



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

Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines



SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE FINANCE DEPARTMENT OF MINSU

Name of Project

BAC Resolution Recommending Approval
Resolution No. 102, 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. 2025-095 for the project "Supply and Delivery of ICT Equipment for the Finance Department of Minsu" with an Approved Budget for the Contract (ABC) amounting to Six Hundred Forty Thousand Pesos (Php640,000.00);

WHEREAS, in response to the advertisement of the project, five (5) suppliers/bidders were found in the document request list, however four (4) suppliers/bidders in the name KRISTWIN CONSUMER GOOD TRADING, IRAYA LIFE ENTERPRISES, TEKNOKRAT CONSULTING, and PAPERCAT OFFICE SUPPLIES AND EQUIPMENT TRADING submitted price quotations before the deadline;

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

Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation	
		Kristwin Consumer Good Trading	Php599,500.00
Php640,000.00	Iraya Life Enterprises	Php601,200.00	
	Teknokrat Consulting	Php606,900.00	
	Papercat Office Supplies And Equipment Trading	Php633,000.00	

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 for the Finance Department of Minsu" as follows:

a. to Kristwin Consumer Good Trading for being the supplier/bidder with the Lowest Calculated Responsive Bid (LCRB);

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

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

ATTY. SHERLYN A. LAYESA
BAC Member

MELGAR G. FADRIQUELAN
BAC Member

Engr. MARK LESTER A. MAGPANTAY
BAC Vice Chairperson

FRANIE M. AFABLE, DBMHM
BAC Member

Approved/Disapproved

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

Date: _____



Central Portal for
Philippine Government
Procurement Opportunities

Philippine Government Electronic Procurement System

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number11985513

Procuring EntityMINDORO STATE UNIVERSITY

TitleSUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE FINANCE DEPARTMENT OF MINSU

Area of DeliveryOriental Mindoro

StatusClosed	Solicitation Number: RFQ No. 2025-095		Trade Agreement: Implementing Rules and Regulations		Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)		Classification: Goods		Category: Electronic Parts and Components		Approved Budget for the Contract: PHP 640,000.00		Delivery Period: 30 Days		Client Agency:		Contact Person: Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368 cbapostol21@gmail.com	
	Associated Components		Bid Supplements		Document Request List		Date Published		Last Updated / Time		Closing Date / Time							
	1						24/04/2025		24/04/2025 00:00 AM		28/04/2025 17:00 PM							

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

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

Note: 1. All entries must be typewritten.
2. Delivery Period within _____ calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
4. Price validity shall be a period of 30 calendar days.
5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.
6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

No. Unit ITEM AND DESCRIPTION QTY. UNIT
PRICE TOTAL AMOUNT
1 unit All-in-One Personal Computer 10
Processor: i5-12400P (12 Core) -4.4GHz
Hard Drive: 1TB HDD + 256GB SSD PCIe
Display: 23.8" LED FHD (Non-Touch), with

XAXXAXXXAXXAXXAXXAXXAXXAXXAXXAXXAXXAXXAXXAXXAXXAXXAXXAXXAXXAXXAXX

Annabelle Quinto Madrigal

23/04/2025

contact person/s of the concerned party.

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



Mindoro State University
Victoria, Oriental Mindoro 5205, Philippines

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ABSTRACT OF QUOTATIONS

I. PARTICULARS

LOT NO.:

Project Name: SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE FINANCE DEPARTMENT OF MINSU

Project Location:

Implementing Office:

Method of Procurement: ₱ 640,000.00

Approved Budget for the Contract (ABC):

Deadline of Submission of Quotation:

II. Abstract of Quotations / for SVP
Evaluation of Documents Required to be Submitted within the deadline specified in the RFQ
TWG Report

No	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	Kristwin Consumer Goods Trading		✓		✓		✓		₱ 599,500.00	1	LCRQ
2	Ilona Life Enterprises		✓		✓		✓		₱ 401,200.00	2	
3	Reprocat Office Supplies and Equipment Trading		✓		✓		✓		₱ 633,000.00	4	
4	Teknokrat Consulting		✓		✓		✓		₱ 606,900.00	3	

III. Recommendation /Resolution

Recommend to Award Contract

Lowest / Single Calculated and Responsive Quotation:	Contract Price Award (in words & figures):	
Kristwin Consumer Goods Trading	Five hundred ninety-nine thousand, five hundred.	₱ 599,500.00

Declaration of Failure under Section 35 of Revised IRR of RA 9184 ☐ All bids failed to comply with all the bid requirements or fail post-qualification [Sec. 35.1(c)]

All prospective bidders are declared ineligible [Sec. 35.1(b)] ☐

Date:

LINA B. JAVIER
TWG Member

MAY C. BERON
TWG Member

FELIX A. MINESTERIO
TWG Member

MERVIN L. ICALLA
TWG Member

ENGR. MARK KEYLORD S. ONAL
BAC-TWG Head

Main Campus, Alcala, Victoria

Longkong Campus, Labuan, Bangabong

Proceed only if recommended for award of contract



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE FINANCE DEPARTMENT OF MINSU
PR No.: PR25-0131
RFQ No. 2025-095
ABC Amount: PHP640,000.00

Company Name: Kanbun Bengual Gorda Trading
Address: 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.

