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Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



SUPPLY AND DELIVERY OF CONSTRUCTION SUPPLIES AND MATERIALS FOR THE REPAIR AND
MAINTENANCE OF OLD ADMINISTRATION BUILDING AT MINSU MAIN CAMPUS

Name of Project

BAC Resolution Recommending Approval
Resolution No. 143, 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. 2025-117 for the project "Supply and Delivery of Construction Supplies and Materials for the repair and Maintenance of Old Administration Building at Minsu Main Campus" with an Approved Budget for the Contract (ABC) amounting Four Hundred Sixty-Two Thousand Three Hundred Sixty-One Pesos and 12/100 (Php462,361.12);

WHEREAS, in response to the advertisement of the project in the PhilGEPS, Minsu websites and other conspicuous place, only one (1) supplier/bidder was found in the document request list;

WHEREAS, upon advertisement, the BAC, invited three (3) eligible suppliers with known qualifications through e-mail specifically, BA SUZARA ENTERPRISES, JSLBUILDERS AND CONSTRUCTION SUPPLY and F.S. SUGAY CONSTRUCTION AND SUPPLIES;

WHEREAS, in response to the said invitation, F.S. SUGAY CONSTRUCTION AND SUPPLIES and BA SUZARA ENTERPRISES submitted RFQ with corresponding price quotation while JSLBUILDERS AND CONSTRUCTION SUPPLY submitted their respective RFQ without any price offer and expressly indicated "not interested" on the said project;

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

Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
Php462,361.12	F.S. Sugay Construction and Supplies	Php366,370.00
	BA Suzara Enterprises	Php367,805.00

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

NOW, THEREFORE, BE IT RESOLVED that the BAC hereby recommends to the Head of Procuring Entity the approval of awarding the contract involving the project, "Supply and Delivery of Construction Supplies and Materials for the repair and Maintenance of Old Administration Building at Minsu Main Campus" as follows:

a. to F.S. Sugay Construction and Supplies for being the supplier/bidder with the Lowest Calculated Responsive Bid (LCRB);

RESOLVED, this 26th day of June, 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. FADRICUELAN
BAC Member

Engr. MARK LESTER A. MAGPANTAY
BAC Vice Chairperson

FRANIE M. AFABLE, DBMM
BAC Member

Approved/Disapproved

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

Date:



BUSINESS PERMIT

30,000.00

charges, etc. and compliance with existing requirements, permit is hereby granted to herein taxpayer.

NAME OF BUSINESS	LOCATION OF BUSINESS	BUSINESS PERMIT NUMBER
F. S. SUGAY CONSTRUCTION & SUPPLIES	STO NINO	

BUSINESS TAX	30,000.00	0.00	0.00
MAYOR'S PERMIT			
Notes:	30,000.00	0.00	0.00
1. This permit will expire on			

2. This Mayor's Permit, together with the official receipt, shall at all times be displayed or posted for public view.

Check	Check number	Bank
-------	--------------	------

[illegible][illegible]

ASSESSMENT REVIEWED BY: _____
RECOMMENDING APPROVAL: _____

ARNEL A. DALISAY
Supervising Administrative Officer
City Mayor

ordinances shall be valid grounds for the immediate cancellation of the

VICTORIA M. CASTILLO

This certifies that

F.S. SUGAY CONSTRUCTION & SUPPLIES

(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

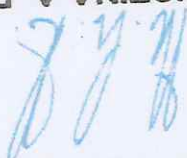
FRANCILITA SISANTE SUGAY

is valid from 18 March 2025 to 18 March 2030 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 27 January 2025 in the Philippines.



MA. CRISTINA A. ROQUE

Secretary

Business Name No. 1547114

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



KFQE471917252232

Documentary Stamp Tax Paid Php 30.00

Mindoro State University
CERTIFIED COPY

VICTORIA M. CASTILLO

Records Officer II

DATE:

7/31/25

ANNEX "M"

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
REVENUE REGION NO. 9A - CABA-MIRO

QF-TCC-01-01-2024.01

TCBP NO. RR9A-063-06-02-R1158-2025-E

TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

SUGAY, FRANCILITA SISANTE
(F.S. SUGAY CONSTRUCTION & SUPPLIES)

Name of Taxpayer

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

Address

919-886-395-00000

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 2nd day of June, 2025.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL JUNE 02, 2026 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 MAY 27, 2025 UNDER EFPS PAYMENT TRANSACTION NO. 259276045. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.

NOT VALID
WITHOUT BIR
DRY SEAL

ROSALINDA D. CABIDOG
Chief, Collection Division

By: **AMIHAN L. VALDEZ**
Asst. Chief, Collection Division

DOCUMENTARY STAMP TAX
DATE OF PAYMENT: 05/30/2025
PAYMENT CONFIRMATION:
Yym2025053013265400784975
AMOUNT: P30.00

WARNING: Counterfeiting is punishable by law. For authenticity, please visit <https://www.bir.gov.ph/Tax-Clearance-List-Issued-TCC>. Tax clearance certificate for bidding purposes) not listed/posted herein will be deemed to have originated from an illegal source.

VICTORIA M. CASTILLO

Records Officer II

DATE: 7/1/25

Your BIR AFS eSubmission uploads were received

From: calsa@n.gov.ph

To: francilita_sugay@yahoo.com

Cc: ssugay@yahoo.com

Date: Tuesday, April 22, 2025 at 02:17 PM GMT+8

HI SUGAY FRANCILITA SISANTE,

Valid files

- EAFS919886395TCRTY122024-01.pdf
- EAFS919886395ITRTY122024.pdf
- EAFS919886395AFSTY122024.pdf

Invalid file

- <None>

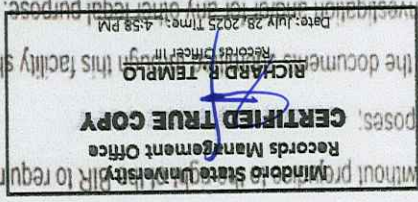
Transaction Code: AFS-0-75G9AF8J0G7F9D69NNNV2ZX409AJ878A8

Submission Date/Time: Apr 22, 2025 02:17 PM

Company TIN: 919-886-395

Please be reminded that you accepted the terms and conditions for the use of this portal and expressly agree, warrant and certify that:

- The submitted forms, documents and attachments are complete, truthful and correct based on the personal knowledge and the same are from authentic records;
- The submission is without prejudice to the BIR to require additional document, if any, for completion and verification purposes;
- The hard copies of the document submitted through this facility shall be submitted when required by the BIR in the event of audit/investigation and/or for any other legal purpose.





For BIR Use Only
BCS
Item:

1701
BIR Form No.
January 2018 (ENCS)

Annual Income Tax Return
Individuals (including MIXED Income Earners, Estates and Trusts)
Enter all required information in CAPITAL LETTERS using BLACK ink. Mark all applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Taxpayer.



1701 01/18/ENCS P1

1 For the year	12	20	24	7
2 Amended Return?	Yes No			
3 Short Period Return?	Yes No			

PART I - Background Information on Taxpayer/Filer			
4 Taxpayer Identification Number (TIN)	919	-	886
5 RDO Code	063		
6 Taxpayer Type	Single Proprietor		
7 Applicable Tax Code (ATC)	1018 Income Earn		
8 Taxpayer's Name (Last Name, First Name, Middle Name, Last Name) / ESTATE OF (First Name, Middle Name, Last Name) / TRUST FAOR (First Name, Middle Name, Last Name)	SUGAY, FRANCISITA SISANTE		
9 Registered Address (Include complete address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form 1905)	STO. NINO CALAPAN CITY OR MINDORO		
10 Date of Birth (MM/DD/YYYY)	03/09/1953		
11 Email Address	fsugay@yahoo.com		
12 Citizenship	Filipino		
13 Claiming Foreign Tax Credits?	Yes No		
14 Foreign Tax Number (if applicable)			
15 Contact Number (Landline/Cellphone No.)			
16 Civil Status (if applicable)	Single		
17 If married, spouse has income?	Yes No		
18 Filing Status	Joint Filing Separate Filing		
19 Income EXEMPT from Income Tax?	Yes No		
20 Income subject to SPECIAL/PREFERENTIAL RATE?	Yes No		

21 Tax Rate (choose one)	Graduated Rates (Choose Method of Deduction in Item 21A)		
21A Method of Deduction (choose one)	Itemized Deduction [Sec. 34(A), NIRC] Optional Standard Deduction (OSD) [40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC]		
22 Tax Due (From Part VI Item 5)	759,871		
23 Less: Total Tax Credits / Payments (From Part VII Item 10)	686,444		
24 Tax Payable (Overpayment) (Item 23 Less Item 22)	73,227		
25 Less: Portion of Tax Payable Allowed for 2nd Installment to be paid on or before October 15, 150% of Item 22			
26 Amount of Tax Payable (Overpayment) (Item 24 Less Item 25)	73,227		
27 Interest	0		
28 Surcharge	0		
29 Compromise	0		
30 Total Penalties (Sum of Items 27 to 29)	0		
31 Total Amount Payable (Overpayment) (Sum of Items 26 & 30)	73,227		
32 Aggregate Amount Payable (Overpayment) (Sum of Items 31 & 31B)	73,227		
If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable)			
To be refunded To be carried over as tax credit for next year/particular			

PART II - Total Tax Payable			
Particulars			
A. Taxpayer/Filer	73,227		
B. Spouse	0		

I declare under the penalties of perjury that this return, and all schedules, 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 I am not a defaulter under any assessment or liability imposed by an authorized representative, subject to the provisions of the National Internal Revenue Code, as amended, and I am not a defaulter under any assessment or liability imposed by an authorized representative.			
33 Number of Attachments	0		

PART III - Details of Payment			
Particulars	Number	Date (MM/DD/YYYY)	Amount
Drawn/Deposited in	Records Office III		
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/BA and Date of Receipt (RO's Signature/Bank Teller's Initial)			

3.0 - For 6% Flat Income Tax Rate

DO NOT write elsewhere. All amounts on this form must be shown in full.

