



DOT NATIONAL CAPITAL REGION (NCR)  
BIDS AND AWARDS COMMITTEE

**BAC Resolution Recommending the Use of Negotiated Procurement-  
Small Value Procurement as an Alternative Method of Procurement,  
Declaring the Single Calculated and Responsive Bid (SCRB) and  
Recommending Award to Eas-Ellen’s Travel and Tours**

**Resolution No. 2023-135**

**WHEREAS**, the Department of Tourism National Capital Region (DOT NCR) Tourism Development Division (TDD) through the General Services/Procurement Unit, posted the Request for Quotation (RFQ) for the Ground Handling Services for the San Juan Art Circuit and Art Trail Tour scheduled on 29 August – 3 September 2023 in the PhilGEPS website and DOT website continuously for at least three (3) calendar days, starting on 19 August 2023, and the deadline for the submission of quotations was set on 22 August 2023. A copy of the PhilGEPS and DOT Website posting is hereto attached, and made an integral part hereof;

**WHEREAS**, the Approved Budget for the Contract (ABC) is **Pesos: Eight Hundred Eighty Nine Thousand Four Hundred Fifty (PhP 889,450.00):**

**WHEREAS**, seventy-nine (79) known service providers were invited to join by sending Request for Quotation (RFQ) via e-mail and to submit their quotation via personal service and or through courier, in compliance with the procedure on Negotiated Procurement - Small Value Procurement pursuant to Section 53.9 of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (R.A. 9184);

**WHEREAS**, in response to the said posting and invitation, only one (1) prospective bidder submitted its quotations within the set deadline for the submission of quotations on 22 August 2023, to wit:

Name of Bidder	Bid Price (As Read)	Findings
Eas-Ellen’s Travel and Tours	889,450.00	Eligible

**WHEREAS**, the detailed evaluation resulted in the following:

Name of Bidder	Bid Amount (As Evaluated)	Findings
Eas-Ellen’s Travel and Tours	889,450.00	Single Calculated and Responsive Bid (SCRB)





**WHEREAS**, upon due evaluation and careful examination of the quotation submitted, Eas-Ellen's Travel and Tours has the Single Calculated and Responsive Bid (SCRB), and has been found to be complying and responsive to the technical specifications as stated in the Technical Specifications. A copy of the Abstract of Canvass and the submitted quotation are hereto attached respectively, and are made integral parts hereof.

**NOW, THEREFORE**, foregoing premises considered, WE, the Members of the DOT- NCR Bids and Awards Committee, hereby **Resolve**, as it is hereby **Resolved**:

- a) To adopt Negotiated Procurement-Small Value Procurement under Section 53.9 of the revised Implementing Rules and Regulations (IRR) of the Republic Act No. 9184 for the **Ground Handling Services for San Juan Art Circuit and Art Trail Tour** scheduled on 29 August – September 3, 2023;
- b) To declare Eas-Ellen's Travel and Tours, as the **Single Calculated and Responsive Bid (SCRB)** and to award the contract for Ground Handling Services for San Juan Art Circuit and Art Trail Tour scheduled on 29 August-3 September 2023 in the amount of PESOS: Eight Hundred Eighty Nine Thousand Four Hundred Fifty only (PhP 889,450.00), inclusive of all applicable taxes.
- c) To recommend for the approval of the Regional Director (Head of Procuring Entity) the foregoing findings.

Resolved this 22<sup>nd</sup> day of August 2023 at City of Makati.

Recommending Approval:

  
**VICTORIA MARGARITA V. PAJE**  
BAC Chairperson

  
**IVANNOVICH T. AGOTE**  
BAC Vice-Chairperson

  
**MARIA FE E. SANTOS**  
BAC Member

  
**MARIA VICTORIA S. RODRIGO**  
BAC Member

  
**MAY M. RAMOS**  
BAC Member

	<b>APPROVED</b>		<b>DISAPPROVED</b>
<b>SHARLENE ZABALA-BATIN</b> Regional Director National Capital Region			

# PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

Supplier

EAS-ELLEN'S TRAVEL AND TOURS

P. O. No.

NCR-23-107

Address

#84 Magbanua Road 2, Brgy. San Pedro,  
Puerto Princesa City, Palawan

Date

August 23, 2023

Mode of Procurement :

Telephone

8950-8708/049-433-2076

NP 53.9 - Small Value Procurement

Gentlemen :

Please furnish this office the following articles subject to the terms & conditions contained herein:

Place of Delivery :

Within Metro Manila and  
San Juan City, Metro  
Manila

Delivery Term :

One (1) day

Date of Delivery :

30 August 2023

Payment Term :