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

Note:

- All entries must be typewritten.
- Delivery Period within _____ calendar days.
- Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by the procuring entity.
- Price validity shall be a period of 30 calendar days.
- G-EP5 Registration Certificate shall be attached upon submission of the Quotation.
- Bidders shall submit Original Brochures showing certification of the product being offered (optional).
- Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	unit	All-in-One Personal Computer	10	59,950.599,550	
		Processor: i5-12400P (12 Core) -4.4GHz			
		Hard Drive: 1TB HDD + 256GB SSD PCIe			
		Display: 23.8" LED FHD (Non-Touch), with			
		embedded camera, Operating System: Windows			
		11			
		Office Software: Office Home & Student or above			
		Ports: 1xHDMI, 1 USB 2.0, 3xUSB 3.2, 1x USB-C			
		Ethernet RJ-45, Audio Jack, Graphics: Intel			
		irisXe (shared) bluetooth: 5.0 Power 65W (min)			
		Inclusions: wired keyboard and mouse			
		TOTAL			

After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above
Carmina R. Acaswises
Supplier's Signature over Printed Name
TIN No. of Establishment
0908411636
Contact Number

Date _____
() PhilGEPS Registration/Certificate
() Business/Mayor's Permit
() Omnibus Sworn Statement
() BIR Certificate of Registration
() Latest Income/Business Tax Return
() Tax Clearance
() DTI Registration/SEC Certificate

MSU-BAC-FR-05.01
• Main Campus, Alcala, Victoria • Bongabong Campus, Labasan, Bongabong • Calapan City Campus, Masipit, Calapan City



Mindoro State University
Victoria, Oriental Mindoro, Philippines

Faculty: university president@msu.edu.ph
Website: www.msun.edu.ph
Mobile: +63 927 846 22 28



General Conditions

1. Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) Office, Mindoro State University
2. Supplier shall submit the following requirements:
 - a. Daily signed original copy of Request for Quotation (RFQ) Prices shall be quoted in Philippine Pesos
 - b. Philstat's Registration
 - c. Valid Mayor's/Business Permit
 - d. Current sworn Statement
 - e. Bill Certificate of Registration
 - f. Latest Income/Business Tax Return
 - g. Tax Clearance
 - h. DTI Registration/SEC Certificate
 - i. Original Invoices 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.

Quotations shall be subjected to on-site inspection and approval by the End User and/or TWG inspection of the BAC prior to the award.

Award

The supplier that submitted the lowest calculated response quotation, and passed the inspection conducted by the End User and BAC prior to the award, 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 5. 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 special conditions of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract shall be disqualified from participating in MSU or any of MSU campuses and special conditions of the RFQ or contract.
3. Supplier shall be subject to withholding of creditable Government Taxes per revenue regulations of the Bureau of Internal Revenue against the supplier.
4. All duties, taxes, and other laws and revenue charges shall be paid by the supplier.
5. All transactions are subject to withholding of creditable Government Taxes per revenue regulations 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
Main Campus, Alcala, Victoria
Hogabong Campus, Labasan, Hogabong
Calapan City Campus, Masipit, Calapan City



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE FINANCE DEPARTMENT OF MINSU

PR No.: PR25-031
RFQ No. 2025-095
ABC Amount: Php640,000.00

Company Name : IRATA LIFE ENTERPRISES
Address : BULSAN 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.

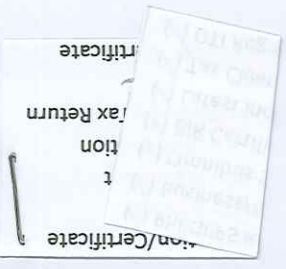
CIEDELLE PIOL-SALAZAR, J.D., Ph.D.
BAC Chairperson

- 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
1	unit	All-in-One Personal Computer	10	60,120.-	601,200.-
		Processor: i5-12400P (12 Core) -4.4GHz			
		Hard Drive: 1TB HDD + 256GB SSD PCIe			
		Display: 23.8" LED FHD (Non-Touch), with			
		embedded camera, Operating System : Windows			
		11			
		Office Software: Office Home & Student or above			
		Ports: 1xHDI, 1 USB 2.0, 3xUSB 3.2, 1x USB-C			
		Ethernet RJ-45, Audio Jack, Graphics: Intel			
		IrisXe (shared) bluetooth: 5.0 Power 65W (min)			
		Inclusions: wired keyboard and mouse			
		TOTAL			601,200.-

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 : Maria Socorro C. Mendoza
TIN No. of Establishment : 160-221-678-0000
Contact Number : 09778041325
Date : 04.28.2025

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





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Victoria, Oriental Mindoro 5205 Philippines



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REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE FINANCE DEPARTMENT OF MINSU

PR No.: PR25-0131

RFQ No. 2025-095

ABC Amount: Php640,000.00

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-EPS Registration Certificate shall be attached upon submission of the Quotation.
6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
7. Mode of delivery: [] Pick-up (schedule) [] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	unit	All-in-One Personal Computer	10	63,300.00	633,000.00
		Processor: i5-12400P (12 Core) -4.4GHz			
		Hard Drive: 1TB HDD + 256GB SSD PCIe			
		Display: 23.8" LED FHD (Non-Touch), with			
		embedded camera, Operating System : Windows			
		11			
		Office Software: Office Home & Student or above			
		Ports: 1xHDI, 1 USB 2.0, 3xUSB 3.2, 1X USB-C			
		Ethernet RJ-45, Audio Jack, Graphics: Intel			
		IrisXe (shared) bluetooth: 5.0 Power 65W (min)			
		Inclusions: wired keyboard and mouse			
		XX			
		TOTAL			633,000.00

