



**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 Copy Tech Enterprises for the Rental of Printer and Photocopying Machine

Resolution No. 2024-089

WHEREAS, the Department of Tourism National Capital Region (DOT NCR) through the General Services/Procurement Unit, posted the Request for Quotation (RFQ) for Rental of Printer and Photocopying Machine in PhilGEPs and DOT website continuously for at least three (3) calendar days, starting on 30 August 2024, and the deadline for the submission of quotations was set on 06 September 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: One Hundred Fifty Thousand only (Pp150,000.00)**:

WHEREAS, three (3) 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, two (2) prospective bidders submitted its quotation within the set deadline for the submission of quotations on 06 September 2024, to wit:

Name of Bidder	Bid Price (As Read)	Findings
MCFC Printing Services	PHP144,000.00	Eligible
Copy Tech Enterprises	PHP114,000.00	Eligible

WHEREAS, the detailed evaluation resulted in the following:

Name of Bidder	Bid Amount (As Evaluated)	Findings
Copy Tech Enterprises	PHP114,000.00	Lowest Calculated and Responsive Quotation

WHEREAS, upon due evaluation and careful examination of the quotation submitted, Copy Tech Enterprises 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.



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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 Rental of Printer and Photocopying Machine
- b) To declare **Copy Tech Enterprises**, as the **Lowest Calculated and Responsive Quotation** and to award the contract for Rental of Printer and Photocopying Machine in the amount of Pesos: **One Hundred Fourteen Thousand only (Php 114,000.00)**, inclusive of all applicable taxes.
- c) To recommend for the approval of the Regional Director (Head of Procuring Entity) the foregoing findings.

Resolved this **6th day of September 2024** at City of Makati.

Recommending Approval:

[Signature]
VICTORIA MARGARITA V. PAJE
BAC Chairperson

[Signature]
IVANNOVICH T. AGOTE
BAC Vice-Chairperson

[Signature]
MARIA FE E. SANTOS
BAC Member

[Signature]
MARIA VICTORIA S. RODRIGO
BAC Member

[Signature]
MAY M. RAMOS
BAC Member

APPROVED	DISAPPROVED
<i>[Signature]</i> SHARLENE ZABALA-BATTIN Regional Director National Capital Region	