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

BAGONG PILIPINAS

**SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR QUALITY ASSURANCE OFFICE MAIN CAMPUS**
*Name of Project*

**BAC Resolution Recommending Approval**
**Resolution No. 165, 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 for Quality Assurance Office Main Campus**", with an Approved Budget for the Contract (ABC) in the amount of **Eighty-Nine Thousand Fifteen Pesos (Php89,015.00)**, which is allocated across eleven (11) line items listed below:

1 Toner for Copier (IMC 2500) Black
2 Toner for Copier (IMC 2500) Magenta
3 Toner for Copier (IMC 2500) Cyan
4 Toner for Copier (IMC 2500) Yellow
5 Stapler with Remover
6 Bond Paper Long
7 Bond Paper A4
8 Bond Paper Short
9 Binding Elements (1/2)"
10 Clear Folder, Dark Blue/ Long
11 Parchment Paper Short

**WHEREAS**, upon detailed evaluation of the said line items, 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,** the BAC opted to divide the line items into two (2) separate lots, with Line Items 1, 2, 3, and 4 grouped under Lot No. 1 – Photocopier Toner**, and** Line Items 5, 6, 7, 8, 9, 10, and 11 grouped under Lot No. 2 – Office Supplies**;**

**WHEREAS**, the BAC resolved to divide the items into two (2) separate lots, as follows:

| Particulars | Sub-ABC Amount |
|---|---|
| Lot 1 – Photocopier Toner | Php78,000.00 |
| Lot 2- Office Supplies | Php11,015.00 |

**WHEREAS**, Lot 1 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**, Lot 2 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**, the validation for processing the two (2) procurement lots separately is substantiated by the aforementioned justifications, which clarifies that such a distinction does not amount to contract splitting, in compliance with the legal framework governing procurement activities;



RO MMO - 1351

**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 for Quality Assurance Office Main Campus** ":

1. Lot 1 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).
2. Lot 2 shall be classified under Section 52.1(b) of the IRR of RA 9184 (Negotiated Procurement – Shopping – Ordinary/Regular Office Supplies & Equipment);

**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. ARABLE, *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 and Delivery of Office Supplies for Quality Assurance Office 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) |
| | **OFFICE SUPPLIES** | | | | - | | | | | | | |
| 1 | Toner for Copier (IMC 2500) Black | 2 | pcs | 6,000.00 | 12,000.00 | | | | | | | |
| 2 | Toner for Copier (IMC 2500) Magenta | 2 | pcs | 11,000.00 | 22,000.00 | | | | | | | |
| 3 | Toner for Copier (IMC 2500) Cyan | 2 | pcs | 11,000.00 | 22,000.00 | | | | | | | |
| 4 | Toner for Copier (IMC 2500) Yellow | 2 | pcs | 11,000.00 | 22,000.00 | | | | | | | |
| 5 | Stapler with Remover | 2 | pcs | 500.00 | 1,000.00 | | | | | | | |
| 6 | Bond Paper Long | 10 | ream | 290.00 | 2,900.00 | | | | | | | |
| 7 | Bond Paper A4 | 14 | ream | 280.00 | 3,920.00 | | | | | | | |
| 8 | Bond Paper Short | 5 | ream | 270.00 | 1,350.00 | | | | | | | |
| 9 | Binding Elements (1/2)" | 7 | pcs | 45.00 | 315.00 | | | | | | | |
| 10 | Clear Folder, Dark Blue/ Long | 30 | pcs | 41.00 | 1,230.00 | | | | | | | |
| 11 | Parchment Paper Short | 2 | packs | 150.00 | 300.00 | | | | | | | |
| | | | | | - | | | | | | | |
| | xvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvxvx | | | | - | | | | | | | |
| **GRAND TOTAL** | | | | | **89,015.00** | | | | | | | |

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



2025-1030

1191

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

BAGONG PILIPINAS

# PURCHASE REQUEST

**Fund Cluster:**

| **Office/Section :** QA Office | | **PR No.:** PR25- 0208 **Responsibility Center Code :** | | **Date:** 04/18/2025 | |
|---|---|---|---|---|---|
| **Stock/ Property No.** | **Unit** | **Item Description** | **Qty** | **Unit Cost** | **Total Cost** |
| | | **Office Supplies** | | | |
| | pcs | Toner for Copier (IMC 2500) Black | 2 | 6,000.00 | 12,000.00 |
| | pcs | Toner for Copier (IMC 2500) Magenta | 2 | 11,000.00 | 22,000.00 |
| | pcs | Toner for Copier (IMC 2500) Cyan | 2 | 11,000.00 | 22,000.00 |
| | pcs | Toner for Copier (IMC 2500) Yellow | 2 | 11,000.00 | 22,000.00 |
| | pcs | stapler with remover | 2 | 500.00 | 1,000.00 |
| | ream | bond paper long | 10 | 290.00 | 2,900.00 |
| | ream | bond paper A4 | 14 | 280.00 | 3,920.00 |
| | ream | bond paper short | 5 | 270.00 | 1,350.00 |
| | pcs | binding elements (1/2") | 7 | 45.00 | 315.00 |
| | pcs | clear folder dark blue/long | 30 | 41.00 | 1,230.00 |
| | packs | parchment paper short | 2 | 150.00 | 300.00 |
| | | | | | - |
| | | | | | - |
| | | | | | - |
| | | | | | - |
| | | **TOTAL** | | | **89,015.00** |