Particulars

A) Taxpayer/Spouse

B) Spouse

26. Other Non-Operating Income (attach additional sheets, if necessary)

27. Total Income (Sum of Items 26 and 27)

28. Total Income (Sum of Items 26 and 27)

29. Taxable Income (Sum of Items 26 and 27)

30. Taxable Income (Sum of Items 26 and 27)

31. Tax Due-Business Income (Item 30 x 6% Flat Income Tax Rate)

32. Total Tax Due-Business Income (Item 31 x 6% Flat Income Tax Rate)

Schedule 4 - Ordinary Allowable Itemized Deductions (attach additional sheets, if necessary)

1. Amortization

2. Bad Debt

3. Charitable and Other Contributions

4. Depreciation

5. Depletion

6. Entertainment, Amusement, and Recreation

7. Foreign Benefits

8. Interest

9. Losses

10. Personal Trusts

11. Rental

12. Research and Development

13. Salaries, Wages, and Allowances

14. State, Local, and Federal Income Taxes

15. Taxes and Licenses

16. Transportation and Travel

17. Other (Indicate Subject to Withholding Tax and Other Expenses) (Specify below. Attach additional sheets, if necessary)

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

Schedule 5 - Special Allowable Itemized Deductions (attach additional sheets, if necessary)

1. Description

2. Legal Basis

3. Amount

4. B - Spouse

5. Total Special Allowable Itemized Deductions (Sum of Items 1 and 2) (To Part V, Schedule 3, Item 14A)

6. Total Special Allowable Itemized Deductions (Sum of Items 1 and 2) (To Part V, Schedule 3, Item 14B)

7. Description

8. Legal Basis

9. Amount

10. B - Spouse

11. Total Special Allowable Itemized Deductions (Sum of Items 1 and 2) (To Part V, Schedule 3, Item 14A)

12. Total Special Allowable Itemized Deductions (Sum of Items 1 and 2) (To Part V, Schedule 3, Item 14B)

6.A.1 - Taxpayer/Spouse's Detailed Computation of Available NOLCO

1. Gross Income

2. Loss: Ordinary Allowable Itemized Deductions

3. Net Operating Loss (Item 1 Less Item 2) (To Schedule 6, A, 1 Item 2A, and Schedule 5, A, 2 Item 12A)

4. Net Operating Loss

5. Total NOLCO - Taxpayer/Spouse (Sum of Items 4B to 7D) (To Part V, Schedule 3, A Item 15A)

(Continuation of Schedule 6)

E.A.2 - Spouse's Detailed Computation of Available NOLCO

Year Incurred	A. Amount	B. NOLCO Applied	C. NOLCO Expired	D. NOLCO Applied	E. Net Operating Loss (Unapplied) (E) = A - (B+C+D)
10					
11					
12					
13					

PART VI - Summary of Income Tax Due

1	Regular Income Tax Due (from Part V, line 12)	759.671
2	Special Rate-Income Tax Due (from Part V, line 12)	0
3	Less: Share of Other Government Agency's number 1 to the Agency	0
4	Net Special Rate-Income Tax Due (from Part V, line 12)	0
5	Total Income Tax Due (Sum of lines 1 & 4) (To Part II, line 22)	759.671

PART VII - Tax Credits/Payments (attach proof)

1	Foreign Tax Credits (from Form 1120-F)	0
2	State Tax Credits (from Form 1120)	0
3	Charitable Tax Credits (from Form 1120)	0
4	Charitable Tax Credits (from Form 1120)	0
5	Charitable Tax Credits (from Form 1120)	0
6	Charitable Tax Credits (from Form 1120)	0
7	Charitable Tax Credits (from Form 1120)	0
8	Charitable Tax Credits (from Form 1120)	0
9	Charitable Tax Credits (from Form 1120)	0
10	Total Tax Credits/Payments (Sum of lines 1 to 9) (To Part II, line 23)	0

PART VIII - Tax Relief Allowance

1	Regular Income Tax Due (from Part V, line 12)	0
2	Less: Special Rate-Income Tax Due (from Part V, line 12)	0
3	Charitable Tax Credits (from Form 1120)	0
4	Charitable Tax Credits (from Form 1120)	0
5	Charitable Tax Credits (from Form 1120)	0
6	Charitable Tax Credits (from Form 1120)	0
7	Charitable Tax Credits (from Form 1120)	0
8	Charitable Tax Credits (from Form 1120)	0
9	Charitable Tax Credits (from Form 1120)	0
10	Total Tax Relief Allowance (Sum of lines 1 to 9)	0

PART IX - Reconciliation of Net Income per Books Against Taxable Income (attach additional sheets, if necessary)

1	Net Income (Loss) per Books	3,190,571
2	Less: Non-Deductible Expenses Taxable Other Income	0
3	Adjusted Taxable Income	3,190,571
4	Less: A) Non-Taxable Income and Income Subjected to Other Tax	0
5	Total (Sum of lines 1 to 4)	3,190,571

TABLE 1 - Tax Rates (Effective January 1, 2018 to December 31, 2023)

1	Net Taxable Income	3,190,571
2	Less: A) Non-Taxable Income and Income Subjected to Other Tax	0
3	Adjusted Taxable Income	3,190,571
4	Less: B) Special-Other Allowable Deductions	0
5	Total (Sum of lines 1 to 4)	3,190,571

TABLE 2 - Tax Rates (Effective January 1, 2023 and onwards)

1	Net Taxable Income	3,190,571
2	Less: A) Non-Taxable Income and Income Subjected to Other Tax	0
3	Adjusted Taxable Income	3,190,571
4	Less: B) Special-Other Allowable Deductions	0
5	Total (Sum of lines 1 to 4)	3,190,571



Annual Income Return
Consolidation of ALL Activities per Tax Regime

1701
January 2016 (ENCS)
Page 2m

Taxpayer Identification Number (TIN)	886 395 000
Tax Filer's Last Name	SUGAY

Schedule C - Ordinary Allowable Itemized Deductions (attach additional sheets, if necessary)

Description	TAXPAYER/FILER		
	A. Exempt	B. Special	C. Exempt
1. Amortizations			
2. Bad Debts			
3. Charitable and Other Contributions			
4. Depreciation			
5. Exploration			
6. Entertainment, Acquisition and Retention			
7. Fringe Benefits			
8. Interest			
9. Losses			
10. Pension Funds			
11. Rental			
12. Research and Development			
13. Salaries, Wages and Allowances			
14. SSN, GSS, Private, HCAF and Other Contributions			
15. Taxes and Licenses			
16. Transportation and Travel			
17. Other (Contributions Subject to Withholding Tax and Other Expenses) (Specify below. Attach additional sheets, if necessary)			
18. Total (Sum of Lines 1 through 17) (For Part X)	0	0	0

DO NOT enter Centavos. 43 Centavos or Less drop down, 50 or more round up.

Schedule D - Special Allowable Itemized Deductions (attach additional sheets, if necessary)

Description	Taxpayer/Filer			Legal Basis
	A. Exempt	B. Special	C. Exempt	
1. Spouse				
2. Special				

DO NOT enter Centavos. 43 Centavos or Less drop down, 50 or more round up.

Mindoro State University
Records Management Office
CERTIFIED TRUE COPY
RICHARD R. TEMPLE
Records Officer III
Date: July 28, 2015 Time: 4:58 PM

Taxpayer Identification Number (TIN)		Tax Filer's Last Name	
919	886 395 000	SUGAY	

Part X - CONSOLIDATED COMPUTATION BY TAX REGIME
Instructions: (mark appropriate box)

A. Only one activity/project under EXEMPT and/or SPECIAL Tax Regimes, fill-out the applicable columns below.
B. Two or more activities/projects under EXEMPT and/or SPECIAL Tax Regimes, accomplish Part XI. Mandatory Attachments per activity and reflect consolidated amounts from Part XI.00 for corresponding columns below.

SCHEDULE A - Basis of Tax Relief Particulars		TAXPAYER		SPOUSE			
		A. Exempt	B. Special	C. Regular	D. Exempt	E. Special	F. Regular
1 Investment Promotion Agency (IPA)/Investment Government Entity							
2 Legal Basis							
3 Registered Activity Program (Reg. No.)							
4 Special Tax Rate			00.0 %				00.0 %
5 Effectivity Date of Tax Relief/Exemption From (MM/DD/YYYY)							
6 Expiration Date of Tax Relief/Exemption To (MM/DD/YYYY)							

