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Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



SUPPLY AND DELIVERY OF OFFICE EQUIPMENT FOR THE EXTENSION OFFICE OF MINSU

BONGABONG CAMPUS

Name of Project

BAC Resolution Recommending Approval

Resolution No. 150, 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. 2025-128 for the project "Supply and Delivery of Office Equipment for the Extension Office of Minsu Bongabong Campus" with an Approved Budget for the Contract (ABC) amounting to Three Hundred Fifty Thousand Pesos (Php350,000.00);

WHEREAS, in response to the advertisement of the project in the PhilGEPS, Minsu websites and other conspicuous place, eight (8) suppliers/bidders were found in the document request list;

WHEREAS, upon advertisement, the BAC, invited three (3) eligible suppliers with known qualifications through e-mail specifically COPYLANDIA OFFICE SYSTEMS CORPORATION, GAKKEN PHILIPPINES, INC., and PHILIPPINE DUPLICATORS, INC.;

WHEREAS, in response to the said invitations and advertisement, three (3) suppliers/bidders in the name of COPYLANDIA OFFICE SYSTEMS CORPORATION, GAKKEN PHILIPPINES, INC., and PHILIPPINE DUPLICATORS, INC.; submitted RFQ with corresponding price quotation before the deadline;

WHEREAS, the submitted price quotation of COPYLANDIA OFFICE SYSTEMS CORPORATION passed the evaluation of technical eligibility requirements for the project;

WHEREAS, upon initial evaluation of the price quotation submitted by GAKKEN PHILIPPINES, INC., and PHILIPPINE DUPLICATORS, INC., it was determined that the aforementioned suppliers/bidders failed to comply with the technical specifications of the item indicated in the RFQ;

WHEREAS, the price quotation submitted by GAKKEN PHILIPPINES, INC., failed to comply with the prescribed technical specifications stipulated in the Request for Quotation (RFQ), specifically the requirement that the Display Panel must be a 10.1-inch touchscreen control. Upon evaluation of the submitted product brochure, it was verified that the offered item only features a 7-inch display panel, thereby rendering the offer non-compliant with the minimum technical requirements;

WHEREAS, the price quotation submitted by PHILIPPINE DUPLICATORS, INC., was found non-compliant with the prescribed technical specifications outlined in the Request for Quotation (RFQ), particularly the requirement that the unit must be equipped with a 10.1-inch touchscreen control panel. Upon thorough evaluation of the submitted product brochure, it was determined that the offered model only includes a non-touch LCD panel with physical button controls, which does not satisfy the specified touchscreen functionality, thereby rendering the offer technically non-compliant.

WHEREAS, as a result of the non-compliance with the prescribed technical specifications, a detailed assessment of the submitted quotation concluded with the disqualification of GAKKEN PHILIPPINES, INC., and PHILIPPINE DUPLICATORS, INC. from further consideration;

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

Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
Php350,000.00	Copylandia Office Systems Corporation	Php272,000.00

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 Office Equipment for the Extension Office of Minsu Bongabong Campus" as follows:

a. to Copylandia Office Systems Corporation for being the supplier/bidder with Single Calculated Responsive Bid (SCRB);

RESOLVED, this 27th day of June, 2025 at MinsU-Main Campus, Alcate, Victoria, Oriental Mindoro.

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

Approved/Disapproved

FRANIE M. APABLE, DBMHM
BAC Member

Engr. MARK LESTER A. MAGPANTAY
BAC Vice Chairperson

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

ATTY. SHERLYN A. LAYESA
BAC Member

MELGAR G. FADRIQUELAN
BAC Member





Republic of the Philippines
CITY OF LIPA
OFFICE OF THE MAYOR
City Permits and Licensing Office

PERMIT No. **2025-05434**

January 30, 2025

Mayor's Permit

DATE ISSUED

Pursuant to Tax Ordinance No. 16 S of 1993, otherwise known as the "Revised Revenue Code of Lipa City" as amended
BUSINESS LICENSE and MAYOR'S PERMIT is hereby granted to:

NAME : **COPYLANDIA OFFICE SYSTEMS CORPORATION REP. BY: FELICIANO JUAREZ**
ADDRESS : **MAKATI CITY, MANILA**
NATIONALITY : **CIVIL STATUS:**
BUSINESS NAME : **COPYLANDIA OFFICE SYSTEMS CORPORATION** NATURE OF ORGANIZATION: **CORPORATION**
BUSINESS ADDRESS : **122 J. P. LAUREL HIGHWAY, MATAAS NA LUPA, LIPA CITY**
NATURE OF BUSINESS : **RETAILING OF OFFICE EQUIPMENT**

This permit shall take effect upon approval until December 31, 20 **25** unless sooner revoked for cause and shall be renewed on or before January 20, 20 **26**

Recommending Approval:

[Signature]
DIVINA O. SIMANGAN
City Permits and Licensing Officer



[Signature]
ERIC B. AFRICA
City Mayor

Amount Paid **90,394.89**
O.R. No. **6685377**
Date Issued **01/30/2025**

NOTE: 1. This permit shall be posted conspicuously at the place where the business is being conducted and valid only at the place indicated. It shall be presented to competent authorities upon demand and must be surrendered to the City Permits and Licensing Office upon closure. Failure to surrender this permit upon termination of the business shall mean that the business is still operational and will be subject to continuous assessment of business tax.
2. This permit is revocable and shall be rendered null and void if the taxpayer violates any applicable law, ordinance and/or regulation or if taxpayer fails to pay any tax or charges as they become due.

Mindoro State University
Records Management Office
RICHARD R. TEMPLO
Records Officer III
Date: August 1, 2025 Time: 1:50 PM

CERTIFIED TRUE COPY



Republic of the Philippines
Securities and Exchange Commission

EDSA, Greenhills, Mandaluyong
Metro-Manila

S.E.C. Reg. No. AS093-01784

TO ALL TO WHOM THESE PRESENTS MAY COME, GREETINGS

WHEREAS, Articles of Incorporation and By-Laws duly signed and acknowledged for
organization of the

COPYLANDIA OFFICE SYSTEMS CORPORATION

and in accordance with the provisions of the Corporation Code of the Philippines,
Bambansa Bldg. 68, approved on May 1, 1980, were presented for filing in this
Commission on March 4, 1993, and a copy of said Articles and
By-Laws are hereto attached:

THEREFORE, by virtue of the powers and duties vested in me by law, I do
hereby certify that the said Articles of Incorporation and By-Laws were, after due examina-
on to determine whether they are in accordance with law, duly registered in this
Commission on the 5th day of March, Anno Domini, and Ninety-three

IN TESTIMONY WHEREOF, I have hereunto set
my hand and caused the seal of this Commission to be
affixed at Mandaluyong, Metro-Manila, Philippines, this
5th day of March, in the
year of our Lord nineteen hundred and ninety-three.

Sonia M. Ballo
SONIA M. BALLO
Director
Corporate and Legal Department

Mindoro State University
Records Management Office
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RICHARD B. TEMPIO
Records Officer III
Date: August 1, 2025 Time: 1:50 PM





Bringing in Revenues
for Nation-building

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
LARGE TAXPAYERS COLLECTION ENFORCEMENT DIVISION

TCBP NO. LT-116-02-11-0069-2025-E

TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

COPYLANDIA OFFICE SYSTEMS CORPORATION

Name of Taxpayer

718 COPYLANDIA CORPORATE CENTRE, SGT. BUMATAY ST.,
PLAINVIEW, CITY OF MANDALUYONG NCR,
SECOND DISTRICT, PHILIPPINES 1550

Address

002-332-000-000

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 11th day of February 2025.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL FEBRUARY 11, 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 FEBRUARY 06, 2025 UNDER EFPS PAYMENT TRANSACTION NO. 256737923. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.



ATTY. LOUJEAN S. GEMANIL-ADRIANO
OIC-Division Chief
LT-Collection Enforcement Division

Documentary Stamp Tax
Date of Payment: 02/06/2025
Payment Confirmation: 256738324
Amount: P30.00

WARNING: Counterfeiting is punishable by law. Office for authenticating, please visit BIR website <https://www.bir.gov.ph/Tax-Clearance-List-Issued-CC-BIR> or Clearance Certificate (for bidding purposes) not listed/posted herein will be deemed to have originated from an illegal source.

