



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 Quotation and Recommending Award to Merck – MLI Travel and Tours for the Ground Handling for DOT-NCR’s Participation to the Biyaya Sustainable Living Festival 2025

Resolution No. 2025-015

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 Ground Handling Services for the DOT-NCR’s participation to the Biyaya Sustainable Living 2025 on March 15, 2025 in PhilGEPS and DOT website continuously for at least three (3) calendar days, starting on March 05, 2025, and the deadline for the submission of quotations was set on 11 March 2025. Copy of PhilGEPS and DOT Website posting are hereto attached, and made integral part hereof;

WHEREAS, the Approved Budget for the Contract (ABC) is **Pesos: Three Hundred Fifty-Eight Thousand and Nine Hundred Fifty (Php 358,950.00)**:

WHEREAS, one hundred (100) 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 11 March 2025, to wit:

Name of Bidder	Bid Price (As Read)	Findings
Merck – MLI Travel and Tours	358,900.00	Eligible

WHEREAS, the detailed evaluation resulted in the following:

Name of Bidder	Bid Amount (As Evaluated)	Findings
Merck – MLI Travel and Tours	358,900.00	Single Calculated and Responsive Quotation

WHEREAS, upon due evaluation and careful examination of the quotation submitted, Merck – MLI Travel and Tours has the Single 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 Bid 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 DOT-NCR's Participation to the Biyaya Sustainable Living Participation 2025 on March 15, 2025;
- b) To declare Merck – MLI Travel and Tours, as the **Single Calculated and Responsive Quotation** and to award the contract for Ground Handling Services for DOT-NCR's Participation to the Biyaya Sustainable Living Participation 2025 on March 15, 2025 in the amount of Pesos: Three Hundred Fifty-Eight Thousand and Nine Hundred (Php358,900.00), inclusive of all applicable taxes.
- c) To recommend for the approval of the Regional Director (Head of Procuring Entity) the foregoing findings.

Resolved this 10th day of March 2025 at City of Makati.

Recommending Approval:



VICTORIA MARGARITA V. PAJE
BAC Chairperson



IVAN NOVICH T. AGOTE
BAC Vice-Chairperson



MARVIN N. MALACAMAN
BAC Member



KIM DARRYL L. MENOR
BAC Member

*Transferred to another Region
by virtue of Promotion*
MAY M. RAMOS
BAC Member

	APPROVED		DISAPPROVED
SHARLENE ZABALA-BATIN Assistant Secretary for TDRG and concurrent Regional Director for DOT-NCR			