	130	6500

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



30	pcs	Expanding Envelope, Long (Green)	100	12	1800
31	pcs	Expandable Folder, Long	50	19	950
32	boxes	Mailing Envelope. White long	5	380	1900
33	pcs	Customized self-inking stamp (Certified Copy); Dimension: H;4.13cm, W;6.72cm	1	1475	1475
34	pcs	Self-Ink stamp (ENROLLED); Dimension; H;3cm, W;6cm	1	1475	1475
35	pcs	Self-Ink Stamp (Dater); Dimension: 2.5x3cm	2	780	1560
36	reams	Bond Paper Substance 20(8.5x14")	15	215	3225
37	pcs	Silver Medal (personalized)	20	110	2200
38	pcs	Bronze Medal (personalized)	180	110	19,800
39	pcs	Bronze Medal (Sticker)	25	59	1475
40	pcs	Gold Medal (Sticker)	5	59	295
sub-total LOT 1					
XX					
			TOTAL		106,301

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

Cecilia M. Alcaraz
CATALINA M. ALCARAZ

Supplier's Signature over Printed Name
138-840-526-0000

TIN No. of Establishment
09084116367

Contact Number

15-19-25

Date

MSU-BAC-FR-05.01



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 on the basis of the following criteria:

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

Instructions

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



Mindoro State University
Victoria, Oriental Mindoro 5203, Philippines

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



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND FURNITURE AND FIXTURES FOR THE REGISTRAR'S OFFICE AT MINSU MAIN CAMPUS

PR No.: PR25-0109

RFQ No. 2025-081 A

ABC Amount: Php106,355.00

Lot 1: Php106,355.00

Company Name : IRAYA LIFE ENTERPRISES
Address : BULUSAN CALAPAN CITY

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

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-EPIS 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- OFFICE SUPPLIES					
1	bundles	OSLO paper (250 sheets) (9x12")	20		
2	reams	Vellum, white, A4	10		
3	pcs	Puncher	2		
4	boxes	Staple Wire (#35)	10		
5	pcs	Double Sided tape (1inch)	10		
6	reams	Folder, White, long	15		
7	reams	Folder, white, short	10		
8	packs	Clear folder, long green	10		
9	packs	Gold Seal, sticker #24	20		
10	pcs	Certificate Holder 9A\$)	40		
11	boxes	Permanent Marker (Black)	1		
12	bottle	Permanent Marker Ink (Black)	1		
13	pcs	Scotch tape (1")	10		
14	packs	Photo Paper 9A4, Thin Black)	10		
15	packs	Sticky Flags	10		
16	packs	Sticky Notepad (3x3) (Asst. Pastel Color)	20		
17	boxes	Paper clip, small	10		
18	boxes	Paper Clip, big	10		
19	boxes	Binder clips (0.75")	10		
20	boxes	Binder Clips (1")	10		
21	boxes	Binder Clips (1.25")	10		
22	packs	Sticker Paper, A4	20		
23	boxes	Push Pin	3		
24	boxes	Thumb Tucks	3		
25	boxes	Paper fastener, 37	20		
26	pcs	Glue, 240g	10		
27	pcs	Correction Tape	10		
28	bundles	Folder, brown, long	30		
29	bundles	Brown envelope, long	60		

MSU-BAC-FR-05.01



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

as noted above
NATHA JORDAN C. MENDOZA

Supplier's Signature over Printed Name

TIN No. of Establishment

Contact Number

Date _____

MSU-BAC-FR-05.01



REQUEST FOR QUOTATION

SUPPLY AND DEIVERY OF OFFICE SUPPLIES AND FURNITURE AND FIXTURES FOR THE REGISTRAR'S OFFICE AT MINSU MAIN CAMPUS

PR No.: PR25-0109

RFQ No. 2025-081 A

ABC Amount: Php106,355.00

Lot 1: Php106,355.00

Company Name : HiRAMS' Supply Wholesaling
Address : Citywalk, Sto. Niño, Calapan City

