



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



PU-LRER01-2025-21

November 12, 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 WRITESHOP ON RESOLUTION AND DECISION WRITING (2<sup>nd</sup> HALF)** on **DECEMBER 1-5, 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 November 11, 2025, during the opening and evaluation of submitted quotations, the following two (2) bidders submitted their quotations as follows:

BIDDER	AMOUNT OF BID	REMARKS
Sunrise Ridge Corporation (Soleste Suites)	Php247,000.00	Complying
The Excelsior Hotel	Php685,850.00	Non-Complying (Quotation is Above ABC)

That based on the **QUOTATION EVALUATION REPORT** prepared by the Procurement Unit, it was determined that the Single Calculated and Responsive Quotation (SCRQ) is **SUNRISE RIDGE CORPORATION (SOLESTE SUITES)** with a proposed quotation amounting to **Two Hundred Forty-Seven Thousand Pesos (Php247,000.00)**. 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 **SUNRISE RIDGE CORPORATION (SOLESTE SUITES)** in the amount of **Two Hundred Forty-Seven Thousand Pesos (Php247,000.00)**.

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: <b>FOOD AND ACCOMMODATION FOR THE WRITESHOP ON RESOLUTION AND DECISION WRITING (2<sup>nd</sup> HALF)</b>	
Date of Activity: <b>December 1-5, 2025</b>	
Approved Budget for the Contract: <b>Two Hundred Sixty Thousand Pesos (Php260,000.00)</b>	
Mode of Procurement: <b>Small Value Procurement (SVP)</b>	
Name of Bidder: <b>SUNRISE RIDGE CORPORATION (SOLESTE SUITES)</b>	
Bid Price: <b>Two Hundred Forty-Seven Thousand Pesos (Php247,000.00)</b>	Date of Opening and Evaluation: <b>November 11, 2025</b>

Date Posted in the PhilGEPS: <b>November 6, 2025</b>		
Date Posted in the Office Website and Conspicuous Bulletin: <b>November 5, 2025 to November 10, 2025</b>		
<b>RFQ sent to four (4) prospective suppliers:</b> 1. The Excelsior Hotel; 2. Sunrise Ridge Corporation (Soleste Suites); 3. Red Hotel, Inc.; and 4. St. Giles Makati Hotel		
<b>SUBMITTED QUOTATION/S:</b>		
Name of Bidder	Amount of Bid	Remarks
Sunrise Ridge Corporation (Soleste Suites)	Php247,000.00	Complying
The Excelsior Hotel	Php685,850.00	Non-Complying (Quotation is Above ABC)

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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, **SUNRISE RIDGE CORPORATION (SOLESTE SUITES)** has submitted all the documents required. The undersigned **RECOMMENDS** that the contract be awarded to **SUNRISE RIDGE CORPORATION (SOLESTE SUITES)** 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 November 12, 2025, at Cainta, Rizal.

**JOCELYN L. MARTIN**  
Administrative Officer IV  
Procurement Unit

**DENNIS V. MANAY**  
Administrative Officer II  
Procurement Unit