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

Digitally signed by

Mary Frances Dominique Dg Castro

26 Apr. 2025

MARY FRANCES DOMINIQUE DG. CASTRO

Supplier's Signature over Printed Name

497-143-353-000

TIN No. of Establishment

0908-874-3789

Contact Number

Date

- ☒ PhilGEPS Registration/Certificate
- ☒ Business/Mayor's Permit
- ☒ Omnibus Sworn Statement
- ☒ BIR Certificate of Registration
- ☒ Latest Income/Business Tax Return
- ☒ Tax Clearance
- ☒ DTI Registration/SEC Certificate

MSU-BAC-FR-05.01
Main Campus, Alcate, Victoria • Bongabong Campus, Labasan, Bongabong • Calapan City Campus, Masipit, Calapan City



- 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, Alicate, Victoria, 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
- 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

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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 creditable 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.



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REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE FINANCE DEPARTMENT OF MINSU

PR No.: PR25-0131

RFQ No. 2025-095

ABC Amount: Php640,000.00

Company Name : TEKNOKRAT CONSULTING
Address : BARCENAGA, NAUJAN

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:

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Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
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		Hard Drive: 1TB HDD + 256GB SSD PCIe			
		Display: 23.8" LED FHD (Non-Touch), with			
		embedded camera, Operating System : Windows			
		11			
		Office Software: Office Home & Student or above			
		Ports: 1xHDI, 1 USB 2.0, 3xUSB 3.2, 1X USB-C			
		Ethernet RJ-45, Audio Jack, Graphics: Intel			
		IrisXe (shared) bluetooth: 5.0 Power 65W (min)			
		Inclusions: wired keyboard and mouse			
		TOTAL			606,900.00

Six Hundred Six Thousand Nine Hundred Pesos Only

OFFER BRAND AND SPECS

Aspire C24-195ES
New Core Ultra 5 CPU 8GB

512GB SSD

Intel® Graphics

With Office for Home and Student

Intel® Core™ Ultra 5 processor 125V (up to 4.3 GHz, 12 MB cache, 2 P-core/8 E-core/2 LPE-core/14 thread, 15 W, Intel® Graphics)

Hard Disk Drive: 512 GB M.2 2280 PCIe Gen4 SSD

Monitor / Screen: Size (Inches): 23.8, Touch support: N

Windows @ 11 Home SL with MS Office for Home & Student

HDMI port(s): Port 1, USB 3.2 Gen1 5Gbps Type A port(s): 2

USB 3.2 Gen2 10Gbps Type C port(s): 1

LAN: Gigabit Ethernet, Audio jack(s): 1

Graphics: Intel® Graphics

Bluetooth® 5

Power Supply and Adapter: 3-pin 65 W AC adapter

Keyboard & Mouse: Wireless (2.4 GHz RF) keyboard and mouse

MSU-BAC-FR-05.01

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☒	PhilGEPS Registration/Certificate
☒	Business/Mayor's Permit
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☒	DTI Registration/SEC Certificate



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 - Valid Mayor's/Business Permit
 - Omnibus Sworn Statement
 - BIR Certificate of Registration
 - Latest Income/Business Tax Return
 - TAX Clearance
 - DTI Registration/SEC Certificate
 - Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

Ocular Inspection

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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.

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- Compliance with Item & Description Requirements
- Price

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- Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in MinsU or any of MinsU campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
- All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
- All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment

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

MSU-BAC-FR-05.01

Location	local
Business Tax	15884052600000
Identification Number	
Capitalization	₱ 1,000,000.00
Organization Type	Trading

Single Proprietorship Details

DTI Certificate Number	4449339
DTI Registration Date	12-Jan-2023
DTI Business Scope	regional
Signature	P8Y5S334614306344

Local Organization Address

Country Name	Philippines
Province	Oriental Mindoro
City/Municipality	Calapan City
Zip Code	5200
Region	Region IV-B

Bank Account Details

Bank Name	Landbank
Bank Branch	Calapan
Account Number	05011836782
Branch Code	
Account Name	Catalina M Alcanices

Uploaded Supporting Document

Uploaded	1675415981.dti_bir_bank_account.pdf
Supporting	https://www.philgeps.gov.ph/portal_documents/merchant_reg_documents/user_332795/documents/1675415981_dti_bir_bank_account.pdf
Document	dti_bir_bank_account.pdf

Status

Status	Rec Approved
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List of Active Users of the Merchant Organization

Last Name	First Name	Middle Name	Position	Status
No Records Found				



View Red Registration

[Back \(https://www.phrpeps.gov.ph/SUPDASboards/dashboard\)](https://www.phrpeps.gov.ph/SUPDASboards/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	3980932
Landline Extension			
Fax Area Code		Fax Number	
Fax Extension Number			
Country Code	63	Mobile Number	09084116
Email Address	catalinaalcarices3@gmail.com		
Organization Details			
Organization id	352795	Registration Date	03-Feb-20
Registration Status	active	Form Of Organization	Single Pro
Organization Name	KRISTWIN CONSUMER GOODS TRADING	Business Category	Pharmaceutical drug precursors, Paper materials, Paper products, Office machines and their supplies and accessories, Office and desk accessories, Office equipment, Audio and visual 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, Antibacterial, 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



OFFICE OF THE CITY MAYOR

TAUMBAYAN
MA SUSUNOD
AND

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.

