



Republic of the Philippines  
**PUBLIC ATTORNEY'S OFFICE**

Tanggapan ng Manananggol Pambayan

DOJ Agencies Building, NIA Road corner East Avenue, Diliman, 1100 Quezon City  
PAO hotlines: (02)8426-20-75; (02)8426-28-01; (02)8426-24-50; (02)8426-29-87;  
(02)8426-26-83 or (02)8929-94-36 local 106 or 107 during office hours  
and local 159 after office hours (even during weekends and holidays)  
e-mail: pao\_executive@yahoo.com  
website: www.pao.gov.ph



**PAO BIDS AND AWARDS COMMITTEE (PBAC)**

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 02 APRIL 2024 RE: **CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF COPIER REPLACEMENT PARTS AS SPECIFIED UNDER PURCHASE REQUEST NO. 287-03-2024**, REFERRED TO PBAC ON 25 MARCH 2024, HELD AT THE PAO CENTRAL OFFICE VIA PBAC ZOOM MEETING

**RESOLUTION**

**RECOMMENDING THE PROCUREMENT THROUGH DIRECT CONTRACTING OF PHOTOCOPIER REPLACEMENT PARTS, AS SPECIFIED UNDER PURCHASE REQUEST NO. 287-03-2024, FOR PAO-PARANAQUE DISTRICT OFFICE, UNDER SECTION 50(c) IN RELATION TO ANNEX "H," NO. V, SUBSECTION (A)1-c OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184**

**WHEREAS**, the Public Attorney's Office (PAO) is committed to adhere to the State's Policy of securing and maintaining the trust and confidence of every Filipino, by upholding transparency, good governance and anti-corruption measures;

**WHEREAS**, considering that the use of photocopiers and its corresponding parts is crucial in the day-to-day discharge of functions in this Office in view of the voluminous cases it handles both in the judicial and non-judicial services it caters;

**WHEREAS**, in view of the fact that the subject machines of the requesting PAO Office are in need of replacement parts and must all be immediately repaired in order not to hamper the service delivery of the Offices;

**WHEREAS**, since the parts needed to be replaced/repared are exclusively<sup>1</sup> provided by Philcopy Corporation (Philcopy) and the needed parts are critical components of the copiers, it is but proper that the same be immediately procured from the said entity;

**WHEREAS**, there is an approved budget for the contract of the subject procurement with a total amount of Thirteen Thousand One Hundred Sixty Five Pesos (Php 13,165.00)<sup>2</sup>;

**WHEREAS**, that after the conduct of a pre-procurement conference with the PBAC-Technical Working Group (PBAC-TWG) for their review and recommendation the details and specification of the subject procurement, this committee adopts the PAO-TWG's recommendation with the PAO-Supply Section justifying and proving that procurement of the subject item through its exclusive authorized distributor is most beneficial for the government as there is no substitute in the market offering a more advantageous terms considering the quality of the printing products and that the said distributor has the proper qualifications as supplier of the subject procurement in accordance with the law

**WHEREAS**, ultimately considering that the procurement of the mentioned items and the needed services for their installation are critical components exclusively supplied by PHILCOPY, BAC Member **Atty. Rigel Salvador** moved that the practicality and necessity in procuring the same through Direct Contracting in accordance with Section 50(c) in relation to ANNEX "H," NO. V, SUBSECTION (A)1-c of the IRR of RA 9184 is thus in order, duly seconded by BAC Member **Dir. Marilyn Boongaling**, along with the other BAC Members present;

<sup>1</sup> Certificate of Exclusivity of Philcopy

<sup>2</sup> Approved Budget for the Contract from the Financial Planning and Management Service

**NOW THEREFORE, WE**, the Members of the PAO Bids and Awards Committee (PBAC), by virtue of the powers vested on Us by Law, after duly considering the recommendations of the Technical Working Group (TWG), and all members here present, **hereby resolve to recommend to the Head of Procuring Entity the pursuance of a DIRECT CONTRACTING UNDER SECTION 50(c) IN RELATION TO ANNEX "H," NO. V, SUBSECTION (A)1-c OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184, in purchasing from PHILCOPY the exigently needed PHOTOCOPIER REPLACEMENT PARTS, AS SPECIFIED UNDER PURCHASE REQUEST NO. 287-03-2024, FOR PAO-PARANAQUE DISTRICT OFFICE, SUBJECT TO POSTING OF WARRANTY SECURITY IN ACCORDANCE WITH RA 9184.**

**APPROVED** this 2nd day of April 2024 at the Public Attorney's Office (PAO) Central Office, 5<sup>th</sup> Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, and thru Zoom Video Call Meeting.

**ATTY. JAN STEVEN S. DUNUAN**  
Chairperson, PBAC  
Public Attorney V  
Regional Public Attorney  
PAO-Region III

(On Leave)

**ATTY. RONALD R. MACOROL**  
Public Attorney IV  
Member, PBAC  
Officer-In-Charge  
Special Appealed Cases Unit

**ATTY. RONALD JEROME P. NIEVES**  
Vice-Chairperson, PBAC  
Public Attorney IV  
Officer-In-Charge  
Legal Research Service

**DIR. MARILYN S. BOONGALING**  
Director II  
PAO-Administrative Service

**Acceded By: (The TWG)**

**MS. ALMA E. DUMAGO-LATOSA**  
Head, Technical Working Group (TWG)  
Director II  
Financial Planning and Management Service

**MR. THOR ARTHUR B. AVILLA**  
Member, Technical Working Group (TWG)  
Administrative Officer V  
Human Resource Management Service  
Administrative Service

**ATTY. ALEM-EMAN CHISUM L. ABEYA**  
Public Attorney III  
Member, PBAC  
Executive Support Staff

**ATTY. RIGEL A. SALVADOR**  
Public Attorney IV  
Member, PBAC  
Officer-In-Charge  
Field Operations and Statistics Service