Mindoro State University
Records Management Office
Records Officer III
Date: August 1, 2025 Time: 1:50 PM

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Quarterly Value-Added Tax Return
(Cumulative For 3 Months)

2550-Q
Bir Form No.
February 2007 (ENCS)

Are you availing of tax relief under Special Law or International Treaty? ☒ Yes ☐ No
If yes, please specify

PART II

Sales/Receipts for the Quarter (Exclusive of VAT) 15A

15	Variable Sales/Receipt - Private (see Sch. 1)	15A	118,116,530.79	15B	14,173,983.70
16	Sale to Government	16A	134,866,487.36	16B	16,183,978.48
17	Zero Rated Sales/Receipts	17	0.00		
18	Exempt Sales/Receipts	18	0.00		
19	Total Sales/Receipts and Output Tax Due	19A	252,983,018.15	19B	30,357,962.18
20	Less: Allowable Input Tax				

20A	Input Tax Carried Over from Previous Period	20B	Input Tax Deferred on Capital Goods Exceeding P1Million from Previous Quarter	20C	Transitional Input Tax	20D	Presumptive Input Tax	20E	Others	20F	Total (Sum of Item 20A, 20B, 20C, 20D & 20E)
20A	0.00	20B	0.00	20C	0.00	20D	0.00	20E	0.00	20F	0.00

21A/B	Purchase of Capital Goods not exceeding P1 Million (see Sch. 2)	21A	0.00	21B	0.00
21C/D	Purchase of Capital Goods exceeding P1 Million (see Sch. 3)	21C	0.00	21D	0.00
21E/F	Domestic Purchases of Goods Other than Capital Goods	21E	4,478,585.58	21F	537,430.27
21G/H	Importation of Goods Other than Capital Goods	21G	156,362,371.67	21H	18,763,484.60
21I/J	Domestic Purchase of Services	21I	12,778,185.92	21J	1,533,382.31
21K/L	Services Rendered by Non-residents	21K	0.00	21L	0.00
21M	Purchases Not Qualified for Input Tax	21M	0.00	21O	0.00
21N/O	Others	21N	0.00	21P	173,619,143.17
21P	Total Current Purchases (Sum of Item 21A, 21C, 21E, 21G, 21I, 21K, 21M & 21N)				
22	Total Available Input Tax (Sum of Item 20F, 21B, 21D, 21F, 21H, 21J, 21L & 21O)			22	20,834,297.18
23	Less: Deductions from Input Tax			23A	0.00
23A	Input Tax on Purchases of Capital Goods exceeding P1 Million (see Sch. 3)				

https://efps.bir.gov.ph/efpsWeb_war/forms/2550

Records Officer III

Date: August 1, 2025 Time: 1:50 PM

Date: August 1, 2025 Time: 1:50 PM

23B

Input Tax on Sale to Gov't, closed to expense (see [Sch. 4](#))

0.00

23C

Input Tax allocable to Exempt Sales (see [Sch. 5](#))

0.00

23D

VAT Refund / TCC claimed

0.00

23E

Others

0.00

23F

Total (Sum of Item 23A, 23B, 23C, 23D & 23E)

0.00

24

Total Allowable Input Tax (Item 22 less Item 23F)

20,834,297.18

25

Net VAT Payable (Item 19B less Item 24)

9,523,665.00

26

Less: Tax Credits/Payments

26A

Monthly VAT Payments - previous two months

0.00

26B

Creditable Value-Added Tax Withheld (see [Sch. 6](#))

0.00

26C

Advance Payment for Sugar and Flour Industries (see [Sch. 7](#))

0.00

26D

VAT withheld on Sales to Government (see [Sch. 8](#))

4,941,380.97

26E

VAT paid in return previously filed, if this is an amended return

0.00

26F

Advance Payments made (please attach proof of payments - BIR Form No. 0605)

0.00

26G

Others

0.00

26H

Total Tax Credits/Payments(Sum of Item 26A, 26B, 26C, 26D, 26E, 26F, & 26G)

4,941,380.97

27

Tax Still Payable/ (Overpayment) (Item 25 less Item 26H)

4,582,284.03

28

Add: Penalties

28A

Surcharge

0.00

28B

Interest

0.00

28C

Compromise

0.00

28D

0.00

29

Total Amount Payable (Overpayment) (Sum of Item 27 & 28D)

4,582,284.03

Attachments

Add Attachment

Remove Attachment

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RICHARD R. TEMPLO
Records Officer III
Date: August 1, 2025 Time: 1:50 PM

PSIC: 5150



Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

Bir Form No. **2550-Q**
Quarterly Value-Added Tax Return
(Cumulative For 3 Months)
February 2007 (ENCS)

1	For the Year Ended (MM/YYYY)	Calendar	Fiscal	2	Quarter	From	3	Return Period (MM/DD/YYYY)	To	4	Amended Return?	5	Short Period Return?
	March 2025							01/01/2025	03/31/2025				

6	TIN	000	000	002	332	000	7	RDO Code	116	8	No. of sheets attached	9	Line of Business
													WHOLESALE OF MACHINERY, EQ
10	Taxpayer's Name (For Individual) Last Name, First Name, Middle Name/Initials (For Non-Individual) Registered Name												
	COPYLANDIA OFFICE SYSTEMS CORPORATION												
12	Registered Address												
	718 COPYLANDIA CORPORATE CENTRE SGT BUMATAY ST PLAINVIEW MANDU, 1550												

14	Are you availing of tax relief under Special Law or International Tax Treaty?												
	If yes, please specify ☐ Yes ☒ No												

PART II Computation of Tax

15	Variable Sales/Receipt - Private (see Sch. 1)	15A	154,594,590.60	15B	18,551,350.88
16	Sale to Government	16A	129,478,002.08	16B	15,537,360.25
17	Zero Rated Sales/Receipts	17	0.00		
18	Exempt Sales/Receipts	18	0.00		
19	Total Sales/Receipts and Output Tax Due	19A	284,072,592.68	19B	34,088,711.13

20	Less: Allowable Input Tax		
20A	Input Tax Carried Over from Previous Period	20A	0.00
20B	Input Tax Deferred on Capital Goods Exceeding P1Million from Previous Quarter	20B	0.00
20C	Transitional Input Tax	20C	0.00
20D	Presumptive Input Tax	20D	0.00
20E	Others	20E	0.00
20F	Total (Sum of Item 20A, 20B, 20C, 20D & 20E)	20F	0.00

21	Current Transactions		
21A/B	Purchase of Capital Goods not exceeding P1Million (see Sch. 2)	21A	0.00
21C/D	Purchase of Capital Goods exceeding P1Million (see Sch. 3)	21C	0.00
21E/F	Domestic Purchases of Goods Other than Capital Goods	21E	4,067,547.75
21G/H	Importation of Goods Other than Capital Goods	21G	161,377,138.17
21I/J	Domestic Purchase of Services	21I	10,284,760.83
21K/L	Services Rendered by Non-residents	21K	0.00
21M	Purchases Not Qualified for Input Tax	21M	0.00
21N/O	Others	21N	0.00
21P	Total Current Purchases (Sum of Item 21A, 21C, 21E, 21G, 21I, 21K, 21M & 21N)	21P	175,729,446.75
22	Total Available Input Tax (Sum of Item 20F, 21B, 21D, 21F, 21H, 21J, 21L & 21O)	22	21,087,533.61
23	Less: Deductions from Input Tax		
23A	Input Tax on Purchases of Capital Goods exceeding P1Million deferred for the succeeding period (see Sch. 3)	23A	0.00

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<https://efps.bir.gov.ph>

23B	Input Tax on Sale to Gov't. closed to expense (see Sch. 4)	0.00
23C	Input Tax allocable to Exempt Sales (see Sch. 5)	0.00
23D	VAT Refund / TCC claimed	0.00
23E	Others	0.00
23F	Total (Sum of Item 23A, 23B, 23C, 23D & 23E)	0.00
24	Total Allowable Input Tax (Item 22 less Item 23F)	21,087,533.61
25	Net VAT Payable (Item 19B less Item 24)	13,001,177.52
26	Less: Tax Credits/Payments	
26A	Monthly VAT Payments - previous two months	0.00
26B	Creditable Value-Added Tax Withheld (see Sch. 6)	0.00
26C	Advance Payment for Sugar and Flour Industries (see Sch. 7)	0.00
26D	VAT withheld on Sales to Government (see Sch. 8)	5,785,621.23
26E	VAT paid in return previously filed, if this is an amended return	0.00
26F	Advance Payments made (please attach proof of payments - BIR Form No. 0605)	0.00
26G	Others	0.00
26H	Total Tax Credits/Payments(Sum of Item 26A, 26B, 26C, 26D, 26E, 26F, & 26G)	5,785,621.23
27	Tax Still Payable/ (Overpayment) (Item 25 less Item 26H)	7,215,556.29
28	Add: Penalties	
28A	Surcharge	0.00
28B	Interest	0.00
28C	Compromise	0.00
28D		0.00
29	Total Amount Payable (Overpayment) (Sum of Item 27& 28D)	7,215,556.29

Print

Validate

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

FILING REFERENCE NO.