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	
MAYOR'S PERMIT FEE		1,000.00			
EDUC'L SPECIAL PROGR		100.00			
DRAINAGE MAINTENANCE		100.00			
GARAGE FEE		800.00			
FIRE AND SAFETY INSP		250.00			
SANITARY FEE		200.00			
MEDICAL FEE		200.00			
ANNUAL INSPECTION FEE		200.00			
BUSINESS STICKER		300.00			
SITE INSPECTION FEE		50.00			
OCCUPATIONAL FEE		440.00			
TAX CLEARANCE		30.00			
AAP & RENEWAL OF BUS. FEE		50.00			
				200.00	
				200.00	
				300.00	
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				440.00	
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ENCODER		TOTALS	APPROVED BY: 	RECOMMENDING APPROVAL:
			0.000.00	

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.



REPUBLIKA NG PILIPINAS
KAGAWARAN NG RENTAS INTERNAS
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 WHOLESALE OF MISCELLANEOUS CONSUMER GOODS N.E.C.	(P.SIC) 47529-RETAIL SALE OF CONSTRUCTION SUPPLIES N.E.C.	Secondary	Line of Business RETAIL SALE OF CONSTRUCTION SUPPLIES N.E.C.

REMEMINDERS:

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.
3. For new business registrants, application for registration of manual Books of Accounts (B/A's) shall be before earlier, from the date of registration. Registration of new set of manual B/A's 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

REG. NO. P. REFORMA
OIC-Asst Revenue District Officer
EMELITA R. ABO
REVENUE DISTRICT OFFICER
(Signature over Printed Name)



THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

2303
BIR FORM

REVISED, APRIL 2019

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

TAX TYPES	FORM	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
INDIVIDUAL INCOME TAX	1701/17	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			
TRADE NAME 1		KRISTWIN CONSUMER GOODS TRADING	
(PSIC)	Line of Business	47199-RETAIL SELLING IN NON-SPECIALIZED STORES, N.E.C	
	(PSIC)	RETAIL SELLING IN NON-SPECIALIZED STORES, N.E.C	
(PSIC)	Line of Business	47733-RETAIL SALE OF OFFICE EXCLUDING COMPUTERS AND EQUIPMENT, PERIPHERAL EQUIPMENT	
	(PSIC)	RETAIL SALE OF OFFICE MACHINES AND EQUIPMENT EXCLUDING COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT	
(PSIC)	Line of Business	46421-WHOLESALE OF MEDICINAL AND PHARMACEUTICAL PRODUCTS	
	(PSIC)	WHOLESALE OF MEDICINAL AND PHARMACEUTICAL PRODUCTS	
(PSIC)	Line of Business	47721-RETAIL SALE OF DRUGS AND PHARMACEUTICAL GOODS	
	(PSIC)	RETAIL SALE OF DRUGS AND PHARMACEUTICAL GOODS	
(PSIC)	Line of Business	46429-WHOLESALE OF PHARMACEUTICAL GOODS	
	(PSIC)	Secondary	
(PSIC)	Line of Business	Secondary	
	(PSIC)	Secondary	

BIR Form No. 1701 January 2018 (ENCS)		Individuals (including Mixed Income Earner), Estates and Trusts		Page 3	
TIN		Payer/Receiver's Last Name		ALCANCES CATALINA MAYMONSONG	
130 For 8% Flat Income Tax Rate		Particulars		(DO NOT enter Centenos; 48 Centenos or less drop down; 50 or more round up)	
26 Sales/Revenue/Receipts (net of sales returns, allowances and discounts)		A. Taxpayer/Spouse		0.00	
27 Add Other Non-Operating Income (specify below)				0.00	
28 Total Income (Sum of items 26 and 27)				0.00	
29 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	
30 Taxable Income (Less: item 29)				0.00	
31 Tax Due-Business Income (item 30 x 8% Flat Income Tax Rate)				0.00	
32 Total Tax Due-Compensation & Business Income (under flat rate)(Sum of items 7 and 31) (To Part VI item 1)				0.00	
Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheets, if necessary)					
1 Amortizations				0.00	
2 Bad Debts				0.00	
3 Charitable and Other Contributions				0.00	
4 Depletion				0.00	
5 Depreciation				0.00	
6 Entertainment, Amusement and Recreation				0.00	
7 Fringe Benefits				0.00	
8 Interest				0.00	
9 Losses				0.00	
10 Pension Trusts				0.00	
11 Rental				0.00	
12 Research and Development				0.00	
13 Salaries, Wages and Allowances				0.00	
14 SSS, GSIS, Philhealth, HDMF and Other Contributions				0.00	
15 Taxes and Licenses				0.00	
16 Transportation and Travel				0.00	
17 Others (Deductions Subject to Withholding Tax and Other Expenses) (specify below, Add additional sheets, if necessary)				0.00	
a Janitorial and Messengerial Services				0.00	
b Professional Fees				0.00	
c Security Services				0.00	
d Total Ordinary Allowable Itemized Deductions (Sum of items 1 to 17d) (To Part V Schedule 3 A item 13)				0.00	
Schedule 5 - Special Allowable Itemized Deductions (attach additional sheets, if necessary)					
1 Taxpayer/Spouse				0.00	
2 Total Special Allowable Itemized Deductions-Taxpayer/Spouse (Sum of items 1 and 2) (To part V Schedule 3 A item 14a)				0.00	
3 Taxpayer/Spouse				0.00	
4 Total Special Allowable Itemized Deductions-Spouse (Sum of items 4 and 5) (To part V Schedule 3 A item 14b)				0.00	
5 Taxpayer/Spouse				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	
Schedule 6 - Computation of Net Operating Loss carry Over (NOLCO)					
1 Gross Income				0.00	
2 Less: Ordinary Allowable Itemized Deductions				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	
6A.1 - Taxpayer/Spouse's Detailed Computation of Available NOLCO					
Net Operating Loss					
Year Incurred					
A. Amount				0.00	
B. NOLCO Applied				0.00	
C. NOLCO Expired				0.00	
D. NOLCO Applied				0.00	
E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]				0.00	
8 Total NOLCO - Taxpayer/Spouse (Sum of items 4D to 7D) (To Part V Schedule 3 A item 15a)				0.00	