**Approved:  
For and by the authority  
Of the Chief Public Attorney**

**ANA LISA M. SORIANO**  
Deputy Chief Public Attorney

**MR. MICHAEL M. MENDOZA**  
Member, Technical Working Group (TWG)  
Administrative Assistant III  
Cash Section  
Administrative Service

**Prepared By: (The Secretariat)**

**ATTY. MIGUEL NARCISO A. ILAGAN**  
Head, PBAC Secretariat  
Public Attorney II  
Executive Support Service

**MS. FILIPINA Y. ESPIRITU**  
Member, PBAC Secretariat  
Librarian III  
Legal Research Service

**ENGR. ANGELA M. MARAMAG-PRADO**  
Member, PBAC Secretariat  
Computer Programmer I  
General Services Division  
Administrative Service

**MR. ANDRIAN H. MARASIGAN**  
Member, PBAC Secretariat  
Administrative Officer II  
Supply Section, Administrative Service



Republic of the Philippines  
**PUBLIC ATTORNEY'S OFFICE**  
Tanggapan ng Manananggol Pambayan  
Kagawaran ng Katarungan  
DOJ Agencies Bldg, NIA Road corner East Avenue, 1104 Quezon City  
Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

**Trans. No. 2024-03-044**

March 22, 2024

**ATTY. JAN STEVEN S. DUNUAN**  
Chairperson – PAO-Bids and Awards Committee  
Regional Public Attorney  
PAO-III

Sir:

Attached herewith is the approved Purchase Request needed by **PAO-Parañaque District Office:**

| No. | PR No.      | Item Description                | Quantity | Unit | Unit Price | Total Amount |
|-----|-------------|---------------------------------|----------|------|------------|--------------|
| 1   | 287-03-2024 | Kyocera-Mita Roller M/P Assy    | 1        | PC   | 518.00     | 518.00       |
|     |             | Kyocera Pad Separation          | 1        | PC   | 299.00     | 299.00       |
|     |             | Kyocera Maintenance Kit MK-1175 | 1        | SET  | 12,348.00  | 12,348.00    |

**TOTAL: 13,165.00**

Prepared by:

**RAMON CHRISTOPER O. SERRANO**  
Supply Staff

Certified Correct by:

**CARMELA L. FLORENDO**  
OIC-Supply Section

Noted by: ↑

**ATTY. DEMITEER U. HUERTA**  
Public Attorney IV/OIC  
Administrative Service



**PURCHASE REQUEST**

Entity Name: PUBLIC ATTORNEY'S OFFICE Fund Cluster: 01

| Office/Section :<br><b>PARAÑAQUE DISTRICT OFFICE</b>          |      | PR No.: <u>287-03-2024</u>         | Date:<br>February 20, 2024                        |           |            |
|---|------|------------------------------------|---|-----------|------------|
|   |      | Responsibility Center Code : _____ |   |           |            |
| Stock/ Property No.   | Unit | Item Description                   | Quantity  | Unit Cost | Total Cost |
|   |      | <b>for Kyocera copier :</b>        |   |           |            |
|   | pc.  | Kyocera-Mita Roller M/P Assy       | 1   | 518.00    | 518.00     |
|   | pc.  | Kyocera Pad Separation             | 1   | 299.00    | 299.00     |
|   | set  | Kyocera Maintenance Kit MK-175     | 1   | 12348.00  | 12348.00   |
|   |      |                                    |   |           | 13,165     |
| <b>TOTAL</b>  |      |                                    |   |           |            |
| Purpose : For the use of PAO-Parañaque D.O. Lawyers and staff |      |                                    |   |           |            |
| Requested by: _____   |      |                                    | Approved by: _____                                |           |            |
| Signature : _____   |      |                                    | Signature : _____                                 |           |            |
| Printed Name : <u>SHERINE L. RIVAD</u>                        |      |                                    | Printed Name : <u>ANA LISA M. SORIANO</u>         |           |            |
| Designation : <u>PA III/Officer-In-Charge, Parañaque D.O.</u> |      |                                    | Designation : <u>Deputy Chief Public Attorney</u> |           |            |

PUBLIC ATTORNEY'S OFFICE  
F.R.M.S.  
**RECEIVED**  
MAR 15 2024  
REC'D BY: \_\_\_\_\_ TIME: 2m

PUBLIC ATTORNEY'S OFFICE  
SUPPLY SECTION  
**RECEIVED**  
MAR 13 2024  
REC'D BY: \_\_\_\_\_ TIME: 4:11

PUBLIC ATTORNEY'S OFFICE  
EXECUTIVE SERVICE  
**RECEIVED**  
MAR 18 2024  
s: 20

PUBLIC ATTORNEY'S OFFICE  
NCR - R.O.  
**RECEIVED**  
FEB 28 2024  
1:30



PUBLIC ATTORNEY  
8/F LEGISLATIVE BLDG. PARANAQUE CITY  
HALL, SAN ANTONIO VALLEY 1,  
PARANAQUE CITY

ATTENTION: MARY ROSE M. MERCADO

Dear Sir / Madam:

Thank you for allowing us to serve you. Based on the assessment of our Service Engineer, we are pleased to offer you our quotation for the immediate replacement of spare part/s & or consumables of your KYOCERA MULTI FUNCTION LASER COPIER ECOSYS M2540DN/L Serial No. VX88700991 as follows:

| DESCRIPTION                     | QUANTITY | UNIT PRICE | AMOUNT    |
|---------------------------------|----------|------------|-----------|
| KYOCERA TONER TK-1175           | 1 PIECE  | 7,410.00   | 7,410.00  |
| KYOCERA-MITA ROLLER M/P ASSY    | 1 PIECE  | 518.00     | 518.00    |
| KYOCERA PAD SEPARATION          | 1 PIECE  | 299.00     | 299.00    |
| KYOCERA MAINTENANCE KIT MK-1175 | 1 SET    | 12,348.00  | 12,348.00 |

GROSS SALE 20,575.00

TOTAL FOB 20,575.00

PAYMENT TERMS: C.O.D. CHECK  
VALIDITY: 30 days , thereafter price subject for final confirmation.  
REMARKS: anasailyn@gmail.com

This is just the initial assessment. Additional parts and/or consumables may be needed during the actual repair. Should you find the above acceptable, please send this back to us thru Fax No. (02) 8800-6480 or email at las\_pinas@philcopy.net with your conformity in the space herein provided.

