



BAC RESOLUTION NO. 2025-0515-116 (BRAVO)

**A RESOLUTION RECOMMENDING A THREE (3)-MONTH EXTENSION OF THE
CONTRACT FOR THE PROCUREMENT OF PHOTOCOPIER MACHINE RENTAL FOR THE
CAAP CENTRAL OFFICE**

WHEREAS, the Bids and Awards Committee (BAC) – Bravo, through Resolution No. 2024-0212-131 (Bravo) dated 06 August 2024, recommended the award of the project entitled *“Procurement of Rental of Photocopier Machine for CAAP Central Office for One (1) Year”* to Otus Copy Systems, Inc.; a copy of said Resolution is attached hereto as **Annex “A”**;

WHEREAS, pursuant to said BAC Resolution, the project was awarded to Otus Copy Systems, Inc., as evidenced by the Notice of Award dated 14 August 2024, attached herein as **Annex “B”**;

WHEREAS, a Contract Agreement for the Procurement of Rental of Photocopier Machine for the CAAP Central Office for One (1) Year was executed by and between the Civil Aviation Authority of the Philippines (CAAP) and Otus Copy Systems, Inc. on 27 August 2024; a copy of the contract is attached herein as **Annex “C”**;

WHEREAS, the Procurement Department submitted a Justification and a supporting Memorandum recommending a three (3)-month extension of the contract, citing operational necessity; a copy of said Justification and Memorandum is attached hereto as **Annex “D”**;

WHEREAS, the proposed three (3)-month contract extension was duly deliberated by the BAC – Bravo in a meeting held on 09 July 2025, conducted in a hybrid format (in-person and via Google Meet); a copy of the Minutes of the Meeting is attached herein as **Annex “E”**;

NOW, THEREFORE, on motion duly made and seconded, and after thorough deliberation, the Bids and Awards Committee – Bravo hereby **RESOLVES**, as it is hereby **RESOLVED**, to **RECOMMEND THE APPROVAL OF A THREE (3)-MONTH EXTENSION** of the Contract for the *Procurement of Rental of Photocopier Machine for CAAP Central Office* between the Civil Aviation Authority of the Philippines and Otus Copy Systems, Inc., under the same terms and conditions, unless otherwise amended in writing.

RESOLVED FURTHER, that this extension shall be subject to compliance with all applicable laws, rules, and regulations, including but not limited to those set forth under the Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.



IN WITNESS WHEREOF, this Resolution No. **2025-0515-116** (Bravo) was duly adopted and signed by the members of the Bids and Awards Committee – Bravo on this 28 JUL 2025 at the Civil Aviation Authority of the Philippines, Pasay City, Metro Manila.


ATTY. DANJUN G. LUCAS
BAC- Chairperson


MGEN RICARDO C BANAYAT AFP (RET)
Vice-Chairperson


ATTY. FRANK EDWARD G. MARTY
Member


ENGR. JAIME M. COSEP
Member


ROSE ANN G. LOBATON
End-User (Procurement Department)

Approved by:


LTGEN RAUL L DEL ROSARIO AFP (RET)
Director General