



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



October 1, 2025

ATTY ALBERTO T. ESCOBARTE, CESO II
Regional Director
DepEd IVA CALABARZON

S I R:

DepEd Regional Office IV-A CALABARZON through the Procurement Unit, has undertaken Negotiated Procurement (Agency-to-Agency) for the lease of venue including food and accommodation for the **DEVELOPMENT OF THE R4A RESEARCH EJOURNAL** on **November 10-11, 2025**. Pursuant to the Office Memorandum No. DEPED-4A-PU-OM-2025-182 dated September 25, 2025, which authorizes the Procurement Unit (PU) to undertake this project, the PU proceeded with the procurement process.

On September 24, 2025, **NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES - NATIONAL CAPITAL REGION (NEAP-NCR)** submitted their quotation in the amount of **Seventy-Two Thousand Pesos (Php72,000.00)**.

That based on the **QUOTATION EVALUATION REPORT** prepared by the Procurement Unit, it was determined that the Single Calculated and Responsive Quotation (SCRQ) is **NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES - NATIONAL CAPITAL REGION (NEAP-NCR)** with a proposed quotation amounting to **Seventy-Two Thousand Pesos (Php72,000.00)**. The **QUOTATION EVALUATION REPORT** is attached hereto as Annex "A" and made integral part of this document.

In view of the foregoing, the Procurement Unit respectfully **RECOMMENDS** to the Regional Director, as the Head of the Procuring Entity the award of the contract to **NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES - NATIONAL CAPITAL REGION (NEAP-NCR)** in the amount of **Seventy-Two Thousand Pesos (Php72,000.00)**.

Thank you.

Very truly yours,

JOCELYN L. MARTIN
Administrative Officer IV
Procurement Unit

DENNIS V. MANAY
Administrative Officer II
Procurement Unit

☒ **APPROVED** ☐ **DISAPPROVED:**

ATTY. ALBERTO T. ESCOBARTE, CESO II
Head of the Procuring Entity

08F/ROA/JLCC





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"ANNEX A"

QUOTATION EVALUATION REPORT

Project Title: DEVELOPMENT OF THE R4A RESEARCH EJOURNAL	
Date of Activity: November 10-11, 2025	
Approved Budget for the Contract: Seventy-Two Thousand Pesos (Php72,000.00)	
Mode of Procurement: Negotiated Procurement (Agency-to-Agency) for the Lease of Venue with Food and Accommodation	
Name of Bidder: NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES - NATIONAL CAPITAL REGION (NEAP-NCR)	
Bid Price: Seventy-Two Thousand Pesos (Php72,000.00)	Date of Opening and Evaluation: September 30, 2025

Date Posted in the PhilGEPS: N/A						
Date Posted in the Office Website and Conspicuous Bulletin: N/A						
RFQ sent to at least one (1) prospective suppliers: 1. National Educators Academy Of The Philippines - National Capital Region (NEAP-NCR)						
SUBMITTED QUOTATION/S:						
<table border="1"><thead><tr><th>Name of Bidder</th><th>Amount of Bid</th><th>Remarks</th></tr></thead><tbody><tr><td>National Educators Academy Of The Philippines - National Capital Region (NEAP-NCR)</td><td>Php72,000.00</td><td>Complying</td></tr></tbody></table>	Name of Bidder	Amount of Bid	Remarks	National Educators Academy Of The Philippines - National Capital Region (NEAP-NCR)	Php72,000.00	Complying
Name of Bidder	Amount of Bid	Remarks				
National Educators Academy Of The Philippines - National Capital Region (NEAP-NCR)	Php72,000.00	Complying				

LEGAL DOCUMENTS			
Documents Evaluated	Present	Absent	Findings/Remarks
Business/Mayor's Permit			N/A

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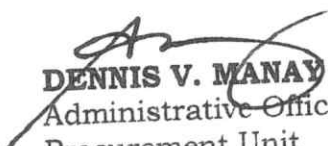


PhilGEPS Registration Number			N/A
Latest Income/Business Tax Return or Tax Clearance			N/A
Notarized Omnibus Sworn Statement (OSS)			N/A
Specifications	✓		Complying

Based on the findings above cited, **NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES - NATIONAL CAPITAL REGION (NEAP-NCR)** has submitted all the documents required. The undersigned **RECOMMENDS** that the contract be awarded to **NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES - NATIONAL CAPITAL REGION (NEAP-NCR)** having complied with all the requirements and thus declared as the Single Calculated and Responsive Quotation (SCRQ).

Submitted for the consideration of the Head of the Procuring Entity (HoPE) this October 1, 2025 at Cainta, Rizal

JOCELYN L. MARTIN
Administrative Officer IV
Procurement Unit


DENNIS V. MANAY
Administrative Officer II
Procurement Unit