



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



October 24, 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 Small Value Procurement (SVP) for the **FOOD AND ACCOMMODATION FOR THE WORKSHOP ON THE DEVELOPMENT OF MECHANISM ON TRACKING BASIC EDUCATION DATA USING TECHNOLOGIES ON NOVEMBER 19-20, 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 October 24, 2025, during the opening and evaluation of submitted quotation, one (1) bidder submitted its quotation, **FIRST STA. ROSA HOTEL CORP. (EL CIELITO HOTEL)** in the amount of **One Hundred Eighteen Thousand Eight Hundred Pesos (Php118,800.00)**.

That based on the **QUOTATION EVALUATION REPORT** prepared by the Procurement Unit, it was determined that the Single Calculated and Responsive Quotation (SCRQ) is **FIRST STA. ROSA HOTEL CORP. (EL CIELITO HOTEL)** with a proposed quotation amounting to **One Hundred Eighteen Thousand Eight Hundred Pesos (Php118,800.00)**. 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 **FIRST STA. ROSA HOTEL CORP. (EL CIELITO HOTEL)** in the amount of **One Hundred Eighteen Thousand Eight Hundred Pesos (Php118,800.00)**.

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/MJLS



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"ANNEX A"

QUOTATION EVALUATION REPORT

Project Title: FOOD AND ACCOMMODATION FOR THE WORKSHOP ON THE DEVELOPMENT OF MECHANISM ON TRACKING BASIC EDUCATION DATA USING TECHNOLOGIES	
Date of Activity: November 19-20, 2025	
Approved Budget for the Contract: One Hundred Twenty Thousand Pesos (Php120,000.00)	
Mode of Procurement: Small Value Procurement (SVP)	
Name of Bidder: FIRST STA. ROSA HOTEL CORP. (EL CIELITO HOTEL)	
Bid Price: One Hundred Eighteen Thousand Eight Hundred Pesos (Php118,800.00)	Date of Opening and Evaluation: October 24, 2025

Date Posted in the PhilGEPS: N/A		
Date Posted in the Office Website and Conspicuous Bulletin: October 16, 2025 to October 22, 2025		
RFQ sent to five (5) prospective suppliers: 1. NDN Resort and Events Place; 2. BP International Makiling; 3. Paseo Premier Hotel; and 4. First Sta Rosa Hotel Corp. (El Cielito Hotel).		
SUBMITTED QUOTATION/S:		
Name of Bidder	Amount of Bid	Remarks
First Sta Rosa Hotel Corp. (El Cielito Hotel)	Php118,800.00	Complying and Lone Bidder

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LEGAL DOCUMENTS			
Documents Evaluated	Present	Absent	Findings/Remarks
Business/Mayor's Permit	✓		Comply
PhilGEPS Registration Number	✓		Comply
Latest Income/Business Tax Return or Tax Clearance	✓		Comply
Notarized Omnibus Sworn Statement (OSS)	✓		Comply
Specifications	✓		Comply

Based on the findings above cited, **FIRST STA ROSA HOTEL CORP. (EL CIELITO HOTEL)** has submitted all the documents required. The undersigned **RECOMMEND** that the contract be awarded to **FIRST STA ROSA HOTEL CORP. (EL CIELITO HOTEL)** being compliant to the requirements declared as the Single Calculated and Responsive Quotation (SCRQ).

Submitted for the consideration of the Head of the Procuring Entity (HoPE) this October 24, 2025, at Cainta, Rizal.

JOCELYN L. MARTIN
Administrative Officer IV
Procurement Unit

DENNIS V. MANAY
Administrative Officer II
Procurement Unit