



# PhilGEPS

Philippine Government Electronic Procurement System

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Philippine Government  
Procurement Opportunities

Award Notice Abstract (Ref No.: 3555012)

Status: Updated

| <p><b>Reference Number:</b><br/>8500125</p> <p><b>Control Number:</b><br/>2022-03-0024</p> <p><b>Bid Notice Title:</b><br/>TERMS OF REFERENCE<br/>FOR THE SERVICES OF A<br/>TRAVEL AND TOUR<br/>OPERATOR FOR THE<br/>CONDUCT OF PACIFIC<br/>ASIA TRAVEL<br/>ASSOCIATION (PATA)<br/>TOURISM DESTINATION<br/>RESILIENCE PROJECT IN<br/>SIQUIJOR 30-31 March<br/>2022</p> <p><b>Approved Budget:</b><br/>Php122,500.00</p> <p><b>Procurement Mode:</b><br/>Negotiated Procurement -<br/>Small Value Procurement<br/>(Sec. 53.9)</p> <p><b>Classification:</b><br/>Goods</p> <p><b>Category:</b><br/>Travel, Food, Lodging and<br/>Entertainment Services</p> <p><b>Applicable Procurement<br/>Rules:</b><br/>Implementing Rules and<br/>Regulations</p> <p><b>Funding Source:</b><br/>Government of the<br/>Philippines (GOP)</p> <p><b>Funding Instrument:</b><br/>General Appropriations Act</p> <p><b>Area of Delivery:</b></p> <p><b>Delivery Period:</b><br/>0 Day/s</p> <p><b>Contact Person:</b><br/>MAITA DANTE</p> | <p><b>DEPARTMENT OF TOURISM</b><br/>351 Sen. Gil Puyat Avenue Makati City Metro Manila, NCR, Philippines</p> <p><b>Awardee :</b><br/>SHROFF INTERNATIONAL TRAVEL CARE, INC.<br/><b>Address :</b><br/>2/F RCBC Bldg., 1932 Taft Avenue,<br/>Malate Manila Metro Manila, NCR,<br/>Philippines</p> <p><b>CONTACT PERSON :</b><br/>KRISTINE LAYSON SHROFF<br/><b>Designation :</b><br/>MARKETING DIRECTOR</p> <table border="1"> <thead> <tr> <th data-bbox="403 607 432 651">#</th><th data-bbox="432 607 1031 651">Product/Service/Project Name</th><th data-bbox="1031 607 1225 651">Budget</th></tr> </thead> <tbody> <tr> <td data-bbox="403 651 432 752">1</td><td data-bbox="432 651 1031 752">TOUR OPERATOR, TOUR OPERATOR FOR THE CONDUCT OF PACIFIC ASIA TRAVEL ASSOCIATION (PATA) TOURISM DESTINATION RESILIENCE PROJECT IN SIQUIJOR 30-31 March 2022, 900000000, 1, Lot</td><td data-bbox="1031 651 1225 752">Php122,500.00</td></tr> </tbody> </table> <p><b>Reason for Award :</b><br/>LOWEST CALCULATED AND RESPONSIVE BID (LCRB)</p> | #             | Product/Service/Project Name | Budget | 1 | TOUR OPERATOR, TOUR OPERATOR FOR THE CONDUCT OF PACIFIC ASIA TRAVEL ASSOCIATION (PATA) TOURISM DESTINATION RESILIENCE PROJECT IN SIQUIJOR 30-31 March 2022, 900000000, 1, Lot | Php122,500.00 | <p><b>Award Type:</b><br/>Award Notice</p> <p><b>Contract Amount:</b><br/>Php116,820.00</p> <p><b>Award Date:</b><br/>17-Mar-2022</p> <p><b>Publish Date:</b><br/>25-Mar-2022</p> <p><b>Date Last Updated:</b><br/>25-Mar-2022</p> <p><b>Contract Number:</b><br/>22-00075</p> <p><b>Proceed Date:</b><br/>22-Mar-2022</p> <p><b>Contract Effectivity<br/>Date:</b><br/>22-Mar-2022</p> <p><b>Contract End Date:</b><br/>01-Apr-2022</p> <p><b>Created By:</b><br/>MAITA SUMOGAD DANTE</p> <p><b>Date Created:</b><br/>25-Mar-2022</p> <p><b>Approver:</b><br/>MAITA SUMOGAD DANTE</p> <p><b>View Documents:</b><br/>4</p> |
|--|--|---------------|------------------------------|--------|---|---|---------------|--|
| #  | Product/Service/Project Name   | Budget        |                              |        |   |   |               |  |
| 1  | TOUR OPERATOR, TOUR OPERATOR FOR THE CONDUCT OF PACIFIC ASIA TRAVEL ASSOCIATION (PATA) TOURISM DESTINATION RESILIENCE PROJECT IN SIQUIJOR 30-31 March 2022, 900000000, 1, Lot  | Php122,500.00 |                              |        |   |   |               |  |