Thank you very much.

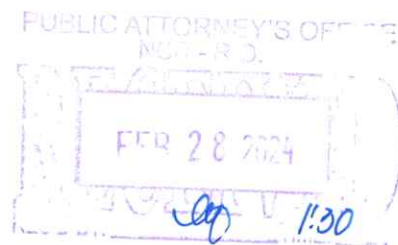
Very truly yours,

ARNOLD B. BANDA  
Supervisor

CONFORME:   
Authorized Representative  
Signature over Printed  
Name / Date

This is a computer generated document and no signature is required.

S.E.: 2913  
SYS CRTL #: SWITL-O2SSEAR3QL



Dated this 16<sup>th</sup> day of February 2024

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**NOTARIAL CERTIFICATE**

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**Fred Kan & Co.**  
Solicitors & Notaries  
3104-06 Central Plaza  
18 Harbour Road, Hong Kong  
Tel: 2598 1318 Fax: 2588 1318  
Ref: H8555/GEN/FK-FK



**TO ALL TO WHOM THESE PRESENTS SHALL COME :**

**I, FREDERICK KA-CHONG KAN,**

**of Hong Kong,**

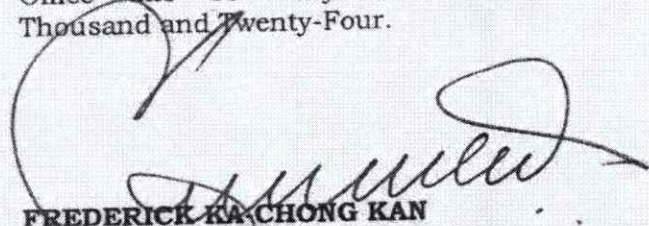
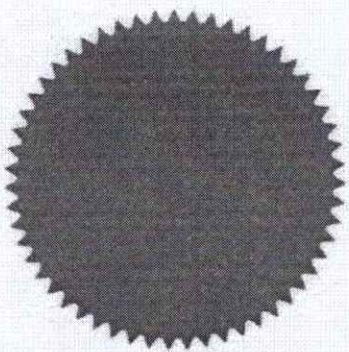
**a Special Administrative Region of the People's Republic of China,  
Notary Public**

ly authorised and qualified to practise in the Hong Kong Special Administrative  
gion of the People's Republic of China **DO HEREBY CERTIFY THAT:**

The paper writing annexed hereto is a Sworn Certificate of Guarantee Exclusive Distributorship Agreement dated 6 February 2024 which was signed, for and on behalf of KYOCERA Document Solutions Asia Limited (京瓷辦公信息系統亞洲有限公司) (the "Company"), a company incorporated under the then Companies Ordinance, Cap. 32, Laws of Hong Kong, by its director, Mr. Takuma KIMURA (holder of Japanese Passport bearing No. TR5627506); and

2. To the best of my knowledge and belief, the signature of the said Mr. Takuma KIMURA subscribed to the said Sworn Certificate of Guarantee Exclusive Distributorship Agreement is the signature of the said Mr. Takuma KIMURA which I have compared with his signatures on documents filed with the Companies Registry.

**IN TESTIMONY** whereof I have hereunto subscribed my name and affixed my Seal of Office this 16<sup>th</sup> day of February, Two Thousand and Twenty-Four.



**FREDERICK KA-CHONG KAN  
Notary Public, Hong Kong SAR,  
Suites 3104-6, Central Plaza,  
18 Harbour Road,  
Hong Kong**

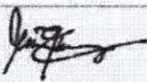
5615



This Apostille only certifies the authenticity of the signature and the capacity of the person who has signed the public document, and, where appropriate, the identity of the seal or stamp which the public document bears. This Apostille does not certify the content of the document for which it was issued. To verify the issuance of this Apostille, see

"[https://www.judiciary.hk/en/court\\_services\\_facilities/apostille\\_verification.html](https://www.judiciary.hk/en/court_services_facilities/apostille_verification.html)"

此項文件加簽僅就公共文件上簽署的真確性、簽署人的身分及，如適用的話，文件上的蓋章蓋印予以證明。此項文件加簽並不就文件的內容作出證明。就發出此文件加簽之蓋章，見 "[https://www.judiciary.hk/zh/court\\_services\\_facilities/apostille\\_verification.html](https://www.judiciary.hk/zh/court_services_facilities/apostille_verification.html)"

| APOSTILLE<br>(Convention de La Haye du 5 octobre 1961) |  |             |   |
|--|--|-------------|---|
| 1. Country:<br>國家/地區                                   | Hong Kong, China<br>中國香港                                 |             |   |
| This public document<br>此公共文件                          |  |             |   |
| 2. has been signed by<br>簽署人為                          | Kan Ka Chong Frederick                                   |             |   |
| 3. acting in the capacity of<br>其行事的身分為                | Notary Public<br>公證人                                     |             |   |
| 4. bears the seal / stamp of<br>蓋有的蓋章/蓋印               | Kan Ka Chong Frederick                                   |             |   |
| Certified<br>加簽證明                                      |  |             |   |
| 5. at<br>在   | High Court<br>高等法院                                       | 6. the<br>於 | 22 FEB 2024<br>2024年02月22日  |
| 7. by<br>由   | Simon KWANG<br>Registrar, High Court<br>鄭卓宏<br>高等法院司法常務官 |             |   |
| 8. No<br>編號  | 18744 / 2024   |             |   |
| 9. Seal / stamp:<br>蓋章/蓋印                              | 10. Signature:<br>簽署                                     |             |  |