BIR Form No. 1701		January 2018 (ENCS)		Page 4	
Individuals (including MIXED Income Earner), Estates and Trusts					
Taxpayer's Name: ALFONCES CATALINA MANONSONG					
TIN: 135-140-000					
Continuation of Schedule e)					
6.A.2 - Spouse's Detailed Computation of Available NOLCO					
Net Operating Loss					
Year Incurred					
A. Amount					
B. NOLCO Applied					
C. NOLCO Expired					
D. NOLCO Applied					
E. Net Operating Loss (Unapplied) [(E)=A-(B+C+D)]					
12 Total NOLCO - Spouse (Sum of items 9D to 12D) (To Part V Schedule 3-A Item 15B)					
13 Total NOLCO - Spouse (Sum of items 9D to 12D) (To Part V Schedule 3-A Item 15B)					
PART VI - Summary of Income Tax Due					
1 Regular Rate-Income Tax Due (From Part V, Either Item 25 or Item 32)					
2 Special Rate-Income Tax Due (From Part X, Item 17E1, 17F)					
3 Less: Share of Other Government Agency, if remitted directly to the Agency					
4 Net Special Rate-Income Tax Due/Share of National Govt. (Item 2 Less Item 3)					
5 Total Income Tax Due (Sum of items 1 & 4) (To Part II Item 22)					
PART VII - Tax Credits/Payments (attach proof)					
1 Prior Year's Excess Credits					
2 Tax Payments for the First Three (3) Quarters					
3 Creditable Tax Withheld for the First Three (3) Quarters					
4 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter					
5 Creditable Tax Withheld per BIR Form No. 2316 (From Part V Schedule 1 Item 3A, 3B, 3C)					
6 Tax Paid in Return Previously Filed, if this is an Amended Return					
7 Foreign Tax Credits, if applicable					
8 Special Tax Credits, if applicable (To Part VIII Item 6)					
9 Other Tax Credits/Payments (specify)					
10 Total Tax Credits/Payments (Sum of items 1 to 9) (To Part II Item 23)					
PART VIII - Tax Relief Availment					
1 Regular Income Tax Otherwise Due (Part X Item 16A and/or Item 16C X applicable regular income tax rate)					
2 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7B and/or Item 7E X applicable regular income tax rate)					
3 Sub-Total - Tax Relief (Sum of items 1 and 2)					
4 Less: Income Tax Due (From Part X Item 17B and/or Item 17F)					
5 Tax Relief Availment Before Special Tax Credit (Item 3 Less Item 4)					
6 Add: Special Tax Credit, if any (From Part VII Item 9)					
7 Total Tax Relief Availment-SPECIAL (Sum of items 5 and 6)					
VIII.B - Exempt					
8 Regular Income Tax Otherwise Due (Part X Item 16A and/or Item 16C X applicable regular income tax rate)					
9 Tax Relief on Special Allowable Itemized Deductions (Part X Item 7B and/or Item 7E X applicable regular income tax rate)					
10 Total Tax Relief Availment-EXEMPT (Sum of items 8 and 9)					
PART IX - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheets, if necessary)					
Particulars					
A. Taxpayer/Filer					
B. Spouse					
1 Net Income/(Loss), per Books					
Add: Non-Deductible Expenses/Taxable Other Income					
2					
3					
4					
5 Total (Sum of items 1 to 4)					
Less: A) Non-Taxable Income and Income Subjected to Final Tax					
6					
7					
B) Special/Other Allowable Deductions					
8					
9					
10 Total (Sum of items 5 to 9)					
11 Net Taxable Income/(Loss) (Item 5 Less Item 10)					



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 ALCANCES
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. 202025041410538420201. 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: 2020250414105727420415
Amount: P30.00

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



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 ALCANICES

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
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.



PBYS3334614306344

Documentary Stamp Tax Paid Php 30.00

APPROVED BUDGET FOR THE CONTRACT (ABC)
SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE FINANCE DEPARTMENT OF MINSU
Alcorte, Victoria, Oriental Mindoro
Project Name and Location

Stations: Mindoro State University

Length:

Contract Duration:

Other Cost Factors													
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	INFLATION, %			TOTAL COST	UNIT COST
									%	VALUE			
										(11)	(12)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(5)X(9)	(10%[(5)+(10)]	(11) / (3)	
1	All-In-One Personal Computer	10	unit	64,000.00	640,000.00								
	Processor: i5-12400P (12 Core) -4.4GHz				-								
	Hard Drive: 1TB HDD + 256GB SSD PCIe				-								
	Display: 23.8" LED FHD (Non-Touch), with embedded camera, Operating System : Windows 11				-								
	Office Software: Office Home & Student or above				-								
	Ports: 1xHDI, 1 USB 2.0, 3xUSB 3.2, 1X USB-C				-								
	Ethernet RJ-45, Audio Jack, Graphics: Intel				-								
	IrisXe (shared) bluetooth: 5.0 Power 65W (min)				-								
	Inclusions: wired keyboard and mouse				-								
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX				-								
GRAND TOTAL					640,000.00								