SCHEDULE B – Computation of Income Tax									
Description	TAXPAYER/FILER			D. Total (D = A + B + C)	SPOUSE			H. Total (H = E + F + G)	
	A. Total Exempt	B. Total Special	C. Regular		E. Total Exempt	F. Total Special	G. Regular		
1 Sales/Revenues/Receipts/Fees (EXEMPT/SPECIAL if letter B of instructions above is marked; from all of Part XI Schedule B Item 1A.1B) REGULAR from Part V Schedule 3.A Item 2A.1B.1			36,430,535	36,430,535			0	0	
2 Less: Sales Returns, Allowances and Discounts (EXEMPT/SPECIAL if letter B of instructions above is marked; from all of Part XI Schedule B Item 2A.2B) REGULAR from Part V Schedule 3.A Item 2A.2B.1			0	0			0	0	
3 Net Sales/Revenues/Receipts/Fees (Sum of Items 1 & 2) REGULAR from Part V Schedule 3.A Item 2A.3B			36,430,535	36,430,535			0	0	
4 Less: Cost of Sales/Services (EXEMPT/SPECIAL if letter B of instructions above is marked; from all of Part XI Schedule B Item 4A.4B) REGULAR from Part V Schedule 3.A Item 4A.4B.1			30,627,378	30,627,378			0	0	
5 Gross Income (Sum of Items 3 & 4) REGULAR from Part V Schedule 3.A Item 4A.5B			5,803,157	5,803,157			0	0	
Less: Deductions Allowable Under Existing Laws									
6 Ordinary Allowable Deductions (EXEMPT/SPECIAL if letter B of instructions above is marked; from all of Part XI Schedule B Item 6A.6B) REGULAR from Part V Schedule 3.A Item 6A.6B.1			2,612,586	2,612,586			0	0	
7 Special Allowable Deductions (EXEMPT/SPECIAL if letter B of instructions above is marked; from all of Part XI Schedule B Item 7A.7B) REGULAR from Part V Schedule 3.A Item 7A.7B.1			0	0			0	0	
8 Allowance for Net Operating Loss Carry Over (NOLCO) from Part V Schedule 3.A Item 15A.15B			0	0			0	0	
9 Total Allowable Deductions (Sum of Items 6 to 8) OR			2,612,586	2,612,586			0	0	
10 Ordinary Standard Deduction (SD) 40% of Item 9 (R.DSD, Item 3) REGULAR from Part V Schedule 3.A Item 12A.12B			0	0			0	0	
11 Net Income (Sum of Items 5 & 9) REGULAR from Part V Schedule 3.A Item 11B			3,190,571	3,190,571			0	0	
12 Other Income (Sum of Items 12 to 14) REGULAR from Part V Schedule 3.A Item 12B			0	0			0	0	
13			0	0			0	0	
14 Annual Recurring Income (Sum of Items 12 to 14) REGULAR from Part V Schedule 3.A Item 14B			0	0			0	0	
15 Total Other Non-Operating Income (Sum of Items 12 to 14) REGULAR from Part V Schedule 3.A Item 15B			0	0			0	0	
16 Total Taxable Income (Sum of Items 11 to 15) REGULAR from Part V Schedule 3.A Item 16B			3,190,571	3,190,571			0	0	
17 TAX DUE - Exemption (Sum of Items 16 & 17) REGULAR from Part V Schedule 3.A Item 17B			759,671	759,671			0	0	

Records Management Office

CERTIFIED TRUE COPY

RICHARD R. TEMPLE

Records Officer III

Date: July 28, 2025 Time: 4:58 PM

CERTIFIED TRUE COPY
Records Management Office
Mindoro State University
Date: July 28, 2025 Time: 4:58 PM
Record Officer III
RICHARD R. TEMPLO

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
FILING REFERENCE NO.

TIN	919-886-395-000
Name	SUGAY FRANCELITA SISANTE
RDO	063
Form Type	1701_2018
Reference No.	672500065292770
Amount Payable (Over Remittance)	73,227.00
Accounting Type	C - Calendar
For Tax Period	12/31/2024 ✓
Date Filed	04/11/2025
Tax Type	IT

Proceed to Payment

[BIR Main | eFPS Login | User Menu | Help]

Bureau of Tax Administration

Form 1040-ES (2012)

1. Taxpayer's Name: **INDIVIDUAL**

2. Reference Number: **1234567890**

3. Tax Period: **12/31/2012**

4. Tax Type: **Individual Income Tax**

5. Amount Due: **\$12,345.67**

6. Payment Method: **Cash**

7. Payment Date: **12/31/2012**

8. Payment Amount: **\$12,345.67**

9. Payment Transaction Number: **1234567890**

10. Bank Code: **0000**

11. Bank Account: **00000000000000000000**

12. Bank Branch: **0000**

13. Bank Address: **00000000000000000000**

14. Bank City: **000000**

15. Bank State: **00**

16. Bank Zip: **00000**

17. Bank Name: **00000000000000000000**

18. Bank Account Type: **00**

19. Bank Account Number: **00000000000000000000**

20. Bank Account Name: **00000000000000000000**

21. Bank Account Address: **00000000000000000000**

22. Bank Account City: **000000**

23. Bank Account State: **00**

24. Bank Account Zip: **00000**

25. Bank Account Name: **00000000000000000000**

26. Bank Account Type: **00**

27. Bank Account Number: **00000000000000000000**

28. Bank Account Name: **00000000000000000000**

29. Bank Account Address: **00000000000000000000**

30. Bank Account City: **000000**

31. Bank Account State: **00**

32. Bank Account Zip: **00000**

33. Bank Account Name: **00000000000000000000**

34. Bank Account Type: **00**

35. Bank Account Number: **00000000000000000000**

36. Bank Account Name: **00000000000000000000**

37. Bank Account Address: **00000000000000000000**

38. Bank Account City: **000000**

39. Bank Account State: **00**

40. Bank Account Zip: **00000**

41. Bank Account Name: **00000000000000000000**

42. Bank Account Type: **00**

43. Bank Account Number: **00000000000000000000**

44. Bank Account Name: **00000000000000000000**

45. Bank Account Address: **00000000000000000000**

46. Bank Account City: **000000**

47. Bank Account State: **00**

48. Bank Account Zip: **00000**

49. Bank Account Name: **00000000000000000000**

50. Bank Account Type: **00**

51. Bank Account Number: **00000000000000000000**

52. Bank Account Name: **00000000000000000000**

53. Bank Account Address: **00000000000000000000**

54. Bank Account City: **000000**

55. Bank Account State: **00**

56. Bank Account Zip: **00000**

57. Bank Account Name: **00000000000000000000**

58. Bank Account Type: **00**

59. Bank Account Number: **00000000000000000000**

60. Bank Account Name: **00000000000000000000**

61. Bank Account Address: **00000000000000000000**

62. Bank Account City: **000000**

63. Bank Account State: **00**

64. Bank Account Zip: **00000**

65. Bank Account Name: **00000000000000000000**

66. Bank Account Type: **00**

67. Bank Account Number: **00000000000000000000**

68. Bank Account Name: **00000000000000000000**

69. Bank Account Address: **00000000000000000000**

70. Bank Account City: **000000**

71. Bank Account State: **00**

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112. Bank Account Zip: **00000**

113. Bank Account Name: **00000000000000000000**

114. Bank Account Type: **00**

115. Bank Account Number: **00000000000000000000**

116. Bank Account Name: **00000000000000000000**

117. Bank Account Address: **00000000000000000000**

118. Bank Account City: **000000**

119. Bank Account State: **00**

120. Bank Account Zip: **00000**

121. Bank Account Name: **00000000000000000000**

122. Bank Account Type: **00**

123. Bank Account Number: **00000000000000000000**

124. Bank Account Name: **00000000000000000000**

125. Bank Account Address: **00000000000000000000**

126. Bank Account City: **000000**

127. Bank Account State: **00**

128. Bank Account Zip: **00000**

129. Bank Account Name: **00000000000000000000**

130. Bank Account Type: **00**

131. Bank Account Number: **00000000000000000000**

132. Bank Account Name: **00000000000000000000**

133. Bank Account Address: **00000000000000000000**

134. Bank Account City: **000000**

135. Bank Account State: **00**

136. Bank Account Zip: **00000**

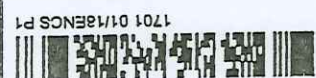
137. Bank Account Name: **0000000000**



BIR Form No. 1701
January 2018 (ENCS)

Annual Income Tax Return

Individuals (including Mixed Income Earners, 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.



1701 01/18/ENCS P1

1 For the year 12 12023 2 Amended Return? Yes No 3 Short Period Return? Yes No

PART I - Background Information on Taxpayer/Filer

4 Taxpayer Identification Number (TIN) 919 - 886 - 395 - 000 5 RDO Code: 063

6 Taxpayer Type Single Proprietor Professional Estate Trust Compensation Earner

7 AlphaNumeric Tax Code (ATC) 11012 Business Income - Graduated IT Rates 11014 Income from Profession - Graduated IT Rates 11013 Mixed Income - Graduated IT Rates 11011 Compensation Income - 8% IT Rate 11015 Business Profession - 8% IT Rate 11017 Income from Income - 8% IT Rate 11016 Mixed

8 Taxpayer's Name (Last Name, First Name, Middle Name, Last Name) / ESTATE OF (First Name, Middle Name, Last Name) / TRUST (First Name, Middle Name, Last Name)

9 Registered Address (Indicate complete address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form 1805)

10 Date of Birth (MM/DD/YYYY) 03/09/1953 11 Email Address tssugay@yahoo.com 12 Citizenship 13 Claiming Foreign Tax Credits? 14 Foreign Tax Number (if applicable)

15 Contact Number 15 (Landline/Cellphone No.) 0432885116 16 Civil Status (if applicable) Single Married Legally Separated Widower

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

19 Income EXEMPT from Income Tax? Yes No [If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)]

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

21 Tax Rate (choose one) Graduated Rates (Choose Method of Deduction in Item 21A) 9% in lieu of Graduated Rates under Sec. 24(A) and Percentage Tax under Sec. 116 of NIRC (available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M))

21A Method of Deduction (choose one) Itemized Deduction [Sec. 34(A-V), NIRC] Optional Standard Deduction (OSD) (40% of Gross Sales/Receipts/Revenues/Fees [Sec. 34(L), NIRC])

