

RESOLUTION NO.: **2026-001**DATE: **09 January 2025****RECOMMENDING AWARD FOR THE PROCUREMENT OF PRINTER RENTAL SERVICES**

WHEREAS, pursuant to Board Resolution No. 2024-0115-007, the President and CEO was delegated the authority to approve BAC Resolutions recommending award on behalf of the Head of Procuring Entity (HoPE) for procurements with amounts of not more than Five Hundred Thousand Pesos (PhP500,000.00);

WHEREAS, the BAC received Purchase Request (PR) No. 2026-001 from the Administrative Services Department- Information and Communications Technology Division (ASD-ICTD) for the Procurement of Printer Rental Services. The Approved Budget for the Contract (ABC) for this procurement is **SEVEN HUNDRED FIFTY THOUSAND PESOS (PhP750,000.00)**. A copy of the said request is attached as **Annex "A"**;

WHEREAS, in the approved Annual Procurement Plan (APP) for CY 2026, the procurement request falls under PAP Code No. GDS-001, with the mode of procurement as Small Value Procurement (SVP);

WHEREAS, the Request for Quotation (RFQ) was posted on the conspicuous place, PhilGEPs, and JHMC website. The RFQ was likewise distributed to suppliers of known qualifications, and in response thereto, JHMC received the following proposals:

Required no.	RFQs Sent To	RFQ/s Received by the BAC	Eligibility Requirements	Technical Specifications Set by the End-User	Bid Price Proposal
1	Inkmechanics Ink Refilling Station	22 Dec 2025	Eligible (part of JHMC registry)	Passed	PhP745,200.00 (Within ABC)
2	Copylandia Office Systems Corporation	Did not submit a bid proposal	-	-	-
3 (minimum required)	MG Consumer Goods Trading	Did not submit a bid proposal	-	-	-
4	Tarilja Enterprises	Did not submit a bid proposal	-	-	-

WHEREAS, with the overall bid evaluation, the BAC declared **Inkmechanics Ink Refilling Station** as the bidder with the Single Calculated and Responsive Bid (SCRB). A copy of the Abstract of Quotation (AOQ) No. 2026-001 and End-users Bid Evaluation Report are hereto attached as **Annex "B" and Annex "C"**, respectively;

NOW THEREFORE, THE MEMBERS OF THE BAC HEREBY RESOLVED TO RECOMMEND THE AWARD TO **INKMECHANICS INK REFILLING STATION** FOR THE **PRINTER RENTAL SERVICES** IN THE TOTAL AMOUNT OF **SEVEN HUNDRED FORTY-FIVE THOUSAND TWO HUNDRED PESOS (PHP745,200.00)**.

Adopted this 27th day of December 2025 at Camp John Hay, Baguio City, Philippines.

JANE THERESA S. TABANINGCOS

Col. RAYMUND F. ENFESTAN, (Ret.)

BAC Member

RACHELLE ANN S. MONTOYA

BAC

DARWIN A. PEPERZ

BAC Member

APPROVED BY:

MANJIT T. SINGH REANI

President and CEO