TIN	: 002-332-000-000
Name	: COPYLANDIA OFFICE SYSTEMS CORPORATION
RDO	: 116
Form Type	: 2550Q
Reference No.	: 102500065520262
Amount Payable (Over Remittance)	: 7,215,556.29
Accounting Type	: F - Fiscal
For Tax Period	: 03/31/2025
Quarter	: 4
Date Filed	: 04/24/2025
Tax Type	: VT

Proceed to Payment

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BPI BizLink
BIR REPORT

COPYLANDIA OFC SYSTEMS CORP

Requested Date: 04/24/2025 17:19:05
Printed By: COPY001

Reference Number	Account	Amount Due	Amount	TIN
BIR-042425-171904-06975492	3851004024 COPYLANDIA OFFICE SYSTEMS CORP.	PHP 7,215,556.29	PHP 7,215,556.29	002332000000

Mindoro State University
Records Management Office
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Records Officer III
Date: August 3, 2025 (Time: 1:50 PM)



BPI

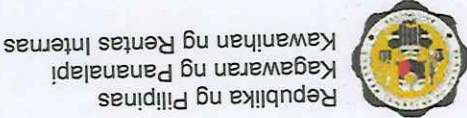
**BPI BizLink
BIR REPORT**

COPYLANDIA OFC SYSTEMS CORP

Requested Date: 01/23/2025 17:20:28
Printed By: COPY001

Reference Number		Account	Amount Due	Amount	TIN
BIR-012325-172027-06645689		3851004024 COPYLANDIA OFFICE SYSTEMS CORP.	PHP 4,582,284.03	PHP 4,582,284.03	002332000000

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Date: August 1, 2025 Time: 3:50 PM



eFPS Payment Form

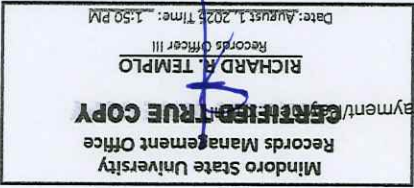
Filing Reference Number	102500063752586
Taxpayer Identification Number	002 - 332 - 000 - 000
RDO Code	116
Taxpayer's Name	COPYLANDIA OFFICE SYSTEMS CORP
Return Period	12/31/2024
Tax Type	VT
Amount Due (PHP)	4,582,284.03
Payment Transaction Number	2563331858
(Transaction Log Number)	
Payment Transaction Date	01/23/2025
eFPS MODE OF PAYMENT	Bank Transfer
Transacting Bank	002000 - BPI(HEAD OFFICE)
(Authorized Agent Bank)	
Amount	4,582,284.03

Print

Submit

Cancel

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https://efps.bir.gov.ph/efps-war/EFPSWeb_war/payment/

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

FILING REFERENCE NO.

TIN	: 002-332-000-000
Name	: COPYLANDIA OFFICE SYSTEMS CORPORATION
RDO	: 116
Form Type	: 2550Q
Reference No.	: 102500063752586
Amount Payable (Over Remittance)	: 4,582,284.03
Accounting Type	: F - Fiscal
For Tax Period	: 12/31/2024
Quarter	: 3
Date Filed	: 01/23/2025
Tax Type	: VT

Proceed to Payment

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REVENUE REGION NO. 09A - CABA-MIRO (CAVITE-BATANGAS-MINDORO-ROMBLON)
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS
REVENUE DISTRICT OFFICE NO. 059 - LIPA CITY, EAST BATANGAS

OCN: 059RC20210000003186
Date OCN Generated: December 13, 2021

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 002-332-000-00011		NAME OF TAXPAYER COPYLANDIA OFFICE SYSTEMS CORPORATION		TIN ISSUANCE DATE May 29, 2003	
REGISTERING OFFICE		Head Office	X	Branch	
REGISTERED ADDRESS 122 JP LAUREL HIGHWAY MATAS NA LUPA 4217 LIPA CITY BATANGAS PHILIPPINES					

TAX TYPES		FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
REGISTRATION FEE		0605	May 29, 2003	ANNUALLY	On or before the last day of January.
TAXPAYER TYPE/S		DOMESTIC CORPORATION			

BUSINESS INFORMATION DETAILS		
TRADE NAME 1	COPYLANDIA OFFICE SYSTEMS CORPORATION	REGISTRATION DATE April 19, 2010
(PSIC)	46599-WHOLESALE OF OTHER MACHINERY AND EQUIPMENT, N.E.C.	
Line of Business	WHOLESALE OF MACHINERY, EQUIPMENT AND SUPPLIES	Primary

REMINDERS

1. An annual registration fee shall be paid upon registration and every year thereafter on or before the last day of January, using BIR Form No. 0605.
2. Filing of required tax returns to conform with the above tax types, whether with or without business operation, to avoid penalties.
3. For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/As shall be before its use.
4. Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.
5. For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P3,000,000 and who opted to avail of the 8% income tax rate, the tax type Percentage Tax (PT) shall not be reflected in the Certificate of Registration (COR). However, at the start of each taxable year, such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect PT, unless qualified and opted to avail of the 8% income tax rate annually.

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Records Officer III
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Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)

COPYLANDIA OFFICE SYSTEMS CORPORATION (COPYLANDIA)

718 Sgt. Burnatay Street,
Mandaluyong City, Metro Manila, NCR, Philippines

is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on 13-Feb-2012 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 COPYLANDIA OFFICE SYSTEMS CORPORATION (COPYLANDIA) 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 25-Sep-2025

Issued this 19th day of September 2024.
This is a system generated certificate. No signature is required.



Page 1 of 3

Mindoro State University
Records Management Office
CERTIFIED TRUE COPY
Records Officer III
Amended Date as of February 13, 2025 02:10 PM
Certificate Reference No: 201202-48490-865705
Documentary Stamp Tax Paid Php 30.00

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
Records Management Office
CERTIFIED TRUE COPY
Certificate Reference No: 201202-48490-
Amended Date as of February 13, 2025 02:10 pm
RICHARD R. TEMPIO
Records Officer III

Refer to Section 4 of the Guidelines for the Use of the Government of the Philippines - Official Merchant's Registry
Date: August 1, 2015 Time: 1:50 PM

List of Eligibility Documents

of
COPYLANDIA OFFICE SYSTEMS CORPORATION (COPYLANDIA)
718 Sgt. Burnatay Street,
Mandaluyong City, Metro Manila, NCR, Philippines

SEC Certificate	Registration Date : 05-Mar-1993 SEC Certificate Number : AS93001784
Mayors Permit	Expiration Date : 31-Dec-2025 Permit Number : 2509329 Place of Issue : MANDALUYONG Issued By / Signatory : CATHERINE DE LEON ARCE Issuance Date : 27-Jan-2025
Tax Clearance	Expiration Date : 11-Feb-2026 TCC Number : LT-116-02-11-0069-2025-E Issued By / Signatory : ATTY. LOUJEAN S. GEMANIL-ADRIANO Issuance date : 11-Feb-2025
Audited Financial Statement	Date of Filing : 12-Jul-2024 Current Asset : 476,506,035.35 Total Asset : 616,559,996.39 Current Liabilities : 96,519,824.18 Total Liabilities : 96,519,824.18 Name of Auditor : ANDREA S. TORRES BIR RDO Code : 116
PCAB License	Expiration Date : - Issued By / Signatory : - Issuance Date : - License Number : - License First Issue Date : - Principal Classification : - Category : -

Mindoro State University
Records Management Office
48490
Certificate Reference No: 201202-
Amended Date as of February 13, 2025 02:18 PM
RICHARD R. TEMPIO
Records Officer III
Date: August 1, 2025 Time: 1:50 PM

REPUBLIC OF THE PHILIPPINES)
() S.S.

AFFIDAVIT

I, Ria B. Saldaña, Filipino, of legal age, married, and residing at B17 L3 Phase 3, Adelina Homes, Brgy. San Carlos, Lipa, Batangas after having been duly sworn to in accordance with law, hereby depose and say:

1. I am the duly authorized and designated representative of Copylandia Office Systems Corporation with office address at, 122 J.P. Laurel Highway, Mataas na Lipa, Lipa City, Batangas.
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Copylandia Office Systems Corporation in the bidding.
3. Copylandia Office Systems Corporation 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 or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting:
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. Copylandia Office Systems Corporation is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all documents submitted.
6. None of the officers, directors, and controlling stockholders of Copylandia Office Systems Corporation is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical the project consultants by consanguinity or affinity up to the third civil degree;
7. Copylandia Office Systems Corporation complies with existing labor laws and standards; and
8. Copylandia Office Systems Corporation is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contracts;
 - c) Made an estimate of the facilities available and needed for the contract to be bid if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the

OFFICE EQUIPMENT FOR THE EXTENSION OFFICE OF MINSU BONGABONG CAMPUS.

9. Copylandia Office Systems Corporation did not give or pay directly or indirectly, any commissions, amount, fee, or any of considerations, pecuniary or other wise 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 delivery any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling(Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services , to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this 9th day of June 2025 at Lipa City, Philippines.

Ria B. Saldaña

Sr. Branch Manager

Copylandia Office Systems Corporation

SUBSCRIBED AND SWORN to before me this 9th day of June 2025 at Lipa City, Philippine affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules of Notarial Practice (A.M. No. 02-8-13-SC) Affiant / exhibited to me his/her photograph and signature appearing thereon to me her CRN No. 0033-74880203 – 8 issued by the Social Security Systems.

Witness my hand and seal this 9th day of June 2025.