Prepared by

Recommending Approval

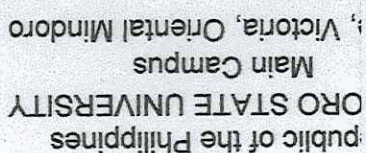
Approved

MARYNEL A. HERMOSA
Member, BAC Secretariat

CHRISTIAN B. APOSTOL, Ph.D.
Head, BAC Secretariat

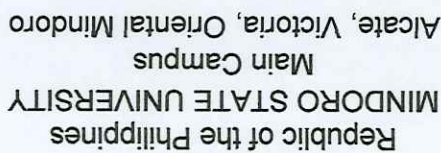
CIEDELLE PIOJ-SALAZAR, Ph.D.
Chairperson, BAC

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

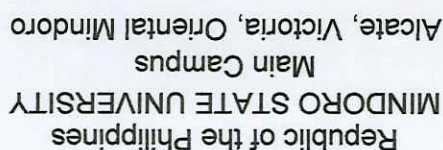


waiting for
approved passport

[illegible]



Office /Section:		PR No.: PR25-0131		Responsibility Center Code:		Date:
Stock/ Property No.	Unit	Item Description		Qty	Unit Cost	Total Cost
	unit	All-in-One Personal Computer		10	64,000.00	640,000.00
		Processor:i5-12400P (12 Core) -4.4GHz				
		Hard Drive: 1TB HDD + 256GB SSD PCIe				
		Display:23.8" LED FHD (Non-Touch), with				
		embedded camera, Operating System: Windows				
		Office Software: Office Home & Student or above				
		Ports: 1xHDI, 1 USB 2.0, 3xUSB 3.2, 1X USB-C				
		Ethernet RJ-45, Audio Jack , Graphics: Intel				
		IrisXe (shared) bluetooth:5.0 Power 65W (min)				
		Inclusions: wired keyboard and mouse				

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

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



March 24, 2025

DR. ENYA MARIE D. APOSTOL
SUC President III, Mindoro State University
Alcate, Victoria, Oriental Mindoro

Dear *President Apostol*:

May we respectfully submit the herein proposal for the Procurement of Information and Communication Equipment for the Finance Department for your approval. Thank you.

Very truly yours:

ROVELYN P. ROXAS
Acting Budget Officer

Noted:
[Signature]

CHRISTIAN B. APOSTOL
Campus Executive Director

[Signature]
JOELENE C. LEYNES
Vice President for Admin & Finance

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



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

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



PROJECT PROPOSAL

Title: **PROCUREMENT OF OFFICE EQUIPMENT (ALL-IN-ONE PC)
FOR THE FINANCE DEPARTMENT**

Implementing Agency: **MINDORO STATE UNIVERSITY –MAIN CAMPUS**
Alcate, Victoria, Oriental Mindoro

Head of Agency: **ENYA MARIE D. APOSTOL, Ph.D.**
SUC President III

Contact Persons: **JOELENE C. LEYNES**
Vice President for Admin & Finance /CAO-Finance

ROVELYN P. ROXAS
SAO-Finance/OIC-Budget Officer III

Total Project Cost: **₱640,000.00**
Duration: **One (1) year**
Sources of Fund: **STF**

PROJECT DESCRIPTION

STF - 1071
164 - 200
03-00166
Jm

Introduction

The Finance Department of Mindoro State University plays a critical role in managing the institution's financial resources. In today's digital age, efficient and reliable information and Communication Technology (ICT) is essential for effective financial management. The rapid evolution of ICT has transformed financial operations, necessitating the adoption of advanced tools and systems to ensure accuracy, efficiency, and compliance.

Rationale/Significance

The Finance Department is responsible for a wide range of critical functions, including budget preparation, financial reporting, procurement, payroll, and audit. These functions require the processing and analysis of large volumes of data, which necessitates reliable and efficient computing equipment.

Currently, the Finance Department faces challenges due to outdated and malfunctioning equipment. In particular, the staff of the Budget, Cashier, and Accounting Officers relies on an old and unreliable laptop, which poses a significant risk of data loss and work disruptions. This situation hinders the department's ability to perform its duties effectively and efficiently. Disparities in access and usage, often leading to women being relegated to less prominent roles and facing barriers in using equipment.

A desktop personal computer (PC) refers to a traditional computer setup consisting of separate components, including a tower or case housing the central processing unit (CPU), motherboard, and other internal components, along with a separate monitor, keyboard, and mouse¹. On the other hand, an all-in-one (AIO) PC integrates all the components into a single unit, combining the CPU, motherboard, display, and often the speakers into the monitor itself. In simpler terms, a desktop PC is a modular setup, while an all-in-one PC is a more compact and integrated solution.

Due to limited space being occupied by the Offices (Accounting, Budget, Cashier, CAO-Finance/VP for Admin & Finance) of the Finance Department, an efficient space management and strategies are necessary. Therefore, the utilization of an AIO PC equipment is hereby being

¹ <https://www.lenovo.com/ph>





proposed. Upon approval, the equipment will not only serve those office personnel, but also support all female (14) and male (4) office staff and officers under the Finance Department.