Reference Code 參考編號 BD4A2434



KYOCERA Document Solutions Asia Limited

13/F., Mita Centre, 552-566 Castle Peak Road,

Tsuen Wan, New Territories, Hong Kong

Tel: (852) 2496 5678

Fax: (852) 2610 2063

<http://www.kyoceradocumentsolutions.asia>

6<sup>th</sup> February 2024

Document reference: TD/PH/24020601

Philcopy Corporation  
P.O. Box 5190, Philcopy Bldg.,  
793, J. Rizal St., Makati,  
Metro Manila, Philippines

Attention: Mr. Efren Lim Quidilla  
President

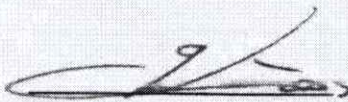
Sworn Certificate of Guarantee  
Exclusive Distributorship Agreement

We, KYOCERA Document Solutions Asia Limited appoint Philcopy Corporation as an exclusive distributor in marketing and servicing KYOCERA Document Solutions brand multi-functional products, laser printers and multi-functional peripheral, software solutions, including related consumables and spare parts in the Philippines. Therefore, Philcopy Corporation is responsible for sales and after sales service for the said products.

This certificate is valid till 31<sup>st</sup> March, 2026.

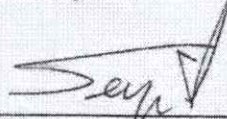
Yours faithfully,

KYOCERA Document Solutions Asia Limited



Takuma KIMURA, President

In witness of signature

(1) 

Seiji Isoda, Vice President

KYOCERA Document Solutions Asia Limited

(2) 

Moses Mui Wat Kwong, Vice President

KYOCERA Document Solutions Asia Limited



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE  
Revenue Region No. 8A-Makati City  
QF-TCC-01-01-2023.00

TCBP NO. 08A-049-02-08-R0106-2024-M

# TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

## PHILCOPY CORPORATION

Name of Taxpayer

793 J.P. RIZAL AVENUE POBLACION MAKATI CITY

Address

000-169-318-00000

Taxpayer Identification Number

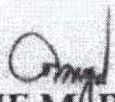
This is to certify that the above-mentioned taxpayer is eligible for issuance of this Tax Clearance Certificate having satisfied all the criteria set forth by the BIR as of date of this certification pursuant to Revenue Regulations No. 8-2016, as amended.

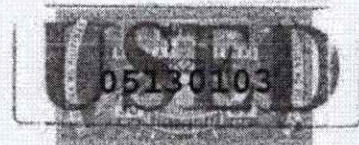
Tax liabilities recorded after the aforesaid dates or outside the jurisdiction of this Office are not covered by this clearance.

Issued this **8th day of February 2024.**

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL FEBRUARY 08, 2025. 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 07, 2024 UNDER EFPS PAYMENT TRANSACTION NO. 249412640. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.



  
**ANNE MUREYES**  
OIC-Chief, Collection Division



**WARNING: Counterfeiting is punishable by law. For authenticity, please visit BIR website [www.bir.gov.ph/index.php/tax-clearance/released-tax-clearance.html](http://www.bir.gov.ph/index.php/tax-clearance/released-tax-clearance.html). Tax Clearance Certificate (for BIDDING PURPOSES) not listed/pasted herein will be deemed to have originated from an illegal source.**

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

*THIS IS TO CERTIFY THAT*

**PHILCOPY CORPORATION**  
793 JP Rizal Ave., Poblacion ,  
Makati City , Metro Manila , NCR , Philippines

*is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on 22-Jun-2001 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 PHILCOPY CORPORATION 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 11-May-2024*

Issued this 02nd day of May 2023.

This is a system generated certificate. No signature is required.



Documentary Stamp Tax Paid Php 30.00  
Certificate Reference No: 200106205945536982244

Page 1 of 3

## REMINDERS <sup>1</sup>

- *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.*

Certificate Reference No: 200106205945536982244


Page 2 of 3

<sup>1</sup>Refer to Section 4 of the Guidelines for the Use of the Government of the Philippines - Official Merchant's Registry

# List of Eligibility Documents

of  
**PHILCOPY CORPORATION**  
 793 JP Rizal Ave., Poblacion,  
 Makati City, Metro Manila, NCR, Philippines

|                                    |   |
|------------------------------------|---|
| <b>SEC Certificate</b>             | Registration Date : 23-Oct-1979<br>SEC Certificate Number : 89173   |
| <b>Mayors Permit</b>               | Expiration Date : 31-Dec-2023<br>Permit Number : 44816<br>Place of Issue : MAKATI CITY<br>Issued By / Signatory : HON. MAR-LEN ABIGAIL S. BINAY<br>Issuance Date : 14-Jan-2023  |
| <b>Tax Clearance</b>               | Expiration Date : 13-Feb-2024<br>TCC Number : 08A-049-02-13-R0109-2023-M<br>Issued By / Signatory : ANNE M. REYES<br>Issuance date : 13-Feb-2023  |
| <b>Audited Financial Statement</b> | Date of Filing : 20-Apr-2023<br>Current Asset : 613,916,595.17<br>Total Asset : 680,825,434.86<br>Current Liabilities : 302,682,863.55<br>Total Liabilities : 312,682,863.55<br>Name of Auditor : GUILLERMA M. GUMERA<br>BIR RDO Code : 049 |
| <b>PCAB License</b>                | Expiration Date : -<br>Issued By / Signatory :<br>Issuance Date : -<br>License Number :<br>License First Issue Date : -<br>Principal Classification :<br>Category :   |




Republic of the Philippines  
Department of Finance  
Bureau of Internal Revenue

For BIR SCS/ Use Only Item:

**BIR Form No. 1702-RT**  
January 2018(ENCS)  
Page 1

**Annual Income Tax Return**  
Corporation, Partnership and Other Non-Individual  
Taxpayer Subject Only to REGULAR Income Tax Rate  
Enter all required information in CAPITAL LETTERS. Mark applicable boxes with an "X".  
Two copies MUST be filed with the BIR and one held by the taxpayer.