PART II - Total Tax Payable

Particulars A. Taxpayer/Filer B. Spouse

22 Tax Due (From Part VI Item 5) 0.00 73,848.00

23 Less: Total Tax Credits / Payments (From Part VII Item 10) 0.00 73,848.00

24 Tax Payable (Overpayment) (Item 22 Less Item 23) 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

26 Amount of Tax Payable (Overpayment) (Item 24 Less Item 25) 0.00

Add: Penalties 27 Interest 0.00 28 Surcharge 0.00

29 Compromise 0.00 30 Total Penalties (Sum of Items 27 to 29) 0.00

31 Total Amount Payable (Overpayment) (Sum of Items 26 & 30) 0.00

32 Aggregate Amount Payable (Overpayment) (Sum of Items 31 & 31B) (73,848.00)

If overpayment, mark one (1) box only. (Once the choice is made, the same is irrevocable) To be refunded To be carried over as tax credit for next year/quarter

I declare under the penalties of perjury that this return, and all 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 (RA No. 10173) for legitimate and lawful purposes, in signed by an authorized Representative, indicate TIN and attach authorization letter)

Printed Name and Signature of Taxpayer/Authorized Representative 33 Number of Attachments 0

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/Agent Bank (Date of Receipt) (RO's Signature/Agent Bank's Initial)

JOJO M. BARRIENTOS Chief Collection Section

CERTIFIED COPY Mindoro State University

Records Officer II VICTORIA M. CASTILLO

DATE: 7/21/23

Handwritten signature/initials

TIN: 819 - 886 - 1395
Tax Filer's Last Name: SUAY
2 RDO Code

1 Spouse's Taxpayer Identification Number

3 Filer's Spouse Type: Single Proprietor, Professional, Compensation Earner

4 Alphabetic Code (ATC): 11014 Business Income-Graduated Income-Graduated Compensation, 11015 Mixed Business Income from Profession - Mixed Income, 11016 Business Income from Profession - 8% IT Rate, 11017 Income - 8% IT Rate

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

6 Contact Number

8 Claiming Foreign Tax Credits? Yes No

10 Income EXEMPT from Income Tax? Yes No
If yes, fill out also consolidation of ALL activities per Tax Regime (Part X)

12 Tax Rate (Choose one): 8% in lieu of Graduated Rates under Sec. 24(A) and Percentage Tax under Sec. 116 of NIRC (available if gross sales/receipts and other non-operating income do not exceed Three million pesos (P3M)), Graduated Rates (Choose one) 34(A-J), NIRC, 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, if necessary)
On Items 1 and 2, enter the required information for each of your employers and mark (X) whether the information is for the Taxpayer or the Spouse. On Item 3A, enter the Total Gross Compensation and Total Tax Withheld for the Taxpayer and on Item 3B, for the Spouse. (DO NOT enter Centavos; 49 Centavos or Less drop down; 50 or more round up)

1 Taxpayer, 2 Spouse

a. Name of Employer, b. Employer's TIN

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

4 Gross Compensation Income (From Part V Schedule 1, Item 3A/3Bc), 5 Less: Non-Taxable / Exempt Compensation, 6 Taxable Compensation Income (Item 6 x applicable Income Tax Rate), 7 Tax Due-Compensation Income (Item 6 x applicable Income Tax Rate)

Schedule 2 - Taxable Compensation Income (DO NOT enter Centavos; 49 Centavos or Less drop down; 50 or more round up)

Particulars, A. Taxpayer/Filer, B. Spouse

8 Sales/Revenues/Receipts/Fees, 9 Less: Sales Returns, Allowances and Discounts, 10 Net Sales/Revenues/Receipts/Fees (Item 8 Less Item 9), 11 Less: Cost of Sales/Services (applicable only if availing Itemized Deductions), 12 Gross Income/(Loss) from Operation (Item 10 Less Item 11), 13 Ordinary Allowable Itemized Deductions (From Part V Schedule 4, Item 2a), 14 Special Allowable Itemized Deductions (From Part V Schedule 5, Item 3 and/or Item 6), 15 Allowance for Net Operating Loss Carry Over (NOLCO) (From Part V Schedule 6, Item 8 and/or Item 13), 16 Total Allowable Itemized Deductions (Sum of Items 13 to 15) OR, 17 Optional Standard Deduction (OSD) (40% of Item 10), 18 Net Income/(Loss) (If Itemized: Item 12 Less Item 16; If OSD: Item 10 Less Item 17)

Add: Other Non-Operating Income (Specify below)

21 Amount Received/Share in Income by a Partner from General Professional Partnership (GPP)

22 Total Other Non-Operating Income (Sum of Items 19 to 21)

23 Taxable Income-Business (Sum of Items 18 and 22)

24 Total Taxable Income (Sum of Items 6 and 23)

25 Total Tax Due-Compensation and Business Income (Under graduated rates) (Item 24 x applicable Income Tax rate) (To Part VI Item 1)

DATE: 2/13/18

Records Officer II VICTORIA M. CASTILLO

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BIR FORM
2303

REVISED: APRIL 2019

REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG PANAYALAPI
KAWANIHAN NG RENTAS INTERNAS
REVENUE REGION NO. 09A - CABAMIRONG, CAVITE-BATANGAS-MINDORO-ROMBLON)
REVENUE DISTRICT OFFICE NO. 063 - CALAPAN, ORIENTAL MINDORO

OCN: 063RC20230000003737

Date OCN Generated: September 13, 2023

UPDATED ON SEP 13 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE		NAME OF TAXPAYER		TIN ISSUANCE DATE	
919-886-395-00000		SUGAY, FRANCILITA SISANTE		July 31, 2007	
REGISTERING OFFICE		X	Head Office	Branch	
REGISTERED ADDRESS					
SANTO NINO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES					

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
VALUE ADDED TAX	2550Q	May 2, 2008	QUARTERLY	Not later than the 25th day following the close of each taxable quarter.
WITHHOLDING TAX - COMPENSATION	1601C	March 2, 2015	MONTHLY	On or before the 10th day of the month following the month when the withholding was made except for taxes withheld for December which shall be filed and paid/remitted on or before January 15 of the succeeding year.
WITHHOLDING TAX - COMPENSATION	1604CF	March 2, 2015	ANNUALLY	On or before January 31 of the year following the calendar year in which compensation payments and other income payments subject to final withholding taxes were paid or accrued.
INDIVIDUAL INCOME TAX	1701Q	July 31, 2007	QUARTERLY	1st Quarter-on or before MAY 15 2nd Quarter-on or before AUGUST 15 3rd Quarter-on or before NOVEMBER 15
WITHHOLDING TAX - EXPANDED/OTHERS	1604E	October 14, 2016	ANNUALLY	On or before March 1 of the year following the calendar year in which the income payments subject to expanded withholding taxes or exempt from withholding tax were paid or accrued.
WITHHOLDING TAX - EXPANDED/OTHERS	0619E	January 1, 2018	MONTHLY	On or before the 10th day of the month following the month in which withholding was made.
WITHHOLDING TAX - EXPANDED/OTHERS	1601EQ	January 1, 2018	QUARTERLY	Not later than the last day of the month following the close of the quarter during which withholding was made.
REGISTRATION FEE	0605	July 31, 2007	ANNUALLY	On or before the last day of January.
INDIVIDUAL INCOME TAX	1701	July 31, 2007	ANNUALLY	On or before April 15 of each year covering income for the preceding taxable year.

REPRINT

Page 1 of 2

DATE:

Records Officer II

VICTORIA M. CASTILLO

Mindoro State University
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On or before April 15 of each year covering income for the preceding taxable year.

2303

REVISED: APRIL 2019

REVENUE REGION NO. 09A - GABAMIRO (CAVITE-BATANGAS-MINDORO-ROMBLON)
KAWANIHAN NG RENTAS INTERNAS
KAGAWARAN NG PANANALAPI
REPUBLIKA NG PILIPINAS

OCN: 063RC2023000003737
Date OCN Generated: September 13, 2023

UPDATED ON SEP 13 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE	919-8886-395-00000
NAME OF TAXPAYER	SUGAY, FRANCILITA SISANTE
TIN ISSUANCE DATE	July 31, 2007
REGISTERING OFFICE	x Head Office
REGISTERED ADDRESS	SANTO NINO 5200 CITY OF CALAPAN (CAPITAL) ORIENTAL MINDORO PHILIPPINES

TAXPAYER TYPE/S		SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)	
BUSINESS INFORMATION DETAILS			
TRADE NAME 1	F.S. SUGAY CONSTRUCTION & SUPPLIES	REGISTRATION DATE	July 31, 2007
(P/SIC)	41000-CONSTRUCTION OF BUILDING	CATEGORY	Primary
Line of Business	CONSTRUCTION OF BUILDINGS		
(P/SIC)	47529-RETAIL SALE OF		
	CONSTRUCTION SUPPLIES, N.E.C.		
Line of Business	RETAIL SALE OF OTHER HOUSEHOLD		
	EQUIPMENT IN SPECIALIZED STORES		
	Secondary		

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 the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/A/s shall be before its use.
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.

REGIDA P. REFORMA
DIO-ASSL, Revenue District Officer

EMELITA R. ABO

REVENUE DISTRICT OFFICER
(Signature over Printed Name)



THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

CERTIFIED COPY

VICTORIA M. CASTILLO

Records Officer II

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
CERTIFICATE OF PHILGEPs REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

F.S. SUGAY CONSTRUCTION & SUPPLIES

Mahogany,
Calapan City, Oriental Mindoro, Region IV-B, Philippines

is registered in the Philippine Government Electronic Procurement System (PhilGEPs) on 01-Dec-2004 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 **F.S. SUGAY CONSTRUCTION & SUPPLIES** 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 20-Jun-2026

Issued this 20th day of June 2025.
This is a system generated certificate. No signature is required.

