



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

SIR:

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** on **October 20-24, 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 30, 2025, during the opening and evaluation of submitted quotations, the following four (4) bidders submitted their quotations as follows:

BIDDER	AMOUNT OF BID	REMARKS
Green Sun Hotel Management Inc.	Php233,800.00	Complying
Oracle Hotel and Residence Corp.	Php234,000.00	Non-Complying (Unfilled Total Cost in the RFQ)
Tagaytay Automart Inc. (Tagaytay Country Hotel)	Php234,000.00	Non-Complying (Unfilled Total Cost in the RFQ)
Sunny Glades Properties Corp. (Tagaytay Haven Hotel)	Php237,000.00	Complying

That based on the **QUOTATION EVALUATION REPORT** prepared by the Procurement Unit, it was determined that the Lowest Calculated and Responsive Quotation (LCRQ) is **GREEN SUN HOTEL MANAGEMENT INC.** with a proposed quotation amounting to **Two Hundred Thirty-Three Thousand Eight Hundred Pesos (Php233,800.00)**. The **QUOTATION EVALUATION REPORT** is attached hereto as Annex "A" and made integral part of this document.

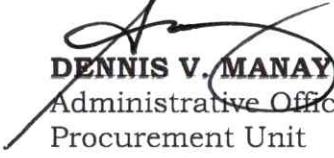
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In view of the foregoing, the Procurement Unit respectfully **RECOMMENDS** to the Regional Director, as the Head of the Procuring Entity the award of the contract to **GREEN SUN HOTEL MANAGEMENT INC.** in the amount of **Two Hundred Thirty-Three Thousand Eight Hundred Pesos (Php233,800.00)**.

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



Republic of the Philippines
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“ANNEX A”

QUOTATION EVALUATION REPORT

Project Title: **WRITESHOP ON RESOLUTION AND DECISION WRITING**

Date of Activity: **October 20-24, 2025**

Approved Budget for the Contract: **Two Hundred Forty Thousand Pesos (Php240,000.00)**

Mode of Procurement: Small Value Procurement (SVP)

Name of Bidder: **GREEN SUN HOTEL MANAGEMENT INC.**

Bid Price: **Two Hundred Thirty-Three Thousand Eight Hundred Pesos (Php233,800.00)**

Date of Opening and Evaluation:
September 30, 2025

Date Posted in the PhilGEPS: **September 25, 2025**

Date Posted in the Office Website and Conspicuous Bulletin: **September 24, 2025 to September 29, 2025**

RFQ sent to at least three (3) prospective suppliers:

1. Green Sun Hotel Management Inc.;
2. Tagaytay Automart Inc. – Tagaytay Country Hotel; and
3. Extremelli Suites.

SUBMITTED QUOTATION/S:

Name of Bidder	Amount of Bid	Remarks
Green Sun Hotel Management Inc.	Php233,800.00	Complying
Oracle Hotel and Residence Corp.	Php234,000.00	Non-Complying (Unfilled Total Cost in the RFQ)
Tagaytay Automart Inc. (Tagaytay Country Hotel)	Php234,000.00	Non-Complying (Unfilled Total Cost in the RFQ)

08F/ROA/JLCC



RO-ASD-F138

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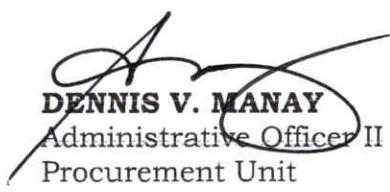
Sunny Glades Properties Corp. (Tagaytay Haven Hotel)	Php237,000.00	Complying
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LEGAL DOCUMENTS			
Documents Evaluated	Present	Absent	Findings/Remarks
Business/Mayor's Permit	✓		Comply
PhilGEPS Registration Number	✓		Comply
Latest Income/Business Tax Return or Tax Clearance	✓		Comply
Notarized Omnibus Sworn Statement (OSS)	✓		Comply
Specifications	✓		Comply

Based on the findings above cited, **GREEN SUN HOTEL MANAGEMENT INC.** has submitted all the documents required. The undersigned **RECOMMEND** that the contract be awarded to **GREEN SUN HOTEL MANAGEMENT INC.** being compliant to the requirements declared as the Lowest Calculated and Responsive Quotation (LCRQ).

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


JOCELYN L. MARTIN
 Administrative Officer IV
 Procurement Unit


DENNIS V. MANAY
 Administrative Officer II
 Procurement Unit