

27 January 2026

Mr. MELECIO M. ASUERO  
Sole Proprietor  
INKMECHANICS INK REFILLING STATION  
Room 403 4/F Jose Miguel Bldg.,  
No. 1 Yandoc Street corner Naguilian Road,  
Kayang Extension, Baguio City

Dear Mr. Asuero:

We are pleased to inform you that JHMC is hereby awarding the contract to INKMECHANICS INK REFILLING STATION for the **PROCUREMENT OF PRINTER RENTAL SERVICES** for the total amount of **SEVEN HUNDRED FORTY – FIVE THOUSAND TWO HUNDRED PESOS (Php745,200.00)**, inclusive of all applicable taxes, to be completed within one (1) year from the date of effectivity of the Notice to Proceed.

You are therefore required within ten (10) calendar days from receipt of this Notice to submit the following documents, which form part of the contract as per the IRR of RA12009:

1. **Performance Security (valid for 1 year)** in an amount equal to a percentage of the total contract price in accordance with The Implementing Rules and Regulations of Republic Act No. 12009, or The New Government Procurement Act, as provided for in Section 68.4 thereof:

*Section 68.4. The performance security shall be in the form chosen by the Procuring Entity and in the amount not less than the required percentage of the total contract price in accordance with the following schedule:*

<i>Form of Performance Security</i>	<i>Amount of Performance Security (Not less than the required percentage of the Total Contract Price)</i>
<i>a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</i>	
<i>b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however,</i>	<i>Five percent (5%)</i>

<i>Form of Performance Security</i>	<i>Amount of Performance Security  <i>(Not less than the required percentage of the Total Contract Price)</i></i>
<i>that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</i>	
<i>c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</i>	<i>Thirty percent (30%)</i>

For further inquiries and/or concerns, please contact us through the General Services Division: 074-422-4360 or visit us at JHMC Office Complex, John Hay Special Economic Zone, Camp John Hay, Baguio City.

Kindly submit the above requirements within the given period to the ASD-GSD Procurement Unit located at the JHMC Office Complex, John Hay Special Economic Zone, Camp John Hay, Baguio City.

Please acknowledge receipt and acceptance of this Notice by signing the three (3) copies on the space provided below and returning the two (2) copies to JHMC.

Truly yours,

  
 MANJIT T. SINGH REANDI  
 President and Chief Executive Officer

I acknowledge receipt of this Notice on: 27 2026  
 Proprietor/ Authorized Representative of the Bidder: MELECIOT M. ALUEPO  
 Signature: 