



**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 Lowest Calculated and Responsive Quotation and Recommending Award to Shroff International Travel Care Inc. for the Ground Handling Services for the 2<sup>nd</sup> Central Philippines Travel Expo**

**Resolution No. 2024-071**

**WHEREAS**, the Department of Tourism National Capital Region (DOT NCR) Tourism Regulation Division (TDD) through the General Services/Procurement Unit, posted the Request for Quotation (RFQ) for Ground Handling Services for the DOT Advocacy Training Programs in PhilGEPS and DOT website continuously for at least three (3) calendar days, starting on 11 July 2024, and the deadline for the submission of quotations was set on 15 July 2024. And a copy of PhilGEPS and DOT Website posting is hereto attached, and made an integral part hereof;

**WHEREAS**, the Approved Budget for the Contract (ABC) is **Pesos: Two Hundred Thirty-Five Thousand Three Hundred Seventy-Six only (PhP 235,376.00)**:

**WHEREAS**, forty-four (44) 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 two (2) prospective bidder submitted its quotation within the set deadline for the submission of quotations on 15 July 2024, to wit:

<b>Name of Bidder</b>	<b>Bid Price (As Read)</b>	<b>Findings</b>
EAS-Ellens Travel and Tours	PhP225,000.00	Eligible
Shroff Int'l. Travel Care Inc.	PhP207,060.00	Eligible

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

<b>Name of Bidder</b>	<b>Bid Amount (As Evaluated)</b>	<b>Findings</b>
Shroff Int'l. Travel Care Inc.	PhP207,060.00	Lowest Calculated
EAS-Ellens Travel and Tours	PhP225,000.00	2 <sup>nd</sup>

**WHEREAS**, upon due evaluation and careful examination of the quotation submitted, Shroff Int'l. Travel Care Inc. was the Lowest Calculated and Responsive Quotation, and has been found to be complying and responsive to the technical specifications as stated in the Terms of Reference. A copy of the Abstract of Quotation 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 the 2<sup>nd</sup> Central Philippines Travel Expo on June 18-22, 2024;
- b) To declare **Shroff International Travel Care Inc.** , as the **Lowest Calculated and Responsive Quotation** and to award the contract for Ground Handling Services for the 2<sup>nd</sup> Central Philippines Travel Expo on June 18-22, 2024 in the amount of Pesos: **Two Hundred Seven Thousand and Sixty (PhP207,060.00)**, inclusive of all applicable taxes.
- c) To recommend for the approval of the Regional Director (Head of Procuring Entity) the foregoing findings.

Resolved this 15<sup>rd</sup> day of July 2024 at City of Makati.

Recommending Approval:

 <b>IVANNOVICH T. AGOTE</b> BAC Vice-Chairperson	 <b>VICTORIA MARGARITA V. PAJE</b> BAC Chairperson	 <b>MARIA FE E. SANTOS</b> BAC Member
 <b>MARIA VICTORIA S. RODRIGO</b> BAC Member		 <b>MAY M. RAMOS</b> BAC Member

<input checked="" type="checkbox"/>	<b>APPROVED</b>	<input type="checkbox"/>	<b>DISAPPROVED</b>
 <b>SHARLENE ZABALA-BATIN</b> Regional Director National Capital Region			