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

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- OFFICE SUPPLIES					
1	bundles	OSLO paper (250 sheets) (9x12")	20		
2	reams	Vellum, white, A4	10		
3	pcs	Puncher	2		
4	boxes	Staple Wire (#35)	10		
5	pcs	Double Sided tape (1inch)	10		
6	reams	Folder , White, long	15		
7	reams	Folder, white, short	10		
8	packs	Clear folder, long green	10		
9	packs	Gold Seal, sticker #24	20		
10	pcs	Certificate Holder 9A\$)	40		
11	boxes	Permanent Marker (Black)	1		
12	bottle	Permanent Marker Ink (Black)	1		
13	pcs	Scotch tape (1")	10		
14	packs	Photo Paper 9A4, Thin Black)	10		
15	packs	Sticky Flags	10		
16	packs	Sticky Notepad (3x3) (Asst. Pastel Color)	20		
17	boxes	Paper clip, small	10		
18	boxes	Paper Clip, big	10		
19	boxes	Binder clips (0.75")	10		
20	boxes	Binder Clips (1")	10		
21	boxes	Binder Clips (1.25")	10		
22	packs	Sticker Paper, A4	20		
23	boxes	Push Pin	3		
24	boxes	Thumb Tucks	3		
25	boxes	Paper fastener, 37	20		
26	pcs	Glue, 240g	10		
27	pcs	Correction Tape	10		
28	bundles	Folder, brown, long	30		
29	bundles	Brown envelope, long	60		

MSU-BAC-FR-05.01



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
408-194-796-000

TIN No. of Establishment
0919 096 7100

Contact Number

MAY 19, 2025

Date



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 on the basis of the following criteria:

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

Instructions

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

OMNIBUS SWORN STATEMENT

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

AFFIDAVIT

I, **CATALINA M. ALCANICES** of legal age, Filipino, and residing at Masipit Calapan City Oriental Mindoro after having been duly sworn in accordance with law, do hereby depose and state that:

I am the authorized representative of **KRISTWIN CONSUMER GOODS TRADING** with office address at Masipit Calapan City.

As the authorized representative **KRISTWIN CONSUMER GOODS TRADING** I have 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 DEIVERY OF OFFICE SUPPLIES AND FURNITURE AND FIXTURES FOR THE REGISTRAR'S OFFICE AT MINSU MAIN CAMPUS**

KRISTWIN CONSUMER GOODS TRADING is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

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;

KRISTWIN CONSUMER GOODS TRADING is authorizing the Head of the Procuring Entity or its duly authorized representative to verify all the documents submitted.

I am not related to the Head of 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 third civil degree;

KRISTWIN CONSUMER GOODS TRADING complies with existing labor laws and standards; and

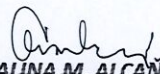
KRISTWIN CONSUMER GOODS TRADING is aware of and has undertaken the following responsibilities as a Bidder:

- 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 to be bid, if any; and

Inquire or secure Supplemental/Bid Bulletin issued for the for **SUPPLY AND DEIVERY OF OFFICE SUPPLIES AND FURNITURE AND FIXTURES FOR THE REGISTRAR'S OFFICE AT MINSU MAIN CAMPUS**

KRISTWIN CONSUMER GOODS TRADING did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity;

IN WITNESS WHEREOF, I have hereunto set my hand this 19 MAY 2025, 2025 at Calapan City, Oriental Mindoro, Philippines.


CATALINA M. ALCANICES

Bidder's Representative / Authorized Signatory

SUBSCRIBED AND SWORN to before me this 19 MAY 2025, 2025 at Calapan City Oriental Mindoro, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial practice (A.M.) No. 02-8-13-SC). Affiant exhibited to me his/her _____ with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ 2025 at Calapan City, Oriental Mindoro.

Witness my hand and seal this _____ day of _____, 2025.

NAME OF NOTARIAL PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorney's No. _____

PTR No. _____

IBP No. _____

Doc. No. 109
Page No. 23
Book No. 144
Series of 2025

ATTY. RAYMOND JOEL L. BALBUENA
Roll of Attorney's No. 61087
IBP Lifetime No. 010769
PTR No. 1427926 - Calapan City
MCLE Compliance No. VIII - 0032630
Notarial Commission until December 31, 2026



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12032058
Procuring Entity MINDORO STATE UNIVERSITY
Title SUPPLY AND DEIVERY OF OFFICE SUPPLIES AND FURNITURE AND FIXTURES FOR THE REGISTRAR'S OFFICE AT MINSU MAIN CAMPUS
Area of Delivery Oriental Mindoro

Solicitation Number:	RFQ No. 2025-081 A	Status	Closed
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 106,355.00	Document Request List	4
Delivery Period:	30 Day/s		
Client Agency:		Date Published	15/05/2025
Contact Person:	Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368 cbapostol21@gmail.com	Last Updated / Time	15/05/2025 00:00 AM
		Closing Date / Time	19/05/2025 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

Item

No. Unit ITEM AND DESCRIPTION QTY. UNIT

PRICE TOTAL.AMOUNT

LOT 1- OFFICE SUPPLIES

1 bundles OSLO paper (250 sheets) (9x12") 20

2 reams Vellum, white, A4 10

3 pcs Puncher 2

4 boxes Staple Wire (#35) 10

5 pcs Double Sided tape (1inch) 10

6 reams Folder, White, long 15

7 reams Folder, white, short 10.



