



SUPPLY AND DELIVERY OF ICT EQUIPMENT AND INTERNET HARDWARE FOR THE RESEARCH AND DEVELOPMENT OFFICE OF MINSU MAIN CAMPUS

Name of Project

**BAC Resolution Recommending Approval
Resolution No. 097, 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. 2025-090** for the project **"Supply and Delivery of ICT Equipment and Internet Hardware for the Research and Development Office of MinSU Main Campus"** with an Approved Budget for the Contract (ABC) amounting to **Ninety-Seven Thousand Five Hundred Pesos (Php97,500.00)** composed of two (2) lots specifically;

Particulars	Sub-ABC Amount
Lot 1- ICT Equipment	Php61,500.00
Lot 2- Internet Hardware	Php36,000.00

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 **PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING** submitted price quotations for Lot No. 1 and 2 before the deadline;

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


Lot No.	Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
1	Php61,500.00	Papercat Office Supplies and Equipment Trading	Php61,179.00
2	Php36,000.00		Php35,199.00


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 ICT Equipment and Internet Hardware for the Research and Development Office of MinSU Main Campus"** as follows:


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

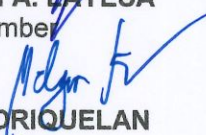
RESOLVED, this 2nd day of May, 2025 at MinSU-Main Campus, Alcate, Victoria, Oriental Mindoro.


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



Engr. MARK LESTER A. MAGPANTAY
BAC Vice-Chairperson


ATTY. SHERLYN A. LAYESA
BAC Member


FRANIE M. AFABLE, DBMHM
BAC Member


MELGAR G. FADRIQUEULAN
BAC Member

Approved/Disapproved


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

Date: _____



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11985305
Procuring Entity MINDORO STATE UNIVERSITY
Title SUPPLY AND DELIVERY OF ICT EQUIPMENT AND INTERNET HARDWARE FOR THE RESEARCH AND DEVELOPMENT OFFICE OF MINSU MAIN CAMPUS
Area of Delivery Oriental Mindoro

Solicitation Number:	RFQ No. 2025-090	Status	Closed
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	4
Category:	Electronic Parts and Components	Date Published	24/04/2025
Approved Budget for the Contract:	PHP 97,500.00	Last Updated / Time	24/04/2025 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	28/04/2025 17:00 PM
Client Agency:			
Contact Person:	Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368 cbapostol21@gmail.com		

Description

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

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

Note: 1. All entries must be typewritten.

2. Delivery Period within ____ calendar days.

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

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

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

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

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

Item

No. Unit ITEM AND DESCRIPTION QTY. UNIT

PRICE TOTAL AMOUNT

LOT 1-ICT EQUIPMENT

1 pc Latop Computer 1

Specifications:

Processor: Ryzen 5 7535HS (6 Core)

Display: 15.6" FHD (1920*1080), 144Hz, IPS

Memory: 16/8GB DDR5

Storage: 512GB NVMe PCIe Gen4 (Upgradable)

Graphics: NVIDIA GeForce RTX 2050 Laptop GPU

Created by	Annabelle Quinto Madrigal
Date Created	23/04/2025

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



Mindoro State University
Victoria, Oriental Mindoro 5100, Philippines
Email: universitypresident@msu.edu.ph
Website: www.msu.edu.ph
Mobile: +63 977 540 73 28



ABSTRACT OF QUOTATION/S

I. Particulars											
Project Name: SUPPLY AND DELIVERY OF ICT EQUIPMENT AND INTERNET HARDWARE FOR THE RESEARCH AND DEVELOPMENT OFFICE OF MINSU MAIN CAMPUS											
Project Location: _____											
Implementing Office: _____											
Method of Procurement: _____											
Approved Budget for the Contract (ABC): ₱ 61,500.00 (ICT Equipment)											
Deadline of Submission of Quotation: _____											
II. Abstract of Quotations / for SVP											
Evaluation of Document/s Required to be Submitted within the deadline specified in the RFQ											
TWG Report											
Date: _____											
No	Participating Bidder/s	Date and Time of Receipt	Eligibility Requirements		Technical Requirements		Financial Requirements		Bid Amount	Rank	Remarks
			Pass	Fail	Pass	Fail	Pass	Fail			
1	Papercat Office Supplies and Equipment Trading		/		/		/		₱ 61,179.00		SCR 9
III. Recommendation / Resolution											
<input type="checkbox"/> Recommend to Award Contract											
Date: _____											
Lowest / Single Calculated and Responsive Quotation:											
Papercat Office Supplies and Equipment Trading											
Contract Price Award (in words & figures):											
Sixty-one thousand, one hundred seventy-nine ₱ 61,179.00											
<input type="checkbox"/> Declaration of Failure under Section 35 of Revised IRR of RA 9184											
<input type="checkbox"/> All prospective bidders are declared ineligible [Sec. 35.1(b)]											
All bids failed to comply with all the bid requirements or fail post-qualification [Sec. 35.1(c)]											
Date: _____											
<div style="display: flex; justify-content: space-between;"> <div> LINA B. JAVIER TWG Member </div> <div> MAY C. JERON TWG Member </div> <div> HELIK A. MINESTERIO TWG Member </div> <div> MERVIN L. ICALLA TWG Member </div> </div>											
<div style="text-align: center;"> Engr. MARK KEYLORD S. ONAL BAC-TWG Head </div>											