The procurement of new All-in-One (AIO) PCs will address these challenges by providing the Finance Department with the necessary tools to:

- Enhance the accuracy and efficiency of financial transactions.
- Improve the speed and reliability of financial reporting.
- Strengthen data security and prevent data loss.
- Facilitate seamless communication and collaboration.
- Allow for better data analysis.
- Ensure compliance with financial regulations and standards.

Given the limited space within the Finance Department, AIO PCs offer a compact and efficient solution that minimizes clutter and maximizes workspace.

Objectives

General: To enhance the efficiency and effectiveness of the Finance Department while ensuring equal access of all personnel through the procurement of modern office and ICT equipment.

Specific:

1. To provide two (2) All-in-One PCs to the Finance Department, ensuring all key personnel have access to reliable computing resources.
2. To improve the efficiency and accuracy of financial transactions, reporting, and analysis.
3. To enhance data security and prevent data loss.
4. To facilitate seamless communication and collaboration within the department.
5. To ensure compliance with financial regulations and standards.
6. To ensure equal access to University's resources and services.

Methodology

To ensure the success of the project, the following activities were taken and or will be performed.

1. Preparation of Project Proposal and conduct of consultation with concerned groups/units.
2. Conduct market and comparative survey for equipment, its specifications, potential supplier, and market price.
3. Preparation and submission of project procurement management plan (PPMP).
4. Preparation and submission of Purchase Request.
5. Conduct of necessary procurement activities in accordance with government procurement guidelines.
6. Implementation and installation of the equipment.
7. Post installation check and testing.

Expected Outputs and Outcomes

- 10 units of All-in-One PCs for the Finance Department.
- Improved efficiency and accuracy of financial operations.
- Enhanced data security and reliability.





Potential Outcomes

- Increase productivity and enhanced working environment
- Empowered women and men of office

Sustainable Development Goals

- SDG 9: Build resilient infrastructure, promote sustainable and inclusive industrialization, and foster innovation. The project will enhance the department's ICT infrastructure, enabling it to operate more efficiently and effectively.
- SDG 10: Reduce inequality. By providing access to modern ICT equipment, the project will ensure that all personnel have the tools they need to perform their duties effectively.

Photo & Specifications: All-in-One PC



Processor: i5-12400P (12 core) ~4.4GHz
Memory: 8GB DDR4 (supports Up to 32Gb)
Hard Drive: 1TB HDD + 256GB SSD PCIe
Display: 23.8" LED FHD (Non-Touch), with embedded camera
Operating System: Windows 11
Office Software: Office Home & Student or above
Ports: 1x HDMI, 1x USB 2.0, 3x USB 3.2, 1x USB-C, Ethernet RJ-45, Audio Jack
Graphics: Intel IrisXe (shared)
Bluetooth: 5.0
Power: 65W (min)
Inclusions: Wired Keyboard and Mouse

Potential Outcomes

- Improved efficiency and accuracy of financial operations.
- Enhanced data security and reliability.
- Streamlined financial reporting and analysis.
- Quicker access to financial data.

Potential Impacts (PIs)

The project is expected to have an impact on the quality of works and outputs of the Finance Department personnel and empower women and men by having equal opportunity to utilize a more reliable Office and ICT Equipment.

Social and Service Impacts

- Improved financial management and accountability.
- Enhanced service delivery to students, faculty, and staff.
- More accurate and timely financial reporting to stake holders.

Target Beneficiaries (for details, refer to Annex B)

- Finance Department personnel.
- Mindoro State University students, faculty, and staff.
- University Administration.





Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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



Gender and Development (GAD)

The University recognizes the importance of gender equality and inclusivity. This project will ensure that all men and women personnel under the Finance Department, have access to the resources they need to perform their duties effectively. The budget for the project (P640,000.00) will also serve as GAD-attributed budget.

WORKPLAN/WAYS FORWARD

- Conduct regular coordination with MIS office for the maintenance and software updates of the new equipment.
- Conduct training/orientation for Finance Department personnel on the use of the new equipment.
- Ensure data privacy and protection of the clients in compliance with data privacy laws.
- Future upgrading of the equipment as needed
- Coordination with the PME and GAD for monitoring and evaluation of the project.

References:

- Relevant financial management and ICT resources
- Republic act 10173 or the Data Privacy Act (DPA) of 2023.

Prepared by:

ROVELYN P. ROXAS
SAO-Finance/OIC-Budget Officer III

Noted:

JOHN EMMANUEL M. MERHAN
Coordinator, WGAD-Main Campus

Comment:

Project proposed is gender-sensitive and passed the GAD test. For details of the GAD results, please see attached GAD checklist.

MARY ANN M. HERNANDEZ
Director for Planning, Monitoring & Evaluation

Comment:

The project supports the university's plan to enhance delivery of quality service by providing more reliable office equipment for Finance Services.

Recommending Approval:

- ☐ Approved
☐ Not Approved due to:

JOELINE C. LEYNES

VP for Admin & Finance

For endorsement to Academic/Admin Council

☐ Yes

☐ No

Approved:

ENYA MARIE D. APOSTOL, Ph.D.