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11963152
Procuring Entity MINDORO STATE UNIVERSITY
Title SUPPLY AND DEIVERY OF OFFICE SUPPLIES AND FURNITURE AND FIXTURES FOR THE REGISTRAR'S OFFICE AT MINSU MAIN CAMPUS
Area of Delivery Oriental Mindoro

Solicitation Number:	RFQ No. 2025-081	Status	Closed
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Supplies and Devices		
Approved Budget for the Contract:	PHP 126,355.00	Document Request List	2
Delivery Period:	30 Day/s		
Client Agency:		Date Published	12/04/2025
Contact Person:	Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368 cbapostol21@gmail.com	Last Updated / Time	12/04/2025 00:00 AM
		Closing Date / Time	15/04/2025 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

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

LOT 1- OFFICE SUPPLIES

1 bundles OSLO paper (250 sheets) (9x12") 20

2 reams Vellum, white, A4 10

3 pcs Puncher 2

4 boxes Staple Wire (#35) 10

Created by Annabelle Quinto Madrigal
Date Created 11/04/2025

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Photocopy of the Original filed in the
Registrar's Office of the Mindoro
State University Main Campus

ESPERANZA A. MAMINTA, RL

Registrar III

DATE: _____

Certified Copy Stamp

ENROLLED

DATE: _____

Enrolled stamp

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

APPROVED BUDGET FOR THE CONTRACT (ABC)
SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND FURNITURE AND FIXTURES FOR THE REGISTRAR'S OFFICE AT MINSU MAIN CAMPUS
Alcator, Victoria, Oriental Mindoro
Project Name and Location

Stations: Mindoro State University

Length:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	Contract Duration:				TOTAL COST	UNIT COST		
									OTHER COST FACTORS							
									%	INFLATION,	VALUE					
												%			INFLATION,	VALUE
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(5)(9)	(11)	(12)	(13)			
	LOT 1- OFFICE SUPPLIES															
1	OSLO paper (250 sheets) (9x12")	20	bundles	200.00	4,000.00											
2	Vellum, white, A4	10	reams	360.00	3,600.00											
3	Puncher	2	pcs	400.00	800.00											
4	Staple Wire (#35)	10	boxes	70.00	700.00											
5	Double Sided tape (1inch)	10	pcs	40.00	400.00											
6	Folder , White, long	15	reams	425.00	6,375.00											
7	Folder, white, short	10	reams	380.00	3,800.00											
8	Clear folder, longm green	10	packs	320.00	3,200.00											
9	Gold Seal, sticker #24	20	packs	76.00	1,520.00											
10	Certificate Holder 9AS	40	pcs	55.00	2,200.00											
11	Permanent Marker (Black)	1	boxes	685.00	685.00											
12	Permanent Marker Ink (Black)	1	bottle	195.00	195.00											
13	Scotch tape (1")	10	pcs	30.00	300.00											
14	Photo Paper 9A4, Thin Black)	10	packs	65.00	650.00											
15	Sticky Flags	10	packs	70.00	700.00											
16	Sticky Notepad (3x3) (Asst. Pastel Color)	20	packs	45.00	900.00											
17	Paper clip, small	10	boxes	30.00	300.00											
18	Paper Clip, big	10	boxes	40.00	400.00											
19	Binder clips (0.75")	10	boxes	20.00	200.00											
20	Binder Clips (1")	10	boxes	30.00	300.00											
21	Binder Clips (1.25")	10	boxes	40.00	400.00											
22	Sticker Paper, A4	20	packs	65.00	1,300.00											
23	Push Pin	3	boxes	35.00	105.00											
24	Thumb Tacks	3	boxes	25.00	75.00											
25	Paper fastener, 37	20	boxes	65.00	1,300.00											
26	Glue, 240g	10	pcs	150.00	1,500.00											
27	Correction Tape	10	pcs	35.00	350.00											
28	Folder, brown, long	30	bundles	450.00	13,500.00											
29	Brown envelope, long	60	bundles	320.00	19,200.00											
30	Expanding Envelope, Long (Green)	100	pcs	25.00	2,500.00											
31	Expandable Folder, Long	50	pcs	20.00	1,000.00											
32	Mailing Envelope, White long	5	boxes	360.00	1,800.00											