Mindoro State University
CERTIFIED COPY
VICTORIA M. CASTILLO
Records Officer II
DATE: 7/31/25



Documentary Stamp Tax Paid Php 30.00
Certificate Reference No: 200412-5785-1385107143

REMINDEES¹

- The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.
- A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.
- The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.

Mindoro State University
CERTIFIED COPY
VICTORIA M. CASTILLO
Records Officer II
DATE: 7/31/25

Certificate Reference No: 200412-5785-1385107143

List of Eligibility Documents

of
F.S. SUGAY CONSTRUCTION & SUPPLIES

Mahogany,
Calapan City, Oriental Mindoro, Region IV-B, Philippines

DTI Certificate	DTI Certificate Number : 1547114 Issued By / Signatory : MA. CRISTINA A. ROQUE Registration Date : 27-Jan-2025 Expiration Date : 18-Mar-2030
Mayors Permit	Expiration Date : 20-Jul-2025 Permit Number : 01401527 Place of Issue : Calapan City Issued By / Signatory : MARLOU F. MORILLO Issuance Date : 14-Apr-2025
Tax Clearance	Expiration Date : 02-Jun-2026 TCC Number : RR9A-063-06-02-R1158-2025-E Issued By / Signatory : AMIHAN L. VALDEZ Issuance date : 02-Jun-2025
Audited Financial Statement	Date of Filing : 22-Apr-2025 Current Asset : 9,267,949.00 Total Asset : 63,048,309.00 Current Liabilities : 3,073,227.00 Total Liabilities : 3,073,227.00 Name of Auditor : ALBLI C DUGAN BIR RDO Code : 063
PCAB License	Expiration Date : 31-May-2026 Issued By / Signatory : ERNI G. BAGGAO Issuance Date : 13-Jul-2023 License Number : 28489 License First Issue Date : 31-May-2000 Principal Classification : General Engineering Category : C

Mindoro State University
CERTIFIED COPY

VICTORIA M. CASTILLO

Records Officer II

DATE:

7/27/25

Certificate Reference No: 200412-5785-1385107143

Omnibus Sworn Statement
AFFIDAVIT

I, FRANCHILTA S. SUGAY of legal age, Filipino and residing at Mahogany Street, Sto. Nino, Calapan City, Oriental Mindoro after having been duly sworn to in accordance with law, do hereby depose and state that:

- 1) I am the duly elected Owner/General Manager of F.S. SUGAY CONSTRUCTION & SUPPLIES, with office address Mahogany Street, Sto. Nino, Calapan City, Oriental Mindoro;
- 2) As the General Manager of F.S. SUGAY CONSTRUCTION & SUPPLIES, 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 execute the ensuring contract for SUPPLY AND DELIVERY OF CONSTRUCTION MATERIALS FOR THE REPAIR AND MAINTENANCE of the OLD ADMINISTRATION BUILDING AT MINSU-MAIN CAMPUS.

- 3) F.S. SUGAY CONSTRUCTION & SUPPLIES is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself 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) F.S. SUGAY CONSTRUCTION & SUPPLIES is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
- 6) F.S. SUGAY CONSTRUCTION & SUPPLIES is not related to the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree.
- 7) F.S. SUGAY CONSTRUCTION & SUPPLIES complies with the existing labor laws and standard;
- 8) F.S. SUGAY CONSTRUCTION & SUPPLIES is aware of and has undertaken the following responsibilities as a Bidder:

- a) I have taken steps to carefully examine all of the Bidding Documents;
- b) I have acknowledged all conditions, local or otherwise, affecting the implementation of the Contract;
- c) I have made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) I have complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) issued @ MINSU-MAIN CAMPUS.

9) F.S. SUGAY CONSTRUCTION & SUPPLIES did not give or pay directly or indirectly, any commission, amount fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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 a 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 hands this 19 MAY 2025 day of 2025 at Calapan City.

FRANCISITA S. SUGAY
Owner/General Manager
Affiant

SUBSCRIBED AND SWORN to before me this 19 MAY 2025 day of 2025 at Calapan City, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me her Tax Identification Number, with her photograph and signature appearing thereon, with no. 919-886-395-000 and her Community Tax Certificate No. 1570-31-88, issued on January 06, 2025 at Calapan City, Oriental Mindoro.

Witness my hand and seal this day of 19 MAY 2025, 2025.

ATTY. IVYRON KIM D. RACULO
Notary Public for and in the City of Calapan, Oriental Mindoro
Notarial Commission No. NP-24-290
Until December 31, 2026
Roll of Attorneys No. 65809
IBP No. 014874/Lifetime/Oriental Mindoro
PTR No. 1391170-11-07-2024 (for 2025) Calapan
NICLE Compliance No. VIII-0028676-04-21-2025

Doc. No. 201
Page No. 42
Book No. 57
Series of 2025



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



ABSTRACT OF QUOTATION/S

I. Particulars

Project Name: SUPPLY AND DELIVERY OF CONSTRUCTION SUPPLIES AND MATERIALS FOR THE REPAIR AND MAINTENANCE OF OLD ADMINISTRATION BUILDING OF MINSU MAIN CAMPUS

Lot No. 7

Project Location:

Method of Procurement:

Approved Budget for the Contract (ABC): ₹ 462,361.12

II. Abstract of Quotations / for SVP

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

TWG Report

Date: _____

[illegible]

III. Recommendation /Resolution

'Date:

☒ Recommend to Award Contract

Lowest / Single Calculated and Responsive Quotation:

F.S. SUGAR CONSTRUCTION
and SUPPLIES

Contract Price Award
words & figures):

Three hundred sixty-six thousand, three hundred seventy pesos.
P 366, 370. 00

☐ Declaration of Failure under Section 35 of Revised IRR of RA 9184

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

☐ All bids failed to comply with all the bid requirements or fail post-qualification [Sec. 35.1(c)]

Date:

5/21/25 - 6/25/25

LINA B. JAVIER
TWG Member

~~MAY C. BERON~~
~~TWG Member~~

FELIX A. MNESTERIO

Engin. MARK KEYLORD S. ONAL

BAC-TWG Head


MERVYN L. ICALA
TWG Member

-**Main Campus, Alcatraz, Victoria**

**Proceed*
Bongabong Campus, Labuan, Bongabong

only if recommended for award of

Proceed only if recommended for award of contract



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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



REQUEST FOR QUOTATION
SUPPLY AND DELIVERY OF CONSTRUCTION SUPPLIES AND MATERIALS FOR THE REPAIR AND MAINTENANCE OF OLD ADMINISTRATION
BUILDING AT MINSU MAIN CAMPUS

PR No.: PR25-0073
RFQ No. 2025-117
ABC Amount: Php462,361.12

Company Name : ISSUAGY CONSTRUCTION AND SUPPLIES
Address : 70-MINDO, 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 PIOT-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	pcs	Unglazed Tiles 40cmx40cm	350	75	26,250.00
2	bags	Tile Adhesive	10	500	5,000.00
3	pack	Tile Grout (2kg)	10	250	2,500.00
4	bags	Portland Cement	15	235	3,525.00
5	cu.m.	Sand	5	450	2,250.00
6	pcs	Diamond Cutting Disc	5	20	100.00
7	pcs	Notched Trowel	1	200	200.00
8	pcs	Plywood 1/4"x4'x8'	110	400	44,000.00
9	pcs	Plywood 1/2"x4'x8'	15	950	14,250.00
10	pcs	Good Lumber 2"x2"x12'	80	300	24,000.00
11	pcs	Good Lumber 2"x3"x12'	22	450	9,900.00
12	kg	CWN #4	18	70	1,260.00
13	kg	CWN #3	29	70	2,030.00
14	kg	CWN #2	29	70	2,030.00
15	pcs	Door Knob	50	500	25,000.00
16	set	Door Hinges 3"	50	100	5,000.00
17	pcs	Junction Box with cover	30	20	600.00
18	pcs	Utility Box with cover	20	20	400.00
19	pcs	Square Box with Cover	20	60	1,200.00
20	pcs	Surface Type Utility Box	10	45	450.00
21	pcs	ACU Outlet	20	125	2,500.00
22	pcs	Duplex Convenience Outlet	40	125	5,000.00
23	set	Two Gang Switch	40	115	4,600.00
24	set	Fluorescent LED, T8 16W	50	250	12,500.00
25	roll	Electrical tape	40	45	1,800.00
26	box	THHN Wire 2.0mm2	4	3,000	12,000.00
27	box	THHN Wire 3.5mm2	4	5,000	20,000.00
28	roll	Flexible Hose 3/4 (100meters)	4	2,000	8,000.00
29	pcs	Plastic Molding 1/2"	30	100	3,000.00
30	pail	Flatwall Enamel	5	3,000	15,000.00

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Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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



31	pail	Quick Drying Enamel	5	2,500	12,500.00
32	pail	Flat Latex White	8	3,000	24,000.00
33	pail	Latex Semigloss	8	3,000	24,000.00
34	liter	Tinting Color	8	250	2,000.00
35	mtr	Sanding Paper #80	15	150	2,250.00
36	mtr	Sanding Paper #100	20	150	3,000.00
37	pcs	Roller Brush 9" with tray	5	115	575.00
38	pcs	Paint Brush 3"	5	60	300.00
39	pcs	Paint Brush 2"	5	30	150.00
40	gal	Lacquer Thinner	5	250	1,250.00
41	gal	Paint Thinner	5	450	2,250.00
42	pcs	Silicon Sealant	20	700	14,000.00
43	pcs	Silicon Gunner	2	700	1,400.00
44	pcs	Diamond Cutter for glass	5	350	1,750.00
45	gal	Primer with Catalyst	5	2,000	10,000.00
46	pcs	WD40 Oil Lubricating Cleaner Spray	20	250	5,000.00
TOTAL					366,370.00