Proceed only if recommended for award of contract

*Main Campus, Alcala, Victoria

*Bongabong Campus, Labanan, Bangabong

*Laguna City Campus, Laguna City



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



ABSTRACT OF QUOTATION/S

[illegible]

Proceed only if recommended for award of contract



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF ICT EQUIPMENT AND INTERNET HARDWARE FOR THE RESEARCH AND DEVELOPMENT OFFICE OF MINSU MAIN CAMPUS

PR No.: PR25-0101

RFQ No. 2025-090

ABC Amount: Php97,500.00

Lot 1: Php61,500.00

Lot 2: Php36,000.00

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:

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-ICT EQUIPMENT			
1	pc	Latop Computer	1	44,190.00	44,190.00
		<i>Specifications:</i>			
		<i>Processor: Ryzen 5 7535HS (6 Core)</i>			
		<i>Display: 15.6" FHD (1920*1080), 144Hz, IPS</i>			
		<i>Memory: 16/8GB DDR5</i>			
		<i>Storage: 512GB NVMe PCIe Gen4 (Upgradable)</i>			
		<i>Graphics: NVIDIA GeForce RTX 2025 Laptop GPU 4GB GDDR6</i>			
		<i>Operating System: Windows 11 Home</i>			
		<i>Keyboard: Blue Backlight KB with Silver Lining print</i>			
		<i>Camera: HD type (30fs@720p)</i>			
		<i>Audio: 2x2W speaker, 1x Mic-in, 1x Headphone-out</i>			
		<i>I/O Ports:</i>			
		<i>1x Type-C (USB3.2 Gen 2/DP) with PD charging</i>			
		<i>3x Type-A USB3.2 Gen 1</i>			
		<i>1x HDMI (4K@30Hz)</i>			
		<i>1xRJ45</i>			
		<i>Wireless Connectivity: AMD Wi-Fi 6E RZ616</i>			
		<i>Battery: 3-cell 52.4 battery (Whr)</i>			
		<i>AC Adapter: 120W adapter</i>			
2	pc	Printer, All-in-One	1	16,989.00	16,989.00
		<i>Specifications:</i>			
		<i>Print, scan & copy multifunction printer</i>			
		<i>fast print speed of up to 10.0 ipm (black) and 5.0 ipm (colour)</i>			

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.

MSU-BAC-FR-05.01

Invitation for Request for Quotation (RFQ) Form Submission

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

Date Thu 4/24/2025 8:38 AM

To de guzman maria socorro <dmariasocorro@yahoo.com>; Hiram's Supplies <hirams_supplies@yahoo.com>; Papercat Enterprises <papercat.enterprises@gmail.com>; Lawig Louella joy <lawiglouellajoy384@gmail.com>; Jennibeth Gregorio <thirdegree.medtrading@yahoo.com>

 8 attachments (7 MB)

RFQ 2025-095 SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE FINANCE DEPARTMENT OF MinSU 640,000.00.pdf; RFQ 2025-096 SUPPLY AND DELIVERY OF UNIFORMS & MEALS AND SNACKS FOR THE SULONG 2025 STRATEGIC LEADERSHIP BOOTCAMP OF MINSU 61,300.00.pdf; RFQ 2025-089 SUPPLY AND DELIVERY OF AIRCONDITIONING UNITS FOR MINSU CALAPAN CITY CAMPUS 87,636.00.pdf; RFQ 2025-090 SUPPLY AND DELIVERY OF ICT EQUIPMENT AND INTERNET HARDWARE FOR THE RESEARCH AND DEVELOPMENT OFFICE OF MINSU MAIN CAMPUS 97,500.00.pdf; RFQ 2025-091 SUPPLY AND DELIVERY OF OTHER SUPPLIES AND MATERIALS FOR THE SANITATION OF MINSU CALAPAN CITY CAMPUS 69,050.pdf; RFQ 2025-092 SUPPLY AND DELIVERY OF SEMI-EXPENDABLE FURNITURE & FIXTURE FOR VARIOUS OFFICE OF MINSU MAIN CAMPUS 140,000.00.pdf; RFQ 2025-093 SUPPLY AND DELIVERY OF OFFICE EQUIPMENT FOR INSTRUCTIONAL PURPOSES OF MINSU MAIN CAMPUS 199,980.00.pdf; RFQ 2025-094 SUPPLY AND DELIVERY OF OFFICE SUPPLIES, SEMI-EXPENDABLE ICT EQUIPMENT, SEMI-EXPENDABLE 152,701.00.pdf;

Dear Sir/Madam,

Greetings!

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

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

The deadline for submission is tomorrow, April 28, 2025, no later than 5:00 PM..

Thank you for your attention to this matter.

Please Acknowledge receipt.

