Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines
Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28

BAGONG PILIPINAS

SUPPLY & DELIVERY OF OFFICE SUPPLIES AND CONSUMABLE SUPPLIES FOR BOARD SECRETARY OFFICE OF MINSU MAIN CAMPUS

Name of Project

BAC Resolution Recommending Approval
Resolution No. 164, s. 2025

WHEREAS, the Mindoro State University (MinSU), through its Bids and Awards Committee (BAC), intends to undertake the procurement for the *"***Supply and Delivery of Office Supplies and Consumable Supplies for Board Secretary Office at MinSU Main Campus***"*, with an Approved Budget for the Contract (ABC) in the amount of **One Hundred Twenty-Four Thousand Five Hundred Five Pesos (Php124,505.00)**, which is allocated to as follows:

Particulars	Sub-ABC Amount
Lot 1 – Office Supplies	Php49,605.00
Lot 2- Consumable Supplies	Php74,900.00

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the BAC hereby recommends to the Head of the Procuring Entity the approval of the following actions related to the project " **Supply and Delivery of Office Supplies and Consumable Supplies for Board Secretary Office at MinSU Main Campus** ":

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

RESOLVED, this 7th day of July, 2025 at MinSU-Main Campus, Alcate, Victoria, Oriental Mindoro.

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

Engr. MARK LESTER A. MAGPANTAY
BAC Vice-Chairperson

ATTY. SHERLYN A. LAYESA
BAC Member

FRANIE M. AFABLE, *DBMHM*
BAC Member

MELGAR G. FADRIQUELAN
BAC Member

[ ] Approved / [ ] Disapproved

ENYA MARIE D. APOSTOL, *Ph.D.*
SUC President III
Date: ___________________

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

APPROVED BUDGET FOR THE CONTRACT (ABC)

SUPPLY & DELIVERY OF OFFICE SUPPLIES AND CONSUMABLE SUPPLIES FOR BOARD SECRETARY OFFICE AT MINSU MAIN CAMPUS

Alcate, Victoria, Oriental Mindoro

Project Name and Location

Stations: Mindoro State University

Length:

Contract Duration:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS INFLATION, %	VALUE	TOTAL COST	UNIT COST
									INFLATION, %	VALUE		
										(11)	(12)	(13)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(5)X(9)	(10%[(5)+(10)]	(11) / (3)
	LOT 1-OFFICE SUPPLIES				-							
1	Bond Paper, Long S20	15	box	1,450.00	21,750.00							
2	Bond Paper, A4 S20	2	box	1,400.00	2,800.00							
3	Clear Folder (Long, Green)	100	pc	30.00	3,000.00							
4	Expanding Envelope Green (Long w/ Garter)	100	pc	35.00	3,500.00							
5	Gel pen, (0.5, Blue) 12pcs/Box	1	box	360.00	360.00							
6	Sticky Tab (Index Arrow Flags) 20s/pads (10pads)	10	packs	50.00	500.00							
7	Whie Folder Long	2	ream	425.00	850.00							
8	Binding Element 3/4	10	pc	30.00	300.00							
9	Binder Element 1"	10	pc	40.00	400.00							
10	Binding Element 1 1/2	10	pc	55.00	550.00							
11	Binding Element 1 3/4	10	pc	60.00	600.00							
12	Binding Element 1 1/4	10	pc	50.00	500.00							
13	Binding Element 2"	10	pc	70.00	700.00							
14	Binding Element 1/2	10	pc	40.00	400.00							
15	VellumBoard Paper (180gsm, Long)	5	ream	370.00	1,850.00							
16	VellumBoard Paper A4 (180gsm, Long) 100s	3	ream	360.00	1,080.00							
17	Index Clear Tab	60	box	100.00	6,000.00							
18	Ink 003 Black	4	btl	350.00	1,400.00							
19	Ink 003 Yellow	2	btl	350.00	700.00							
20	Ink 003 Magenta	2	btl	350.00	700.00							
21	Ink 003 Cyan	2	btl	350.00	700.00							
22	Glossy Photo Paper 120gsm 50 (A4)	2	pack	295.00	590.00							
23	Sticker Paper (Matte) 10s 135gsm	5	pack	75.00	375.00							
	sub-total LOT 1				**49,605.00**							
	LOT 2-CONSUMABLE SUPPLIES				-							
1	Toner Gestetner MP C2004ex Black	2	cartridge	5,425.00	10,850.00							
2	Toner Gestetner MP C2004ex Magenta	2	cartridge	10,675.00	21,350.00							
3	Toner Gestetner MP C2004ex Cyan	2	cartridge	10,675.00	21,350.00							
4	Toner Gestetner MP C2004ex Yellow	2	cartridge	10,675.00	21,350.00							
	sub-total LOT 2				**74,900.00**							
	xvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvx				-							
	GRAND TOTAL				**124,505.00**							