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
FRANCIS S. SUGAY

TIN No. of Establishment
919 - 886 - 395

Contact Number
0934 - 306 - 4361

Date
May 20, 2025

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

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Website: www.minsu.edu.ph
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General Conditions

- Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Philippines on the date and time stated in this RFP.
- Supplier shall submit the following requirements:
 - Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - PhilGEPS Registration
 - Valid Mayor's/Business Permit
 - Omnibus Sworn Statement
 - BIR Certificate of Registration
 - Latest Income/Business Tax Return
 - IAX Clearance
 - DTI Registration/SEC Certificate
 - 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 of the basis of the following criteria:

- Completeness of Submission
- Compliance with Item & Description Requirements
- Price

Instructions

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

Liquidation Damages

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

Warranty

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

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

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Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



REQUEST FOR QUOTATION SUPPLY AND DELIVERY OF CONSTRUCTION SUPPLIES AND MATERIALS FOR THE REPAIR AND MAINTENANCE OF OLD ADMINISTRATION BUILDING AT MINSU MAIN CAMPUS

PR No.: PR25-0073

RFQ No. 2025-117

ABC Amount: Php462,361.12

Company Name : BA SUZARA ENTERPRISES
Address : NUMBER 14, MAIN ROAD, KAPAGAYAN, MINDORO

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-ALAZAR, 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.
- 6-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	pcs	Unglazed Tiles 40cmx40cm	350	45.00	15,750.00
2	bags	Tile Adhesive	10	500.00	5,000.00
3	pack	Tile Grout (2kg)	10	250.00	2,500.00
4	bags	Portland Cement	15	225.00	3,375.00
5	cu.m.	Sand	5	450.00	2,250.00
6	pcs	Diamond Cutting Disc	5	25.00	125.00
7	pcs	Notched Trowel	1	250.00	250.00
8	pcs	Plywood 1/4"x4"x8'	110	500.00	55,000.00
9	pcs	Plywood 1/2"x4"x8'	15	950.00	14,250.00
10	pcs	Good Lumber 2"x2"x12'	80	800.00	64,000.00
11	pcs	Good Lumber 2"x3"x12'	22	450.00	9,900.00
12	kg	CWN #4	18	80.00	1,440.00
13	kg	CWN #3	29	80.00	2,320.00
14	kg	CWN #2	29	80.00	2,320.00
15	pcs	Door Knob	50	500.00	25,000.00
16	set	Door Hinges 3"	50	100.00	5,000.00
17	pcs	Junction Box with cover	30	25.00	750.00
18	pcs	Utility Box with cover	20	25.00	500.00
19	pcs	Square Box with Cover	20	45.00	900.00
20	pcs	Surface Type Utility Box	10	45.00	450.00
21	pcs	ACU Outlet	20	125.00	2,500.00
22	pcs	Duplex Convenience Outlet	40	125.00	5,000.00
23	set	Two Gang Switch	40	115.00	4,600.00
24	set	Fluorescent LED, T8 16W	50	250.00	12,500.00
25	roll	Electrical tape	40	50.00	2,000.00
26	box	THHN Wire 2.0mm2	4	3,000.00	12,000.00
27	box	THHN Wire 3.5mm2	4	5,000.00	20,000.00
28	roll	Flexible Hose 3/4" (100meters)	4	2,000.00	8,000.00
29	pcs	Plastic Molding 1/2"	30	100.00	3,000.00
30	pail	Flatwall Enamel	5	3,000.00	15,000.00

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Mindoro State University
Main Campus, Alcate, Victoria • Bongabong Campus, Labasan, Bongabong • Calapan City Campus, Masipit, Calapan City
BA SUZARA ENTERPRISES
DJAN BIDOZ A. SUZARA
PROPOSITOR
VICTORIA M. CASTILLO
Records Officer II
DATE: 7/31/25
CERTIFIED COPY



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

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



31	pail	Quick Drying Enamel	5	2,500.00	12,500.00
32	pail	Flat Latex White	8	3,000.00	24,000.00
33	pail	Latex Semigloss	8	3,000.00	24,000.00
34	liter	Tinting Color	8	250.00	2,000.00
35	mtr	Sanding Paper #80	15	150.00	2,250.00
36	mtr	Sanding Paper #100	20	150.00	3,000.00
37	pcs	Roller Brush 9" with tray	5	115.00	575.00
38	pcs	Paint Brush 3"	5	45.00	225.00
39	pcs	Paint Brush 2"	5	35.00	175.00
40	gal	Lacquer Thinner	5	260.00	1,300.00
41	gal	Paint Thinner	5	450.00	2,250.00
42	pcs	Silicon Sealant	20	500.00	10,000.00
43	pcs	Silicon Gunner	2	500.00	1,000.00
44	pcs	Diamond Cutter for glass	5	250.00	1,250.00
45	gal	Primer with Catalyst	5	2,000.00	10,000.00
46	pcs	WD40 Oil Lubricating Cleaner Spray	20	250.00	5,000.00
TOTAL					263,985.00

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
JRM 6107 R-250 RRA
TIN No. of Establishment
242 - 213 - 1932-010
Contact Number
0997- 992 - 15 41
Date
Mar 30, 2025

MSU-BAC-FR-05.01

BA SUZARA ENTERPRISES
DJAN BROS A SUZARA
PROPRIETOR

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

Mindoro State University
CERTIFIED COPY
VICTORIA M. CASTILLO
Records Officer II
DATE: 7/31/25



Mail: universitypresident@msu.edu.ph
Website: www.msu.edu.ph
Mobile: +63 977 846 72 28

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



General Conditions

- Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcala, Victoria, Oriental Mindoro, Philippines on the date and time stated in this RFP.
 - Supplier shall submit the following requirements:
 - PhilGEPs Registration
 - Valid Mayor's/Business Permit
 - Omnibus Sworn Statement
 - BIR Certificate of Registration
 - Latest Income/Business Tax Return
 - TAX Clearance
 - DTI Registration/SEC Certificate
 - Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable
- Price validity shall be 30 calendar days from the deadline of submission of quotation.

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.

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.

Quotations shall be compared and evaluated on the basis of the following criteria:

- Completeness of Submission
- Compliance with Item & Description Requirements
- Price

Instructions

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

Warranty

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.

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 GDOBS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

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BA SUZARA ENTERPRISES

DUAN RIOZ A SUZARA

PROPRIETOR

Mindoro State University
CERTIFIED COPY

VICTORIA M. CASTILLO

Records Officer II

DATE: 7/31/25



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

Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



REQUEST FOR QUOTATION
SUPPLY AND DELIVERY OF CONSTRUCTION SUPPLIES AND MATERIALS FOR THE REPAIR AND MAINTENANCE OF OLD ADMINISTRATION
BUILDING AT MINSU MAIN CAMPUS

PR No.: PR25-0073
RFQ No. 2025-117

ABC Amount: Php462,361.12

Company Name : JSBUILDRS AND CONSTRUCTION SUPPLY
Address : POB - 1, VICTORIA, OR. MDO

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

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

- Note:
- All entries must be typewritten.
 - Delivery Period within _____ calendar days.
 - Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
 - Price validity shall be a period of 30 calendar days.
 - G-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	pcs	Unglazed Tiles 40cmx40cm	350		
2	bags	Tile Adhesive	10		
3	pack	Tile Grout (2kg)	10		
4	bags	Portland Cement	15		
5	cu.m.	Sand	5		
6	pcs	Diamond Cutting Disc	5		
7	pcs	Notched Trowel	1		
8	pcs	Plywood 1/4"x4'x8'	110		
9	pcs	Plywood 1/2"x4'x8'	15		
10	pcs	Good Lumber 2"x2"x12'	80		
11	pcs	Good Lumber 2"x3"x12'	22		
12	kg	CWN #4	18		
13	kg	CWN #3	29		
14	kg	CWN #2	29		
15	pcs	Door Knob	50		
16	set	Door Hinges 3"	50		
17	pcs	Junction Box with cover	30		
18	pcs	Utility Box with cover	20		
19	pcs	Square Box with Cover	20		
20	pcs	Surface Type Utility Box	10		
21	pcs	ACU Outlet	20		
22	pcs	Duplex Convenience Outlet	40		
23	set	Two Gang Switch	40		
24	set	Fluorescent LED, T8 16W	50		
25	roll	Electrical tape	40		
26	box	THHN Wire 2.0mm2	4		
27	box	THHN Wire 3.5mm2	4		
28	roll	Flexible Hose 3/4 (100meters)	4		
29	pcs	Plastic Molding 1/2"	30		
30	pail	Flatwall Enamel	5		

NOT INTERESTED

MSU-BAC-FR-05.01

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Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
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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.

Award

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.

The supplier that submitted the lowest calculated responsive quotation, and passed the inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

Evaluation of Quotations

Quotations shall be compared and evaluated of the basis of the following criteria:

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

Instructions

1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract 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.