**Created By:**

MAITA DANTE



## NOTICE OF AWARD

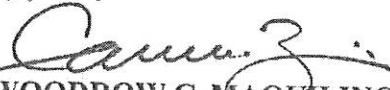
MS. SHEENA L. SHROFF-DE GUZMAN  
Business Development Director  
Blk 58 lot 25 Soldiers Hills Putatan

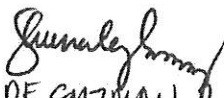
**Dear Ms. Shroff-De Guzman:**

We are pleased to inform you that your quotation for the Tour Operator for the Conduct of Pacific Asia Travel Association (PATA) Tourism Destination Resilience Project in Siquijor, in the amount of One Hundred Sixteen Thousand Eight Hundred Twenty Pesos (PhP116,820.00) has been determined as the Single Calculated and Responsive Bid (SCRB) through Negotiated Procurement – Small Value Procurement (SVP).

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations under the project.

Very truly yours,

  
**USEC. WOODROW C. MAQUILING, JR.**  
Department of Tourism  
By Authority of the Secretary:  
(per Department Order No. 2022-025)

Conforme:   
SHEENA S. DE GUZMAN  
(Awarded bidder's name of authorized  
Representative and signature)

8-17-22

(Date)

\*Kindly fax or email to sender to acknowledge receipt

**Service Contract****Ground Handling Services****KNOW ALL MEN BY THESE PRESENTS:**

That this Agreement, made and entered into this MAR 22 2022 in the City of Makati, Philippines, by and between

The **DEPARTMENT OF TOURISM**, with principal office address at the New DOT Building, 351 Senator Gil Puyat Avenue, Makati City, Philippines 1200 represented by its Undersecretary for Tourism Development Planning, **MR. WOODROW C. MAQUILING, JR.**, of legal age and Filipino citizen and hereinafter referred to as the **FIRST PARTY**;

and  
**SHROFF INTERNATIONAL TRAVEL CARE, INC.** is a private entity duly existing by virtue of Philippine laws with office address at BLK 58 LOT 25 Soldiers Hills Putatan, Muntinlupa City herein represented by its Business Development Director **MS. SHEENA L. SHROFF** and hereinafter referred to as the **SECOND PARTY**;

Each a Party, and collectively, the **PARTIES**.

**WITNESSETH:**

**WHEREAS**, the **FIRST PARTY** is the primary planning, programming, coordinating, implementing and regulatory government agency in the development and promotion of the tourism industry, both domestic and international;

**WHEREAS**, the Pacific Asia Travel Association (PATA) is a not-for-profit membership association that acts as a catalyst for the responsible development of travel and tourism to, from and within the Asia Pacific region. Since 1951, PATA has led from the forefront as the leading voice and authority on travel and tourism in the Asia Pacific region;

**WHEREAS**, the **FIRST PARTY** and PATA is currently conducting the PATA Tourism Destination Resilience (TDR) Project as an outcome of the High-Level Meeting between PATA and PDOT held last 01 April 2021. The said project aims to assist Destination Management Organizations (DMOs) to build resilience, withstand adversities, and ensure sustainable tourism development;