SUC President III

Chair, Academic & Administrative Council



Project Proposal: Procurement of Office Equipment Page 4 of Pages 6
[MINSU-PME-PPA-25-0002]

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

Box P1. Summary checklist for the assessment of proposed projects

Element and item or guide question (col. 1)	Response (col. 2)			Score for the element/ item (col. 3)	Result or comment (col. 4)
	No (2a)	Partly yes* (2b)	Yes (2c)		
From Box 5 or department/sector-specific checklist					
1.0 Involvement of women and men in project conceptualization and design (possible scores: 0, 1.0, 2.0) Has the project conceptualization and design process included consultation with partners, including women's groups, on the problems or issues that the project needs to solve and on the development of the solution?			2.0	2.0	
2.0 Collection of sex-disaggregated data and gender-related information at the planning stage (possible scores: 0, 1.0, 2.0) Conduct of gender analysis and identification of gender issues at the project identification stage		0	0	2.0	Though the project was prepared by a woman staff, there's no sex-disaggregated data and gender-related information in the project.
3.0 Project identification stage Is there an analysis of gender gaps or inequalities? (possible scores: 0, 0.5, 1.0)		0	1.0	1.0	No analysis of gender gaps or inequalities in the project statements
3.2 Does the analysis of the development problem recognize gender-based opportunities or constraints to women's access to or participation in the Project it will support? (possible scores: 0, 0.5, 1.0)			1.0	1.0	No analysis of the development problem recognizes gender-based opportunities or constraints to women's access to or participation
From box 6 or department/sector-specific checklist					
4.0 Presence of Gender equality goals, Outcomes, and outputs (max. score: 2.0; for each item or question, 1.0) Do Project objectives address issues and concerns of women and men? (possible scores: 0, 0.5, 1.0)	0	0	1.0	1.0	
4.1 Do Project objectives address issues and concerns of women and men? (possible scores: 0, 0.5, 1.0)					
4.2 Do the Project outcomes and outputs promote gender sensitivity or responsiveness among its contents/components (possible scores: 0, 0.5, 1.0)	0				The Project failed to include in its outcomes and outputs how it can promote gender sensitivity or responsiveness
5.0 Presence of activities and interventions that match the gender issues identified to produce gender equality outputs and outcomes (possible scores: 0, 1.0, 2.0) Gender analysis of the likely impact of the designed project (max score: 2; each item or question, 0.67)	0	0	0.33	0.7	0.0 No activities and interventions indicated that match the gender issues identified to produce gender equality outputs and outcomes
6.0 Are women and girls among the direct or indirect beneficiaries? (possible scores: 0, 0.33, 0.67)	0	0.33			
6.1 Does the project have the expertise in promoting gender equality and women's empowerment? OR, does the project commit itself to investing project staff time in building capacities within the project to integrate GAD or promote gender equality? (possible scores: 0, 0.5, 1.0)			1.0		
6.2 Does the project have the expertise in promoting gender equality and women's empowerment? OR, does the project commit itself to investing project staff time in building capacities within the project to integrate GAD or promote gender equality? (possible scores: 0, 0.5, 1.0)			1.0		
7.0 Does the project include gender equality targets and indicators to measure gender equality outputs and outcomes? (possible scores: 0, 1.0, 2.0) Collection of sex-disaggregated data in the Monitoring and Evaluation plan (possible scores: 0, 1.0, 2.0)			2.0	2.0	0.0
8.0 Commitment of resources to address gender issues (max score: 2; each item or question, 1)	0	0	2.0	2.0	
9.0 Will the project tap counterpart funds from other partners/cooperators/integrators for its GAD efforts? (possible scores: 0, 0.5, 1.0)			1.0		
9.1 Does the project have the expertise in promoting gender equality and women's empowerment? OR, does the project commit itself to investing project staff time in building capacities within the project to integrate GAD or promote gender equality? (possible scores: 0, 0.5, 1.0)			1.0		
10.0 Connection of the project to the University's GAD efforts (max score: 2; for each item or question, 0.67) Will the Project build on or strengthen the University's commitment to the advancement of women? (possible scores: 0, 0.33, 0.67)	0	0	1.3	1.3	1.3 Project was built on the initiatives or actions of the Finance Department of the University
10.1 Will the Project build on the initiatives or actions of other organizations nearby the University? (possible scores: 0, 0.33, 0.67)					
10.2 Does the Project have an exit plan that will ensure the sustainability of GAD efforts and benefits? (possible scores: 0, 0.33, 0.67)					
TOTAL GAD SCORE FOR THE PROJECT PROPOSAL (Add the scores for each of the eight elements.)					
				11.3	Proposed project is gender-sensitive and passed the GAD test

*As evident from the scores in Boxes 5 and 6 and the department/sector-specific checklist, the summary score for partly yes to an element or requirement may be any positive number lower than

[Signature above printed name of WGAD evaluator]

JOHN EMMANUEL M. MERHAN

Gender-responsive Projects are those that substantively address gender issues identified through a gender analysis of sex-disaggregated data and gender-related information, or that successfully promote gender responsiveness among their funded projects.

Gender-sensitive Projects are those that recognize and acknowledge differences in roles, needs, and perspectives of women and men, possible asymmetries in their relationship, and the possibility that actions or interventions will have different effects on and results for women and men based on their gender, but do not actively seek to address these issues.

Interpretation of the GAD score

0-3.9 GAD is invisible in the project (needs GAD technical assistance).
4.0-7.9 Proposed Project has promising GAD prospects (proposal earning a "conditional pass," pending identification of gender issues/ and strategies to address these, and inclusion of the collection of sex-disaggregated data in the monitoring and evaluation plan).
8.0-14.9 Proposed project is gender-sensitive (Project passes the GAD test).
15.0-20.0 Proposed Project is gender-responsive (the Proponent to be commended).