-BAC



Mindoro State University

Statement of Confidentiality and Data Privacy

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


Invitation for Request for Quotation (RFQ) Form Submission

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

Date Thu 4/24/2025 3:35 PM

To justhinevalerie@gmail.com <justhinevalerie@gmail.com>

MKFI Mtg.

 7 attachments (6 MB)

RFQ 2025-089 SUPPLY AND DELIVERY OF AIRCONDITIONING UNITS FOR MINSU CALAPAN CITY CAMPUS 87,636.00.pdf; RFQ 2025-090 SUPPLY AND DELIVERY OF ICT EQUIPMENT AND INTERNET HARDWARE FOR THE RESEARCH AND DEVELOPMENT OFFICE OF MINSU MAIN CAMPUS 97,500.00.pdf; RFQ 2025-091 SUPPLY AND DELIVERY OF OTHER SUPPLIES AND MATERIALS FOR THE SANITATION OF MINSU CALAPAN CITY CAMPUS 69,050.pdf; RFQ 2025-092 SUPPLY AND DELIVERY OF SEMI-EXPENDABLE FURNITURE & FIXTURE FOR VARIOUS OFFICE OF MINSU MAIN CAMPUS 140,000.00.pdf; RFQ 2025-093 SUPPLY AND DELIVERY OF OFFICE EQUIPMENT FOR INSTRUCTIONAL PURPOSES OF MINSU MAIN CAMPUS 199,980.00.pdf; RFQ 2025-094 SUPPLY AND DELIVERY OF OFFICE SUPPLIES, SEMI-EXPENDABLE ICT EQUIPMENT, SEMI-EXPENDABLE 152,701.00.pdf; RFQ 2025-095 SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE FINANCE DEPARTMENT OF MinSU 640,000.00.pdf;

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Mindoro State University

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

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

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

THIS IS TO CERTIFY THAT

PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING

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

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

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

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

By submitting this Certificate, the Bidder certifies:

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

This Certificate is valid until 16-Sep-2025

Issued this 16th day of September 2024.

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



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

REMINDERS ¹

- *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

¹Refer to Section 4 of the Guidelines for the Use of the Government of the Philippines - Official Merchant's Registry

List of Eligibility Documents

of
PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING

Guiho 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

TAUMBAYAN ANG

BUSINESS PERMIT

2025

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

P= 11,445.00

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

Payment for 1-4

Notes:

1. This Permit will expire on

Dec. 31, 2025

2. This Mayor's Permit, together with the official receipt, shall at all times be displayed or posted for public view in a conspicuous place within the place of business or undertaking.

Check

Check number _____

Bank _____

Cash

O.R. Number 1444976

Date 1/8/2025

Payment received by:

RECOMMENDING APPROVAL:

APPROVED BY:

MARIA BENELYN JOY D. GARDOCE

Licensing Officer IV

Business Permits and Licensing Office

MARILOU F. MORILLO

City Mayor

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

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



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. Suqui, Calapan City, Oriental Mindoro, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of **Papercat Office Supplies and Equipment Trading** with office address at 80 Mahogany, Brgy. Suqui, Calapan City, Oriental Mindoro;
2. As the owner and sole proprietor of **Papercat Office Supplies and Equipment Trading**, I have the full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **SUPPLY AND DELIVERY OF ICT EQUIPMENT AND INTERNET HARDWARE FOR THE RESEARCH AND DEVELOPMENT OFFICE OF MINSU MAIN CAMPUS with PR No.: PR25-0101 and RFQ No. 2025-090.**
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 ICT EQUIPMENT AND INTERNET HARDWARE FOR THE RESEARCH AND DEVELOPMENT OFFICE OF MINSU MAIN CAMPUS with PR No.: PR25-0101 and RFQ No. 2025-090;**
9. **Papercat Office Supplies and Equipment Trading** did not give or pay directly, any commission, amount fee or any form of consideration, pecuniary or otherwise to any person of official, personnel or representative of the government in relation to any procurement project or activity;
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this 26th day of April, 2025 at Calapan City, Oriental Mindoro, Philippines.


MARY FRANCES DOMINIQUE DG. CASTRO
Affiant

Digitally signed by
Mary Frances Dominique DG. Castro
26 Apr. 2025

SUBSCRIBED AND SWORN to before me, this 26th 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 - CABAMIRO (CAVITE-BATANGAS-MINDORO-ROMBLON)
REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC20230000003862