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

Request for Quotation (RFQ)

Reference Number
12040673

Procuring Entity
MINDORO STATE UNIVERSITY

Title
SUPPLY AND DELIVERY OF CONSTRUCTION SUPPLIES AND MATERIALS FOR THE REPAIR AND MAINTENANCE OF OLD ADMINISTRATION BUILDING AT MINSU MAIN CAMPUS

Area of Delivery
Oriental Mindoro

RFQ No. 2025-117 Implementing Rules and Regulations Trade Agreement: Procurement Mode: Classification: Approved Budget for the Contract: Delivery Period: Client Agency: Contact Person:	Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368 cbaposto121@gmail.com																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				</
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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 pcs Unglazed Tiles 40cmx40cm 350
- 2 bags Tile Adhesive 10
- 3 pack Tile Grout (2kg) 10
- 4 bags Portland Cement 15
- 5 cu.m. Sand 5
- 6 pcs Diamond Cutting Disc 5
- 7 pcs Notched Trowel 1
- 8 pcs Plywood 1/4"x4'x8' 110

APPROVED BUDGET FOR THE CONTRACT (ABC)
SUPPLY AND DELIVERY OF CONSTRUCTION SUPPLIES AND MATERIALS FOR THE REPAIR AND MAINTENANCE OF OLD ADMINISTRATION BUILDING AT MINSU MAIN CAMPUS

Alcázar, 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			
									%	VALUE			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	
1	Unglazed Tiles 40cmx40cm	350	pcs	120.00	42,000.00								
2	Tile Adhesive	10	bags	400.00	4,000.00								
3	Tile Grout (2kg)	10	pack	200.00	2,000.00								
4	Portland Cement	15	bags	270.00	4,050.00								
5	Sand	5	cu.m.	545.00	2,725.00								
6	Diamond Cutting Disc	5	pcs	350.00	1,750.00								
7	Notched Trowel	1	pcs	210.00	210.00								
8	Plywood 1/4"x4'x8'	110	pcs	500.00	55,000.00								
9	Plywood 1/2"x4'x8'	15	pcs	850.00	12,750.00								
10	Good Lumber 2"x2"x12'	80	pcs	550.00	44,000.00								
11	Good Lumber 2"x3"x12'	22	pcs	825.00	18,150.00								
12	CWN #4	18	kg	100.00	1,800.00								
13	CWN #3	29	kg	100.00	2,900.00								
14	CWN #2	29	kg	100.00	2,900.00								
15	Door Knob	50	pcs	650.00	32,500.00								
16	Door Hinges 3"	50	set	350.00	17,500.00								
17	Junction Box with cover	30	pcs	40.00	1,200.00								
18	Utility Box with cover	20	pcs	150.00	3,000.00								
19	Square Box with Cover	20	pcs	150.00	3,000.00								
20	Surface Type Utility Box	10	pcs	37.86	378.63								
21	ACU Outlet	20	pcs	350.00	7,000.00								
22	Duplex Convenience Outlet	40	pcs	190.00	7,600.00								
23	Two Gang Switch	40	set	150.00	6,000.00								
24	Fluorescent LED, T8 16W	50	set	900.00	45,000.00								
25	Electrical tape	40	roll	95.00	3,800.00								
26	THHN Wire 2.0mm2	4	box	2,300.00	9,200.00								
27	THHN Wire 3.5mm2	4	box	3,500.00	14,000.00								
28	Flexible Hose 3/4 (100meters)	4	roll	1,200.00	4,800.00								
29	Plastic Molding 1/2"	30	pcs	95.00	2,850.00								
30	Flatwall Enamel	5	pail	2,300.00	11,500.00								
31	Quick Drying Enamel	5	pail	2,300.00	11,500.00								
32	Flat Latex White	8	pail	2,500.00	20,000.00								

33	Latex Semigloss	8	pail	2,500.00	20,000.00					
34	Tinting Color	8	liter	1,500.00	12,000.00					
35	Sanding Paper #80	15	mtr	220.00	3,300.00					
36	Sanding Paper #100	20	mtr	200.00	4,000.00					
37	Roller Brush 9" with tray	5	pcs	170.00	850.00					
38	Paint Brush 3"	5	pcs	65.00	325.00					
39	Paint Brush 2"	5	pcs	34.50	172.49					
40	Lacquer Thinner	5	gal	280.00	1,400.00					
41	Paint Thinner	5	gal	180.00	900.00					
42	Silicon Sealant	20	pcs	650.00	13,000.00					
43	Silicon Gunner	2	pcs	300.00	600.00					
44	Diamond Cutter for glass	5	pcs	200.00	1,000.00					
45	Primer with Catalyst	5	gal	350.00	1,750.00					
46	WD40 Oil Lubricating Cleaner Spray	20	pcs	400.00	8,000.00					
XXXXXXXXXXXXXXXXXXXXXXXXXXXX					-					
GRAND TOTAL					462,361.12					

Prepared by
 MARNEE D. HERMOSA
 Member, BAC Secretariat

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

Recommending Approval
 CIEDELLE PIO-SONIAZAR, J.D., Ph.D.
 Chairperson, BAC

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



PURCHASE REQUEST

Fund Cluster:

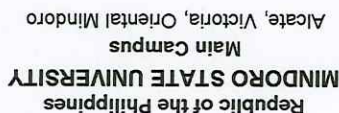
Office/Section :		PR No.: PR25-0073		Date: 03/04/2025	
Stock/Property No.		Unit	Item Description	Qty	Unit Cost
1		pcs	Un glazed Tiles 40cm x 40 cm	350	120.00
2		bags	Tile Adhesive	10	400.00
3		pack	Tile Grout (2kg)	10	200.00
4		bags	Portland Cement	15	270.00
5		cu.m.	Sand	5	545.00
6		pcs	Diamond Cutting Disc	5	350.00
7		pcs	Notched Trowel	1	210.00
8		pcs	Plywood 1/4" x 4' x 8'	110	500.00
9		pcs	Plywood 1/2" x 4' x 8'	15	850.00
10		pcs	Good Lumber 2" x 2" x 12'	80	550.00
11		pcs	Good Lumber 2" x 3" x 12'	22	825.00
12		kg	CWN #4	18	100.00
13		kg	CWN #3	29	100.00
14		kg	CWN #2	29	100.00
15		pcs	Door Knob	50	650.00
16		set	Door Hinges 3"	50	350.00
17		pcs	Junction Box with cover	30	40.00
18		pcs	Utility Box with cover	20	150.00
19		pcs	Square Box with cover	20	150.00
20		pcs	Surface Type Utility Box	10	37.86
21		pcs	ACU Outlet	20	350.00
22		pcs	Duplex Convenience Outlet	40	190.00
23		set	Two Gang Switch	40	150.00
24		set	Flourescent LED Ecofit-Philips, T8 16W	50	900.00
25		roll	Electrical Tape	40	95.00
26		box	THHN Wire 2.0mm2	4	2,300.00
27		box	THHN Wire 3.5mm2	4	3,500.00
28		roll	Flexible Hose 3/4 (100 meters)	4	1,200.00
29		pcs	Plastic Molding 1/2"	30	95.00
30		pcs	Flatwall Enamel	5	2,300.00
31		pcs	Quick Drying Enamel	5	2,300.00
32		pcs	Flat Latex White	8	2,500.00
33		pcs	Latex Semigloss	8	2,500.00
34		liter	Tinting Color	8	1,500.00
35		mts	Sanding Paper #80	15	220.00
36		mts	Sanding Paper #100	20	200.00
37		pcs	Roller Brush 9" with tray	5	170.00
38		pcs	Paint Bush 3"	5	65.00
39		pcs	Paint Bush 2"	5	34.50
40		gal	Lacquer Thinner	5	280.00
41		gal	Paint Thinner	5	180.00
SUB TOTAL 1					438,011.12

Purpose: Materials for Repair and Improvement of Old Admin Building at Minsu Main Campus
STF - 1071
164-200-03-172

Requested by: *[Signature]*
Recommended Approval: *[Signature]*
Certified: *[Signature]*
Allotment Available: *[Signature]*
Approved by: *[Signature]*

ENGR. ARVIN P. TOLENTINO
Dir. for Auxiliary and General Services
JOELENE C. LEYNES
Vice for Admin and Finance
ROVELYN P. ROXAS
SAO- Finance Acting Budget Officer III
ENYA MARIE B. APOSTOL, Ph. D.
SUC President III

PAGE 1 OF 2



Fund Cluster:

421



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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



PROGRAM OF WORKS/BUDGET COST

Date:

Name of Project : Repair and Maintenance of Old Admin Building
at Minsu Main Campus
Location : Alcate, Victoria, Oriental Mindoro
Appropriation/Amount SAA: Php 500,000.00
Source of Funds: STF
Limits: CED Office, GS Conference and Deans Office
Net Length: Total Floor Area: 192 sqm
No. of Days to Complete: 30
Implementation Procedure: By Administration

Description of Work To be Done				SUMMARY OF ESTIMATED COST			
				% of Total	Equipment	Needed	Available
101	Tiles Works			14.16%			
102	Carpentry Works			39.52%			
103	Electrical Works			22.78%			
104	Painting Works			18.31%			
105	Doors and Windows			5.23%			
				100.00%			

Item No.	DESCRIPTION OF WORK	QTY.	UNIT	UNIT COST	TOTAL COST
101	Tiles Works	64.00	sq. m	1,106.00	70,783.80
102	Carpentry Works	192.00	sq.m.	1,029.20	197,607.20
103	Electrical Works	1.00	lot	113,892.95	113,892.95
104	Painting Works	336.00	sq.m.	272.52	91,567.01
105	Doors and Windows	1.00	lot	26,149.04	26,149.04
1. Sub-Total, Itemized Cost					500,000.00
Breakdown Estimated Cost					PHP 500,000.00

A. DIRECT COST

1. Labor (Man-Hours) :
2. Materials :
3. Equipment Rentals :

37,638.88	TOTAL PROJECT COST
462,361.12	
-	
500,000.00	

462,361.12	A. Materials, Fuel, Oil
37,638.88	B. Equipment, Labor
500,000.00	F. Total Construction Cost
500,000.00	G. Total Estimated Cost
500,000.00	H. SAY

Checked and Reviewed by:

ENGR. MARK LESTER A. MAGPANTAY
Project Development Officer III

Recommending Approval:

JOELENE C. LEYNES
Vice President for Administration and Finance

ENGR. ARVIN P. TOLENTINO
Director for Auxiliary and General Services

ENGR. JOANNE FE M. GUTIERREZ
Project Development Officer II

Approved by:

ENYA MARIE D. APOSTOL, Ph.D.
University President

STF - 1071
164-200-03-157

DETAILED ESTIMATES FOR

ITEM NO. 101

Tiles Works

SPECIFIC NO.