Maria Kriston D. Lipat
Notary Public for Lipa City, Cuencia & Mataas na Kanay, Batangas
NC No. 2023-021/ until December 31, 2025
Lipa City Hall Compound, Lipa City, Batangas
Roll No. 71669
IAP No. 490039/12.31.2024/ Batangas
PTR No. 6555155/01.02.2025/Lipa City
MCLE Compliance No. VIII - 0034900, until 14 April 2028

JUC. NO. 375
AGE NO. 68
BOOK NO. XIII
JUN 25 2025



Mindoro State University
Visayas, Oriental Mindoro 5100 Philippines

Branch: universitypresident@msu.edu.ph
Website: www.msus.edu.ph
Mobile: +63 977 849 72 88



ABSTRACT OF QUOTATIONS

Particulars

Project Name: SUPPLY AND DELIVERY OF OFFICE EQUIPMENT FOR THE EXTENSION OFFICE OF MINSU BONGABONG CAMPUS

LOT NO.:

Project Location: PIR
Implementing Office: Extension Office
Method of Procurement: RFQ
Approved Budget for the Contract (ABC): ₱350,000
Deadline of Submission of Quotation:

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

Date:

No	Participating Bidders	Date and Time of Receipt	Eligibility Requirements		Technical Requirements		Financial Requirements		Bid Amount	Rank	Remarks
			Pass	Fail	Pass	Fail	Pass	Fail			
	PHILIPPINE PURVICARLOS, INC		/			/	/		₱250,970	4	failed technical withs
	CAYKED PHILIPPINES, INC		/			/	/		260,000	2	failed technical withs
	COPYLANDIA OFFICE SYSTEMS CORP.		/		/		/		272,000	3	3rd LCRD
	COPYLANDIA OFFICE SYSTEMS CORP.		/		/		/		162,500	1	failed technical withs
	COPYLANDIA OFFICE SYSTEMS CORP.		/		/		/		259,000	5	failed technical withs

III. Recommendation /Resolution
☐ Recommend to Award Contract

Date: 06/11/2025

Contract Price Award (in words & figures):

Lowest / Single Calculated and Responsive Quotation: COPYLANDIA OFFICE SYSTEMS CORP.

Two hundred seventy two thousand pesos only ₱272,000

☐ 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: 06/10/25 - 06/25/25

LINA B. JAVIER
TWG Member

MARC BERON
TWG Member

FELIX A. MINISTERIO
TWG Member

ENGR. MARK NEYLORD S. ONAL
BAC-TWG Head

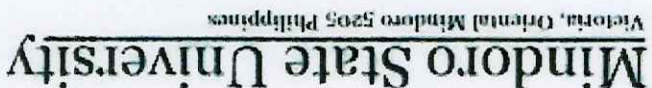
MERVIN L. ICALLA
TWG Member

*Main Campus, Alente, Visayas

*Bongabong Campus, Lathoran, Pangasinan

Proceed only if recommended for award of contract

*Kalinagan Engineering Campus, Marikina, Calabarzon



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



Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	unit	Photocopier machine	1	272,000	272,000
		Printer type: A3 Multifunction Printer- Black & White, copy, print & scan;			
		prints up to 20ppm, ARDF Standard			
		Paper Weight: 52-216 g/m ²			
		print Resolution: 600x600 dpi			
		maximum paper Size: SRA3			
		Automatic 2-sided Printing: Yes (A4& Letter)			
		Print Speed: Approx 70s per photo (border), 95s per photo (borderless)			
		Mobile printing capable			
		Display panel: 10.1-inch touchscreen control panel,			
XX					
			TOTAL		272,000

JUNE 07, 2025

MSU-BAC-FR-05.01



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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



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 on the basis of the following criteria:

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

Instructions

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

Liquidation Damages

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

Warranty

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

Payment

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

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

MSU-BAC-FR-05.01

June 9, 2025

FOR: Ms. Ciedelle Piol-Salazar
BAC Chairperson

Mindoro State University
Victoria, 5205 Oriental Mindoro

Re: Proposal for DEVELOP ineo 360i Mono Multifunction Printer

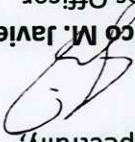
Dear Ms. Salazar,

Thank you for your interest in our products. We are pleased to offer our DEVELOP ineo 360i Mono Multifunction Printer, the model that best suits your current business/office requirements.

PRICE (VAT included):	P272,000.00 (Discounted Price)
INCLUDED:	1 toner cartridge, Document feeder, and Desk kit
PAYMENT TERM:	30 Days
VALIDITY OF OFFER:	15 calendar days
DELIVERY TIMELINE:	30 days upon receipt of notice to proceed
DELIVERY COST:	Free

WARRANTIES ON PARTS AND SERVICES: MACHINE: (vs. manufacturing defects): 200,000 prints or one (1) year from invoice date, whichever comes first. Depreciating parts due to normal wear and tear excluded; **SERVICE:** 1 year free, renewable every year based on client's 100% purchase of genuine consumables and parts from Copylandia; Cost of service transport, accommodations, meals are excluded.

Full product specifications are attached to the proposal letter. Thank you for this opportunity and we look forward to getting a positive response soon!

Respectfully,

Jerico M. Javier
Sales Officer
0917 574 2242


Ria Balanza-Saldana
Senior Sales Manager
0917 556 8522

WITH THE WIDEST NETWORK OF BRANCHES TO SERVE YOU

Angeles • Bacolod • Baguio • Bukidnon • Butuan • Cabaatuan • Cagayan De Oro • Calamba • Cavite • Cebu • Dagupan • Davao • Dipolog • Dumaguete • General Santos • Iligan • Iloilo • La Union • Legazpi • Lipa • Metro Manila • Naga • Palawan • Roxas • Tacloban • Tagbilaran • Tuguegarao • Vigan • Zamboanga

Our Solution	Machine Specification
DEVELOP INEO 360i + DF-632 + DK-516	Print & Copy Speed: Up to 36ppm Scan Speed (mono/colour): Up to 100/100 ipm simplex Up to 200/200 ipm duplex Print Resolution: 1,800 (equivalent) x 600 dpi ; 1200 x 1200 dpi Paper Weight: 52-300g/m² Paper Sizes: A6-SRA3; Custom Sizes; Banner; 52-256g/m² Warm up time: Approx.12 sec. Paper Input Capacity: Standard: 1,150 sheets Max. 6,650 sheets Copy & Scan Resolution: 600 x 600 dpi Supported OS: Windows 7, Windows 8.1; Windows 10; Windows Server 2008; Windows Server 2012 R2; Windows Server 2016; Windows Server 2019; Macintosh OS X 10.10 or later; Unix; Linux; Citrix Interface Type: 10/100/1,000-Base-T Ethernet; USB 2.0 Automatic Document Feeder: Up to 100 originals; A6-A3; 35-163 g/m² Output Capacity: Max 250 sheets System Memory: 8,192MB System Hard Disk: 256GB

Ineo 360i with DF-632 + DK-516	Total Investment: 272,000.00
--------------------------------	------------------------------

Remarks: It is advisable that photocopiers should have AVR because of sudden fluctuation of the electricity in the area so we could avoid unnecessary problems in the copier.



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines

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Website: www.minsu.edu.ph
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c. Valid Mayor's/Business Permit
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e. BIR Certificate of Registration
f. Latest Income/Business Tax Return
g. TAX Clearance
h. DTI Registration/SEC Certificate
i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

Ocular Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG inspections of the BAC prior to the award.

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P. D. P.

MSU-BAC-FR-05.01

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



* The model in the photo is Model-CPS-B with optional 3 Tray Module.



A3 Colour Multifunction Printer
Apeos C3061 / C2561 / C2061



CERTIFIED TRUE COPY
D. D. D.
GAKKEN (Philippines), Inc.
139 GPI Bldg. Alrosa Bldg.
Cor. A Lake St. San Juan City
Tel. Nos. 725-9373 / 748-7753

Embark on your digital transformation journey

Designed to accelerate your digital transformation (DX) journey, new Apeos series with its smart and seamless integration features present itself as a trusted digital partner.



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GAKKEN (Philippines), Inc.
139 GPI Bldg. Aurora Blvd.
Cor. A Lake St. San Juan City
Tel. Nos. 725-9373 / 748-7753

True scalable solutions to
start your digital journey



Apeos C3061 / C2561 / C2061

Offering Scalability

Promote easier collaboration and enhanced accessibility with
paperless office solutions.

Designing Simplicity

Designed for all, our devices deliver ease of use, accessibility
and personalisation features for a true intuitive experience.

Creating Environmental Sensitivity

Driving organisation awareness towards creating a low impact environment
with advance features such as low melting point (low energy) toner
technology, smart power-saving sensors or staple-free finishing.

Apeos C3061	ColourMonochrome	30 ppm*
Apeos C2561	ColourMonochrome	25 ppm*
Apeos C2061	ColourMonochrome	20 ppm*

* A4 LEF

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D. J. D. D.
GAKKEN (PHILIPPINES), INC.
139 GPI Bldg. Aurora Blvd.
Cor. A Lake St. San Juan City
Tel. Nos. 725-9373 / 748-7753

Designing simplicity for everyday business needs

Small footprint fits in every office space

The compact design with width of 577 mm and depth of 659 mm* fits everywhere, including tight spaces, maximising office space utilisation.

* For 1 Tray standard configuration.

Produce promotional materials in-house and on-demand

Supports wide range of paper size and weight*¹, giving you the flexibility to personalise and print on envelope, direct mail, posters, promotional banners, or even long POP displays*².

*¹: Paper weight from 52 to 300 gsm

*²: Long sheets up to 297 x 1,200 mm



Make an impression with every print

Newly developed toner produces exceptional colours in every tone and shade, while high resolution of 1,200 x 2,400 dpi delivers precise lines and text, giving every print a professional look.



Easy-to-use, 7-inch control panel

Effortless and intuitive operation at the touch of your finger

The home screen allows individual user to customise frequently used app buttons and arrangement based on individual preference. Frequently used settings can be "pinned" for easy access on daily basis.

Additionally, you can connect your mobile devices through QR code scanning or NFC to Copy, Fax*, Print and Scan* jobs using the Print Utility*³ application.