Date OCN Generated: September 27, 2023

UPDATED ON SEP 27 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 497-143-353-00000		NAME OF TAXPAYER CASTRO, MARY FRANCES DOMINIQUE DE GUZMAN		TIN ISSUANCE DATE February 21, 2017	
REGISTERING OFFICE X Head Office		Branch			
REGISTERED ADDRESS SANTO NIÑO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES					
TAX TYPES		FORM TYPES		FILING FREQUENCY	
VALUE ADDED TAX		2550Q		August 30, 2019	
WITHHOLDING TAX		1604E		August 30, 2019	
WITHHOLDING TAX		1601EQ		August 30, 2019	
WITHHOLDING TAX		0619E		August 30, 2019	
INDIVIDUAL INCOME TAX		1701		October 23, 2018	
INDIVIDUAL INCOME TAX		1701Q		October 23, 2018	
REGISTRATION FEE		0605		October 23, 2018	
TAXPAYER TYPE/S		A SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)			
BUSINESS INFORMATION DETAILS					
TRADE NAME 1		DIGICAT PRINTING SERVICES			
TRADE NAME 2		PAPERCAT OFFICE SUPPLIES AND EQUIPMENT			
TRADE NAME 3		TRADING			
TRADE NAME 4		47610-RETAIL SALE OF BOOKS			
TRADE NAME 5		NEWSPAPERS AND STATIONERY IN			
TRADE NAME 6		Primary			
TRADE NAME 7		Primary			
TRADE NAME 8		Primary			
TRADE NAME 9		Primary			
TRADE NAME 10		Primary			
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BIR FORM

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REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS

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

OCN: 063RC20230000003862

Date OCN Generated: September 27, 2023

UPDATED ON SEP 27 2023

CERTIFICATE OF REGISTRATION

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

Line of Business	SPECIALIZED STORES	
(PSIC)	47733-RETAIL SALE OF OFFICE MACHINES AND EQUIPMENT, EXCLUDING COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT	Secondary
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
Line of Business	OTHER SPECIALIZED WHOLESALE	
(PSIC)	47191-RETAIL SELLING IN DEPARTMENT STORES	Secondary
Line of Business	RETAIL SALE IN NON-SPECIALIZED STORES	
(PSIC)	46592-WHOLESALE OF INDUSTRIAL MACHINERY AND EQUIPMENT	Secondary
Line of Business	46592 - WHOLESALE OF INDUSTRIAL MACHINERY AND EQUIPMENT	Secondary
(PSIC)	46594-WHOLESALE OF PROFESSIONAL AND SCIENTIFIC AND MEASURING AND CONTROLLING EQUIPMENT	Secondary
Line of Business	46594 - WHOLESALE OF PROFESSIONAL AND SCIENTIFIC AND MEASURING AND CONTROLLING EQUIPMENT	Secondary
(PSIC)	46639-WHOLESALE OF CONSTRUCTION MATERIALS AND SUPPLIES N.E.C	Secondary
Line of Business	46639 - WHOLESALE OF CONSTRUCTION MATERIALS AND SUPPLIES N.E.C	Secondary
(PSIC)	46429-WHOLESALE OF MISCELLANEOUS CONSUMER GOODS N.E.C	Secondary
Line of Business	46429 - WHOLESALE OF MISCELLANEOUS CONSUMER GOODS N.E.C	Secondary
(PSIC)	46492-WHOLESALE OF HOUSEHOLD	Secondary

CHANGE IN TRADE NAME
CHANGE/ ADD IN LINE OF BUSINESS

BIR FORM
2303

REVISED: APRIL 2019

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

OCN: 063RC20230000003862

Date OCN Generated: September 27, 2023

UPDATED ON SEP 27 2023

CERTIFICATE OF REGISTRATION

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

REMINDERS:

1. An annual registration fee shall be paid upon registration and every year thereafter on or before the last day of January, using BIR Form No. 0605.
2. Filing of required tax returns to conform with the above tax types, whether with or without business operation, to avoid penalties.

CHANGE/ADD IN LINE OF BUSINESS

BIR FORM

2303

REVISED: APRIL 2019

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

OCN: 063RC20230000003862

Date OCN Generated: September 27, 2023
UPDATED: Sep 27 2023

CERTIFICATE OF REGISTRATION

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

3. For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/As shall be before its use.
4. Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.
5. For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P3,000,000 and who opted to avail of the 8% Income tax rate, the tax type Percentage Tax (PT) shall not be reflected in the Certificate of Registration (COR). However, at the start of each taxable year, such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect "PT" unless qualified and opted to avail of the 8% Income tax rate annually.



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

Regina P. Reforma
REGINA P. REFORMA
OIC-Asst. Revenue District Officer

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

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

CHANGE IN TRADE NAME
CHANGE/ADD IN LINE OF BUSINESS



Limuel Lopez <axle.gg94@gmail.com>

Fw: Tax Return Receipt Confirmation

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

Mon, Jun 10, 2024 at 11:43 AM

----- Forwarded Message -----

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

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

File name: 497143353000-1701v2018-122023.xml

Date received by BIR: 12 April 2024

Time received by BIR: 04:54 PM

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

FOR RETURNS WITH TAX PAYABLE:

Please pay through any of the following ePayment Channels:

Land Bank of the Philippines Link.BizPortal

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

DBP PayTax Online

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

Unionbank of the Philippines

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


Taxpayer Agent/ Tax Software Provider-TSP


- (Gcash/PayMaya/MyEG)