  
 1702-RT DIFFERENCE P1

1 For  Calendar  Fiscal    3 Amended Return?  Yes  No    4 Short Period Return  Yes  No

2 Year Ended (MM/20YY) 12 - December 20 21

5 Applicable Tax Code (ATC)  
IC 055 - Minimum Corporate Income Tax (MCIT)   
10019 - CORPORATION IN GENERAL - JAN 1, 2008

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**Part I - Background Information**

6 Tax Identification Number (TIN) 000 - 188 - 318 - 00000    7 RDO Code 048

8 Registered Name (Enter only 1 letter per box using CAPITAL LETTERS)  
PHILCOPY CORPORATION

9 Registered Address (Indicate complete address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1002)  
783 J P RIZAL AVE POBLACION MAKATI CITY

9A ZIP Code 1210

10 Date of Incorporation/Organization (MM/DD/YYYY) 10/23/1979    11 Contact Number 8817978

12 Email Address jan.ebiforms2015@google.com

13 Method of Deductions  Itemized Deductions [Section 34 (A-D), NIRC]     Colonial Standard Deduction (CSD) - 40% of Gross Income [Section 34(L), NIRC as amended]

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**Part II - Total Tax Payable** (Do NOT enter Centavo; 49 Centavos or Less drop down; 50 or more round up)

|  |           |
|--|-----------|
| 14 Tax Due   | 3,190,408 |
| 15 Less: Total Tax Credits/Payments                            | 3,158,587 |
| 16 Net Tax Payable (Overpayment) (Sum 14 Less Item 15)         | 31,822    |
| Add: Penalties   |           |
| 17 Surcharge   | 0         |
| 18 Interest  | 0         |
| 19 Compromise  | 0         |
| 20 Total Penalties (Sum of Items 17 to 19)                     | 0         |
| 21 TOTAL AMOUNT PAYABLE (Overpayment) (Sum of Items 16 and 20) | 31,822    |

If Overpayment, mark one(1) box only (Once the choice is made, the same is irrevocable)  
 To be refunded     To be issued a Tax Credit Certificate (TCC)     To be carried over as a tax credit for next year/quarter

We declare under the penalties of perjury that this return, and all its attachments, have been made in good faith, verified by us, and to the best of our knowledge and belief, are true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. (If signed by an Authorized Representative, indicate TIN and attach authorization letter)

|  |  |  |
|--|--|--|
| Signature over Printed Name of President/Principal Officer/Authorized Representative | Signature over Printed Name of Treasurer/Assistant Treasurer | 22 Number of Attachments<br><b>000</b> |
| Title of Signatory    TIN  | Title of Signatory    TIN                                    |  |

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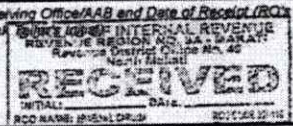
**Part III - Details of Payment**

| Particulars               | Draws Bank/ Agency | Number | Date(MM/DD/YYYY) | Amount |
|---------------------------|--------------------|--------|------------------|--------|
| 23 Cash/Bank Debit Memo   |                    |        |                  | 0      |
| 24 Check                  |                    |        |                  | 0      |
| 25 Tax Debit Memo         |                    |        |                  | 0      |
| 26 Others (Specify Below) |                    |        |                  | 0      |

Machine Validation/Revenue Official Receipt Details (If not filed with an Authorized Agent Bank(AAB))


Stamp of Receiving Office/AAB and Date of Receipt (ROR)

Signature/Bank





INITIAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
RDO NAME: (PERSON) DRD    2021/05/20/18