*¹: Optional

*²: Scan to Mobile, E-mail, Scan to Folder,

³: Connect to the machine via wireless environment or Wi-Fi Direct connection. It can be downloaded free of charge from Google Play or App Store.

Note: AirPrint, Mopra® Print Service, and Mopra Scan are supported for printing or scanning by using a mobile device.



Finishing solutions that scale with business needs (Optional)

Exit 2 Tray, Side Tray

Supports output from three locations for Copy, Fax, and Print functions. This way, important received faxes are not missed, and output paper can be quickly retrieved.



Finisher-A3
+ Side Tray



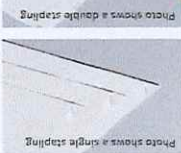
3 Way
output
Staple
Quiet
design

Finisher-B4 / B5
+ Booklet Maker Unit
+ Side Tray

Staple-free Staple*¹
Punch*²
Saddle Fold*³
Single Fold*³



Staple-free
10 sheets



Supports single and double Staple-free Stapling*¹

GENERAL TRUE COPY
GAKKEN PHILIPPINES, INC.
139 GPI Bldg. Aurora Blvd.
Cor. A Lake St. San Juan City
Tel. Nos. 725-9373 / 748-7753

Promotes DX and collaboration with paperless office solutions

Quick digitisation of high-volume originals

1 pass, 2-sided scanning of up to 80 ppm

130 sheets*
in one go



The high-speed 1-pass, 2-sided scanning Automatic Document Feeder holds up to 130 sheets* and scans 2-sided document in one go, allowing you to digitise large documents swiftly and effortlessly.

* 70 gsm
Note: Installed for Model-CPS-B as standard.

- Supports scanning of small-size documents (49 x 85 mm), thick cheques and thin paper receipts (38 to 128 gsm).
- Scanned documents can be transferred to e-mail, PC, or shared servers.
- Supports multi-sending, such as saving a copy to your PC while sending an e-mail to a client in a single scan.

Streamline operations with paperless fax*

Content of received fax can be previewed on the control panel before printing, allowing you to delete unwanted documents such as unsolicited faxes and print only what is necessary to avoid paper wastage.

Don't miss important faxes, whether you are in the office or on the move

Faxes received can also be forwarded by e-mail, allowing you to check the content even when you are away from office.



Automate the tedious task of fax sorting with Paperless Fax Delivery*

By using Paperless Fax Delivery*, faxed documents can be automatically sorted and forwarded without printing. Manual sorting and organising of received documents are eliminated as they are automatically sorted into folders based on information such as fax number, received date and preregistered names in multifunction printer's address book.

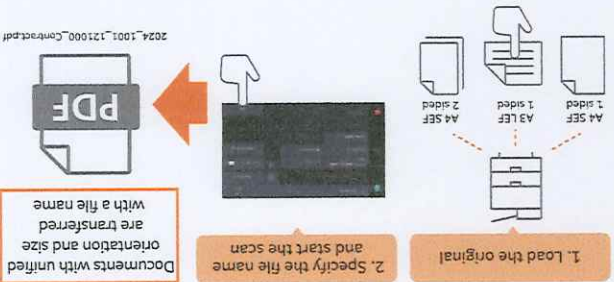
*Optional

Simple scanning to yourself

With ScanAuto, the pre-installed multifunction printer add-on application, you can easily send scanned data with a touch of a button and the multifunction printer will automatically select scan settings (such as document orientation, 1-sided or 2-sided) that are suitable for the document.

File names can be assigned from presets on the UI screen, ensuring scanned files will not get lost on the PC.

Note: The destination can be selected from Scan (Email) or Scan (to PC).



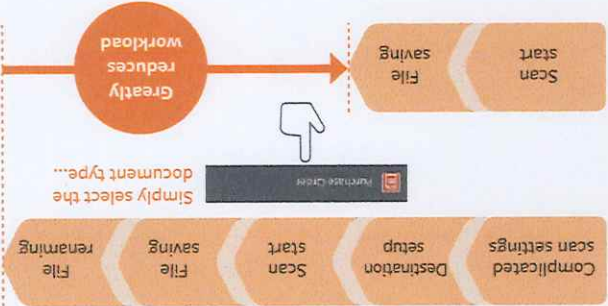
Digitisation of paper documents for effortless document management

Scan Delivery Light* reduces your scanning workload by simplifying complicated and repetitive scanning workflow. Standard rules and templates can be created easily, allowing you to complete multiple actions (scan settings, storage destination designation and file renaming) with a single touch.

Scanned information can also be managed and utilised centrally, improving productivity and resource optimisation.

* Optional

Scan Delivery Light



CERTIFIED TRUE COPY
GAKKEN (Philippines), Inc.
139 GPI Bldg. Aurora Blvd.
Cor. A Lake St. San Juan City
Tel. Nos. 725-9373 / 748-7753

Safeguarding your DX journey with market-leading security

As network connected information devices, the multifunction printer is equipped with state-of-the-art security features to protect your valuable information assets from cyber-attacks and rapidly evolving security threats.

Protect from unauthorised user

- Unauthorised operations and access are prevented by user authentication and usage restrictions.
- Expansion with Secondary Ethernet* allows a single multifunction printer to be used on a separated network, etc.

* Optional

Protects Data

- Encryption of communication paths with TLS and IPsec
- Protection of scanned files and e-mails through encryption/electronic signatures
- Data writing to SSD is encrypted with robust AES-256 encryption, etc.

Protect from unauthorised access

- Account lock function
- Restriction of accessible IP addresses
- Prevention of software tampering during multifunction printer startup and operation
- Automatic repair function upon detection of tampering at startup, etc.

Prevent information leaks due to operational errors

- Fixing the delivery destination of scanned documents
- Double input of fax destinations, etc.

The multifunction printers of the future

FUJIFILM Business Innovation aims to address environmental issues through climate change mitigation and resource circulation efforts in our business activities. Our products are developed with unique innovations and technologies that balances environmental impact reduction and usability.

New toner and a fusing unit with low fixing temperature and high image quality

Adopted a new toner and a fusing unit that enable reducing power consumption during toner fixing, the most power-consuming process in multifunction printers. By using functional resin, our newly developed toner has achieved industry-leading low fixing temperature* that is 1.5 degrees lower than the toner used in previous models*. In addition, the adoption of a new fixing unit achieved both low fixing temperature and exceptional image quality.

* 1: As of July 2024, according to our survey.
* 2: Toner used in the Apeos C3060 / C2560 / C2060.

Designed for now and for the future

In the effort to promote recycling of resources, recycled plastic materials are used* for parts such as the front cover and trays. We have overcome challenges to devise ways to suppress uneven color of the appearance of recycled plastic, which is said to be difficult to mold. And by improving the strength and rigidity of the parts, we ensure the quality of the product. Furthermore, our products have been redesigned to allow easy disassembly and cleaning, making them easy to reuse and recycle in the future.

* In the case of 4 Tray configuration with Duplex Automatic Document Feeder, 15 % of the total plastic weight of the device is recycled material.

* For Model-CPS-ST with 4 Tray configuration. Compared to the previous model Apeos C3060 / C2560 / C2060 Model-CPS with 4 Tray configuration, including toner.

By optimising resin and sheet metal with thinning technology and revising the frame structure, we have achieved a reduction in body weight by 10 %* while maintaining the strength and contributing to CO₂ emissions reduction in logistics.

Contributing to smaller CO₂ emission with lightweight body

Technologies for energy conservation

- Less energy and compact with high resolution printing on LED printhead.
- Saves energy with quick startup and smart power saving feature that solely powers on the required parts according to the functions being used by users.

Reliable support system

Easy solutions to resolve problems

From supplies replacement to unexpected device failures, most problems can be resolved without waiting for the service representatives or sales representatives.

1. Resolve problem using the "Help" function on the device

- Self Help information is available on the control panel
- Self Help information can be accessed via the mobile device by scanning the QR code displayed on the control panel

2. "Remote Assistance" with the help of operators

- Connects directly to the Support Centre
- An operator will remotely access the multifunction device to resolve the problem by guiding through the steps on the shared control panel

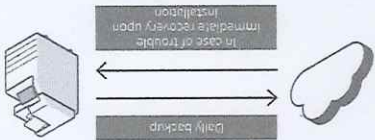
Keeping a close eye on your multifunction device on a daily basis

Connecting your multifunction printer to our EP service* via the internet allows for checking of billing meter, automatic delivery of consumables when cartridges level is low, daily status monitoring, and machine error detection for early intervention to rectify problem. This minimises operation downtime and reduces administrator's burden. Note: The content of the services provided may vary depending on the usage region. For details, please contact one of our sales representative.

* You need to apply for using the EP service. (free of charge)

Device Setup Editor

Device Setup Editor is a service that always backs up the latest setting information to a cloud server. It allows you to be prepared for unexpected situations and use your multifunction printer with confidence.



Note: You need to apply for using the Device Setup Editor. (free of charge).

Set up and manage remote multifunction printers from the Remote Operation Panel

By launching the Remote Operation Panel from a web browser, the multifunction printer's control panel can be displayed to and operated from a PC. By logging into Administrator Mode, the system administrator can manage multifunction printers at remote business locations within the same intranet. Note: Within the same intranet, while the Remote Operation Panel is active, the multifunction printer's control panel cannot be launched while the user is operating the multifunction printer. Cannot be launched while the user is operating the multifunction printer.