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

Bureau of Internal Revenue

For BIR Use Only BIR Form No. 1701 January 2018 (ENCS) Page 1		 Republic of the Philippines Department of Finance Bureau of Internal Revenue		 1701 01/18/ENCS P1
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 Tax Filer.				
1 Month <u>12</u> For the Year (YYYY) <u>2023</u> 2 Amended Return? <input type="radio"/> Yes <input checked="" type="radio"/> No 3 Short Period Return? <input type="radio"/> Yes <input checked="" type="radio"/> No				
PART I - BACKGROUND INFORMATION OF TAXPAYER/FILER				
4 Taxpayer Identification Number (TIN) <u>107 - 143 - 533 - 500</u> 5 RDO Code <u>1093</u>				
6 Taxpayer Type <input checked="" type="checkbox"/> Single Proprietor <input type="checkbox"/> Professional <input type="checkbox"/> Estate <input type="checkbox"/> Trust <input type="checkbox"/> Compensation Earner				
7 Alphabetic Tax Code (ATC) <input checked="" type="radio"/> R012 Business Income-Graduated IT Rates <input type="radio"/> R014 Income from Profession-Graduated IT Rates <input type="radio"/> R013 Mixed Income-Graduated IT Rates <input type="radio"/> R011 Compensation Income <input type="radio"/> R010 Business Income-8% IT Rate <input type="radio"/> R017 Income from Profession-8% IT Rate <input type="radio"/> R016 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) <u>CASTRO MARY FRANCES DOMINIQUE DO</u>				
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. 1905) <u>CALAPAN CITY ORIENTAL MINDORO</u>				
10 Date of Birth (MM/DD/YYYY) <u>03/23/1984</u>		11 Email Address <u>jayal17@yahoo.com</u>		
12 Citizenship <u>FILIPINO</u>		13 Claiming Foreign Tax Credits? <input type="radio"/> Yes <input checked="" type="radio"/> No		14 Foreign Tax Number, if applicable _____
15 Contact Number (Landline/Cellphone No.) <u>50</u>		16 Civil Status (if applicable) <input checked="" type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Legally Separated <input type="radio"/> Widower		
17 If married, spouse has income? <input type="radio"/> Yes <input checked="" type="radio"/> No		18 Filing Status <input type="radio"/> Joint Filing <input checked="" type="radio"/> Separate Filing		
19 Income EXEMPT from Income Tax? <input type="radio"/> Yes <input checked="" type="radio"/> No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]		20 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="radio"/> Yes <input checked="" type="radio"/> No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]		
21 Tax Rate* (choose one) <input checked="" type="radio"/> Graduated Rates (Choose Method of Deduction in Item 21A) <input type="radio"/> 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC [available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)]		21A Method of Deduction (choose one) <input checked="" type="radio"/> Itemized Deduction [Sec. 34(A-J), NIRC] <input type="radio"/> Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]		
PART II - TOTAL TAX PAYABLE (Do NOT Enter Centavos; 49 Centavos or Less drop down; 50 or more round up)				
Particular	A. Taxpayer/Filer	B. Spouse		
22 Tax Due (From Part VI Item 5)	123,686.00	0.00		
23 Less: Total Tax Credits/Payments (From Part VII Item 10)	165,762.00	0.00		
24 Tax Payable/(Overpayment) (Item 22 Less Item 23)	-42,076.00	0.00		
25 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before October 15 (50% or less of Item 22)	0.00	0.00		
26 Amount of Tax payable/(Overpayment) (Item 24 Less Item 25)	-42,076.00	0.00		
Add: Penalties 27 Interest	0.00	0.00		
28 Surcharge	0.00	0.00		
29 Compromise	0.00	0.00		
30 Total Penalties (Sum of Items 27 to 29)	0.00	0.00		
31 Total Amount Payable/(Overpayment) (Sum of Items 26 and 30)	-42,076.00	0.00		
32 Aggregate Amount Payable/(Overpayment) (Sum of Items 26 and 30)	-42,076.00	0.00		
If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable) <input type="radio"/> To be refunded <input checked="" type="radio"/> To be issued a Tax Credit Certificate (TCC) <input type="radio"/> To be carried over as a tax credit for next year/quarter				
I declare under the penalties of perjury that this return, and all its attachments, have been made in good faith, verified by me, and to the best of my knowledge and belief, are true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I give my consent to the processing of my information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes. (If signed by an Authorized Representative, indicate TIN and attach authorization letter)				
Printed Name and Signature of Taxpayer/Authorized Representative _____				33 Number of Attachments <u>00</u>
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/AAS and Date of Receipt (RO's Signature/Bank Teller's Initial)	
NOTE: *The BIR Data Privacy Policy is in the BIR website (www.bir.gov.ph)				