APR 23 2022

|  |   |   |       |   |             |
|--|---|---|-------|---|-------------|
| BIR Form No.<br>1702-RT<br>January 2018(ENCS)<br>Page 2  |   | Annual Income Tax Return<br>Corporation, Partnership and Other Non-Individual<br>Taxpayer Subject Only to REGULAR Income Tax Rate |       |  |             |
| Taxpayer Identification Number(TIN)  |   | Registered Name   |       |   |             |
| 000  | 169   | 318   | 00000 | PHILCOPY CORPORATION  |             |
| <b>Part IV - Computation of Tax</b> <small>(DO NOT enter Centavos; 49 Centavos or Less drop down; 99 or more round up)</small> |   |   |       |   |             |
| 27   | Sales/Revenues/Receipts/Fees  |   |       |   | 326,590,805 |
| 28   | Less: Sales Returns, Allowances and Discounts   |   |       |   | 0           |
| 29   | Net Sales/Revenues/Receipts/Fees (Item 27 Less Item 28)   |   |       |   | 326,590,805 |
| 30   | Less: Cost of Sales/Services  |   |       |   | 161,383,516 |
| 31   | Gross Income from Operation (Item 29 less Item 30)  |   |       |   | 165,197,289 |
| 32   | Add: Other Taxable Income Not Subjected to Final tax  |   |       |   | 0           |
| 33   | Total Taxable Income (Sum of Items 31 and 32)   |   |       |   | 165,197,289 |
| Less: Deductions Allowable under Existing Law  |   |   |       |   |             |
| 34   | Ordinary Allowable Itemized Deductions  |   |       |   | 152,435,652 |
| 35   | Special Allowable Itemized Deductions   |   |       |   | 0           |
| 36   | NOLCO (Only for those taxable under Sec. 27(A to C); Sec. 28(A)(1);(A)(6)(b) of Tax code, as amended) |   |       |   | 0           |
| 37   | Total Deductions (Sum of Items 34 to 36)  |   |       |   | 152,435,652 |
| OR (in case taxable under Sec 27(A) & 28(A)(1))  |   |   |       |   |             |
| 38   | Optional Standard Deduction (OSD) (40% of Item 33)  |   |       |   | 0           |
| 39   | Net Taxable Income(Loss) if Itemized: Item 33 Less Item 37; if OSD: Item 33 Less Item 38              |   |       |   | 12,761,637  |
| 40   | Applicable Income Tax Rate  |   |       |   | 25 %        |
| 41   | Income Tax Due other than Minimum Corporate Income Tax(MCIT) (Item 39 x Item 40)                      |   |       |   | 3,190,409   |
| 42   | MCIT Due (2% of Item 33)  |   |       |   | 165,973     |
| 43   | Tax Due (Normal Income Tax Due in Item 41 OR the MCIT Due in Item 42, whichever is higher)            |   |       |   | 3,190,409   |
| Less: Tax Credits/Payments(attach proof)   |   |   |       |   |             |
| 44   | Prior Year's Excess Credits Other Than MCIT   |   |       |   | 0           |
| 45   | Income Tax Payment under MCIT from Previous Quarter/s   |   |       |   | 0           |
| 46   | Income Tax Payment under Regular/Normal Rate from Previous Quarter/s                                  |   |       |   | 105,754     |
| 47   | Excess MCIT Applied this Current Taxable Year   |   |       |   | 0           |
| 48   | Creditable Tax Withheld from Previous Quarter/s per BIR Form No. 2307                                 |   |       |   | 2,488,398   |
| 49   | Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter                                     |   |       |   | 564,435     |
| 50   | Foreign Tax Credits, if applicable  |   |       |   | 0           |
| 51   | Tax Paid in Return Previously Filed, if this is an Amended Return                                     |   |       |   | 0           |
| 52   | Special Tax Credits   |   |       |   | 0           |
| Other Credits/Payments (Specify)   |   |   |       |   |             |
| 53   |   |   |       |   | 0           |
| 54   |   |   |       |   | 0           |
| 55   | Total Tax Credits/Payments (Sum of Items 44 to 54)  |   |       |   | 3,158,587   |
| 56   | Net Tax Payable (Overpayment) (Item 43 Less Item 55)  |   |       |   | 31,822      |
| <b>Part V - Tax Relief Availment</b>   |   |   |       |   |             |
| 57   | Special Allowable Itemized Deductions (Item 35 of Part IV x Applicable Income Tax Rate)               |   |       |   | 0           |
| 58   | Add: Special Tax Credits  |   |       |   | 0           |
| 59   | Total Tax Relief Availment (Sum of Items 57 & 58)   |   |       |   | 0           |



|   |  |   |          |
|---|--|---|----------|
| BIR Form No.<br><b>1702-RT</b><br>January 2018(ENCS)<br>Page 3  | <b>Annual Income Tax Return</b><br>Corporation, Partnership and Other Non-individual<br>Taxpayer Subject Only to REGULAR Income Tax Rate | <br>1702-RT 01/18ENCS P3 |          |
| Taxpayer Identification Number(TIN)<br>000 169 318 00000  |  | Registered Name<br>PHILCOPY CORPORATION   |          |
| <b>Part VI - Schedules</b> <span style="float: right; font-size: small;">(DO NOT enter Credits; 49 Credits or Less drop down; 80 or more round up)</span> |  |   |          |
| Schedule I - Ordinary Allowable Itemized Deductions (Attach additional sheets if necessary)   |  |   |          |
| 1 Amortization  |  | 0   |          |
| 2 Bad Debts   |  | 0   |          |
| 3 Charitable and Other Contributions  |  | 0   |          |
| 4 Depletion   |  | 0   |          |
| 5 Depreciation  |  | 3,218,747   |          |
| 6 Entertainment, Amusement and Recreation   |  | 0   |          |
| 7 Fringe Benefits   |  | 6,242,540   |          |
| 8 Interest  |  | 0   |          |
| 9 Losses  |  | 0   |          |
| 10 Pension Trusts   |  | 0   |          |
| 11 Rental   |  | 17,656,415  |          |
| 12 Research and Development   |  | 0   |          |
| 13 Salaries, Wages and Allowances   |  | 99,184,982  |          |
| 14 SSS, GSIS, Philhealth, HDMF and Other Contributions  |  | 7,342,832   |          |
| 15 Taxes and Licenses   |  | 4,781,573   |          |
| 16 Transportation and Travel  |  | 0   |          |
| 17 Others(Deductions Subject to Withholding Tax and Other Expenses) (Specify below; Add additional sheets, if necessary)                                  |  |   |          |
| a Janitorial and Messengerial Services  |  | 0   |          |
| b Professional Fees   |  | 0   |          |
| c Security Services   |  | 213,766   |          |
| d OTHERS  |  | 13,594,797  |          |
| e   |  | 0   |          |
| f   |  | 0   |          |
| g   |  | 0   |          |
| h   |  | 0   |          |
| i   |  | 0   |          |
| <b>18 Total Ordinary Allowable Itemized Deductions (Sum of items 1 to 17)</b>   |  | <b>152,435,652</b>  |          |
| Schedule II - Special Allowable Itemized Deductions (Attach additional sheets, if necessary)  |  |   |          |
|   | Description  | Legal Basis   | Amount   |
| 1   |  |   | 0        |
| 2   |  |   | 0        |
| 3   |  |   | 0        |
| 4   |  |   | 0        |
| <b>5 Total Special Allowable Itemized Deductions (Sum of Items 1 to 4)</b>  |  |   | <b>0</b> |