130 GPT Bldg. Aikeo Blvd.
Cor. A Lake St. San Juan City
Tel. Nos. 725-9373 / 748-7153

130 GPI Bldg. Aurora Blvd.
Cor. A Lake St. San Juan City
Tel. Nos. 725-9373 / 748-7753

130 GPI Bldg. Aurora
Tel. Nos. 725-9373/74

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 GACIKEN (PHILIPPINES), INC.
 130 GPI Bldg. Aurora Blvd.
 Cor. A Lake St. San Juan City
 Tel. Nos. 725-9373 / 748-7753

Item	Description	Paper Capacity*	Dimensions / Weight	W 328 x D 540 x H 198 mm, 3 kg
		100 sheets		

* 70 gsm paper.

Notes

1) If the storage media of the base unit fail, loss of received data, accumulated data, registered setting data, etc. may occur. In no event shall "the company" be liable for any damages whatsoever arising from loss of data.

Item	Description	Paper Capacity*	Dimensions / Weight	W 328 x D 540 x H 198 mm, 3 kg
		100 sheets		

* 70 gsm paper.

Notes

1) If the storage media of the base unit fail, loss of received data, accumulated data, registered setting data, etc. may occur. In no event shall "the company" be liable for any damages whatsoever arising from loss of data.

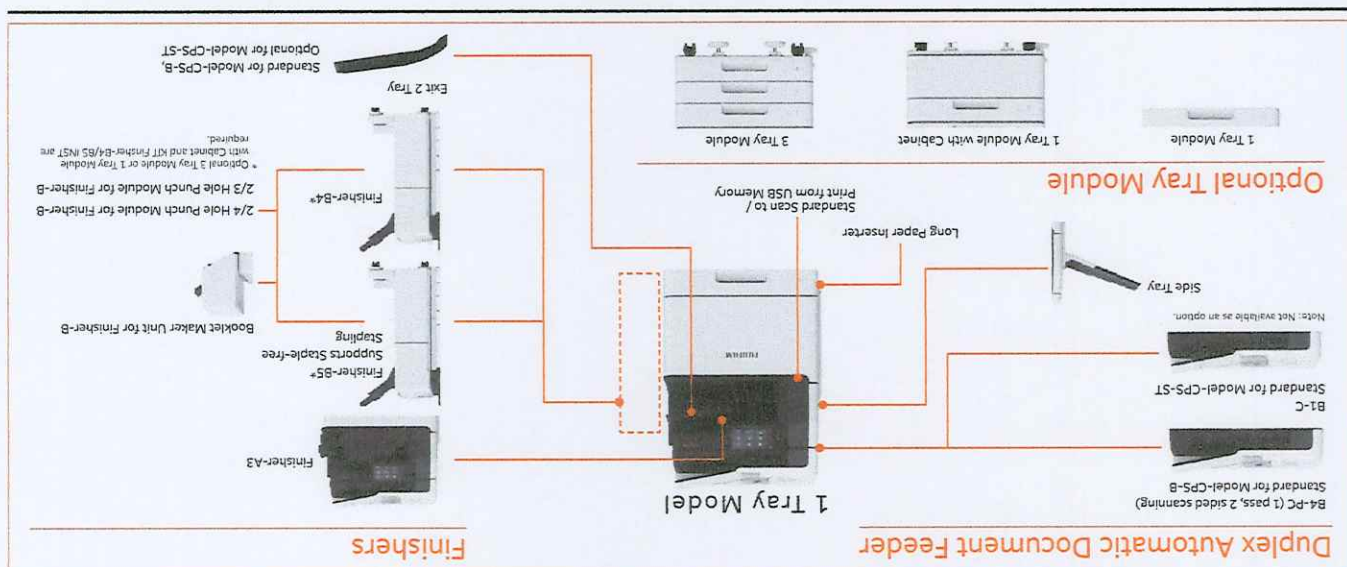


HEAD OFFICE 130 GPI Building, Aurora Blvd. cor. A Lake Street, San Juan City (02) 8721-2566 / 0805-434-4063
PANGASINAN 351 De Venecia Road, Lucena District, Dapitan City, Pangasinan (075) 540-520-0262 / 0920-943-5897
BICOL 17 Jackson Barras Bldg. Rizal St. cor. Malibini St. Legazpi Port Dist. Legazpi City (052) 742-4702 / 0939-918-1806
CEBU GPI Building, Gonzales Avenue, Kamputhaw, Cebu City (032) 412-0284 / 0917-708-2462
DAVAO GPI Building, Acacia Street, corner Quimpo Boulevard, Davao City (082) 295-3919 / 0922-888-3594



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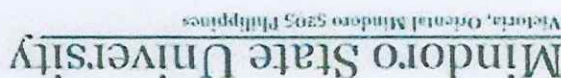


Item	Description
Finisher-A3 (optional)	
Center Tray Stack	Finishing Tray Sort (Offset available*) / Stack (Offset available*)
Paper Size	Center Tray A4, A3
Paper Weight	Finishing Tray Max.: 63, 11 x 17", Min.: A6; Postcard (100 x 148 mm) Custom size: 89 x 98 mm to 297 x 432 mm
Capacity ²⁾	Center Tray A4 LEF: 500 sheets; A3: 50 sheets [Without Stapling] A4 LEF: 500 sheets; JIS B4: 250 sheets; A3 or larger: 200 sheets; Mixed Size Stacking*: 250 sheets [With Stapling] A4 LEF: 30 sets or 300 sheets
Staple	Paper Size Max.: 63, 11 x 17", Min.: JIS B5 LEF Custom Size: 203 x 182 mm to 297 x 432 mm Paper Weight 52 to 256 gsm Position Single stapling, Dual stapling Dimensions / Weight W 465 x D 484 x H 248 mm, 10 kg

Finisher-A3 (Optional)

Item	Finisher-B4	Finisher-B5
Type	Center Tray, Stack	Center Tray, Stack
Paper Size ^(*)	Finishing Tray Max.: A3, 11 x 17", Min.: A5; Custom Size: 148 x 148 mm to 297 x 432 mm	Finishing Tray Max.: A3, 11 x 17", Min.: A5; Custom Size: 148 x 148 mm to 297 x 432 mm
Paper Weight ^(*)	Finishing Tray 52 to 300 gsm	Center Tray 200 sheets (80 gsm or less)
Paper Capacity ^(*)	Finishing Tray (With Booklet Stapler) ^(*) 50 sets or 600 sheets (With Booklet Maker) ^(*) 50 sets or 600 sheets (With Fold) ^(*) 500 sheets	Center Tray 200 sheets (80 gsm or less)
Capacity	Max.: A3, 11 x 17", Min.: A5; LEF	Max.: A3, 11 x 17", Min.: A5; LEF
Paper Size	Custom Size: 210 x 148 mm to 297 x 432 mm	Custom Size: 210 x 148 mm to 297 x 432 mm
Position	Single stapling, Dual stapling	Single stapling, Dual stapling
Paper Weight ^(*)	Paper Weight 52 to 220 gsm	Paper Weight 52 to 256 gsm
Capacity	Max.: A3, 11 x 17", Min.: A4, Letter	Max.: A3, 11 x 17", Min.: A4, Letter
Paper Size	Custom Size: 210 x 279 mm to 297 x 432 mm	Custom Size: 210 x 279 mm to 297 x 432 mm
Paper Weight ^(*)	Saddle Staple: 15 sheets; Single Fold: 5 sheets	Saddle Staple: 15 sheets; Single Fold: 5 sheets
Dimensions ^(*)	W 618 x D 653 x H 1,047 mm	W 618 x D 673 x H 1,076 mm
Weight	Punch Module: ~ 2 kg Booklet Maker Unit: ~ 10 kg	Punch Module: ~ 2 kg Booklet Maker Unit: ~ 10 kg
Note:	Finisher-B4 / Finisher-B5 is available only when optional 1 Tray Module with Cabinet or 1 Tray Module is attached to Main Unit. Note: Only single stapling is available with Finisher-B4. You cannot add staple-free stapling function. Note: Both single stapling and staple-free stapling are available with Finisher-B4 / Finisher-B5. Note: KIT Finisher-B4/-B5 INST is required.	Finisher-B4 / Finisher-B5 is available only when optional 1 Tray Module with Cabinet or 1 Tray Module is attached to Main Unit. Note: Only single stapling is available with Finisher-B4. You cannot add staple-free stapling function. Note: Both single stapling and staple-free stapling are available with Finisher-B4 / Finisher-B5. Note: KIT Finisher-B4/-B5 INST is required.
Weight	Punch Module: ~ 2 kg Booklet Maker Unit: ~ 10 kg	Punch Module: ~ 2 kg Booklet Maker Unit: ~ 10 kg

Finisher-B4 / B5 (Optional)



Email: universitypresident@mnu.edu.ph
Website: www.mnu.edu.ph
Mobile: +63 977 846 77 28

[illegible]

Date May 3, 2015
 Contact Number 09292612558
 TIN No. of Establishment 000-412-893-000
 Supplier's Signature over Printed Name Pamela Estrope

MSU-BAC-FR-05.01



Mindoro State University
Victoria, Oriental Mindoro 5205, Philippines

Email: universitypresident@msu.edu.ph
Website: www.msu.edu.ph
Mobile: +63 977 846 7228



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, Alcala, 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. PhilGSP 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. UEN Registration/SEC Certificate
 - i. Original Bidder's Certificate 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.