**WHEREAS**, pursuant to the above, the **FIRST PARTY** and PATA will conduct the Tourism Destination Resilience Training (the "**Training**") which consists of sub-national consultative workshops to assist DMOs in preparing the TDR process (risk assessment, risk management, and adaptive capacity plans);

**WHEREAS**, the **FIRST PARTY** is in need of the services of a DOT Accredited tour operator to provide accommodation, meals, transportation and other logistic requirements for the Training on 30 to 31 March 2022 in Siquijor;

**WHEREAS**, the **SECOND PARTY** is a duly registered member of the Philippine Government Electronic Procurement System (PhilGEPS) who possesses the necessary skills, experience and expertise in providing the required services, has offered to undertake the project;

**WHEREAS**, the requirement was processed 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 (Government Procurement Reform Act);

**WHEREAS**, the Bids and Awards Committee (BAC) of the DOT, through **BAC Resolution No. 2022-030**, has declared the **SECOND PARTY** to be the bidder with the *Lowest Calculated and Responsive Bid (LCRB)* as its quotation is found to be compliant and responsive to the specifications indicated in the Terms of Reference (TOR);

**NOW, THEREFORE**, based on the foregoing, the **PARTIES** hereby agree as follows:

1. **SERVICES.** The **SECOND PARTY** shall provide the **FIRST PARTY** with the necessary requirements as follows:

- A. Accommodation

- Three (3) deluxe twin-sharing room in San Juan, Siquijor
      - Check in : 29 March 2022
      - Check out : 01 April 2022
      - Inclusive of daily breakfast, complementary Wi-Fi, and drinking water

- B. Meals

- Three (3) Lunch and Dinner for five (5) pax from 29 March to 01 April 2022

- C. Transportation

- Provision of roundtrip land and sea transfers from Dumaguete Airport – Dumaguete Port – Siquijor Port – Accommodation for three (3) pax on 29 March 2022 and 01 April 2022
    - Provision of one (1) secretariat vehicle for four (4) days from 29 March to 01 April 2022
    - Inclusive of driver's meal, antigen test (if needed) and other appropriate vehicular fees

- D. Logistical Requirements

- Provision of RT-PCR tests for five (5) pax

Details of the above including the other responsibilities of the **SECOND PARTY** are indicated in the attached **Terms of Reference**, which forms an integral part of this contract.

2. **EFFECTIVITY AND TERM.** This Agreement shall be effective for the date of execution until **1 April 2022**.
3. **COMPENSATION.** By way of compensation for its services, the **FIRST PARTY** shall pay the **SECOND PARTY** the total amount indicated in the Statement of Account, which shall be based on actual expenses incurred, but not to exceed **ONE HUNDRED SIXTEEN THOUSAND EIGHT HUNDRED TWENTY PESOS (PhP 116,820.00)**, for the total actual cost of services rendered inclusive of VAT and other taxes.
4. **PAYMENT.** The above consideration will be paid by the **FIRST PARTY** after presentation of the required Statement of Account and other necessary documents, subject to the usual accounting and auditing rules and regulations by the **SECOND PARTY**. It is understood, however, that payment shall only be made after it has fully and satisfactorily rendered its undertaking under this agreement.
5. **LIQUIDATED DAMAGES.** When the **SECOND PARTY** fails to satisfactorily render the services under this Agreement within the specified schedule, the **SECOND PARTY** shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed services scheduled for delivery for every day of delay. The **FIRST PARTY** need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the **SECOND PARTY**, or collected from any securities or warranties posted by the **SECOND PARTY**, whichever is convenient to

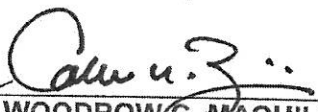
the procuring entity concerned. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, in which event the **FIRST PARTY** concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