|  |  |   |   |  |
|--|--|---|---|--|
| BIR Form No.<br><b>1702-RT</b><br>January 2018(ENCS)<br>Page 4   | <b>Annual Income Tax Return</b><br>Corporation, Partnership and Other Non-Individual<br>Taxpayer Subject Only to REGULAR Income Tax Rate | <br>1702-RT DU/18ENCS PC |   |  |
| Taxpayer Identification Number(TIN)<br>000 169 318 00000   |  | Registered Name<br>PHILCOPY CORPORATION   |   |  |
| <b>Schedule III - Computation of Net Operating Loss Carry Over (NOLCO)</b>   |  |   |   |  |
| 1  | Gross Income   | 0   |   |  |
| 2  | Less: Ordinary Allowable Itemized Deductions   | 0   |   |  |
| 3  | Net Operating Loss (Item 1 Less Item 2) (To Schedule IIIA, Item 7A)  | 0   |   |  |
| <b>Schedule IIIA - Computation of Available Net Operating Loss Carry Over (NOLCO)</b> <small>(DO NOT enter Centavos; 49 Centavos or Less drop down; 50 or more round up)</small> |  |   |   |  |
|  | Net Operating Loss   | B) NOLCO Applied Previous Year/s  |   |  |
|  | Year Incurred  | A) Amount   |   |  |
| 4  | 0  | 0   |   |  |
| 5  | 0  | 0   |   |  |
| 6  | 0  | 0   |   |  |
| 7  | 0  | 0   |   |  |
| Continuation of Schedule IIIA (Item numbers continue from table above)   |  |   |   |  |
|  | C) NOLCO Expired   | D) NOLCO Applied Current Year   | E) Net Operating Loss (Unapplied)<br>[E = A Less (B + C + D)] |  |
| 4  | 0  | 0   | 152,435,652   |  |
| 5  | 0  | 0   | 0   |  |
| 6  | 0  | 0   | 0   |  |
| 7  | 0  | 0   | 0   |  |
| 8  | Total NOLCO (Sum of Items 4D to 7D)  |   | 0   |  |
| <b>Schedule IV - Computation of Minimum Corporate Income Tax(MCIT)</b>   |  |   |   |  |
|  | Year   | A) Normal Income Tax as Adjusted  | B) MCIT   | C) Excess MCIT over Normal Income Tax  |
| 1  |  | 0   | 0   | 0  |
| 2  |  | 0   | 0   | 0  |
| 3  |  | 0   | 0   | 0  |
| Continuation of Schedule IV (Item numbers continue from table above)   |  |   |   |  |
|  | D) Excess MCIT Applied/Used in Previous Years  | E) Expired Portion of Excess MCIT   | F) Excess MCIT Applied this Current Taxable Year              | G) Balance of Excess MCIT Allowable as Tax Credit for Successing Years<br>[G = C Less (D + E + F)] |
| 1  | 0  | 0   | 0   | 0  |
| 2  | 0  | 0   | 0   | 0  |
| 3  | 0  | 0   | 0   | 0  |
| 4  | Total Excess MCIT Applied (Sum of Items 1F to 3F)  |   |   | 0  |
| <b>Schedule V - Reconciliation of Net Income per Books Against Taxable Income (Attach additional sheets, if necessary)</b>   |  |   |   |  |
| 1  | Net Income/(Loss) per Books  | 12,761,637  |   |  |
| Add: Non-deductible Expenses/Taxable Other Income  |  |   |   |  |
| 2  |  | 0   |   |  |
| 3  |  | 0   |   |  |
| 4  | Total (Sum of Items 1 to 3)  | 12,761,637  |   |  |
| Less: A) Non-Taxable Income and Income Subjected to Final Tax  |  |   |   |  |
| 5  |  | 0   |   |  |
| 6  |  | 0   |   |  |
| B) Special Deductions  |  |   |   |  |
| 7  |  | 0   |   |  |
| 8  |  | 0   |   |  |
| 9  | Total (Sum of Items 5 to 8)  | 0   |   |  |
| 10   | Net taxable Income (Loss) (Item 4 Less Item 9)   | 12,761,637  |   |  |



Jan Baylon <jan.ebirforms2015@gmail.com>

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## Tax Return Receipt Confirmation

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ebirforms-noreply@bir.gov.ph <ebirforms-noreply@bir.gov.ph>  
To: jan.ebirforms2015@gmail.com

Tue, Apr 12, 2022 at 9:56 AM

This confirms receipt of your submission with the following details subject to validation by BIR:  
File name: 000189318000-1702RTV2018C-122021.xml  
Date received by BIR: 12 April 2022  
Time received by BIR: 09:38 AM  
Penalties may be imposed for any violation of the provisions of the NIRC and issuances thereof.

**FOR RETURNS WITH PAYMENT**  
Please print this e-mail together with the RETURN and proceed to pay through the Authorized Agent Bank / Collection Agent / GCASH or use other payment options.

This is a system-generated email. Please do not reply.