BIR Form No. 1701 January 2018 (ENCS) Page 2	Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts	 1701 01112ENCS P2
TIN Taxpayer/ filer's Last Name 497 143 333 300 CASTRO MARY FRANCES DOMINIQUE DO		
PART IV - Background Information of Spouse		
1 Spouse's Taxpayer Identification Number (TIN)		2 RDO Code
3 Filer's Spouse Type <input type="checkbox"/> Single Proprietor <input type="checkbox"/> Professional <input type="checkbox"/> Compensation Earner		
4 Alphanumeric Tax Code (ATC) <input type="radio"/> B012 Business Income-Graduated IT Rates <input type="radio"/> B014 Income from Profession-Graduated IT Rates <input type="radio"/> B013 Mixed Income-Graduated IT Rates <input type="radio"/> B011 Compensation Income <input type="radio"/> B015 Business Income 8% IT Rate <input type="radio"/> B017 Income from Profession 8% IT Rate <input type="radio"/> B016 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? <input type="radio"/> Yes <input type="radio"/> No		
9 Foreign tax number (if applicable)		
10 Income EXEMPT from Income Tax? <input type="radio"/> Yes <input type="radio"/> No (If yes, fill out also consolidation of ALL activities per Tax Regime (Part XI))		11 Income subject to SPECIAL/PREFERENTIAL RATE? <input type="radio"/> Yes <input type="radio"/> No (If yes, fill out also consolidation of ALL activities per Tax Regime (Part XI))
12 Tax Rate* (Choose Method of Deduction in Item 12A) <input type="radio"/> Graduated Rates <input type="radio"/> 8% in lieu of Graduated Rates under Sec. 24(A) & Percentage Tax under Sec. 116 of NIRC (Available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M))		
12A Method of Deduction (choose one) <input type="radio"/> Itemized Deduction (Sec. 34(A)-J, NIRC) <input type="radio"/> Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]]		
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; 48 Centavos or less drop down; 88 or more round up)		
a. Name of Employer		
1 <input type="radio"/> Taxpayer <input type="radio"/> Spouse		
b. Employer's TIN		
2 <input type="radio"/> Taxpayer <input type="radio"/> 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
Schedule 2 - Taxable Compensation Income (DO NOT enter Centavos; 48 Centavos or less drop down; 88 or more round up)		
Particulars	A. Taxpayer/Filer	B. Spouse
4 Gross Compensation Income (From Part V Schedule 1 Item 3A/3Bc)	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	2,028,311.50	0.00
9 Less: Sales Returns, Allowances and Discounts	2,043,568.39	0.00
10 Net Sales/Revenues/Receipts/Fees (Item 8 Less Item 9)	884,743.00	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)	884,743.00	0.00
Less: Deductions Allowable under Existing Laws		
13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4 Item 18)	0.00	0.00
14 Special Allowable Itemized Deductions (From Part V Schedule 5 Item 3 and/or Item 5)	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)	0.00	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)	884,743.00	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)	884,743.00	0.00
24 Total Taxable Income - Compensation & Business (Sum of Items 6 and 23)	884,743.00	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)	123,686.00	0.00

DIR 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: 407 143 883 000					
Taxpayer/Filer's Last Name: CASTRO MARY FRANCES DOMINIQUE DO					
3.B - For 8% Flat Income Tax Rate (DO NOT enter Centavos; 00 Centavos or less drop down; 00 or more round up)					
Particulars	A. Taxpayer/Filer	B. Spouse			
26 Sales/Revenues/Receipts/Fees (net of sales returns, allowances and discounts)	0.00	0.00			
Add: Other Non-Operating Income (specify below)					
27	0.00	0.00			
28 Total Income (Sum of Items 26 and 27)	0.00	0.00			
Less: Allowable reduction from gross sales/receipts and other non operating income of purely self-employed individuals and/or professionals in the amount of 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 1)	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	0.00	0.00			
14 SSS, GSIS, Philhealth, HDMF and Other Contributions	0.00	0.00			
15 Taxes and Licenses	0.00	0.00			
16 Transportation and Travel	0.00	0.00			
17 Others (Deductions Subject to Withholding Tax and Other Expenses) (specify below; Attach additional sheet/s, if necessary)					
a Janitorial and Messengerial Services	0.00	0.00			
b Professional Fees	0.00	0.00			
c Security Services	0.00	0.00			
d	0.00	0.00			
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17d) (To part V Schedule 3 A Item 13)	0.00	0.00			
Schedule 5 - Special Allowable Itemized Deductions (attach additional sheet/s, if necessary)					
5.A - Taxpayer/Filer	Description	Legal Basis	Amount		
1			0.00		
2			0.00		
3 Total Special Allowable Itemized Deductions-Taxpayer/Filer (Sum of Items 1 and 2) (To part V Schedule 3 A Item 14A)					
5.B - Spouse					
4			0.00		
5			0.00		
6 Total Special Allowable Itemized Deductions-Spouse (Sum of Items 4 and 5) (To part V Schedule 3 A Item 14B)					
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 Years	C. NOLCO Expired	D. NOLCO Applied Current Year	E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]
4	0.00	0.00	0.00	0.00	0.00
5	0.00	0.00	0.00	0.00	0.00
6	0.00	0.00	0.00	0.00	0.00
7	0.00	0.00	0.00	0.00	0.00
8 Total NOLCO - taxpayer/filer (Sum of Items 4D to 7D) (To Part V Schedule 3 A Item 15A)					