On-site Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to on-site inspection and approval by the End-User and/or TVR inspections of the BAC prior to the award.

Award

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

Evaluation of Quotations

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

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

Instructions

1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in MSU or any of MSU 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, excises, and other taxes and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of creditable Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue.

Liquidation Damages

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

Warranty

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

Payment

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

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

MSU-BAC-FR-05.01



B&W Multi! Function Printer

RICOH Gestetner M 2810N

✓ Copier ✓ Printer ✓ Scanner



RICOH
M 2810N

28
ppm
Monochrome

General	
Functions	Copy, print, scan
Warm-up Time	15 seconds
First Copy Time	6.4 seconds
Printer language: standard	PCL 5, PCL 6 (XL)
Paper Input (Standard + Bypass)	250 sheets + 100 sheets
Paper Input (maximum)	1,700 sheets
Copy/Print Speed	28 ppm
Scan Speed	24/25 ipm (colour/B&W)
Scan to modes	E-mail, Folder, USB, Mobile
Power Consumption (Sleep Mode)	0.97 W
Typical Electricity Consumption (TEC)	0.41 kWh
Weight: with platen cover	25.8 kg
Weight: with ARDF	28.9 kg
Dimensions (w x d x h): with platen cover	575 mm x 565 mm x 434 mm
Dimensions (w x d x h): with ARDF	575 mm x 565 mm x 494 mm
Print resolution:	2400 x 600

Optional tray

Capacity: 550 sheets
Paper size: A5R-A3
Paper weight: 64-80 g/m2
Dimensions (W x D x H): 573 x 557 x 107 mm
Weight: 4.5 kg

Notes:
By choosing this option the Paper Feed Unit PB2080, Paper Feed Unit PB2090 will be added to the configuration.



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12090605
Procuring Entity MINDORO STATE UNIVERSITY
Title SUPPLY AND DELIVERY OF OFFICE EQUIPMENT FOR THE EXTENSION OFFICE OF MINSU
Area of Delivery Oriental Mindoro
BONGABONG CAMPUS

Solicitation Number: RFQ No. 2025-128		Trade Agreement: Implementing Rules and Regulations	Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Classification: Goods	Category: Office Equipment	Approved Budget for the Contract: PHP 350,000.00	Delivery Period: 30 Day/s	Client Agency:	Contact Person: Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368 cbapostol21@gmail.com				
Status	Closed	Associated Components	1	Bid Supplements	1	Document Request List	8	Date Published	03/06/2025	Last Updated / Time	03/06/2025 15:33 PM	Closing Date / Time	09/06/2025 17:00 PM

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the address stated in the last page.
CIEDELLE PIOL-SALAZAR, J.D., Ph.D.
BAC Chairperson
Note: 1. All entries must be typewritten.
2. Delivery Period within _____ calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
4. Price validity shall be a period of 30 calendar days.
5. G-EPs Registration Certificate shall be attached upon submission of the Quotation.
6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item
No. Unit ITEM AND DESCRIPTION QTY. UNIT
PRICE
TOTAL
AMOUNT
1 unit Photocopier machine
Printer type: A3 Multifunction Printer- Black & White, copy, print & scan;
prints up to 20ppm, ARDf Standard
Paper Weight: 52-216 g/m2
print Resolution: 600x600 dpi
maximum paper Size: SRA3

Remarks
Automatic 2-sided Printing: Yes (A4& Letter) Print Speed: Approx 70s per photo (border), 95s per photo (borderless) Mobile printing capable Display panel: 10.1-inch touchscreen control panel, xx
postponement of closing due to holiday

panel,

Remarks

postponement of closing due to holiday

Created by
Date Created

Annabelle Quinto Madrigal

02/06/2025

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APPROVED BUDGET FOR THE CONTRACT (ABC)
SUPPLY AND DELIVERY OF OFFICE EQUIPMENT FOR THE EXTENSION OFFICE OF MINSU BONGABONG CAMPUS
Labasan, Bongabong, 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	Photocopier machine Printer type: A3 Multifunction Printer- Black & White, copy, print & scan; prints up to 20ppm, ARDE Standard Paper Weight: 52-216 g/m2 print Resolution: 600X600 dpi maximum paper Size: SRA3 Automatic 2-sided Printing: Yes (A4& Letter) Print Speed: Approx 70s per photo (border), 95s per photo (borderless) Mobile printing capable Display panel: 10.1-Inch touchscreen control panel, XXXXXXXXXXXXXXXXXXXXXXXXXXXX	1	unit	350,000.00	350,000.00					(5)X(9)	[10%(5)+(10)]	(11) / (3)	
GRAND TOTAL					350,000.00								

Prepared by
MARYNELA HERMOSA
Member, BAC Secretariat

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

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

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



PURCHASE REQUEST

Office/Section :		PR No.: MBC25-98		Fund Cluster: STF		Date: May 13, 2025	
Stock/Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost		
	unit	Photocopier Machine	1	350,000.00	350,000.00		
		Printer Type: A3 Multifunction Printer – Black & White, copy, print & scan					
		Prints up to 20ppm, ARDF Standard					
		Paper Weight: 52 – 216 g/m2					
		Print Resolution: 600 x 600 dpi					
		Maximum Paper Size: SRA3					
		Automatic 2-sided Printing: Yes (A4 & Letter)					
		Print Speed: Approx 70s per photo (border), 95s per photo (borderless)					
		Mobile Printing capable					
		Display Panel: 10.1-inch touchscreen control panel,					
		GRAND TOTAL					
		STF - 1071					
		164-200					
		04-00233A					
		Office Equipment for Extension Office					
		350,000.00					
Purpose:		Office Equipment for Extension Office					
Requested by:		CIEDELLE P. SALAZAR, Ph.D.					
Signature:		ROVELYN P. ROXAS					
Printed Name:		SAO-Finance/Acting BO III					
Designation:		Coordinator for Extension					
Approved by:		ENYA MARIE D. APOSTOL, Ph.D.					
Signature:		SUC President III					
Printed Name:		SUC President III					
Designation:		SUC President III					

Noted

RHEA B. DE GUZMAN

Coordinator for Women, Gender and Development – Bongabong Campus

Comment

Proposed Project has promising GAD prospects with 4.15 GAD Score (proposal earning a "conditional pass" pending identification of gender issues and strategies and activities to address these, and inclusion of the collection of sex-disaggregated data in the monitoring and evaluation plan).

GEMCER D. SELDA, D.E.M.

Coordinator for Planning, Monitoring & Evaluation – Bongabong Campus

Comment: Equipping the Extension and Knowledge Technology Transfer Office with a photocopier and air conditioner is a strategic move to improve operational efficiency, staff well-being, and gender inclusivity by enabling faster document processing, protecting sensitive equipment and documents, and creating a comfortable, health-conscious workspace that supports productivity and equal access for all employees—including those with health sensitivities—while advancing institutional goals for technological advancement, sustainability, and alignment with SDGs on quality education, gender equality, innovation, and responsible resource use

Reviewed by:

☒ Passed

☐ Failed due to:

☐ For Revision

ENGR. ARVIN P. TOLENTINO

Director for Auxiliary & General Services

Recommending Approval:

☒ Approved

☐ Not Approved due to:

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

VP for Academic Affairs

Approved:

ENYA MARIE D. APOSTOL, Ph.D.

SUC President III

Chair, Academic & Administrative Council

JOELENE C. LEYNES

VP for Administration & Finance

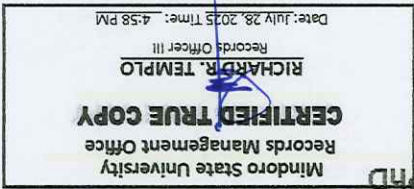
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Mindoro State University
Records Management Office

RICHARD R. TEMPLO

Records Officer III

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



MARY JEANE S. LUBOS, PhD
Coordinator for Extension

Prepared by:

References:

Facilities and Maintenance Office. (2024). Office condition and equipment request report. Internal document.

Occupational Safety and Health Center. (2023). Workplace comfort and productivity guidelines. <https://www.oshc.dole.gov.ph>

Extension Office. (2024). Document processing delays and staff feedback summary. Internal report.

World Health Organization. (2022). Healthy workplaces: A model for action. <https://www.who.int>

1. Proposal Finalization and Submission: Prepare and submit a detailed request or project proposal to the appropriate approving authority.
2. Supplier Identification and Procurement: Identify reliable suppliers, request quotations, and follow procurement procedures to select the most suitable unit.
3. Maintenance and Support Plan Implementation: Establish a regular maintenance plan in coordination with a technician or service provider to ensure long-term functionality.
4. Monitoring and Evaluation: Periodically assess usage, performance, and impact on office productivity to inform future equipment needs and improvements.

Workplan/Ways Forward

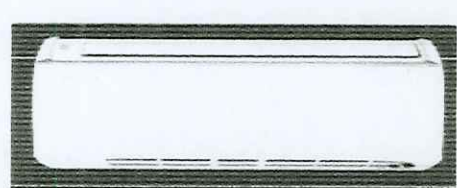
This project supports the university's commitment to gender and development by providing equitable access to resources for all administrative staff, ensuring a conducive work environment for both male and female staff members. No specific GAD budget is allocated for this project, as the focus is on the procurement of office equipment.