Prepared by:

CATHERINE U. ARDALES
Procurement Officer III

Recommending Approval

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

Approved

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

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

1189

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

BAGONG PILIPINAS

PURCHASE REQUEST

Fund Cluster:

Office/Section : Office of the Board Secretary	PR No.: PR25- 0204 Responsibility Center Code :	June 25, 2025

Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		LOT 1			
	box	Bond paper, Long S20	15	1,450.00	21,750.00
	box	Bond paper, A4 S20	2	1,400.00	2,800.00
	pc	Clear folder (long, green)	100	30.00	3,000.00
	pc	Expanding envelope green (long, with garter)	100	35.00	3,500.00
	box	Gel pen (0.5, blue) 12 pcs/box	1	360.00	360.00
	packs	Sticky Tab (Index Arrow Flags) 20s/pads (10 pads	10	50.00	500.00
	ream	White Folder (long)	2	425.00	850.00
	pc	Binding element 3/4	10	30.00	300.00
	pc	Binding element 1"	10	40.00	400.00
	pc	Binding element 1 1/2	10	55.00	550.00
	pc	Binding element 1 3/4	10	60.00	600.00
	pc	Binding element 1 1/4	10	50.00	500.00
	pc	Binding element 2"	10	70.00	700.00
	pc	Binding element 1/2	10	40.00	400.00
	ream	Vellum Board Paper (180gsm, long)	5	370.00	1,850.00
	ream	Vellum Paper A4 (180gsm) 100s	3	360.00	1,080.00
	box	Index Clear Tab	60	100.00	6,000.00
	btl	Ink 003 Black	4	350.00	1,400.00
	btl	Ink 003 Yellow	2	350.00	700.00
	btl	Ink 003 Magenta	2	350.00	700.00
	btl	Ink 003 Cyan	2	350.00	700.00
	pack	Glossy Photo Paper 120gsm 50s (A4)	2	295.00	590.00
	pack	Sticker Paper (matte) 10s 135gsm	5	75.00	375.00
		SUBTOTAL 1			**49,605.00**
					-
		LOT 2			
	cartridge	Toner Gestetner MP C2004ex Black	2	5,425.00	10,850.00
	cartridge	Toner Gestetner MP C2004ex Magenta	2	10,675.00	21,350.00
	cartridge	Toner Gestetner MP C2004ex Cyan	2	10,675.00	21,350.00
	cartridge	Toner Gestetner MP C2004ex Yellow	2	10,675.00	21,350.00
		SUBTOTAL 2			**74,900.00**
				MDS -14- 7	-
				101-200	-
				06-00250	-
				5020301050	-
		GRAND TOTAL			**124,505.00**

Purpose:
Preparation of Agenda Folders for the FY 2025 2nd Quarter Regular Meeting of the MinSU Board of Regents

	Requested by:	Recommending Approval:	Approved as to Availability of Funds	Approved by:
Signature :				
Printed Name :	GENELITA E. HERNANDEZ, *Ed.D.*	JOELENE C. LEYNES	ROVELYN P. ROXAS	ENYA MARIE D. APOSTOL, *Ph.D.*
Designation :	Board Secretary V	Vice President for Administration & Finance	SAO/Acting Budget Officer III	SUC President III

