



**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND PHOTOCOPIER TONER FOR SAS OFFICE
OF MINSU BONGABONG CAMPUS**

Name of Project

**BAC Resolution Recommending Approval
Resolution No. 127, s. 2025**

WHEREAS, the Mindoro State University (MinSU), through its Bids and Awards Committee (BAC), intends to undertake the procurement for the **"Supply and Delivery of Office Supplies and Photocopier Toner for SAS Office of MinSU Bongabong Campus"**, with an Approved Budget for the Contract (ABC) in the amount of **Sixty Thousand Pesos (Php60,000.00)**, which is allocated to as follows:

Particulars	Sub-ABC Amount
Lot 1 – Office Supplies	Php22,550.00
Lot 2- Photocopier Toner	Php37,450.00

WHEREAS, upon detailed evaluation of the two (2) lots, it has been determined that it was governed by different procurement modalities under the Implementing Rules and Regulations (IRR) of Republic Act No. 9184;

WHEREAS, Lot 1 pertains to Office Supplies with a value less than Php 50,000.00, which does not mandate posting on the Philippine Government Electronic Procurement System (PhilGEPS) and falls under Section 52.1(b) of the IRR of RA 9184 (Negotiated Procurement – Shopping – Ordinary/Regular Office Supplies & Equipment);

WHEREAS, Lot 2 involves the procurement of photocopier toner, classified under Section 50 of the IRR of RA 9184, which pertains to Direct Contracting (single-source procurement), a procurement method for Goods that does not require the submission of elaborate Bidding Documents;

WHEREAS, Section 50 of the Revised IRR of Republic Act No. 9184 (Government Procurement Reform Act of 2003) stipulates that Direct Contracting is a procurement method where the procuring entity solicits a price quotation or pro-forma invoice along with the conditions of sale, typically without requiring a detailed competitive bidding process. Direct Contracting may be invoked under the following conditions:

- a) *Procurement of Goods of proprietary nature which can be obtained only from the proprietary source, i.e. when patents, trade secrets, and copyrights prohibit others from manufacturing the same item;*
- b) *When the procurement of critical components from a specific supplier is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provisions of its contract; or*
- c) *Those sold by an exclusive dealer or manufacturer which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the GoP.*

WHEREAS, based on certification issued by RICOH Asia Pacific Operations Ltd., it has been confirmed that Philippine Duplicators is the exclusive distributor in the Philippines for all IMC2000 Branded copying/printing machines and their consumables and spare parts (refer to attached certification);

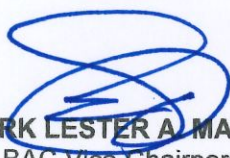


WHEREAS, the validation for processing the two (2) procurement lots separately is substantiated by the aforementioned certification and justification, which clarifies that such a distinction does not amount to contract splitting, in compliance with the legal framework governing procurement activities;

NOW, THEREFORE, BE IT RESOLVED, that the BAC hereby recommends to the Head of the Procuring Entity the approval of the following actions related to the project "**Supply and Delivery of Office Supplies and Photocopier Toner for SAS Office of MinSU Bongabong Campus**":

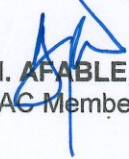
1. Lot 1 shall be classified under Section 52.1(b) of the IRR of RA 9184 (Negotiated Procurement – Shopping – Ordinary/Regular Office Supplies & Equipment);
2. Lot 2 shall be classified under Section 50 of the IRR of RA 9184 (Direct Contracting – Single Source Procurement for Goods, which does not require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

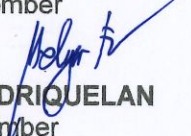
RESOLVED, this 2nd day of June, 2025 at MinSU-Main Campus, Alcate, Victoria, Oriental Mindoro.


Engr. MARK LESTER A. MAGPANTAY
BAC Vice-Chairperson


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

ON LEAVE
ATTY. SHERLYN A. LAYESA
BAC Member


FRANIE M. AFABLE, DBMHM
BAC Member


MELGAR G. FADRIQUELAN
BAC Member

[] Approved / [] Disapproved


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

Date: _____

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



ROUTING SLIP

PR Number:	MBL-13	Amount:	₱60,000.00
Purpose:	office supplies - student affairs		
	Rev 4.		
Particulars	Date	Remarks/ Number	Signature
Purchase Request (3 copies)			
To Supply Office for pricing			
To Budget Office for obligation	5/5/25		
To Records Office for Recording	5/5/25		
To OP for approval	MAY 06 2025		Maria Leiden V. Gaud
To Records Office for release			
To Supply Office for RFQ, Canvass, etc. (below 50,000)			
To BAC Office for posting (above 50,000)			
ABC Preparation	05/12/25	183-2025	
To OP for approval of ABC	2025-05-20		
To BAC for posting			
BAC Reso	2025-06-13		
PO			
PO to Supply Office for numbering			
Purchase Order (4 copies)			
To Accountant for availability of funds			
To OP for approval			
To Records Office			
To Supply Office			
For signature of supplier			
Copy of PO for submission to COA			
To supplier for delivery			
Supply Office for preparation of required documents			
Budget Office for ORS & Attachment of supporting documents			
To Accounting Office for processing of DV			

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

[illegible]

Prepared by:

Submitted by:

CIEDELLE PIOL-SALAZAR, JD, Ph.D.
Acting Campus Executive Director/VPAA

Republic of the Philippines
MINDORO STATE UNIVERSITY
Labasan, Bongabong, Oriental Mindoro

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT:
Charged to: Beginning 2025 - Student Development
Projects, Programs and Activities (PAPS)

CODE	GENERAL DESCRIPTION	Qty	Unit	Unit Cost	ESTIMATED BUDGET	MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Office Supplies					Negotiated Procurement - Small Value Procurement (Sec. 53.9)												
	Ballpen - (1-Gel GI 165) Blue (12'S)	4	bx	250.00	1,000.00				/									
	Coupon Bond A4 Subs 20	15	reams	260.00	3,900.00				/									
	Coupon Bond, Long Subs 20	15	reams	280.00	4,200.00				/									
	Coupon Bond, Short Subs 20	15	reams	230.00	3,450.00				/									
	Ink #003 (Black)	6	btls	350.00	2,100.00				/									
	Ink #003 Yellow	6	btls	350.00	2,100.00				/									
	Ink #003 Magenta	6	btls	350.00	2,100.00				/									
	Ink #003 Cyan	6	btls	350.00	2,100.00				/									
	Record Book 200 pages	5	pads	250.00	1,250.00				/									
	Toner Cartridge, IMC2500, Blk	1	cartridge	5,425.00	5,425.00				/									
	Toner Cartridge, IMC2500, Yellow	1	cartridge	10,675.00	10,675.00				/									
	Toner Cartridge, IMC2500, Magenta	1	cartridge	10,675.00	10,675.00				/									
	Toner Cartridge, IMC2500, Cyan	1	cartridge	10,675.00	10,675.00				/									
	Box Cutter (big)	1	pc	200.00	200.00				/									
	Clear sliding folder, long	5	pc	30.00	150.00				/									

Total Budget 60,000.00

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

Prepared By: *Mamela*
MADONNA P. MELCHOR, Ph.D.
Coordinator, Student Affairs and Services

Submitted by:
Ciedelle P. Salazar
CIEDELLE P. SALAZAR
Acting Campus Executive Director