



Republic of the Philippines
Department of Labor and Employment
NATIONAL LABOR RELATIONS COMMISSION
Quezon City



BIDS AND AWARDS COMMITTEE
(A.O. 08-05, Series of 2023)

BAC Resolution No. 2023-12-08

**DECLARATION OF NEED INK SALES & SERVICES HAVING THE
LOWEST CALCULATED AND RESPONSIVE BID (LCRB) FOR THE
PROCUREMENT OF SUPPLY OF TONER/INK WITH FREE USE OF
COMPUTER PRINTERS FOR FY 2024 AND RECOMMENDATION
TO AWARD THE CONTRACT**

WHEREAS, the project "**Procurement of Supply of Toner/Ink with Free Use of Computer Printers for FY 2024**" is included in the approved Indicative Annual Procurement Plan 2024 of the National Labor Relations Commission (NLRC) with an Approved Budget for the Contract (ABC) of **Three Million Six Hundred Eighty Seven Thousand Pesos (Php 3,687,000.00)**.

WHEREAS, the NLRC advertised the Invitation to Bid for the abovementioned project at the Philippine Government E-Procurement System (PhilGEPS) website and NLRC website from 22 November 2023 to 11 December 2023.

WHEREAS, in response to the advertisements, Need Ink Sales & Services submitted its eligibility documents on 11 December 2023, which was the deadline for the Submission and Opening of Eligibility Documents;

WHEREAS, after deliberation, the BAC pronounced Need Ink Sales & Services as the **Lowest Calculated Bidder**, with a bid price of **Three Million Six Hundred Eighty Seven Thousand Pesos (Php 3,687,000.00)**¹ and directed the Technical Working Group (TWG) to conduct a Post-Qualification Process on the said bidder;

WHEREAS, after examination, validation, and verification of all the legal, technical, and financial documents submitted by Need Ink Sales & Services, the BAC, together with the TWG, determined, pursuant to its Post-Qualification Report dated 20 December 2023², that the bid submitted by Need Ink Sales & Services for the

¹ **Annex A:** Abstract of Bids as Calculated.

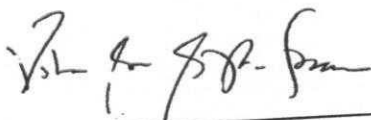
² **Annex A-1:** Post Qualification Report of the TWG dated 14 November 2023.

said lot passed the criteria for post-qualification and was found to be responsive to the requirements of the project.

NOW, WHEREFORE, in consideration of the foregoing, the BAC **RESOLVES** as it hereby **RESOLVED** to **DECLARE** the bid submitted by **NEED INK SALES & SERVICES** as the Lowest Calculated and Responsive Bid for the **PROCUREMENT OF SUPPLY OF TONER/INK WITH FREE USE OF COMPUTER PRINTERS FOR FY 2024**, and to **RECOMMEND** the award of the contract.

RESOLVED, at the NLRC, Quezon Ave., Quezon City, this **29th** day of **December 2023**.

Recommending Approval:



LA VILMA MARIA S. PLAN-BARRERA
BAC Chairperson

Regular Members:



ATTY. SHERYL E. PAQUIDAO
Member



ECC II PURDEY P. PEREZ
Member



ATTY. TARCILA B. NEPOMUCENO-BANDA
Member



ECC II FELICIDAD B. ICO
Member

Approved by:



GRACE E. MANQUIZ-TAN
Chairperson, NLRC