



**BIDS AND AWARDS COMMITTEE
(A.O. 02-03, Series of 2025)**

BAC Resolution No. 2025-03-06

**DECLARATION OF NEED INK SALES & SERVICES HAVING THE
SINGLE CALCULATED AND RESPONSIVE BID (SCRB) FOR THE
PROCUREMENT OF SUPPLY OF TONER/INK WITH
FREE USE OF COMPUTER PRINTERS FOR FY 2025 AND
RECOMMENDATION TO AWARD THE CONTRACT**

WHEREAS, the project **"Procurement of Supply of Toner/Ink with Free Use of Computer Printers for FY 2025"** is included in the approved Annual Procurement Plan for FY 2025 of the National Labor Relations Commission (NLRC) with an Approved Budget for the Contract (ABC) **Four Million Five Hundred Thousand Pesos (P4,500,000.00)** under one (1) lot;

WHEREAS, the NLRC advertised the Invitation to Bid for the abovementioned project through the Philippine Government E-Procurement System (PhilGEPS) and NLRC website from 13 February 2025 to 5 March 2025;

WHEREAS, in response to the advertisements, Need Ink Sales & Services submitted its eligibility documents as the lone bidder on 5 March 2025, which was the deadline for the Submission and Opening of Eligibility Documents;

WHEREAS, after deliberation, the Bids and Awards Committee (BAC) pronounced **Need Ink Sales & Services** as the Single Calculated Bid, with a bid price of **Four Million Five Hundred Thousand Pesos Only (P4,500,000.00)**¹ and directed the Technical Working Group (TWG) to conduct a Post-Qualification Process on the said bidder;

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

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 the Post-Qualification Report dated 17 March 2025², that the bid submitted by **Need Ink Sales & Services** passed the criteria for post-qualification and was found to be responsive to the requirements of the project.

NOW, WHEREFORE, the BAC **RESOLVES** as it hereby **RESOLVED** to **DECLARE** the bid submitted by **NEED INK SALES & SERVICES** as the **SINGLE CALCULATED AND RESPONSIVE BID** for the **PROCUREMENT OF PROCUREMENT OF SUPPLY OF TONER/INK WITH FREE USE OF COMPUTER PRINTERS FOR FY 2025** and to **RECOMMEND** the award of the contract.

RESOLVED, this 26 March 2025 at the National Labor Relations Commission, Ben-Lor IT Center, 1184 Quezon Avenue, Barangay Paligsahan, Quezon City.

Recommending Approval:


LA VILMA MARIA S. PLAN-BARRERA
Chairperson
Bids and Awards Committee


LA CARLOS L. BUENAVENTURA
Vice-Chairperson

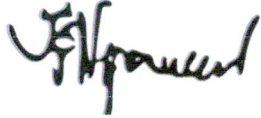
Regular Members:

Absent

ECC II SHERYL E. PAQUIDAO
Member


ECC II PURDEY P. PEREZ
Regular Member

² **Annex B:** Post-Qualification Report of the TWG dated 17 March 2025.



**ATTY. TARCILA B. NEPOMUCENO-
BANDA**
Member


King Moriel S. Verge

NLRC Employees Association
President/Representative
Member

Approved by:



CHAIRPERSON GRACE E. MANQUIZ-TAN
Head of the Procuring Entity
National Labor Relations Commission