Purpose: Office supplies for ISO and Accreditation

STF - 1071
164 -200-04-365
5029999000

| | Requested by: | Recommending Approval: | Certified: Allotment Available | Approved by: |
|---|---|---|---|---|
| Signature : | | | | |
| Printed Name : | PORTIA ANGELICA B. ABOG | CIEDELLE P. SALAZAR, *Ph.D.* | ROVELYN P. ROXAS | ENYA MARIE D. APOSTOL, *Ph.D.* |
| Designation : | AO V/Director for Quality Assurance | VP for Academic Affairs | SAO Finance/ Acting Budget Officer III | SUC President III |

1156

OVPAA - 2025 - 2907

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

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

*END-USER UNIT : Quality Assurance Office Main Campus*
***Charged to STF***
*Project, Programs and Activities*

| CODE | GENERAL DESCRIPTION | UNIT | QTY | UNIT COST | TOTAL AMOUNT | SCHEDULE/ MILESTONE OF ACTIVITIES | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct |
| | **Office Supplies** | | | | | | | | | | | | | | |
| | Toner for Copier (IMC 2500) Black | pcs | 2 | 6,000.00 | 12,000.00 | | | | | | √ | | | | |
| | Toner for Copier (IMC 2500) Magenta | pcs | 2 | 11,000.00 | 22,000.00 | | | | | | √ | | | | |
| | Toner for Copier (IMC 2500) Cyan | pcs | 2 | 11,000.00 | 22,000.00 | | | | | | √ | | | | |
| | Toner for Copier (IMC 2500) Yellow | pcs | 2 | 11,000.00 | 22,000.00 | | | | | | √ | | | | |
| | stapler with remover | pcs | 2 | 500.00 | 1,000.00 | | | | | | √ | | | | |
| | bond paper long | ream | 10 | 290.00 | 2,900.00 | | | | | | √ | | | | |
| | bond paper A4 | ream | 14 | 280.00 | 3,920.00 | | | | | | √ | | | | |
| | bond paper short | ream | 5 | 270.00 | 1,350.00 | | | | | | √ | | | | |
| | binding elements (1/2") | pcs | 7 | 45.00 | 315.00 | | | | | | √ | | | | |
| | clear folder dark blue/long | pcs | 30 | 41.00 | 1,230.00 | | | | | | √ | | | | |
| | parchment paper short | packs | 2 | 150.00 | 300.00 | | | | | | √ | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | **TOTAL** | | | | **89,015.00** | | | | | | | | | | |

Prepared By:

**PORTIA ANGELICA B. ABOG**
Director for Quality Assurance

Recommending Approval:

**CIEDELLE F. SALAZAR, PhD**
Vice President for Academic Affairs

Mindoro State University
**CERTIFIED COPY**

**VICTORIA M. CASTILLO**
Records Officer II

DATE: 8/5/25

GVPAA - 2025 / 2

| | balance | Income | FHE | |
|---|---|---|---|---|
| **CURRICULUM DEVELOPMENT (12.5% of tuition fee)** | **1,470,787.69** | **449,435.37** | **982,305.21** | **2,902,528.27** |
| **Maintenance and Other Operating Expenses** | | | | |
| | | | | |
| Training Expenses | | | | ***648,000.00*** |
| *14 faculty members @ ₱ 6,000 ( ₱ 2,000 for 3 days)* | 84,000.00 | | | |
| *33 faculty members @ ₱ 6,000 ( ₱ 2,000 for 3 days)* | | 198,000.00 | | |
| *61 faculty members @ ₱ 6,000 ( ₱ 2,000 for 3 days)* | | | 366,000.00 | |
| Travelling Expenses | | | | ***92,400.00*** |
| *14 faculty members @ ₱ 6,600 ( ₱ 2,200 for 3 days)* | | | 92,400.00 | |
| Instructional Materials Expenses | | | 210,348.49 | ***210,348.49*** |
| Semi-Expendable Furnitures and Fixtures | | | | ***45,000.00*** |
| *2 steel Cabinet @₱15,000 each* | | | 30,000.00 | |
| *1 glassboard @₱15,000 each* | | | 15,000.00 | |
| Semi-expendables ICT equipment | | | | ***81,988.00*** |
| *2 desktop computer @₱40,999 each* | | | 81,988.00 | |
| Repair and Maintenance - ICT equipment | | | 8,536.15 | ***8,536.15*** |
| Subscription Expenses - LMS | 432,787.69 | | | ***432,787.69*** |
| Other MOE - AACCUP Survey Visit Fee and Expenses | | | | ***1,383,467.94*** |
| *6 Colleges @ ₱ 159,000 each* | 954,000.00 | | | |
| *Other expenses related to AACCUP Accreditation* | | 251,435.37 | | |
| *IQA/ Flexible Learning/ other accreditation related fees* 50% | | | 178,032.57 | |
| | | | | |
| Sub-total | 1,470,787.69 | 449,435.37 | 982,305.21 | 2,902,528.27 |
| | **1,470,787.69** | **449,435.37** | **982,305.21** | **2,902,528.27** |

Mindoro State University
**CERTIFIED COPY**

**VICTORIA M. CASTILLO**
Records Officer II

DATE: 8/5/25