Mindoro State University
CERTIFIED COPY

VICTORIA M. CASTILLO
August 11, 2025

DATE:



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



PURCHASE REQUEST

Fund Cluster:

Office/Section : Registrar's Office		PR No.: <u>PR25-0109</u>	Fund Cluster:			Date: March 18, 2025	
Responsibility Center Code :							
Stock/	Unit	Item Description	Qty	Unit Cost	Total Cost		
Lot 1							
1	bundles	OSLO paper (250 sheets) (9x12")	20	200.00	4,000.00		
2	reams	Vellum, white, A4	10	360.00	3,600.00		
3	pcs	Puncher	2	400.00	800.00		
4	boxes	Staple wire (#35)	10	70.00	700.00		
5	pcs	Double sided tape (1inch)	10	40.00	400.00		
6	reams	Folder, white, long	15	425.00	6,375.00		
7	reams	Folder, white, short	10	380.00	3,800.00		
8	packs	Clear folder, long, green	10	320.00	3,200.00		
9	packs	Gold Seal, sticker, # 24	20	76.00	1,520.00		
10	pcs	Certificate Holder (A4)	40	55.00	2,200.00		
11	boxes	Permanent Marker (Black)	1	685.00	685.00		
12	bottle	Permanent Marker Ink (Black)	1	195.00	195.00		
13	pcs	Scotch Tape (1")	10	30.00	300.00		
14	packs	Photo paper (A4, Thin black)	10	65.00	650.00		
15	packs	Sticky Flags	10	70.00	700.00		
16	packs	Sticky Notepad (3x3) (Asst. Pastel Color)	20	45.00	900.00		
17	boxes	Paper Clip, small	10	30.00	300.00		
18	boxes	Paper Clip, big	10	40.00	400.00		
19	boxes	Binder Clips (0.75")	10	20.00	200.00		
20	boxes	Binder Clips (1")	10	30.00	300.00		
21	boxes	Binder Clips (1.25")	10	40.00	400.00		
22	packs	Sticker Paper, A4	20	65.00	1,300.00		
23	boxes	Push pin	3	35.00	105.00		
24	boxes	Thumb thucks	3	25.00	75.00		
25	boxes	Paper Fastener, # 7	20	65.00	1,300.00		
26	pcs	Glue,240g	10	150.00	1,500.00		
27	pcs	Correction tape	10	35.00	350.00		
28	bundles	Folder, brown, long	30	450.00	13,500.00		
29	bundles	Brown Envelope, long	60	320.00	19,200.00		
30	pcs	Expanding Envelope, Long (Green)	100	25.00	2,500.00		
31	pcs	Expandable Folder, Long	50	20.00	1,000.00		
32	boxes	Mailing Envelope, white, long	5	360.00	1,800.00		
33	pc	Customized self inking stamp (certified copy)	1	1,500.00	1,500.00		
34		*Dimension: H-4.13cm, W-6.72 cm			-		
35 <u>34</u>	pc	Self ink stamp (ENROLLED)	1	1,500.00	1,500.00		
36		*Dimension: H-3cm, W-6cm			-		
37 <u>35</u>	pcs	Self ink stamp (Dater)	2	800.00	1,600.00		
38		*Dimension:2.5x3			-		
39 <u>36</u>	reams	Bond Paper Substance 20 (8.5x14)	15	300.00	4,500.00		
40 <u>37</u>	pcs	Silver medal (personalized)	20	100.00	2,000.00		
41 <u>38</u>	pcs	Bronze medal (personalized)	180	100.00	18,000.00		
42 <u>39</u>	pcs	Bronze medal (sticker)	25	100.00	2,500.00		
43 <u>40</u>	pcs	Gold medal (sticker)	5	100.00	500.00		
SUB TOTAL 1				STF - 1071	106,355.00		

Purpose: For Registrar's Office Utilization and for Graduation 2024-2025.