1135

GOVERNMENT PROCUREMENT POLICY BOARD-TECHNICAL SUPPORT OFFICE
Alcate, Victoria Oriental Mindoro

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USEI Office of the Board Secretary
Charged tc General Appropriation Act (GAA)
General Administration Services (GRS)

CODE	GENERAL DESCRIPTION	Qty	Unit	Unit Cost	ESTIMATED BUDGET	MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES											
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Bond paper, long S20	15	box	1,450.00	21,750.00							✓						
	Bond paper, short S20	2	box	1,400.00	2,800.00							✓						
	Clear folder green, long green	100	pc	30.00	3,000.00							✓						
	Expanding envelop green long	100	pc	35.00	3,500.00							✓						
	Gel pen (0.5, blue) 12 pcs per box	1	box	360.00	360.00							✓						
	Sticky tab (index arrow flags)	10	pack	50.00	500.00							✓						
	White folder long	2	ream	425.00	850.00							✓						
	Binding element 3/4	10	pc	30.00	300.00							✓						
	Binding element 1"	10	pc	40.00	400.00							✓						
	Binding element 1 1/2	10	pc	55.00	550.00							✓						
	Binding element 1 3/4	10	pc	60.00	600.00							✓						
	Binding element 1 1/4	10	pc	50.00	500.00							✓						
	Binding element 2"	10	pc	70.00	700.00							✓						
	Binding element 1/2	10	pc	40.00	400.00							✓						
	Vellum board paper (180gsm long)	5	ream	370.00	1,850.00							✓						
	Vellum board paper (180gsm long)	3	ream	360.00	1,080.00							✓						
	Index clear tab	60	box	100.00	6,000.00							✓						
	Ink 003 black	4	btl	350.00	1,400.00							✓						
	Ink 003 yellow	2	btl	350.00	700.00							✓						
	Ink 003 magenta	2	btl	350.00	700.00							✓						
	Ink 003 cyan	2	btl	350.00	700.00							✓						
	Glossy photo paper 120gsm 50s (A4	2	pack	295.00	590.00							✓						
	Sticker paper (matte) 10s 135gsm	5	pack	75.00	375.00							✓						
	Toner Gestetner MP C2004ex Black	2	cartridge	5,425.00	10,850.00							✓						
	Toner Gestetner MP C2004ex Cyan	2	cartridge	10,675.00	21,350.00							✓						
	Toner Gestetner MP C2004ex Mager	2	cartridge	10,675.00	21,350.00							✓						
	Toner Gestetner MP C2004ex Yellow	2	cartridge	10,675.00	21,350.00							✓						

Total Budget **124,505.00**

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

Prepared by:

GENELITA E. HERNANDEZ, *Ed.D.*
Board Secretary V

Noted by:

CHRISTIAN B. APOSTOL, *Ph.D.*
Campus Executive Director, Main Campus

Approved:

JOELENE C. LEYNES
Vice-President for Administration & Finance

GOVERNMENT PROCUREMENT POLICY BOARD-TECHNICAL SUPPORT OFFICE
Alcate, Victoria Oriental Mindoro

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USEI Office of the Board Secretary
Charged tc General Appropriation Act (GAA)
General Administration Services (GRS)