Government Procedure

Stock No.	Unit	Quantity	Description	Unit Cost	Amount																														
	LOT	ONE (1)	GROUND HANDLING SERVICES	889,450.00	889,450.00																														
			<div>Project Name: SAN JUAN ART CIRCUIT AND ART TRAIL TOUR Implementation Date: August 29-September 3, 2023</div> <div>TECHNICAL SPECIFICATIONS/DELIVERABLES: A. Meals for the Launching<table><thead><tr><th>Date</th><th>Particulars</th><th>Amount</th></tr></thead><tbody><tr><td>August 30, 2023</td><td>Buffet Lunch Php 1,500.00 x 275 pax  Inclusive of catering services, themed set-up, tables, chairs, waiters, etc.</td><td>412,500.00</td></tr></tbody></table><div>*Must send menu selection for approval of the end user</div><div>B. Supplies and Materials<table><thead><tr><th>Date</th><th>Particulars</th><th>Amount</th></tr></thead><tbody><tr><td>August 30, 2023</td><td>Tokens (Commemorative Painting) Php 1,200.00 x 275 pax  Live Painting Artist Must include reproduction and certification of the finished product</td><td>330,000.00</td></tr><tr><td>August 30, 2023</td><td>Printing of various collaterals Art catalogue, Artist Information, Art work labels, program of activities, etc.  High quality printing of the materials to be disseminated during the launch</td><td>50,000.00</td></tr><tr><td colspan="2">TOTAL</td><td>Php 380,000.00</td></tr></tbody></table><div>C. Van Rental<table><thead><tr><th>Date</th><th>Particulars</th><th>Amount</th></tr></thead><tbody><tr><td>August 30, 2023</td><td>2 Vans Secretariat Vans for errands and advanced party Php 9,200.00/van x 1 day</td><td>18,400.00</td></tr></tbody></table><div>Inclusive dates: August 30, 2023<ul style="list-style-type: none"><li>Pick up at any point in Metro Manila to San Juan City and Vice Versa</li><li>12 hours use of van (rates are inclusive of overtime pay)</li><li>Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee</li><li>Driver must be fully vaccinated</li></ul></div><div>D. Coaster for the Art Circuit Tour<table><thead><tr><th>Date</th><th>Particulars</th><th>Amount</th></tr></thead><tbody><tr><td>August 30, 2023</td><td>Rental of Coaster Php 15,710.00/coaster  Php 15,710.00 x 5 coasters  Coaster must</td><td>78,550.00</td></tr></tbody></table></div></div></div></div>	Date	Particulars	Amount	August 30, 2023	Buffet Lunch Php 1,500.00 x 275 pax  Inclusive of catering services, themed set-up, tables, chairs, waiters, etc.	412,500.00	Date	Particulars	Amount	August 30, 2023	Tokens (Commemorative Painting) Php 1,200.00 x 275 pax  Live Painting Artist Must include reproduction and certification of the finished product	330,000.00	August 30, 2023	Printing of various collaterals Art catalogue, Artist Information, Art work labels, program of activities, etc.  High quality printing of the materials to be disseminated during the launch	50,000.00	TOTAL		Php 380,000.00	Date	Particulars	Amount	August 30, 2023	2 Vans Secretariat Vans for errands and advanced party Php 9,200.00/van x 1 day	18,400.00	Date	Particulars	Amount	August 30, 2023	Rental of Coaster Php 15,710.00/coaster  Php 15,710.00 x 5 coasters  Coaster must	78,550.00		
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Inclusive dates: August 30, 2023

- Itinerary includes 7 stops around San Juan City
- 12 hours use of coaster (rates are inclusive of pre-tour validation)
- Inclusive of: Driver, Driver's Meals, Fuel, Parking, Toll Fees, Driver's Fee
- Driver must be fully vaccinated

**APPROVED BUDGET FOR THE CONTRACT (ABC)**  
**EIGHT HUNDRED EIGHT-NINE THOUSAND FOUR HUNDRED FIFTY PESOS ONLY**

**(PHP 889,450.00).**

*(inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges)*

-----nothing follows-----

(Total Amount in Words)

**PESOS: EIGHT HUNDRED EIGHTY NINE THOUSAND FOUR HUNDRED FIFTY ONLY**  
*(inclusive of all applicable government taxes)*

**889,450.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme :

  
Signature over/printed name

8/28/23

Date

Funds Available :

  
JOYLYN O. RICOHERMOZO

Accountant II

Very truly yours,

  
SHARLENE ZABALA-BATIN

Regional Director, NCR Regional Office

Amount :

889,450.00

ALOBS No.

93-09-00780