Requested by: Esperanza A. Maminta, R Recommended Approval: Ciedelle P. Salazar, JD, PhD Certified Allotment Available: Rovelyn P. Roxas Approved by: Enya Marie D. Apostol, PhD
Signature: [Signature] Printed Name: ESPERANZA A. MAMINTA, R Designation: University Registrar
Signature: [Signature] Printed Name: CIEDELLE P. SALAZAR, JD, PhD Designation: VPAA
Signature: [Signature] Printed Name: ROVELYN P. ROXAS Designation: SAO/Acting Budget Officer III
Signature: [Signature] Printed Name: ENYA MARIE D. APOSTOL, PhD Designation: University Registrar

CERTIFIED COPY

VICTORIA M. CASTILLO
Records Officer II
AUG 11 2025

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: REGISTRAR'S OFFICE
Charged to: Other Services Income (OSI)

CODE	GENERAL DESCRIPTION	Qty	Unit	ESTIMATED BUDGET	MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES											
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	OFFICE SUPPLIES				Open Value Procurement												
	OSLO paper (250 sheets) (9x12")	20	bundles	4,000.00	Public Bidding		✓										
	Vellum, white, A4	10	reams	5,000.00	Public Bidding		✓										
	Puncher	2	pcs	1,000.00	Public Bidding		✓										
	Staple wire	10	boxes	750.00	Public Bidding		✓										
	Double sided tape (1inch)	10	pcs	550.00	Public Bidding		✓										
	Folder, white, long	800	pcs	8,000.00	Public Bidding		✓										
	Folder, white, short	800	pcs	5,600.00	Public Bidding		✓										
	Clear folder, long, green	10	packs	3,200.00	Public Bidding		✓										
	Gold Seal, sticker, # 24	20	packs	6,000.00	Public Bidding		✓										
	Certificate Holder	40	pcs	3,200.00	Public Bidding		✓										
	Permanent Marker (Black)	1	boxes	600.00	Public Bidding		✓										
	Permanent Marker Ink (Black)	1	bottle	150.00	Public Bidding		✓										
	Scotch Tape (1")	10	pcs	350.00	Public Bidding		✓										
	Photo paper (A4, Thin black)	10	packs	600.00	Public Bidding		✓										
	Slicky Note (arrow design)	10	packs	450.00	Public Bidding		✓										
	Slicky Notepad	20	packs	700.00	Public Bidding		✓										
	Paper Clip, small	10	boxes	500.00	Public Bidding		✓										
	Paper Clip, big	10	boxes	750.00	Public Bidding		✓										
	Blinder Clips (0.75")	10	boxes	150.00	Public Bidding		✓										
	Blinder Clips (1")	10	boxes	270.00	Public Bidding		✓										
	Blinder Clips (1.25")	10	boxes	380.00	Public Bidding		✓										
	Slicker Paper, A4	10	packs	650.00	Public Bidding		✓										
	Push pin	3	boxes	105.00	Public Bidding		✓										
	Thumb tucks	3	boxes	75.00	Public Bidding		✓										
	Paper Fastener, # 7	20	boxes	1,300.00	Public Bidding		✓										
	Glue, 130g	10	pcs	1,000.00	Public Bidding		✓										
	Correction tape	10	pcs	350.00	Public Bidding		✓										
	Folder, brown, long	30	bundles	10,500.00	Public Bidding		✓										
	Brown Envelope, long	50	bundles	16,000.00	Public Bidding		✓										
	Expandable Envelope, Long	100	pcs	2,500.00	Public Bidding		✓										
	Expandable Folder, Long	50	pcs	1,000.00	Public Bidding		✓										
	Mailing Envelope, white, long	5	boxes	1,800.00	Public Bidding		✓										
	Customized self inking stamp (certified copy)	1	pc	1,500.00	Public Bidding		✓										
	*Dimension: H-4.13cm, W-6.72 cm				Public Bidding		✓										
	Self ink stamp (ENROLLED)	1	pc	1,500.00	Public Bidding		✓										
	*Dimension: H-3cm, W-6cm				Public Bidding		✓										

Mindoro State University
CERTIFIED COPY

VICTORIA M. CASTILLO
Records Officer II
AUG 11 2025

DATE:

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

[illegible]

23,000.00

Prepared By:

Submitted by:

**Mindoro State University
CERTIFIED COPY**

VICTORIA M. CASTILLO
Records Officer II
AUG 11 2025

DATE:

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

[illegible]

20,000.00

CHRISTIAN B. APOSTOL, PhD
Campus Executive Director

DATE: AUG 11 2025