CODE	GENERAL DESCRIPTION	Qty	Unit	Unit Cost	ESTIMATED BUDGET	MODE OF PROCUREMENT	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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	Bond paper, short S20	2	box	1,400.00	2,800.00							✓						
	Clear folder green, long green	100	pc	30.00	3,000.00							✓						
	Expanding envelop green long	100	pc	35.00	3,500.00							✓						
	Gel pen (0.5, blue) 12 pcs per box	1	box	360.00	360.00							✓						
	Sticky tab (index arrow flags)	10	pack	50.00	500.00							✓						
	White folder long	2	ream	425.00	850.00							✓						
	Binding element 3/4	10	pc	30.00	300.00							✓						
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	Binding element 2"	10	pc	70.00	700.00							✓						
	Binding element 1/2	10	pc	40.00	400.00							✓						
	Vellum board paper (180gsm long)	5	ream	370.00	1,850.00							✓						
	Vellum board paper (180gsm long)	3	ream	360.00	1,080.00							✓						
	Index clear tab	60	box	100.00	6,000.00							✓						
	Ink 003 black	4	btl	350.00	1,400.00							✓						
	Ink 003 yellow	2	btl	350.00	700.00							✓						
	Ink 003 magenta	2	btl	350.00	700.00							✓						
	Ink 003 cyan	2	btl	350.00	700.00							✓						
	Glossy photo paper 120gsm 50s (A4	2	pack	295.00	590.00							✓						
	Sticker paper (matte) 10s 135gsm	5	pack	75.00	375.00							✓						
	Toner Gestetner MP C2004ex Black	2	cartridge	5,425.00	10,850.00							✓						
	Toner Gestetner MP C2004ex Cyan	2	cartridge	10,675.00	21,350.00							✓						
	Toner Gestetner MP C2004ex Mager	2	cartridge	10,675.00	21,350.00							✓						
	Toner Gestetner MP C2004ex Yellow	2	cartridge	10,675.00	21,350.00							✓						

Total Budget **124,505.00**

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

Prepared by:

GENELITA E. HERNANDEZ, *Ed.D.*
Board Secretary V

Noted by:

CHRISTIAN B. APOSTOL, *Ph.D.*
Campus Executive Director, Main Campus

Approved:

JOELENE C. LEYNES
Vice-President for Administration & Finance

GOVERNMENT PROCUREMENT POLICY BOARD-TECHNICAL SUPPORT OFFICE
Alcate, Victoria Oriental Mindoro

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USEF Office of the Board Secretary
Charged tc General Appropriation Act (GAA)
General Administration Services (GRS)

CODE	GENERAL DESCRIPTION	Qty	Unit	Unit Cost	ESTIMATED BUDGET	MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES											
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	Bond paper, short S20	2	box	1,400.00	2,800.00							✓						
	Clear folder green, long green	100	pc	30.00	3,000.00							✓						
	Expanding envelop green long	100	pc	35.00	3,500.00							✓						
	Gel pen (0.5, blue) 12 pcs per box	1	box	360.00	360.00							✓						
	Sticky tab (index arrow flags)	10	pack	50.00	500.00							✓						
	White folder long	2	ream	425.00	850.00							✓						
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	Binding element 1 3/4	10	pc	60.00	600.00							✓						
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	Binding element 2"	10	pc	70.00	700.00							✓						
	Binding element 1/2	10	pc	40.00	400.00							✓						
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	Vellum board paper (180gsm long)	3	ream	360.00	1,080.00							✓						
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	Ink 003 magenta	2	btl	350.00	700.00							✓						
	Ink 003 cyan	2	btl	350.00	700.00							✓						
	Glossy photo paper 120gsm 50s (A4	2	pack	295.00	590.00							✓						
	Sticker paper (matte) 10s 135gsm	5	pack	75.00	375.00							✓						
	Toner Gestetner MP C2004ex Black	2	cartridge	5,425.00	10,850.00							✓						
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	Toner Gestetner MP C2004ex Mager	2	cartridge	10,675.00	21,350.00							✓						
	Toner Gestetner MP C2004ex Yellow	2	cartridge	10,675.00	21,350.00							✓						

Total Budget **124,505.00**

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

Prepared by:

GENELITA E. HERNANDEZ, *Ed.D.*
Board Secretary V

Noted by:

CHRISTIAN B. APOSTOL, *Ph.D.*
Campus Executive Director, Main Campus

Approved:

JOELENE C. LEYNES
Vice-President for Administration & Finance