6. **FREE AND HARMLESS.** The **SECOND PARTY** shall hold the **FIRST PARTY** free and harmless from, and hereby binds and obligates itself to indemnify the **FIRST PARTY** for any and all liabilities, losses, damages, injuries, including death, claims, demands, suits, proceeding, judgements, awards, fines, penalties and all expenses, legal or otherwise of whatever kind or nature arising from and by reason of this Agreement, due to the fault, negligence, act, act omission, delays, conduct, breach of trust, or non-observance or violation of this Agreement, or any of its stipulation and warranties by the **SECOND PARTY** and/or any of its employees, agents, representatives, or sub-contractors.
7. **DISPUTE RESOLUTION.** If any dispute shall arise between the **FIRST PARTY** and the **SECOND PARTY** in connection with this Agreement, the Parties shall make every effort to resolve such dispute amicably. Should such dispute not be resolved, the same will be referred for arbitration in accordance with RA No. 876 or the *Arbitration Law* and RA No. 9285 or the *Alternative Dispute Resolution Act of 2004*.
8. **ELECTRONIC SIGNATURES.** The parties shall be entitled to sign and transmit this Agreement with an electronic signature whether by facsimile, e-mail, or other electronic means, which signature shall be binding on the Party whose name is contained therein. Any Party providing an electronic signature agrees to promptly execute and deliver to the other parties an original signed Agreement upon request
9. **COMPLETENESS OF AGREEMENT.** This Agreement, along with the select provisions in the annexes made integral parts hereof, contains the complete understanding of the Parties and may not be modified or amended except through another Agreement in writing duly executed by the parties.

**IN WITNESS WHEREOF,** the Parties have executed this Agreement through their authorized representatives on the date stated above.

**DEPARTMENT OF TOURISM**

By:


  
 MR. WOODROW C. MAQUILING, JR.  
 Undersecretary

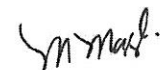
**SHROFF INTERNATIONAL TRAVEL CARE, INC**

By:

  
 MS. SHEENA L. SHROFF  
 Business Development Director

Signed in the presence of:

  
 \_\_\_\_\_

  
 MARY CRIS MARTIN

**FUNDS AVAILABLE:**

22-00075

FUNDS AVAILABLE:

*mmmm*  
**Mr. ROMAN G. BERSAMIRA**  
 Chief Accountant,  
 Accounting Division, DOT

**ACKNOWLEDGEMENT**

Republic of the Philippines) S.S  
 City of Makati)

On this 24<sup>th</sup> day of March, 2022 personally appeared before me, a Notary Public in and for the City of Makati, the following persons:

| Name                      | Government ID       | Date Issued | Place Issued |
|---------------------------|---------------------|-------------|--------------|
| Woodrow C. Maquiling, Jr. | <i>P# 50017657A</i> |             |              |
| Sheena L. Shroff          | <i>P# P2133806B</i> |             |              |

all known to me to be the same person who executed the foregoing Agreement and acknowledgement that the same is an act of their free and voluntary will and deed and of the entity that they respectively represent.

**IN WITNESS WHEREOF**, I hereunto sign this document and affix my seal of office on this date and place aforementioned.

Doc. No. 53  
 Page No. I  
 Book No. II  
 Series of 2022.

**ATTY. AUDELE M. ZAMORA**  
**NOTARY PUBLIC**  
 Until December 31, 2021  
 Penthouse, Legal Affairs Service, DOT Bldg.  
 PTR No. 8862995 - 01/15/2022 - Makati City  
 IBP Lifetime Member 04646 / Makati City  
 Roll No. 44115 / MCLE VI-0024349  
 Extended Until June 30, 2022 Per BM No. 3795





**BAC Resolution Declaring Lowest Calculated and Responsive Bid (LCRB)  
and Recommending Award for the Tour Operator for the Conduct of  
Pacific Asia Travel Association (PATA) Tourism Destination Resilience  
Project in Siquijor  
(RFQ No. 2022 - 03 - 0024)**