Bureau of Internal Revenue

=====  
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=====

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Guidelines and Instructions | Help  
 Reference No: 262200047257058  
 Date Filed: April 13 2022 01:50 PM  
 Batch Number: 0

PSOC: PSIC: 5238

|   |  |  |  |
|---|--|--|--|
|  | Republika ng Pilipinas<br>Kagawaran ng Pananalapi<br>Kawanihan ng Rentas<br>Internas | <h2 style="margin: 0;">Payment Form</h2> | BIR Form No.<br><h1 style="margin: 0;">0605</h1><br>September 2003(ENCS) |
|---|--|--|--|

|   |                         |                         |                               |
|---|-------------------------|-------------------------|-------------------------------|
| 1 For the Calendar Fiscal                 | 3 Quarter Clear Quarter | 4 Due Date (MM/DD/YYYY) | 5 No. of Sheets Attached SATC |
| 2 Year Ended (MM/YYYY) 12 - December 2021 | 1st 2nd 3rd 4th         | 04 15 2022              | 0 MC200                       |
| 7 Return Period (MM/DD/YYYY) 12 31 2021   |                         | 8 Tax Type Code IT      |                               |

|   |             |                            |                                 |
|---|-------------|----------------------------|---------------------------------|
| <b>Part I Background Information</b>  |             |                            |                                 |
| 9 Taxpayer Identification No.   | 10 RDO Code | 11 Taxpayer Classification | 12 Line of Business/Occupation  |
| 000 159 318 000   | 049         | N                          | RETAIL OF AGRICULTURAL FARM SUP |
| 13 Taxpayer's Name (Last Name, First Name, Middle Name for Individuals) (Registered Name for Non-Individuals) |             |                            | 14 Telephone Number             |
| PHILCOPY CORPORATION  |             |                            | 2327511                         |
| 15 Registered Address   |             |                            | 16 Zip Code                     |
| 793 793 J.P. RIZAL AVENUE POBLACION POBLACION CITY OF MAKATI, NCR, FOURTH DI                                  |             |                            | 1210                            |

|  |   |  |
|--|---|--|
| <b>17 Manner of Payment</b>  |   | <b>18 Type of Payment</b>  |
| Voluntary Payment  | Per Audit/Delinquent Account  |  |
| Self-Assessment<br>Penalties<br>Tax Deposit/Advance Payment<br>Income Tax Second Installment (Individual)<br>Others (Specify)<br>AITR 2021 | Preliminary/Final Assess/Deficiency Tax<br>Accounts Receivable/Delinquent Account | Installment<br>No. of Installment<br>Partial Payment<br>Full Payment |

|   |           |          |            |          |    |           |
|---|-----------|----------|------------|----------|----|-----------|
| <b>Part II Computation of Tax</b>               |           |          |            |          |    |           |
| 19 Basic Tax/Deposit/Advance Payment            |           |          |            |          | 19 | 31,822.00 |
| 20 Add Penalties                                | Surcharge | Interest | Compromise |          |    |           |
|   | 20A 0.00  | 20B 0.00 | 20C 0.00   | 20D 0.00 |    |           |
| 21 Total Amount Payable (Sum of Items 19 & 20D) |           |          |            |          | 21 | 31,822.00 |

|   |  |
|---|--|
| For Voluntary Payment   | Payment of Deficiency Taxes From Audit/Investigation Delinquent Accounts |
| I declare, Under the penalties of perjury, that this document has been made in good faith, verified by me, and to the best of my knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. |  |
| <input type="checkbox"/> Pre-approved by Investigating Office<br><input type="checkbox"/> Not approved by Investigating Office  |  |

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE

FILING REFERENCE NO.

|                                     |                        |
|-------------------------------------|------------------------|
| TIN                                 | : 000-169-315-000      |
| Name                                | : PHILCOPY CORPORATION |
| RDO                                 | : 048                  |
| Form Type                           | : 0605                 |
| Reference No.                       | : 282200047257058      |
| Amount Payable<br>(Over Remittance) | : 31,822.00            |
| Accounting Type                     | : C - Calendar         |
| For Tax Period                      | : 12/31/2021           |
| Quarter                             | : 0                    |
| Date Filed                          | : 04/13/2022           |
| Tax Type                            | : IT                   |

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**eFPS**

e-Filing and Payment System

Bureau of Internal Revenue

Republic of the Philippines

BIR eFPS has received the payment confirmation for your tax return from LBP.

|  |                       |
|--|-----------------------|
| TIN  | 000 - 169 - 318 - 000 |
| Taxpayer's Name  | PHILCOPY CORPORATION  |
| Tax Type   | IT                    |
| Return Period  | 12/31/2021            |
| Transacting Bank   | LBP (086000)          |
| Reference Number   | 292200047257058       |
| Payment Transaction Number   | 227170197             |
| Payment Transaction Date   | 04/13/2022            |
| Actual Amount Paid   | 31822.00              |
| LBP's Confirmation Number  | 00041320221420458850  |
| Please refer to the Tax Return Inquiry facility to check the status of your payment. |                       |

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**CERTIFICATION**


**To Whom It May Concern:**

This is to certify that **PHILCOPY CORPORATION** is the exclusive distributor of **KYOCERA Full-Colour, Monochrome Digital Copiers and Laser Printers**, its consumables (toners) and spare parts in the Philippines, and that we do not have sub dealer(s) selling at lower price(s) and for which no suitable substitute can be obtained elsewhere at more advantageous terms to the government that can approximate its quality and utility value performance.

For equipment items, we hereby certify that the maintenance service and spare parts are available and will be extended by our company or firm whenever needed.

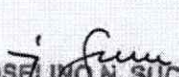
Done in Makati City, January 4, 2024

Valid until December 31, 2024

  
**EFREN LIM QUIDILLA**  
President

**SUBSCRIBED AND SWORN** to before me this JAN 04 2024 at Makati City by Affiant exhibiting to me his SSS Number 33-1117297-0, that he is the same person who personally signed before me the foregoing Affiant and acknowledge that he executed the same.

Doc. No. 366  
Book No. 79  
Page No. 1  
Series of 2024

  
**ATTY. JOSEFINO N. SUCION CPA**  
NOTARY PUBLIC FOR MAKATI C  
UNTIL DECEMBER 31, 2025  
U-203 CARREON BLDG.  
2746 ZENAIDA ST., POBLACION, MAKATI CITY  
IBP NO. 384449/01/01/2024  
PTR NO 10072076/01/02/2024  
MCLE COMPLAINEE NO. VI-0017537/04-14-2025  
ROLL NO. 60799  
APPOINTMENT NO M-018

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