64.00

sq.m.

A. LABOR:

DESCRIPTION	NO.	NO. OF DAYS	MEN DAYS	RATE PER DAY	AMOUNT
Foreman	1	5	5	788.32	3,941.60
Skilled	2	5	10	570.24	5,702.40
Labor	2	5	10	440.48	4,404.80
Sub- Total					14,048.80

B. EQUIPMENT:

DESCRIPTION	NO.	NO. OF DAYS	EQPT. DAYS	DAILY RATE	AMOUNT
Minor Tools					
Sub- Total					-

C. FUEL, OIL & SPAREPARTS

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
Sub- Total				

D. MATERIALS:

KIND	UNIT	QTY	UNIT COST	AMOUNT
Unglazed Tiles 40cm x 40 cm	pcs	350	120.00	42,000.00
Tile Adhesive	bags	10	400.00	4,000.00
Tile Grout (2kg)	pack	10	200.00	2,000.00
Portland Cement	bags	15	270.00	4,050.00
Sand	cu.m.	5	545.00	2,725.00
Diamond Cutting Disc	pcs	5	350.00	1,750.00
Notched Trowel	pcs	1	210.00	210.00
Sub- Total				

Total (Estimated Direct Cost)

70,783.80

Indirect Cost (as per DO 197 s. 2016)

56,735.00

TOTAL COST

70,783.80

Unit Cost

say

1,106.00

1,106.00

DETAILED ESTIMATES FOR

ITEM NO. 102

Carpentry Works

SPECIFIC NO. QUANTITY

192.00

sq.m.

A. LABOR:

DESCRIPTION	NO.	NO. OF DAYS	MEN DAYS	RATE PER DAY	AMOUNT
Foreman	1	5	5	788.32	3,941.60
Skilled	2	5	10	570.24	5,702.40
Laborer	2	5	10	440.48	4,404.80
Sub- Total					10,107.20

(Exclude acquisition & delivery of materials)

B. EQUIPMENT:

DESCRIPTION	NO.	NO. OF DAYS	EQPT. DAYS	DAILY RATE	AMOUNT
Sub- Total					-

(Exclude acquisition & delivery of materials)

C. FUEL, OIL & SPAREPARTS

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
Sub- Total				

(Exclude acquisition & delivery of materials)

D. MATERIALS:

(Include acquisition of equipment, fuel, etc. for materials)

KIND	UNIT	QTY	UNIT COST	AMOUNT
Plywood 1/4" x 4' x 8'	pcs	110	500.00	55,000.00
Plywood 1/2" x 4' x 8'	pcs	15	850.00	12,750.00
Good Lumber 2" x 2" x 12'	pcs	80	550.00	44,000.00
Good Lumber 2" x 3" x 12'	pcs	22	825.00	18,150.00
CWN #4	kg	18	100.00	1,800.00
CWN #3	kg	29	100.00	2,900.00
CWN #2	kg	29	100.00	2,900.00
Door Knob	pcs	50	650.00	32,500.00
Door Hinges 3"	set	50	350.00	17,500.00
Sub- Total				

187,500.00

Total (Estimated Direct Cost)

197,607.20

Indirect Cost (as per DO 197 s. 2016)

197,607.20

TOTAL COST

Unit Cost

say

1,029.20

1,029.20

DETAILED ESTIMATES FOR

ITEM NO.	103	SPECIFIC NO.	1.00	lot
NAME OF ITEM	Electrical Works	QUANTITY		

A. LABOR:

DESCRIPTION	NO.	NO. OF DAYS	MEN DAYS	RATE PER DAY	AMOUNT
Foreman	1	3	3	788.32	2,364.96
Skilled	2	3	6	570.24	3,421.44
Laborer	2	3	6	440.48	2,642.88
Sub- Total					6,064.32

(Exclude acquisition & delivery of materials)

B. EQUIPMENT:

DESCRIPTION	NO.	NO. OF DAYS	EQPT. DAYS	DAILY RATE	AMOUNT
Sub- Total					-

(Exclude acquisition & delivery of materials)

C. FUEL, OIL & SPAREPARTS

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
Sub- Total				

D. MATERIALS:

(Include acquisition of equipment, fuel, etc. for materials)

KIND	UNIT	QTY	UNIT COST	AMOUNT
Junction Box with cover	pcs	30	40.00	1,200.00
Utility Box with cover	pcs	20	150.00	3,000.00
Square Box with cover	pcs	20	150.00	3,000.00
Surface Type Utility Box	pcs	10	37.86	378.63
ACU Outlet	pcs	20	350.00	7,000.00
Duplex Convenience Outlet	pcs	40	190.00	7,600.00
Two Gang Switch	set	40	150.00	6,000.00
Flourescent LED Ecofit Phillips, T8 16W 6,500k Cool Daylight	set	50	900.00	45,000.00
Electrical Tape	roll	40	95.00	3,800.00
THHN Wire 2.0mm ²	box	4	2,300.00	9,200.00
THHN Wire 3.5mm ²	box	4	3,500.00	14,000.00
Flexible Hose 3/4 (100 meters)	roll	4	1,200.00	4,800.00
Plastic Molding 1/2"	pcs	30	95.00	2,850.00
Sub- Total				

107,828.63 Sub- Total
Total (Estimated Direct Cost)
Indirect Cost (as per DO 197 s. 2016)

113,892.95 TOTAL COST
Unit Cost
say 113,892.95

DETAILED ESTIMATES FOR

ITEM NO. 104

NAME OF ITEM Painting Works

SPECIFIC NO. QUANTITY

336.00

sq. m.

A. LABOR:

DESCRIPTION	NO.	NO. OF DAYS	MEN DAYS	RATE PER DAY	AMOUNT
Foreman	1	2	2	788.32	1,576.64
Skilled	2	2	4	570.24	2,280.96
Laborer	2	2	4	440.48	1,761.92
Sub- Total					5,619.52

(Exclude acquisition & delivery of materials)

B. EQUIPMENT:

DESCRIPTION	NO.	NO. OF DAYS	EQPT. DAYS	DAILY RATE	AMOUNT
Sub- Total					-

(Exclude acquisition & delivery of materials)

C. FUEL, OIL & SPAREPARTS

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
Sub- Total				

(Exclude acquisition & delivery of materials)

D. MATERIALS:

(Include acquisition of equipment, fuel, etc. for materials)

KIND	UNIT	QTY	UNIT COST	AMOUNT
Flatwall Enamel	pail	5	2,300.00	11,500.00
Quick Drying Enamel	pail	5	2,300.00	11,500.00
Flat Latex White	pail	8	2,500.00	20,000.00
Latex Semigloss	pail	8	2,500.00	20,000.00
Tinting Color	liter	8	1,500.00	12,000.00
Sanding Paper #80	mtr	15	220.00	3,300.00
Sanding Paper #100	mtr	20	200.00	4,000.00
Roller Brush 9" with tray	pcs	5	170.00	850.00
Paint Bush 3"	pcs	5	65.00	325.00
Paint Bush 2"	pcs	5	34.50	172.49
Lacquer Thinner	gal	5	280.00	1,400.00
Paint Thinner	gal	5	180.00	900.00
Sub- Total				

Total (Estimated Direct Cost) 85,947.49

Indirect Cost (as per DO 197 s. 2016) 91,567.01

TOTAL COST 91,567.01

Unit Cost say 272.52

272.52

DETAILED ESTIMATES FOR

ITEM NO.
105

NAME OF ITEM
Doors and Windows

SPECIFIC NO.
QUANTITY

1.00

lot

A. LABOR:

DESCRIPTION	NO.	NO. OF DAYS	MEN DAYS	RATE PER DAY	AMOUNT
Foreman	1	1	1	788.32	788.32
Skilled	1	1	1	570.24	570.24
Laborer	1	1	1	440.48	440.48
Sub- Total					1,799.04

B. EQUIPMENT:

DESCRIPTION	NO.	NO. OF DAYS	EQPT. DAYS	DAILY RATE	AMOUNT
(Exclude acquisition & delivery of materials)					
Sub- Total					-

C. FUEL, OIL & SPAREPARTS

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
(Exclude acquisition & delivery of materials)				
Sub- Total				

D. MATERIALS:

KIND	UNIT	QTY	UNIT COST	AMOUNT
Silicon Sealant	pcs	20	650.00	13,000.00
Silicon Gunner	pcs	2	300.00	600.00
Diamond Cutter for glass	pcs	5	200.00	1,000.00
Primer with Catalyst	gal	5	350.00	1,750.00
WD40 Oil Lubricating Cleaner Spray 400ml	pcs	20	400.00	8,000.00
Sub- Total				
Total (Estimated Direct Cost)				
Indirect Cost (as per DO 197 s. 2016)				

TOTAL COST

Unit Cost

say

26,149.04

26,149.04

26,149.04

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER UNIT : AUXILIARY AND GENERAL SERVICES

Charged to Special Trust Fund Beginning 2025

Repair and Improvement of Old Admin Building at MimsU Main Campus

[illegible]

SUBTOTAL 1 BUDGET:

SUBTOTAL 2 BUDGET:

GRAND TOTAL BUDGET:

Prepared by:

Approved:

Director for Auxiliary and General Services


JOELENE C. LYNNES
VP for Administration & Finance