BIR Form No. 1701 January 2018 (ENCS) Page 4		Annual Income Tax Return Individuals (Including MIXED Income Earner), Estates and Trusts		 1701 01/18/ENCS P4	
TIN 497 143 553 500		Taxpayer's Last Name CASTRO MARY FRANCES DOMINIQUE DO			
(Continuation of Schedule 4)					
8.A.2 - Spouse's Detailed Computation of Available NOLCO					
Year Incurred	Net Operating Loss 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)]
09	0.00	0.00	0.00	0.00	0.00
10	0.00	0.00	0.00	0.00	0.00
11	0.00	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00	0.00
13 Total NOLCO - Spouse (Sum of Items 9D to 12D) (To Part V Schedule 3 A Item 16F)				0.00	
PART VI - Summary of Income Tax Due					
1 Regular Rate-Income Tax Due (From Part V, Either Item 25 or Item 32)		123,688.00	0.00		
2 Special Rate-Income Tax Due (From Part X Item 17D/17F)		0.00	0.00		
3 Less: Share of Other Government Agency, if remitted directly to the Agency		0.00	0.00		
4 Net Special Rate-Income Tax Due/Share of National Govt. (Item 2 Less Item 3)		0.00	0.00		
5 Total Income Tax Due (Sum of Items 1 & 4) (To Part II Item 22)		123,688.00	0.00		
PART VII - Tax Credits/Payments (attach proof)					
1 Prior Year's Excess Credits		0.00	0.00		
2 Tax Payments for the First Three (3) Quarters		0.00	0.00		
3 Creditable Tax Withheld for the First Three (3) Quarters		165,781.77	0.00		
4 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter		0.00	0.00		
5 Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 2Ad/3Rd)		0.00	0.00		
6 Tax Paid in Return Previously Filed, if this is an Amended Return		0.00	0.00		
7 Foreign Tax Credits, if applicable		0.00	0.00		
8 Special Tax Credits, if applicable (To Part VIII Item 5)		0.00	0.00		
9 Other Tax Credits/Payments (specify)		0.00	0.00		
10 Total Tax Credits/Payments (Sum of Items 1 to 9) (To Part II Item 23)		165,782.00	0.00		
PART VIII - Tax Relief Availment					
VIIIA - Special Rate					
1 Regular Income Tax Otherwise Due (Part X Item 16B and/or Item 16F X applicable regular income tax rate)		0.00	0.00		
2 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7B and/or Item 7F X applicable regular income tax rate)		0.00	0.00		
3 Sub-Total - Tax Relief (Sum of Items 1 and 2)		0.00	0.00		
4 Less: Income Tax Due (From Part X Item 17B and/or Item 17F)		0.00	0.00		
5 Tax Relief Availment Before Special Tax Credit (Item 3 Less Item 4)		0.00	0.00		
6 Add: Special Tax Credit, if any (From Part VII Item 8)		0.00	0.00		
7 Total Tax Relief Availment-SPECIAL (Sum of Items 5 and 6)		0.00	0.00		
VIIIB - Exempt					
8 Regular Income Tax Otherwise Due (Part X Item 16A and/or Item 16E X applicable regular income tax rate)		0.00	0.00		
9 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7A and/or Item 7E X applicable regular income tax rate)		0.00	0.00		
10 Total Tax Relief Availment-EXEMPT (Sum of Items 8 and 9)		0.00	0.00		
PART IX - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheet/s, if necessary)					
Particulars		A. Taxpayer/Filer	B. Spouse		
1 Net Income/(Loss) per Books		884,743.00	0.00		
Add: Non-Deductible Expenses/Taxable Other Income					
2		0.00	0.00		
3		0.00	0.00		
4		0.00	0.00		
5 Total (Sum of Items 1 to 4)		884,743.00	0.00		
Less: A) Non-Taxable Income and Income Subjected to Final Tax					
6		0.00	0.00		
7		0.00	0.00		
B) Special/Other Allowable Deductions					
8		0.00	0.00		
9		0.00	0.00		
10 Total (Sum of Items 6 to 9)		0.00	0.00		
11 Net Taxable Income/(Loss) (Item 5 Less Item 10)		884,743.00	0.00		



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF FINANCE

BUREAU OF INTERNAL REVENUE

REVENUE REGION NO. 9A - CaBaMIRO

CITY OF STO. TOMAS, BATANGAS

QF-TCC-01-01-2023.00

Annex "M"

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

TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

**CASTRO, MARY FRANCES
DOMINIQUE DE GUZMAN**

(PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING)

Name of Taxpayer

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

Address

497-143-353-00000

Taxpayer Identification Number

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


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

Issued this 14th day of May, 2024.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL MAY 14, 2025 ONLY OR UNTIL REVOKED FOR VIOLATION OF THE CRITERIA SPECIFIED UNDER REVENUE REGULATIONS NO. 8-2016, AS AMENDED AND REVENUE MEMORANDUM ORDER NO. 46-2018, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES.

CERTIFICATION FEE OF P100 WAS PAID ON APRIL 25, 2024 UNDER PAYMENT TRANSACTION NO. Z020240425134830968005. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.