Gender and Development (GAD)

Monitoring and Evaluation	Periodically assess the impact of the air conditioner on employee comfort, productivity, and utility costs to guide future improvements.	Extension Staff	Quarterly
Supplier or Service Contract	Partner with a trusted technician or service provider for regular check-ups and emergency repairs, possibly through a service contract.	Buyer, Supplier	June 2025
	temperature to an optimal level, turning off the unit when not in use.		



	350,000.00	350,000.00	Photocopier Machine Printer Type: A3 Multifunction Printer- Color, copy, print and scan Prints up to 25ppm Paper Weight: 52-300 g/m ² Print Resolution: 1200 * 1200 dpi Maximum Paper Size: SRA3 Automatic 2-sided Printing: Yes (A4, Long & Letter) Print Speed: Approx 70s per photo (border), 95s per photo (borderless) Mobile Printing capable Display Panel: 10.1- inch Touchscreen control panel
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	75,000.00	75,000.00	Split Type Airconditioning Unit 2hp (inverter) with installation Low noise, Type- R32, Turbo Mode, Silence Mode Fast Cooling: Eco Mode, Sleep Mode With embedded Smart App Support Inverter Split Type System Aircon, Dual Inverter Refrigerant: R32/750g Cooling Capacity: 23400 (5000-27000) kJ/h, suitable for 30-50 sq.m. Fast cooling: Eco Mode, Sleep Mode Connection Pipe: 1/4" Gold Fins, easy cleaning filter, anti-mildew Dehumidifier, auto clean (frosting, defrosting, drying, sterilizing) Consumption: 2000 W Installation, included
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Sustainability Plan

The sustainability of this project is ensured through regular maintenance and proper care of the equipment. The air condition will be covered by the warranty, and the university will ensure its upkeep through periodic updates and necessary repairs.

Maintenance	Methods	Persons Involve	Timeline	Regular Maintenance Schedule Conduct regular cleaning and servicing to ensure the unit remains in good working condition and energy-efficient Electrician Quarterly Proper Usage Guidelines Implement energy-saving practices, such as setting the
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Mindoro State University
 Records Management Office
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 RICHARD R. TEMPLE
 Records Officer III
 Date: July 28, 2025 Time: 4:58 PM

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Coordinating with the Supply and Procurement Office is ensuring that the selected equipment is energy-efficient, user-friendly, and accessible to all users. Following MinSU's procurement guidelines is maintaining transparency and accountability throughout the process. Choosing quality equipment with sustainable features is aligning the project with MinSU's development goals.

Installing the photocopier and air conditioner in accessible and safe areas is providing equal opportunities for all staff to benefit from the equipment. Conducting a short orientation is helping staff learn the proper use and care of the machines, while promoting shared responsibility and gender inclusiveness.

Expected Outputs & Outcomes

Expected Outputs:

- Timely production of printed documents such as information, Education and Communication Materials (EIC), attendance sheets, evaluation forms, and project proposals.
- Comfortable and cool working environment maintained throughout office hours.

Outcomes:

- Enhanced efficiency in the day-to-day operations of the Extension and Knowledge Technology Transfer Office.
- Reduced risk of equipment malfunction and document deterioration caused by heat

Potential Outcomes:

- Improved coordination and organization of extension-related events and programs
- Greater comfort for stakeholders, visitors, and clients during meetings or transactions

Potential Impacts (PIs):

- Increased capacity to serve more stakeholders and meet growing program demands
- Preservation of institutional resources, such as equipment and documents, reducing maintenance and replacement costs

Target Beneficiaries:

- Extension and Knowledge Technology Transfer Office Staff
- Project Leaders, implementers and the community involve in Extension Activities
- MINSU Bongabong Campus Faculty, staff, and visitors.

Budgetary Estimates:

- A Total budget amounting to Three Hundred Fifty Thousand Pesos (P350,000.00) will be utilized to procure one Photocopier and Seventy-Five Thousand Pesos (P75,000.00) will be utilized to procure one Air-condition for Extension and Knowledge Technology Transfer Office.

Specification	Unit Cost	Total Cost	Photos
---------------	-----------	------------	--------

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

Handwritten signature and initials

At the same time, the office is envisioned to serve as a small conference area for meetings, orientations, and collaborative activities involving multiple stakeholders. With this broader function, it is crucial to provide a comfortable and health-conscious environment. Installing an air conditioner will ensure that everyone employees, visitors, and community partners can work and participate in a space that is conducive to learning, productivity, and collaboration. This is especially important for individuals who may be more vulnerable to heat, such as pregnant women, older adults, or persons with medical sensitivities.

This initiative is directly aligned with Mindoro State University's (MSU) Development Goals, particularly:

- **Goal 4: Technological Advancement** – by improving access to equipment that enhances office performance and digital document management, the office contributes to the university's push for modernization and efficient service delivery.
- **Goal 8: Sustainability** – by creating a more self-reliant office that can produce its own materials and host activities in a well-maintained space, the project promotes long-term, resource-efficient practices that reduce dependence on external offices and ensure operational continuity.

It was also aligned with the Sustainable Development Goals specifically:

- **SDG 4: Quality Education** – by enabling the production of learning materials and support documents for trainings, seminars, and community outreach.
- **SDG 5: Gender Equality** – by creating an inclusive, comfortable, and accessible workspace for all genders.
- **SDG 9: Industry, Innovation, and Infrastructure** – by equipping the office with updated technology that improves service delivery.
- **SDG 12: Responsible Consumption and Production** – by promoting efficient use of resources through localized printing and energy-efficient equipment.

Overall, the provision of a photocopier and air conditioner will improve staff productivity, support inclusive and gender-responsive work conditions, expand the office's capacity to serve the community, and help fulfill MinSU's broader vision for sustainable, technology-driven development.

Objectives

General Objective: To procure two (2) unit of office equipment (air condition and photocopier) to enhance the efficiency of the Extension and Knowledge Technology Transfer Office at MINSU Bongabong Campus.

Specific Objectives:

1. To enable the office to print, copy, and scan documents on-site without relying on other departments.
2. To reduce delays in preparing reports, forms, and other important documents.
3. To create a comfortable and conducive working environment for staff and visitors.
4. To improve staff productivity and focus by reducing discomfort caused by heat.
5. To help protect office equipment and important documents from heat-related damage

Methodology

Conducting a needs assessment among both male and female staff is the first step in identifying the challenges related to document preparation and workplace comfort. This ensures that the project is addressing the real concerns of employees in a gender-responsive manner. Reviewing previous feedback, delays and service gaps is helping to justify the need for a photocopier and air conditioner.

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Records Officer III
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Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines



PROJECT ROPOSAL

PROCUREMENT OF TWO (2) UNIT OFFICE EQUIPMENT
(AIRCONDITION AND PHOTOCOPIER) FOR MINSU BONGABONG
CAMPUS EXTENSION OFFICE

Implementing Agency: MINDORO STATE UNIVERSITY - Bongabong Campus
Labasan, Bongabong, Oriental Mindoro

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

Contact Person: MARY JEANE S. LUBOS, PhD
Coordinator, Extension

DATE: 3-5-24
TIME: 2:28 PM

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PROJECT DESCRIPTION

Introduction

A safe, efficient, and inclusive work environment plays a vital role in supporting the productivity and well-being of all employees, regardless of gender. Currently, the Extension and Knowledge Technology Transfer Office lacks access to essential equipment such as a photocopier and an air conditioner. These limitations affect the daily work of both male and female staff, as well as interns and clients, by making routine tasks more difficult and working conditions less comfortable.

The absence of a photocopier results in delays in processing important documents like reports, forms, and project materials work that is often managed by both women and men across various roles in the office. Likewise, the lack of an air conditioning unit creates an uncomfortable and sometimes unhealthy environment, especially during warmer months, affecting everyone equally but particularly impacting those who may be pregnant, or have other health sensitivities.

By providing these two essential tools, the office can create a more gender-responsive workplace one that ensures equal access to resources, supports the health and productivity of all staff, and improves service delivery to the diverse communities it serves. These improvements not only enhance operational efficiency but also demonstrate the institution's commitment to promoting gender equality and inclusive working conditions.

Rationale / Significance

Equipping the Extension and Knowledge Technology Transfer Office with a photocopier and an air conditioner is a necessary step in improving the efficiency, comfort, and inclusivity of its operations. These tools will not only support day-to-day tasks but also enhance the office's ability to serve as a functional and welcoming space for various academic and community activities.

The absence of a photocopier currently causes delays in document processing, especially in printing manuals, Information Education Communication (IEC) materials, forms, and reports that are essential for both internal and external extension services. Having an in-office photocopier will allow staff regardless of gender, or role to produce materials more efficiently, enabling quicker response times and more effective delivery of programs. These materials will benefit not just the institution, but also the communities it serves through outreach, trainings,

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

Charged to: Beginning 2025 - Extension Projects, Programs and Activities (PAPS)

Total Budget

350,000.00

Prepared By:

Submitted by:

Mary Jeanes
MARY JEANES S. LUBOS, PhD
Coordinator, Extension


CIEDELLE P. SALAZAR, JD, PhD
Acting Campus Executive Director

Mindoro State University
Records Management Office
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RICHARD R. TEMPLE

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