**Resolution No. 2022 - ~~030~~**

**WHEREAS**, the Department of Tourism (DOT), through the Procurement Management Division (PMD), posted the Request for Quotation (RFQ) for the Tour Operator for the Conduct of Pacific Asia Travel Association (PATA) Tourism Destination Resilience Project in Siquijor, in the PhilGEPS website and DOT website continuously for at least four (4) calendar days, starting on 08 March 2022, and the deadline for the submission of quotations was set on 11 March 2022. The Approved Budget for the Contract (ABC) is One Hundred Twenty-Two Thousand Five Hundred Pesos (Ph122,500.00). A copy of the PhilGEPS posting is hereto attached, marked as **Annex "A"**, and made an integral part hereof;

**WHEREAS**, twelve (12) known bidders were invited to join by sending Request for Quotation (RFQ) via e-mail and to submit their quotation via e-mail using the same method, 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 their quotation within the set deadline for the submission of quotations on 11 March 2022;

**WHEREAS**, upon evaluation, below is the findings;

| <b>Name of Bidder</b>                  | <b>Bid Amount (As Read)</b> | <b>Findings</b> |
|--|-----------------------------|-----------------|
| SHROFF INTERNATIONAL TRAVEL CARE, INC. | Php116,820.00               | Eligible        |
| CCT.168 TRAVEL AND TOURS CORP.         | Php119,700.00               | Eligible        |

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

| <b>Name of Bidder</b>                  | <b>Bid Amount (As Calculated)</b> | <b>Ranking</b>                              |
|--|-----------------------------------|---|
| SHROFF INTERNATIONAL TRAVEL CARE, INC. | Php116,820.00                     | <b>Lowest Calculated Bid</b>                |
| CCT.168 TRAVEL AND TOURS CORP.         | Php119,700.00                     | 2 <sup>nd</sup> Lowest Calculated Bid (LCB) |

**CERTIFIED TRUE COPY  
OF THE ORIGINAL  
BY: 3/16/2022**

2022-011



**WHEREAS**, upon due evaluation and careful examination of the quotation submitted by **Shroff International Travel Care, Inc.**, being the bidder with the *Lowest Calculated Bid (LCB)*, its quotation has been found to be complying and responsive to the technical specifications as stated in the Terms of Reference (TOR). A copy of the Abstract of Quotations and the submitted quotations are hereto attached, marked as **Annexes "B" and "C"**, respectively, and are made integral parts hereof;

**NOW, THEREFORE**, foregoing premises considered, WE, the Members of the DOT 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 Supply and Delivery of Purified Drinking Water with Free Use of Hot and Cold Dispensers for the Department of Tourism; and
  - b) To declare by **Shroff International Travel Care, Inc.**, as the **Lowest Calculated and Responsive Bid (SCRB)** and to award the contract for the Tour Operator for the Conduct of Pacific Asia Travel Association (PATA) Tourism Destination Resilience Project in Siquijor, in the total amount **ONE HUNDRED SIXTEEN THOUSAND EIGHT HUNDRED TWENTY PESOS (PhP116,820.00)**, inclusive of all applicable taxes;
  - c) To recommend for approval by the Secretary of Tourism the foregoing findings.
- Resolved this 11th day of March 2022.

**Recommending Approval:**

  
**OIC - USEC. REYNALDO L. CHING**  
BAC Chairperson

  
**OIC - ASEC. MILAGROS Y. SAY**  
BAC Vice Chairperson

  
**MR. RAYMUND GLEN A. AGUSTIN**  
BAC Member

  
**MS. ERNESTINNE S. DEMACLID**  
BAC Member


  
**ATTY. JENNIFER A. OLBA**  
BAC Member

**By Authority of the Secretary**  
**(Department Order No. 2022-025)**

☒ **APPROVED** ☐ **DISAPPROVED:**

  
**WOODROW C. MAQUILING, JR.**  
Undersecretary for Tourism Development Planning

**CERTIFIED TRUE COPY  
OF THE ORIGINAL**

BY:  3/16/2022