ROSALINDA D. CABIDOG
Chief, Collection Division

DOCUMENTARY STAMP TAX
DATE OF PAYMENT: 04/18/2024
PAYMENT CONFIRMATION:
7020240416154215741363
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
Secretary

Business Name No. 1035025

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



TWCO145715983637

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

APPROVED BUDGET FOR THE CONTRACT (ABC)
SUPPLY AND DELIVERY OF ICT EQUIPMENT AND INTERNET HARDWARE FOR THE RESEARCH AND DEVELOPMENT OFFICE OF 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			
											INFLATION,	INFLATION,		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)		
	LOT 1-ICT EQUIPMENT													
1	Laptop Computer	1	pc	49,500.00	49,500.00									
	Specifications:				-									
	Processor: Ryzen 5 7535HS (6 Core)				-									
	Display: 15.6" FHD (1920*1080), 144Hz, IPS				-									
	Memory: 16/8GB DDR5				-									
	Storage: 512GB NVMe PCIe Gen4 (Upgradable)				-									
	Graphics: NVIDIA GeForce RTX 2025 Laptop GPU				-									
	4GB GDDR6				-									
	Operating System: Windows 11 Home				-									
	Keyboard: Blue Backlight KB with Silver Lining				-									
	print				-									
	Camera: HD type (30fs@720p)				-									
	Audio: 2x2W speaker, 1x Mic-in, 1x Headphone-out				-									
	I/O Ports:				-									
	1x Type-C (USB3.2 Gen 2/DP) with PD charging				-									
	3x Type-A USB3.2 Gen 1				-									
	1x HDMI (4K@30Hz)				-									
	1xRJ45				-									
	Wireless Connectivity: AMD Wi-Fi 6E R2616				-									
	Battery: 3-cell 52.4 battery (Whr)				-									
	AC Adapter: 120W adapter				-									
2	Printer, All-in-One	1	pc	12,000.00	12,000.00									
	Specifications:				-									
	Print, scan & copy multifunction printer				-									
	fast print speed of up to 10.0 ipm (black) and 5.0 ipm (colour)				-									
	Ultra-low cost printing, save up to 90% on printing costs				-									
	up to 66 cartridges in one set of inks, print up to 4,500 pages in black and 7,500 pages				-									
	hassle-free ink tank system, enjoy mess-free with key-lock bottles and front				-									
	compact integrated tank design				-									



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



PURCHASE REQUEST

Fund Cluster:

Office/Section :		PR No.: <u>PR25- 0101</u>		Date: <u>03/18/ 2025</u>	
		Responsibility Center Code :			
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
	pc	Laptop Computer	1	49,500.00	49,500.00
		Specifications:			-
		Processor: Ryzen 5 7535HS (6 Core)			-
		Display: 15.6" FHD (1920*1080), 144Hz, IPS,			-
		Memory: 16/8GB DDR5			-
		Storage: 512GB NVMe PCIe Gen4 (Upgradable)			-
		Graphics: NVIDIA® GeForce RTX™ 2050 Laptop GPU 4GB GDDR6			-
		Operating System: Windows 11 Home			-
		Keyboard: Blue Backlight KB with Silver Lining Print			-
		Camera: HD type (30fps@720p)			-
		Audio: 2x 2W Speaker, 1x Mic-in, 1x Headphone-out			-
		I/O Ports:			-
		1x Type-C (USB3.2 Gen2 / DP) with PD charging			-
		3x Type-A USB3.2 Gen1			-
		1x HDMI™ (4K @ 30Hz)			-
		1x RJ45			-
		Wireless Connectivity: AMD Wi-Fi 6E RZ616			-
		Battery: 3-Cell 52.4 Battery (Whr)			-
		AC Adapter: 120W adapter			-
	pc	Printer, All-in-one	1	12,000.00	12,000.00
		Specifications:			-
		Print, Scan & Copy Multifunction Printer			-
		Fast print speed of up to 10.0 ipm (black) and 5.0 ipm (colour)			-
		Ultra-low-cost printing, Save up to 90% on printing costs			-
		Up to 66 cartridges in one set of inks, Print up to 4,500 pages in black and 7,500 pa			-
		Hassle-free ink tank system, Enjoy mess-free refills with key-lock bottles and front-f			-
		Compact integrated tank design			-
		USB 2.0 interface			-
		Borderless printing up to 4R			-
		Powered by Epson Heat-Free Technology			-
Grand Total					61,500.00

Purpose: ICT supplies for Research and Development Office

STF - 1071
 164-200-03-133
 5020 321003

Requested by:	Recommending Approval:	Approved as to Availability of Funds	Approved by:
Signature :			
Printed Name : MACARIO B. MASAGCA, JR.	LEONEL C. MENDOZA	ROVELYN P. ROXAS	ENYA MARIE D. APOSTOL
Designation : Director for Research	POIC-VP for RDE	Budget Officer III	SUC President III

END-USER UNIT: Research and Development (Office Equipment)

Prepared by:

LEONEL C. MENDOZA

Director for Research and Development

OIC-Vice President for Research, Development and Extension

END-USER UNIT: Research and Development (Office Equipment)

Prepared by:

Director for Research and Development

Submitted by:

LEONEL C. MENDOZA

OIC-Vice President for Research, Development and Extension